

Massachusetts Facility Assessment Tool



Massachusetts Department of Public Health
Office on Health and Disability
2009



Introduction to the Massachusetts Facility Assessment Tool

The Massachusetts Facility Assessment Tool compiles standards from the Americans with Disabilities Act of 1990 (ADA), the Massachusetts Architectural Access Board codes, and other Massachusetts Department of Public Health requirements. The Commonwealth of Massachusetts is required to comply with Title II of the ADA, which prohibits state and local governments from discriminating on the basis of disability "directly, or through contractual, licensing, or other arrangements".¹ Thus, agencies doing business with the Commonwealth are also prohibited from discriminating on the basis of disability if they wish to maintain contractual ties with the Commonwealth.

The Massachusetts Facility Assessment Tool provides guidance for state government, surveyors, service providers, licensors, ADA coordinators, and others responsible for meeting the intent of these standards. The Tool serves as a guide to identify and rectify common architectural barriers for people with disabilities. The Tool includes relevant standards necessary to assess facility accessibility with illustrations and simple measurement guidelines to clarify what to assess and how it should be assessed. Those using the Tool should conduct the assessment from the perspective of a person traveling from the parking area into the building, then into the service provision area, and also into other public areas such as rest rooms. The Tool includes graphic depictions, concrete examples, precise measurements, and specific instructions for documenting findings. The standards and the guidance notes in the Tool reflect the ADA standards and Massachusetts Architectural Access Board codes. The Massachusetts Facility Assessment Tool does not encompass the entirety of these codes but covers the following four priority areas:

- **Priority 1 - Accessible Approach and Entrance**
- **Priority 2 - Access to Goods and Services**
- **Priority 3 - Accessible Rest Room**
- **Priority 4 - Additional Access**

Appendix A of the Tool includes larger versions of diagrams referenced within the assessment. Appendix B provides templates for transition plans for removal of any barriers identified from using the Tool.

While the Massachusetts Facility Assessment Tool can help those responsible for facility accessibility better understand the access requirements, it does not represent total programmatic access for people with disabilities. Please refer to the Massachusetts Department of Public Health [Contractor Guidelines for Required ADA Compliance](#). To find these guidelines on our website, go to <http://www.mass.gov> and enter "ADA Guide" into the search box. On the results page, click on "ADA Guide for DPH Contracted Providers". This document provides information on writing accessibility policies and procedures for programmatic access.

¹ ADA, Title II, section 35.103 (b) (1).

Helpful Tools

The United States Department of Justice Title II regulations for state and local governments are located within Title 28, Code of Federal Regulations, Part 35 (abbreviated as 28 CFR pt. 35). The ADA Standards for Accessible Design are located in Appendix A of Title 28, Code of Federal Regulations, Part 36 (abbreviated as 28 CFR pt. 36 app. A). Those regulations, the statute, and many helpful technical assistance documents are located on the ADA Home Page at www.ada.gov and on the ADA technical assistance CD-ROM available without cost from the toll-free ADA Information Line at 1-800-514-0301 (voice) and 1-800-514-0383 (TTY).

Acknowledgments:

The creation of the Massachusetts Facility Assessment Tool involved numerous iterations, pilot studies, revisions, and consensus. The MDPH Office on Health and Disability is grateful for the input and expertise of its staff members, collaborators, and reviewers including:

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Note: This Tool provides an overview of ADA compliance issues for state and local governments. While comprehensive, it does not address every possible ADA compliance issue. The Tool should be considered a supplement to – not a replacement for – the regulations and technical assistance materials that provide more extensive discussions of ADA requirements. It also does not replace the professional advice or guidance that an architect or attorney knowledgeable in ADA requirements can provide.

MASSACHUSETTS FACILITY ASSESSMENT TOOL

Cover Page

Assessment Date: _____

Name of Assessor: _____

Facility -

Corporate Name: _____

Facility Name: _____

Address: _____

License #: _____

Facility Host -

Name: _____

Title: _____

Email: _____

Phone: _____

Fax: _____

TTY: _____

Please provide contact information for:

Chief Executive Officer	ADA Coordinator	Site Manager
Name	Name	Name
Email:	Email:	Email:
Phone:	Phone:	Phone:
Fax:	Fax:	Fax:
Address:	Address:	Address:

MASSACHUSETTS FACILITY ASSESSMENT TOOL

General Instructions for Assessors

The Massachusetts Facility Assessment Tool provides guidance to assist health care entities in complying with the ADA which prohibits state and local governments from discriminating on the basis of disability directly or through contractual, licensing, or other arrangements. Assessors using the Tool may be from the facility being surveyed or from an outside entity. For either situation, it is important to prepare before conducting the survey.

Preparing for the Assessment:

1. Gather any facility background information such as total number of parking spaces in the lot or copies of floor plans.
2. Collect and carry any necessary tools for measurement such as a measuring tape, protractor or smart level, a measuring wheel, and a digital camera.
3. Bring a notebook to record measurements of multiple common areas or to note issues.
4. External surveyors should carry identification and present it to the facility program manager upon arrival at the site.
5. Complete the information on the Cover Page of the Tool.

Understanding and Completing the Assessment Tool:

The Tool has sections: **Priority; Item; Element; Standard; and Assessment Objective.**

Priority: Each Priority represents an essential function for physical access to services in a facility.

Priority 1 - Accessible Approach and Entrance

Priority 2 - Access to Goods and Services

Priority 3 - Accessible Rest Room

Priority 4 - Additional Access

Item: Below each Priority are Items, critical access components for that Priority.

Priority 1 - Accessible Approach and Entrance

Item 1 – Car-Accessible Parking Space

Item 2 – Van-Accessible Parking Space

Element: The Element spells out the specific standard that is being assessed or measured. There are occasions when the Element applies to multiple situations. For example, there may be multiple doors one must pass through along the route of travel. Each of these doors must meet the standards for doors. Assess each of the doors along the route of travel being addressed and prepare to answer the question on the Tool, *“Did all of the doors along the route of travel meet the standards?”* The Tool only allows space to record the assessment of one instance of an Element; therefore, make notes on a separate sheet of paper to record findings for each instance.

Priority 2 - Access to Goods and Services

Item 2 – Interior

Element 1 – Halls/Corridors

MASSACHUSETTS FACILITY ASSESSMENT TOOL

General Instructions for Assessors (continued)

Standard: Standard refers to the “ADA Standards,” the requirements necessary to make a facility physically accessible to people with disabilities. The standards in the Tool that may not apply are sometimes preceded by the word “when...” For example, “when there are sidewalks at accessible parking spaces, they must have curb cuts.” In the case where there are no sidewalks at the parking spaces, answer N/A.

Assessment Objective: At the beginning of each new Item, an Assessment Objective spells out the goal for assessing that particular Item. For some Items, additional instructions are provided and should be followed precisely.

- **Assessment Objective:** Using the table below, determine if the parking area includes the required amount of car-accessible parking spaces...

Answering the Questions on the Tool:

Each Item will have a list of standards to assess and check off YES, NO or N/A. If the standard is met as written, answer YES. If the standard is not met, answer NO. Whenever an answer is NO, make note of the problem area and record the non-conforming measurements. Answer N/A when instructed to do so -OR- when the standard does not apply. Standards that may not apply are sometimes preceded by the word “when...” For example, a standard that reads, “when there are sidewalks at accessible parking spaces, they must have curb cuts.” In the case when there are no sidewalks at the parking spaces, the answer would be N/A.

Often, at the end of a list of Elements is a question as to whether or not all the standards are met. Answer NO, if NO is checked for ANY of the related standards. Indicate YES, if all the standards are met or N/A.

Citations and Diagrams

The MFAT is based on two sets of building codes: the Massachusetts Architectural Access Board (MAAB) regulations and the Americans with Disabilities Act (ADA) Standards for Accessible Design. The MAAB regulations apply to buildings and facilities in Massachusetts, and the ADA codes are national in scope.

Each standard includes a citation of the relevant building code(s). Standards taken from the MAAB regulations are indicated only by their numerical citations, while ADA codes are cited by number and the notation “ADA”. Standards based on MDPH requirements include the notation “DPH”. For example:

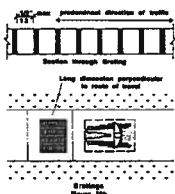
Standards	YES	NO	Notes/Measurements (<i>record if checking NO</i>)
is on a well lit accessible route of travel (23.7.1 & DPH)	1a <input type="checkbox"/>	<input type="checkbox"/>	
have raised truncated domes 0.9” in diameter, and 0.2” in height, with a center-to-center spacing of 2.35” (ADA 4.7.7 & 4.29.2)	4I <input type="checkbox"/>	<input type="checkbox"/>	

General Instructions for Assessors (continued)

Citations and Diagrams (continued)

All illustrations and diagrams, including diagram numbers, have been taken directly from the MAAB regulations. Each diagram is inserted into the first MFAT standard in which it is referenced, and future references to a given diagram include citations of the original page on which it appeared. For example:

Standards	YES	NO	Notes/Measurements (record if checking NO)
do not have spaces greater than ½" wide in the direction of travel, as per Figure 29b (22.7 & 29.4)	2a <input type="checkbox"/>	<input type="checkbox"/>	



when have elongated openings, they have long dimensions perpendicular to the dominant direction of travel, as per Figure 29b on page 10 (22.7 & 29.4)	2b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A/ <input type="checkbox"/>		

Larger versions of all diagrams can be found in **Appendix A** in the order in which they appear in the MAAB regulations.

References and Codes used in developing the MFAT standards:

Americans with Disabilities Act (ADA) Standards for Accessible Design.

Available online at: <http://www.ada.gov/reg3a.html>

June Isaacson Kailes and Christie MacDonald "Brief: Importance of Accessible Examination Tables, Chairs and Weight Scales". Part of the Accessible Health Care Series at the Center for Disability Issues and the Health Professions at Western University of the Health Sciences. Edition 3: 4/08/09 Available online at: <http://www.cdihp.org/briefs/1%20%20Brief-Exam%20Tables%20and%20Scales-FINAL%20Edition%204%208%2009.doc>

Massachusetts Architectural Access Board (MAAB) Rules and Regulations.

Accessible online. Go to <http://www.mass.gov/aab>.

Click on Architectural Access Board (in the left navigation bar).

Click on Rules and Regulations (towards the bottom of the page).

For more information or assistance on completing this survey, contact:

Massachusetts Department of Public Health
Office on Health and Disability
Health Care Access Project
250 Washington Street, 4th Floor
Boston, MA 02108

Voice: (617) 624-5070

Fax: (617) 624-5075

TTY: (617) 624-5992

MASSACHUSETTS FACILITY ASSESSMENT TOOL

Table of Contents

	Page
<u>PRIORITY 1 - ACCESSIBLE APPROACH AND ENTRANCE</u>	1
Item 1 - Car-Accessible Parking Spaces.....	2
Element 1 - Design.....	2
Element 2 - Access Aisles.....	2
Element 3 - Signage.....	3
Item 2 - Van-Accessible Parking Spaces.....	4
Element 1 - Design.....	4
Element 2 - Access Aisles.....	4
Element 3 - Signage.....	5
Item 3 - Location of Accessible Parking Spaces.....	6
Item 4 - Passenger Drop-off Area.....	7
Item 5 - Accessible Parking Enforcement.....	8
Item 6 - Exterior Accessible Route of Travel.....	9
Element 1 - Pathway.....	9
Element 2 - Grates.....	10
Element 3 - Protruding Objects.....	11
Element 4 - Curb Cuts.....	11
Element 5 - Ramps.....	13
Item 7 - Accessible Entrance.....	16
Element 1 - Approach.....	16
Element 2 - Door.....	16
Element 3 - Doormats.....	19
Element 4 - Grates.....	20
Element 5 - Protruding Objects.....	20
Element 6 - Carpeting.....	20
Element 7 - Directional Signage.....	21
<u>PRIORITY 2 - ACCESS TO GOODS AND SERVICES</u>	22
Item 1 - Directional Signage.....	23
Item 2 - Interior Accessible Route of Travel.....	24
Element 1 - Halls/Corridors.....	24
Element 2 - Carpeting.....	25
Element 3 - Protruding Objects.....	25
Element 4 - Ramps.....	25
Element 5 - Doors.....	27
Element 6 - Lifts.....	29
Element 7 - Elevators.....	33
Element 8 - Exit.....	37
Element 9 - Emergency Alarm System.....	37
Item 3 - Area of Rescue Assistance.....	38
Element 1 - General.....	38
Element 2 - Two-way Communication System.....	38
Element 3 - Signage.....	39
Element 4 - Location and Construction.....	40
Item 4 - Accessible Stairway.....	41
Element 1 - Steps.....	41
Element 2 - Handrails.....	41

MASSACHUSETTS FACILITY ASSESSMENT TOOL

Table of Contents continued

	Page
Item 5 - Service Area	43
Element 1 - Reception/Intake Counter.....	43
Element 2 - Waiting Areas.....	43
Element 3 - Doors.....	44
Element 4 - Halls/Corridors.....	45
Element 5 - Carpeting.....	46
Element 6 - Protruding Objects.....	47
Element 7 - Controls.....	47
Element 8 - Dressing Room.....	48
Element 9 - Alternative Changing Area.....	49
Element 10 - Exam Room and Accessible Exam Table.....	50
Element 11 - Mammography Machine.....	51
Element 12 - Accessible Weight Scales.....	52
Element 13 - Meeting Room.....	53
<u>PRIORITY 3 – USABILITY OF RESTROOMS</u>	55
Item 1 - Accessible Restroom	56
Element 1 - General.....	57
Element 2 - Signage.....	56
Element 3 - Entrance Door.....	58
Element 4 - Urinal.....	59
Element 5 - Toilet Stall.....	59
Element 6 - Toilet.....	60
Element 7 - Sink.....	62
Element 8 - Dispensers/Devices.....	62
Element 9 - Controls & Receptacles.....	64
<u>PRIORITY 4 – ADDITIONAL ACCESS</u>	65
Item 1 - Accessible Telephone	66
Item 2 - Text Telephone	68
Item 3 - Drinking Fountain	69
Element 1 - Spout.....	69
Element 2 - Controls.....	69
Element 3 - Configuration.....	69
Element 4 - Cup Dispenser.....	71
APPENDICES –	
Appendix A – Figures	72
Appendix B – Transition Plan	80

MASSACHUSETTS FACILITY ASSESSMENT TOOL

Priority ①

Accessible Approach and Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else.



In this section, you will be assessing 7 Items related to "Accessible Approach and Entrance." Some of these have particular Elements that will need assessing while others will not. Below is a list of the Items and Elements that will be assessed in this section.

ITEMS AND ELEMENTS TO BE ASSESSED:

1 - Car-accessible Parking Spaces

ELEMENTS:

- 1 - Design
- 2 - Access Aisles
- 3 - Signage

2 - Van-accessible Parking Spaces

ELEMENTS:

- 1 - Design
- 2 - Access Aisles
- 3 - Signage

3 - Location of Accessible Parking Spaces

4 - Passenger Drop-off Area (if applicable)

5 - Accessible Parking Enforcement Procedure

6 - Exterior Route of Travel

ELEMENTS:

- 1 - Pathway
- 2 - Grates
- 3 - Protruding Objects
- 4 - Curb Cuts
- 5 - Ramps

7 - Accessible Entrance

ELEMENTS:

- 1 - Approach
- 2 - Door
- 3 - Doormats
- 4 - Grates
- 5 - Protruding Objects
- 6 - Carpeting
- 7 - Directional Signage

ITEM 1- CAR-ACCESSIBLE PARKING SPACES

1



ASSESSMENT OBJECTIVE: Use the table below to determine if the parking area includes the required amount of car-accessible parking spaces that meet **all of the standards** related to the Elements of car-accessible parking spaces: 1-Design, 2-Access Aisles, and 3-Signage. If no parking is available, skip to FINAL question in Car Accessible Parking Spaces and select N/A.

Required Amount of Car-Accessible Spaces		
General Public Use (ADA 4.1.2 (5)a) & Residential Facilities* (10.3)		Medical Facilities (ADA 4.1.2(5)d)
Spaces in Lot	Min. # Accessible	Outpatient Units/Facilities: 10% of the total number of spaces provided to serve each outpatient unit or facility.
1-25	1	
26-50	2	
51-75	3	
76-100	4	
100-150	5	Units/Facilities specializing in services for or treatment of persons with mobility impairments: 20% of the total number of parking spaces provided to serve each such unit or facility.
151-200	6	
201-300	7	
301-400	8	
401-500	9	
501-1000	2% of total	
1,001+	20 (+1 per/100 over 1000)	
*The number of accessible spaces for residential facilities cannot be limited by 23.2.1. A sufficient number should be provided to meet the needs of the dwelling unit occupants.		

ELEMENT 1 – DESIGN

Standards	YES	NO	Notes/Measurements (record if checking NO)
are a minimum of 8' wide not including the access aisles (23.4.1)	1a <input type="checkbox"/>	<input type="checkbox"/>	
are as long as all other parking spaces (per 780 CMR) (23.4.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
have uniform, paved or hard packed smooth surfaces (23.4.4)	1c <input type="checkbox"/>	<input type="checkbox"/>	
are level & have surface slopes no greater than 1:50 (2%) in all directions (23.4.3)	1d <input type="checkbox"/>	<input type="checkbox"/>	
are marked by high contrast painted lines or other high contrast delineation (23.4.5)	1e <input type="checkbox"/>	<input type="checkbox"/>	

Do the required amount of car-accessible parking spaces meet all of the above DESIGN standards?

1f. YES ☐ NO ☐

ELEMENT 2 - ACCESS AISLES

Standards	YES	NO	Notes/Measurements (record if checking NO)
are part of a well lit accessible route to the building entrance (23.4.6a)	2a <input type="checkbox"/>	<input type="checkbox"/>	
are level and have surface slopes no greater than 1:50 (2%) in all directions (23.4.6d)	2b <input type="checkbox"/>	<input type="checkbox"/>	
are a minimum of 5' wide (23.4.6b)	2c <input type="checkbox"/>	<input type="checkbox"/>	

CAR-ACCESSIBLE PARKING SPACES CONTINUED

1

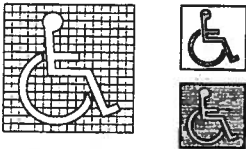
ELEMENT 2 - ACCESS AISLES CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
are clearly marked by diagonal stripes (23.4.6e)	2d <input type="checkbox"/>	<input type="checkbox"/>	
when there are sidewalks at accessible parking spaces, they have curb cuts (23.5)	2e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Note: 2 spaces may share a common access aisle.			

Do the required amount of car-accessible parking spaces meet
all of the above ACCESS AISLE standards?

2f. YES ☐ NO ☐

ELEMENT 3 - SIGNAGE

Standards	YES	NO	Notes/Measurements (record if checking NO)
is posted at the heads of spaces no more than 10' away (23.6.1)	3a <input type="checkbox"/>	<input type="checkbox"/>	
is permanently secured in the ground with its top located between 5' and 8' above ground (23.6.4)	3b <input type="checkbox"/>	<input type="checkbox"/>	
displays the international symbol of accessibility, as per Figure 41a (23.6.2)	3c <input type="checkbox"/>	<input type="checkbox"/>	
 <small>International Symbol of Accessibility Figure 41a</small>			

Do the required amount of car-accessible parking spaces meet
all of the above SIGNAGE standards?

3d. YES ☐ NO ☐



Item 1 - Car-accessible Parking Spaces

FINAL QUESTION: Does the facility's parking area include the required amount of car-accessible parking spaces that meet all of the above standards?

YES ☐ NO ☐ N/A ☐

ITEM 2 - VAN-ACCESSIBLE PARKING SPACES

1



ASSESSMENT OBJECTIVE: Determine if the facility's parking area provides **at least 1** van accessible parking space (plus 1 for every 8 additional accessible spaces) that meets **all of the standards** related to the following Elements of van-accessible parking spaces: 1-Design, 2-Access Aisles, and 3-Signage.

If all of the required accessible parking spaces at the facility are at least 11' wide with 5' access aisle, van-accessible spaces do not have to be separately provided (23.4.7). In this case, **do not assess them** and **skip down** to the FINAL QUESTION on Van-Accessible Parking Spaces and answer **N/A**. If no parking is available, skip to the FINAL question and select **N/A**.

ELEMENT 1 – DESIGN

Standards	YES	NO	Notes/Measurements (record if checking NO)
are a minimum of 8' wide, not including the access aisles (23.4.7d)	1a <input type="checkbox"/>	<input type="checkbox"/>	
are as long as all other parking spaces (per 780 CMR) (23.4.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
are level & have surface slopes no greater than 1:50 (2%) in all directions (23.4.3)	1c <input type="checkbox"/>	<input type="checkbox"/>	
have minimum vertical clearances of 8'2" at parking spaces and along the vehicle access route to parking from site entrance and exit (23.4.7a)	1d <input type="checkbox"/>	<input type="checkbox"/>	
have uniform, paved or hard packed smooth surfaces (23.4.4)	1e <input type="checkbox"/>	<input type="checkbox"/>	
are marked by high contrast painted lines or other high contrast delineation	1f <input type="checkbox"/>	<input type="checkbox"/>	

Does a minimum of 1 van accessible parking space (plus 1 for every 8 additional accessible spaces) meet all of the above DESIGN standards?

1g. YES ☐ NO ☐

ELEMENT 2 - ACCESS AISLES

Standards	YES	NO	Notes/Measurements (record if checking NO)
are a minimum of 8' wide (23.4.7e)	2a <input type="checkbox"/>	<input type="checkbox"/>	
are level and have no surface slopes greater than 1:50 (2%) in all directions (23.4.6d)	2b <input type="checkbox"/>	<input type="checkbox"/>	
are clearly marked by diagonal stripes (23.4.6e)	2c <input type="checkbox"/>	<input type="checkbox"/>	
are part of a well lit accessible route to the building entrance (23.4.6a)	2d <input type="checkbox"/>	<input type="checkbox"/>	
when there are sidewalks at accessible parking spaces, they have curb cuts (23.5)	2e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does a minimum of 1 van accessible parking space (plus 1 for every 8 additional accessible spaces) meet all of the above ACCESS AISLE standards?

