
**BUILDING AND SITE ACCESSIBILITY
GENERAL INFORMATION**

DATE REVIEWED: _____ APPROX. BUILDING AGE _____ LEASE HOLDER _____

REVIEWER'S NAME AND TITLE: _____

FACILITY STREET ADDRESS: _____

CITY: _____

OTHER FEDERAL AGENCIES OCCUPYING FACILITY: _____

TOOLS NEEDED TO CONDUCT EVALUATION OF BUILDING AND SITE

ACCESSIBILITY: You will need to have a tape measure in order to conduct the evaluation. If you need assistance during the evaluation, please refer to the Uniform Federal Accessibility Standards (UFAS).

HOW TO COMPLETE THE BUILDING AND SITE ACCESSIBILITY EVALUATION: Please Check either yes, no, or not applicable (N/A) to each question. If the answer is no, please explain in the comment section following each element. It is important to know exact measurements/conditions of inaccessible elements and if there are any plans to correct such elements. Use additional pages as needed.

ELEMENT 1: ACCESSIBLE ROUTE (UFAS 4.1-4.7)

Need: People who walk with difficulty or use wheelchairs, crutches, canes or walkers need a wide, smooth, level, firm surface. Sight-impaired people need a path free of hazards such as low-hanging/protruding objects undetectable by a cane.

Yes No N/A

1. At least one accessible route connects all parts of facility?
2. Minimum of 36" clears width except at doors?
3. Is there at least a 60" x 60" passing space every 200'?
4. Minimums of 80" clear headroom?
5. Surface: non-slip, firm and stable?
6. Slope does not exceed 1:20? (If slope exceeds 1:20 check Element 3 - Ramps.)
7. Are routes not interrupted by 1/2" or more changes in level or steps?
8. Are grates set in the direction of the route no more than 1/2" wide?
9. Route is clear of any benches, water fountains, etc. with leading edges at 27" or below that reduce the width of route space less than 36"?

10. At least one accessible route from transportation stops, parking, street and/or sidewalks?

11. Curb Ramps

- (a) Located whenever accessible route crosses a curb and where cars do not park?
- (b) Slope does not exceed 1:12?
- (c) At least 36" wide, excluding flared sides?
- (d) Surface: firm, stable and non-slip?
- (e) If no hand/guard rails, flared sides with slope of flare no more than 1:10?
- (f) If at intersection, located within & to one side of marked crossing?
- (g) Flush, smooth transition with street level?

Comments: _____

ELEMENT 2: PARKING (UFAS 4.6)

Need: People with mobility impairments need parking spaces wide enough to safely open car doors fully and get out with a wheelchair or mobility aid. Designated parking spaces shall be located nearest to the accessible entrance or accessible route to the building or facility.

Yes No N/A

1. If any employee or visitor parking is provided, are spaces reserved for people with disabilities? Suggested guideline:

Total Parking in the Lot	Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8

2. Reserved space(s) located closest to an accessible entrance; on accessible route?

3. Is the space(s) at least 96" wide?

4. Access aisle next to space at least 60" wide?

5. Slope of space/access aisle no more than 1:50?

6. Accessibility Symbol on space, mounted at a height unobscurable by a vehicle?

7. Surface: non-slip, firm, and stable?

Comments: _____

ELEMENT 3: RAMPS (UFAS 4.8)

Need: People in wheelchairs need gently sloped ramps with handrails, no drop-off, and a smooth, stable surface with level top and bottom platforms for resting and turning.

