

**Department State  
Division of Elections**

**ADA POLLING PLACE SURVEY CHECKLIST**

Precinct #: \_\_\_\_\_  
County: \_\_\_\_\_  
Polling Place name: \_\_\_\_\_  
Polling Place Address: \_\_\_\_\_  
Polling Place Telephone Number, if available: \_\_\_\_\_  
Date Checklist was completed: \_\_\_\_\_  
Checklist completed by: \_\_\_\_\_

**PURPOSE OF SURVEY:**

This survey is a tool to aid county supervisors of elections in determining if particular polling places are accessible and usable by people with disabilities as required by section 101.715 of the Florida Statutes. Supervisors of elections need to survey all portions of the polling place or the portions of the structure in which it is located, that voters traverse going to and from the polling place and during the voting process.

The survey is divided into the three main areas to be surveyed for determination of accessibility: (1) the area used to approach to the polling place, (2) the entrance to and maneuverability within the polling place and polling room, if separate, and (3) the entrance to and maneuverability within the voting booth. These three areas constitute the primary function areas for the process of arriving at the polling place, entering the polling room and exercising the citizen's right to vote. Other areas that are not part of the electoral process as defined above are not required to be surveyed for accessibility, even if located in the general vicinity of the polling place.

The survey also includes a list of possible temporary and long-term solutions to each accessibility problem that may be encountered at the polling places. The use of either the temporary or the long-term solutions should bring the polling place into compliance for the particular aspect or problem that the solutions address. A solution is considered temporary if it is enacted or placed by the county supervisor of elections for the purpose of election day, and is removed thereafter.

## MATERIALS NEEDED:

In order to complete this survey, it is recommended that the surveyor bring the following materials to the polling place:

1. Pens and pencils
2. Graph paper
3. Tape measure
4. Camera and film
5. Fish scale (to measure force necessary to open doors)
6. Calculator that changes inches into feet and vice versa (optional)
7. A square to measure/test right angles (optional)
8. A time measuring device capable of measuring seconds (stopwatch or watch with second hand)

## HOW TO USE THE CHECKLIST:

1. Establish a time frame for completing the surveying process in the county.
2. Duplicate the checklist. The supervisor of elections shall determine the appropriate number of surveys to ensure one copy per polling room.
3. The person(s) conducting the survey for each polling place will need to briefly review the polling place to determine which areas of the polling place location constitute the primary function areas of the polling place.
4. Use graph paper to sketch the layout of all interior and exterior spaces leading to and used in the elections process. Make notes on the sketch while you are surveying.
5. Take pictures of the primary function areas of the polling place.
6. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.
7. Please note that all diagram measurements included in the survey are given in inches and feet as appropriate.
8. Please note that if a polling place contains more than one polling room, a separate survey must be completed for each polling room.

# POLLING PLACE APPROACH

People with disabilities should be able to approach and enter the polling place as freely as everyone else. A least one route of travel should be accessible for everyone, including people with disabilities.

## Parking and Drop-Off Areas

The Americans with Disabilities Act and Florida Statutes require that if parking is provided for non-disabled people, at least one accessible parking space be provided for every 25 regular parking spaces. In polling places located in only part of a larger building or cluster of buildings with extensive parking lots, the supervisor of elections should consider the accessibility of those parking areas that will most likely be used during election day. For example, surveyed parking for a polling place located within a shopping mall should only include the lot(s) closest to the mall entrance near the polling room location. Please note that if the polling place does not have a parking lot, the aforementioned 1:25 ratio for parking spaces is not required. For example, if only street parking is available, the supervisor of elections is not required to survey the street area and the 1:25 ratio discussed above does not apply.

The following is a table with the required ratio of regular parking spaces to accessible parking spaces, when applicable.

<i>Total Regular Parking Spaces Per Lot</i>	<i>Required Accessible Parking Spaces Per Lot</i>
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces
101 to 150	5 spaces
151 to 200	6 spaces
201 to 300	7 spaces
301 to 400	8 spaces
401 to 500	9 spaces
501 to 1000	2 % of total
1001 & over	20 plus 1 for each 100 over 1000

1. Are there an adequate number of accessible parking spaces available? Please note that the spaces are per lot.

Yes [ ] No [ ]

Number of accessible spaces required \_\_\_\_\_

Number of accessible spaces available \_\_\_\_\_

2. Do the accessible spaces measure 12 feet wide, with a 5-foot aisle and 98 inches of vertical clearance? (measurements are from centerline of stripe to centerline of stripe)

Yes [ ] No [ ]

*Figure 1, page 5*

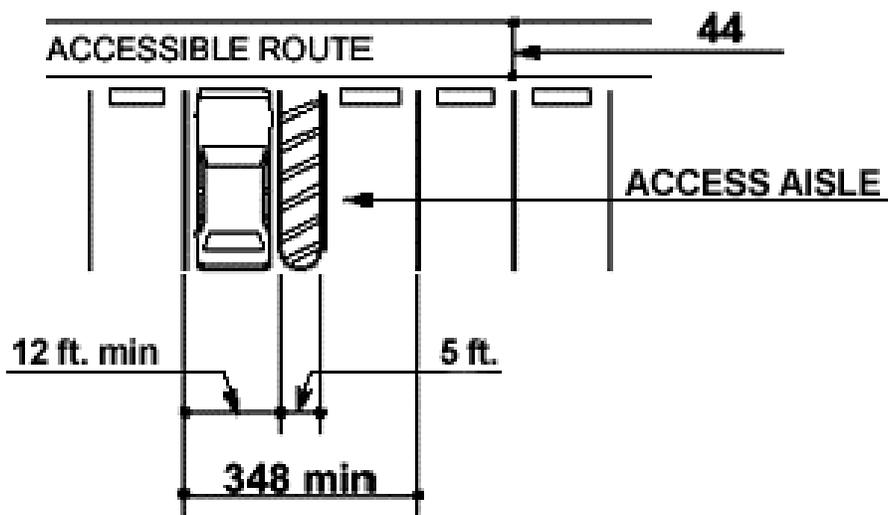
Possible Temporary Solutions

[ ] Put up temporary signs and traffic cones to reconfigure/offset and designate spaces as accessible

Possible Long-term Solutions

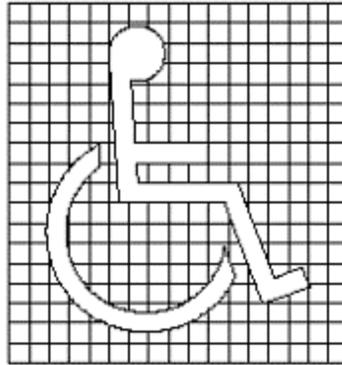
[ ] Reconfigure a reasonable number of spaces by repainting stripes.

3. Are the access aisles part of the accessible route to the accessible entrance? Yes[ ] No[ ]  
*Figure 1, page 5*  
Possible Temporary Solutions  
[ ] Use of temporary signs and traffic cones to create wider parking spaces  
Possible Long-term Solutions  
[ ] Reconfigure the parking space to include access aisle
4. Are the accessible spaces closest to the polling area? Yes[ ] No[ ]  
If not, are there appropriate signs directing voters to the accessible entrance? Yes[ ] No[ ]  
Possible Solutions  
[ ] Reconfigure spaces closer to a main accessible entrance  
[ ] Provide appropriate signage directing voters to accessible entrance.
5. Are accessible spaces marked with the International Symbol of Accessibility? Yes[ ] No[ ]  
*Figure 2, page 6*  
Possible Temporary Solutions  
[ ] Add temporary signs, placed so that they are not obstructed by cars.  
Possible Long-term Solutions  
[ ] Add permanent signs, placed so that they are not obstructed by cars.