2f. YES ☐ NO ☐

VAN-ACCESSIBLE PARKING SPACES CONTINUED

1

ELEMENT 3 - SIGNAGE

Standards	YES	NO	Notes/Measurements (record if checking NO)
includes the words "Van Accessible" (23.4.7 & 23.6.3)	3a <input type="checkbox"/>	<input type="checkbox"/>	
displays the international symbol of accessibility, as per Figure 41a on page 3 (23.6.2)	3b <input type="checkbox"/>	<input type="checkbox"/>	
is posted at the heads of spaces no more than 10' away (23.6.1)	3c <input type="checkbox"/>	<input type="checkbox"/>	
has its top located between 5' and 8' above the ground (23.6.4)	3d <input type="checkbox"/>	<input type="checkbox"/>	

Does a minimum of 1 van accessible parking space (plus 1 for every 8 additional accessible spaces) meet all of the above SIGNAGE standards?

3e. YES ☐ NO ☐



Item 2 - Van-accessible Parking Spaces

FINAL QUESTION: Does the facility's parking area include at least 1 van-accessible parking space (plus 1 for every 8 additional accessible spaces) that meet all of the above standards?

YES ☐ NO ☐ N/A ☐ (Van accessible spaces do not have to be separately provided if all required accessible parking spaces are 11' wide with a 5' access aisle.)

ITEM 3 - LOCATION OF ACCESSIBLE PARKING SPACES

1



ASSESSMENT OBJECTIVE: Use the table below to determine if the accessible parking is provided in the proper location based on the scenario found at the facility.

All van-accessible spaces may be grouped on one level of a parking structure (23.4.7c).

Scenario	Location
accessible parking spaces serve a particular building	on the shortest accessible route of travel from adjacent parking to an accessible entrance (23.3.1)
accessible parking spaces do not serve a particular building	on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility (23.3.2)
accessible parking spaces are provided for a building with multiple accessible entrances with adjacent parking	dispersed and located closest to accessible entrances (23.3.3)
accessible parking spaces are provided in a multi-level garage with no elevator	near accessible entrance (23.3.4)



Item 3 - Location of Accessible Parking Spaces

FINAL (ONLY) QUESTION: Are the accessible parking spaces provided in the proper location according to the scenario found at the facility?

YES ☐ NO ☐

ITEM 4 - PASSENGER DROP-OFF AREA

1



ASSESSMENT OBJECTIVE: If the accessible parking spaces **CANNOT** be located within 200' of an accessible entrance, determine if the facility's parking area has **at least 1** passenger drop-off area within 100' of an accessible entrance that meets **all the standards** listed below

If the parking spaces **CAN** be located within 200' from an accessible entrance, a person **does not have to assess** a drop-off area (even if one exists) and can **skip down** to the FINAL QUESTION on Passenger Drop-off Area and answer **N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on a well lit accessible route of travel (23.7.1 & DPH)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has access aisle a minimum of 60" wide & 20' long, adjacent & parallel to the vehicle pull-up space (23.7.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
has a vehicle standing space and access aisle that are level and do not have surface slopes greater than 1:50 (2%) in all directions (23.7.4)	1c <input type="checkbox"/>	<input type="checkbox"/>	
has a vertical clearance that is a minimum of 9' 6" at the loading zone and along at least one vehicle access route to entrance (23.7.5)	1d <input type="checkbox"/>	<input type="checkbox"/>	
has a sign that identifies its use and displays the international symbol of accessibility, as per Figure 41a on page 3 (23.6.1 & 26.6.2)	1e <input type="checkbox"/>	<input type="checkbox"/>	
has its top located between 5' and 8' above the ground (23.6.4)	1f <input type="checkbox"/>	<input type="checkbox"/>	
when there is a curb between the access aisle and the vehicle pull-up space, it has a curb cut (23.7.3)	1g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		



Item 4 - Passenger Drop-off Area

FINAL QUESTION: Does the facility's parking area include at least one passenger drop-off area located within 100' of an accessible entrance that meet all of the above standards?

YES ☐ NO ☐ N/A ☐ (If the accessible parking spaces can be located within 200' of an accessible entrance, a passenger drop-off area is not needed.)

ITEM 5 - ACCESSIBLE PARKING ENFORCEMENT PROCEDURE

1



ASSESSMENT OBJECTIVE: Determine if the facility has an accessible parking enforcement procedure in place.



Item 5 - Accessible Parking Enforcement Procedure

FINAL QUESTION: Does the facility have an enforcement procedure in place that ensures accessible parking is used only by those who need it?

YES ☐ NO ☐ N/A ☐

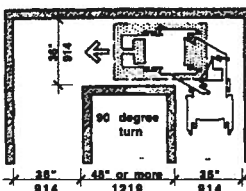
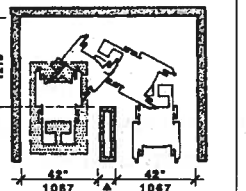
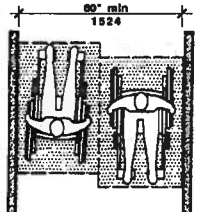
ITEM 6 - EXTERIOR ACCESSIBLE ROUTE OF TRAVEL

1



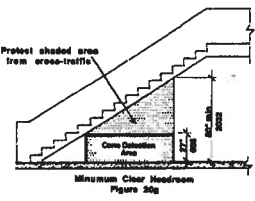
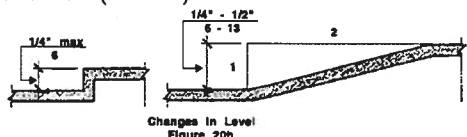
ASSESSMENT OBJECTIVE: Determine if the facility has **at least 1** exterior route of travel - that coincides with the route for the general public - from the accessible parking, passenger drop-off area (if applicable) and public streets or sidewalks to the accessible entrance that meets **all of the standards** for the following Elements of the exterior accessible route of travel: 1-Pathway, 2-Grates, 3-Protruding Objects, 4-Curb Cuts, and 5-Ramps.

ELEMENT 1 - PATHWAY

Standards	YES	NO	Notes/Measurements (record if checking NO)
is continuous and unobstructed (20.1)	1a <input type="checkbox"/>	<input type="checkbox"/>	
is free of parked vehicles that reduce its clear width (36") by overhanging or by protruding into it (23.4.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
is free of stairs, steps or escalators even if required to be accessible (20.1)	1c <input type="checkbox"/>	<input type="checkbox"/>	
has adequate lighting along entire route (DPH)	1d <input type="checkbox"/>	<input type="checkbox"/>	
is free of cross slopes greater than 1:50 (2%) (20.9)	1e <input type="checkbox"/>	<input type="checkbox"/>	
is free of slopes greater than 1:20 (5%) (20.9) <i>Note: Any slope greater than 1:20 is considered a ramp (20.9)</i>	1f <input type="checkbox"/>	<input type="checkbox"/>	
has a clear width that is a minimum of 36" for entire route of travel (20.3)	1g <input type="checkbox"/>	<input type="checkbox"/>	
has a minimum clear width for a person using a wheelchair to turn around an obstruction, as per Figures 20a & 20b (20.4)	1h <input type="checkbox"/>	<input type="checkbox"/>	
<div><div><p>Minimum Clearances for Turning Figure 20a</p></div><div><p>Minimum Clearances for Turning Figure 20b</p></div></div>			
<div><div>when less than 60" wide, it has passing spaces a minimum of 60" x 60," located at intervals no greater than 200', as per Figure 6b (20.5) <i>Note: T-intersections are acceptable passing places (20.5)</i></div><div><p>Two wheelchairs passing Figure 6b</p></div></div>	1i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has walks that are stable, firm and slip resistant (22.5 & 29.1)	1j <input type="checkbox"/>	<input type="checkbox"/>	

EXTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

ELEMENT 1 - PATHWAY CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
has clear headroom that is a minimum of 80" high for entire route of travel, as per Figure 20g (20.7)	1k <input type="checkbox"/>	<input type="checkbox"/>	
			
when vertical clearance is reduced to less than 80" at any point along route of travel, a barrier is provided to warn blind or visually-impaired persons (20.7)	1l <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when crosses curb it has a curb cut (21.2)	1m <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has walks a minimum of 48" wide with an unobstructed path of travel that is at least 36" clear excluding curb stones (22.2)	1n <input type="checkbox"/>	<input type="checkbox"/>	
has grading and drainage to minimize pooling of water or accumulation of ice or flow of water across walks (22.6)	1o <input type="checkbox"/>	<input type="checkbox"/>	
when there are level changes greater than 1/2", ramps or other means of vertical access are provided (29.2.3)	1p <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when there are level changes between 1/4" and 1/2", they have beveled edges with slopes no greater than 1:2 (50%), as per Figure 20h (22.4.1)	1q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
			

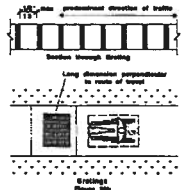
Does the pathway of the exterior route of travel assessed, meet all of the above PATHWAY standards?

1r. YES ☐ NO ☐

ELEMENT 2 - GRATES



If NO grates exist along the route, skip down to the end of the grate standards Element and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
do not have spaces greater than 1/2" wide in the direction of travel, as per Figure 29b (22.7 & 29.4)	2a <input type="checkbox"/>	<input type="checkbox"/>	
			

EXTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

1

ELEMENT 2 - GRATES CONTINUED

when have elongated openings, they have long dimensions perpendicular to the dominant direction of travel, as per Figure 29b on page 10 (22.7 & 29.4)

2b ☐☐N/A ☐

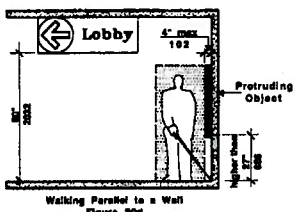
Do all of the grates within the exterior route of travel assessed, meet all of the above GRATE standards?

2c. YES ☐ NO ☐ N/A ☐

ELEMENT 3 - PROTRUDING OBJECTS



If NO protruding objects exist along the route, **skip down** to the end of the protruding objects standards answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
are free of sharp or abrupt edges (20.6.1)	3a <input type="checkbox"/>	<input type="checkbox"/>	
do not reduce the clear width (36") of route of travel or maneuvering spaces (20.6)	3b <input type="checkbox"/>	<input type="checkbox"/>	
when mounted on a wall between 27" and 80" above ground, do not protrude more than 4" into passageways, walks, etc., as per Figure 20d (20.6.1)	3c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the protruding objects within the exterior route of travel you assessed meet all of the above PROTRUDING OBJECTS standards?

3d. YES ☐ NO ☐ N/A ☐

ELEMENT 4 - CURB CUTS



If NO curb cuts exist along the route, **skip down** to the end of the curb cut standards below and answer N/A.

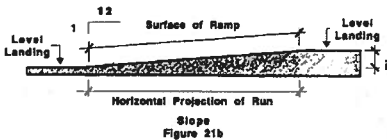
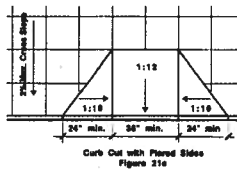
Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
are located or protected to prevent obstruction by parked cars (21.2.5)	4a <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:12 (8.3%) (21.3)	4b <input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: No tolerances are allowed on any slopes (21.3).</i>			
are free of cross slopes greater than 1:50 (2%) (21.3)	4c <input type="checkbox"/>	<input type="checkbox"/>	
have clear widths that are a minimum of 36" exclusive of the flared sides (21.6)	4d <input type="checkbox"/>	<input type="checkbox"/>	
have sides that extend at least 24" at curb (21.7)	4e <input type="checkbox"/>	<input type="checkbox"/>	

EXTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

1

ELEMENT 4 - CURB CUTS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL CONTINUED:			
have flares with slopes no greater than 1:10 (10%) (21.7)	4f <input type="checkbox"/>	<input type="checkbox"/>	
have transitions to walks, gutters, or streets that are flush or free of level changes greater than 1/2" (21.4)	4g <input type="checkbox"/>	<input type="checkbox"/>	
have adjoining gutters and road surfaces (adjacent to curb cuts or route) with slopes no greater than 1:20 (5%) (21.4)	4h <input type="checkbox"/>	<input type="checkbox"/>	
have grading and drainage designed to minimize accumulation of ice, pooling of water, or flow of water across base (21.5)	4i <input type="checkbox"/>	<input type="checkbox"/>	
have curbing at the flared sides that blends with the slope of the flared sides, as per Figure 21c (21.7)	4j <input type="checkbox"/>	<input type="checkbox"/>	
when sidewalks are too narrow for straight-line curb cuts at slopes of 1:12, curb cuts have sides that are no greater than 1:12, as per Figure 21b (21.3)	4k <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<p><i>Notes: Curb cuts with returned sides are allowed when protected by handrails or when pedestrian travel across a ramp is obstructed by permanently installed street hardware or landscaping (21.8).</i></p> <p><i>Built-up curb cuts are allowed only when they don't project into vehicle traffic lanes (21.9).</i></p>			
DETECTABLE WARNINGS:			
have raised truncated domes 0.9" in diameter, and 0.2" in height, with a center-to-center spacing of 2.35" (ADA 4.7.7 & 4.29.2)	4l <input type="checkbox"/>	<input type="checkbox"/>	
contrast visually with adjoining surfaces (either light-on-dark, or dark-on-light) (ADA 4.7.7 & 4.29.2)	4m <input type="checkbox"/>	<input type="checkbox"/>	
have a contrasting material that is an integral part of the walking surface (ADA 4.7.7 & 4.29.2)	4n <input type="checkbox"/>	<input type="checkbox"/>	
extend the full width and depth of the curb cut (ADA 4.7.7 & 4.29.2)	4o <input type="checkbox"/>	<input type="checkbox"/>	



EXTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

1

ELEMENT 4 - CURB CUTS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
LANDINGS:			
are the same widths as curb cuts (21.6.1)	4p <input type="checkbox"/>	<input type="checkbox"/>	
are 48" long (21.6.1)	4q <input type="checkbox"/>	<input type="checkbox"/>	
are located at the tops of curb cuts (21.6.1)	4r <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:50 (2%) in any direction (21.6.1)	4s <input type="checkbox"/>	<input type="checkbox"/>	
<p align="center">Do all of the curb cuts within the exterior route of travel assessed, meet all of the above CURB CUT standards?</p> <p align="center">4t. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			

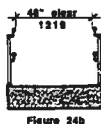
ELEMENT 5 – RAMPS



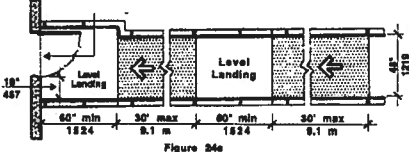
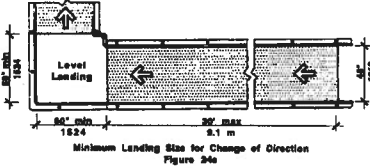
If NO ramps exist along the route, **skip down** to the end of the ramp standards and **answer N/A**.

Note: Circular ramps are not permitted, except with approval of the MA Architectural Access Board (24.10).

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
have stable, firm, and slip resistant surfaces (24.7)	5a <input type="checkbox"/>	<input type="checkbox"/>	
have clear widths a minimum of 48," measured <u>between railings</u> , as per 24b (24.3)	5b <input type="checkbox"/>	<input type="checkbox"/>	
have run rises a maximum of 30" (24.2.2)	5c <input type="checkbox"/>	<input type="checkbox"/>	
are free of cross slopes greater than 1:50 (2%) (24.6)	5d <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:12 (8.3%), measured between any two points (24.2) <i>Note: A slope between 1:10 and 1:12 is allowed for a single rise of 3" maximum (24.2). No tolerance is allowed (24.2.1).</i>	5e <input type="checkbox"/>	<input type="checkbox"/>	
are designed so that water does not accumulate on surfaces (24.9)	5f <input type="checkbox"/>	<input type="checkbox"/>	
have walls, railings, projecting surfaces, or edge curbs that are a minimum of 2" high, that prevent people from slipping off ramps when there are drop offs (24.8)	5g <input type="checkbox"/>	<input type="checkbox"/>	
when gratings exist they are free of spaces greater than ½" in the direction of travel, as per Figure 29b on page 10 (22.7 & 29.4)	5h <input type="checkbox"/>	<input type="checkbox"/>	
when gratings with elongated openings exist, are placed with their long dimensions perpendicular to dominant direct. of travel, as per Figure 29b on page 10 (22.7 & 29.4)	5i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		



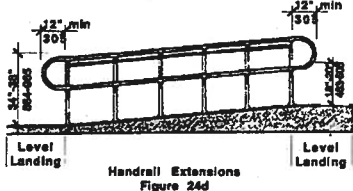
ELEMENT 5 - RAMPS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
LANDINGS:			
are located at the tops & bottoms of ramps and ramp runs, and where there are changes in ramp direction (24.4)	5j <input type="checkbox"/>	<input type="checkbox"/>	
are level and unobstructed by projections or door swings (24.4.1)	5k <input type="checkbox"/>	<input type="checkbox"/>	
are at least as wide as the ramp runs leading to them (24.4.2)	5l <input type="checkbox"/>	<input type="checkbox"/>	
are a minimum of 5' long (24.4.3)	5m <input type="checkbox"/>	<input type="checkbox"/>	
have walls, railings, projecting surfaces, or edge curbs at least 2" high, to prevent people from slipping off when there are drop offs (24.8)	5n <input type="checkbox"/>	<input type="checkbox"/>	
have a maximum of 30' of ramp run between them, as per Figure 24c (24.4)	5o <input type="checkbox"/>	<input type="checkbox"/>	
 <p>Figure 24c</p>			
when ramps change direction at landings, landings are a minimum of 60" x 60," as per Figure 24c (24.4.5)	5p <input type="checkbox"/>	<input type="checkbox"/>	
 <p>Minimum Landing Size for Change of Direction Figure 24e</p>	N/A <input type="checkbox"/>		
when doorways are present, landings have level areas in front of doorways, as per Figures 26d & 26e on page 18 (24.4.6)	5q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
HANDRAILS:			
are provided at all ramps, on both sides of ramp segments (24.5 & 24.5.1)	5r <input type="checkbox"/>	<input type="checkbox"/>	
are provided in parallel pairs with one between 34" and 38" high, and the other between 18" and 20" high, measured vertically from surface of ramps to tops of handrails (24.5.2)	5s <input type="checkbox"/>	<input type="checkbox"/>	
are continuous without interruption except by doorways and openings, so one can run a hand end to end without interruption (24.5.3)	5t <input type="checkbox"/>	<input type="checkbox"/>	
have ends that are rounded or returned smoothly to ground, wall, or post (24.5.9)	5u <input type="checkbox"/>	<input type="checkbox"/>	

EXTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

1

ELEMENT 5 - RAMPS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
HANDRAILS CONTINUED:			
do not rotate within fittings (24.5.10)	5v <input type="checkbox"/>	<input type="checkbox"/>	
are extended a minimum of 12" beyond tops & bottoms of ramps & are parallel with the ground except when extension would cause a safety hazard, as per Figure 24d (24.5.4)	5w <input type="checkbox"/>	<input type="checkbox"/>	
			
have gripping surfaces that are free of sharp or abrasive elements (24.5.7)	5x <input type="checkbox"/>	<input type="checkbox"/>	
have handgrips that are between 1¼" and 1½" nominal in diameter (24.5.5)	5y <input type="checkbox"/>	<input type="checkbox"/>	
have handgrips that are round or oval in cross-section (24.5.6)	5z <input type="checkbox"/>	<input type="checkbox"/>	
when mounted adjacent to walls, they have clear spaces of 1½" between the handrails and the walls	5aa <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>Note: Handrails may be located in wall recesses if recesses are no deeper than 3" and extend a minimum of 18" above rail tops (24.5.8).</i>			
<p align="center">Do all of the ramps within the exterior route of travel assessed, meet all of the above RAMP standards?</p> <p align="center">5bb. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			



Item 6 - Exterior Accessible Route of Travel

FINAL QUESTION: Does the facility have at least one route of travel - coinciding with the route for the general public - that goes from the accessible parking, passenger drop-off area (if applicable) and public streets or sidewalks, to the accessible entrance, that meets all of the above standards?

YES ☐ NO ☐

ITEM 7 - ACCESSIBLE ENTRANCE

1



ASSESSMENT OBJECTIVE: Determine if the facility has **at least 1** entrance, the main entrance or an alternate entrance, that meets **all of the standards** related to the following Elements of an accessible entrance: 1-Approach, 2-Door, 3-Doormats, 4-Grates, 5-Protruding Objects, 6-Carpeting, and 7-Directional Signage.

If the only entrance is a service entrance, that entrance has to be accessible and should be assessed (25.1.1).

ELEMENT 1 – APPROACH

Standards	YES	NO	Notes/Measurements (record if checking NO)
is protected from the weather by a canopy or roof overhang (13.4)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has a slip resistant paved walk or ramp uninterrupted by steps (25.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	

Does the approach of the entrance assessed meet all of the above APPROACH standards?

