

Chapter 9

Understanding Accessibility

Purpose: To describe requirements for providing voter assistance, accessible polling places, curbside voting and transfers for handicapped voters as well as guidelines for relating to voters with disabilities.

Contents	Page
Voter Assistance	9-1
Curbside Voting	9-2
Handicapped Transfers Prior to Election Day	9-3
Handicapped Transfers on Election Day	9-3
Suggestions for making Polling Places Accessible	9-5
Election Day Polling Place Accessibility Checklist	9-6
Polling Place Accessibility Survey Form	9-8
Department of Justice ADA Checklist for Polling Places	9-15
Guidelines for Polling Place Evaluations	9-54
Disability Etiquette – Voter Assistance at the Polls	9-58

The following is an abbreviated law guide that references North Carolina General Statutes and the North Carolina Administrative Code.

Voter Assistance

Assistance to Voters GS 163-166.8 / 08 NCAC 10B.0107

Any voter, whether disabled or not, may request assistance in casting a ballot(s). Assistance may be rendered for the voter going to and from the voting booth and inside the voting booth. Assistance may also be rendered to persons voting by curbside or onestop absentee ballot(s).

To receive assistance:

- Voter must request assistance by stating reasons for such request; precinct officials should make every effort not to embarrass the voter.
- Voter must point out and identify the person they wish to assist them.

Any voter may request assistance from near relatives:

- spouse (husband, wife)
- sibling (brother, sister)
- parent (including in-law and step relations)
- child (including in-law and step relations)
- grandparent
- grandchild

Voters who can request and receive assistance from anyone (except prohibited parties, see below):

- Persons with physical disabilities
- Illiterate voters
- Visually impaired Voters

Voters are not entitled to assistance from:

- Voter's employer
- Agent of the employer
- Officer or agent of the voter's union

Voters at One-Stop site:

- Any voter requesting assistance while voting at a Onestop site is entitled to the same assistance as those voters on Election Day under GS 163-166.8.

Restrictions:

- Precinct officials must not offer assistance.
- Person assisting shall not in any manner seek to persuade voter.
- Person assisting must leave voting booth immediately after assisting, unless the voter requests further accompaniment.
- Any assistance rendered must be performed in person, and shall not be allowed by electronic, paper, or mechanical means of communication with a person outside the voting booth, except in circumstances of disabled voters with special needs.

Responsibilities of persons rendering assistance:

- Do not try to convince a voter to cast a ballot(s) in any particular way.
- Voter assistance is given in private, and information about how the voter cast the ballot(s) must not be noted, recorded or shared with anyone.
- Remain outside of the voting enclosure when not rendering assistance.

Curbside Voting

Curbside Voting G.S. 163 – 166.9 / 8 NCAC 10B.0108 and 8.003

Voters unable to enter the voting place because of disability are allowed to vote at curbside from 6:30 AM to 7:30 PM or so long as the voting place is open for voting. Curbside voting takes place in the vehicle bringing the voter to the voting place or in the immediate proximity. The process is executed by the chief judge, judge or designated precinct official.

1. When curbside assistance is needed, the curbside official takes a curbside affidavit to the voter. The precinct official administers the oath and instructs the voter to complete and sign the affidavit and return it to the official.
2. The precinct official takes the completed curbside affidavit into the precinct. He/she approaches the registration table and states the curbside voters name and address. If the voter is found in the registration book and the information is correct, the precinct official at the registration table applies the label from the registration list to the ATV form and gives it to the official to take to the curbside voter.
3. The precinct official takes the ATV form, curbside envelope and ballot(s) to the voter. After instructing the voter on the use of the paper ballot(s), give the voter privacy while he/she is marking the ballot(s).
4. The voter signs the ATV form, marks the ballot(s), seals the ballot(s) in the curbside envelope and returns all to precinct official.
5. Precinct official takes the signed affidavit to one judge and the marked ballot(s) to the other judge who deposits the ballot(s) into the appropriate voting equipment specific to your county.

The curbside voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot(s) as is authorized by GS 163-166.8 and 8 NCAC 10B.0107.

Handicapped Transfers

Handicapped Transfers 8 NCAC 8.001 / 8 NCAC 8.004

Handicapped Transfer Prior to Election Day

At any time during the period of absentee voting in any primary, general or special election, a handicapped or elderly voter registered in a precinct wherein there exists no polling place accessible to the elderly and handicapped may request in advance to be transferred from that precinct to the office of the county board of elections for the purpose of voting at the county board of elections on Election Day under the following procedure:

1. An application to be transferred to the county board of elections for the purpose of voting on election day shall be made and signed only by the voter, voter's near relative, or legal guardian and shall be valid only when delivered to the county board of elections by mail or delivered in person by the voter, the voters near relative or legal guardian.
2. Upon receipt of the request for transfer, the county board of elections, shall enter the voter's name and precinct into the Transfer Book and shall place the designation "HT" beside the voter's name as it appears on registration records sent to that voter's precinct for use on Election Day.
3. No voter who has requested advance transfer shall be allowed to vote on Election Day at that voter's precinct if the designation "HT" appears on the records of that precinct, but instead shall be directed to the offices of the county board of elections.
4. On Election Day, when the transfer voter appears at the county board of elections they shall verify such fact by reference to the Transfer Book. After determining that such request was made, shall fill in the handicap transfer envelope on which shall be typed or stamped:
 - Handicapped Transfer Ballot(s) No. _____
 - Registered in _____ Precinct
5. The county board of elections shall provide the voter with the proper ballot(s) and direct the voter to a booth or separate room to mark the ballot(s).
6. After marking, the voter will place the ballot(s) in the provided envelope with the required information completed.
7. Envelopes will be retained, opened and counted after polls are closed.

The handicapped transfer voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot(s) as is authorized by GS 163-166.8 and 8 NCAC 10B.0107.

Handicapped Transfer on Election Day

Anyone entitled to curbside voting (163-166.9) may, in lieu of curbside voting request to be allowed to vote at the county board of elections office.

1. Voter must request transfer to the county board of elections.
2. Precinct judge will issue a certificate on the prescribed form.
3. Voter's registration will be marked with "HT."
4. Voter will go to the county board of elections office with the form to receive proper ballot(s).
5. After marking, voter will place ballot(s) in provided envelope with the required information completed. Part of the required information on the envelope shall include:
 - Handicapped Transfer Ballot(s) No. _____
 - Registered in _____ Precinct.It may be pre-printed or be stamped.
6. County board of elections office will enter name of each voter permitted to vote under this rule into a book along with the number assigned to the voter's ballot(s) and envelope and the precinct in which the voter resides.
7. Envelopes will be retained, opened and counted after polls are closed.

Suggestions for Making Polling Places Accessible

- Use temporary signs to identify accessible parking and directions to an accessible entrance for people with disabilities, if different from the entrance used by other voters.
- Use a temporary ramp if your voting place has steps at the entrance, but be sure the slope of the incline meets ADA requirements.
- If your polling place has heavy doors, someone should be available to assist those who need help. Often an adjustment may remedy the problem, or simply prop the doors open.
- A 32" clearance at non-revolving doors will enable a person using a wheelchair to enter the building.
- Smooth and hard floor surfaces, or those covered with a tightly woven carpet with no pad, or a thin pad, are best for wheelchair users and others.
- Clearance space beneath a table surface should be twenty-seven inches high, thirty inches wide, and nineteen inches deep.
- Printed instructions will be helpful for persons who are hearing impaired to vote. Printed instructions in simple large lettering placed in each voting booth will aid persons who are visually impaired.
- Booths with accessible ballot(s) marking machines should be placed near scanners.
- At least one accessible voting booth should be available to allow voting from a seated position at each polling location.
- Place a magnifier in each voting booth for use by those with impaired vision.
- Place pen and paper on registration tables for use in communicating with voters who are hard of hearing or who have speech impediments. Place signature templates on registration tables for use by blind voters.

North Carolina State Board of Elections Polling Place Accessibility Checklist Election Day

The following checklist shall be used for each election to ensure the compliance of the polling place with the standards set forth in the American Disabilities Act.

GENERAL INFORMATION
Election Date:
County Name:
Name and Title of person completing Checklist:
Phone Number:
Email Address:
Precinct Name and Number:
Precinct Address:
City/State/Zip:

Parking	YES	NO
Are there signs to clearly designate handicapped parking?		
If the parking area is not paved, is a temporary mat in use?		
Pathways		
Are there signs pointing to accessible routes to the polling place entrance along the path or travel?		
Are there ramps for persons with disabilities to access the entrance to the polling place, if necessary?		
Voting Enclosure		
Is the path to the voting booths free from barriers, including moveable mats and rugs?		
Are tables space at least 3 feet apart?		
Are there protruding objects, such as fire extinguishers, mounted on the wall in the path of travel?		
If protruding objects are on the wall, has another object (such as a chair or an ashtray) been placed under the item to prevent voters with visual disabilities from running into the protruding objects?		

Signs	YES	NO
Are the signs designating the path of travel and/or voting area understandable, visible and easy to read?		
Are voting instructions in plain sight or the voting enclosure entrance?		
Are there communication devices available for hearing and speech impaired voters (such as pen and paper)?		
Voting Booths		
Are the voting booths at least 2.5 feet wide?		
If a voting table has a writing shelf, is there room underneath to fit a wheelchair?		
Do the voting booths/tables offer the same level of privacy to voters with disabilities as it does to all other voters?		
Curbside Voting		
Is curbside voting in place?		
Is a poll worker stationed at or near the curbside voting area at all times, or a notification system in place?		

Signature of person completing this form: _____
 Date: _____

**NORTH CAROLINA
 POLLING PLACE ACCESSIBILITY SURVEY FORM
 STATE BOARD OF ELECTIONS**

The following is an accessibility survey to determine the compliance of the polling place with ADA standards. This survey was created based on the requirements set by ADA, and should be performed **before** every presidential election.

County: _____ Precinct: _____

Date: ____/____/_____

Person(s) conducting survey	
Elections Representative	County Representative
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

Polling Place Information
Name of Polling Place:
Physical Address:
City/State/Zip:
Mailing Address:
City/State/Zip:
Type of Building: (Fire Department, Church, School, etc.)
Description of Voting Enclosure: (gym, community room, etc.)

Instructions:

1. Please fill out the appropriate questions.
2. If there is no YES/NO space provided, please enter the appropriate answer in the space provided.

PARKING	YES	NO
1. Does the parking area have spaces designated for persons with disabilities?		
a. How many spaces overall?		
b. How many are accessible? (Accessible means passenger loading area must have access aisle 60 inches wide by 20 feet long adjacent and parallel to vehicle)		
c. How many of these spaces are van accessible? (at least a 96 inch access aisle)		
2. Is the parking area paved or unpaved?		
a. If it is not paved, how will the parking area be made compliant?		
3. Are there notable bumps, cracks or potholes on the pavement that would make it difficult for someone with a disability to maneuver?		
4. Are there signs to clearly designate handicapped parking?		
a. If no, can temporary signs be made and installed?		
5. Is the accessible parking located at the closest entrance to the door of the voting place?		
6. Is there a curb between the parking lot and the polling place?		
a. If yes, is there a ramp or curb cut from the parking lot to the entrance of the polling place?		

PATHWAYS UP TO AND WITHIN POLLING PLACE	YES	NO
1. Are there signs pointing to accessible routes to the polling place entrance along the path of travel?		
a. Are they visible to persons with disabilities?		
b. Are they legible for a person with limited vision?		
c. Are they permanent or temporary signs?		
2. Are pathways at least 36 inches wide or 60 inches for two-way traffic?		
3. Are there cracks in the pavement or sidewalk that could create the potential for injury?		
4. Is the surface slick or at an angle that could cause an individual to slide or slip?		
5. For a non-compliant pathway, please list how you plan to make it accessible?		

RAMPS	YES	NO
1. Are there steps to enter the polling place?		
2. Are there ramps for persons with disabilities to access the entrance to the polling place?		
a. If no, how do you plan to make the entrance accessible?		
3. Is the ramp at least 36 inches wide?		
4. How long is the ramp?		
a. If 30 ft or more, does it have a resting platform that is at least 60 inches long and as wide as the ramp?		
5. Is the ramp higher than 6 inches?		
a. If so, does it have handrails?		
b. Are the handrails larger than 1 ¼ inches in diameter to 1 ½ inches mounted?		
6. Is there a slope to the entrance of the polling place?		
a. Is the slope larger than 1 inch for every 20 inches?		
7. If the slope is too steep, can an alternate route be implemented?		
a. Please specify alternate route:		

POLLING PLACE ENTRANCE	YES	NO
1. Is the headroom in the pathway 80 inches or higher from the surface?		
2. What style of door is at the entrance of the polling place? (Choose from the options below:		
a. Revolving		
b. Automatic		
c. Gates		
d. Push or Pull		
3. Is there enough space before and after the door to allow for maneuvering space for voters in wheelchairs?		
4. Does the entrance door have a step?		
a. If yes, is there a ramp and a level platform extending at least 2 feet to the side of the door next to the door handle?		
5. Is the door at least 32 inches wide?		
6. Is the door hardware located not greater than 48 inches from the floor so that someone can reach the knob or lever from a seated position?		
7. Does the door have a doorknob or the equivalent?		
a. If yes, can this door be arranged so that it can be pulled to be opened?		
8. Does the door close on its own?		
a. Does it close quickly? (due to spring loaded system)		
b. Does it close heavily? (due to hydraulic mechanism)		
c. Can door be propped open?		
9. Does the entrance door have a threshold?		
a. If yes, is this threshold lower than ½ an inch?		
10. What solution do you have in place for non-accessible entrances?		