**Fig 1**  
**Standard Parking Space Design**

**Standard Parking Space Design:** The access aisle shall be a minimum of 60 inches (5 feet) wide. The accessible route connected to the access aisle shall be a minimum of 44 inches (3.66 feet) wide. If two parking spaces will share one access aisle, the total width for both parking spaces including the access aisle must be at least 348 inches (29 feet).



(a)

Proportions  
International Symbol  
of Accessibility



(b)

Display Conditions  
International Symbol  
of Accessibility

**Fig 2**  
**International Symbols**

**(a) Proportions, International Symbol of Accessibility.** The diagram illustrates the International Symbol of Accessibility on a grid background.

**(b) Display Conditions, International Symbol of Accessibility.** The symbol contrast shall be light on dark or dark on light.

# **POLLING PLACE APPROACH, Continued**

## **Route of Travel**

1. Is there a route of travel that does not require the use of stairs? Yes[ ] No[ ]

Possible Temporary Solutions

- [ ] Add a wooden or portable steel ramp if the route of travel is interrupted by stairs.  
[ ] Add an alternative route on level ground.

Possible Long-term Solutions

- [ ] Add a permanent ramp if the route of travel is interrupted by stairs.  
[ ] Add lifts to elevate mobility disabled voters to the upper levels.

2. Is the route stable, firm and slip-resistant? Yes[ ] No[ ]

Possible Temporary Solutions

- [ ] Replace gravel with wood panels or other hard non-slip surface/top  
[ ] If the problem is not pervasive, fill small bumps and breaks with beveled patches

Possible Long-term Solutions

- [ ] Repair uneven surface  
[ ] Fill bumps and breaks with beveled patches

3. Is the entrance route at least 36 inches wide, or if the route is an emergency escape route, is it 44 inches wide? (Section 553.504(5)(b), F.S., requires that curb ramps leading up to the polling place entrance from the parking lot be at least 44 inches wide if they will be used as an emergency escape route. This 44-inch standard does not apply to doors or to the interior of buildings used as polling places). Yes[ ] No[ ] Width\_\_\_\_\_

Possible Temporary Solutions

- [ ] Change or move landscaping, furnishings, or other movable features that narrow the route of travel.

Possible Long-term Solutions

- [ ] Widen the route of travel.

4. Can a person with a visual disability using a cane detect all objects protruding into the route?

Yes[ ] No[ ] Distance from wall\_\_\_\_\_ Height\_\_\_\_\_

(In order to be detected using a cane, an object, e.g. fire extinguishers, water fountains, etc. must be within 27 inches off the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear headroom. It is not necessary to remove objects that protrude less than 4 inches from the wall.)

Possible Temporary Solutions

- [ ] Move or remove movable protruding objects.  
[ ] Add a wooden cane-detectable base around the object, that extends to the ground.  
[ ] Place a cane-detectable object, such as a planter, on the ground as a warning barrier  
[ ] Provide another means of temporary access that is in compliance.

Possible Long-term Solutions

- [ ] Permanently remove obstacles.  
[ ] Add a permanent cane-detectable base that extends to the ground.  
[ ] Permanently install furnishings or other cane-detectable barriers underneath.

5. Do curbs on the route have curb cuts at drives, parking, and drop-offs? Yes[ ] No[ ]

*Figure 3, page 10*

Possible Temporary Solutions

- [ ] Add a wooden ramp to curb  
[ ] Purchase or rent and install temporary "suitcase" ramps

Possible Long-term Solutions

- [ ] Install curb cut.  
[ ] Add a permanent small ramp to curb.

## **POLLING PLACE APPROACH, Continued**

### **Ramps**

1. Are the slopes of ramps no greater than 1:12? Yes[ ] No[ ] Slope\_\_\_\_\_ (Slope is given as a ratio of the height to length. 1:12 means for every 12 inches along the base of the ramp, the height increases 1 inch. In other words, for every inch the ramp goes up, 12 inches out are needed.)

*Figures 4 and 5, pages 10 and 11*

Possible Solutions

- [ ] Temporarily lengthen ramp to decrease slope.  
[ ] Set up a temporary ramp at a different location of the accessible path.

Possible Long-term Solutions

- [ ] If available space is limited, reconfigure ramp to include switchbacks.  
[ ] Permanently lengthen ramp to decrease slope.  
[ ] Relocate ramp.

2. Do all ramps longer than 6 feet, or with a rise greater than 6 inches, have railings on both sides? Yes[ ] No[ ]

Possible Temporary Solutions

- [ ] Add temporary railings

Possible Long-term Solutions

- [ ] Install permanent railings

3. Are railings sturdy (i.e. rigid), and are the tops of the railings between 34 and 38 inches high? Yes[ ] No[ ] Height\_\_\_\_\_

*Figure 6, page 12.*

Possible Temporary Solutions

- [ ] Adjust height of railings.  
[ ] Add railings at the legally required height  
[ ] Secure handrails in fixtures.

Possible Long-term Solutions

- [ ] Permanently adjust height of railings  
[ ] Add proper fixtures and secure handrails

4. Is there an 18-inch extension of the handrail at the top and bottom of the ramp? Yes[ ] No[ ] *Figure 6, page 12.*

Possible Solutions

- [ ] Add handrail extension.

5. Is the width between railings or curbs at least 36 inches, or 44 inches if it is an emergency exit route? Yes[ ] No[ ] Width\_\_\_\_\_

*Figure 6, page 12.*

Possible Temporary Solutions

- [ ] Relocate the railings

Possible Long-term Solutions

- [ ] Widen the ramp.

6. Are the ramps non-slip? Yes[ ] No[ ]

Possible Solutions

- [ ] Add non-slip surface material.

7. Is there a 5-foot long level landing at every 30-foot horizontal length of ramp, with the bottom of the ramp having not less than 72 inches of straight and level clearance?

Yes  No  Length \_\_\_\_\_

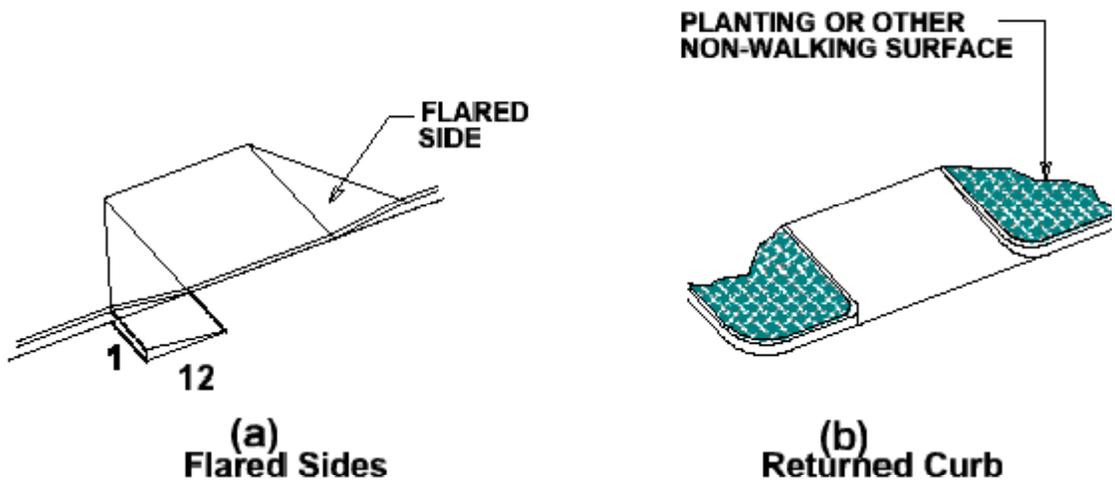
(The ramp should have a run of no more than 30 feet between landings )