1c. YES ☐ NO ☐

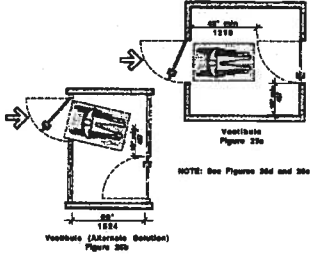
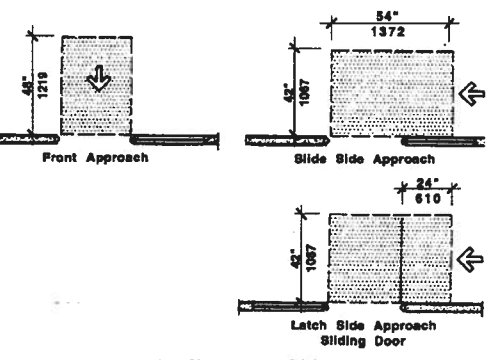
ELEMENT 2 - DOOR

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
can be unlocked and opened with one hand (26.11.3)	2a <input type="checkbox"/>	<input type="checkbox"/>	
requires no more than 15 lbs of force to open when hinged, and no more than 5 lbs of force to open when sliding or folding (26.8.1) <i>Note: Power assisted or automatic doors are exempt (26.6).</i>	2b <input type="checkbox"/>	<input type="checkbox"/>	
when the opening force required is more than the maximum allowed, compensating device or automatic opening device is provided (26.8.2)	2c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has a handle or control located between 36" and 48" above the ground (26.11.2)	2d <input type="checkbox"/>	<input type="checkbox"/>	
has a handle or control that is operable using a maximum of 5 lbs of force (26.11.3)	2e <input type="checkbox"/>	<input type="checkbox"/>	
has a handle or control that is operable using one hand that does not require tight grasping, tight pinching, or twisting of the wrist (26.11.1) (i.e., operable with a closed fist) <i>Note: This also applies to door pulls, latches and locks. (26.11.1)</i>	2f <input type="checkbox"/>	<input type="checkbox"/>	
when has a closer, door takes at least 6 seconds to close from open position of 90° (26.9)	2g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a sliding door, it has exposed hardware usable from both sides when door is fully open (26.11.1)	2h <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE ENTRANCE CONTINUED

1

ELEMENT 2 - DOOR CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL CONTINUED:			
<p>when there are 2 doors in series, they have a minimum of 48" between them, plus the width of door swinging into space, as per Figures 25a & 25b (26.7)</p> 	2i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when there are 2 doors in series, doors swing in same direction or away from the space between them (26.7)	2j <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a revolving door, there is an adjacent accessible door that allows entrance and exit and is unlocked whenever the revolving door is unlocked (26.2.1 & 26.2.2)	2k <input type="checkbox"/>	<input type="checkbox"/>	
DOORWAY:			
<p>has a clear opening of at least 32", measured from the face of the stop on the latch side to the door face when open 90° (26.5)</p> <p>Note: A bi-fold, accordion, or pocket door opening is measured when door is in a fully open position (26.5).</p>	2l <input type="checkbox"/>	<input type="checkbox"/>	
when a double door, it has at least one leaf that is active and has a minimum clear opening of 32" (26.4)	2m <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a sliding door, it has level clear ground and floor spaces, as per Figure 26f (26.6.1 & 26.6.5)	2n <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
 <p>Maneuvering Clearances at Sliding Doors Figure 26f</p>			

ACCESSIBLE ENTRANCE CONTINUED

1

ELEMENT 2 - DOOR CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
DOORWAY CONTINUED:			
<p>has the minimum level clear ground and floor spaces on the <u>pull</u> side of entrance door, as per Figure 26d (26.6.1 & 26.6.3)</p> <p>NOTE: X = 42" (1067 mm) min. If Y = 54" to 60" (1372-1498 mm)</p> <p>NOTE: X = 36" (914 mm) min. If Y = 60" (1524 mm)</p> <p>NOTE: Y = 54" (1372 mm) min., If door has closer.</p> <p>Maneuvering Clearance at Doors (Pull Side) Figure 26d</p>	2o <input type="checkbox"/>	<input type="checkbox"/>	
<p>has the minimum level clear ground and floor spaces on the <u>push</u> side of entrance door, as per Figure 26e (26.6.1 & 26.6.4)</p> <p>* 12" min if door has both a latch and a closer</p> <p>Maneuvering Clearance at Doors (Push Side) Figure 26e</p>	2p <input type="checkbox"/>	<input type="checkbox"/>	
<p>when a double door, there are minimum level clear ground and floor spaces on the push and pull sides of the door, as per Figures 26d & 26e above (26.4)</p>	2q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE ENTRANCE CONTINUED

1

ELEMENT 2 - DOOR CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)	
DOORWAY CONTINUED:				
when a power assisted door, there are minimum level clear ground and floor spaces on the push and pull sides of the door, as per Figures 26d & 26e on page 18 (26.4 & DPH)	2r <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when entrance door is located in a recess of more than 6", measured within 6" of door, has minimum level clear ground & floor spaces on push and pull sides of door as per Figures 26d & 26e on pg. 18 (26.4)	2s <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
Note: Automatic doors are exempt from the clear ground and floor space requirements (26.6).				
THRESHOLD:				
is no higher than ½", nor ¾" when a sliding door (26.10.1 & 26.10.3)	2t <input type="checkbox"/>	<input type="checkbox"/>		
does not have a slope that is greater than 1:2 (50%) or 1:4 when under a sliding door (26.10.1 & 26.10.3)	2u <input type="checkbox"/>	<input type="checkbox"/>		
has beveled edges on both sides (26.10.1 & 26.10.3)	2v <input type="checkbox"/>	<input type="checkbox"/>		
when floor finish materials change, threshold is beveled at a ratio of 1:2 (50%) or has edge stripping (26.10)	2w <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
<p align="center">Does the door to the entrance assessed meet all of the above DOOR standards?</p> <p align="center">2x. YES <input type="checkbox"/> NO <input type="checkbox"/></p>				

ELEMENT 3 - DOORMATS



If NO doormats exist at the entrance, **skip down** to the end of the doormat standards below and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
when ½" thick or less, they are securely anchored at all edges (25.4)	3a <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when between ¼" and ½" thick, they are secured and have beveled edges with slopes no greater than 1:2 (50%) (25.4)	3b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when thicker than ½", they are recessed (25.4)	3c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<p align="center">Did all of the doormats within the entrance assessed meet all of the above DOORMATS standards?</p> <p align="center">3d. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			

ACCESSIBLE ENTRANCE CONTINUED

1

ELEMENT 4 – GRATES



If NO grates exist at the entrance you are assessing, **skip down** to the end of the grate standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
are free of spaces greater than ½" wide in the direction of travel, as per Figure 29b on page 10 (22.7 & 29.4)	4a <input type="checkbox"/>	<input type="checkbox"/>	
when have elongated openings, are placed with their long dimensions perpendicular to the dominant direction of travel, as per Figure 29b on page 10 (22.7 & 29.4)	4b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the grates within the entrance assessed meet all of the above GRATES standards?

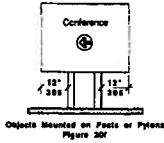
4c. YES ☐ NO ☐ N/A ☐

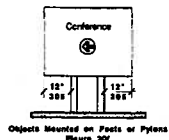
ELEMENT 5 - PROTRUDING OBJECTS



If NO protruding objects are at the entrance being assessed, **skip down** to the end of the protruding object standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
are free of sharp or abrupt edges (20.6.1)	5a <input type="checkbox"/>	<input type="checkbox"/>	
do not reduce the clear width of the route of travel or maneuvering spaces (20.6)	5b <input type="checkbox"/>	<input type="checkbox"/>	
when free-standing & mounted on a post or pylon, are free of overhangs more than 12," measured between 27" & 80" above ground, as per Figure 20f (20.6.3)	5c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when mounted on wall between 27" & 80" above ground, they do not protrude more than 4" into walks, passageways, etc., as per Figure 20d on pg. 11 (24.4.6 & 20.6.1)	5d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		





Do all of the protruding objects within the entrance assessed meet all of the above PROTRUDING OBJECTS standards?

5e. YES ☐ NO ☐ N/A ☐

ELEMENT 6 - CARPETING



If NO carpeting exists at the entrance, **skip down** to the end of the carpeting standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is adhered directly to the floor -or- is stretched tautly and fastened to floor surfaces at all edges (29.3.2)	6a <input type="checkbox"/>	<input type="checkbox"/>	
is high density and non-absorbent (29.3.1)	6b <input type="checkbox"/>	<input type="checkbox"/>	
has a maximum pile of ½" (29.3.1)	6c <input type="checkbox"/>	<input type="checkbox"/>	

ACCESSIBLE ENTRANCE CONTINUED

1

ELEMENT 6 - CARPETING CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
<i>when</i> there is padding, it is not more than ¼" thick and is secured to floor (29.3.4)	6d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are exposed to traffic, they have trim along entire length (29.3.3)	6e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are perpendicular to the direction of travel, they have beveled edging strips that are no higher than 3/8" above the floor (29.3.3)	6f <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are perpendicular to direction of travel, they have edging strips with slopes no greater than 1:2 (50%) (29.3.1)	6g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does the carpeting within the entrance assessed meet all of the above CARPETING standards?

6h. YES ☐ NO ☐ N/A ☐

ELEMENT 7 - DIRECTIONAL SIGNAGE



If the main entrance of the facility is **NOT** the accessible entrance being assessed, determine if there is directional signage at the main entrance that indicates the location of the accessible entrance and meets **all** of the below standards.

If the main entrance **IS** the accessible entrance being evaluated, **skip down** to the end of the signage standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
has characters sized according to distance from which they are to be read (41.4)	7a <input type="checkbox"/>	<input type="checkbox"/>	
has characters and a background that are eggshell, matte, -or- another non-glare finish (41.6)	7b <input type="checkbox"/>	<input type="checkbox"/>	
has characters and symbols that contrast with the background, either light on dark or dark on light (41.6)	7c <input type="checkbox"/>	<input type="checkbox"/>	
when suspended or overhead, characters are at least 3" high, measured with a capital X (41.4.1) Note: Lower case is allowed (41.4.2).	7d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does the directional signage at the main entrance meet all of the above DIRECTIONAL SIGNAGE standards?

7e. YES ☐ NO ☐ N/A ☐



Item 7 - Accessible Entrance

FINAL QUESTION: Does the facility have at least one accessible entrance, the main entrance or an alternate entrance, that meets all of the above standards?

YES ☐ NO ☐

MASSACHUSETTS FACILITY ASSESSMENT TOOL

Priority ②

Access To Goods and Services

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



In this section, assess the 5 Items related to "Access to Goods and Services." Some of these have particular Elements that will need assessing while others will not. Below is a list of the *Items* and Elements that you will be assessing in this section.

ITEMS AND ELEMENTS TO BE ASSESSED:

1 - Directional Signage

2 - Interior Accessible Route of Travel

ELEMENTS:

- 1 - Halls/Corridors
- 2 - Carpeting
- 3 - Protruding Objects
- 4 - Ramps
- 5 - Doors
- 6 - Lifts
- 7 - Elevators
- 8 - Exit
- 9 - Emergency Alarm System

3 - Area of Rescue Assistance

ELEMENTS:

- 1 - General
- 2 - Two-way Communication System
- 3 - Signage
- 4 - Location and Construction

4 - Accessible Stairway

ELEMENTS:

- 1 - Steps
- 2 - Handrails

5 - Service Area

ELEMENTS:

- 1 - Reception/Intake Counter
- 2 - Waiting Areas
- 3 - Doors
- 4 - Halls/Corridors
- 5 - Carpeting
- 6 - Protruding Objects
- 7 - Controls
- 8 - Dressing Room
- 9 - Alternative Changing Area
- 10 - Exam Room and Accessible Exam Table
- 11 - Mammography Machine

ITEM 1 - DIRECTIONAL SIGNAGE

2



ASSESSMENT OBJECTIVE: Determine that upon entering the facility there is directional signage indicating the location of the service area that meets all the standards listed below.

Standards	YES	NO	Notes/Measurements (record if checking NO)
has characters and numbers sized according to the viewing distance from which they are to be read (41.4)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has characters and symbols that contrast with the background, either light on dark or dark on light (41.6)	1b <input type="checkbox"/>	<input type="checkbox"/>	
has characters and a background that are eggshell, matte, -or- another non-glare finish (41.6)	1c <input type="checkbox"/>	<input type="checkbox"/>	
when suspended or overhead, characters are at least 3" high, measured with a capital X (41.4.1) <i>Note: Lower case characters are permitted (41.4.2).</i>	1d <input type="checkbox"/>	<input type="checkbox"/>	



Item 1 - Directional Signage

FINAL QUESTION: Upon entering the facility, is there directional signage indicating the location of the service area that meets all of the above standards?

YES ☐ NO ☐

ITEM 2 - INTERIOR ACCESSIBLE ROUTE OF TRAVEL

2



ASSESSMENT OBJECTIVE: Determine if the facility has **at least one** route of travel to the **service area** that coincides with the route for the general public and meets **all** of the standards related to the following Elements of an interior accessible route of travel: 1-Halls/Corridors, 2-Carpeting, 3-Protruding Objects, 4-Ramps, 5-Doors, 6-Lifts, 7-Elevators, 8-Exit, and 9-Emergency Alarm System.

ONLY assess the items that are along a **DIRECT ROUTE** to the service area.

ELEMENT 1 - HALLS/CORRIDORS

Standards	YES	NO	Notes/Measurements (record if checking NO)
have stable, firm and slip resistant surfaces (29.1)	1e <input type="checkbox"/>	<input type="checkbox"/>	
are continuous and unobstructed (20.1)	1f <input type="checkbox"/>	<input type="checkbox"/>	
do not include stairs, steps or escalators even if required to be accessible (20.1)	1g <input type="checkbox"/>	<input type="checkbox"/>	
are free of cross slopes greater than 1:50 (2%) (20.9)	1h <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:20 (5%) (20.9) <i>Note: Any slope greater than 1:20 is considered a ramp (20.9)</i>	1i <input type="checkbox"/>	<input type="checkbox"/>	
have minimum clear widths for a person using a wheelchair to turn around an obstruction, as per Figures 20a & 20b on page 9 (20.4)	1j <input type="checkbox"/>	<input type="checkbox"/>	
have clear widths of a minimum of 36" for entire route of travel, except at doors or openings less than 24" deep (20.3)	1k <input type="checkbox"/>	<input type="checkbox"/>	
when less than 60" wide, have passing spaces of at least 60" x 60," located at intervals no greater than 200', as per Fig. 6b on page 9 (20.5) <i>Note: T-intersections are acceptable passing places (20.5).</i>	1l <input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
have clear headroom that is a minimum of 80" high for entire route of travel, as per Figure 20g on page 10 (20.7)	1m <input type="checkbox"/>	<input type="checkbox"/>	
when vertical clearances are reduced to less than 80", barriers are provided to warn blind or visually-impaired persons (20.7)	1n <input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
when there are level changes greater than 1/2," ramps or other means of vertical access are provided (29.2.3)	1o <input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
when there are level changes between 1/4" and 1/2", they have beveled edges with slopes no greater than 1:2 (50%), as per Figure 20h on page 10 (22.4.1)	1p <input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>

Do all of the halls/corridors within the interior route of travel assessed meet all of the above HALLS/CORRIDORS standards?

1q. YES ☐ NO ☐

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 2 – CARPETING



If NO carpeting exists within the route you are assessing, **skip down** to the end of the carpeting standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is high density and non-absorbent (29.3.1)	2a <input type="checkbox"/>	<input type="checkbox"/>	
has a maximum pile of ½" (29.3.1)	2b <input type="checkbox"/>	<input type="checkbox"/>	
is adhered directly to the floor -or- is stretched tautly and fastened to floor surfaces at all edges (29.3.2)	2c <input type="checkbox"/>	<input type="checkbox"/>	
when padding is installed, it is not more than ¼" thick and is secured taut to floor (29.3.4)	2d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are exposed to traffic, they have trim along entire length (29.3.3)	2e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are perpendicular to direction of travel, they have beveled edging strips no higher than 3/8" above the floor (29.3.3)	2f <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are perpendicular to direction of travel, they have edging strips with slopes no greater than 1:2 (50%) (29.3.1)	2g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does the carpeting within the interior route of travel assessed meet all of the above CARPETING standards?

2h. YES ☐ NO ☐ N/A ☐

ELEMENT 3 - PROTRUDING OBJECTS



If NO protruding objects exist within the route you are assessing, **skip down** to the end of the protruding objects standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
are free of sharp or abrupt edges (20.6.1)	3a <input type="checkbox"/>	<input type="checkbox"/>	
do not reduce clear width (36") of the route of travel or maneuvering spaces (20.6)	3b <input type="checkbox"/>	<input type="checkbox"/>	
when mounted on a wall between 27" and 80" above the floor, they do not protrude more than 4" into walks, passageways, or aisles, as per Figure 20d on pg. 11 (20.6.1)	3c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the protruding objects within the interior route of travel assessed meet all of the above PROTRUDING OBJECTS standards?

3d. YES ☐ NO ☐ N/A ☐

ELEMENT 4 – RAMPS



ONLY assess those ramps that someone **MUST** use to get to the service area. If NO ramps exist within the route you are assessing, **skip down** to the end of the ramp standards and **answer N/A**.

Note: Circular ramps are not permitted, except with approval of the MA Architectural Access Board (24.10).

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED				2
ELEMENT 4 - RAMPS CONTINUED				
Standards	YES	NO	Notes/Measurements (record if checking NO)	
GENERAL:				
have stable, firm, and slip resistant surfaces (24.7)	4a <input type="checkbox"/>	<input type="checkbox"/>		
have clear widths that are a minimum of 48", measured <u>between railings</u> , as per Figure 24b on page 13 (24.3)	4b <input type="checkbox"/>	<input type="checkbox"/>		
have run rises that are a maximum of 30" (24.2.2)	4c <input type="checkbox"/>	<input type="checkbox"/>		
are free of cross slopes greater than 1:50 (2%) (24.6)	4d <input type="checkbox"/>	<input type="checkbox"/>		
are free of slopes greater than 1:12 (8.3%), measured between any two points on ramps (24.2) <i>Notes: A slope between 1:10 & 1:12 is permitted for a single rise of 3" maximum (24.2). No tolerance is allowed (24.2.1).</i>	4e <input type="checkbox"/>	<input type="checkbox"/>		
have walls, railings, projecting surfaces or edge curbs that are a minimum of 2" high, that prevent people from slipping off when they have drop offs (24.8)	4f <input type="checkbox"/>	<input type="checkbox"/>		
LANDINGS:				
are located (at a min.) at tops & bottoms of ramps and ramp runs, and when there are changes in ramp direction (24.4)	4g <input type="checkbox"/>	<input type="checkbox"/>		
are level and unobstructed by projections or door swings (24.4.1)	4h <input type="checkbox"/>	<input type="checkbox"/>		
are at least as wide as the ramp runs leading to them (24.4.2)	4i <input type="checkbox"/>	<input type="checkbox"/>		
are a minimum of 5' long (24.4.3)	4j <input type="checkbox"/>	<input type="checkbox"/>		
have a maximum of 30' of ramp run between them, as per Figure 24c on page 14 (24.4)	4k <input type="checkbox"/>	<input type="checkbox"/>		
when the ramps change direction at landings, the landings measure a minimum of 60" x 60," as per Figure 24c on page 14 (24.4.5)	4l <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
have walls, railings, projecting surfaces, or edge curbs that are a minimum of 2" high, that prevent people from slipping off landings when landings have drop offs (24.8)	4m <input type="checkbox"/>	<input type="checkbox"/>		
when doorways are at landings, landings have level areas in front of doorways, as per Figures 26d & 26e on page 18 (24.4.6)	4n <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 4 - RAMPS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
HANDRAILS:			
are provided at all ramps, on both sides (24.5 & 24.5.1)	4o <input type="checkbox"/>	<input type="checkbox"/>	
are provided in pairs, with one between 34" & 38" high, & the other between 18" & 20" high, measured vertically from the surface of ramps to tops of handrails (24.5.2)	4p <input type="checkbox"/>	<input type="checkbox"/>	
do not rotate within fittings (24.5.10)	4q <input type="checkbox"/>	<input type="checkbox"/>	
have ends that are rounded or returned smoothly to ground, wall, or post (24.5.9)	4r <input type="checkbox"/>	<input type="checkbox"/>	
are continuous without interruption, except by doorways & openings, so a hand can be run end to end without interruption (24.5.3)	4s <input type="checkbox"/>	<input type="checkbox"/>	
are extended a min. of 12" beyond tops & bottoms of ramps & are parallel with floor, except when extension causes a safety hazard, as per Fig. 24d on pg. 15 (24.5.4)	4t <input type="checkbox"/>	<input type="checkbox"/>	
have handgrips that are between 1¼" and 1½" in diameter (24.5.5)	4u <input type="checkbox"/>	<input type="checkbox"/>	
have handgrips that are round or oval in cross-section (24.5.6)	4v <input type="checkbox"/>	<input type="checkbox"/>	
have gripping surfaces that are free of sharp or abrasive elements (24.5.7)	4w <input type="checkbox"/>	<input type="checkbox"/>	
when mounted adjacent to walls, they have 1½" clear space between handrails & walls <i>Note: Handrails can be in wall recesses if recesses are no deeper than 3" and extend a minimum of 18" above rail tops (24.5.8).</i>	4x <input type="checkbox"/>	<input type="checkbox"/>	
			N/A <input type="checkbox"/>
<p align="center">Do all of the ramps along the interior route of travel assessed meet all of the above RAMP standards?</p> <p align="center">4y. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			

ELEMENT 5 - DOORS



ONLY assess the doors that someone **MUST** pass through to get to the service area.