VOTING ENCLOSURE	YES	NO
Obstructions		
1. Is the path of travel free from barriers, including removable mats and rugs?		
2. Is the path from the entrance to the “head of the line” 60 inches wide?		
3. Are/can tables be spaced at least 36 inches apart?		
4. Are there protruding objects (such as fire extinguishers) mounted on the wall within the pathway?		
a. If yes, can these be relocated so they would not be an obstruction/barrier?		
b. If no, can another object (such as an ashtray or chair) be placed under the item to prevent voters with visual disabilities from running into the protruding object(s)?		
5. Is overhead clearance at least 80 inches high (this includes distances to awnings, sprinkler systems and signs)?		
Signs		
6. Are the signs designating path of travel and/or voting area understandable, visible, and easy to read?		
7. Pursuant to 42 USC 1973 ee-3 (a)(1), are will voting “Instructions” printed in large type, conspicuously displayed at each polling place and each permanent registration facility?		
8. Are instructions posted at eye level for all voters?		
9. Can an individual with limited vision walk up to the sign and read it using a magnifying glass?		
a. Will magnifying glasses available?		
b. If yes, how many?		
10. Are there voting instructions in plain sight of the voting enclosure entrance?		
11. Are there communicative devices readily available (such as pen and paper) for hearing and speech impaired voters?		
12. For non-compliant voting enclosures, what solutions do you have planned?		

VOTING BOOTHS for Election Day	YES	NO
1. Are the voting booths/tables at least 30 inches wide?		
2. Do the voting booths/tables have a writing shelf clearance of at least 27 inches underneath (to accommodate a person in a wheel chair)?		
3. Are the voting booths/tables at least 19 inches deep (to accommodate a person in a wheel chair)?		
4. Is the height of the booth/table writing surface between 32 and 34 inches from the floor?		
5. Do the voting booths/tables offer the same level of privacy to persons with disabilities as it does to all other voters?		
6. Is at least one ADA compliant voting booth and machine reserved for this polling place?		
a. If yes, is it in working order?		
b. If no, when will one be purchased and ready?		

CURBSIDE VOTING on Election Day	YES	NO
1. Do you have proper curbside voting in place (as established in 08 NCAC 10B.0108)?		
2. Do you have a poll worker stationed at or near the curbside voting area at all times?		
a. If no, how are poll workers notified upon arrival of the voter needing curbside assistance?		

PERMANENT/TEMPORARY ACCESSIBILITY	YES	NO
1. Is this polling place 100% compliant?		
a. If no, what temporary or permanent changes can be made to become 100% compliant (please be specific)?		
b. What is the estimated cost of these solutions (please explain in detail)?		

County Board Director's Signature: _____ Date: _____

County Board Chair Signature: _____ Date: _____

County Representative Signature: _____ Date: _____

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



Americans with Disabilities Act

ADA Checklist for Polling Places



Reproduction

Reproduction of this document is encouraged.

Additional copies of this publication may be obtained, viewed or downloaded from the Publications section of the ADA Website (www.ada.gov) or by calling the ADA Information Line at

800-514-0301 (voice), 800-514-0383 (TTY).

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

Table of Contents

[Evaluating the Physical Accessibility of Polling Places - 1](#)

Getting Started 2

Using the Polling Place Checklist - 2

Taking Measurements - 3

Completing the Checklist - 4

After Completing the Survey - 4

[Getting to the Polling Place - 5](#)

A. Parking 5

Typical Issues - 5

Parking Checklist - 6

Temporary Solutions for Election Day - 8

B. Passenger Drop-Off Areas 9

Typical Issues - 9

Passenger Drop-Off Areas Checklist - 10

Temporary Solutions for Election Day - 11

C. Sidewalks and Walkways 12

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters,
or Other Mobility Aids - 12

Sidewalks and Walkways Checklist - 13

Temporary Solutions for Election Day - 15

Part 2. Typical Issues for Voters Who Are Blind or Have Low Vision - 16

Sidewalks and Walkways Checklist - 17

Temporary Solutions for Election Day - 18

[Entering the Polling Place - 19](#)

D. Building Entrance 19

Typical Issues - 19

Building Entrance Checklist - 20

Temporary Solutions for Election Day - 22

E. Hallways and Corridors 23
Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters, or Other Mobility Devices - 23

Halls and Corridors Checklist - Voters with Mobility Disabilities - 24

Temporary Solutions for Election Day - 28

Part 2. Typical Issues for Voters who are Blind or Who Have Low Vision - 29

Halls and Corridors Checklist - Voters who are Blind or Who Have Low Vision - 30

Temporary Solutions for Election Day - 31

[Using the Polling Place - 32](#)

F. Voting Area 32

Typical Issues - 32

Voting Area Checklist - 33

[Appendix - A-1](#)

When choosing a new site for a polling place, elections officials should select a facility that is accessible to voters who use wheelchairs or scooters or who have difficulty walking. Planning for an upcoming election also gives elections officials the opportunity to improve existing polling places that are not accessible by using temporary elements, such as portable ramps, on election day or by working with building owners to make permanent alterations that improve the accessibility of the polling place.

The following checklist is designed to help voting officials determine whether a polling place has basic accessible features needed by most voters with disabilities. It may be used when evaluating the accessibility of potential new polling places and when identifying physical barriers in existing polling places before temporary or permanent modifications are made to improve accessibility for elections.

Individuals completing the checklist do not necessarily need to be experienced in evaluating buildings and facilities for accessibility. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features, and in some areas it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, voting staff and volunteers can identify accessible polling places and develop information used for implementing temporary and permanent modifications.



A voter enters an accessible polling place.

Getting Started

An evaluation of polling place accessibility should focus on those areas of a facility that are important to voting. These often include parking for voters, a drop off or loading area, the entrance to the polling place, and the pedestrian routes (both exterior and interior) that voters use to get to the voter check-in and voting area.

Before a polling place is evaluated, it is useful for staff or volunteers to review the instructions for using the checklist and become familiar with the questions. It is also helpful to practice taking measurements and recording information before beginning the evaluation.

When staff arrive at a polling place, it is best to first determine the location of parking, including accessible

parking (if any is provided), the entrance that will be used on election day, and the location of the voting area. If the survey is being done to determine the accessibility of a new location for a polling place, then the walk-through should look for areas that provide the best accessibility, where simple modifications may provide accessibility, or where it may be easiest to improve accessibility by adding temporary features.

Using the Polling Place Checklist

Tools and Documentation

A few simple tools may be used to measure the sizes and the slope of specific elements and spaces:

- A metal tape measure at least 15-feet long
- A level with a bubble measure or a digital measure at least twenty-four inches long for measuring slope, and
- A clipboard, copy of the checklist (one copy per polling place), and pens or pencils.

It is also a good idea to have a film or digital camera to document important areas that may need to be reviewed later. Any camera may be used to shoot photographs but one with a flash is most useful, particularly when indoor photos are needed.

Use the Checklist to Record Data

The checklist is designed to prompt the users on what to look at and where to measure. All answers and notes should be recorded on the checklist for use later in the planning process. When completed, the checklist should provide an indication of the level of accessibility at the polling place. If photographs are taken during the survey, it is helpful to note on the checklist that a photo was taken for later review of particular elements, spaces, or conditions.

Completing Measurements and Recording Information

One person can complete a survey of a polling place but it is often quicker and easier for two people to work together. One can be responsible for taking the measurements and the other for recording the information and taking any photographs.

Taking Measurements

Sloped Surfaces

One way to measure slope is to use a 24-inch level with leveling bubble and a tape measure. Place the level on the incline in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (as shown in the illustration) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is 2 inches or less, then the slope is 1:12 or less. When the distance is greater than 2 inches, record the distance on the checklist so the exact slope may be calculated later if needed.

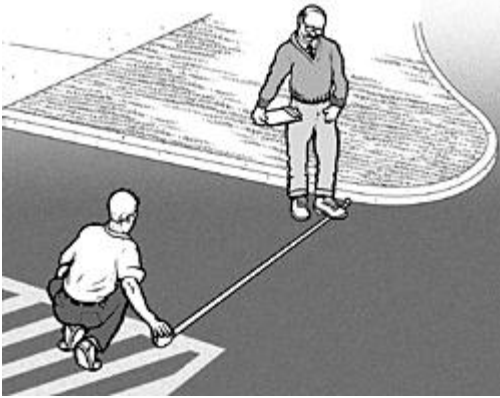
Slopes may also be measured using a digital level. The digital display replaces the bubble and typically gives a reading that may be shown as a digital bubble, degrees, or a percent. Before using a digital level make sure to familiarize yourself with the directions. Many digital levels need to be calibrated each time they are used. If you can set the digital display to percent or degrees, the maximum slope generally allowed is 8.33% or 4.76 degrees (for a 1:12 slope).



Measuring slope using a 24-inch level and tape measure

Using the Tape Measure

When measuring the width of a parking space or access aisle, the width of an accessible route or the height of an object above the floor, for example, try to keep the tape from sagging or bending. If the tape is not straight, try to support the tape in the middle or pull it tight and take the measurement again.



Using a tape measure to measure the width of a parking space

Measuring Door Openings

Measuring the clear opening of an accessible door requires special care. To measure the opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (as shown in the drawing). Stretch the tape across the door opening to the face of the door. This measurement equals the clear open width of the door, which is typically less than the width of the door.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

Completing the Checklist

For each checklist item, check either “yes” or “no.” If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question in the area under “Comments.” Add notes or comments as needed. For some questions when “no” is the answer, the checklist will include a prompt to check for an alternate solution. Information on alternate access can be used later as voting officials decide how to provide accessible voting.

When completing the survey, it is important to try to answer every question in each section, unless, of course, the element is not present at the particular site under review. For example, if there is no parking provided on-site at the polling place, or only on-street parking is provided, there is no need to try to measure the size of the parking spaces or to count the number of parking spaces.

The checklist is based on requirements from the [ADA Standards for Accessible Design](#) (Standards). Each item includes a reference to the technical requirements in the Standards from 28 C.F.R. Part 36, Appendix A. This reference is provided to assist users in looking up the requirement or related requirements when necessary. An electronic copy of the Standards is available on the ADA Website at www.ada.gov. Printed copies are also available from the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

After Completing the Survey

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. Checklists where most answers are “yes” will usually 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. There may also be some sites that cannot be made accessible so plans will be needed to offer accessible voting in some other way.

For more information about temporary modifications, see Temporary Solutions for Election Day at the end of each section of this document.

Alterations

When State and local governments make permanent modifications or alterations to facilities that serve as polling places these alterations must comply with the ADA Standards. For more information visit the ADA Website to view or download the ADA Standards, technical assistance materials, and general ADA information.

www.ada.gov

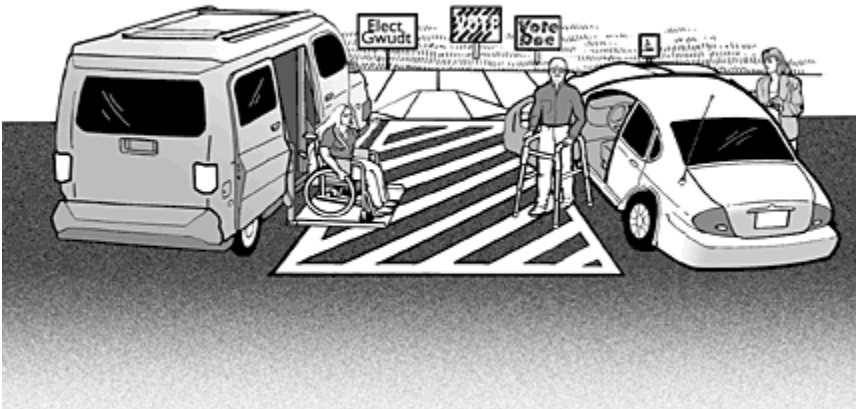
For specific questions about the ADA, call the Department of Justice ADA Information Line.
800-514-0301 (voice)
800-514-0383 (TTY)

Getting to the Polling Place

A. Parking

Typical Issues

When parking is provided for voters, staff and volunteers, accessible parking must be provided for people with disabilities. Voters with disabilities who arrive by car need a parking space close to an accessible entrance. The accessible parking space has an adjacent access aisle that provides needed room for a person to open the car door fully and then stand with the aid of a walker, to transfer to a wheelchair, or to lower a wheelchair lift. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.