Possible Temporary Solutions

Use a portable ramp

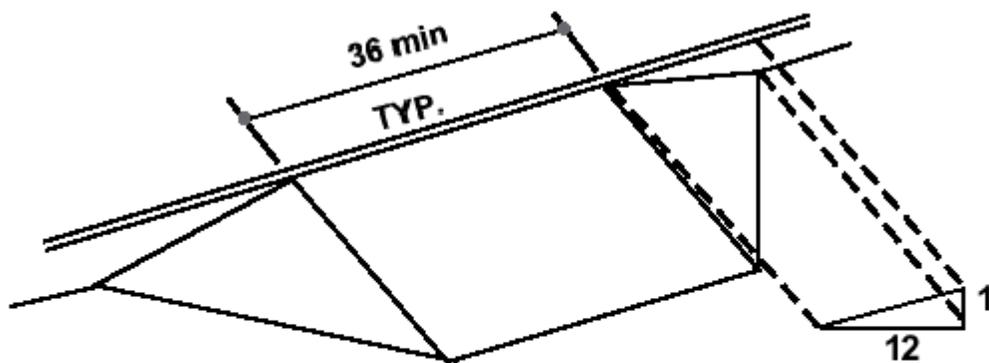
Possible Long-term Solutions

Remodel or relocate ramp



**Fig 3  
Sides of Curb**

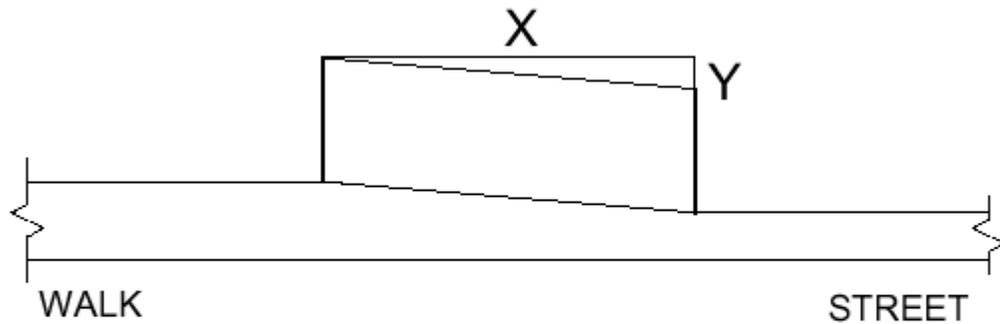
**3(a) Flared Sides.** If the landing depth at the top of the curb ramp is less than 48 inches, then the slope of the flared side shall not be steeper than 1:12.



**Fig 4  
Built-Up Ramp**

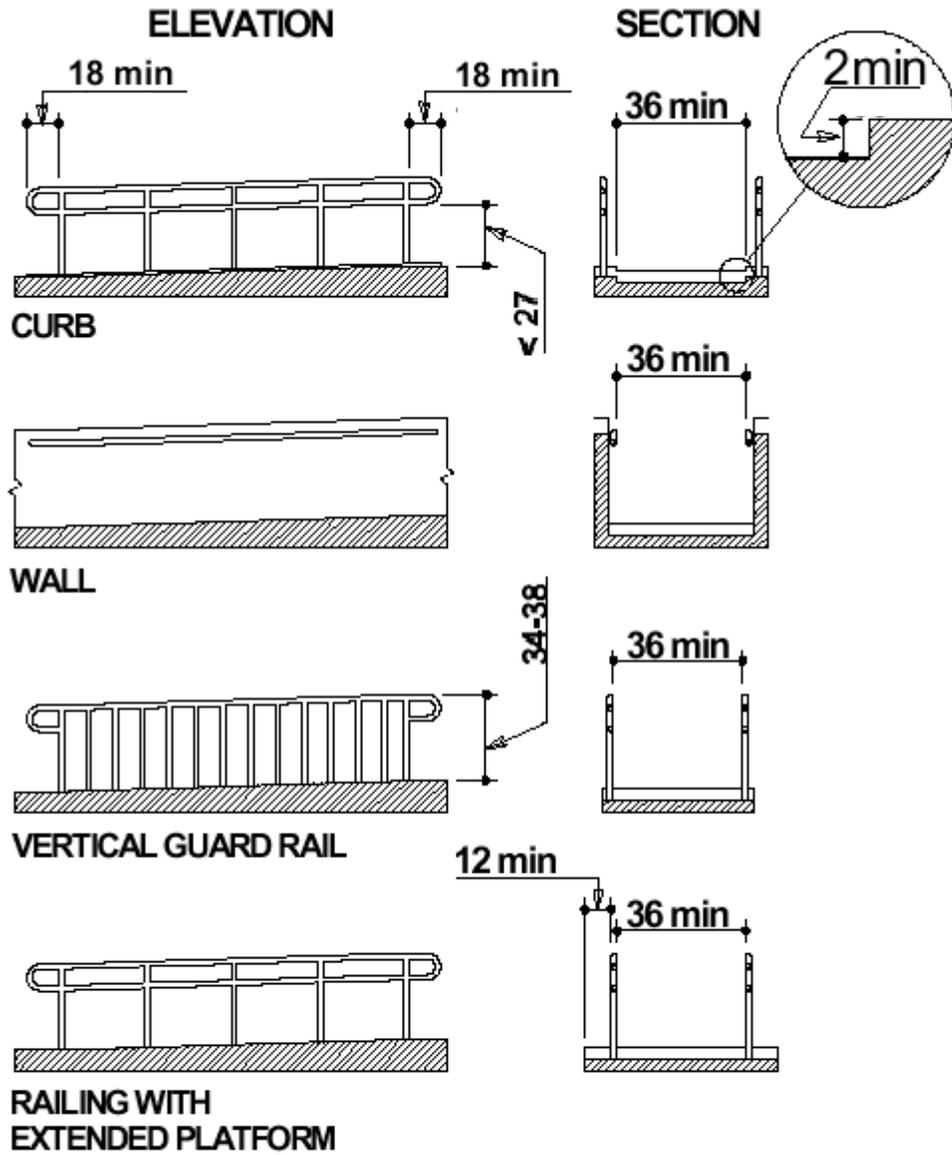
ADJOINING SLOPE  
SHALL NOT  
EXCEED 1:20

SLOPE = Y : X  
WHERE X IS A  
LEVEL PLANE



**Fig 5**  
**Measurement of Curb Ramp Slopes**

The ramp slope is a ratio expressed as the vertical rise divided by the horizontal run. The adjoining slope at walk or street shall not exceed 1:20.