If NO doors exist within the route you are assessing, skip down to the end of the door standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
can be unlocked and opened with one hand (26.11.3)	5a <input type="checkbox"/>	<input type="checkbox"/>	
require no more than 5 lbs of force to open (26.8.1) <i>Note: Power assisted or automatic doors are exempt (26.6).</i>	5b <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 5 - DOORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)	
GENERAL CONTINUED:				
when the opening force required is more than the max. allowed, a compensating or automatic opening device exists (26.8.2)	5c <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
have handles or controls located between 36" and 48" above the floor (26.11.2)	5d <input type="checkbox"/>	<input type="checkbox"/>		
have handles or controls that are operable using a maximum of 5 lbs of force (26.11.3)	5e <input type="checkbox"/>	<input type="checkbox"/>		
have handles or controls operable using one hand and do not require tight grasping, pinching or twisting of the wrist (26.11.1) (i.e., operable with a closed fist). <i>Note: Also applies to pulls, latches, and locks (26.11.1)</i>	5f <input type="checkbox"/>	<input type="checkbox"/>		
when have closers, doors take a minimum of 6 seconds to close from an open position of 90° (26.9)	5g <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when sliding doors, has exposed hardware usable from both sides when door is fully open (26.11.1)	5h <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
DOORWAYS:				
have clear openings of at least 32", measured from the face of stop on latch side to doors' face when open 90° (26.5) <i>Note: A bi-fold, accordion, or pocket door opening is measured when door is in a fully open position (26.5).</i>	5i <input type="checkbox"/>	<input type="checkbox"/>		
when double doors, they have at least one active leaf and a clear opening of at least 32" (26.4)	5j <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
have the minimum level clear floor spaces on the latch, <u>pull</u> side of doors, as per Figure 26d on page 18 (26.6.1 & 26.6.3)	5k <input type="checkbox"/>	<input type="checkbox"/>		
have the minimum level clear floor spaces on the <u>push</u> side of doors, as per Figure 26e on page 18 (26.6.1 & 26.6.4)	5l <input type="checkbox"/>	<input type="checkbox"/>		
when sliding doors, have the minimum level clear floor spaces, as per Figure 26f on page 17 (26.6.1 & 26.6.5)	5m <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when double doors, have the min. level clear floor spaces on push & pull sides of doors, per Figs. 26d & 26e on pg. 18 (26.4)	5n <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
	N/A <input type="checkbox"/>			

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 5 - DOORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)	
DOORWAYS CONTINUED:				
when a power assisted door, there are minimum level clear ground & floor spaces on the push and pull sides of the door, per Figs. 26d & 26e on page 18 (26.4 & DPH)	5o <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when doors are located in recesses more than 6" deep, measured within 6" of door, they have the min, level clear floor spaces on the <u>push</u> and <u>pull</u> sides of doors, as per Figures 26d & 26e on page 18 (26.4)	5p <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
Note: Automatic Doors are exempt from the clear floor space requirements (26.6).				
THRESHOLDS:				
are no higher than 1/2", nor 3/4" when a sliding door (26.10.1 & 26.10.3)	5q <input type="checkbox"/>	<input type="checkbox"/>		
do not have a slope that is greater than 1:2 (50%) or 1:4 when under a sliding door (26.10.1 & 26.10.3)	5r <input type="checkbox"/>	<input type="checkbox"/>		
have beveled edges on both sides (26.10.1 & 26.10.3)	5s <input type="checkbox"/>	<input type="checkbox"/>		
when floor finish materials change, threshold is beveled at a ratio of 1:2 (50%) or has edge stripping (26.10)	5t <input type="checkbox"/>	<input type="checkbox"/>		
<p align="center">Did all of the doors within the interior route of travel assessed meet all of the above DOOR standards?</p> <p align="center">5u. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>				

ELEMENT 6 - LIFTS



ONLY assess those lifts that someone **MUST** use to get to the service area.

If NO lifts exist within the route you are assessing, **skip down** to the end of the lift standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
have platforms that are a minimum of 36" wide x 54" deep (28.12.2b)	6a <input type="checkbox"/>	<input type="checkbox"/>	
have stable, firm and slip resistant surfaces (29.1)	6b <input type="checkbox"/>	<input type="checkbox"/>	
are recessed into floors at all levels, so are flush with floor or have ramps installed when recessing is not possible (28.12.2c)	6c <input type="checkbox"/>	<input type="checkbox"/>	
when lifts have grates, grates do not have spaces greater than 1/2" wide in direction of travel, per Fig. 29b on pg. 10 (22.7 & 29.4)	6d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 6 - LIFTS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)	
GENERAL CONTINUED:				
when lifts are key operated, have buzzers & intercom systems connected to a place in the building where key is kept (28.12.2d)	6e <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
LANDINGS:				
are permanently installed and in operating condition (28.12.2f)	6f <input type="checkbox"/>	<input type="checkbox"/>		
are located at tops & bottoms of lifts (24.4)	6g <input type="checkbox"/>	<input type="checkbox"/>		
are level and unobstructed by projections or door swings (24.4.1)	6h <input type="checkbox"/>	<input type="checkbox"/>		
are at least as wide as the lift (24.4.2)	6i <input type="checkbox"/>	<input type="checkbox"/>		
are a minimum of 5' long (24.4.3)	6j <input type="checkbox"/>	<input type="checkbox"/>		
have walls, railings, projecting surfaces, or edge curbs at least 2" high to prevent people from slipping off when have drop offs (24.8)	6k <input type="checkbox"/>	<input type="checkbox"/>		
when doorways are at landings, there are level areas in front of the landings, as per Figures 26d & 26e on page 18 (24.4.6)	6l <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
GATES:				
can be unlocked and opened with one hand (26.11.3)	6m <input type="checkbox"/>	<input type="checkbox"/>		
require no more than 5 lbs of force to open (26.8.1)	6n <input type="checkbox"/>	<input type="checkbox"/>		
when opening force required is more than max. allowed, gates have compensating or automatic opening device (26.8.2)	6o <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
have handles located between 36" and 48" above the floor (26.11.2)	6p <input type="checkbox"/>	<input type="checkbox"/>		
have handles that are operable using a maximum force of 5 lbs (26.11.3)	6q <input type="checkbox"/>	<input type="checkbox"/>		
have handles that are operable using one hand and do not require tight grasping, tight pinching, or twisting of the wrist (26.11.1) (i.e., operable with a closed fist) Note: Also applies to gate pulls, latches, or locks (26.11.1).	6r <input type="checkbox"/>	<input type="checkbox"/>		
when in wider side of a platform less than 54" in any dimension gates are a minimum of 42" wide (28.12.2e)	6s <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
have the minimum level clear floor spaces on gate's latch, pull side. as per Figure 26d on page 18 (26.6.1 & 26.6.3)	6t <input type="checkbox"/>	<input type="checkbox"/>		

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

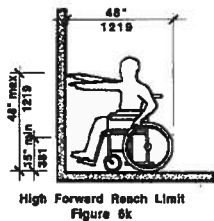
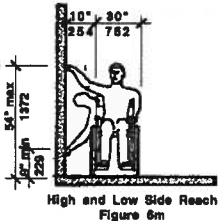
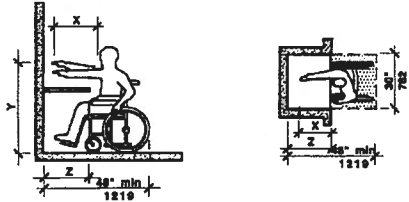
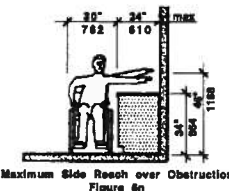
ELEMENT 6 - LIFTS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
have clear openings, a minimum of 32", measured from the face of the stop on latch side to the gate face when open 90° (26.5) <i>Note: Measure accordion gates when fully open (26.5).</i>	6u <input type="checkbox"/>	<input type="checkbox"/>	
have the minimum level clear floor spaces on gate's <u>push</u> side as per Figure 26e on page 18 (26.6.1 & 26.6.4)	6v <input type="checkbox"/>	<input type="checkbox"/>	
THRESHOLDS:			
do not exceed ½" in height (26.10.1)	6w <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:2 (50%) (26.10.1)	6x <input type="checkbox"/>	<input type="checkbox"/>	
have beveled edges on both sides (26.10.1)	6y <input type="checkbox"/>	<input type="checkbox"/>	
when floor finish materials change, threshold is beveled at a ratio of 1:2 (50%) or has edge stripping (26.10)	6z <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
CARPETING:			
is high density and non-absorbent (29.3.1)	6aa <input type="checkbox"/>	<input type="checkbox"/>	
is adhered directly to the floor -or- is stretched tautly and fastened to floor surfaces at all edges (29.3.2)	6bb <input type="checkbox"/>	<input type="checkbox"/>	
has a maximum pile of ½" (29.3.1)	6cc <input type="checkbox"/>	<input type="checkbox"/>	
when edges are exposed to traffic they have trim along length (29.3.3)	6dd <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are perpendicular to the direction of travel, they have beveled edging strips that are no higher than 3/8" above the floor (29.3.3)	6ee <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are perpendicular to the direction of travel, they have edging strips with slopes no greater than 1:2 (50%) (29.3.1)	6ff <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when padding is installed, it is not more ¼" thick and is secured taut to floor (29.3.4)	6gg <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
CONTROLS:			
require no more than 5 lbs of force to operate (39.5)	6hh <input type="checkbox"/>	<input type="checkbox"/>	
are operable with one hand and do not require tight grasping, pinching, or twisting of the wrist (39.5)	6ii <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 6 - LIFTS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking no)
have level clear floor spaces that are a min. of 30" x 48" for a single, stationary wheelchair & occupant, allowing a forward or parallel approach (39.2 & 6.4.1)	6jj <input type="checkbox"/>	<input type="checkbox"/>	
include call buttons used to request assistance when controls cannot be operated independently (DPH)	6kk <input type="checkbox"/>	<input type="checkbox"/>	
are located a minimum of 18" from interior corners (39.4)	6ll <input type="checkbox"/>	<input type="checkbox"/>	
CONTROLS CONTINUED:			
are mounted with highest operable part no higher than 48" nor lower than 15" when a forward approach, as per Figure 6k (6.5)	 High Forward Reach Limit Figure 6k	6mm <input type="checkbox"/>	<input type="checkbox"/>
are mounted with highest operable part no higher than 54" nor lower than 9" when a parallel approach, as per Figure 6m (6.6)	 High and Low Side Reach Figure 6m	6nn <input type="checkbox"/>	<input type="checkbox"/>
when mounted over obstructions, their high forward reaches conform to measurements in Figure 6l (6.5)	 NOTE: X shall be less than or equal to 25" (635 mm). Z shall be greater than X. When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max. When X is 20" to 28" (508 to 635 mm), then Y shall be 44" (1118 mm) max. Maximum Forward Reach over an Obstruction Figure 6l	6oo <input type="checkbox"/>	<input type="checkbox"/>
		N/A <input type="checkbox"/>	
when mounted over an obstruction, their high side reaches conform to the measurements in Figure 6n	 Maximum Side Reach over Obstruction Figure 6n	6pp <input type="checkbox"/>	<input type="checkbox"/>
		N/A <input type="checkbox"/>	

Do all of the lifts within the interior route of travel assessed meet all of the above LIFT standards?

6qq. YES ☐ NO ☐ N/A ☐

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

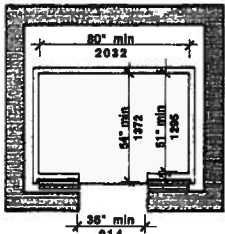
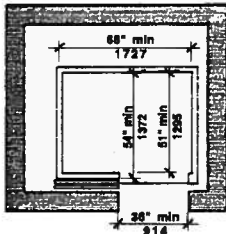
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ELEMENT 7 – ELEVATORS



ONLY assess those elevators that someone **MUST** use to get to the service area.

If NO elevators exist within the route you are assessing, **skip down** to the end of the elevator standards and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
are located on an accessible route and are within the space they serve (28.1)	7a <input type="checkbox"/>	<input type="checkbox"/>	
have stable, firm and slip resistant floors (29.1)	7b <input type="checkbox"/>	<input type="checkbox"/>	
have handrails that are mounted on a minimum of one wall between 32" and 36" above the car floor, with a 1½" clearance from the wall (28.7.2)	7c <input type="checkbox"/>	<input type="checkbox"/>	
have clear openings that are a minimum of 32" wide (28.6.1)	7d <input type="checkbox"/>	<input type="checkbox"/>	
have horizontal clearances between car platform sills and edges of any hoistway landings that are no greater than 1¼" (28.7.1)	7e <input type="checkbox"/>	<input type="checkbox"/>	
have cabs that are a minimum of 54" x 68," measured wall-to-wall & wall-to-door -or- are a minimum of 60" x 60," measured wall-to-wall and wall-to-wall, as per Figure 28c (28.7)	7f <input type="checkbox"/>	<input type="checkbox"/>	
<p><i>Note: The inside cab area cannot be any smaller than 48" x 48", measured wall-to-wall and wall-to-door (28.7).</i></p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Minimum Elevator Cab Size Figure 28c</p>			
have doors that open and close automatically (28.6)	7g <input type="checkbox"/>	<input type="checkbox"/>	
have doors that close at a maximum speed of approximately 1' per second (28.6.2)	7h <input type="checkbox"/>	<input type="checkbox"/>	
have doors that remain open for a minimum of 3 seconds in response to car call (28.6.5)	7i <input type="checkbox"/>	<input type="checkbox"/>	
have car position indicators with numerals that are a minimum of ½" high that illuminate, on a contrasting background, as the car passes or stops at a floor (28.9.2)	7j <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 7 - ELEVATORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL CONTINUED:			
use audible signals that sound as car passes or stops at a floor (28.9.2) <i>Note: A verbal announcement of floor at which a car stops or passes may be substituted for audible signal (28.9.2 c)</i>	7k <input type="checkbox"/>	<input type="checkbox"/>	
have illumination at car controls, platforms, car thresholds and landing sills (28.11)	7l <input type="checkbox"/>	<input type="checkbox"/>	
have automatic self-leveling features, independent of operating devices, that bring car to a position level with landings under all loading conditions (28.2.2) <i>Note: Tolerance of 1/2" is allowed (28.2.2).</i>	7m <input type="checkbox"/>	<input type="checkbox"/>	
CARPETING:			
is high density and non-absorbent (29.3.1)	7n <input type="checkbox"/>	<input type="checkbox"/>	
has a maximum pile of 1/2" (29.3.1)	7o <input type="checkbox"/>	<input type="checkbox"/>	
is adhered directly to floors -or- is stretched tautly and fastened to floor surfaces at all edges (29.3.2)	7p <input type="checkbox"/>	<input type="checkbox"/>	
<i>when</i> padding is installed, it is no more than 1/4" thick & is secured taut to floor (29.3.4)	7q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are exposed to traffic, they have trim along entire length (29.3.3)	7r <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are perpendicular to the direction of travel, they have beveled edging strips that are no higher than 3/8" above the floor (29.3.3)	7s <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> edges are perpendicular to the direction of travel, have edging strips with slopes no greater than 1:2 (50%) (29.3.1)	7t <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
DOOR REOPENING DEVICES:			
remain effective for at least 20 seconds then car doors may close (28.6.3c)	7u <input type="checkbox"/>	<input type="checkbox"/>	
can detect possible obstructions passing through the opening at heights of 5" and 29" above finish floor (28.6.3b)	7v <input type="checkbox"/>	<input type="checkbox"/>	
will stop & automatically reopen car door if car door becomes obstructed by an object or person while closing without requiring contact with the obstruction (28.6.3)	7w <input type="checkbox"/>	<input type="checkbox"/>	
have characters with a centerline of 60" above finish floor (28.5.1)	7x <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

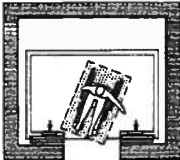
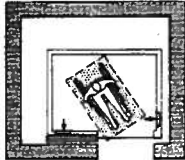
ELEMENT 7 - ELEVATORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
DOOR JAMB MARKINGS			
<i>Note: Permanently applied plates are acceptable if they are secured to the jambs (28.5.3).</i>			
have characters 2" high placed on a background of a contrasting color (28.5.2).	7y <input type="checkbox"/>	<input type="checkbox"/>	
include raised & Braille floor designations at both jambs of entrances that are visible from within the car & elevator lobby (28.5)	7z <input type="checkbox"/>	<input type="checkbox"/>	
CALL BUTTONS:			
are centered 42" above floor (28.3.1)	7aa <input type="checkbox"/>	<input type="checkbox"/>	
are raised or flush and are a minimum of 3/4" in the smallest dimension (28.3.3) (28.3.3)	7bb <input type="checkbox"/>	<input type="checkbox"/>	
have visual signals to indicate when each call is registered and when each call is answered (28.3.2)	7cc <input type="checkbox"/>	<input type="checkbox"/>	
have the button designating the up direction at the top (28.3.3)	7dd <input type="checkbox"/>	<input type="checkbox"/>	
have no objects mounted beneath them that project into elevator more than 4" (28.3.4)	7ee <input type="checkbox"/>	<input type="checkbox"/>	
HALL LANTERNS:			
use visible and audible signals to indicate which car is answering a call (28.4)	7ff <input type="checkbox"/>	<input type="checkbox"/>	
are mounted so that the lantern's centerline is at least 72" above the lobby floor (28.4.1)	7gg <input type="checkbox"/>	<input type="checkbox"/>	
visual elements are a minimum of 2 1/2" in the smallest dimension (28.4.3a)	7hh <input type="checkbox"/>	<input type="checkbox"/>	
signals are visible from the vicinity of the hall call button (28.4.3)	7ii <input type="checkbox"/>	<input type="checkbox"/>	
use audible signals that sound once for the up direction and twice for the down direction -or- use verbal annunciators that say "up" and "down" (28.4.2)	7jj <input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: In-car lanterns that are visible from the vicinity of the hall call buttons, and conform to the above requirements, are acceptable (28.4.3).</i>			
CAR CONTROL BUTTONS:			
are raised or flush and are a minimum of 3/4" in their smallest dimension (28.8.3)	7kk <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 7 - ELEVATORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
CAR CONTROL BUTTONS CONTINUED:			
have raised designations immediately to left of button to which they apply (28.8.4c)	7ll <input type="checkbox"/>	<input type="checkbox"/>	
are designated by Braille and raised standard alphabet characters for letters and Arabic characters for numbers -or- by standard symbols (28.8.4)	7mm <input type="checkbox"/>	<input type="checkbox"/>	
have floor buttons that use visual indicators to show when each call is registered and that are extinguished when each call is answered (28.8.4)	7nn <input type="checkbox"/>	<input type="checkbox"/>	
have floor buttons located at a maximum of 54" above the finished floor for a side approach and at a maximum of 48" for a front approach (28.8.2)	7oo <input type="checkbox"/>	<input type="checkbox"/>	
have the call button for the main entry floor designated by a raised star at the left side of the floor designation (28.8.4b) <i>Note: Applied plates that are permanently attached are allowed for providing raised control designations (28.8.4d)</i>	7pp <input type="checkbox"/>	<input type="checkbox"/>	
when car has center opening doors, controls are located on the same wall or walls as doors, as per Figure 28d (28.8.1)	7qq <input type="checkbox"/>	<input type="checkbox"/>	
 	N/A <input type="checkbox"/>		
when car has side opening doors, controls are located at side wall or at front wall next to door, as per Figure 28d above (28.8.1)	7rr <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
emergency controls, including the emergency alarm and emergency stop are grouped at the bottom of the panel and have their centerlines a minimum of 35" above the finish floor (28.8.2)	7ss <input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY COMMUNICATION SYSTEMS:			
are identified by adjacent raised symbols and lettering (28.10.2)	7tt <input type="checkbox"/>	<input type="checkbox"/>	
have the highest operable part located at a maximum of 48" from floors (28.10.1)	7uu <input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR ACCESSIBLE ROUTE OF TRAVEL CONTINUED

2

ELEMENT 7 - ELEVATORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
EMERGENCY COMMUNICATION SYSTEMS CONTINUED:			
do not require voice communication (28.10.3) <i>Note: Lights indicating that contact has been made and is being responded to are permitted (28.10.3).</i>	7vv <input type="checkbox"/>	<input type="checkbox"/>	
when system requires a handset, it has cords that are at least 20", that run from the system panels to a hearing amplified handset (28.10.4)	7ww <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	
when in a closed compartment, controls can be activated with one hand and do not require tight grasping, pinching, or twisting of the wrist nor do they require more than 5 lbs of force to activate (28.10.5)	7xx <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	
<p align="center">Do all of the elevators within the interior route of travel assessed meet all of the above ELEVATOR standards?</p> <p align="center">7yy. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			

ELEMENT 8 - EXIT

Does the interior route of travel assessed also serve as a means of exit for emergencies -or- does it connect to an accessible area of rescue assistance (20.11)?

8a. YES ☐ NO ☐

ELEMENT 9 - EMERGENCY ALARM SYSTEM

If the facility has an emergency alarm system, does it include both flashing lights and audible signals in rest rooms, hallways, lobbies, and any other common use area (40.3 ☉)?

9a. YES ☐ NO ☐ N/A ☐



Item 2 - Interior Accessible Route of Travel

FINAL QUESTION: Does the facility have at least one route of travel to the service area - that coincides with the route for the general public - that meets all of the above standards?

YES ☐ NO ☐

ITEM 3 – AREA OF RESCUE ASSISTANCE

2



ASSESSMENT OBJECTIVE: Determine if the facility has **at least 1** area of rescue assistance that meets **all** of the standards related to the following Elements of an area of rescue assistance: 1-Basics, 2-Two-way Communication System, 3-Signage, and 4-Location & Construction.

An area of rescue assistance is an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. (ADAAG 3.5)

If the facility is undergoing alterations, remodeling, or reconstruction, or has a **supervised** automatic sprinkler system it **does not need** to have an area of rescue assistance (20.12). In this case, **skip down** to the FINAL QUESTION on Area of Rescue Assistance and answer **N/A**.

ELEMENT 1 – GENERAL

Standards	YES	NO	Notes/Measurements (record if checking NO)
has at least 2 spaces at least 30" x 48" each, but no less than 1 on each story for every 200 persons of calculated occupant load served by the area (20.12.2)	1a <input type="checkbox"/>	<input type="checkbox"/>	
does not encroach on required exit width (20.12.2a)	1b <input type="checkbox"/>	<input type="checkbox"/>	
has usage instructions posted adjoining the two-way communication system (20.12.5)	1c <input type="checkbox"/>	<input type="checkbox"/>	
when there is an adjacent stairway, has a clear width of at least 48", measured between handrails (20.12.3)	1d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do the general aspects of the area of rescue assistance assessed meet all of the above GENERAL standards?