Van-accessible parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from the van onto the level surface.

An accessible route connects the access aisle of each accessible parking space with the accessible entrance to the polling place. When an accessible route crosses a curb, a curb ramp must be provided. If the accessible route connects the access aisle to the accessible entrance using the parking lot surface, a marked crosswalk should be provided on the vehicular route.



Parking Spaces Checklist

A1. If parking is available, count the total number of parking spaces provided for the polling place. Are the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)?

Yes _____ No _____

<u>Total Spaces for Polling Place</u>	<u>Required Minimum Number of Accessible Spaces</u>
1-25	1 van-accessible space w/ min. 96 inch wide access aisle
26-50	1 space w/ min. 60 inch wide access aisle + 1 van-accessible space
51-75	2 spaces w/ min. 60 inch wide access aisle + 1 van-accessible space

If more than 75, see the ADA Standards for Accessible Design, section 4.1.2, for the number of accessible parking spaces.

A2. Does each accessible parking space have its own, or share an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Stds 4.6.3]

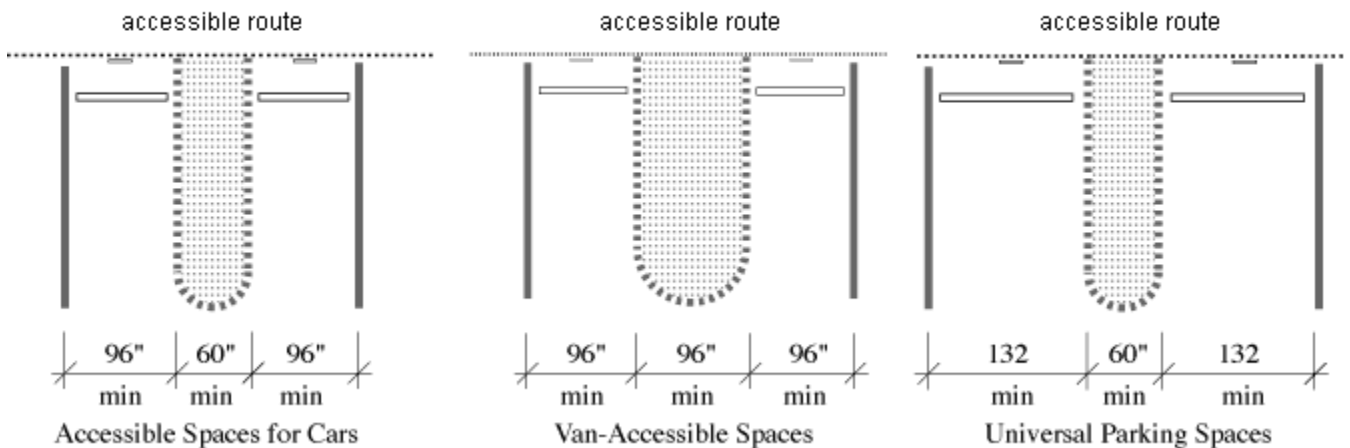
Yes _____ No _____

A3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided with a 132 inches (11feet) wide vehicle space and a 60 inch (5 feet) wide access aisle? [ADA Stds 4.1.2(5), A4.6]

Yes _____ No _____

A4. For van-accessible spaces, is there vertical clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle and along the vehicle route to the exit? [ADA Stds 4.6.5]
 If No: Can the route be cleared by removing or raising low objects or can each van accessible

Yes _____ No _____



Plan Views of Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle.

A5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Stds 4.6.3]

If No: Look for a nearby area that is relatively level which could serve as an accessible parking space with an accessible route to the accessible entrance to voting.

Yes _____ No _____

A6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Stds 4.6.4]

Yes _____ No _____

A7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Stds 4.7]

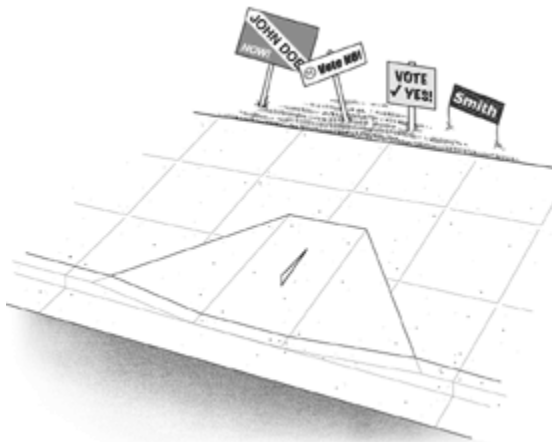
a. Is the ramp surface at least 36" wide, excluding flared sides?
[ADA Stds 4.7.3]

Yes _____ No _____

b. Is the slope (up or down the ramp) no more than 1:12?
[ADA Stds 4.7.2]

Note: 1:12 is one inch of vertical height for each 12 inches in length.

Yes _____ No _____



Curb ramp showing minimum 36 inch width for ramp section and 1:12 slope on ramp section.

A8. Are the accessible parking spaces serving the voting area on the shortest accessible route to the accessible entrance? [ADA Stds 4.6.2]

Yes _____ No _____

A9. Does each access aisle connect to an accessible route from the parking area to the accessible building entrance? [ADA Stds 4.6.2]

Yes _____ No _____

Temporary Solutions for Election Day

Parking

Problem One:

Parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces.

Suggestion: Find a relatively level parking area near the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark the spaces and access aisles. Provide a sign designating each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

Problem Two:

Accessible parking is provided, but it does not have a marked access aisle next to each accessible space.

Suggestion: Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for election day, use traffic cones to mark off the access aisle and curb ramp area. The first accessible parking space provided should be a van accessible parking space with an access aisle that is at least 96 inches wide.

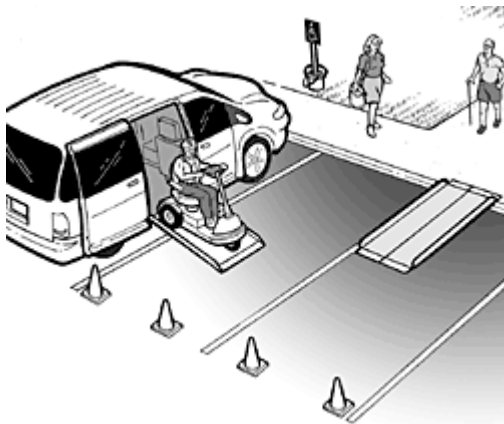
Problem Three:

Accessible parking spaces or access aisles are on a sloped surface.
Suggestion: Find a parking area that is close to the accessible entrance and more level. Provide accessible parking spaces and access aisles in that area. Make sure the accessible parking spaces connect to an accessible route to the entrance. Provide a sign designating each accessible parking space.

Problem Four:

No sign with the international symbol of accessibility is installed at each accessible parking space.

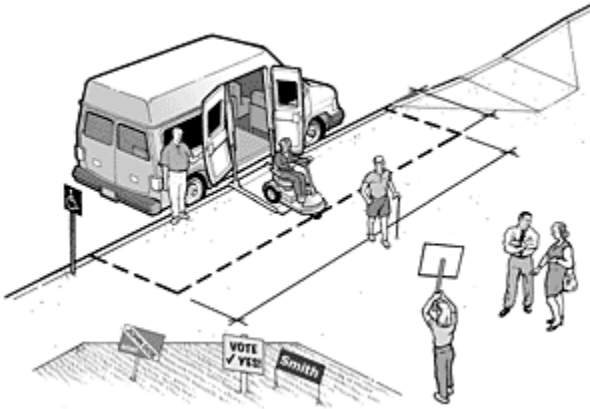
Suggestion: Provide a temporary sign in front of each accessible parking space.



Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

B. Passenger Drop-Off Areas

Typical Issues



B3. Is the area for the access aisle at least 5-foot wide and 20-foot long? [ADA Stds 4.6.6]
Note: Unlike an accessible parking space, the surface for the access aisle does not have to be marked or striped.

Yes _____ No _____

B4. Is the vertical height for the vehicle route to the loading zone, the drop off area, and the exit at least 114 inches (9 feet 6 inches) in height? [ADA Stds 4.6.5]

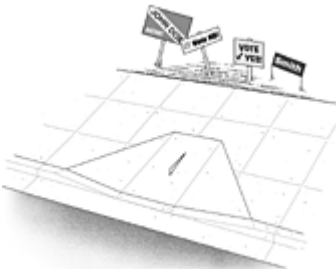
Yes _____ No _____

B5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see figure above) or the access aisle and the accessible route (see figure on page 9) to the accessible entrance? [ADA Stds 4.6.6]

Yes _____ No _____

If No, is there another area with a curb ramp connected to an accessible route that could serve as the drop-off area?

Yes _____ No _____



B6. If a curb ramp is provided, is the slope of the ramp surface (not counting the side flares) no more than 1:12?
[ADA Stds 4.7.2]

Yes _____ No _____

B7. Is the width of the curb ramp surface at least 36 inches?
[ADA Stds 4.7.3]

Yes _____ No _____

B8. Does an accessible route connect the curb ramp to the accessible entrance?
[ADA Stds 4.1.2(1)]

Temporary Solutions for Election Day

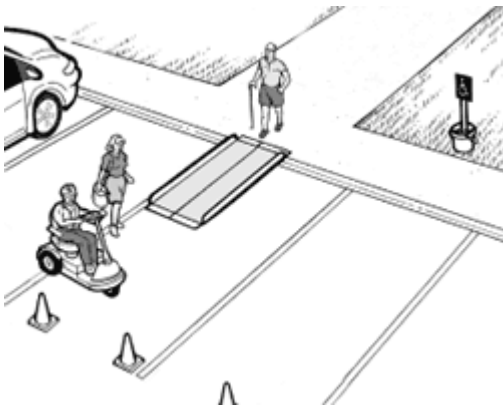
Passenger Drop-Off Areas

Problem:

A passenger drop-off and loading zone is provided but there is no curb ramp between the vehicle area and the sidewalk leading to the accessible polling place entrance.

Suggestion: Provide a portable ramp with edge protection in an area where the vehicle area and the sidewalk are relatively level. The curb ramp must connect to an accessible route to the accessible polling place entrance.

If the drop-off and loading zone is not relatively level, consider relocating the accessible drop-off area and using one parking space next to the area where accessible parking is located to provide an accessible drop-off and loading zone. Cones or another temporary barrier may be needed to keep the parking space clear.



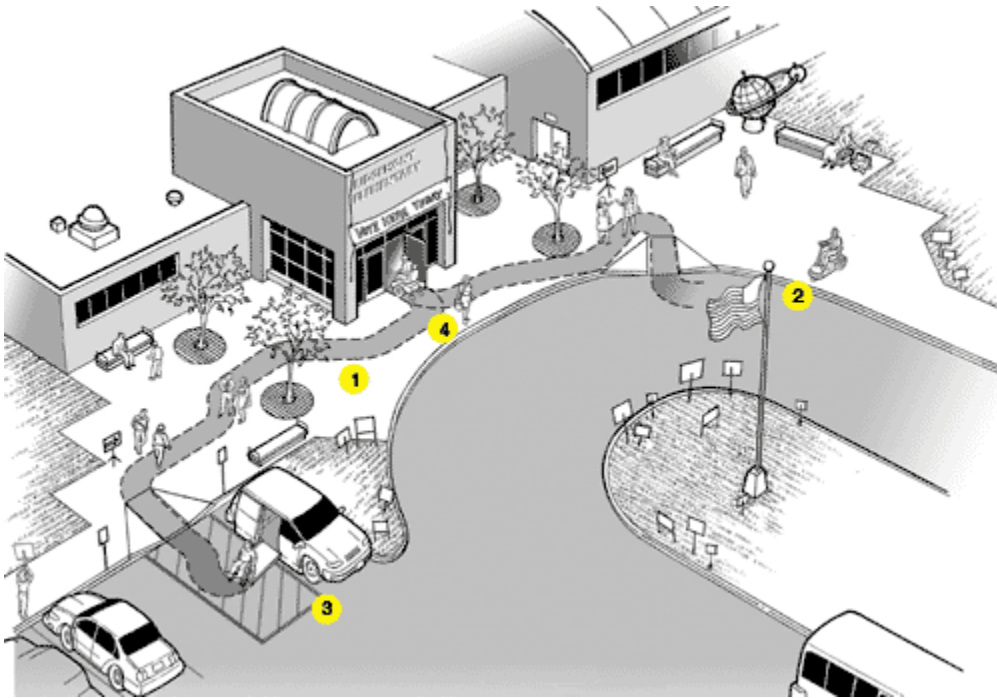
A portable ramp with edge protection is used to provide an accessible route from the drop-off and loading area to the accessible polling place entrance.