Yes No N/A

1. Slope is the least possible and no more than 1:12?
2. Cross slope (perpendicular to direction of travel): no more than 1:50?
3. Surface: non-slip, firm and stable?
4. Walls, railings or curbs at least 2" high to prevent slipping off ramp?
5. Level landing is as wide as ramp and at least 60" long at top and bottom of ramp and each turn of ramp?
6. Ramp is at least 36" wide and rises no more than 30"?
7. Handrails:
 - (a) provided on both sides?
 - (b) diameter of gripping surface 1-1/4" to 1-1/2"?
 - (c) if on/next to wall, wall and handrail are 1-1/2" apart.
 - (d) if ramp rise is more than 6" and length is more than 72", are there handrails between 30"-34" high?
 - (e) ends and edges rounded smoothly?
 - (f) solidly anchored and with fittings that do not rotate?
 - (g) parallel with slope of ground surface?

Comments: _____

ELEMENT 4: ENTRANCES AND INTERIOR DOORS (UFAS 4.13 AND 4.14)

Need: People with mobility impairments need a building entrance that is wide, smooth, level or ramped. Entrance doors must be wide, have adequate space for maneuvering, on both the pull and push sides, and require light pressure, and no twisting to operate.

Yes No N/A

1. At least one principle entrance located on accessible route?
2. Accessible doors are standard single or double leafed hinged doors, not

Revolving doors/turnstiles?

3. Is the door width at least 32" with the door being open 90 degrees, measured between the face of the door and the stop (if double doors are used, one must comply)?
4. Is door hardware no higher than 48" and push/pull type or lever operated?
5. Is the maximum opening force 8.5 lb. on exterior hinged doors (about as much as needed to open a refrigerator door); 5 lb. on interior hinged/sliding/folding doors?
6. Are all thresholds no higher than 1/2", with beveled edge, and a slope, any greater than 1:2?
7. Is there a minimum of 48" between sets of open doors?
8. If it is an exterior sliding door: thresholds/bottom tracks maximum height 3/4", hardware exposed and usable on both sides?
9. Sweep period of door closing is 3 seconds or more?
10. Signage (UFAS 4.30) Example: Sign for NRCS office should have color contrast, letters raised or indented symbols, with appropriate height and location.

Comments: _____

ELEMENT 5: ELEVATORS (UFAS 4.10)

Need: All persons with disabilities benefit from elevators. Adequate maneuvering space must be provided. Time to get to and enter the cab, it must be located conveniently, and have marked controls. Blind persons need audible indications on direction of travel and floors, and tactile markings at all controls. Persons who are deaf or hard of hearing need this information to be visual.

Yes No N/A

1. At least one serves each level on accessible route in a multi-story facility, unless ramped?
2. Is it an automatic self-leveling elevator with reopening devices?
3. Car dimensions: if door opens in the center, the floor is at least 51" x 80", if door opens on one side, floor at least 51" x 68"?
4. Hall call buttons: centered 42" or less from floor and lighted?
5. Car controls: highest control 48", buttons at least 3/4" and marked with raised characters?

6. Door remains open 3 seconds?
7. Visual and audible floor indicators provided?
8. If emergency information systems provided, audible alarms (bells or audible instructions) and visual signals (flashing alarms or written instructions) are used?
9. Automatically corrects over/under-travel within 1/2" when stopping at floor?
10. Door width at least 36"?
11. Floor is firm, stable and non-slip?
12. No more than 1-1/4" gap between car and landing platform?

Comments: _____

ELEMENT 6: STAIRS AND LIFTS (UFAS 4.9)

Need: People with visual impairments need stairs of uniform tread and width. Stairs have handrails which guide them and which indicate landings. Stair lifts benefit people with mobility impairments; they cannot substitute for elevators in new construction, but they can be a successful solution to existing stairs that cannot be ramped.

Yes No N/A

1. Stair step heights are uniform; step depths are at least 11" and uniform?
2. No overhangs on steps greater than 1-1/2", and overhangs are curved?
3. Handrails meet requirements (under ramps)?

Comments: _____

ELEMENT 7: RESTROOMS (UFAS 4.16 - 4.26)

Need: People with mobility impairments need restrooms that they can get to and use easily and safely. Fixtures need adequate clear floor space for close approach and turning, and some require sturdily mounted grab bars for support or transfer. Controls and hardware must be within reach and easily operable. Hot, sharp, abrasive, or protruding objects are hazards.