1e. YES ☐ NO ☐

ELEMENT 2 - TWO-WAY COMMUNICATION SYSTEM

Standards	YES	NO	Notes/Measurements (record if checking NO)
has both visible & audible signals between each <i>area of rescue assistance</i> and the primary entrance to the <i>building</i> (20.12.4) <i>Note: Fire or appropriate building official may approve a location other than the primary entrance (20.12.4).</i>	2a <input type="checkbox"/>	<input type="checkbox"/>	
when system has operable mechanisms, they are located a minimum of 18" from an interior corner (20.12.4 & 39.4)	2b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when system has operable mechanisms, they can be used with one hand and do not require tight grasping, pinching, or twisting of the wrist (i.e., operable with a closed fist) using no more than 5 lbs of force (20.12.4 & 39.5)	2c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

AREA OF RESCUE ASSISTANCE CONTINUED

2

ELEMENT 2 - TWO-WAY COMMUNICATION SYSTEM CONTINUED

when system has operable mechanisms, they are mounted with highest operable part no higher than 48" nor lower than 15" when a forward approach, and no higher than 54" nor lower than 9" when a parallel approach, per Figs. 6k & 6m on pg. 32 (20.12.4)

2d ☐ ☐N/A ☐

Does the two-way communication system within the area of rescue assistance assessed meet all of the above TWO-WAY COMMUNICATION SYSTEM standards?

2e. YES ☐ NO ☐

ELEMENT 3 - SIGNAGE

Standards	YES	NO	Notes/Measurements (record if checking NO)
states "area of rescue assistance" (20.12.5)	3a <input type="checkbox"/>	<input type="checkbox"/>	
displays the international symbol of accessibility, per Fig. 41a on pg 3 (20.12.5)	3b <input type="checkbox"/>	<input type="checkbox"/>	
when exit sign illumination is required, signage is illuminated (20.12.5)	3c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is installed at all inaccessible exits and where otherwise necessary to clearly indicate the direction to areas of rescue assistance (20.12.5)	3d <input type="checkbox"/>	<input type="checkbox"/>	

Did the signage within the area of rescue assistance you assessed meet all of the above SIGNAGE standards?

3e. YES ☐ NO ☐

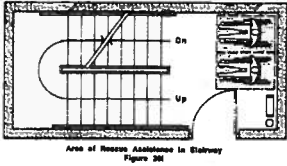
AREA OF RESCUE ASSISTANCE CONTINUED

2

ELEMENT 4 - LOCATION AND CONSTRUCTION

Does the location and construction of the area of rescue assistance assessed meet 1 of the 7 acceptable configurations in the standards below?

4a. YES ☐ NO ☐

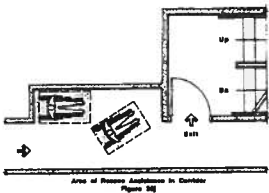


Configuration (1): a portion of a stairway landing within a smoke-proof enclosure complying with applicable requirements of 780 CMR, as per Figure 20i (20.12.1.a)

Configuration (2): a portion of a stairway landing within an exit enclosure that is vented to exterior and is separated from the interior of the building with not less than 1 hour fire-resistive doors (20.12.1.e)

Configuration (3): a vestibule located immediately adjacent to an exit enclosure and constructed to the same fire-resistive standards controlling corridors and openings (20.12.1.d)

Configuration (4): portion of exterior exit balcony located immediately adjacent to an exit stairway when balcony complies with requirements of 780 CMR for exterior exit balconies. Openings to building interior located within 20' of *area of rescue assistance* are protected with fire assemblies that have a ¾ hr fire protection rating (20.12.b)



Configuration (5): a portion of a 1 hr fire-resistive corridor complying with applicable requirements of 780 CMR for fire-resistive construction and for openings located immediately adjacent to an exit enclosure, as per Figure 20j (20.12.1.c)

Configuration (6): an elevator lobby where elevator shafts and adjacent lobbies are pressurized using a system activated by smoke detectors on each floor located in a manner approved by the appropriate local authority, & has equipment and duct work separated from other portions of building by a minimum 2 hr fire restrictive construction (20.12.1.g)

Configuration (7): when approved by the appropriate applicable building official, an area or a room that: is separated from other portions of the building by a smoke barrier with a fire-resistive rating of at least 1 hour and completely encloses the area or room, and has doors that have tight-fitting smoke- and draft-control assemblies with a fire-protection rating of at least 20 minutes and are self- or automatic- closing; has an exit directly to an exit enclosure (where the exit enclosure is required to be of more than 1 hour fire-resistive construction, the room or area has the same fire-resistive construction, including the same opening protection) (20.12.1.f)



Item 3 - Area of Rescue Assistance

FINAL QUESTION: Does the facility provide at least one area of rescue assistance that meets all of the above standards?

YES ☐ NO ☐ N/A ☐ (Areas of rescue assistance are not required in existing buildings that are undergoing alterations, remodeling, or reconstruction, or in facilities that have a supervised automatic sprinkler system.)

ITEM 4 - ACCESSIBLE STAIRWAY

2

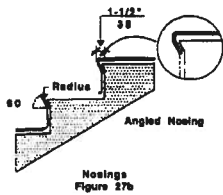


ASSESSMENT OBJECTIVE: If the service area is **NOT** on the first floor, determine if the facility has **at least 1** stairway leading to the service area that meets **all** of the standards related to the following Elements of an accessible stairway: 1-Steps and 2-Handrails.

If the service area **IS** on the first floor, **skip down** to the FINAL QUESTION on Accessible Stairway and answer **N/A**.

ELEMENT 1 - STEPS

Standards	YES	NO	Notes/Measurements (record if checking NO)
have risers of uniform heights (27.2) <i>Note: Cannot have open risers (27.2).</i>	1a <input type="checkbox"/>	<input type="checkbox"/>	
have treads of uniform widths (27.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
have non-slip treads on steps (DPH)	1c <input type="checkbox"/>	<input type="checkbox"/>	
have nosing undersides that are not abrupt (27.3)	1d <input type="checkbox"/>	<input type="checkbox"/>	
have curvature radiuses at leading edges of treads that are a maximum of 1/2" (27.3)	1e <input type="checkbox"/>	<input type="checkbox"/>	
have nosings that project a maximum of 1 1/2", as per Figure 27b below (27.3)	1f <input type="checkbox"/>	<input type="checkbox"/>	
have either risers that are sloped -or- have nosing undersides with angles that are a minimum of 60° from the horizontal, as per Figure 27b (27.3)	1g <input type="checkbox"/>	<input type="checkbox"/>	



Do all of the steps of the stairway assessed meet
all of the above STEP standards?

1h. YES ☐ NO ☐

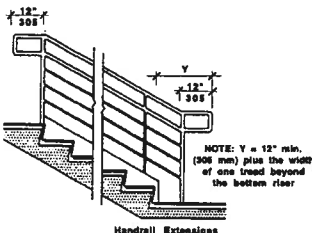
ELEMENT 2 - HANDRAILS

Standards	YES	NO	Notes/Measurements (record if checking NO)
are continuous and located on both sides of stairway (27.4.1)	2a <input type="checkbox"/>	<input type="checkbox"/>	
do not rotate within their fittings (27.4.9)	2b <input type="checkbox"/>	<input type="checkbox"/>	
have ends that are either rounded or returned smoothly to floor, wall, or post (27.4.8)	2c <input type="checkbox"/>	<input type="checkbox"/>	
are mounted between 34" and 38" above stair nosings (27.4.2)	2d <input type="checkbox"/>	<input type="checkbox"/>	
when a handrail is mounted adjacent to a wall it has a clear space of 1 1/2" between the handrail and the wall (27.4.7)	2e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE STAIRWAY CONTINUED

2

ELEMENT 2 - HANDRAILS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
<i>Note: Handrails may be located in a wall recess if the recess is a maximum of 3" deep and extends a minimum of 18" above the top of the rail (27.4.7).</i>			
have continuous gripping surfaces so that a hand can move from end to end without interruption by newel posts or other obstructions (27.4.6)	2f <input type="checkbox"/>	<input type="checkbox"/>	
have gripping surfaces that are free of sharp or abrasive elements (27.4.6)	2g <input type="checkbox"/>	<input type="checkbox"/>	
have handgrips that are round or oval in cross-section and are between 1¼" and 1½" nominal in diameter (27.4.4 & 27.4.5)	2h <input type="checkbox"/>	<input type="checkbox"/>	
when handrails terminate at the top of a stair run, they have extensions that are a minimum of 12" long beyond the top riser and are parallel with the floor, as per Figure 27d (27.4.3a)	2i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when handrails terminate at the bottom of a stair run, they have extensions that are a minimum of 12" long, plus the width of one tread beyond the bottom riser, as per Figure 27d above (27.4.3b)	2j <input type="checkbox"/>	<input type="checkbox"/>	
N/A <input type="checkbox"/>			
have extensions that continue to slope for the width of one tread from the bottom riser with the remainder of the extension horizontal, as per Figure 27d above (27.4.3b)	2k <input type="checkbox"/>	<input type="checkbox"/>	
when handrails are not attached to walls they have extensions that are returned smoothly to floor or post, as per Figure 27d above (27.4.8)	2l <input type="checkbox"/>	<input type="checkbox"/>	
N/A <input type="checkbox"/>			
<i>Note: Extensions need not extend if they would cause a safety hazard or if space does not permit (27.4.3c).</i>			

Do all of the handrails of the stairway assessed meet all of the above HANDRAIL standards?

2m. YES ☐ NO ☐



Item 4 - Accessible Stairway FINAL QUESTION: Does the facility have at least one stairway leading to the service area that meets all of the above standards? YES ☐ NO ☐ N/A ☐
(Unless the service area is above the first floor, it is not necessary to have an accessible stairway)

ITEM 5 - SERVICE AREA

2



ASSESSMENT OBJECTIVE: Determine if the facility has a service area that meets all of the standards related to the following Elements of an accessible service area: 1-Reception/Intake Counter; 2-Waiting Areas; 3-Doors; 4-Halls/Corridors; 5-Carpeting; 6-Protruding Objects; 7-Controls; 8-Dressing Room; 9-Alternative Changing Area; 10-Exam Room; and 11-Mammography Machine (as applicable).

ELEMENT 1 – RECEPTION/INTAKE COUNTER

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (13.2.2.a)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has a portion, or an auxiliary counter, that is a minimum of 36" long and is no higher than 36" above floor (13.2.2.b & 13.2.2.c)	1b <input type="checkbox"/>	<input type="checkbox"/>	
has a level clear floor space that is a minimum of 30" x 48" for a single, stationary wheelchair & occupant to allow a forward approach (13.2.2.d)	1c <input type="checkbox"/>	<input type="checkbox"/>	

Does the reception/intake counter at the service area meet all of the above RECEPTION/INTAKE COUNTER standards?

1d. YES ☐ NO ☐

ELEMENT 2 - WAITING AREAS

Standards	YES	NO	Notes/Measurements (record if checking NO)
are on an accessible route (35.1)	2a <input type="checkbox"/>	<input type="checkbox"/>	
when there is built in seating, it includes a minimum of 5% (no less than 1 seat) that is accessible and is distributed by size and location throughout the waiting areas (35.1 & 35.2)	2b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
have level clear floor spaces that are a minimum of 30" x 48" for a single, stationary wheelchair and occupant (35.4 & 6.4.1) <i>Note: When only one such space is provided in a waiting room, it should be reserved for a person using a wheelchair (DPH).</i>	2c <input type="checkbox"/>	<input type="checkbox"/>	
when coat hooks are provided, at least one is located at a maximum height of 54" above floor (DPH)	2d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when informational materials are provided, they are no higher than 48" nor lower than 15" above floor for a forward approach (6.5) and no higher than 54" nor lower than 9" for a parallel approach (DPH, 6.5 & 6.6)	2e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the waiting areas within the service area meet all of the above WAITING AREA standards?

2f. YES ☐ NO ☐

SERVICE AREA CONTINUED

2

ELEMENT 3 - DOORS



ONLY assess the doors that someone **MUST** pass through in the course of their service visit.
If NO doors must be passed through, **skip down** to the end of the door standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)	
GENERAL:				
can be unlocked and opened with one hand (26.11.3)	3a <input type="checkbox"/>	<input type="checkbox"/>		
require no more than 5 lbs of force to open (26.8.1) <i>Note: Power assisted or automatic doors are exempt (26.6).</i>	3b <input type="checkbox"/>	<input type="checkbox"/>		
when the opening force required is more than the maximum allowed, a compensating device or automatic opening device is provided (26.8.2)	3c <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>		
have handles or controls located between 36" and 48" above the floor (26.11.2)	3d <input type="checkbox"/>	<input type="checkbox"/>		
have handles or controls that are operable using a maximum of 5 lbs of force (26.11.3)	3e <input type="checkbox"/>	<input type="checkbox"/>		
have handles or controls operable using one hand that do not require tight grasping, tight pinching, or twisting of the wrist (26.11.1) (i.e., operable with a closed fist). <i>Note: This also applies to pulls, latches, and locks (26.11.1).</i>	3f <input type="checkbox"/>	<input type="checkbox"/>		
when sliding doors, they have exposed hardware usable from both sides when fully open (26.11.1)	3g <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>		
when doors have closers, it takes a minimum of 6 seconds to close door from an open position of 90° (26.9)	3h <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>		
DOORWAYS:				
have clear openings that are a minimum of 32", measured from the face of the stop on latch side to the doors' face when open 90° (26.5) <i>Note: A bi-fold, accordion, or pocket door opening is measured when door is in a fully open position (26.5).</i>	3i <input type="checkbox"/>	<input type="checkbox"/>		
have the minimum level clear floor spaces on the latch, <u>pull</u> side of doors, as per Figure 26d on page 18 (26.6.1 & 26.6.4)	3j <input type="checkbox"/>	<input type="checkbox"/>		
have the minimum level clear floor spaces on the <u>push</u> side of doors, as per Figure 26e on page 18 (26.6.1 & 26.6.4)	3k <input type="checkbox"/>	<input type="checkbox"/>		

SERVICE AREA CONTINUED

2

ELEMENT 3 - DOORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)	
DOORWAYS CONTINUED:				
when sliding doors, they have the minimum level clear floor spaces, as per Figure 26f on page 17 (26.6.1 & 26.6.5)	3l <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when doors are located in recesses of more than 6", measured within 6" of door, they have the minimum level clear floor spaces on push and pull sides of doors, as per Figures 26d & 26e on page 18 (26.4)	3m <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when a power assisted door, there are minimum level clear ground and floor spaces on the push and pull sides of the door, as per Figures 26d & 26e on page 18 (26.4 & DPH)	3n <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when double doors, they have the minimum level clear floor spaces on the push and pull sides of doors, as per Figures 26d & 26e on page 18 (26.4)	3o <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
when double doors, they have at least one leaf that is active and has a clear opening of at least 32" (26.4)	3p <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
Notes: Automatic doors are exempt from clear floor space requirements (26.6).				
THRESHOLDS:				
are no higher than 1/2", nor 3/4" when under a sliding door (26.10.1 & 26.10.3)	3q <input type="checkbox"/>	<input type="checkbox"/>		
do not have slope greater than 1:2 (50%) or 1:4 when under a sliding door (26.10.1 & 26.10.3)	3r <input type="checkbox"/>	<input type="checkbox"/>		
have beveled edges on both sides (26.10.1 & 26.10.3)	3s <input type="checkbox"/>	<input type="checkbox"/>		
when floor finish materials change, threshold is beveled at a ratio of 1:2 (50%) or has edge stripping (26.10)	3t <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
<p align="center">Do all of the doors within the service area meet all of the above DOOR standards?</p> <p align="center">3u. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>				

ELEMENT 4 - HALLS/CORRIDORS

Standards	YES	NO	Notes/Measurements (record if checking NO)
have stable, firm and slip resistant floor surfaces (29.1)	4a <input type="checkbox"/>	<input type="checkbox"/>	
are continuous & unobstructed (20.1)	4b <input type="checkbox"/>	<input type="checkbox"/>	
do not include stairs, steps or escalators even if required to be accessible (20.1)	4c <input type="checkbox"/>	<input type="checkbox"/>	

SERVICE AREA CONTINUED

2

ELEMENT 4 – HALLS/CORRIDORS CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
are free of cross slopes greater than 1:50 (2%) (20.9)	4d <input type="checkbox"/>	<input type="checkbox"/>	
are free of slopes greater than 1:20 (5%) (20.9) <i>Note: A slope greater than 1:20 is considered a ramp (20.9)</i>	4e <input type="checkbox"/>	<input type="checkbox"/>	
have minimum clear widths for a person using a wheelchair to turn around an obstruction, as per Figures 20a & 20b on page 9 (20.4)	4f <input type="checkbox"/>	<input type="checkbox"/>	
when less than 60" wide, they have passing spaces a minimum of 60" x 60," located at intervals no greater than 200', per Figure 6b on page 9 (20.5) <i>Note: T-intersections are acceptable passing places (20.5).</i>	4g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
have clear widths that are a minimum of 36", except at doors or openings less than 24" deep (20.3)	4h <input type="checkbox"/>	<input type="checkbox"/>	
have clear headroom at least 80" high (20.7)	4i <input type="checkbox"/>	<input type="checkbox"/>	
when vertical clearances are reduced to less than 80", barriers are provided to warn persons with blindness or visual impairments (20.7)	4j <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the halls/corridors within the service area meet all of the above HALLS/CORRIDORS standards?

4k. YES ☐ NO ☐

ELEMENT 5 - CARPETING



ONLY assess the carpeting that someone **MUST** pass over in the course of their service visit.
If NO carpeting must be passed over, **skip down** to the end of the carpeting standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking no)
is high density and non-absorbent (29.3.1)	5a <input type="checkbox"/>	<input type="checkbox"/>	
has a maximum pile of ½" (29.3.1)	5b <input type="checkbox"/>	<input type="checkbox"/>	
is adhered directly to the floor -or- is stretched tautly and fastened to floor surfaces at all edges (29.3.2)	5c <input type="checkbox"/>	<input type="checkbox"/>	
when padding is installed, it is not more than ¼" thick and is secured taut to the floor (29.3.4)	5d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are exposed to traffic, they have trim along entire length (29.3.3)	5e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

SERVICE AREA CONTINUED

2

ELEMENT 5 - CARPETING CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
when edges are perpendicular to the direction of travel, they have beveled edging strips that are no higher than 3/8" above the floor (29.3.3)	5f <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when edges are perpendicular to the direction of travel, they have edging strips with slope no greater than 1:2 (50%) (29.3.1)	5g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does the carpeting within the service area meet all of the above CARPETING standards?

5h. YES ☐ NO ☐ N/A ☐

ELEMENT 6 - PROTRUDING OBJECTS



ONLY assess the protruding objects that someone **MUST** pass by in the course of their service visit. If NO protruding objects must be passed by, **skip down** to the end of the protruding objects standards and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
do not reduce the clear width (36") of route of travel or maneuvering spaces (20.6)	6a <input type="checkbox"/>	<input type="checkbox"/>	
are free of sharp or abrupt edges (20.6.1)	6b <input type="checkbox"/>	<input type="checkbox"/>	
when mounted on a wall between 27" and 80" above the finished floor, they do not protrude more than 4" into passageways, as per Figure 20d on page 11 (20.6.1)	6c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do all of the protruding objects within the service area meet

all of the above PROTRUDING OBJECTS standards?

6d. YES ☐ NO ☐ N/A ☐

ELEMENT 7 - CONTROLS



Only assess those controls that members of the general public would operate during the course of a typical service visit (i.e., light switches). **Do not** assess controls that would be **operated only by staff** within the facility. If NO such controls exist, **skip down** to the end of the control standards and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
require no more than 5 lbs of force to operate (39.5)	7a <input type="checkbox"/>	<input type="checkbox"/>	
are operable with one hand and do not require tight grasping, pinching, or twisting of the wrist (39.5) (i.e. operable with a closed fist)	7b <input type="checkbox"/>	<input type="checkbox"/>	
have level clear floor spaces a minimum of 30" x 48" for a single, stationary wheelchair and occupant allowing for a forward or a parallel approach (39.2 & 6.4.1)	7c <input type="checkbox"/>	<input type="checkbox"/>	
are located at least 18" from an interior corner (39.4)	7d <input type="checkbox"/>	<input type="checkbox"/>	

SERVICE AREA CONTINUED

2

ELEMENT 7 - CONTROLS CONTINUED


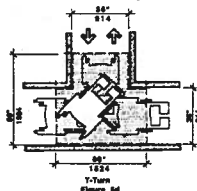
Standards	YES	NO	Notes/Measurements (record if checking NO)
are mounted with highest operable part no higher than 48" nor lower than 15" when a forward approach, as per Figure 6k on page 32 (6.5) or no higher than 54" nor lower than 9" when a parallel approach, as per Figure 6k on page 32 (6.6)	7e <input type="checkbox"/>	<input type="checkbox"/>	
Do all of the controls within the service area meet all of the above CONTROLS standards? 7f. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>			

ELEMENT 8 -DRESSING ROOM



Determine if there is **at least 1** dressing room that meets all of the standards below.