C. Sidewalks and Walkways

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters or Other Mobility Aids

There must be at least one exterior accessible route that connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, for example a route from a bus stop to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the polling place.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where utility poles, post-mounted signs, furniture, and doorways are located along an accessible route. Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.



An accessible entrance to a polling place with accessible parking and an accessible drop-off area.

Notes:

- 1. Accessible route.
- 2. Accessible drop-off area.
- 3. Accessible parking with van accessible parking space.
- 4. Accessible entrance to polling place.

Sidewalks and Walkways Checklist - Voters with Mobility Disabilities



C1-1. Is an accessible route provided from accessible parking spaces to the accessible entrance of the building?

[ADA Stds 4.1.2(1), 4.3]

Yes _____ No _____

Note: If the accessible route crosses a vehicular route, a marked crosswalk should be used.

Yes _____ No _____

C1-2. 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? [ADA Stds 4.1.2(1)]

Yes _____ No _____

C1-3. Is the accessible route at least 36 inches wide?
If No, the accessible route may narrow to 32 inches wide for up to 2 feet in length.

Yes _____ No _____

C1-4. Is the accessible route free of steps and abrupt level changes over 1/2 inch?
Note: Level changes between 1/4 inch and 1/2 inch should be beveled.

Yes _____ No _____

C1-5. Where an accessible route crosses a curb is a curb ramp provided? If yes,

Yes _____ No _____

5a. Is the ramp surface at least 36 inches wide, excluding flared sides?
[ADA Stds 4.7.3]

Yes _____ No _____

5b. Is the slope (up or down the ramp) no more than 1:12? [ADA Stds 4.7.2]
Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.

Yes _____ No _____

C1-6. If the slope of part of the accessible route is greater than 1:20, does this part meet the following requirements for an accessible ramp?

Yes _____ No _____

6a. Is the ramp slope no greater than 1:12? [ADA Stds 4.8.2]
Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances (see ADA Stds 4.1.6(3)).

Yes _____ No _____

6b. Is the ramp width, measured between handrails, at least 36 inches?[ADA Stds 4.8.3]

Yes _____ No _____

6c. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4]
Note: The level landing may be part of the sidewalk or walking surface.

Yes _____ No _____

6d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Stds 4.8.4]
Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.

Yes _____ No _____

6e. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4]

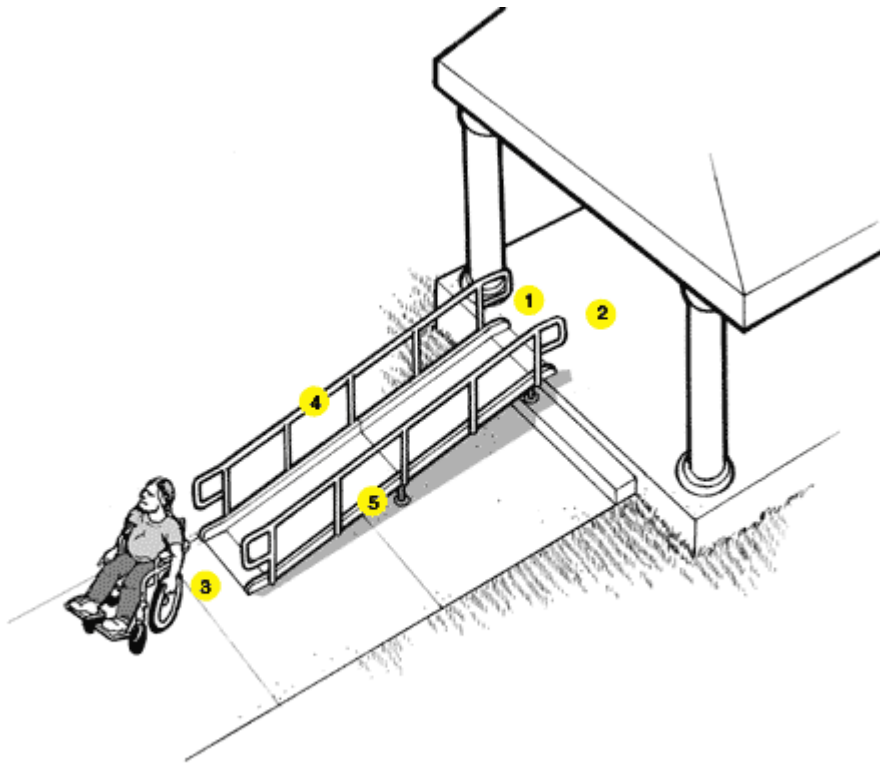
Yes _____ No _____

6f. Are the handrails mounted between 34 and 38 inches above the ramp surface?
[ADA Stds 4.8.5]

Yes _____ No _____

6g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7]

Yes _____ No _____



Accessible Ramp Features

Notes:

1. At least 36 inches between handrails
2. Top landing part of walk
3. Bottom landing part of walk
4. Handrail height 34 to 38 inches
5. Edge protection

Temporary Solutions for Election Day

Sidewalks and Walkways - Voters with Mobility Disabilities

Problem One:

The sidewalk connecting parking to the polling place entrance is too steep to be accessible.

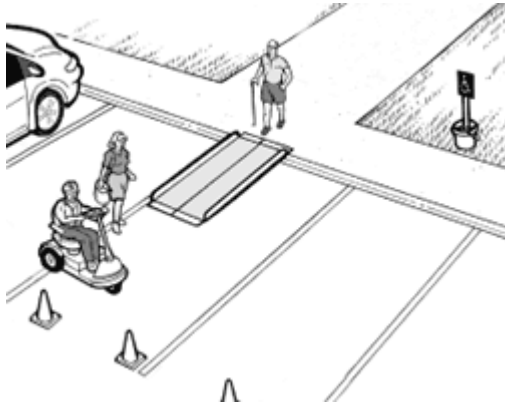
Suggestion: Check to see if there is another sidewalk that provides an accessible route to the accessible entrance.

Sometimes there is a less direct route that can serve as the accessible route.

Problem Two:

The accessible route crosses a curb and no curb ramp is provided.

Suggestion: Install a portable ramp with edge protection.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

Problem Three:

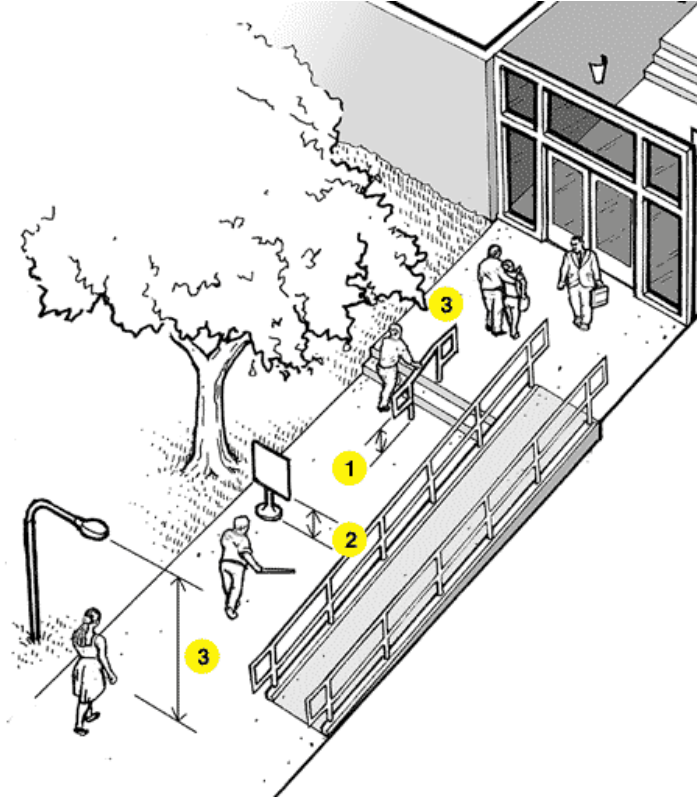
One or two steps are part of the walkway leading to the accessible entrance.

Suggestion: Install a portable ramp no steeper than 1:12 slope with edge protection and handrails.

C. Sidewalks and Walkways

Part 2. Typical Issues for Voters Who Are Blind or Have Low Vision

Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that people who are blind or who have low vision will either detect the objects before they run into them or safely pass under them. Examples include handrail extensions on stairs and ramps, post or wall-mounted signs, outdoor drinking fountains, and tree limbs that are lower than 80 inches above the walk. Pedestrian routes open to voters, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route that protrude from the side more than 4 inches are also a hazard. Because people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the voting area must be checked. The following checklist applies to sidewalks and walkways leading to the polling place and voting area.



Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.

Notes:

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the voting area free of any objects (e.g., wall-mounted boxes, signs, handrail extensions, trees) 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 sidewalk or walkway? [ADA Stds 4.4, 4.2.1(3), 4.1.3(2)]

Yes _____ No _____

If No, can the object be lowered, removed, or modified or can the route be changed to avoid the object?



This wall-mounted box is mounted too high to be detectable by a person who is blind. Placing an object, like this sign, under the box provides a way to warn the person before they walk into the side of the box.

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane detectable barrier so that people who are blind or have low vision will not hit their heads on the underside?
[ADA Stds 4.4.2]

Yes _____ No _____

If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to stop before hitting her head.

C2-3. Are all objects that hang over the pedestrian routes 80 inches or more above the route?
If No, can the objects be removed or relocated, or can a detectable object be added below?

Yes _____ No _____



At least 80 inches above walk

Temporary Solutions for Election Day

Sidewalks and Walkway Hazards

Problem One: Branches or other objects over a walkway or pedestrian route are lower than 80 inches above the walk.

Suggestion: Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier under the item that is too low. The detectable barrier or object must be within the detectable range of 27 inches or less above the route.

Problem Two: One or more objects protrude too far from the side into the circulation path causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located more than 27 inches off the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object detectable:

Place an object or a barrier below the protruding object in the cane-detectable area not more than 27 inches above the floor.

If the protruding object can be moved, lower the object so its bottom is within the cane detectable area (not more than 27 inches above the floor).

Prune or alter the protruding object so it does not protrude over the path.

Entering the Polling Place

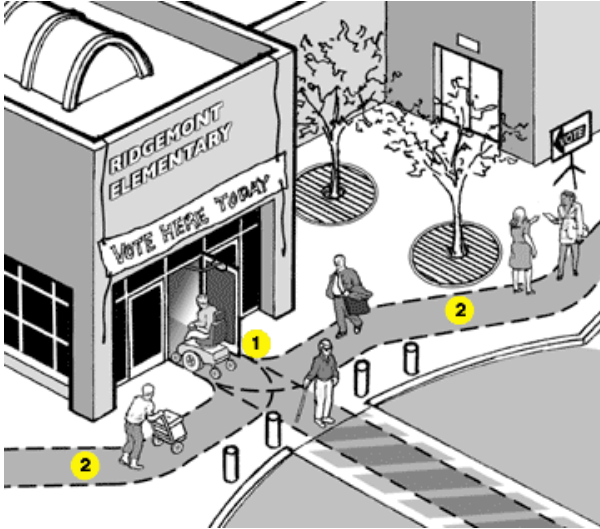
D. Building Entrance

Typical Issues

An accessible polling place must have at least one accessible entrance.

The accessible entrance must be connected to an accessible route.

An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter or wheelchair to use it.



Notes:

1. Accessible entrance to the polling place.
2. Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

If the accessible entrance is not the main entrance to the polling place, then signs must be located at inaccessible entrances to the polling place to direct voters to the accessible entrance. The accessible entrance must remain open when the polling place is open.



Examples of signs for inaccessible polling place entrances directing a voter to the accessible entrance.

Building Entrance Checklist

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Stds 4.1.3(1)]

Notes: If this entrance is not the main entrance, it needs to be kept unlocked during voting hours.

If there are inaccessible entrances serving the polling place, signs will be needed at inaccessible entrance(s) to direct voters to the nearest accessible entrance.

