

Polling Place Accessibility Checklist

(Updated 8/11/04)

County _____ City _____

Polling place name &/or precinct number: _____

Polling place address/location: _____

Type of Facility:

- | | |
|--|--|
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Library |
| <input type="checkbox"/> Business | <input type="checkbox"/> Mobile Home Park Facility |
| <input type="checkbox"/> Church | <input type="checkbox"/> Private Residence |
| <input type="checkbox"/> Club/Lodge/Association | <input type="checkbox"/> School |
| <input type="checkbox"/> Fire Station | <input type="checkbox"/> Senior Citizen Facility |
| <input type="checkbox"/> Garage | |
| <input type="checkbox"/> Historical Building | |
| <input type="checkbox"/> Other Non-Public Building (Specify) _____ | |
| <input type="checkbox"/> Other Public Building (Specify) _____ | |

DESCRIBE THE GENERAL TERRAIN AROUND THE POLLING SITE AREA
(flat, hilly, desert, etc.) _____

INSTRUCTIONS

Purpose. This form is being used to evaluate California polling places for access by voters with disabilities, as part of the state's implementation of the Voting Accessibility for the Elderly and Handicapped Act of 1984. It has been adapted for one-day use of polling places. The accessibility standards used in this survey comply with Title 24 of the California Code of Regulations (CCR) as well as the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

How to use this form. Inspect each polling place by going from the parking area to the voting area. Answer every question on the form by marking either "YES", "NO" or "N/A" (not applicable), as appropriate.

Polling places may be inaccessible for more than one reason. Please respond to every item on the survey. Accessibility concerns not addressed in a question may be noted in the comments sections.

Survey Completed By: _____

Telephone: _____

Date: _____

Section 1: Parking - If off street parking is available	Yes	No	N/A
<i>If off street parking is N/A, skip to Number 8</i>			
1. Is there one or more off-street parking spaces either permanently or temporarily designated for people with disabilities?			
2. Is there at least one parking space that is van accessible? (Van accessible space = 9 ft. wide, aisle on the passenger side = 8 ft.)			
3. Are parking spaces on level ground? (slope no greater than ¼ inch per foot in any direction?)			
4. Is the parking area surface stable, firm and slip resistant (concrete, asphalt, no gravel)?			
5. Is the disabled parking space in the closest location to the accessible entrance to the polling place?			
6. Is there signage at the front of the parking stall that identifies the space as reserved, by displaying the international symbol of accessibility so that it is readily visible to passing traffic even if the space is occupied?			
7. Is there an accessible route at least 48" wide from the parking area to an accessible path of travel (continuous common surface)?			
8. Grates – If the walking space has grating, does the grating have spaces no greater than ½ inch?			

Comments: _____

Section 2: Path of Travel from Parking Area to the Voting Area	Yes	No	N/A
1. Is an accessible route provided from accessible parking spaces to the accessible entrance to the building?			
2. Is an accessible route provided from public sidewalks and public transportation stops on the polling site (if provided) to the accessible entrance of the building?			
3. Is the surface of the path of travel stable, firm and slip resistant (no gravel)?			
4. Is the path of travel to the building at least 48 inches wide?			
5. Is there at least one walkway or sidewalk in the path of travel a minimum of 48 inches?			
6. Is there a continuous common surface not interrupted by unramped steps or by abrupt changes in level exceeding ½ inch for the path of travel to the entrance?			
7. Is the path of travel to the building entrance free of obstructions (fire hydrants, tree trunks etc.)?			
8. Is the path of travel to the voting area free of any objects (e.g., wall mounted boxes, signs, tree branches, etc.) with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the path of travel? If no, can the object be lowered, removed or modified?			
9. If there is an alternative path of travel for accessibility, is there a sign to identify the accessible route?			
10. Alternate Accessible Entrance Signage: If the main entrance is inaccessible, is the accessible alternate entrance clearly marked?			

Section 3: Ramps	Yes	No	N/A
1. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?			
2. Do all ramps have a slope no greater than 1-inch rise in 12 inches of horizontal run?			
3. Is the ramp at least 48 inches wide?			
4. Does the ramp have edge protection in the form of walls on each side, or wheelguides, or raised curbs?			
5. Do ramps have a slip-resistant surface?			
6. If a ramp rises more than 6 inches, or if it is longer than 72 inches, does it have handrails on both sides? (34 to 38 inches above the ramp surface.)			
7. Is there a landing at both the top and bottom of the ramp that is at least 5 feet by 5 feet?			