**Fig 6**  
**Examples of Edge Protection and Handrail Extensions**

## **POLLING PLACE APPROACH, Continued**

### **Entrance**

1. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? Yes[ ] No[ ]  
(Do not use a service entrance as the accessible entrance unless there is no other option.)  
Possible Solutions  
[ ] If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
2. Do all inaccessible public entrances have signs indicating the location of the nearest accessible entrance? Yes[ ] No[ ]  
Possible Temporary Solutions  
[ ] Install temporary signs at and before inaccessible entrances directing disabled persons to accessible entrances so that people do not have to retrace the approach.  
Possible Long-term Solutions  
[ ] Install permanent signs at and before inaccessible entrances directing disabled persons to accessible entrances
3. Can the alternate accessible entrance be used independently? Yes[ ] No[ ]  
Possible Temporary Solutions  
[ ] Have a person posted at or near the accessible entrance so they may assist disabled persons. It is acceptable to assign this duty to the precinct deputy  
Possible Long-term Solutions  
[ ] Eliminate as much as possible the need for assistance--- to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.
4. Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32 inch leaf)? Yes[ ] No[ ] Clear opening \_\_\_\_\_  
Possible Temporary Solutions  
[ ] Use another door(s) as the accessible entrance.  
[ ] Reverse door swing if safe to do so.  
Possible Long-term Solutions  
[ ] Widen door.  
[ ] Move or remove partitions or other obstructions.  
[ ] Install offset (swing-clear) hinges.
5. Are there at least 18 inches (24 inches preferred) of clear wall space on the pull side of the door, next to the handle? Yes[ ] No[ ] Clear space \_\_\_\_\_  
*Figure 7, page 16*  
Possible Temporary Solutions  
[ ] Remove or relocate furnishings, partitions, or other obstructions.  
Possible Long-term Solutions  
[ ] Move door.  
[ ] Add power-assisted or automatic door opener.

6. Is the threshold level (less than  $\frac{1}{4}$  inch high) or beveled (up to  $\frac{1}{2}$  inch high)?

Yes  No  Height \_\_\_\_\_

Possible Temporary Solutions

If there is a single step with a rise of 6 inches or less, add a temporary short ramp.

Possible Long-term Solutions

If there is a single step with a rise of 6 inches or less, add a permanent short ramp.

If there is a  $\frac{1}{2}$  inch high threshold, remove it or add a bevel.

7. Are doormats  $\frac{1}{2}$  inch high or less, and securely installed to minimize tripping hazards?

Yes  No

Possible Solutions

Replace or remove mats.

Secure mats at edges.

## ENTRANCE TO POLLING PLACE AND POLLING ROOM

### Entrance

8. Is the door handle located no higher than 48 inches from the floor and operable with a closed fist?

Yes[ ] No[ ] Height\_\_\_\_\_

(The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.)

#### Possible Temporary Solutions

[ ] Have a person posted in or around the entrance to assist disabled persons. It is acceptable to assign this task to the precinct deputy.

[ ] If possible, prop doors open

[ ] Secure door latch with duct tape so that opening the door will only require a pull/push motion.

#### Possible Long-term Solutions

[ ] Replace inaccessible knob with a lever or loop handle.

[ ] Retrofit with an add-on lever extension.

[ ] Retrofit with accessible closed fist control system (doorbell)

9. Can exterior doors be opened without too much force (maximum is 8.5 lbs. on exterior doors)? (The maximum force requirement is set forth in section 11-4.13.11(2)(a) of the Florida Building Code. The ADA Guidelines do not address exterior door force).

Yes[ ] No[ ] Force\_\_\_\_\_

(A quick and inexpensive way to measure force is to use a fish scale. Attach the hook to the door handle and pull to measure pounds of force needed to open the door.)

#### Possible Temporary Solutions

[ ] Adjust door closers and oil the hinges.

[ ] Have a person posted in or around the entrance to assist disabled persons. It is acceptable to assign this task to the precinct deputy.

[ ] If possible, prop doors open.

#### Possible Long-term Solutions

[ ] Install power-assisted or automatic door openers.

[ ] Install lighter doors.

10. If the door has a closer, does it take at least 3 seconds to close?

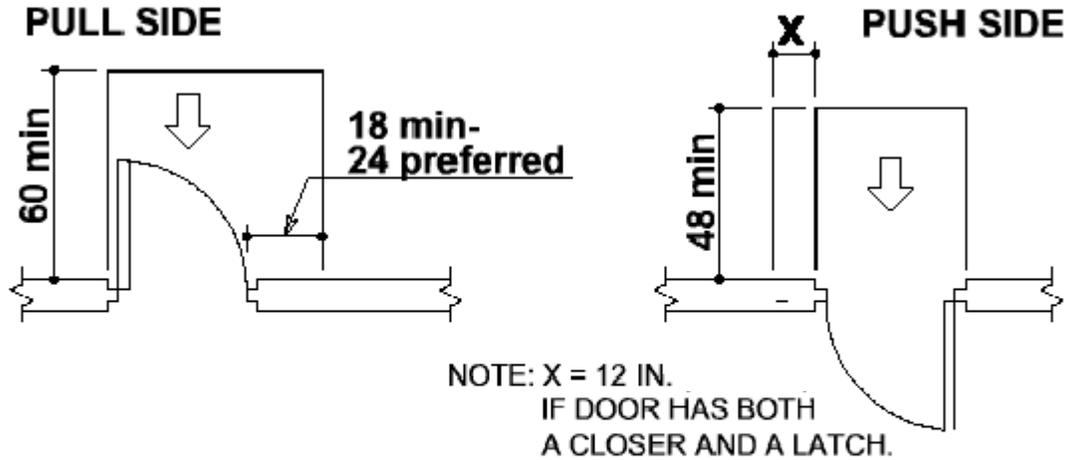
Yes[ ] No[ ] Seconds\_\_\_\_\_

#### Possible Temporary Solutions

[ ] Adjust closing mechanism to increase time lapsed when closing

#### Possible Long-term Solutions

[ ] Change closing mechanism



(a)  
**Front Approaches - Swinging Doors**

**Fig 7**  
**Maneuvering Clearance at Doors**

**NOTE:** All doors in alcoves shall comply with the clearances for front approaches.

**Front Approaches – Swinging Doors.** Front approaches to pull side of swinging doors shall have maneuvering space that extends 18 inches minimum beyond the latch side of the door and 60 inches minimum perpendicular to the doorway.

Front approaches to push side of swinging doors, if equipped with both closer and latch, shall have maneuvering space that extends 12 inches minimum beyond the latch side of the door and 48 inches minimum perpendicular to the doorway.