Yes _____ No _____

D2. Does at least one door or one side of a double leaf door at the accessible entrance provide at least 32 inches clear passage width when the door is open 90 degrees?
[See figure 24 in the appendix at the back of the checklist]

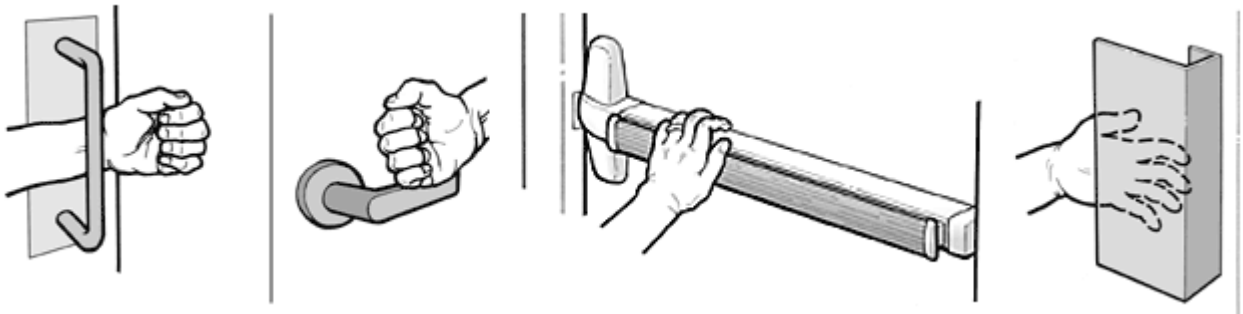
Yes _____ No _____

If No, does another entrance have an accessible door or can both doors be propped open during voting? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double leaf door, use uneven width doors.

D3. Is the door hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Stds 4.13.9]

Yes _____ No _____

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

D4. On the pull side of the door, is there at least 18 inches clearance provided to the side of the latch if the door is not automatic or power-operated? [ADA Stds 4.13.6, figure 25]

Note: The maximum threshold height is 1/2 inch for new construction.
If No, leave the door propped open, install a power operator, or look for another accessible entrance.

Yes _____ No _____

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Stds 4.1.6(3)(d)(ii), 4.13.8]

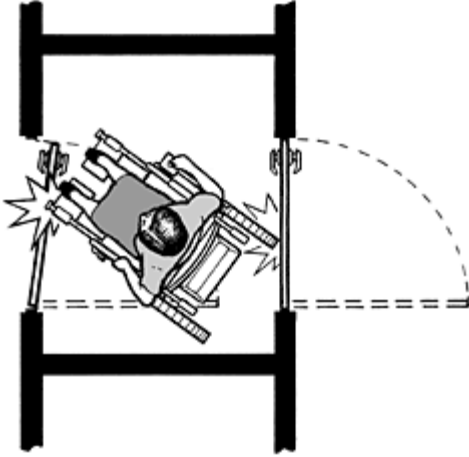
Yes _____ No _____

If No, replace threshold with one with beveled sides or add sloped insert to threshold.

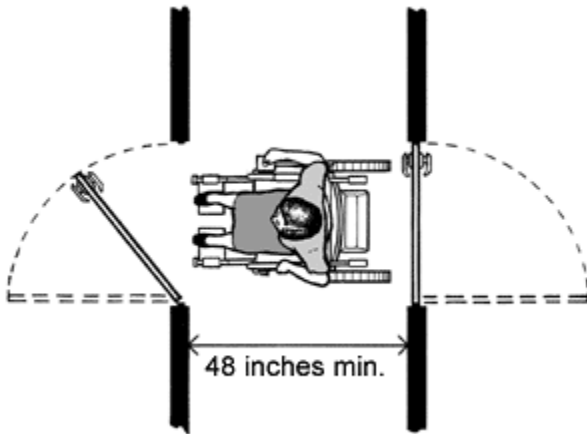
D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door?
[ADA Stds 4.13.7]

Yes _____ No _____

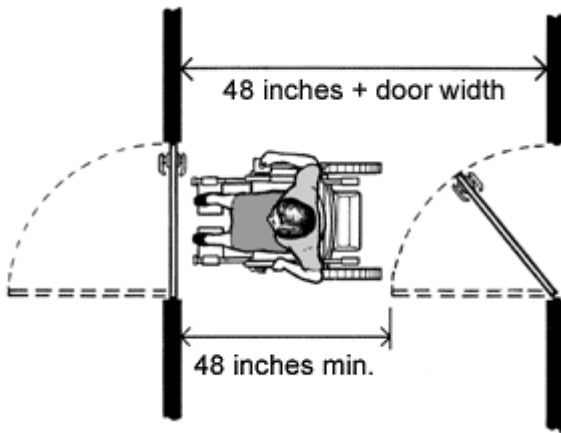
If No, leave the inner door open or remove inner door, add power operators to both doors so they open at the same time or, modify the vestibule.



Insufficient space between doors makes the alcove inaccessible.



Minimum alcove depth of 48 inches if both doors open out



Minimum alcove depth of 48 inches + door width when door swings into alcove

Temporary Solutions for Election Day

Accessible Entrance to Polling Place

Problem One:

One or two steps at the entrance prevent access.

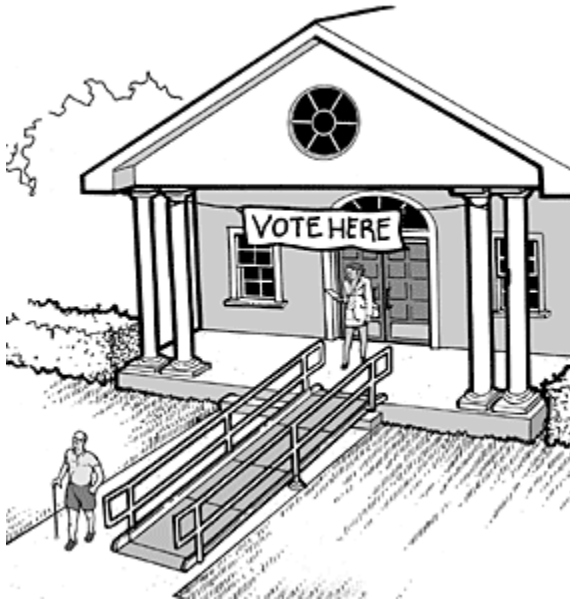
Suggestion: If another entrance is accessible and on an accessible route from accessible parking, designate it as the accessible entrance and install a directional sign at the main entrance directing voters to the accessible entrance. Keep the accessible entrance unlocked during voting hours.

If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.

Problem Two:

There is a small step at the entrance.

Suggestion: Install a short temporary ramp to provide a smooth transition.



Problem Three:

Entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.

Suggestion: If the threshold is not more than 3/4 inches high, add beveled surfaces to both sides of the threshold or replace with a new threshold that is no more than 1/2 inch high and that has beveled sides.

Problem Four:

Entrance door to the building is heavy and difficult to open.

Suggestion: Keep the door propped open or station volunteers near the door to open it for voters.

Problem Five:

Door handle and/or latch at the entry door is not accessible.

Suggestion: These are three typical solutions: add an accessible pull or handle to the outside of the door and leave the door unlatched, or install an accessible door handle and hardware, or leave the door propped in an open position.

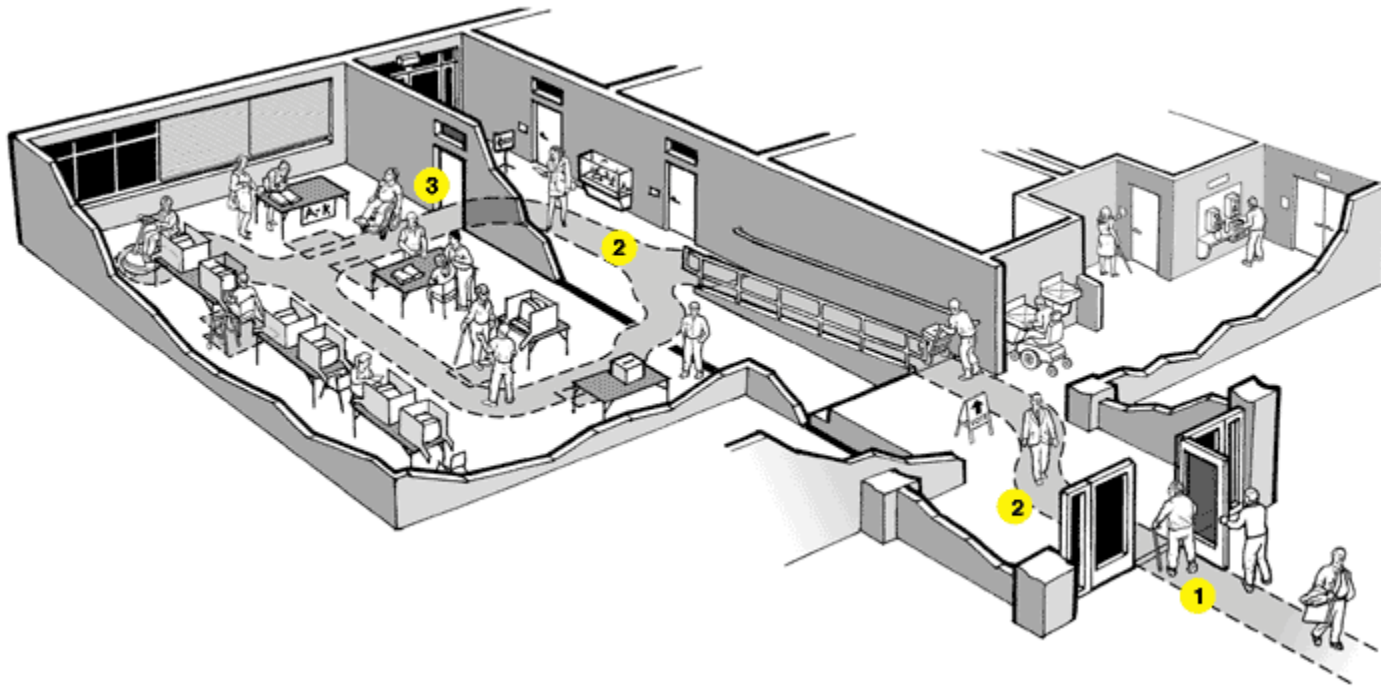
E. Hallways and Corridors

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the voting area. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the voting area.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steeply sloped hallways cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most voters, signs will be needed at key decision points to direct voters with disabilities to the voting area.



Interior of a polling place showing the accessible route from the accessible entrance to the voting area.

Notes:

1. Accessible entrance
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area

Halls and Corridors Checklist - Voters with Mobility Disabilities

E1-1. Is there an accessible route, at least 36 inches wide that connects the accessible entrance to the voting area (the accessible route may narrow to 32 inches wide for up to 2 feet in length)?

Yes _____ No _____

E1-2. Is the accessible route free of steps and abrupt level changes over 1/2 inch (level changes between 1/4 inch and 1/2 inch should be beveled)? [ADA Stds 4.1.3(1), 4.3.8]

Yes _____ No _____

E1-3. Does the route from the accessible entrance to the voting area change levels using a ramp, lift or elevator?

Yes _____ No _____

If no, go to question E1-7.

3a. If yes, is a ramp or sloped hallway provided?

Yes _____ No _____

If yes, go to question E1-4.

Note: A ramp, lift, or elevator can be used to provide access to floor levels.

3b. Is an elevator provided or lift provided?

Yes _____ No _____

If an elevator is provided, go to question E1-5. If a lift is provided, go to question E1-6.

E1-4. Where the slope of the accessible route is greater than 1:20, does this part of the accessible route meet the following requirements for an accessible ramp?

Yes _____ No _____

4a. Is the slope no greater than 1:12? [ADA Stds 4.8.2]

Yes _____ No _____

Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances, see ADA Standards 4.1.6(3).

4b. Is the ramp width, measured between handrails, at least 36 inches?
[ADA Stds 4.8.3]

Yes _____ No _____

4c. Are the handrails mounted between 34 and 38 inches above the ramp surface?
[ADA Stds 4.8.5]

Yes _____ No _____

4d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Stds 4.8.4]

Yes _____ No _____

Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.

4e. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4]

Yes _____ No _____

Note: The level landing may be part of the sidewalk or walking surface.

4f. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4]

Yes _____ No _____

4g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7]

Yes _____ No _____

E1-5. Is an elevator provided to access the voting area level?

