

RESOLUTION NO. 28-09
Mason County's Americans with Disabilities Act Coordinators
Amends Resolution 46-92

WHEREAS, the Americans with Disabilities Act was signed into law on July 26, 1990 and;

WHEREAS, Mason County adopted Resolution 46-92 acknowledging compliance with the law and designating the Personnel Coordinator and Facilities and Ground Coordinator as ADA contact persons for any internal or external complaints or grievances.

WHEREAS, the titles of these contact persons have changed.

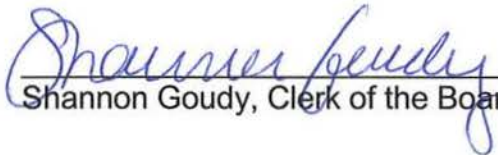
NOW, THEREFORE, BE IT RESOLVED that the Board of Mason County Commissioners herby designate the Human Resources Director and Facilities and Grounds Director as Mason County's ADA Coordinators for any internal or external complaints or grievances.

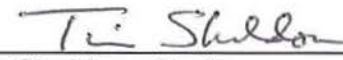
BE IT FURTHER RESOLVED that the ADA Coordinators shall post Mason County's ADA Grievance Procedure (Exhibit A) and Notice of Nondiscrimination (Exhibit B) in all County buildings. The ADA Coordinators shall also complete a self-evaluation (Exhibit C) every three years, beginning in 2009.

DATED this 7th day of April 2009.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Shannon Goudy, Clerk of the Board


Tim Sheldon, Chair

APPROVED AS TO FORM:


Lynda Ring Erickson, Commissioner


Deputy Prosecuting Attorney


Ross Gallagher, Commissioner

ADA GRIEVANCE PROCEDURE

Mason County has adopted an internal grievance procedure providing for prompt equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to:
Mason County ADA Coordinator
411 North 5th Street
Shelton, Washington, 98584
(360) 427-9670

1. A complaint should be filled in writing and contain information about the alleged violation such as the name, address, phone number of complainant and the location, date and description of the violation. Alternative means of filing complaints, such as a personal interview, will be made available for persons with disabilities upon request.
2. A complaint should be filed as soon as possible, but no later than thirty (30) calendar days after the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint within fifteen (15) calendar days. The investigation shall be conducted by Mason County's ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the ADA Coordinator, and copy forwarded to the complainant no later than fifteen (15) calendar days after the investigation.
5. If the response of the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after the receipt of the response to the Board of County Commissioners. A final decision will be made by the Board of County Commissioners within thirty (30) calendar days.
6. The ADA Coordinator shall maintain the files and records relating to complaints. Mason County shall retain these records for at least three years.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure the Mason County complies with the ADA and implementing regulations.

Notice of Nondiscrimination

In accordance with the requirements of the Americans with Disabilities Act of 1990, Mason County will not discriminate against qualified individuals with disabilities in the admission or access to, or treatment or employment in, its services, programs or activities.

The ADA does not require Mason County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a Mason County program, service or activity is not accessible to persons with disabilities should be directed to:

Mason County ADA Coordinator
411 North 5th Street
Shelton, WA 98584
(360) 427-9670

**STATE OF WASHINGTON
AMERICANS WITH DISABILITIES ACT
SELF-EVALUATION REVIEW FORM**

AGENCY: _____

LOCATION OF AGENCY: _____

BRIEF DESCRIPTION OF AGENCY SERVICES:

AGENCY ADA COORDINATOR: _____ **ADDRESS:** _____

Signature: _____ **TELEPHONE:** _____

PERSON COMPLETING FORM: _____ **ADDRESS:** _____

Signature: _____ **TELEPHONE:** _____

Date: _____

OFFICE ADDRESS WHERE FORM IS ON FILE: _____

TELEPHONE: _____

NOTE: List the name of persons with disabilities, organizations and their addresses who provided assistance or comments to the self-evaluation process, and attach a copy of their suggestions to this document.

A. GENERAL PROCEDURES

The Americans with Disabilities Act (ADA) and its implementing regulations require all public entities to evaluate their policies and practices to identify those that discriminate against or prevent participation of persons with disabilities. The ADA also states that a public entity may not directly or through contracts, licenses or other arrangements, discriminate against persons with disabilities in providing aid, benefits, services or employment. An agency that licenses facilities or enters into contract with other agencies to provide services and other programs must ensure that those agencies are not violating the ADA. To ensure compliance, the persons involved in licensing and writing or negotiating contracts must be made aware of the requirements of the ADA. Those persons monitoring or auditing state-funded programs have the same obligation to understand ADA requirements and ensure compliance. As a result, CTED is asking all entities contracting with the Department for client services to complete a self-evaluation review form. Discriminatory policies and procedures must be corrected. All interested persons, including those with disabilities, or organizations representing them, must be given an opportunity to participate in the self-evaluation process by submitting comments.