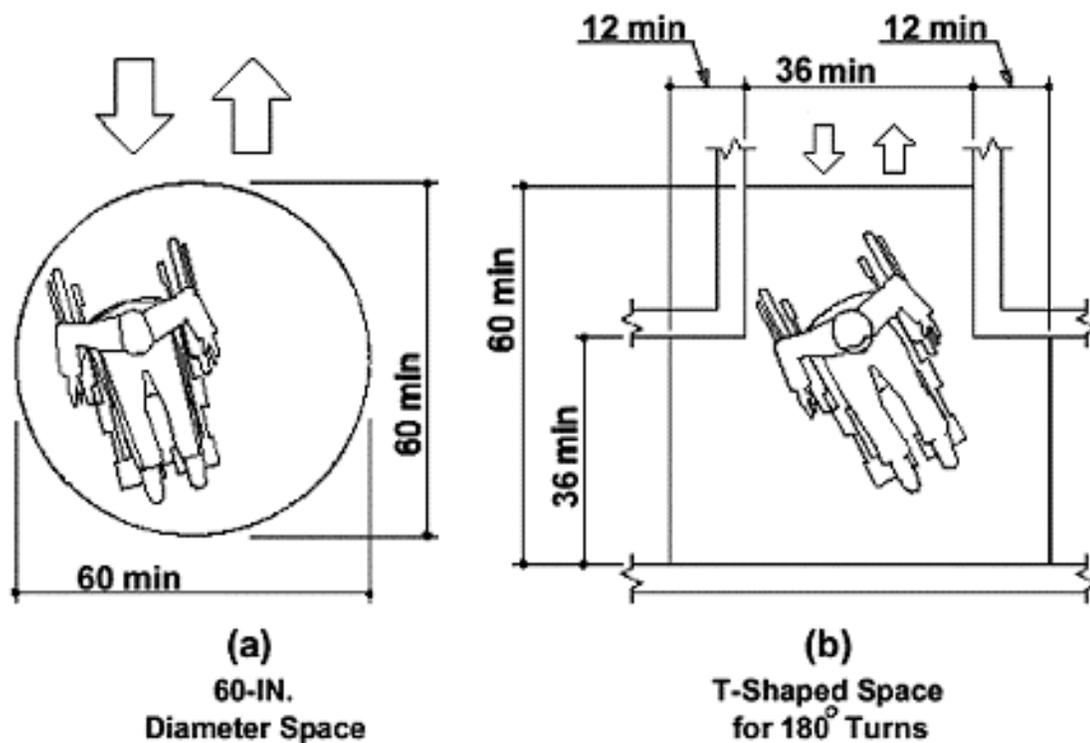
Front approaches to push side of swinging doors, if not equipped with latch and closer, shall have maneuvering space that is the same width as door opening and extends 48 inches minimum perpendicular to the doorway.

## **ENTRANCE TO POLLING PLACE & POLLING ROOM,** **Continued**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### **Horizontal Circulation / Maneuverability Within the Space**

1. Does the accessible building entrance provide direct access to the polling place?  
Yes[  ] No[  ]  
Possible Temporary Solutions  
[  ] Add temporary ramps.  
[  ] Make another entrance accessible.  
Possible Long-term Solutions  
[  ] Add permanent ramps or install lifts
  
2. Does the interior accessible route of travel lead to the polling area? Yes[  ] No[  ]  
Possible Solution  
[  ] Use an alternate accessible route of travel that leads to the polling area.
  
3. Is the interior accessible route to all polling areas at least 36 inches wide?  
Yes[  ] No[  ] Width\_\_\_\_\_   
Possible Temporary Solutions  
[  ] Move furnishings such as tables, chairs, display racks, vending machines, and  
counters to make more room.  
Possible Long-term Solutions  
[  ] Widen accessible route
  
4. Is there a 5-foot circle or T-shaped space for a person using a wheelchair to reverse direction when  
maneuvering within or exiting the polling place?  
Yes[  ] No[  ]  
*Figure 8, page 18.*  
Possible Temporary Solutions  
[  ] Rearrange furnishings, displays, and equipment.



**Fig 8**  
**Wheelchair Turning Space**

(b) T-Shaped Space for 180 degree Turns. The T-shaped space is created by the perpendicular intersection of two routes. Each route must be a minimum of 36 inches in width. The route forming the top of the "T" must extend at least 12 inches beyond the intersection in each direction and the route forming the base of the "T" must extend at least 24 inches beyond the intersection. The "T" fits within a 60 inch square.

# **ENTRANCE TO POLLING PLACE & POLLING ROOM,** **Continued**

## **Doors**

1. Do doors into polling place and polling rooms have at least a 32-inch clear opening?  
Yes[ ] No[ ] Polling place door clear width \_\_\_\_\_  
Polling room door clear width \_\_\_\_\_  
Possible Long-term Solutions  
[ ] Install offset (swing-clear) hinges.  
[ ] Widen doors.
  
2. Do the doors exiting the polling place and polling rooms, if separate from the entrance, have at least a 32-inch clear opening (for a double door, at least one 32 inch leaf)?  
Yes[ ] No[ ]  
Possible Temporary Solutions  
[ ] Use another door(s) as the accessible entrance.  
Possible Long-term Solutions  
[ ] Install offset (swing-clear) hinges.  
[ ] Widen doors.
  
3. On the pull side of the polling place doors, if separate from the entrance, are there at least 18 inches (24 inches preferred) of clear wall space next to the handle so that a person using a wheelchair or crutches can get near to open the door?  
Yes[ ] No[ ] Clear space \_\_\_\_\_  
Possible Temporary Solutions  
[ ] Reverse door swing if safe to do so.  
[ ] Remove or relocate furnishings, partitions, or other obstructions.  
Possible Long-term Solutions  
[ ] Move or remove obstructing partitions.  
[ ] Move door.  
[ ] Add power-assisted or automatic door opener.
  
4. Can interior doors be opened without too much force (maximum is 5 lbs. on interior doors)?  
Yes[ ] No[ ] Force \_\_\_\_\_  
( A quick and inexpensive way to measure force is to use a fish scale. Attach the hook to the door handle and pull to measure pounds of force needed to open the door).  
Possible Temporary Solutions  
[ ] Adjust door closers and oil the hinges.  
[ ] Have a person posted in or around the entrance to assist disabled persons. It is acceptable to assign this task to the precinct deputy.  
[ ] If possible, prop doors open.  
Possible Long-term Solutions  
[ ] Install power-assisted or automatic door openers.  
[ ] Install lighter doors
  
5. Are interior door handles 48 inches high or less and operable with a closed fist?  
Yes[ ] No[ ] Height \_\_\_\_\_  
Possible Temporary Solutions  
[ ] Adjust door closers and oil the hinges.  
[ ] Have a person posted in or around the entrance to assist disabled persons. It is acceptable to assign this task to the precinct deputy.  
[ ] If possible, prop doors open.  
[ ] Secure door latch with duct tape so that opening the door will only require a pull/push motion.

Possible Long-term Solutions

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on lever extensions.
- Install power-assisted or automatic door openers.
- Retrofit with accessible closed fist control system (doorbell).

6. Are all interior threshold levels (less than ¼ inch high) or beveled( up to ½ inch high)?

Yes  No  Height \_\_\_\_\_

Possible Temporary Solutions

- If there is a single step with a rise of 6 inches or less, add a temporary short ramp.

Possible Long-term Solutions

- If there is a single step with a rise of 6 inches or less, add a permanent short ramp.
- If there is a ½ inch high threshold, remove it or add a bevel.

# **VOTING BOOTH ENTRANCE & MANEUVERABILITY**

## **Polling Rooms and Voting Surfaces**

1. Are all aisles and pathways in the polling room and to the voting booths at least 36 inches wide?

Yes[ ] No[ ] Width\_\_\_\_\_

*Figure 8, page 18*

Possible Temporary Solutions

[ ] Rearrange furnishings and fixtures to clear aisles.

2. Is there enough space within the polling room to accommodate voting booths that allow a 5-foot circle or T-shaped space for turning a wheelchair completely in and around the voting booth?

*Figure 8, page 18*

Yes[ ] No[ ]

Possible Temporary Solutions

[ ] Rearrange furnishings to clear more room.

3. Is carpeting low-pile, tightly woven, and securely attached along edges? Yes[ ] No[ ]

Possible Temporary Solutions

[ ] Secure edges on all sides.

[ ] Place hard non-slip material over carpet.

Possible Long-term Solutions

[ ] Replace carpeting.