Yes _____ No _____

5a. Are the elevator call buttons mounted in an accessible location with the centerlines at 42 inches above the floor? [ADA Stds 4.10.3]

Yes _____ No _____

5b. Does the floor area of the elevator car provide space for wheelchair users to enter, reach the controls, and exit the car? [ADA Stds 4.10.9]

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

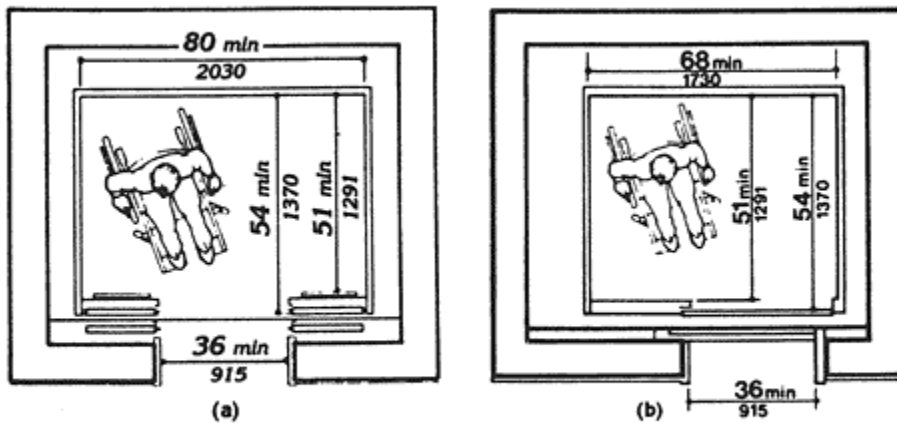


Fig. 22
Minimum Dimensions of Elevator Cars

5c. Are the highest floor control buttons in the elevator cab mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach?

Yes _____ No _____

5d. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Stds 4.10.12]

Yes _____ No _____

5e. Are signs mounted on both sides of the elevator hoistway door opening that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Stds 4.10.5]

Yes _____ No _____

5f. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Stds 4.10.13]

E1-6. If a wheelchair lift is provided, does it meet the following requirements:

6a. Is the lift operational at the time of the survey?

Yes _____ No _____

6b. Is the change in level from the floor to the lift surface ramped or beveled?

Yes _____ No _____

6c. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift?

Yes _____ No _____

6d. Does the lift allow a wheelchair user unassisted entry, operation, and exit?

Yes _____ No _____

6e. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach?

Yes _____ No _____

6f. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting?

E1-7. At each location on the way to the voting area where the accessible route passes through a door or doors, does at least one door meet the following requirements?

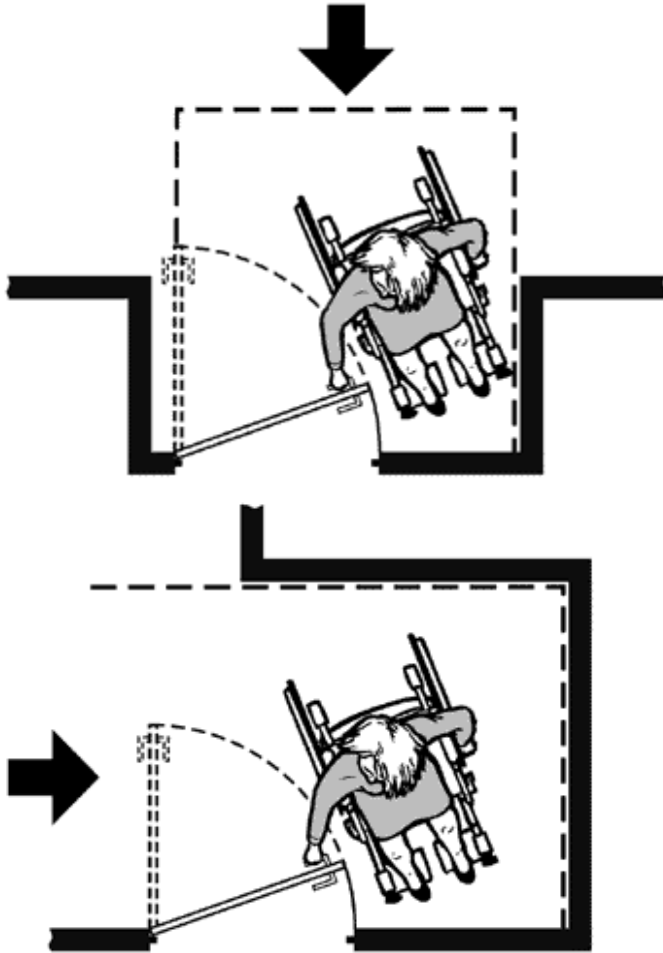
Yes _____ No _____

7a. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Stds 4.1.3(7), 4.13.5]

Yes _____ No _____

7b. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Stds 4.13.9]

Yes _____ No _____



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.

7c. Is there clear maneuvering floor space in front of each accessible door (see Figure 25 in the appendix for measurements) and on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Stds 4.13.6]

7d. Is no more than 5 pounds force needed to push or pull open the accessible door?

Yes _____ No _____

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

Yes _____ No _____

7e. If the answers to questions (b) thru (d) are no, can the door be propped open to provide an accessible route on election day?

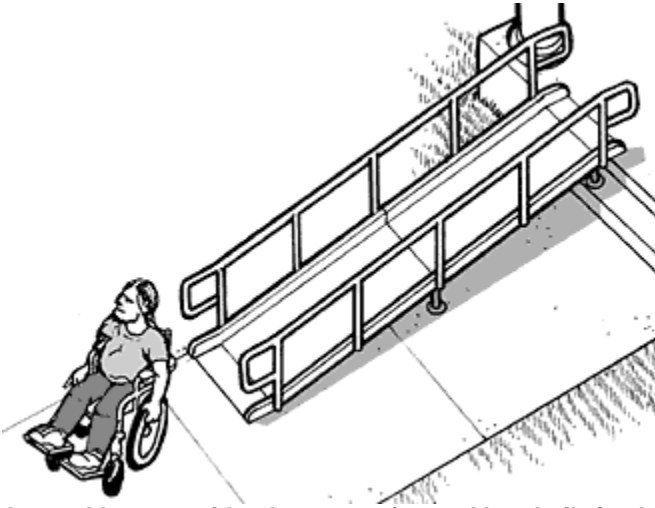
Temporary Solutions for Election Day

Interior Hallways and Corridors to Voting Area

Problem 1:

One or more steps along hallway to voting area block access.

Suggestion: Install a portable ramp with edge protection and handrails as shown in the figure or relocate the accessible voting to another area that is on an accessible route.

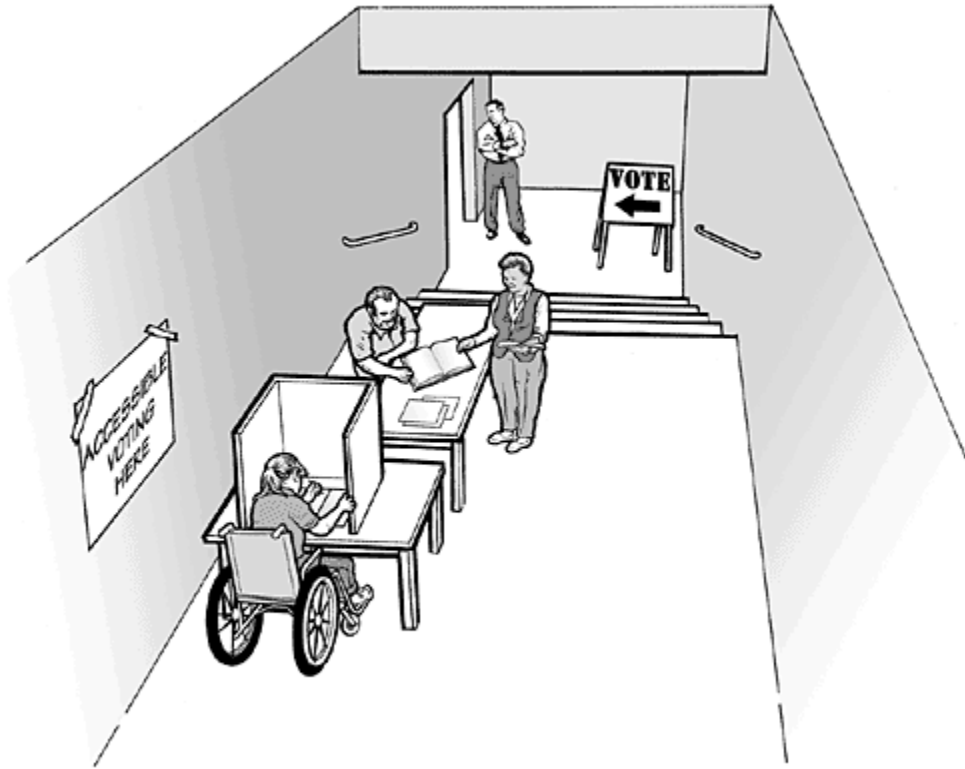


A portable ramp with edge protection and handrails is placed over stairs to provide an accessible route on Election Day.

Problem 2:

Voting area is not on an accessible route and cannot be made accessible.

Suggestion: Look for another area where accessible voting may be provided. For example, if the living room of a private home used for voting is up several steps, perhaps the garage may be accessible when entered from the driveway. Or, if a church's basement is used as a polling place and it is not accessible, perhaps one of the ground floor rooms could be used as the accessible voting area.



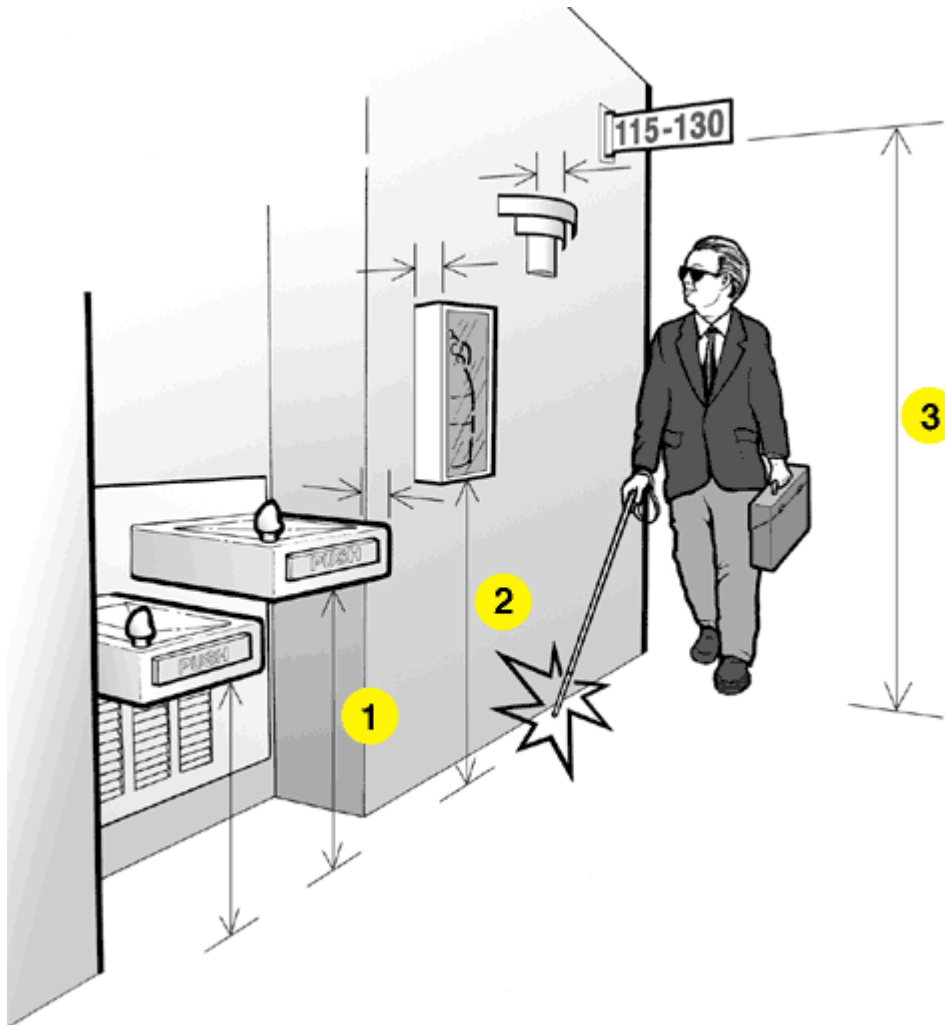
An accessible voting station is provided on an accessible level in a facility where voting occurs downstairs.

E. Hallways and Corridors

Part 2. Typical Issues for Voters Who are Blind or Who Have Low Vision

People who are blind or have low vision may walk along any route to access the voting area, not just the accessible routes. That means pedestrian routes open to voters serving or leading to the voting area, such as hallways, corridors and the voting space, must be free of objects that cannot be detected by a person who is blind or visually impaired. Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that voters who are blind or who have a visual impairment will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

The following checklist applies to pedestrian routes serving or leading to the voting area.



Overhead and wall-mounted objects that may be hazards along a pedestrian route.