A method for considering and, if necessary, acting on the comments received shall be established. The evaluation shall be kept on file for three years, and shall list the persons consulted or heard from, the areas considered, the problems identified, and the modifications or changes made.

QUESTIONS – GENERAL PROCEDURES	YES	NO	IF “NO,” ACTION/DUE DATE
A1. Are persons with disabilities and/or persons from organizations representing persons with disabilities consulting with the agency during the self-evaluation process? <u>If “no,” the agency must contact persons and organizations to assist in the evaluation process.</u>			
A2. Has the agency established methods for ensuring that public comments are considered and, if necessary, acted upon during the self-evaluation process? <u>If “no,” the agency must develop a procedure to consider and act upon public comments about the evaluation process.</u>			

B. NOTIFICATION

Providing Notification

In addition to evaluating each aspect of employment and the program and service provision, every agency is required to notify the public that it complies with the ADA in all of its programs, services and activities. Each agency has the responsibility for ensuring that this notice is posted at a height and location that is accessible to persons using mobility devices. The notice must be posted in an area where the public normally receives services. The notice must also be available in alternative formats such as Braille and large print type. The nondiscrimination notice also must contain information about how a complaint of discrimination can be filed, including the name, telephone number and address of the person to whom the complaint should be directed.

Applicants for jobs or promotions must be made aware that the agency complies with the ADA's nondiscrimination requirements. All current and future staff and recipients of agency services need to be informed of the agency's nondiscrimination policy. One step to ensure that agency staff fully understand and apply the agency's policy of nondiscrimination would be to provide this information in periodic training and new employee orientation.

Complaint Process

Each public entity or contractor providing services to agency clients shall identify at least one employee to coordinate its efforts to comply with the ADA. This coordination must include the investigation of complaints filed alleging discrimination or violations of the ADA. The person must be specifically named with telephone number and address. In addition to having a specific individual designated to receive complaints, each agency must adopt and make public a grievance procedure that provides a prompt, fair resolution of ADA complaints.

Each agency must develop a process that identifies where complaints can be directed. Each agency must develop a process and provide information on how a complaint can be made if a person feels that he or she has been discriminated against because of a disability.

Policy Statements and Practices

It is discriminatory to impose policies or criteria that directly or indirectly prevent or limit persons with disabilities from participating in programs. For example, requiring a driver's license as the sole means of identification for the purpose of paying by a check would be discriminating against individuals with severe vision impairments who are ineligible to receive a driver's license. Agencies could use an alternative means of identification.

QUESTIONS – NOTIFICATION	YES	NO	IF “NO,” ACTION/DUE DATE
Providing Notification:			
B1. Through the use of brochures, handouts, posters, etc., does the agency notify employees and recipients of agency services of the agency’s policy against discrimination? <u>If “no,” the agency is required to publicize a notification process.</u>			
B2. Does the agency have special procedures to assure that this notice of non-discrimination is accessible to individuals with disabilities? <u>If “no,” the agency must take steps to make notices accessible to persons with disabilities.</u>			
B3. Does the agency’s nondiscrimination notice contain information about how to file a complaint? <u>If “no,” the notice must be revised to contain this information.</u>			
B4. Has the agency’s nondiscrimination policy been communicated to all staff and recipients of services? <u>If “no,” the agency must devise a system to advise all current and future employees and service recipients that the agency does not discriminate in employment or in providing services and benefits.</u>			
B5. Has the agency taken steps to ensure that the staff fully understand the agency’s policy of nondiscrimination and can take all appropriate steps to facilitate the participation of persons with disabilities in agency programs and employment opportunities? <u>If “no,” the agency must establish a mechanism to ensure that staff understands their responsibility not to discriminate in employment or service delivery systems.</u>			

