ATTACHMENT S

SITE ACCESSIBILITY

This checklist has been prepared to assist you in assessing your site. This survey tool is not a checklist to ensure full compliance with all the design requirements of the Americans with Disabilities Act Accessibility Guidelines and should not be used to assess facilities undergoing new construction or alterations. It is a guide for program accessibility.

The goal of your survey is to identify a facility which can provide for the maximum integration of people who have disabilities into your program, service, or activity. Use this checklist to identify the major accessibility features of the site(s) you are considering and to select between the options you have available.

For those areas which are deficient in meeting the design standards, you should make corrections or adaptations. In some instances, alternate solutions using staff, rented equipment, etc., will suffice for the temporary needs of your training activity. In other instances, you may need to select an alternate site.

Parking

Accessible parking should be available at the site for individuals who have disabilities who drive their own vehicles or are passengers in vehicles driven to the site. Accessible parking should have the following features:

_____ Stalls reserved for people with disabilities should be visibly marked with the International Symbol of Accessibility.

_____ There should be accessible parking for a car (8' wide stall plus 5' wide access aisle).

_____ There should be accessible parking for a van (11' wide stall plus 5' wide access aisle).

_____ All accessible parking should be located closest to the nearest accessible entrance.

_____ All accessible parking should connect to an accessible route to an accessible entrance.

If the site does not have accessible parking which meets the above criteria, arrange to designate new stalls or redesign existing stalls. If such arrangements are not possible, valet parking service may be a sufficient alternative, although valet service is very inconvenient for any program, service, or activity other than a conference or workshop where a non-state facility with parking attendants is used.

Passenger loading zones

The site should have an accessible passenger loading zone to allow drivers to load or unload people with disabilities safely at the site. An accessible passenger loading zone at the site should have the following features:

_____ The loading or unloading area should be wide enough to allow a person to exit and enter a vehicle (5' wide access aisle) without going into traffic.

_____ The loading zone should be located closest to the nearest accessible entrance and should connect to that entrance on an accessible route.

If the site does not have an accessible passenger loading zone which meets the above criteria, arrange to designate an area for safe loading and unloading. A designated area should not be a freight or other service delivery area which is not also a regular entrance for the public.

Entrance

The site must have an entrance which is accessible. This entrance should be the primary entrance of the facility, but may also be a secondary entrance, as long as the entrance is also an entrance for the general public and is not segregated for people who have disabilities. An accessible entrance should have the following features:

_____ The entrance should be located on an accessible route from the accessible parking stalls and the accessible passenger loading area.

_____ If the entrance has steps or stairs, there should be a wheelchair lift or a ramp with a slope no greater than 1:12, with handrails on both sides, and 5' wide and 5' deep level landing at the top and bottom of the ramp.

_____ If there are doors which must be manipulated, they should be 32" wide, have 18" of clear wall space on the pull side of the door, be easy to open (5 pound force maximum), have door handles no higher than 48" off the finished floor, be operable with a closed fist, and have thresholds no higher than 1/2" beveled.

_____ If the site has multiple entrances, some of which are inaccessible, there should be clear markings at the inaccessible entrances directing people to the accessible entrance.

If the site does not have an entrance which meets the above criteria, arrange to create an accessible entrance. An accessible entrance should not be a freight or other service delivery area which is also not a regular entrance for the public.

Utilizing staff to open or close the door for a person who has a disability at the site may be a possible alternative to assist with opening doors with inaccessible hardware, push force, etc.

Interior routes

At least one of all necessary routes which will be used by the people accessing your program, service, or activity should be accessible. These include the routes from the accessible entrance(s) to the program area(s), restrooms, and other designated program area(s). An accessible interior route should have the following features:

_____ The route(s) should provide direct access to all public areas on an accessible path which is at least 36" wide.

_____ The route(s) should permit a person using a wheelchair to maneuver and turn around comfortably (5' circle or T-shaped turnaround space).