Notes:

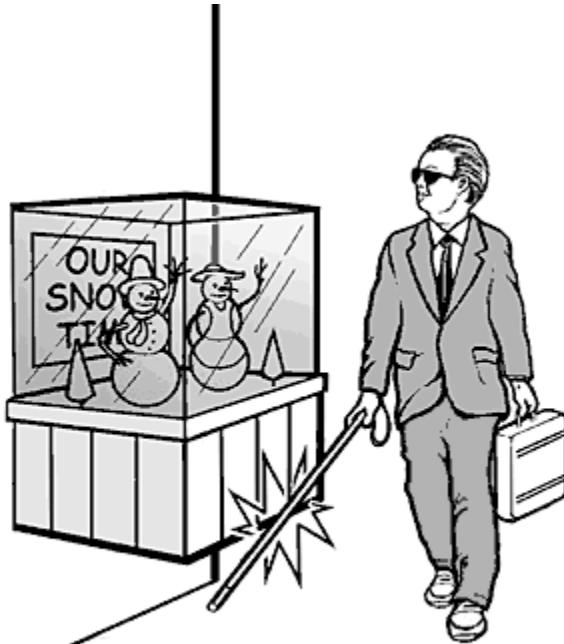
1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
3. Overhead objects must be at least 80 inches off the floor.

Halls and Corridors Checklist - Voters who are Blind or Who Have Low Vision

E2-1. Are pedestrian routes leading to or serving the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Stds. 4.4]

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases. If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.

Yes _____ No _____



If the bottom of an object is not more than 27 above the floor, it may extend an unlimited amount from the wall.

E2-2. Are pedestrian routes leading to or serving the voting area free of overhead objects with the bottom edge lower than 80 inches above the floor?

Yes _____ No _____

If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.

E2-3. If provided, are the interior stairs along these routes built so that people who are blind or visually impaired cannot hit their heads on the underside (i.e., protected with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch-high head clearance)? [ADA Stds 4.4.2]

Yes _____ No _____

Temporary Solutions for Election Day

Hallways and Corridors - Voters Who are Blind or Who Have Low Vision

Problem One:

Wall-mounted display case is a protruding object hazard because it is more than 4 inches from the wall and the bottom of the case is more than 27 inches above the floor.

Suggestion: Place a detectable object or skirting below the case. The bottom of the skirting or detectable object must be no higher than 27 inches above the floor.

Problem Two:

Ceiling or wall-mounted television monitor has less than 80 inches of clearance between the floor and the bottom of the unit.

Suggestion: Place a detectable object below the unit (no more than 27 inches above the floor) so a voter who is blind will not walk into the television.

Problem Three:

The bottom of a stair is open and voters who are blind or who have low vision can hit their heads on the underside of the stair.

Suggestion: Provide a detectable fence or other object so voters cannot walk under the stair.



A detectable fence placed under this stair keeps people from running into the bottom of the open stair.

Using the Polling Place

F. Voting Area

Typical Issues

The accessible voting area must be on an accessible route and have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters or who walk with mobility aids.

An accessible route must connect the accessible building entrance to the accessible voting area, which includes voter check-in and the location of the accessible voting machines. The survey should also identify any protruding objects (wall-mounted or overhead) along the circulation route to voter check-in and the voting area.

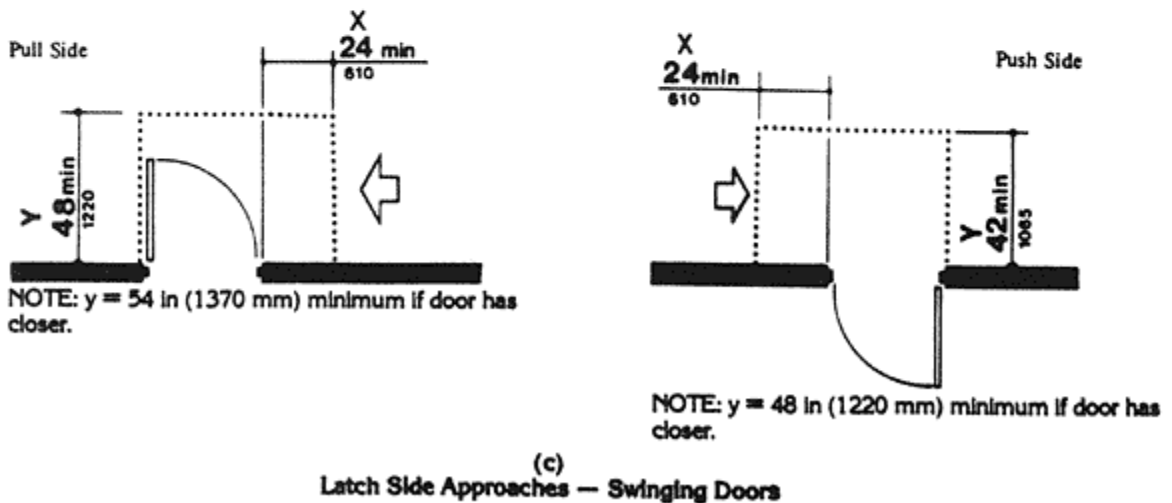
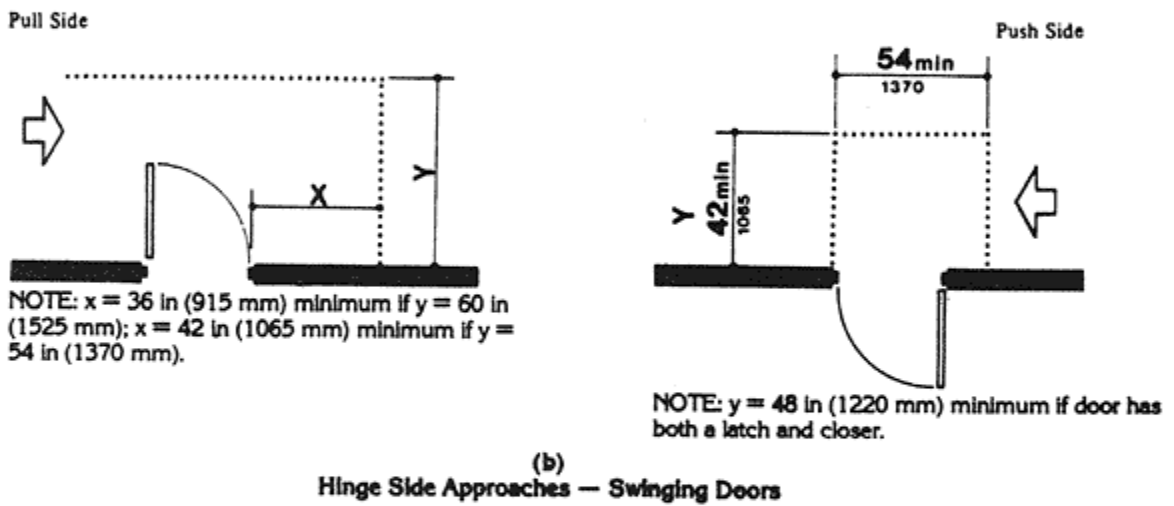
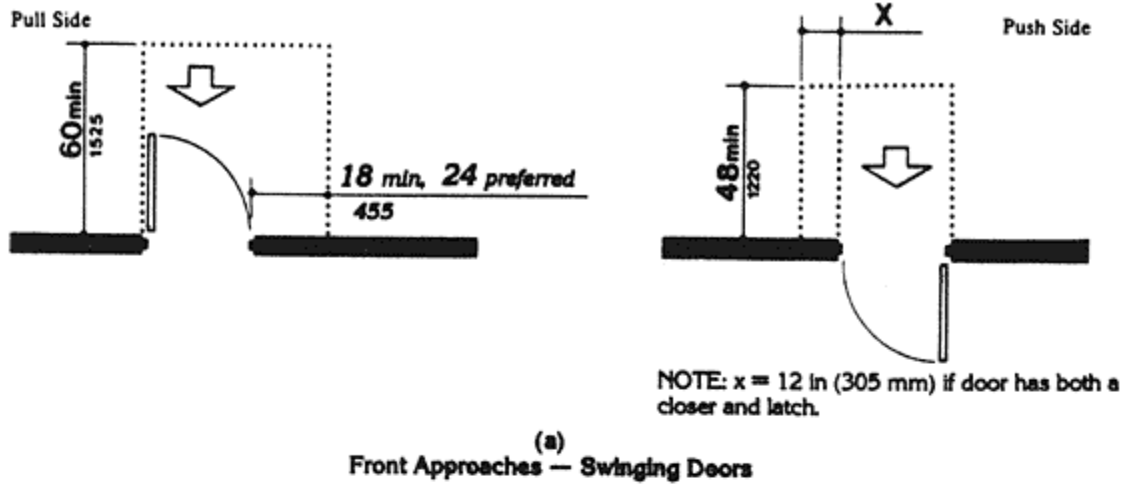
Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, and display cases.

Yes _____ No _____

4 Is the voting area free of overhead objects that voters may pass under with the bottom edge lower than 80 inches above the floor?

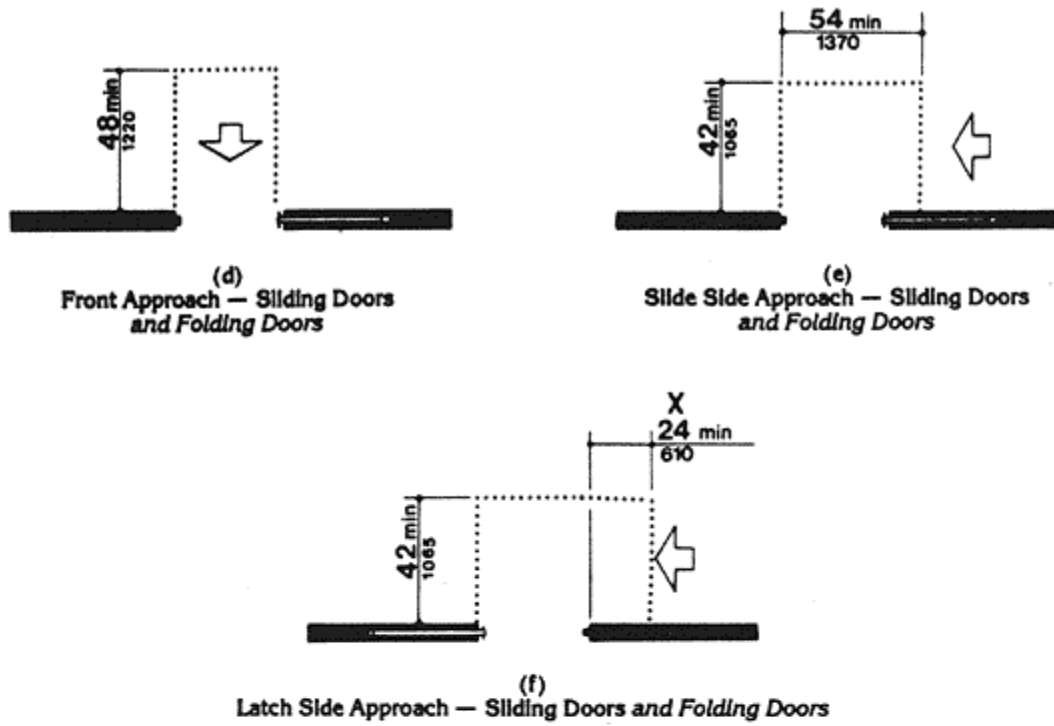
Yes _____ No _____

Appendix



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

Fig. 25
Maneuvering Clearances at Doors



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

Fig. 25
Maneuvering Clearances at Doors (Continued)

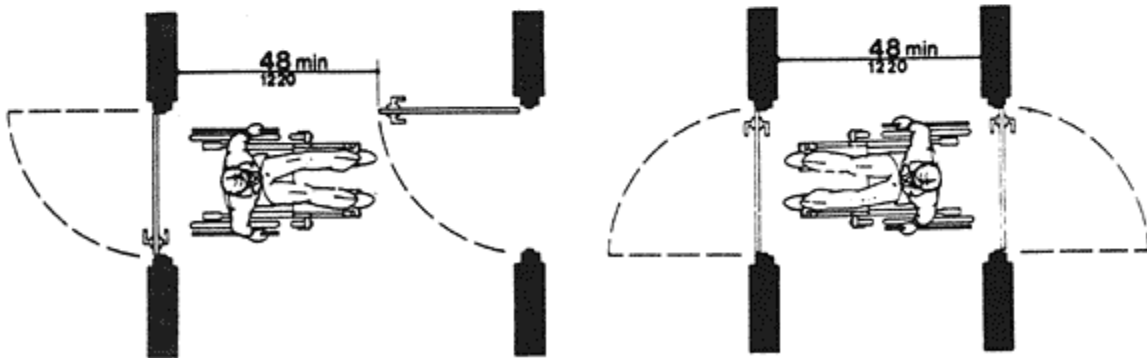


Fig. 26
Two Hinged Doors in Series

GUIDELINES FOR POLLING PLACE EVALUATIONS

Introduction

Voters with disabilities are entitled to be able to fully participate in elections. They have the right to be able to cast their vote privately and independently. Laws have been passed with the intent to ensure these individuals of their entitlement and rights. Therefore, elections officials must make every effort to properly evaluate polling places to make sure they meet the accessibility needs of voters with disabilities. The guidelines set forth here will help elections officials in that process.