QUESTIONS – NOTIFICATION	YES	NO	IF “NO,” ACTION/DUE DATE
Complaints Process:			
B6. Has the agency identified the employee who will be responsible for receiving and processing discrimination complaints? <u>If “no,” the agency must identify this person.</u>			
B7. Has the agency adopted the nondiscrimination complaint policy and investigation/resolution process? <u>If “no,” such a procedure must be developed.</u>			
Policy Statements and Practices:			
B8. Has the agency reviewed documents (agency brochures, publications, booklets, posters) to see if policy statements about nondiscrimination are included? <u>If “no,” review all documents with the self-evaluation team and make any necessary changes.</u>			
B9. Does the agency have policies or criteria that have a direct or indirect effect of excluding or limiting the participation of people with disabilities in agency programs and activities? <u>If “yes,” the agency must modify its policies or criteria.</u>			

C. USE OF CONTRACTORS

As stated on page 2, an agency may not directly or through contracts, licenses or other arrangements discriminate against persons with disabilities in providing aid, benefits, services or employment. An agency that license facilities or enters into contracts with other agencies to provide services and other programs must ensure that those agencies are not violating the ADA. To ensure compliance, the persons involved in licensing and writing or negotiating contracts must be made aware of the requirements of the ADA. Those persons monitoring or auditing state-funded programs have the same obligation to understand ADA requirements and ensure compliance.

At a minimum, contracts shall include language to the effect that the contractor is aware of and in compliance with the requirements of the ADA and its regulations. The most logical place to do so is in the “general terms and conditions” section of state contracts. Contractors must be made aware of the requirements of the ADA to ensure that they are in compliance. Failure to be in compliance could result in the state entity being held liable for a contractor’s licensee’s discrimination.

QUESTIONS – USE OF CONTRACTORS	YES	NO	IF “NO,” ACTION/DUE DATE
C1. Has the agency taken steps to ensure that appropriate personnel understand the ADA requirements as they apply to contractors? <u>If “no,” the agency must take steps to ensure that appropriate personnel understand the ADA requirements as they apply to contractors.</u>			
C2. Has the agency included language in its contracts to ensure that contractors are aware of their obligations to facilitate the participation of persons with disabilities in programs and activities the contractor operates on behalf of the agency? <u>If “no,” steps must be taken to include ADA related language in all contracts.</u>			
C3. Has the agency developed a procedure to disseminate information about ADA requirements to contractors? <u>If “no,” the agency must establish a procedure.</u>			

D. ACCESSIBILITY OF FACILITIES AND PROGRAMS

The ADA requires that agencies operate each program, service or activity so that when viewed in its entirety, the program, service or activity is readily accessible to and usable by persons with disabilities. One way to help guarantee that a state-sponsored program, service or activity is accessible, is to make sure that it is offered in an accessible building or facility.

If the agency's programs, services or activities are not provided on the agency's premises, the agency must address whether the delivery system provides the program, service or activity in a manner that is accessible to persons with disabilities. The agency must disseminate program accessibility requirements to service providers.

QUESTIONS – ACCESSIBILITY OF FACILITIES	YES	NO	IF “NO,” ACTION/DUE DATE
D1. Has the agency evaluated its buildings or facilities to identify any access barriers? <u>If “no,” use Attachment 1 of this form, “A Quick Look Accessibility Checklist,” to do so.</u>			
D2. Has the agency developed a procedure to assess the delivery system for its programs, services and activities to ensure that they are accessible and available to persons with disabilities? <u>If “no,” the agency must do so.</u>			
D3. Has the agency developed and disseminated ADA program accessibility requirements to service providers? <u>If “no,” the agency must do so.</u>			

E. TRANSPORTATION

The main principle of the ADA's transportation regulation is: "No entity shall discriminate against a person with a disability in connection with the provision of transportation service." Meeting this broad requirement requires more than simply equipping vehicles with lifts or other access features or making facilities accessible. Operation policies and procedures must also be designed to be nondiscriminatory. Access to communications and transportation is also required.

ADA regulations identify a number of specific requirements related to the provision of service. These requirements vary based on whether an entity is public or private, and on the type of service being provided (fixed-route versus demand responsive).

All print materials made available to the users of a transportation service must also be available in accessible formats for persons with disabilities. This includes schedules, general information, rider handbooks and service bulletins. The availability of a telephone information service is not an adequate substitute for accessible route and schedule information.

Provision must be made to allow persons with speech and/or hearing impairments access to information that is provided by telephone. Access to scheduling and dispatch phone lines, general information lines, and important administrative lines must be provided. Persons using text telephone must not experience delays or incur costs that are not experienced by the general public.

Personnel of both public and private transportation providers are to be trained "to proficiency" in the safe operation of vehicles and access-related equipment. They must also be trained to recognize the different abilities of persons with disabilities and must provide service in a respectful and courteous way.