If there is **NOT** at least 1 dressing room that meets the standards, you will need to determine if an alternative changing area is provided and complete the assessment below, "**Alternative Changing Area.**" If dressing rooms or alternative changing areas are not needed to receive comprehensive services, answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
is located on an accessible route (33.3)	8a <input type="checkbox"/>	<input type="checkbox"/>	
is a minimum of 5' x 6' (33.4)	8b <input type="checkbox"/>	<input type="checkbox"/>	
has a clear floor area that is at least 60" in diameter, measured 12" above the floor (33.4)	8c <input type="checkbox"/>	<input type="checkbox"/>	
when has a swinging or sliding door, or curtain, it has a T-shaped clear floor space -or- one that is 60" in diameter for a wheelchair to make a 180° turn, as per Figs. 6c & 6d (33.3 & 6.3) <div style="display: flex; justify-content: center; align-items: center;">   </div>	8d <input type="checkbox"/>	<input type="checkbox"/>	
has no doors that swing into any part of the turning space (33.4.1)	8e <input type="checkbox"/>	<input type="checkbox"/>	
when has a mirror, it's at least 18" wide and 54" high, mounted at least 18" above the floor in a position to afford a view when standing or sitting on the seat/bench (33.7)	8f <input type="checkbox"/>	<input type="checkbox"/>	
has a coat hook located a maximum of 54" above the floor (33.4.2)	8g <input type="checkbox"/>	<input type="checkbox"/>	
SEAT/BENCH:			
meets structural strength codes (30.8*)	8h <input type="checkbox"/>	<input type="checkbox"/>	
has an adjacent horizontal handrail for self-support during transfer (DPH)	8i <input type="checkbox"/>	<input type="checkbox"/>	
is at least 24" x 48" and is fixed to the wall along the shorter dimension (33.6.1)	8j <input type="checkbox"/>	<input type="checkbox"/>	

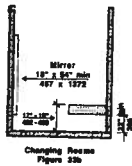
SERVICE AREA CONTINUED

2

ELEMENT 8 – DRESSING ROOM CONTINUED

SEAT/BENCH CONTINUED:

has a level clear floor space that is at least 30" x 48" alongside bench allowing someone who uses a wheelchair to make a parallel transfer onto the seat (33.6.3 & 6.4.1)	8k <input type="checkbox"/>	<input type="checkbox"/>
is mounted between 17" and 19" above the floor, with a minimum opening beneath of 12", measured from floor, as per Figure 33b (33.6.2)	8l <input type="checkbox"/>	<input type="checkbox"/>
has a surface padded with high density foam with a waterproof/washable cover (DPH)	8m <input type="checkbox"/>	<input type="checkbox"/>



Does at least one dressing room within the service area meet all of the DRESSING ROOM standards?
8n. YES ☐ NO ☐ N/A ☐

ELEMENT 9 - ALTERNATIVE CHANGING AREA



If no accessible dressing room is provided, determine if there is **at least 1** alternative changing area within the service area that meets all of the standards below,

If there is at least 1 accessible dressing room, **skip down** to the end of the alternative changing area standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is a minimum of 5' x 6' (33.4)	9a <input type="checkbox"/>	<input type="checkbox"/>	
has curtain or privacy screen (DPH)	9b <input type="checkbox"/>	<input type="checkbox"/>	
has a T-shaped clear floor space -or- one that is 60" in diameter for a wheelchair to make a 180° turn, per Fig. 6c & 6d on page 47, measured 12" above floor (33.3 & 33.4)	9c <input type="checkbox"/>	<input type="checkbox"/>	
has a seat/bench a minimum of 24" x 48" and located at a height between 17" and 19" above the floor (33.6.1 & 33.6.2)	9d <input type="checkbox"/>	<input type="checkbox"/>	
has seat/bench padded with high density foam & waterproof/washable cover (DPH)	9e <input type="checkbox"/>	<input type="checkbox"/>	
has level clear floor space that is at least 30" x 48" alongside seat/bench so that someone using a wheelchair can make a parallel transfer (33.6.3 & 6.4.1)	9f <input type="checkbox"/>	<input type="checkbox"/>	
has a horizontal grab bar next to the seat/bench to support transfer (DPH)	9g <input type="checkbox"/>	<input type="checkbox"/>	
has a coat hook located a maximum of 54" above the floor (33.4.2)	9h <input type="checkbox"/>	<input type="checkbox"/>	

Does at least one alternative changing area within the service area meet all of the ALTERNATIVE CHANGING AREA standards?

9i. YES ☐ NO ☐ N/A ☐

SERVICE AREA CONTINUED

2

ELEMENT 10 – EXAM ROOM



Determine if there is **at least 1** accessible exam room within the service area that meets all of the standards below.

If exam tables are provided, determine that at least one meets all of the accessible exam table standards.

Standards	YES	NO	Notes/Measurements (record if checking NO)	
GENERAL:				
is on an accessible route (DPH)	10a <input type="checkbox"/>	<input type="checkbox"/>		
has door handles or controls that are operable using one hand and do not require tight grasping, pinching or twisting of the wrist. (26.11.1)	10b <input type="checkbox"/>	<input type="checkbox"/>		
if there is a threshold at the doorway it is beveled at a ratio of 1:2 (50%) or has edge stripping. (26.10)	10c <input type="checkbox"/>	<input type="checkbox"/>		
has a clear door opening of at least 32" measured from the face of stop on latch side to door face when open 90° (26.5)	10d <input type="checkbox"/>	<input type="checkbox"/>		
has no doors that swing into any part of the turning space (33.4.1)	10e <input type="checkbox"/>	<input type="checkbox"/>		
(exam room) is a minimum of 5' x 6' (33.4)	10f <input type="checkbox"/>	<input type="checkbox"/>		
has a coat hook located at a maximum of 54" above the floor (33.4.2)	10g <input type="checkbox"/>	<input type="checkbox"/>		
has a level clear floor space that is at least 60" x 60" alongside exam table so that someone using a wheelchair can make a 180° turn and make a parallel transfer (DPH)	10h <input type="checkbox"/>	<input type="checkbox"/>		
has a curtain or privacy screen (DPH)	10i <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
has a visual signal installed if the facility has an emergency alarm system	10j <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
ACCESSIBLE EXAM TABLE:				
For outpatient facility: is adjustable to 17-19" or less above the floor, measured from the floor to the top side of the exam table (DPH)	10k <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			
For inpatient facility: is adjustable to 15" or less above the floor, measured from the floor to the top side of the exam table (13.2.1)	10l <input type="checkbox"/>	<input type="checkbox"/>		
	N/A <input type="checkbox"/>			

SERVICE AREA CONTINUED

2

ELEMENT 10 – EXAM ROOM CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
ACCESSIBLE EXAM TABLE CONTINUED			
has an articulating backrest controlled by a linear actuator and can be adjusted to any desired position. (DPH)	10m <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is able to support at least 300 pounds (preferably 600 pounds) (DPH)	10n <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has adjustable hand rails that support at least 250 pounds (DPH)	10o <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has either leg holders or gynecological stirrups as foot attachments (DPH)	10p <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has foot and leg supports that are adjustable for a variety of range extremities (DPH)	10q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
foot and leg supports have cushioning and straps (DPH)	10r <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
accommodates different leg lengths (DPH)	10s <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
accommodates different abilities to flex and extend legs (DPH)	10t <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
accommodates different abilities to open and close legs (DPH)	10u <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

**Does at least one exam room meet all of the above
EXAM ROOM standards?**

10v. YES ☐ NO ☐

ELEMENT 11 - MAMMOGRAPHY MACHINE (Note: Complete this section for mammography providers only.)



Determine if there is **at least 1** accessible mammography machine within the service area that meets all of the standards below. If the facility does not provide mammograms, skip to the end of this section and answer **N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (DPH)	11a <input type="checkbox"/>	<input type="checkbox"/>	

SERVICE AREA CONTINUED

2

ELEMENT 11 - MAMMOGRAPHY MACHINE CONTINUED (Note: Complete for mammography providers only)

Standards	YES	NO	Notes/Measurements (record if checking NO)
has a positioning chair with a braking device and adjustable arms available for ready access (DPH)	11b <input type="checkbox"/>	<input type="checkbox"/>	
has a bucky that lowers to a height of 24" above the floor, measured from the floor to the top side of the bucky platform (DPH)	11c <input type="checkbox"/>	<input type="checkbox"/>	
has a T-shaped clear floor space -or- one that is 60" in diameter for a wheelchair to make a 180° turn, per Figs. 6c & 6d on pg. 47 (33.3 & 6.3) on bucky side of machine, measured from bottom center of machine below bucky 5' to center of room (vertically) then 5' in center (horizontally) (DPH)	11d <input type="checkbox"/>	<input type="checkbox"/>	

**Does the mammography machine meet all of the above
MAMMOGRAPHY MACHINE standards?**

11e. YES ☐ NO ☐ N/A ☐

ELEMENT 12 – ACCESSIBLE WEIGHT SCALES

Determine if there is **at least 1** accessible weight scale on an accessible route that meets all of the standards below. If the facility does not provide an accessible weight scale, select NO at the end of this section. If the facility does provide an accessible weight scale, select N/A for the weight scale standards for scales not available at that facility.

Standards	YES	NO	Notes/Measurements (record if checking NO)
General			
is on an accessible route (DPH)	12a <input type="checkbox"/>	<input type="checkbox"/>	
if there is a platform, then it is slip resistant (DPH)	12b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
if there is a display, it is large and easy to read (digital) (DPH)	12c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
if there are handrails, they are sturdy and located at a height of 34"-38" from the top of handrail gripping surface to the top of the scale platform. (DPH)	12d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Portable Weight Scales			
if platform is 34" x 32" , it has a 600lb capacity (DPH)	12e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
if platform is 35" x 38", it has a 800lb capacity (DPH)	12f <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

SERVICE AREA CONTINUED

2

ELEMENT 12 – ACCESSIBLE WEIGHT SCALES CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
Stationary Wheelchair Scales			
if platform is 34" x 32", it has a 660lb capacity (DPH)	12g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
if platform is 30" x 26", it has a 800lb capacity (DPH)	12h <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Platform (portable) Scales			
if platform is 30" x 32", it has a 800lb capacity (DPH)	12i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
In-floor Medical Scales			
has 1000lb capacity (DPH)	12j <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has a platform that is 36" x 36", 48" x 36", or 72" x 48" (DPH)	12k <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Electronic In-bed Scale			
has under bed clearance 4.8" high and has 400lb weight capacity (DPH)	12l <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Does the service area have at least one accessible weight scale that meets all of the weight scale standards? 12m. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>			

ELEMENT 13 – MEETING ROOM



Determine if there is **at least 1** meeting room on an accessible route that meets all of the standards below. If the facility does not provide a group meeting room, skip to the end of this section and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (DPH)	13a <input type="checkbox"/>	<input type="checkbox"/>	
has door handles or controls that are operable using one hand and do not require tight grasping, pinching or twisting of the wrist. (26.11.1)	13b <input type="checkbox"/>	<input type="checkbox"/>	
if there is a threshold at the doorway it is beveled at a ratio of 1:2 (50%) or has edge stripping. (26.10)	13c <input type="checkbox"/>	<input type="checkbox"/>	
has no doors that swing into any part of the turning space (33.4.1)	13d <input type="checkbox"/>	<input type="checkbox"/>	

SERVICE AREA CONTINUED

2

ELEMENT 13 – MEETING ROOM CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
has a clear door opening of at least 32" measured from the face of stop on latch side to door face when open 90° (26.5)	13e <input type="checkbox"/>	<input type="checkbox"/>	
(room) is a minimum of 5' x 6' (33.4)	13f <input type="checkbox"/>	<input type="checkbox"/>	
has a visual signal installed if the facility has an emergency alarm system	13g <input type="checkbox"/>	<input type="checkbox"/>	
has a clear floor area that is at least 60" in diameter, measured 12" above floor (33.4)	13h <input type="checkbox"/>	<input type="checkbox"/>	
has level clear floor spaces that are a minimum of 30" x 48" for a single, stationary wheelchair and occupant (35.4 & 6.4.1).	13i <input type="checkbox"/>	<input type="checkbox"/>	
when coat hooks are provided, at least one is located at a maximum height of 54" above floor (DPH)	13j <input type="checkbox"/>	<input type="checkbox"/>	
when built in seating is provided, it includes a minimum of 5% (no less than 1 seat) that is accessible and is distributed by size and location throughout the room (35.1 & 35.2)	13k <input type="checkbox"/>	<input type="checkbox"/>	
when seating spaces for people in wheelchairs are provided at fixed tables or counters, clear floor space are provided. Such clear floor space does not overlap knee space by more than 19". (35.4)	13l <input type="checkbox"/>	<input type="checkbox"/>	
when seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27" high, 30" wide, and 19" deep are provided. (35.5)	13m <input type="checkbox"/>	<input type="checkbox"/>	
when seating for people in wheelchairs is provided at tables or counters, the tops of accessible tables and counters are between 28" and 34" above the finish floor or ground. (35.6)	13n <input type="checkbox"/>	<input type="checkbox"/>	
when informational materials are provided, they are no higher than 48" nor lower than 15" above floor for a forward approach (6.5) and no higher than 54" nor lower than 9" for a parallel approach (DPH, 6.5 & 6.6)	13o <input type="checkbox"/>	<input type="checkbox"/>	

Does the meeting space assessed meet all of the above meeting room standards?

13p. YES ☐ NO ☐ N/A ☐

Item 5 – Service Area - FINAL QUESTION: Does the facility have a service area that meets all of the above standards? YES ☐ NO ☐

MASSACHUSETTS FACILITY ASSESSMENT TOOL**Priority ③****Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.



In this Priority, there is only 1 Item related to "Usability of Rest Rooms." This Item has 9 Elements.

ITEMS AND ELEMENTS TO BE ASSESSED:**1 - Accessible Rest Room****ELEMENTS:**

- 1 - General
- 2 - Signage
- 3 - Entrance Door
- 4 - Urinal
- 5 - Toilet Stall
- 6 - Toilet
- 7 - Sink
- 8 - Dispensers/Devices
- 9 - Controls & Receptacles

ITEM 1 - ACCESSIBLE REST ROOM

3



ASSESSMENT OBJECTIVE: Determine if the facility has **at least 1 public rest room or 1 unisex toilet room** (provided in the same area as the public rest room) that meets **all** of the standards related to the following Elements of an accessible rest room: 1-General; 2-Signage; 3-Entrance Door; 4-Urinal; 5-Toilet Stall; 6-Sink; 7-Dispensers/Devices; and 8-Controls & Receptacles.

NOTE: When there the rest room is in the service area, assess it first. If NOT accessible, determine if there is another rest room elsewhere within the facility does meet the standards.

ELEMENT 1 – GENERAL

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (30.6)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has a T-shaped clear floor space -or- one that is 60" in diameter for a wheelchair to make a 180° turn, as per Figures 6c & 6d on page 47 (33.3)	1b <input type="checkbox"/>	<input type="checkbox"/>	
when a shelf is provided above a sink, its top is set at a maximum of 40" from the floor (30.11)	1c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a mirror is above a sink, the bottom of its reflecting surface is at a maximum of 40" above the floor (30.11)	1d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Do the general aspects of the rest room assessed meet all of the above GENERAL standards?

1e. YES ☐ NO ☐

ELEMENT 2 – SIGNAGE

Standards	YES	NO	Notes/Measurements (record if checking NO)
uses international symbol of accessibility, as per Figure 41a on page 3 (41.4.3)	2a <input type="checkbox"/>	<input type="checkbox"/>	
is on the wall adjacent to the latch side of the entrance door (41.2)	2b <input type="checkbox"/>	<input type="checkbox"/>	
when no wall space on the latch side of the door exists, signage is placed on the nearest adjacent wall (41.2)	2c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is mounted 60" above the finished floor to the centerline of the sign (41.2.1)	2d <input type="checkbox"/>	<input type="checkbox"/>	
is mounted so that a person can approach within 3" without encountering any protruding objects or standing within the swing of a door (41.2.1)	2e <input type="checkbox"/>	<input type="checkbox"/>	
uses raised uppercase sans serif or simple serif type characters 1/32"(41.5.1)	2f <input type="checkbox"/>	<input type="checkbox"/>	
has raised characters that are between 5/8" and 2" high (41.5.3)	2g <input type="checkbox"/>	<input type="checkbox"/>	
has letters and/or numerals accompanied by Grade 2 Braille (41.5.2)	2h <input type="checkbox"/>	<input type="checkbox"/>	

ACCESSIBLE REST ROOM CONTINUED

3

ELEMENT 2 - SIGNAGE CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
has characters and backgrounds that are eggshell, matte -or- another non-glare finish (41.6)	2i <input type="checkbox"/>	<input type="checkbox"/>	
has characters and symbols that contrast with the background, either light on dark or dark on light (41.6)	2j <input type="checkbox"/>	<input type="checkbox"/>	
when pictograms are used, signage has the equivalent verbal description placed directly below pictograms (41.5.4)	2k <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does the signage at the rest room assessed meet all of the above SIGNAGE standards?

2l. YES ☐ NO ☐

ELEMENT 3 - ENTRANCE DOOR

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
does not swing into the clear floor space required for any fixture (31.5)	3a <input type="checkbox"/>	<input type="checkbox"/>	
can be unlocked and opened with one hand (26.11.3)	3b <input type="checkbox"/>	<input type="checkbox"/>	
requires no more than 5 lbs of force to open (26.8.1) <i>Note: Power assisted doors are exempt (26.6).</i>	3c <input type="checkbox"/>	<input type="checkbox"/>	
<i>when</i> opening force required is more than maximum allowed, has a compensating device or automatic opening device (26.8.2)	3d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has a handle located between 36" and 48" above the floor (26.11.2)	3e <input type="checkbox"/>	<input type="checkbox"/>	
has a handle that is operable using a maximum of 5 lbs of force (26.11.3)	3f <input type="checkbox"/>	<input type="checkbox"/>	
has a handle that is operable using one hand that does not require tight grasping, tight pinching, or twisting of the wrist (26.11.1) (i.e., operable with a closed fist). <i>Notes: This also applies to pulls, latches, and locks (26.11.1)</i>	3g <input type="checkbox"/>	<input type="checkbox"/>	
<i>when</i> has a closer, it takes at least 6 seconds to close from an open position of 90° (26.9)	3h <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>when</i> a sliding door, it has exposed hardware usable from both sides when door is fully open (26.11.1)	3i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE REST ROOM CONTINUED

ELEMENT 3 - ENTRANCE DOOR CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL CONTINUED:			
when 2 doors in series, they swing either in the same direction or away from the space between the doors (26.7)	3j <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when 2 doors in series, there is at least 48" between them, plus width of door swing, as per Figure 25a & 25b on page 17 (26.7)	3k <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>Note: A single unisex toilet room can have doors that swing into the room if the door has a self-closing device, the required maneuvering space, and a minimum clear floor space of 30" x 48" beyond swing of the door (30.4).</i>			
DOORWAY:			
has a clear opening of at least 32" measured from the face of stop on latch side to the door face when open 90° (26.5) <i>Note: A bi-fold, accordion, or pocket door opening is measured when door is in a fully open position (26.5).</i>	3l <input type="checkbox"/>	<input type="checkbox"/>	
has the minimum level clear floor spaces on the latch, <u>pull</u> side of door, as per Figure 26d on page 18 (26.6.3)	3m <input type="checkbox"/>	<input type="checkbox"/>	
has minimum level clear floor spaces on <u>push</u> side of door, as per Figure 26e on page 18 (26.6.1 & 26.6.4)	3n <input type="checkbox"/>	<input type="checkbox"/>	
when a sliding door, it has the minimum level clear floor spaces, as per Figure 26f on page 17 (26.6.1 & 26.6.5)	3o <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when door is in recess more than 6" deep, measured within 6" of door, has minimum level clear floor spaces on push and pull sides, per Figs 26d & 26e on pg. 18 (26.4)	3p <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a double door, has minimum level clear floor space on push and pull sides of door, per Figs. 26d & 26e on pg.18 (26.4)	3q <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a power assisted door, there are minimum level clear ground & floor spaces on push and pull sides of door, as per Figs. 26d & 26e on page 18 (26.4 & DPH)	3r <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a double door, has at least one active leaf with at least a 32" clear opening (26.4)	3s <input type="checkbox"/>	<input type="checkbox"/>	
THRESHOLD:			
does not have a slope more than 1:2 or 1:4 when under a sliding door (26.10)	3t <input type="checkbox"/>	<input type="checkbox"/>	
is no higher than ½", nor ¾" when under a sliding door (26.10.1 & 26.10.3)	3u <input type="checkbox"/>	<input type="checkbox"/>	

ACCESSIBLE REST ROOM CONTINUED

3

ELEMENT 3 - ENTRANCE DOOR CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
THRESHOLD CONTINUED:			
has beveled edges on both sides (26.10.1)	3v <input type="checkbox"/>	<input type="checkbox"/>	
when floor finish materials change, threshold is beveled at a ratio of 1:2 (50%) or has edge stripping (26.10)	3w <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
Did the entrance door to the rest room assessed meet all of the above ENTRANCE DOOR standards? 3x. YES <input type="checkbox"/> NO <input type="checkbox"/>			

ELEMENT 4 – URINAL



If there are urinals in the rest room you are assessing, determine if there is **at least 1** that meets all of the standards below. If NO urinals are provided in the rest room assessed, **skip down** to the end of the urinal standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (30.6)	4a <input type="checkbox"/>	<input type="checkbox"/>	
has a T-shaped clear floor space or one that is 60" in diameter in front of urinal to allow a forward approach, as per Figures 6c & 6d on page 47 (30.10.2)	4b <input type="checkbox"/>	<input type="checkbox"/>	
is stall-type or wall-hung with elongated rim at a maximum of 17" above floor (30.10.1)	4c <input type="checkbox"/>	<input type="checkbox"/>	
has flush control mounted on side of urinal, at least 44" above floor (30.7&30.10)	4d <input type="checkbox"/>	<input type="checkbox"/>	
has flush control that is either automatic or operable with one hand & does not require tight grasping, pinching or twisting of the wrist (30.7.5 & 39.5) (i.e., operable with a closed fist)	4e <input type="checkbox"/>	<input type="checkbox"/>	
has a flush control requiring no more than 5 lbs of force to operate (30.7.5 & 39.5)	4f <input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: Urinal shields that do not extend beyond front edge of urinal rim are allowed with 29" between them (30.10.2)</i>			
Does <u>at least one</u> urinal in the rest room assessed meet all of the above URINAL standards? 4g. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>			

ELEMENT 5 - TOILET STALL



If there are toilet stalls in the rest room you are assessing, determine if there is **at least 1** toilet stall that meets all of the standards below. If there are no toilet stalls, as might be the case in a unisex toilet room, **skip down** to the end of the toilet stall standards below and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
is a minimum of 60"w & 72"d (30.6.1)	5a <input type="checkbox"/>	<input type="checkbox"/>	
has a coat hook no more than 54" above floor (30.6.1.d)	5b <input type="checkbox"/>	<input type="checkbox"/>	

ACCESSIBLE REST ROOM CONTINUED

ELEMENT 5 - TOILET STALL CONTINUED

DOOR:

is sliding or swinging, with a 32" clear opening (30.6.1a)	5c <input type="checkbox"/>	<input type="checkbox"/>
has a clear space on the latch pull side that is a minimum of 18" (30.6.1.c)	5d <input type="checkbox"/>	<input type="checkbox"/>
has an automatic self-closing device (30.6.1)	5e <input type="checkbox"/>	<input type="checkbox"/>
has a pull device on both sides to assist in closing and opening the door (30.6.1.b)	5f <input type="checkbox"/>	<input type="checkbox"/>
has a lock located 36" above floor (30.6.1b)	5g <input type="checkbox"/>	<input type="checkbox"/>
has a lock that does not require tight grasping, pinching or twisting of the wrist to operate (30.6.1b) (i.e., operable with a closed fist)	5h <input type="checkbox"/>	<input type="checkbox"/>

Does at least one toilet stall in the rest room assessed meet all of the above TOILET STALL standards?