_____ The route(s) should be slip-resistant and, if carpet is used, it should be low-pile and tightly woven.

_____ The route(s) should be free of protruding objects which cannot be detected by a cane used by a person who is blind. A protruding object is one which extends more than 4" from the wall with the lower edge higher than 27" off the floor or hanging lower than 80" above the floor.

_____ Route(s) and room(s) should be designated with tactile signage on the latch side of the door.

_____ If travel is required to multiple floors, there should be an elevator which is large enough to accommodate a person in a wheelchair, with call buttons, panel controls, and emergency phone within reach of a person in a wheelchair (54" high for a side reach and 48" high for a forward reach).

_____ On any level utilized for a program, service, or activity, if there are stairs, there must be an accessible alternate route (e.g., ramp).

_____ If there are doors which must be manipulated, they should be 32" wide, have 18" of clear wall space on the pull side of the door, be easy to open (5 pound force maximum; hardware no higher than 48" and operable with a closed fist); with thresholds no higher than 1/2" beveled.

Ideally, the layout and circulation pattern should permit people who have disabilities to move throughout all areas without special assistance. Where the facility does not provide full accessibility, assistance or alternative services should be available. However, if there are significant problems with accessibility in the interior route (e.g., steps with no ramp), you should consider an alternate site.

Phones and drinking fountains

Phones or drinking fountains at the site should be accessible with the following features:

_____ If there are drinking fountains, at least one in close proximity to the program, service, or activity should be accessible (spout no higher than 36" from the floor; controls on the front or the side near the front edge and operable with a closed fist; and clear floor space of 30" x 48" in front of the drinking fountain).

_____ If there are telephones, at least one in close proximity to the program, service, or activity should be accessible to a person in a wheelchair (highest operable part no higher than 48" with a forward reach or 54" with a side reach; push button controls; and clear floor space of 30" x 48" in front of the telephone).

_____ If there are telephones, at least one in close proximity to the program, service, or activity should be accessible to people who are deaf or hard of hearing (hearing aid compatibility; volume control identified with signage; and TTY equipped and identified with signage bearing the International TTY Symbol).

Provision of water with drinking glasses and straws at the table may be a suitable alternative to compensate for an inaccessible drinking fountain. Provision of portable TTYs or accessible desk phones may be a suitable alternative to compensate for an inaccessible phone.

Public restrooms

The site should have one accessible public restroom for both men and women (either one for each sex or unisex). Ideally, those restrooms should be the same ones used by all members of the public located in close proximity to the program, service, or activity. An accessible public restroom should have the following features:

_____ Accessible toilet facilities should be located on an accessible route.

_____ If there are doors which must be manipulated, they should be 32" minimum wide, have 18" of clear wall space on the pull side of the door, be easy to open (5 pound force maximum; hardware no higher than 48" and operable with a closed fist); with thresholds no higher than 1/2" beveled.

_____ Restrooms should have adequate maneuvering space for a person in a wheelchair (5' circle or T-shaped turnaround space).

_____ The door to the accessible stall should be 32" minimum wide, be easy to open (5 pound force maximum; hardware no higher than 48" and operable with a closed fist), with door swinging outward.

_____ The accessible toilet stall should be 5' x 5' minimum, clear of the door swing, with the toilet positioned 18" centerline to the wall, with grab bars behind and on the side wall nearest the toilet, and toilet seat 17" - 19" high.

_____ There should be one lavatory which is accessible (30" x 48" clear floor space in front; maximum of 19" depth under the lavatory; rim no higher than 34"; minimum of 29" from the floor to the bottom of the lavatory apron; with hardware operable with one closed fist).

_____ Soap and other dispensers should be mounted 48" high or less, have 30" x 48" clear floor space in front, and be usable with one closed fist.

_____ Mirror should be mounted with bottom edge of reflecting surface no higher than 40".

_____ If the facility has multiple restrooms, some of which are accessible, there should be clear marking at the inaccessible restrooms, directing people to the accessible restrooms.

Staff may help with opening doors with inaccessible hardware, push force, accessing dispensers, turning water faucets on and off, etc. However, if the accessibility

deficiencies are more serious and a person cannot enter the restroom or the accessible stall, you should consider an alternate site.