Know the Law!

Currently three federal laws exist for disabled and elderly voters:

First – amended Voting Rights Act of 1965. This provides voters requiring assistance the right to receive that assistance from a person of their choice. However; a voter’s employer, employer’s agent, agent or officer of the voter’s union are excluded from providing assistance.

Second – Voting Accessibility for the Elderly and Handicapped Act, 42 U.S.C. subsection 1973ee which was enacted in 1984. It requires “access for elderly and handicapped individuals to registration facilities and polling places in federal elections”. This requires a specific process to be followed prior to the consideration of alternative voting arrangements.

What does this mean?

- Polling places must be physically accessible to voters with disabilities and the elderly.
- If a polling place becomes not physically accessible, it should be either moved to an accessible location or made temporarily accessible.
-

Third – Title II of the Americans with Disabilities Act of 1990 (ADA).

This requires public entities to provide supplementary aids and services where necessary for persons with disabilities. Public entities must also provide an option for people with disabilities to request the aid or service of their choice and must give primary consideration to their choice if available.

Accessibility Guidelines

Permanent Parking Spaces – must have space for the vehicle and an additional space located either to the right or to the left of the space that serves as an access aisle. An accessible parking space should be at least 5' (60") wide for car parking plus 8' (96") for access for wheelchair etc. Vans require 8' with the additional 5' (60") access aisle for lifts. The access aisle should be located on a 36 inch wide accessible route to the building entrance(s). Parking spaces and access aisles should be level.

Temporary Parking Spaces – if no accessible parking spaces are available, then one regular space can be used to provide a temporary access aisle for the two adjacent spaces by marking it with tape or blocking it with a barricade. Signs designating the adjacent space and access aisle should then be added. Temporary parking spaces should be located on an accessible route to the building and should be on level ground if possible.

The number of accessible parking spaces required is based on the total number of parking spaces provided. If 25 or fewer spaces are provided, then there should be at least 1 accessible parking space. If 50 or fewer spaces are provided, then there should be at least 2 accessible parking spaces. One parking space must be van accessible.

Signs at Parking Spaces – accessible parking spaces should be designated as reserved by a sign showing the symbol of accessibility. Signs for van accessible spaces should have an additional "van accessible" sign mounted below the symbol of accessibility. All signs should be clearly visible to drivers.

Accessible Routes to Polling Place – an accessible route is one which is at least three feet wide having a hard, stable surface with no abrupt changes in level greater than 1/4" for every 20" in length, no doorway narrower than 32" and no headroom clearance less than 80". There should be at least one accessible route connecting site entry points (sidewalks, parking spaces, subway and bus stops, etc.) with building entrances and all voting activity or support facilities.

Signs along Accessible Routes – if the route to the polling place is not obvious, signs should be located along accessible routes to direct the voter. If the accessible entrance is different from the entrance used by other voters, signs should clearly direct voters with disabilities and elderly voters to the correct entrance. Both types of signs should contain the universally recognized wheelchair symbol of accessibility and all necessary information. All signs should be large enough to be seen and read by people with limited vision.

Curbs – if curbs exist along a potentially accessible route, a curb ramp must be installed.

Permanent Curbs – maximum slope of a curb ramp should be 1:12. Minimum width of a curb ramp should be 36 inches. It should also have a detectable warning (a specific contrasting surface texture) that extends the full width and depth of the curb ramp.

Temporary Curbs – if a curb exist at accessible parking areas or along the accessible route to the polling place with no ramp in place, then a temporary ramp should be provided.

Existing Hazardous Curb Ramps – to reduce the danger of someone rolling or walking over the edge of a permanent curb ramp, flared sides or edge protectors should be added.

Temporary Entrance Ramps – if steps have a total rise of no more than 30”, a temporary ramp can be built to accommodate persons with disabilities. Ramps should be 36” wide. If a ramp run has a rise greater than 6”, then it should have handrails on both sides.

Walkways – the slope of a walk should never exceed 1 foot in rise or drop in 12 feet of distance. Small changes in level can be overcome by installing a wedge of wood or other material or by applying asphalt patch material in a manner that blends the levels. Changes in angles should be gradual, not abrupt. When existing walks on the proposed accessible route to the polling place are too steep (exceed 1’ in 12’ slope) or have a significant cross slope, then a new route should be used or the polling place should be moved.

Narrow doors (Less than 32” wide) – there must be a minimum clear width of 32”. Sometimes, if weather, privacy or fire codes allow, doors can be temporarily removed from their hinges to gain a few more inches of clearance. It may also help to simply prop narrow doors open so people do not have to push them and can have their hands free to maneuver through the narrow opening.

Doorknobs and Handles – round doorknobs should be replaced with level handle door hardware or attach an add-on level handle to the round doorknob.

Closers – doors with automatic closers can be adjusted for lighter pressures by turning a screw. If door closers cannot be adjusted, another temporary solution is to disconnect the operating arm on the closer for Election Day or leave the door open.

Thresholds – any threshold with abrupt changes of more than ¼” should be modified. Modifications can be made by either replacing the existing threshold with a new one that is tapered to avoid abrupt changes in level or by installing a temporary ramped section next to the threshold.

Temporary Ramps, Surfaces, and Steps at Doors – one solution for doors with a step that will meet design standards is to provide both a large platform on the pull side of the door and a code-complying ramp. The level platform should extend at least 2 feet to the side of the door next to the handle or door knob. A less expensive alternative, in good weather, is to place a small ramp at the door and to prop the door open. The door must be left open on Election Day so that people can pass through without having to stop to open it. If the door remains open, a level platform is not necessary.

Interior Signs and Instructions – signs should be simple, clear, and easy to read. Lettering should be simple, large and in contrast with the background. Printed instructions should be at least 18 point type. Pictures or symbols also help everyone. Voting instructions should be in a “close-up” location and low enough to be read by people in wheelchairs. Have available at the polling site hand-held magnifying glasses for use when needed.

Protruding Objects and Overhead Clearance – wall-mounted elements which protrude more than 4” can be hazardous. One temporary solution is to place detectable objects such as ashtrays, planters or trash cans directly under the hazardous object. Overhead clearance should be 80” to allow unobstructed passage of all individuals.

Voting Booths – be sure to provide privacy to those who sit down to vote. This can be accomplished with a curtain, a screen, or dividers.

Furniture – chairs should be available for elderly people and persons with disabilities who may need to sit down to perform any tasks. A chair with a high seat and arm rests is needed. Tables usable by people in wheelchairs should have a clear knee space

underneath that is at least 27" high, 30" wide, and 19" deep. The table top should be between 28" to 34" above the floor.

Voting Equipment – paper or Optical Scan Ballots: Magnifiers and marking utensils which are easy to hold should be available. At least one voting station should be at the appropriate level for seated voting, and at least one should be able to accommodate wheelchair access.

Suggestions for making Voting Places Accessible and Usable

Use temporary signs to identify parking for persons with disabilities and directions to accessible entrances.

Use a temporary ramp if your voting place has steps at the entrance, but be sure the incline is not too steep.

If your voting place has heavy doors they should be propped open or someone should be available to assist those who need help.

A 32" clearance at non-revolving doors will enable a person using a wheelchair to enter the building.

Smooth and hard floor surfaces or those covered with a tightly woven carpet with no pad or a thin pad are best for wheelchair users and others.

Tables to be used by people in wheelchairs should have a clear knee space underneath that is at least 27" high.

Printed instructions will enable persons who are hard of hearing to vote. Printed instructions in simple large lettering will help persons who are vision impaired to vote. Pictures or symbols also help everyone. For example, arrows or a hand pointing are easier for everyone to understand than signs that say "voters' entrance at the east side".

For persons not able to operate voting machines, the availability of paper ballots makes voting possible.

Reminder of Supervisors:

Make sure that the poll workers are fully trained in their operation.

Make sure that the poll workers are trained on how to lower the machine to make it available for persons using a wheelchair.

Remember to offer persons with disabilities the same privacy afforded to all voters.

DISABILITY ETIQUETTE: Voter assistance at the polls

INTRODUCTION

Approximately more than 54 million Americans are reported as having a disability.

This is a guide for election officials to interact more effectively with those who have a disability. The Americans with Disabilities Act (ADA) was passed with the intent of helping people with disabilities effectively interact within all aspects of the public sector. Inside are some basic tips for elections officials to follow. Remember, if you are ever unsure what to do for a person with a disability, simply ask them.

BASICS

Ask, Don't Assume – Most people with a disability are independent and may not need help. However; they appreciate an offer of assistance when help is needed, but remember to ask how first before acting.

Show Respect – speak directly to the person, not to their assistant; treat disabled persons as you would anyone else. Be mindful of personal space.

Don't Assume or Take Offense – requests for help or accommodations are not complaints. A positive and quick response will create a comfortable atmosphere.

Put The Person First – not the disability! Remember they are people, not labels.

MOBILITY IMPAIRMENTS

Mobility impairments have a wide range of difficulties from balance to using a walker, crutch, or cane. Following are simple guidelines that will provide adequate functionality for an election facility.

- Don't lean over someone in a wheelchair
- Don't push a person's wheelchair without permission
- Keep wheelchair ramps accessible
- Keep wheelchair accessible doors unlocked
- Keep ramps, entrances, and aisles clear (clear path of travel)
- Be conscious of wheelchair reach limits
- When communicating with a voter, sit, or stand at a slight distance to avoid neck strain
- Provide a clipboard for forms and signatures
- Use signs to provide the most direct and accessible route to voting enclosure
- Use warning signs for wet floors

VISUAL IMPAIRMENTS

Most people with visual impairments are competent with their disability; however, be prepared to offer assistance when asked.

- Identify yourself before making physical contact
- If someone needs guidance, offer your arm – don't take theirs
- Walk on the opposite side of a person from their guide dog (don't touch or pet the dog)
- When giving directions, or leading someone, be specific and audibly note any obstacles
- Before leaving a person, inform them and let them know exactly where they are
- Provide magnifiers and/or offer to read written information
- Keep ramps, entrances, and aisles clear (clear path of travel)

HEARING IMPAIRMENTS

Many rely on amplification and/or seeing the speaker's lips to communicate effectively. Other methods include writing and/or sign language – follow the person's cues to determine which method they use.

- Before speaking make sure you have their attention
- Maintain eye contact and speak directly with them
- Speak clearly – don't shout
- Rephrase, rather than repeat what they do not understand

SPEECH IMPAIRMENTS

There are varying reasons for and degrees of speech disabilities. It is important to understand that they are aware of it and appreciate your help

- Give the person your full attention
- Don't interrupt
- If you don't understand, ask them to repeat what they said, or ask them to write it down
- For verification, repeat back to them what you understood them to say
- Remember – be polite

OTHER IMPAIRMENTS OR DISABILITIES

Impairments or disabilities are a part of our everyday society. The variations of these are far too numerous to list with specific guidelines for each. However, with a basic understanding that everyone at one time or another will need help of some kind; it is easy to be compassionate, understanding, and helpful in many ways that will make you an effective public servant. Following are some additional tips that can help you help others.

- Get the facts before reacting
- Think before speaking and treat each person as an individual
- Accommodate the person's needs and/or requests whenever possible
- Do not wear heavy fragrances or cologne
- Speak clearly and directly to the person
- Maintain eye contact – pay attention

- Be patient

EMERGENCIES

Emergencies can happen at any time and at any place. When preparing a facility for an election, people with disabilities need to be considered. The following are basic but not all inclusive tips to help with the preparation of an emergency plan.

- Develop an emergency plan (keep updated)
- Know emergency exits
- Evacuate disabled and pregnant women first
- For medical emergencies call 911
- For seizures:
 - ✓ Know that you cannot stop it
 - ✓ Call 911
 - ✓ Protect their head and wait for the seizure to end
 - ✓ Provide privacy when seizure has ended

CONCLUSION

Disabilities do not define the person. Persons with disabilities, like everyone else have families, jobs, friends, and neighbors. Often however, conflicts arise usually as a result of a misunderstanding regarding their disability or the lack of knowledge concerning how to help or interact. These situations call for patience flexibility, communication, and a willingness to listen and learn. By following these guidelines election officials can ensure a positive experience for everyone.

DISABILITY SIGN DEFINITIONS



WHEELCHAIR ACCESS



SIGN LANGUAGE INTERPRETER



ASSISTIVE LISTENING