Yes No N/A

1. If there are restrooms, at least one is provided on an accessible route?

2. Entrance door has at least 32" clear opening; lever handle or push/pull type hardware; identified by accessibility symbol?
3. Unobstructed space to allow for wheelchair?
4. Toilet stall doors at least 32" wide?
5. In stalls, 59" x 60" floor space for floor-mounted toilet or 56" x 60" for wall-hung toilet?
6. In stalls, front partition & at least one side partition provide toe clearance of at least 9" above the floor (if depth of the stall is greater than 60", then toe clearance not needed)?
7. Grab bars are 33"-36" high; located on back and side of stall; 1-1/4" to 1-1/2" diameter; 1-1/2" from wall; support 250 lb. force in any direction at any point; sharp edges/protrusions eliminated?
8. Toilet is 17" to 19" high measured to top of toilet seat and located minimum 18" from center of toilet to closest wall?
9. For wall-mounted urinal, the basin opening is no higher than 17" from floor; elongated rim; clear floor space 30" by 48" in front of urinals? Flush controls shall be no higher than 44 inches above the floor.
10. Toilet paper dispenser at least 19" above floor?
11. Sinks: height maximum 34" to rim or counter surface; drain and hot water pipes insulated; minimum 29" clearance below apron of sink; clear floor space 30" x 48" in front of sink?

Yes NO N/A

12. Faucets: controls mounted no more than 44" above ground; hand-operated or automatic, and do not require tight gripping, pinching or twisting of wrist? The force to activate controls shall be no greater than 5 lbf.

13. Where there are mirrors, bottom edge is no higher than 40" above floor?

14. Towel dispenser and disposal unit: operable part is at least 40" above floor?

Comments: _____

ELEMENT 8: DRINKING FOUNTAINS (UFAS 4.12(9))

Need: Persons in wheelchairs need drinking fountains mounted low so they can reach the spout. They need to be able to pull up under the fountain or along its side. Persons who have difficulty using their hands need controls that can be easily operated.

YES NO N/A

1. If fountains are available, 50 percent accessible on each floor; if only one is available, is it on an accessible route?
2. Spout mounted 36" above floor in front of unit with water flow at least 4" high and parallel to front of unit?
3. Controls operable with one hand without grasping or twisting?
4. Wall mounted: bottom of apron to floor at least 27"; built in: at least 30" x 48" in front of fountain?

Comments: _____

ELEMENT 9: HAZARDOUS AREAS AND WARNING SIGNALS
(UFAS 4.1.2 & 4.28)

Need: People with visual impairments need audible emergency warning systems and to be alerted by touch to hazardous areas. Persons with hearing impairments need visual alarms.

Yes No N/A

1. If warning systems are provided, both visual (flashing) and audible provided?
2. Doorknobs to hazardous areas roughened; doors labeled in raised or routed letters?

Comments: _____

ELEMENT 10: ASSEMBLY, MEETING & CONFERENCE AREAS
(UFAS 4.1 & 4.33)

Need: People in wheelchairs need a level area from which they can view the performance area. Both the seating area and the performance area must be on an accessible route. Persons with hearing impairments need an auxiliary listening system.

Yes No N/A

1. Wheelchair spaces available?
Suggested guideline:

Total Capacity	Wheelchair Locations
50-75	3
76-100	4

101-150	5
151-200	6
201-300	7
301-400	8

2. Wheelchair locations adjacent to accessible route and, whenever possible, ramped to different seating levels?
3. Performing areas on an accessible route? (Auditoriums for example)
4. For large areas, amplification system available (volume controls, wireless headphones, infrared -- audio loops and radio frequency acceptable)?

Comments: _____

ELEMENT 11: PUBLIC TELEPHONES (UFAS 4.1.2 & 4.31)

Need: Persons in wheelchairs need adequate clear floor space to pull up to the telephone and a low mounting height so they can reach all operable parts. Persons with hearing impairments need volume controls.

