


Accessibility Survey Instructions

In effort to reduce concerns about following the survey accurately please refer to these guidelines which break this process down by each of the 5 sections.

Section 1:

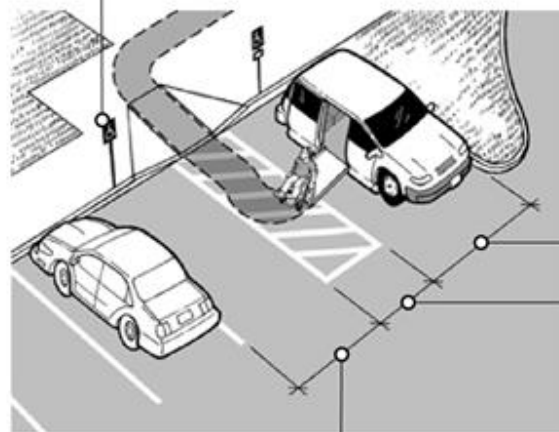
Y	N	N/A	A. Parking and Approach
			
			1. Is accessible parking marked by the international symbol?
			2. Is the route from parking to the business reasonably stable, flat and slip resistant?

The first step in this survey process is assessing the parking lot and the approach. Public entities with very limited parking (four or fewer spaces) must have one van-accessible parking space. However, no signage is required.

An accessible parking space must have an access aisle, which allows a person using a wheelchair or other mobility device to get in and out of the car or van. Accessible parking spaces (including access aisles) must be level and each access aisle must adjoin an accessible route. Please see the illustration below for more guidance. Although it should be emphasized that for this survey we are making observations, not measurements. If a parking space appears to have adequate space, then simply check yes in the section. If you have concerns regarding the space, then note those concerns in the comments section.

Signage: international symbol of accessibility placed in front of the parking space mounted at least five feet above the ground, measured to the bottom of the sign. Van accessible spaces include the designation "van accessible".

Van Accessible Spaces: 2010 Standards—one for every six accessible spaces (1991 Standards required one for every eight)



Space width for car: eight feet

Space width for van: 11 feet (although it may be eight feet wide if its access aisle is eight feet wide)

Access aisle: Width: five feet (if aisle serves car and van spaces)

Length: full length of parking space

Section 2:

Y	N	N/A	B. Entrance
			3. Is there an entrance that does not require stairs?
			4. Can a standard 30" wheelchair get through the doorway (at least 32" wide)?
			5. Is the door threshold less than $\frac{3}{4}$ of an inch, about the size of an adult thumbnail?

Of equal importance to the parking is the ability to enter/access the business. One small step can make a business inaccessible for a person in a wheelchair. In this regard, please consider the following:

- Are there any stairs that would impede access for a person in a wheelchair. If so, is there an alternate entrance that is indicated with clear signage? See example below:

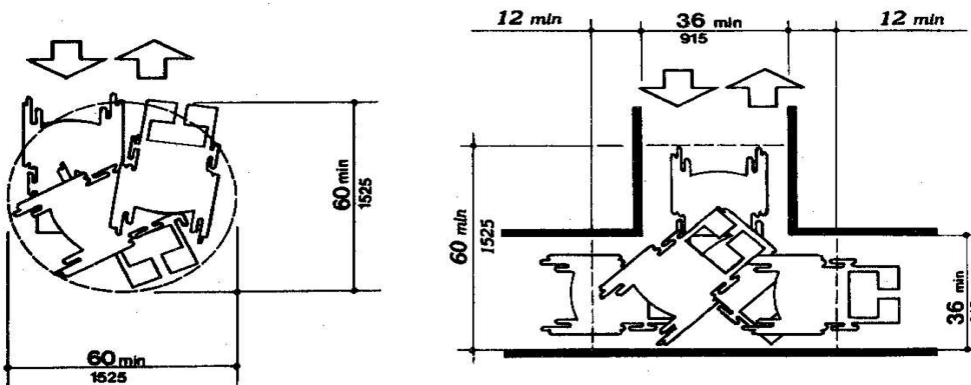


- Also important is the width of the doorway, could a wheelchair get thru this entrance? In conducting this survey there is no need for the use of a tape measure; we don't want to raise concerns by the owner either. If you were to measure your width with your arms hanging naturally at your side, you could use that as a reference point. The width should be at least 32" inches wide.


Section 3:

Y	N	N/A	C. Circulation and/or Seating
			6. Are there places where people in wheelchairs can comfortably sit with their legs under the table; and are these tables equally dispersed throughout the establishment?
			7. Are aisles about 32", to checkouts, route to seating or path to restroom?
			8. Is a portion of sales counter comfortable for a seated person to do business, like to write a check or sign a receipt? (<i>Note: staff handing a person a solid object, like a clipboard to write on is usually an acceptable alternative</i>).
			9. Can individuals maneuver in departments off "main aisles" between racks and displays? (<i>See diagram on back of page</i>)
			10. Is merchandise kept out of clear space and not filled with display racks, garbage cans or other barriers?

As the illustration below indicates wheelchairs need space to negotiate thru aisle ways, pull up to tables, and check out. In reviewing the store layout pay attention to the width of aisle ways and any barriers that may interfere with a person's ability to clear the path. This route, should be about 3 feet wide, and not be blocked by items such as vending or ice machines, newspaper dispensers, furniture, filing cabinets, display racks, or potted plants. Again, this survey is about making observations so no measuring should be taking place. Are there trash cans, displays, or other barriers that would impeded a person's ability to get thru with ease? Often removing a barrier can be as easy as moving a trash can. Please comment in the notes section if any such barriers exist and whether moving the item could be a consideration.



Section 4:

Y	N	N/A	D. Restrooms
			11. Are the restrooms marked by the international symbol 
			12. Is a larger stall provided with at least 32" door width and two handrails?

In this final section, please recognize that not all businesses will have restrooms available. If restrooms are not available to the public than simply indicate N/A for not applicable. However, if public restroom is available it is important to make sure that all would be able to access. Verifying signage and appropriate width to access the restroom is important but also be aware of barriers such as trash cans blocking the aisle way or out of reach paper towel dispensers. Remark on any of these potential factors in the comments section. Many of factors these would be easily resolved. An example of an appropriate accessible restroom sign is below:



Section 5:

Reviewer's Comments:

In this final section, surveyors should write down any comments they had throughout the assessment. These can be comments about concerns such as a display shelf encroaching on an aisle way or it could be the opposite such as business is observed to have been recently modified and surpasses accessibility standards in every area reviewed. It is also where comments should be noted on accommodations, such as a gas station that does not have an attendant post outside but requests people needing assistance to honk and an attendant will come out to assist.

That's it! If you have any further questions or need further clarification, please contact the All Access Warren Campaign at _____. Your willingness to assist in this movement is greatly

appreciated and your efforts will contribute to a more inclusive community. We are sincerely grateful for your time and your willingness to assist in such an important cause.