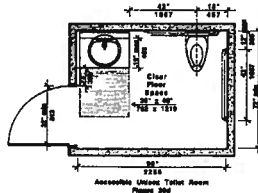
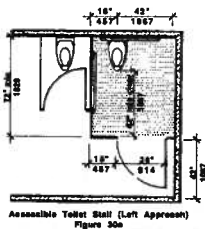
5i. YES ☐ NO ☐ N/A ☐

ELEMENT 6 - TOILET



Determine if there is **at least 1** toilet in the rest room assessed that meets all of the standards below.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
is located on the 60" wall (30.6.1)	6a <input type="checkbox"/>	<input type="checkbox"/>	
is between 17" and 19" high, measured to the top of the toilet seat (30.7.3)	6b <input type="checkbox"/>	<input type="checkbox"/>	
has centerlines 18" from nearest side wall and at least 42" from farthest side wall or closest edge of an adjacent fixture, as per Figure 30a (30.7.2)	6c <input type="checkbox"/>	<input type="checkbox"/>	
when toilet is <i>not</i> inside a stall (as in a unisex toilet room), it has clear floor spaces as per Figure 30d (30.7.1)	6d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
<i>Note: Floor space can allow left or right handed approaches.</i>			
has a min. 42" clearance between its front edge and nearest wall fixture (30.7.2)	6e <input type="checkbox"/>	<input type="checkbox"/>	



ACCESSIBLE REST ROOM CONTINUED

3

ELEMENT 6 - TOILET CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL CONTINUED:			
has a seat that is not spring mounted to return to a lifted position (30.7.4)	6f <input type="checkbox"/>	<input type="checkbox"/>	
FLUSH CONTROL:			
is either automatic or operable with one hand and does not require tight grasping, pinching or twisting of the wrist (30.7.5 & 39.5) (i.e., operable with a closed fist)	6g <input type="checkbox"/>	<input type="checkbox"/>	
requires no more than 5 lbs of force to operate (39.5)	6h <input type="checkbox"/>	<input type="checkbox"/>	
is mounted on wide side of toilet no more than 44" above floor (30.7.5)	6i <input type="checkbox"/>	<input type="checkbox"/>	
TOILET PAPER DISPENSER:			
is located on the side wall closest to toilet (30.7.6) <i>Note: Dispensers that control delivery or do not let paper flow continuously are not allowed (30.7.6).</i>	6j <input type="checkbox"/>	<input type="checkbox"/>	
has the centerline of the roll set at least 24" above the floor (30.7.6)	6k <input type="checkbox"/>	<input type="checkbox"/>	
GRAB BARS:			
are between 1¼" and 1½" in outside diameter and have a 1½" clearance between bar and wall (30.8.3)	6l <input type="checkbox"/>	<input type="checkbox"/>	
are 42" long (30.8)	6m <input type="checkbox"/>	<input type="checkbox"/>	
are non-rusting and acid-etched or roughened (30.8.4)	6n <input type="checkbox"/>	<input type="checkbox"/>	
do not rotate within fittings (30.8.4))	6o <input type="checkbox"/>	<input type="checkbox"/>	
are mounted between 33" and 36" above and parallel to floor (30.8.2) <i>Note: Where a tank prevents location of the rear grab bar, a bar may be installed 3" above the tank (30.8.2).</i>	6p <input type="checkbox"/>	<input type="checkbox"/>	
are installed so one is on a wall in back of the toilet located a maximum of 6" from the interior corner & another is located on the side wall closest to the toilet located a maximum of 12" from the interior corner (30.8 & 30.8.1)	6q <input type="checkbox"/>	<input type="checkbox"/>	
meet structural strength codes (30.8.4)	6r <input type="checkbox"/>	<input type="checkbox"/>	
when a flushometer prevents having a 42" rear grab bar, a 36" bar is found at side of flushometer, 3" from nearest edge (30.8.2)	6s <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE REST ROOM CONTINUED

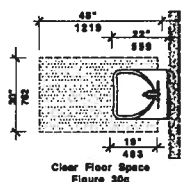
3

Does at least one toilet in the rest room assessed meet all of the above TOILET standards?6t. YES ☐ NO ☐

ELEMENT 7 – SINK

Determine if there is **at least 1** sink within the rest room assessed that meets all of the standards below.

Standards	YES	NO	Notes/Measurements (record if checking NO)
GENERAL:			
is on an accessible route (30.6)	7a <input type="checkbox"/>	<input type="checkbox"/>	
is mounted with its rim at a maximum of 34" above the finish floor (30.9.2)	7b <input type="checkbox"/>	<input type="checkbox"/>	
extends a minimum of 17" from the wall to the front of the sink or counter (30.9.2)	7c <input type="checkbox"/>	<input type="checkbox"/>	
has clear floor space extending at least 19" underneath sink, as per Fig. 30g (30.9.1) <i>Note: Clear floor space at fixtures, controls, route, & turning space may overlap (30.5).</i>	7d <input type="checkbox"/>	<input type="checkbox"/>	
has a T-shaped clear floor space -or- one that is 60" for a wheelchair to make a 180° turn & allow for a forward approach, as per Figures 6c & 6d on page 47 (30.9.1 & 6.3)	7e <input type="checkbox"/>	<input type="checkbox"/>	
has underneath knee clearance at least 27" from floor to sink underside & extends at least 8", measured from front edge under sink back towards the wall (30.9.3) <i>Note: If has a minimum 9" toe clearance, a maximum 6" of the 48" clear floor space at fixture may extend into toe space (30.9.3).</i>	7f <input type="checkbox"/>	<input type="checkbox"/>	
is no deeper than 6 ½" (30.9.4)	7g <input type="checkbox"/>	<input type="checkbox"/>	
is free of sharp or abrasive surfaces under sink (30.9.5)	7h <input type="checkbox"/>	<input type="checkbox"/>	
when hot water & drain pipes are exposed under sink, they are recessed, insulated or guarded (30.9.5)	7i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has trap and drain located as close to rear wall as possible (30.9.5)	7j <input type="checkbox"/>	<input type="checkbox"/>	
FAUCET:			
requires no more than 5 lbs of force to operate (39.5)	7k <input type="checkbox"/>	<input type="checkbox"/>	



ACCESSIBLE REST ROOM CONTINUED

3

ELEMENT 7 - SINK CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist (30.9.6) (i.e. operable with a closed fist) <i>Note: Lever-operated, push-, touch-type, or electronic faucets are allowed (30.9.6)</i>	7l <input type="checkbox"/>	<input type="checkbox"/>	
when has self-closing valves, faucet stays open for at least 10 seconds (30.9.6)	7m <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

Does at least one sink in the rest room assessed meet all of the above SINK standards?

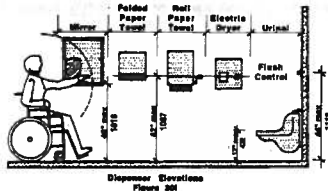
7n. YES ☐ NO ☐

ELEMENT 8 - DISPENSERS/DEVICES



If different types of dispensers/devices are provided in the rest room, determine if there is at least 1 of each kind in the rest room assessed that conforms to the standards below?

If there are no dispensers/devices provided, skip down to the end of the dispensers/devices standards and answer N/A.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (31.6)	8a <input type="checkbox"/>	<input type="checkbox"/>	
requires no more than 5 lbs of force to operate (39.5)	8b <input type="checkbox"/>	<input type="checkbox"/>	
is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist (39.5)	8c <input type="checkbox"/>	<input type="checkbox"/>	
is located within reach of a person using the accessible sink (30.12)	8d <input type="checkbox"/>	<input type="checkbox"/>	
is mounted at a height according to Figure 30i (30.12)	8e <input type="checkbox"/>	<input type="checkbox"/>	
 <p>Dispenser Elevations Figure 30i</p>			
<i>Note: Dispensers or other devices cannot be mounted above grab bars (30.8.5).</i>			

Does at least one of each dispenser or device in the rest room assessed meet all of the above DISPENSERS/DEVICES standards?

8f. YES ☐ NO ☐ N/A ☐

ACCESSIBLE REST ROOM CONTINUED

3

ELEMENT 9 - CONTROLS & RECEPTACLES



If different types of controls and receptacles are provided in the rest room, determine if there is **at least 1 of each kind** that conforms to the standards below

If there are no controls or receptacles provided, **skip down** to the end of the controls and receptacle standards and **answer N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (31.6)	9a <input type="checkbox"/>	<input type="checkbox"/>	
has level clear floor space that is at least 30" x 48" for a single, stationary wheelchair and occupant to allow a forward or parallel approach (6.4.1 & 39.2)	9b <input type="checkbox"/>	<input type="checkbox"/>	
is located a minimum of 18" from an interior corner (39.4)	9c <input type="checkbox"/>	<input type="checkbox"/>	
is mounted with highest operable part no higher than 48" nor lower than 15" when forward approach, or no higher than 54" nor lower than 9" when parallel approach, as per Figures 6k & 6m on page 32 (30.13)	9d <input type="checkbox"/>	<input type="checkbox"/>	
requires no more than 5 lbs of force to operate (39.5)	9e <input type="checkbox"/>	<input type="checkbox"/>	
is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist (39.5)	9f <input type="checkbox"/>	<input type="checkbox"/>	

Does **at least one** of each control and receptacle in the rest room assessed meet all of the above CONTROLS & RECEPTACLES standards?

9g. YES ☐ NO ☐ N/A ☐



Item 1 - Accessible Rest Room

FINAL QUESTION: Does the facility provide **at least 1** rest room or 1 unisex toilet room in the same area as the rest room that meets **all** of the above standards?

YES ☐ NO ☐

MASSACHUSETTS FACILITY ASSESSMENT TOOL**Priority ④****Additional Access**

This Priority is for Items not required for basic access in the first three Priorities. When amenities such as drinking fountains and public telephones are provided to the general public, they should also be accessible to people with disabilities.



In this section, you will be assessing Items related to "Additional Access." Some of these have particular Elements that will need assessing while others will not.

ITEMS AND ELEMENTS TO BE ASSESSED:**1 - Accessible Telephone****2 - Text Telephone****3 - Drinking Fountains****ELEMENTS:**

- 1 - Spout
- 2 - Controls
- 3 - Configuration
- 4 - Cup Dispenser

ITEM 1 – ACCESSIBLE TELEPHONE

4



ASSESSMENT OBJECTIVE: Determine if the facility has **at least 1** public telephone that meets all of the below standards, **if** public telephones are provided within the facility.

If the facility does not provide public telephones, an accessible telephone **does not need** to be provided. In this case, skip down to the FINAL QUESTION on Accessible Telephone Item and answer **N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
is on an accessible route (37.4)	1a <input type="checkbox"/>	<input type="checkbox"/>	
has a level clear floor space that is a minimum of 30" x 48" for a single, stationary wheelchair and occupant (6.4.1) and allows for a forward or a parallel approach (37.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
when a front approach is required and the clear floor area includes knee space under the telephone, knee space is a minimum of 30" wide and 30" high (37.2.1)	1c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is free of any base, enclosure, or fixed seat that could impede the approach to telephone by people who use wheelchairs (37.2.2)	1d <input type="checkbox"/>	<input type="checkbox"/>	
is free of protruding objects that reduce the clear width (36") of the accessible route (37.4 & 20.6)	1e <input type="checkbox"/>	<input type="checkbox"/>	
is free of protruding objects that have sharp or abrupt edges (37.4 & 20.6.1)	1f <input type="checkbox"/>	<input type="checkbox"/>	
is hearing aid compatible and equipped with a volume control (37.5📞)	1g <input type="checkbox"/>	<input type="checkbox"/>	
is mounted with highest operable part no higher than 48" nor lower than 15" when a forward approach, or no higher than 54" nor lower than 9" when a parallel approach, as per Figures 6k & 6m on page 32 (6.5 & 6.6)	1h <input type="checkbox"/>	<input type="checkbox"/>	
has push button controls (37.6)	1i <input type="checkbox"/>	<input type="checkbox"/>	
has instructions for use of volume control attached to or next to phone (37.5.2)	1j <input type="checkbox"/>	<input type="checkbox"/>	
when telephone books are provided, they are located no higher than 48" nor lower than 15" when a forward approach (6.5) and no higher than 54" nor lower than 9" when a parallel approach (6.6 & 37.7)	1k <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when 3 or more telephones are provided in a bank, a minimum of 1 is designed to accommodate a portable TTY (has a shelf that is a minimum of 9" wide by 12" deep and has a 6" minimum vertical clearance, and an electrical outlet within or adjacent to phone enclosure) (37.9)	1l <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE TELEPHONE CONTINUED

4

Standards	YES	NO	Notes/Measurements (record if checking NO)
when a shelf is provided, phone has a handset capable of being placed flush on surface of the shelf (37.9)	1m <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when an amplified telephone, it has a depiction of a handset earpiece with radiating sound waves placed on the wall above it or in a location on or near the phone so that it can be easily seen and located (37.10.2)	1n <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
includes directional signage, placed adjacent to all telephone banks that do not contain a TTY, indicating the location of nearest text telephone and includes the international TTY symbol, as per Figure 41c (37.10.1 & 37.10.2)	1o <input type="checkbox"/>	<input type="checkbox"/>	



International TTY Symbol
Figure 41c



Item 1 - Accessible Telephone

FINAL QUESTION: Does the facility provide at least 1 public telephone that meets all of the above standards?

YES ☐ NO ☐ N/A ☐ (If the facility does not provide public telephones, an accessible telephone does not need to be provided.)

ITEM 2 - TEXT TELEPHONE

4



ASSESSMENT OBJECTIVE: Determine if the facility provides **at least 1** text telephone (TTY) that meets all of the standards below, **if 2 or more** public telephones are provided in the same location or a single interior public payphone is provided in or adjacent to a hospital emergency room, recovery room, or hospital waiting room.

If neither of the above is true, a text telephone **does not need** to be provided within the facility. In this case, **skip down** to the FINAL QUESTION on Text Telephone Item and answer **N/A**.

Standards	YES	NO	Notes/Measurements (record if checking NO)
when has an acoustic coupler, the phone cord is at least 29" long to connect the TTY to receiver (37.8)	1a <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is permanently affixed within telephone enclosures (37.8)	1b <input type="checkbox"/>	<input type="checkbox"/>	
is identified by signage that includes the international TTY symbol, as per Figure 41c on page 62 (37.10.1)	1c <input type="checkbox"/>	<input type="checkbox"/>	



Item 2 - Text Telephone

FINAL QUESTION: Does the facility provide **at least 1** text telephone that meets **all** of the above standards?

YES ☐ NO ☐ N/A ☐ (If the facility does not have 2 or more public telephones in the same location or 1 interior public pay phone in or adjacent to a hospital emergency room, recovery room or waiting room, a text telephone does not need to be provided.)

ITEM 3 - ACCESSIBLE DRINKING FOUNTAIN

4



ASSESSMENT OBJECTIVE: Determine if the facility provides **at least 1** drinking fountain, on an accessible route, that meets all of the standards related to the following Elements of an accessible drinking fountain: 1-Spout; 2-Controls; 3-Configuration; and 4-Cup Dispenser.

If the facility does not provide drinking fountains, an accessible drinking fountain **does not need** to be provided. In this case, **skip down** to the FINAL QUESTION on Accessible Drinking Fountain and answer **N/A**.

ELEMENT 1 – SPOUT

Standards	YES	NO	Notes/Measurements (record if checking NO)
is located at front of unit and directs water flow in a trajectory parallel or nearly parallel to front of unit (36.3.1)	1a <input type="checkbox"/>	<input type="checkbox"/>	
provides a flow of water at least 4" high to allow the insertion of a cup or glass under the flow of water (36.3.2)	1b <input type="checkbox"/>	<input type="checkbox"/>	
when fountain has a round or oval bowl, spout is positioned so the flow of water is within 3" of the front edge of the fountain (36.3.3)	1c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
is a maximum of 36" high, measured from floor to spout outlet (36.4)	1d <input type="checkbox"/>	<input type="checkbox"/>	

Does the spout of the drinking fountain assessed meet all of the above SPOUT standards?

1e. YES ☐ NO ☐ N/A ☐

ELEMENT 2 – CONTROLS

Standards	YES	NO	Notes/Measurements (record if checking NO)
are front-mounted or side-mounted near fountain's front edge (36.5.1)	2a <input type="checkbox"/>	<input type="checkbox"/>	
are operable with one hand and do not require tight grasping, pinching or twisting of the wrist (36.5.2) (i.e., operable with a closed fist)	2b <input type="checkbox"/>	<input type="checkbox"/>	
require no more than 5 lbs of force to activate (36.5.2)	2c <input type="checkbox"/>	<input type="checkbox"/>	
Notes: Knob-type faucets are not permitted (36.5.2). Other types of controls may be installed in addition to, but not instead of, hand operated controls (36.5.3)			

Do the controls of the drinking fountain assessed meet all of the above CONTROLS standards?

2d. YES ☐ NO ☐ N/A ☐

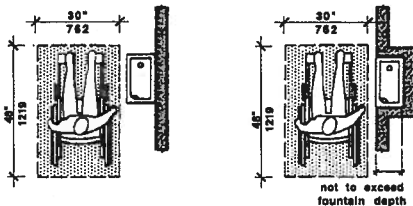
ELEMENT 3 – CONFIGURATION



First, determine which of the following 4 types of drinking fountain units are present: (1) Free-standing Unit; (2) Built-in Unit; (3) Built-in Cantilevered or Wall-mounted Unit; or (4) Wall or Post-mounted Cantilevered Unit. **Next**, determine if that particular type of unit meets the corresponding Configuration standards below.

ACCESSIBLE DRINKING FOUNTAIN CONTINUED

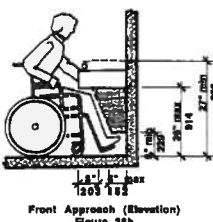
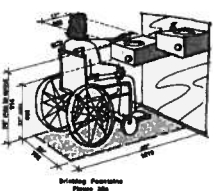
ELEMENT 3 - CONFIGURATION CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
FREE-STANDING UNIT <i>If no, answer N/A to all the standards in this list.</i>			
is mounted with its highest operable part no higher than 54" nor lower than 9" for a person using a wheelchair to make a parallel approach, as per Figure 6m on page 32 (36.2.2 & 6.6)	3a <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when does not have a knee space under it, the unit has a clear floor space that is a minimum of 30" x 48" that allows a person in a wheelchair to make a parallel approach, as per Figure 36d (36.2.2)	3b <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
 <p>Parallel Approach Figure 36d</p>			
BUILT IN UNIT <i>If no, answer N/A to all the standards in this list.</i>			
when cantilevered in a recess, the recess is a minimum of 30" wide and complies with Figure 36e (36.2.3b)	3c <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when located in a recess and has no knee space below it, the recess depth does not exceed fountain depth and fountain has a clear floor space that is at least 30" x 48" to allow a person using a wheelchair to make a parallel approach (36.2.3c)	3d <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
BUILT IN CANTILEVERED OR WALL MOUNTED UNIT <i>If no, answer N/A to all the standards in this list.</i>			
is free of sharp or abrupt edges (36.2.3a & 20.6.1)	3e <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
does not reduce the clear width (36") of the route of travel or maneuvering spaces (36.2.3a & 20.6)	3f <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when mounted between 27" and 80" above floor, does not protrude more than 4" into hallways, as per Figure 20d on page 11 (36.2.3a & 20.6.1)	3g <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		

ACCESSIBLE DRINKING FOUNTAIN CONTINUED

4

ELEMENT 3 - CONFIGURATION CONTINUED

Standards	YES	NO	Notes/Measurements (record if checking NO)
WALL OR POST-MOUNTED CANTILEVERED UNIT THAT ONLY ALLOWS A FRONT APPROACH <i>If no, answer N/A to all the standards in this list.</i>			
has a clear knee space between the bottom of apron and the floor that is a minimum of 27" high, 30" wide and 19" deep, as per Figure 36b (36.2.1)  <small>Front Approach (Elevation) Figure 36b</small>	3h <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
when a "high-low" fountain, it conforms to Figure 36a (36.1.1)  <small>Drinking Fountain Figure 36a</small>	3i <input type="checkbox"/>	<input type="checkbox"/>	
	N/A <input type="checkbox"/>		
has a clear floor space that is a minimum of 30" x 48" to allow a person in a wheelchair to approach the unit facing forward (36.2.1b)	3j <input type="checkbox"/>	<input type="checkbox"/>	
Does the configuration of the drinking fountain assessed meet all of the above CONFIGURATION standards? 3k. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>			

ELEMENT 4 - CUP DISPENSER

If no accessible drinking fountain is provided, is there at least one fountain that has a cup dispenser located no higher than 48" nor lower than 15" when a forward approach and no higher than 54" nor lower than 9" when a parallel approach (6.5, 6.6, 37.7 & DPH)?

4a. YES ☐ NO ☐ N/A ☐



Item 3 - Accessible Drinking Fountain

FINAL QUESTION: Does the facility provide at least 1 drinking fountain, on an accessible route, that meet all of the above standards?

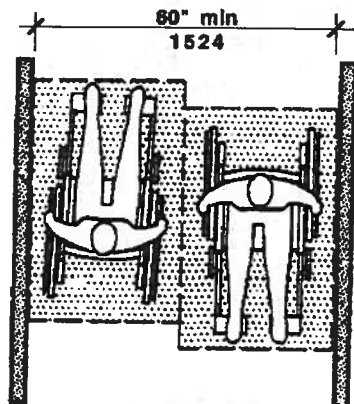
YES ☐ NO ☐ N/A ☐ (If the facility does not provide drinking fountains, an accessible drinking fountain does not need to be provided.)