Lifts, securement systems, public address systems, and other access-related equipment must be maintained in operating condition. If damaged or out of order, the equipment must be repaired promptly.

All "common wheelchairs" and their users must be transported. A common wheelchair is a wheelchair that does not exceed 30 inches in width and 48 inches in length, measured two inches above the ground, and does not weigh more than 600 pounds when occupied. Wheelchairs are defined to include both three-wheeled and four-wheeled mobility aids.

Use of the securement system can be required as a condition of receiving service, although service cannot be denied on the grounds that mobility device cannot be secured to the satisfaction of the operator. Vehicle operators are to assist passengers in the use of the lift, ramp and securement system.

If a fixed route bus does not have seatbelts for ambulatory passengers, mobility aid users cannot be required to use a seat belt. If a paratransit service requires all passengers to use a seatbelt, mobility aid users can be required to use a seatbelt. Note: Washington State Law requires children under one year of age or less than 20 pounds to be secured in a rear-facing infant seat. A child safety seat is required for children weighing between 21-40 pounds.

QUESTIONS – TRANSPORTATION	YES	NO	IF “NO,” ACTION/DUE DATE
E1. Does the agency provide or contract for transportation services? <u>If the answer is “yes,” complete the following questions. If the answer is “no,” go on to the next section.</u>			
E2. Does the agency or contractor have procedures for responding to requests from persons with disabilities to provide schedule and route materials in a timely manner in an accessible form? <u>If “no,” the agency or contractor must develop procedures.</u>			
E3. Does the agency or contractor have text telephones or a relay service that can provide information with no delay nor additional cost to persons with disabilities? <u>If “no,” the agency must make these provisions.</u>			
E4. Does the agency or contractor provide comprehensive training and testing to assure employees are fully qualified to serve passengers with disabilities? <u>If “no,” the agency or contractor must develop training and testing procedures.</u>			
E5. Does the agency or contractor have a policy that requires regular and frequent checks of lifts, as well as other access-related equipment or vehicles? <u>If “no,” the agency or contractor must develop and implement a policy.</u>			

F. DECISIONS ABOUT UNDUE FINANCIAL AND ADMINISTRATIVE BURDENS

An entity is required to make its programs accessible in all cases except when to do so would result in a fundamental alteration of the nature of the program or would present undue financial and administrative burdens. The decision that compliance would result in such alterations or burdens must be made by the head of the public entity or his/her designee and must be accompanied by a written statement of the reasons(s) for reaching that conclusion. The determination must be made by a high-ranking official, no lower than an agency head, who has budgetary authority and responsibility for expenditure decisions.

QUESTIONS – UNDUE FINANCIAL AND ADMINISTRATIVE BURDENS	YES	NO	IF “NO,” ACTION/DUE DATE
F1. Has the agency established a procedure for ensuring that decisions about undue financial and administrative burdens are made properly and expeditiously? <u>If “no,” the agency must establish a procedure.</u>			

G. TELEPHONE COMMUNICATIONS

When an entity communicates with applicants and beneficiaries by telephone, telecommunication devices for the deaf (TDD) or equally effective communication systems are required to communicate with persons with deafness or hearing or speech impairments. Agencies with extensive telephone contact with service beneficiaries and/or other persons with hearing or speech impairments are encouraged to have TDDs to provide access that is more immediate than a relay service. Telephone emergency services, such as fire, police, ambulance, including 911, need to provide direct access to persons who use TDDs and computer modems. TDD relay service numbers must be published in the same manner as non-TDD numbers.

QUESTIONS – TELEPHONE COMMUNICATIONS	YES	NO	IF “NO,” ACTION/DUE DATE
G1. Does the agency have a procedure for communicating effectively over the telephone with persons with hearing impairments or deafness? <u>If “no,” the agency must establish a procedure.</u>			
G2. Have TDD numbers or telephone relay numbers been added to all agency directories, pamphlets, brochures, letterhead, etc? <u>If “no,” the agency must add these numbers to all directories, pamphlets, etc.</u>			
G3. If the agency uses “1-800” toll-free incoming telephone service in its program or automated voice messaging, has the agency taken steps to ensure that these services are usable by persons with deafness or hearing or speech impairments? <u>If “no,” the agency must ensure that the “1-800” and automated voice messaging services are accessible.</u>			
G4. Has the agency taken steps to familiarize appropriate staff with the operation of TDDs and other effective means of communicating over the telephone with persons with deafness or hearing or speech impairments? <u>If “no,” it is advisable to provide staff training.</u>			

H. DOCUMENTS AND PUBLICATIONS

All interested persons, including persons with impaired vision or hearing, must be able to obtain information about the availability and location of accessible service, activities and facilities. The agency must have a procedure for making documents available in alternate formats, e.g., audiotape, large print, Braille, computer disk, etc. Agency publications must avoid use of language or images that patronize or stigmatize persons with disabilities.