Yes No N/A

1. If public telephones, at least one accessible per floor?
2. Is location on an accessible route with clear floor space 30" x 48" in front of phone?
3. Is highest operable control 48" high for front approach or 54" for parallel approach?
4. Push button controls?
5. Any provision for people who are deaf or hard of hearing? (TTY)

Comments: _____

ELEMENT 12: PICNIC AREAS

Need: Persons in wheelchairs need tables with one end extended or with a portion of a bench removed so that the table legs or benches do not prohibit access. Picnic tables need to be on an accessible route and located on a firm, level surface. Grills and trash receptacles need to be at an accessible height. Grills need to be located on a paved level textured surface, and trash receptacles need to have rounded corners so as not to be a safety hazard to persons with visual impairments.

YES NO N/A

1. Located on an accessible route?
2. Tables at least 30" wide, with extended end at least 19" from table legs, and clearance height 29" to 34"?
3. Surface: firm, level, stable, and non-slip?
4. For accessible grills: cooking surface 30"-36" high; located on paved level textured surface at least 3' in all directions; fire at most 18" high; heat-resistant handles, horizontal reaches at most 15"?
5. Trash receptacles: rounded corners free from sharp edges; no higher than 36"?
6. Picnic shelters on a firm, level path?

Comments: _____

ELEMENT 13: EXHIBITS, SIGNS AND INFORMATION DISPLAYS

Need: Persons with disabilities may need exhibits, signs and information displays adequately lighted, in high-contrast colors, in large, easy-to-read print, in Braille and at levels where the material may be read by people who are short or by persons in wheelchairs. Tactile objects allow persons with visual impairments to enjoy exhibits and displays. Audio information, in some other format, should be available to persons who are deaf or hard of hearing.

The services available to provide accessibility, as well as general information about the building or site, should inform persons on the extent of the building's or site's accessibility.

Yes No N/A

1. Is TTY, TDD, or other capability for persons who are deaf available?
2. Is availability of services (e.g., sign language, captioned films) publicized?
3. Exhibits, signs and labels between 54"-65" high?
4. If there are publicity materials on facility and programs available, are accessibility features mentioned?
5. Signs adequately lighted, in high-contrast colors, and under non-glare glass?
6. Do directorial, warning and emergency exit signs have raised or indented lettering?

Comments: _____

ELEMENT 14: SEATING, TABLES, AND WORK AREAS (UFAS 4.32)

Need: Persons in wheelchairs need seating with flat, clear floor space in front of tables, counters, and work areas, as well as sufficient knee clearance.

Yes No N/A

1. Located on an accessible route?
2. If frontal approach, 30" x 30" plus 19" under table; however, if "L-shaped" approach, 36" x 30" plus 19" under table?
3. Are tops of tables and work surfaces 28"-34" from floor?
4. Is knee clearance at least 27" high, 30" wide, and 19" deep?

ELEMENT 15: OTHER BUILDING ELEMENTS AND SPECIALIZED FACILITIES

These do not cover other building elements and special use facilities forms. Access to these elements and facilities may be essential if individuals with disabilities are to participate fully in your program or activity.

- * Bathing facilities and showers -- UFAS 4.23
- * Storage facilities -- UFAS 4.25
- * Windows----UFAS 4.12
- * Dwelling units -- UFAS 4.34
- * Food service facilities -- UFAS 5.0
- * Health care facilities -- UFAS 6.0
- * Libraries -- UFAS 8.0
- * Mercantile - UFAS 7.0

Copies of the UFAS may be obtained from your State Office.

This checklist is provided to assist in making office reviews more user friendly. It is envisioned that any employee could use this checklist to complete a building accessibility review. It is NOT intended to cover every aspect of accessibility but as a general guide. Your location may need more or less information than provided here.