4. Are all obstacles in routes within the polling room cane-detectable?

Yes[ ] No[ ] Distance from wall\_\_\_\_\_ Height\_\_\_\_\_

(In order to be detected using a cane, an object, e.g. fire extinguishers, water fountains, etc. must be within 27 inches off the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear headroom. It is not necessary to remove objects that protrude less than 4 inches from the wall.)

Possible Temporary Solutions

[ ] Move or remove movable protruding objects.

[ ] Add a wooden cane-detectable base around the object, that extends to the ground.

[ ] Place a cane-detectable object, such as a planter, on the ground as a warning barrier.

[ ] Provide another means of temporary access that is in compliance.

Possible Long-term Solutions

[ ] Permanently remove obstacles.

[ ] Add a permanent cane-detectable base that extends to the ground.

[ ] Permanently install furnishings or other cane-detectable barriers underneath as a warning barrier.

5. Do signs directing voters to the polling room(s) comply with the appropriate requirements for engraved or raised braille signage? Do all signs meet legibility requirements regarding contrast and character proportion?  
Yes[ ] No[ ]

Possible Temporary Solutions

[ ] Provide temporary signs that have raised letters and Braille, meet finish and contrast standards, and are mounted at the correct height and location. For example, post signs along the primary route and entrance, and along the accessible path if different from the primary route or entrance.

[ ] Have a person posted directing people to appropriate areas. It is acceptable to assign this task to a precinct deputy.

Possible Long-term Solutions

[ ] Provide permanently installed signs that have raised letters and Braille, meet finish and contrast standards, and are mounted at the correct height and location. For example post signs along the primary route and entrance, and along the accessible path if different from the primary route or entrance.

# **VOTING BOOTH ENTRANCE & MANEUVERABILITY,** **Continued**

## **Seats, Tables, and Counters/ Voting Stations**

The following is applicable to accessible voting surfaces only, except when the voting system is a self-standing unit. In the case of self-standing units and at the discretion of the supervisor of elections, the voting system may be moved and given to the disabled voter to place on their lap, or some other alternative, while voting.

1. Are the table or counter tops of the accessible voting surface between 28 and 34 inches high?  
Yes[ ] No[ ] Height\_\_\_\_\_

  - Possible Temporary Solutions
  - [ ] If adjustable, lower part or all of high surfaces.
  - [ ] Provide auxiliary table or counter.
  - Possible Long-term Solutions
  - [ ] Permanently lower part or all high surfaces.

2. Are knee spaces at accessible voting stations at least 27 inches high (from the lowest hardware underneath), 30 inches wide, and 19 inches deep?  
Yes[ ] No[ ] Height\_\_\_\_\_ Width\_\_\_\_\_ Depth\_\_\_\_\_

  - Possible Temporary Solutions
  - [ ] Temporarily remove voting stations and replace voting stations with ones that are accessible.
  - [ ] Temporarily raise voting stations.
  - Possible Long-term Solutions
  - [ ] Replace voting stations with ones that are accessible.

## **Vertical Circulation: Split and Upper Levels**

(Note: A split level is defined as having the floor levels of adjoining rooms separated by about a half story.)

1. In order to access the polling area and/or the voting booths, must voters travel above ground level?  
Yes[ ] No[ ]

If your answer to #1 is No, you have completed the survey. Please proceed to the *Summary of Determination of Accessibility* on page 31.

2. Are there ramps or elevators to all levels? Yes[ ] No[ ]

  - Possible Temporary Solutions
  - [ ] Build and install temporary wooden ramps.
  - [ ] Rent or purchase and install "suitcase" ramps.
  - [ ] Relocate the polling room/voting booth to an accessible area.
  - Possible Long-Term Solutions
  - [ ] Install permanent ramps or lifts.
  - [ ] Modify a service elevator.

3. On each level, if there are stairs and/or elevators between the entrance and voting areas which must be used to access the polling room and/or voting area, is there an accessible alternate route? (For example, a voter has entered the building and the polling room is located in a split level room. The voting booths were set up at a level different from the one accessible by the elevator or existing ramps. You must make sure that a separate ramp, lift or elevator allows the voter to access the level where the voting booths were set up).

Yes[ ] No[ ]

Possible Temporary Solutions

[ ] If an alternate accessible route exists, post clear signs directing people along an accessible route to ramps, lifts, or elevators.

Possible Long-term Solutions

[ ] If no accessible route exists, install permanent ramps, lifts or elevators to create one, and clearly label the accessible route.

## **Stairs**

1. In order to access your polling area, must voters travel above the first floor? Yes[ ] No[ ]

The following questions apply to stairs connecting levels not connected by an elevator.

2. Do treads have a non-slip surface? Yes[ ] No[ ]

Possible Solutions

[ ] Add non-slip surface to treads.

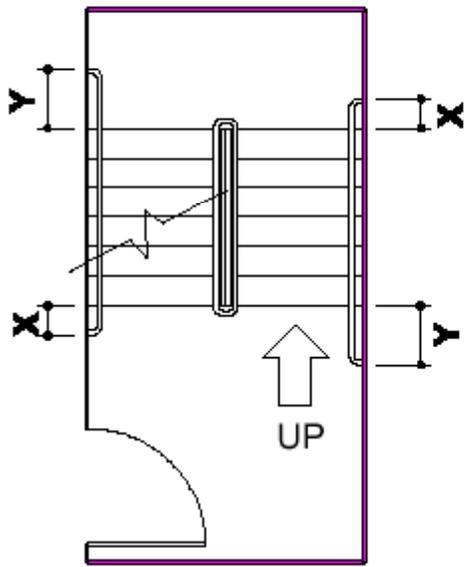
3. Do stairs have continuous handrails on both sides, with a 12-inch handrail extension beyond the top and bottom stairs?

Yes[ ] No[ ]

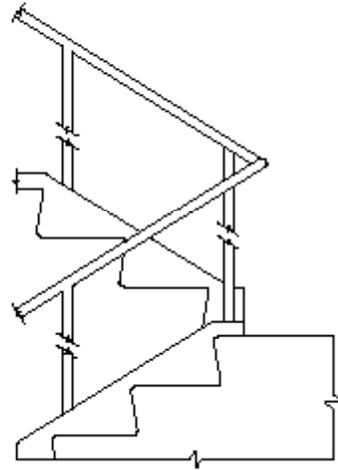
*Figure 9, page 25*

Possible Solutions

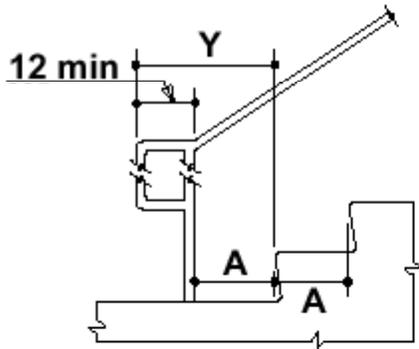
[ ] Add or replace handrails if possible within the existing floor plan.