Meeting rooms

Each of the rooms used for your conference, training, or workshop should be accessible for people with disabilities. An accessible meeting room should have the following features:

_____ If there are doors which must be manipulated, they should be 32" wide, have 18" of clear wall space on the pull side of the door, be easy to open (5 pound force maximum; hardware no higher than 48" and operable with a closed fist); with thresholds no higher than 1/2" beveled.

_____ Meeting rooms should have adequate maneuvering space for a person in a wheelchair (5' circle or T-shaped turnaround space).

_____ Pathways in the meeting rooms should be at least 36" wide.

_____ Tables should have a minimum 27" clear space, 19" depth, 30" width, and tops between 28" - 34" in height.

Guest rooms (for overnight lodging)

If your activity is a multi-day event, overnight accommodations for participants should include options for people who have disabilities. An accessible guest room should have the following features:

_____ Doors to the guest room and bathroom should be 32" wide, have 18" of clear wall space on the pull side of the door, be easy to open (5 pound force maximum; hardware no higher than 48" and operable with a closed fist); with thresholds no higher than 1/2" beveled.

_____ Guest rooms and bathrooms should have adequate maneuvering space for a person in a wheelchair (5' circle or T-shaped turnaround space).

_____ The water closet (toilet seat) should be positioned 18" centerline to the wall, with grab bars behind and on the side wall nearest the toilet, and toilet seat 17" - 19" high.

_____ The lavatory should have 30" x 48" clear floor space in front; maximum of 19" depth under the lavatory; rim no higher than 34"; minimum of 29" from

the floor to the bottom of the lavatory apron; with hardware operable with one closed fist.

_____ Soap dispensers, hair dryers, and other accessories should be mounted 48" high or less, have 30" x 48" clear floor space in front, and be usable with one closed fist.

_____ The tub or shower area should have grab bars provided on the side wall of the tub, a hand-held shower on hose with adjustable height bar, and a clear floor space of 30" x 48" in front. A roll-in shower is desirable.

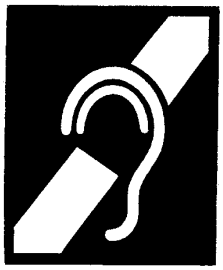
_____ Mirror should be mounted with the bottom edge of the reflecting surface no higher than 40".

_____ Rooms designated for people who are deaf or hard of hearing should have visual alarms, TTYs (in the room or available at the front desk), and closed-captioned decoders.

ATTACHMENT T

INFORMATION ON ASSISTIVE LISTENING SYSTEMS

This symbol indicates that an Assistive Listening System is available for people who are hard of hearing. There are several different systems on the market, including audio loop, FM, and infrared, which are used for large group settings.



Personal listening systems

Personal listening systems can minimize "difficult listening" situations such as small group discussions, table conversation, car rides, and outdoor activities. Composed of a small microphone, receiver and amplifier, these systems transmit the amplified speech signal directly to the listener. The technology of large room systems may appear in these personal listening systems.

Hard-wired devices use an actual wire that connects the device worn by the listener to the sound source through a direct plug-in connection or through the use of a microphone. The listener's separation from the sound source is limited by the length of the cord.

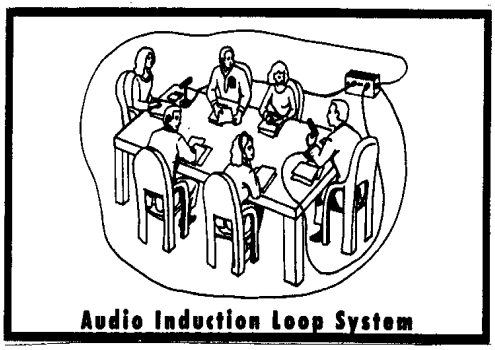
Personal FM systems allow the person with hearing loss unimpeded motion, the capability of hearing the speech signal outside the place from which it originates and can be adapted for television and radio listening.

Individual infrared systems are also available. These systems use specially designed receivers which receive signals from any place in the room where the system is installed.