QUESTIONS – DOCUMENTS AND PUBLICATIONS	YES	NO	IF “NO,” ACTION/DUE DATE
H1. Does the agency have a procedure for making documents available in alternate formats? <u>If “no,” the agency must develop this procedure.</u>			
H2. Has the agency reviewed public documents to eliminate patronizing or stigmatizing language and images? <u>If “no,” the agency must make this review and make appropriate changes. It is advisable to instruct employees on using positive language and images to portray persons with disabilities when preparing public documents.</u>			

I. INTERPRETERS, ASSISTIVE LISTENING DEVICES, AND OTHER AUXILIARY AIDS

Entities are required to furnish appropriate auxiliary aids and services when necessary to afford a person with a disability an equal opportunity to participate in, and enjoy the benefits of, the public entity's service, program or activity. This can include qualified readers and interpreters, audiotapes, Brailled or large print materials, or close-captioned video programs. The entity must provide an opportunity for persons with disabilities to indicate their chosen forms of accommodation. This expressed choice shall be given primary consideration. However, the agency providing the accommodation has the ultimate discretion to choose the less expensive accommodation or the accommodation that is easier to provide.

QUESTIONS – INTERPRETERS, ASSISTIVE DEVICES, OTHER AIDS	YES	NO	IF “NO,” ACTION/DUE DATE
11. Does the agency have a procedure to ensure that qualified interpreters are provided in an expeditious manner when requested in advance at meetings, interviews, conferences or public appearances by agency officials and hearings? <u>If “no,” the agency must develop this procedure.</u>			
12. Are auxiliary aids available (or sources identified where they can be obtained) for persons with speech, vision or hearing impairments to ensure effective participation in a program or activity? <u>If “no,” the agency is required to establish relevant procedures to obtain and use auxiliary aids when needed.</u>			

J. EMERGENCY EVACUATION

The ADA requires that where alarm systems are required in new buildings and facilities, visible and audible alarms be installed to warn people with hearing and vision disabilities in case of emergency. If the agency’s building does not have an audible or visible alarm system, new employees with blindness or vision impairments must be instructed on evacuation routes to take during an emergency.

The ADA requires that areas be installed in new buildings and facilities, where elevators cannot be used to exit during an emergency, that will provide protection from smoke and fire to persons in wheelchairs until they can be assisted off floors above the first floor. These areas are called Areas of Evacuation Assistance and are generally located in stair landings or enclosures.

QUESTIONS – EMERGENCY EVACUATION	YES	NO	IF “NO,” ACTION/DUE DATE
<p>J1. Does the building have a fire alarm system? <u>If “yes,” does it include both visible and audible signals? If the answer to either one of these questions is “no,” complete the next two questions.</u></p>			
<p>J2. Does the agency have a procedure to notify persons with hearing or vision impairments in case of an emergency? <u>If “no,” the agency must establish evacuation procedures to notify these persons in an emergency.</u></p>			
<p>J3. Does the agency have a procedure to inform all employees with blindness or vision impairments on evacuation routes during an emergency? <u>If “no,” the agency must provide this training and ensure that it is included in new employee orientations.</u></p>			
<p>J4. Does the building have an area near or within a stair landing or enclosure that could accommodate a wheelchair without blocking the path of other people exiting the building? <u>If “no,” the agency must establish evacuation procedures that will identify how persons in wheelchairs can safely exit floors above the first floor during an emergency.</u></p>			

K. EQUIPMENT ACQUISITION/ADAPTATION

To facilitate accommodations of employees or service recipients with disabilities and to minimize costs, agencies must consider the needs of persons with disabilities when making equipment purchases.

QUESTIONS – EQUIPMENT ACQUISITION/ADAPTATION	YES	NO	IF “NO,” ACTION/DUE DATE
K1. Does the agency purchase office equipment that can be readily and cost-effectively modified for people with disabilities? <u>If “no,” the agency must adopt a policy for purchasing office equipment.</u>			

L. EMPLOYMENT

The ADA prohibits discrimination in the employment of persons with disabilities. Each agency must analyze its employment-related activities, policies and procedures, to assure the agency’s employment practices are free of discrimination. The ADA requires employers to develop a policy to respond to requests to reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability, unless to do so would pose an undue hardship.