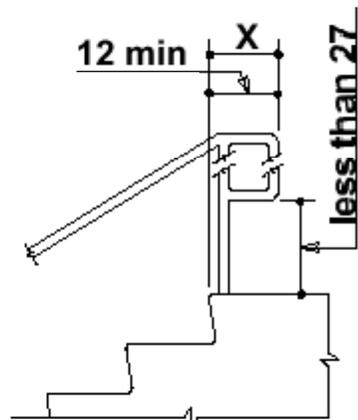
(a)  
Plan



(b)  
Elevation of  
Center Handrail



(c)  
Extension at  
Bottom of Run



(d)  
Extension at  
Top of Run

**NOTE:**  
**X IS THE 12 IN. MINIMUM HANDRAIL EXTENSION  
 REQUIRED AT EACH TOP RISER.**  
**Y IS THE MINIMUM HANDRAIL EXTENSION OF 12 IN.  
 PLUS THE WIDTH OF ONE TREAD THAT IS REQUIRED  
 AT EACH BOTTOM RISER.**

**Fig 9  
 STAIR HANDRAILS**

# **VOTING BOOTH ENTRANCE & MANUEVERABILITY, Continued**

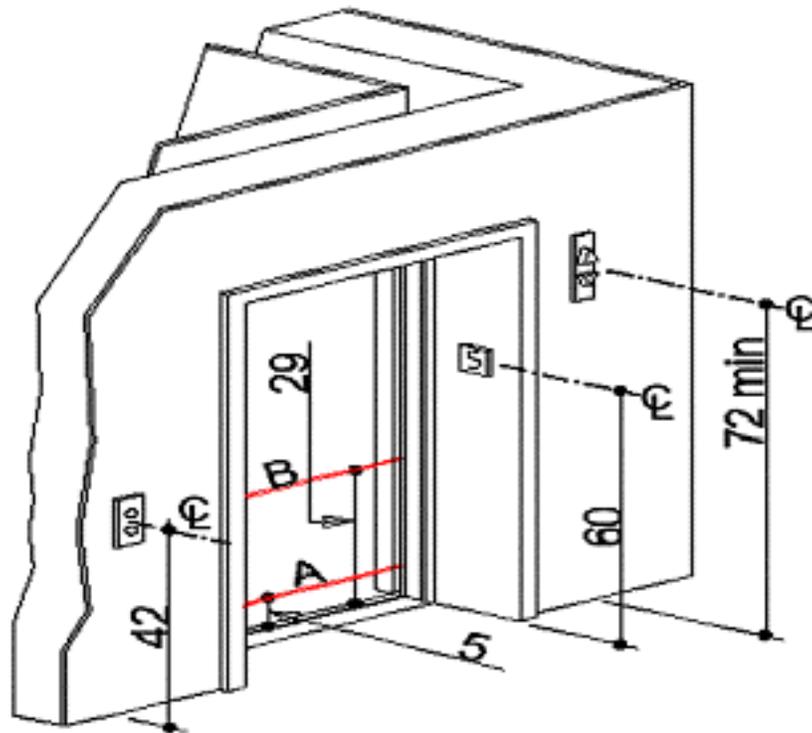
## **Elevators**

Elevators need to be surveyed only if their use is necessary to access the polling room(s). When elevators are located within the accessible route but not used to access the polling room(s), they do not need to be surveyed. *Figures 10, 11 and 12 on pages 28 through 30.*

1. Does the polling place use elevators in the path of travel to the voting area? Yes[ ] No[ ]
2. Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)? Yes[ ] No[ ]
  - Possible Temporary Solutions
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Long-term Solutions
  - [ ] Install visible and verbal or audible signals.
3. Are the call buttons in the hallway no higher than 42 inches? Yes[ ] No[ ] Height \_\_\_\_\_
  - Possible Temporary Solutions
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Long-term Solutions
  - [ ] Lower call buttons.
  - [ ] Provide a permanently attached reach stick.
4. Do the controls outside and inside the cab have raised and Braille lettering? Yes[ ] No[ ]
  - Possible Temporary Solutions
  - [ ] Install temporary signs with raised lettering and Braille next to the control buttons.
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Long-term Solutions
  - [ ] Install raised lettering and Braille next to control buttons.
5. Is there a sign in large print and Braille letters on the jamb at each floor indicating the floor level?  
Yes[ ] No[ ]
  - Possible Temporary Solutions
  - [ ] Install temporary tactile signs to identify floor numbers, at a height of 60 inches from the floor.
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Long-term Solutions
  - [ ] Install permanent tactile signs to identify floor numbers, at a height of 60 inches from the floor.
6. If an emergency intercom is provided, is it usable without voice communication? Yes[ ] No[ ]
  - Possible Temporary Solutions
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Long-term Solutions
  - [ ] Modify communication system. (Automated Digital Communication)
7. Is the emergency intercom identified by Braille and raised letters? Yes[ ] No[ ]
  - Possible Temporary Solutions
  - [ ] Assign a person to assist voters at elevator or lift.
  - Possible Solutions
  - [ ] Add temporary or permanent tactile identification.

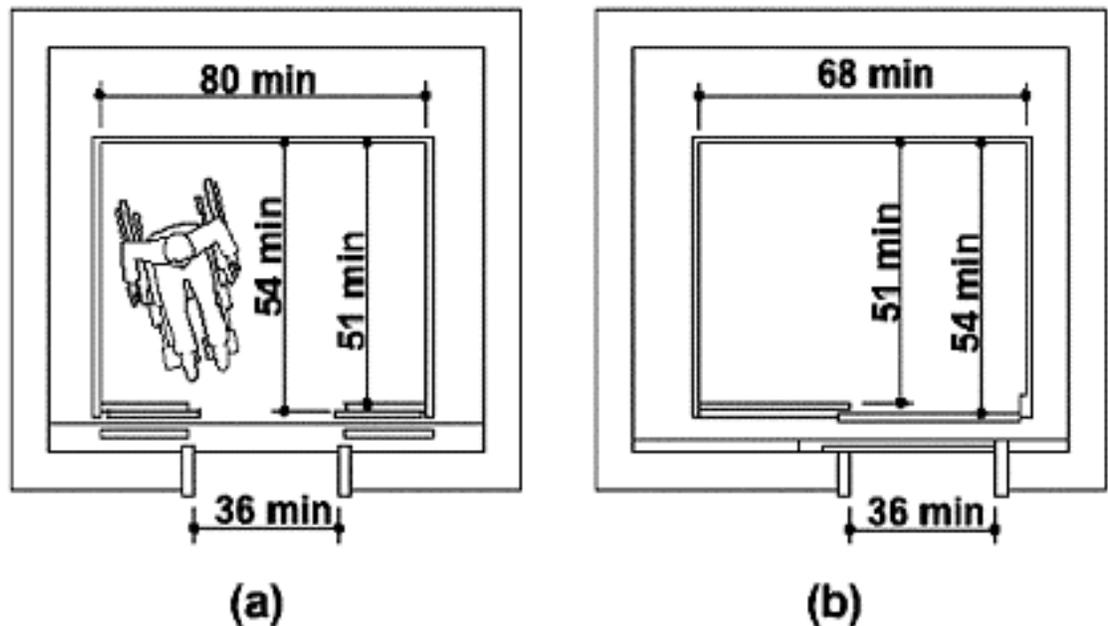
## **Lifts**

1. Does your polling place use lifts in the path of travel to the voting area? Yes[ ] No[ ]
2. Is the lift operational? Yes[ ] No[ ]  
Possible Solutions  
[ ] Repair the lift.
3. Can the lift be used without assistance? Yes[ ] No[ ]  
Possible Temporary Solutions  
[ ] At each stopping level, post a temporary accessible sign with clear instructions for use of the lift.  
[ ] Assign a person to aid in using the lift.  
Possible Long-term Solutions  
[ ] At each stopping level, post a permanent accessible sign with clear instructions for use of the lift.
4. Are there at least 30 by 48 inches of clear L-shaped space in front of the control panel so that a person in a wheelchair may approach and reach the controls and use the lift?  
Yes[ ] No[ ] Clear space\_\_\_\_\_  
Possible Temporary Solutions  
[ ] Rearrange movable furnishings and equipment to clear more space.  
[ ] Assign a person to aid in using the lift.  
Possible Long-term Solutions  
[ ] Rearrange affixed furnishings and equipment to clear more space.
5. Are controls between 35 and 48 inches high (up to 54 inches if a side approach is possible)?  
*Figure 12, page 30.*  
Yes[ ] No[ ] Height\_\_\_\_\_  
Possible Temporary Solutions  
[ ] Assign a person to aid in using the lift.  
Possible Long-term Solutions  
[ ] Move controls.
6. If the lift is key operated, is there easy access to the key? Yes[ ] No[ ]  
Possible Solutions  
[ ] Have a policy/procedure that makes the key readily available.