Audio loops can be used to loop a room, a section of a room, a desk in an office, or a chair for television conversational listening. With a loop wired to a television, for example, a viewer with a hearing loss can adjust the volume on a hearing aid set on the T-switch without disturbing the television listening comfort of others in the room. The hearing aid telecoil, set by the T-switch, can also be used when using the telephone, if the telephone is hearing aid compatible.

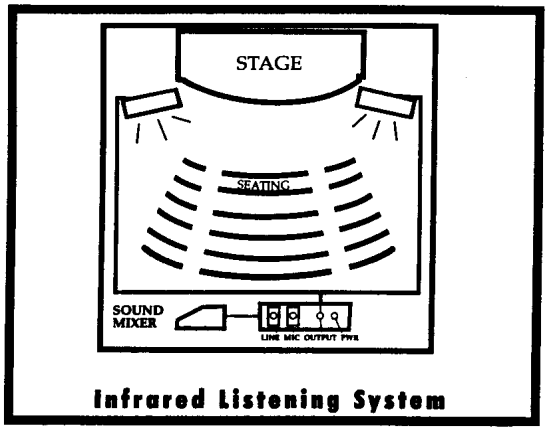
Assistive listening devices (ALD)

The components of an Audio Loop System are a microphone, an amplifier, and a length of wire that loops the seating area. The electric current that flows through the loop creates a magnetic field that can be picked up by a hearing aid set on the T-switch. A hearing aid cannot be used with a loop unless it contains a T-switch or a telecoil.



The FM System transmits sound from the source via an FM frequency directly to a receiver worn by the person with a hearing loss. Since transmission can occur over a 300-foot range, this system is ideal for group situations. The FM system can be used with individual hearing aids that have a T-switch, or as a means for direct audio input, such as headphones.

The Infrared System requires the installation of an infrared light emitter that is connected directly to a sound source or to a microphone, such as a public address system. Infrared light rays transmit the sound to portable infrared receivers. Transmission is confined to the room containing the sound source and clear transmission may be affected by a large amount of sunlight. Infrared systems are most effective for persons with a mild to moderately severe hearing loss.



A description of each system follows:

SYSTEM	ADVANTAGES	DISADVANTAGES	TYPICAL APPLICATIONS
Audio Loop **Transmitter:** Transducer wired to induction loop around listening area **Receiver:** Self-contained induction receiver or personal hearing aid with telecoil	•Cost effective •Low maintenance •Easy to use •Unobtrusive •May be possible to integrate into existing public address system •Some hearing aids can function as receivers	•Signal spills over to adjacent rooms •Susceptible to electrical interference •Limited portability •Inconsistent signal strength •Head position affects signal strength •Lack of standards for induction coil performance	•Meeting areas •Theaters •Churches and temples •Conference rooms •Classrooms •TV viewing

SYSTEM	ADVANTAGES	DISADVANTAGES	TYPICAL APPLICATIONS
FM **Transmitter:** Flashlight-sized device worn by speaker **Receiver:** With personal hearing aid via direct audio input (DAI) or induction neck-loop and telecoil; or self-contained with earphone(s)	•Highly portable •Different channels allow use by different groups within the same room •High user mobility •Variable for large range of hearing losses	•High cost of receivers •Equipment fragile •Equipment obtrusive •High maintenance •Expensive to maintain •Custom fitting to individual user may be required	•Classrooms •Tour groups •Meeting areas •Outdoor events •One-to-one conversations
Infrared **Transmitter:** Emitter in line-of-sight with receiver **Receiver:** Self-contained or with personal hearing aid via direct audio input (DAI) or induction neckloop and telecoil	•Easy to use •Insures privacy or confidentiality •Moderate cost •Can often be integrated into existing public address system	•Line-of-sight required between emitter and receiver •Ineffective outdoors •Limited portability •Requires installation	•Theaters •Churches and temples •Auditoriums •Meetings requiring confidentiality •TV viewing

Source: Appendix, American with Disabilities Act Accessibility Guidelines