Section 4: Elevators	Yes	No	N/A
1. If an elevator is required to reach the voting area, is the elevator doorway wide enough for a wheelchair user (i.e. at least 36 inches clearance)?			
2. Is the elevator cab at least 68 inches wide by 51 inches deep so that a wheelchair can turn around?			
3. Are elevator controls clearly marked with raised lettering for visually impaired persons?			
4. Are the elevator controls low enough for a person in a wheelchair to reach them (no higher than 54 inches from the elevator floor)?			

Section 5: Other building features	Yes	No	N/A
1. Door Widths: Are doorways in the path of travel sufficiently wide enough to accommodate a wheelchair? (The law requires a minimum clearance of 32 inches with the door open at 90 degrees.)			
2. Is there adequate space (five ft. diameter circle) for a person in a wheelchair to turn around at the entrance?			
3. Are doorway thresholds no more than ½ inch in height? (¼ inch vertical, ¼ inch slant)			
4. a. Are all doors equipped with either arch or lever-type handles, push plates or automatic openers that can be used with a closed fist and are all handles no higher than 48 inches? b. If no, will the doors remain open during polling place hours?			
5. Are hallways and corridors in the path of travel at least 44 inches wide? (this may be reduced to 36 inch width if it serves an occupant load of less than 10 people)			
6. Is there an adequate maneuvering clearance for a wheelchair on each side of the doorway? (60 inches on the pull side of the door and 48 inches on the opposite side of the door.)			

Comments: _____

Section 6: Features inside the voting area	Yes	No	N/A
1. Is there a provision for voters to vote in a seated position at a table or at a voting booth that is accessible to a wheelchair user? (The law requires that the table be no higher than 34 inches, with knee space at least 27 inches high, 30 inches wide and 19 inches deep.)			
2. If voting in a seated position, is adequate privacy guaranteed?			
3. Are magnifying devices available for those who request them?			
4. Is the voting area well lit?			
5. Is seating available for voters waiting their turn to vote who cannot stand for long periods of time? (not required)			
6. Is the voting area free of any objects (e.g., wall mounted boxes, signs, etc.) with bottom edges that are higher than 27 inches but less than 80 inches above the path of travel and that extend more than 4 inches into the path of travel so that a person with a visual impairment or disabled person would not bump into them? If no, can the item be removed?			

Comments: _____

Section 7: Restrooms (Restrooms are not required to be available to the voters, but if they are available to the public, they must be wheelchair accessible)	Yes	No	N/A
1. Is there sufficient clearance area on the floor in the direction of the door swing for a wheelchair user to maneuver?			
2. Is there a wheelchair accessible toilet area, with sufficient clearance, accessible toilet tissue dispensers, and appropriately positioned grab bars?			
3. Where urinals are provided, is there sufficient clear floor space in front of the urinal for a wheelchair user to approach (i.e. 30 inches by 48 inches)?			
4. Is there a clear floor space in front of and underneath the sink area to accommodate a wheelchair user (i.e. 30 inches by 48 inches)?			
5. Are the towel, mirror, sanitary napkins and waste receptacles within reach of a person in a wheelchair (i.e. within 40 inches from the floor)?			

Comments: _____

End of Checklist – Please turn the page→

Section 8: Determination of Polling Place Accessibility

Completed polling place surveys will provide the information needed to determine which sites are accessible and which may become accessible with permanent or temporary modifications. Checklist where answers are “yes” indicate an accessible polling place. Others, where some answers are “no,” may become accessible if permanent or temporary modifications are done to remove barriers. Polling places in older buildings may have few accessible features but some of these voting facilities may be able to be made accessible with temporary modifications, such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones.

Based upon the survey you have just completed using this checklist, please tally the number of “YES,” “NO,” and “N/A” answers below:

	Totals
Yes	_____
No	_____
N/A	_____

Signature: _____

(Print): _____

Please note, if you answered “NO” to any questions contained in this survey, the polling place does not meet the Secretary of State’s requirements for an accessible polling place. In addition, it constitutes a violation of Title 24 of the California Code of Regulations and may also constitute a violation of Title II of the ADA, as recently embodied in the U.S. Department of Justice’s Checklist for Polling Places.

References:

ADA Checklist for Polling Places - www.ada.gov/votingck.htm

California Code of Regulations (CCR), Title 24 - www.bsc.ca.gov/title_24.html