NOTE: THE AUTOMATIC DOOR REOPENING DEVICE IS ACTIVATED IF AN OBJECT PASSES THROUGH EITHER LINE A OR B. LINE A AND B REPRESENT THE VERTICAL LOCATIONS OF THE DOOR REOPENING DEVICE NOT REQUIRING CONTACT.

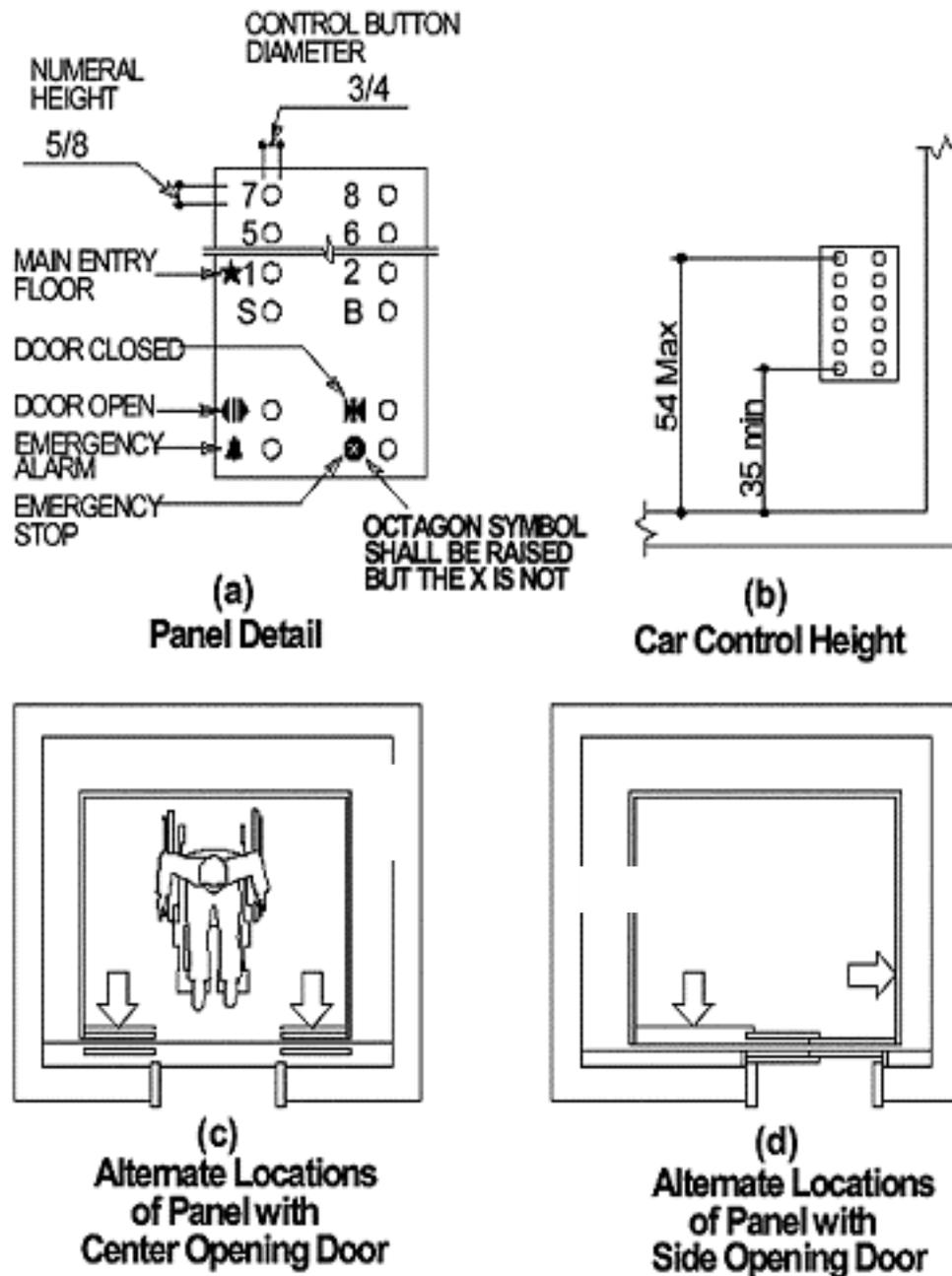
Fig. 10  
Elevator Entrances



**Fig. 11**  
**Minimum Dimensions of Elevator Cars**

(a) Illustrates an elevator with a door providing a 36 in minimum clear width, in the middle of the elevator. The width of the elevator car is a minimum of 80 in. The depth of the elevator car measured from the back wall to the elevator door is a minimum of 54 in. The depth of the elevator car measured from the back wall to the control panel is a minimum of 51 in .

(b) Illustrates an elevator with door providing a minimum 36 in clear width, located to one side of the elevator. The width of the elevator car is a minimum of 68 in. The depth of the elevator car measured from the back wall to the elevator door is a minimum of 54 in. The depth of the elevator car measured from the back wall to the control panel is a minimum of 51 in .



**Fig. 12**  
**Car Controls**

Panel Detail. The diagram illustrates the symbols used for the following control buttons: main entry floor, door closed, door open, emergency alarm, and emergency stop. The diagram further states that the octagon symbol for the emergency stop shall be raised but the X (inside the octagon) is not.

**SUMMARY OF DETERMINATION OF ACCESSIBILITY**

Polling Place Name: \_\_\_\_\_ Polling Place Address: \_\_\_\_\_  
Precinct #: \_\_\_\_\_  
County: \_\_\_\_\_  
Survey Checklist Completed by: \_\_\_\_\_ Survey Date: \_\_\_\_\_

Please review the responses within each category on the previous pages and indicate below any additional comments or suggestions on the polling place being surveyed:

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**OVERALL DETERMINATION OF POLLING PLACE ACCESSIBILITY**

The determination of accessibility should be made by the county supervisor of elections at his or her discretion, based on the information collected and included in the Polling Place Accessibility Survey Checklist.

- \_\_\_ INACCESSIBLE
- \_\_\_ ACCESSIBLE BUT INCONVENIENT
- \_\_\_ FULLY ACCESSIBLE

**DISPOSITION OF INACCESSIBLE OR LOW RATING POLLING PLACE**

Are permanent or temporary solutions planned to render the polling place accessible in the coming election?  
YES NO UNSURE

List solutions:

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This facility is:  
a tax supported facility \_\_\_\_\_  
a non-tax supported facility \_\_\_\_\_

Are suitable polling place alternatives available in the precinct? YES NO UNSURE

Please list alternate suitable polling places located within the precinct:

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Have the alternative locations been surveyed? YES NO UNSURE