QUESTIONS – EMPLOYMENT	YES	NO	IF “NO,” ACTION/DUE DATE
L1. Has the agency reviewed the following areas to assure that the agency does not discriminate against persons with disabilities? <u>If “no,” the agency must modify its procedures. Contact the personnel officer/affirmative action officer for guidance.</u>			
<ul style="list-style-type: none"> • Recruitment advertising 			
<ul style="list-style-type: none"> • Processing of applications 			
<ul style="list-style-type: none"> • Employment testing 			
<ul style="list-style-type: none"> • Hiring, upgrading, promotion, demotion, transfer, layoff, termination, rehiring 			
<ul style="list-style-type: none"> • Rates of pay or any other form of compensation and changes in compensation 			
<ul style="list-style-type: none"> • Job assignments 			
<ul style="list-style-type: none"> • Job classifications 			
<ul style="list-style-type: none"> • Organizational structures 			
<ul style="list-style-type: none"> • Leaves of absence, sick leave, or any other leave 			
<ul style="list-style-type: none"> • Selection and financial support for training, professional meetings, conferences, and other related activities 			
<ul style="list-style-type: none"> • Agency sponsored social and recreational programs 			

<p style="text-align: center;">QUESTIONS – EMPLOYMENT (continued)</p>	<p style="text-align: center;">YES</p>	<p style="text-align: center;">NO</p>	<p style="text-align: center;">IF “NO,” ACTION/DUE DATE</p>
<p>Health and Insurance Benefits:</p>			
<p style="text-align: center;">Additional Employment Questions</p>			
<p>L2. Does the agency have a procedure for reporting to requests for accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee? <u>If “no,” the agency must adopt a procedure to respond to a request for accommodation. This procedure must include an explanation of the agency’s process to determine undue hardship.</u></p>			
<p>L3. Does the agency offer training to hiring managers and supervisors on complying with ADA requirements for employment practices? <u>If “no,” the agency must specify how it will provide this training.</u></p>			

A "QUICK LOOK" CHECKLIST FOR ACCESSIBILITY

While a full review of a facility requires comparison of existing conditions with the standards established by the ADA Accessibility Guidelines (ADAAG) and Washington Administrative Code 51.20 (barrier-free design standards), this checklist will give a quick appraisal of potential problem areas for accessibility. Completion of these items will not necessarily achieve compliance with ADA or WAC requirements.

ITEM TO BE PERFORMED	YES	NO
Building Access		
1. Are disabled parking spaces designated near the main building entrance?		
2. Are disabled spaces 96" wide designated with a 60" access aisle?		
3. Has a "drop off" zone been established near the building entrance?		
4. Is the gradient/slope from parking to building entrance 1:12 or less?		
5. Is the entrance doorway (open) at least 32 inches wide?		
6. Is the door handle easy to grasp? Has a lever handle been installed?		
7. Is the door easy to open (less than 8.5 pounds pressure?)		
8. Has adequate signage been installed to direct visitors and clients?		
9. Are accessible facilities identified?		
Building Corridors		
1. Is the floor surface of the travel path hard and not slippery?		
2. Is the path of travel wide enough (36") for a wheelchair?		
3. Do obstacles (telephones, fountains) protrude less than 40" into a corridor?		
4. Are elevator controls low enough (54") to be reached from a wheelchair?		
5. Are elevator markings in Braille?		
6. Do elevators provide audible signs?		
7. Do elevator interiors provide a turning area of 51" for wheelchairs?		
Restrooms		
1. Are restrooms near the building entrance or program areas?		
2. Do doors have lever handles?		
3. Are doors into restrooms at least 32" wide?		
4. Is restroom large enough for wheelchair turnaround (60" minimum)?		
5. Are stall doors a minimum of 32" wide?		
6. Are grab bars provided on the back walls in toilet stalls?		
7. Are sinks at least 30" with room for a wheelchair to roll under?		
8. Are soap and towel dispensers no more than 48" from the floor?		
Program Areas		
1. Are doorways to program areas a minimum of 32" wide?		
2. Are interior doors easy to open?		
3. Is the threshold no more than ½" high?		
4. Is the path of travel between tables, desks and furniture wide enough for wheelchairs?		