APPENDIX A

Figures

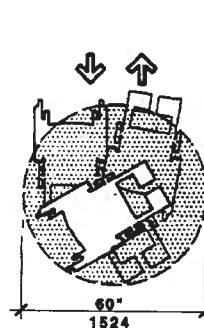
APPENDIX A - Figures

Figure 6b

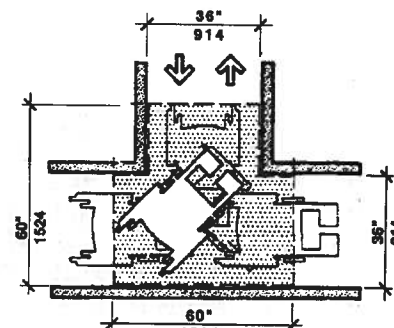


Two wheelchairs passing
Figure 6b

Figures 6c & 6d

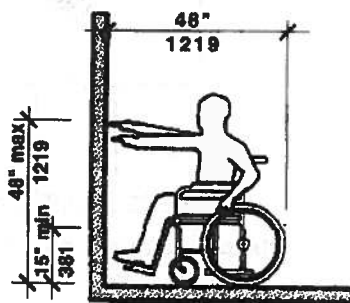


60" Turning Circle
Figure 6c



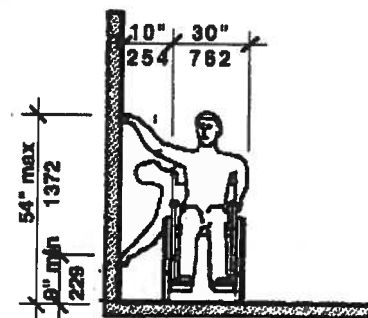
T-Turn
Figure 6d

Figure 6k



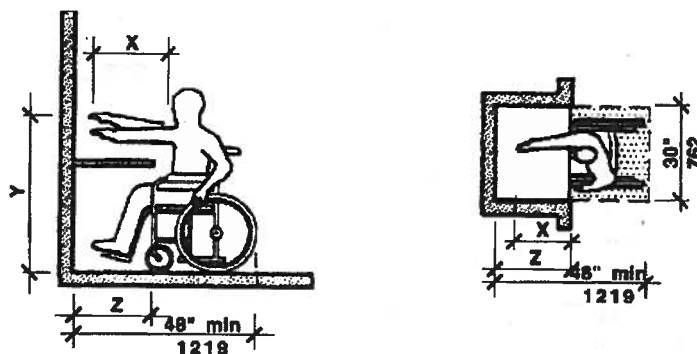
High Forward Reach Limit
Figure 6k

Figure 6m



High and Low Side Reach
Figure 6m

Figure 6l

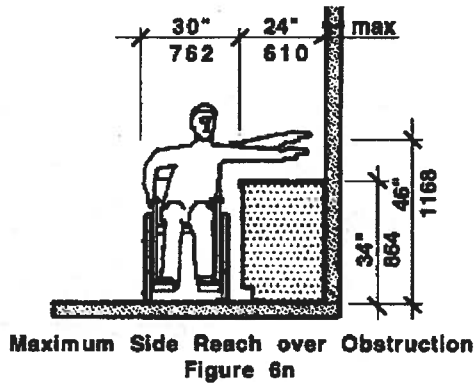


NOTE: X shall be less than or equal to 25" (635 mm). Z shall be greater than X.
When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max.
When X is 20" to 25" (508 to 635 mm), then Y shall be 44" (1118 mm) max.

Maximum Forward Reach over an Obstruction
Figure 6l

APPENDIX A - Figures Continued

Figure 6n



Figures 20a & 20b

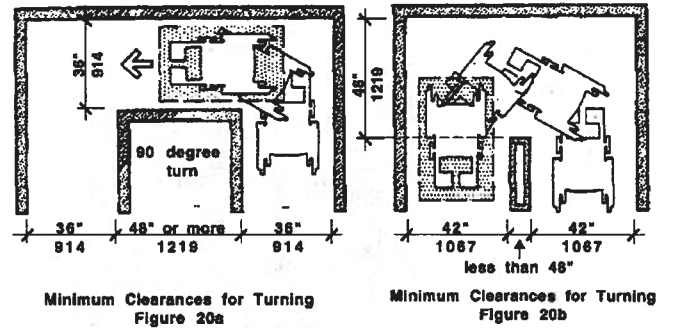


Figure 20d

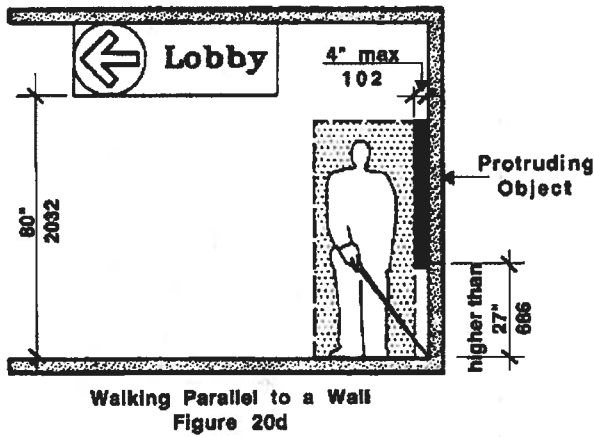


Figure 20f

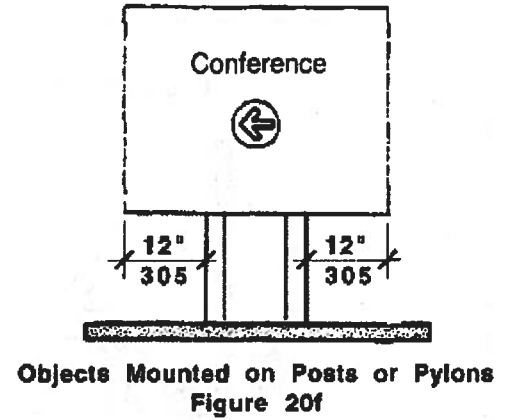


Figure 20g

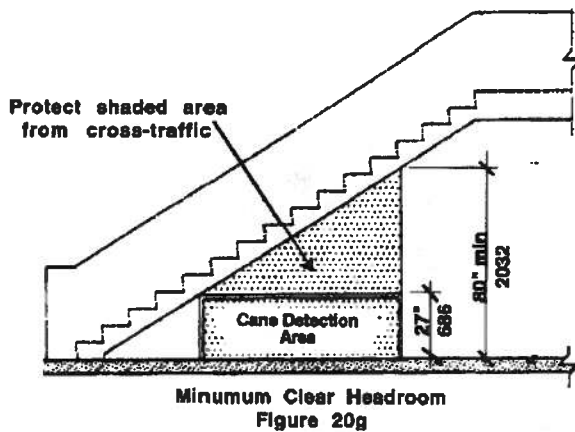
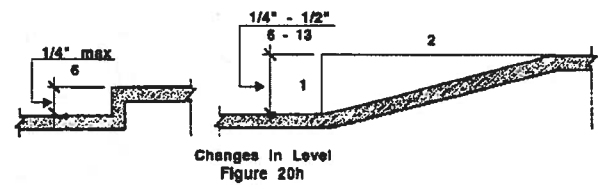
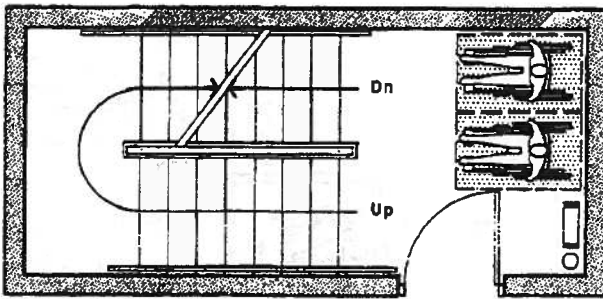


Figure 20h



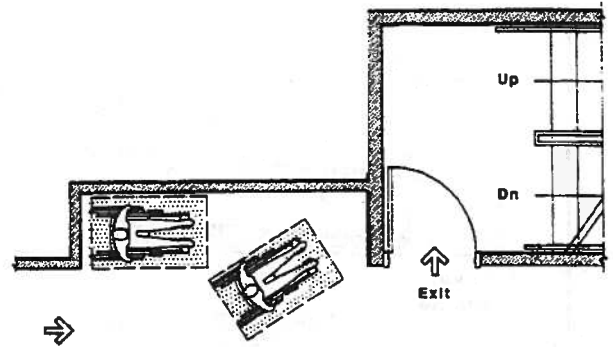
APPENDIX A - Figures Continued

Figure 20i



Area of Rescue Assistance in Stairway
Figure 20i

Figure 20j



Area of Rescue Assistance in Corridor
Figure 20j

Figure 21b

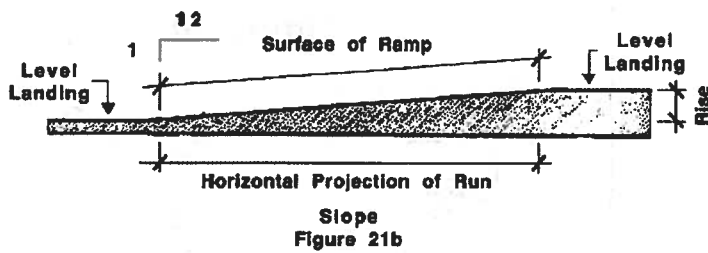
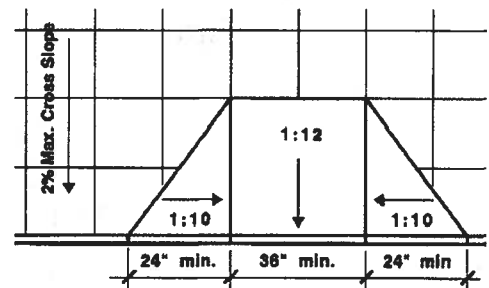


Figure 21b

Figure 21c



Curb Cut with Flared Sides
Figure 21c

Figure 24b

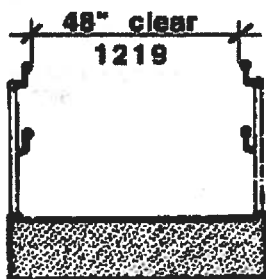
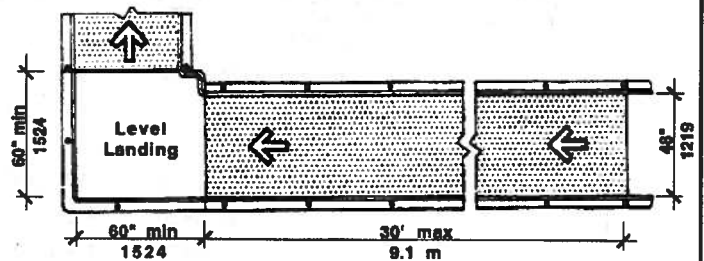


Figure 24b

Figure 24c



Minimum Landing Size for Change of Direction
Figure 24c

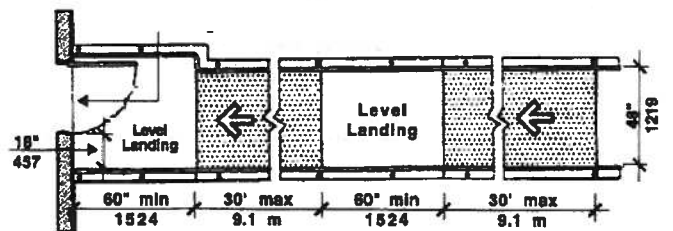
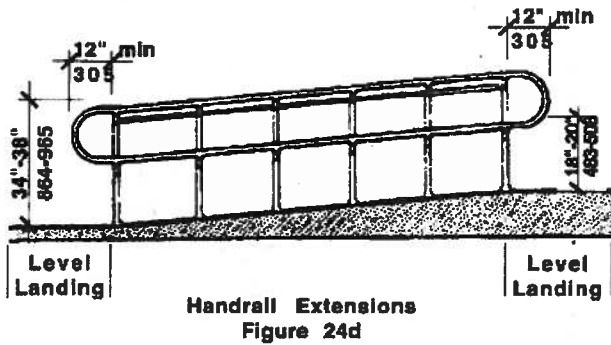


Figure 24c

APPENDIX A - Figures Continued

Figure 24d



Figures 25a & 25b

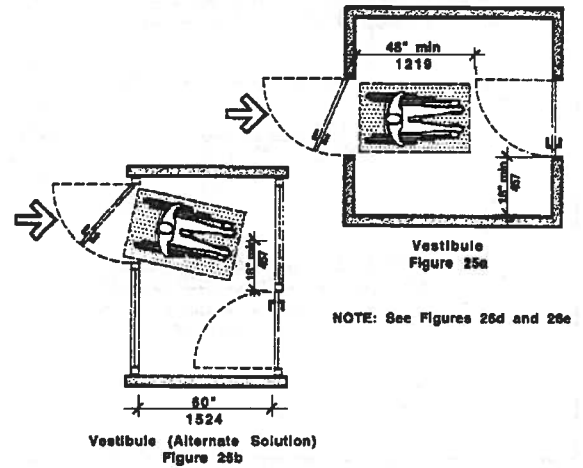
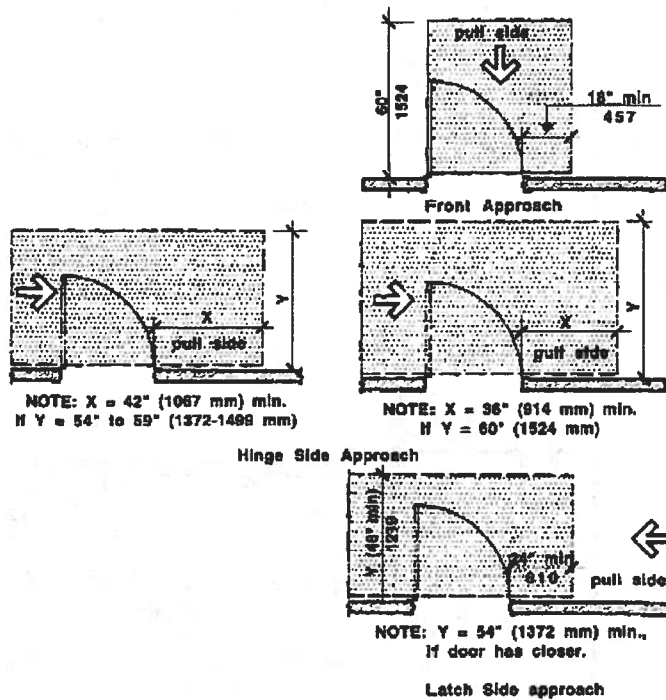
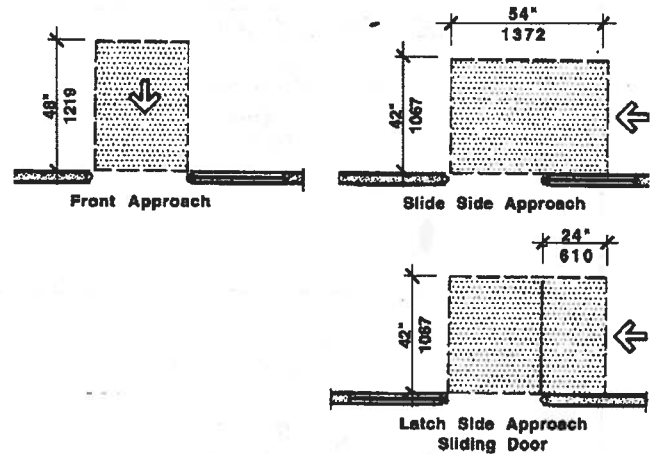


Figure 26d



Maneuvering Clearance at Doors (Pull Side)
Figure 26d

Figure 26f



Maneuvering Clearances at Sliding Doors
Figure 26f

APPENDIX A - Figures Continued

Figure 26e

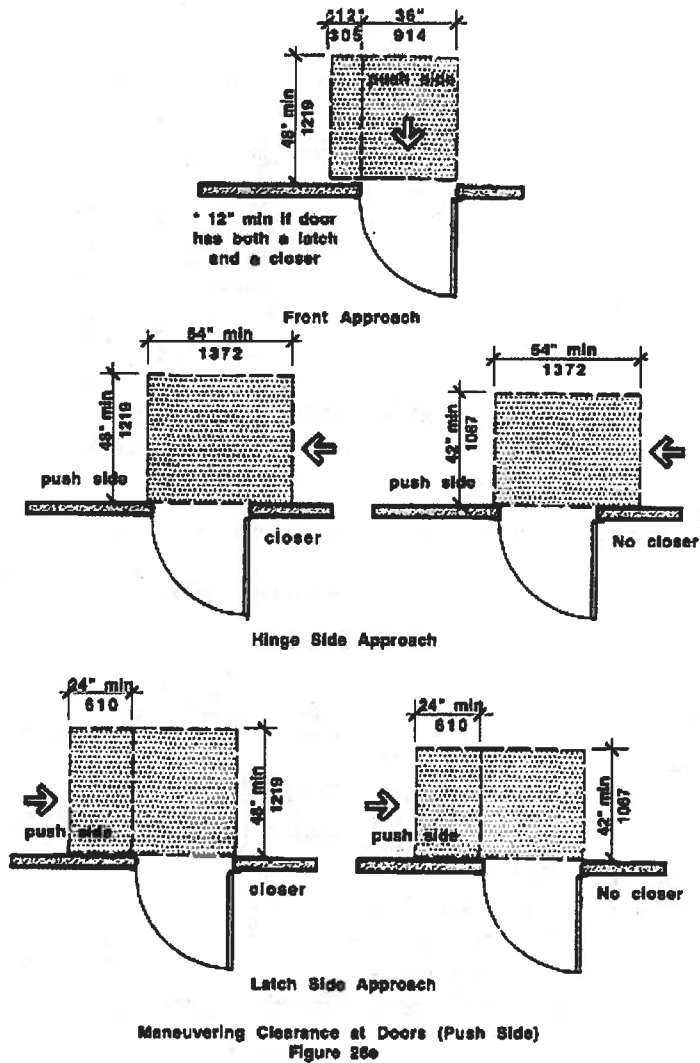


Figure 27b

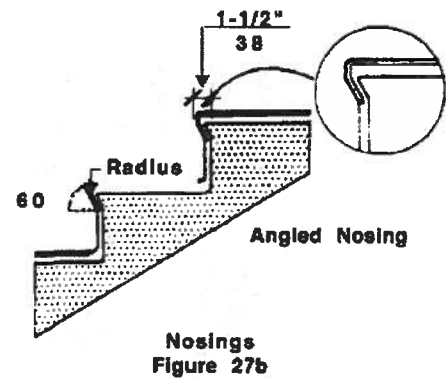


Figure 27d

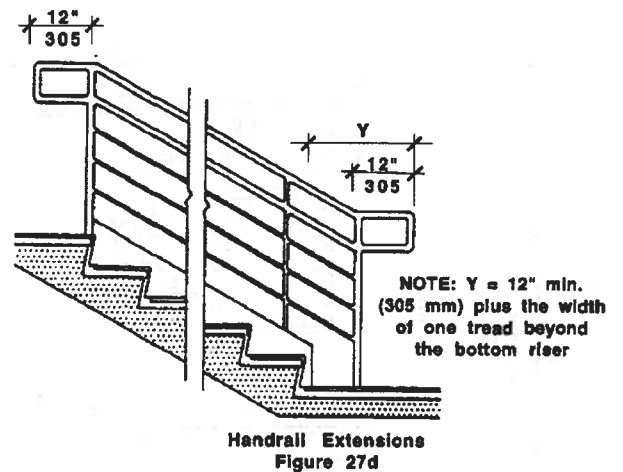


Figure 28c

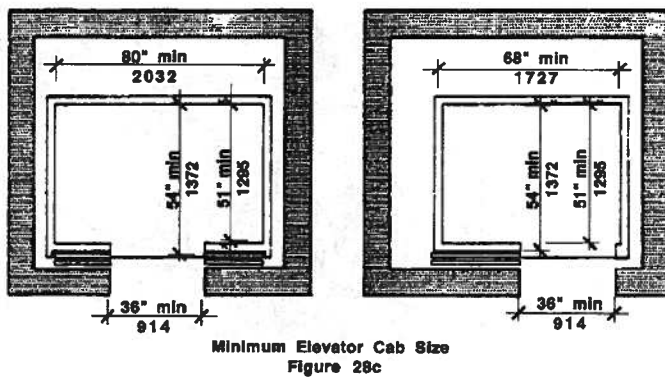
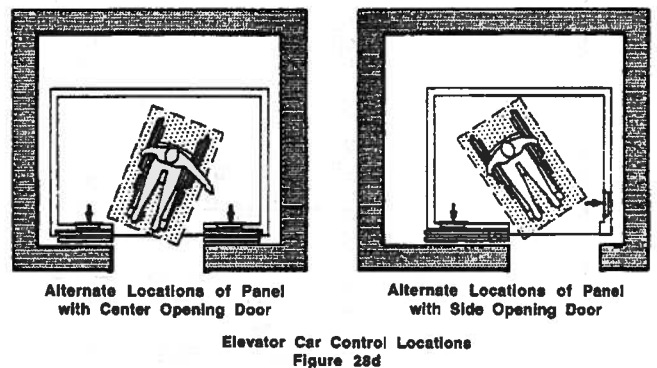


Figure 28d



APPENDIX A - Figures Continued

Figure 29b

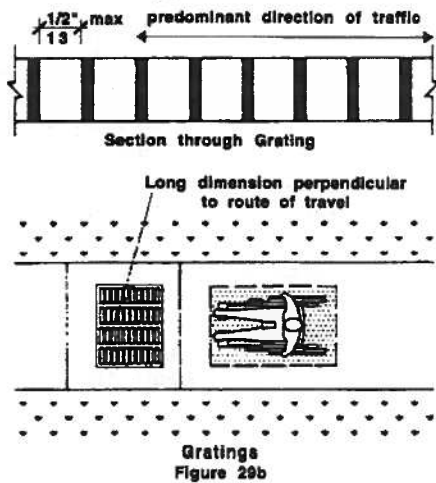


Figure 30a

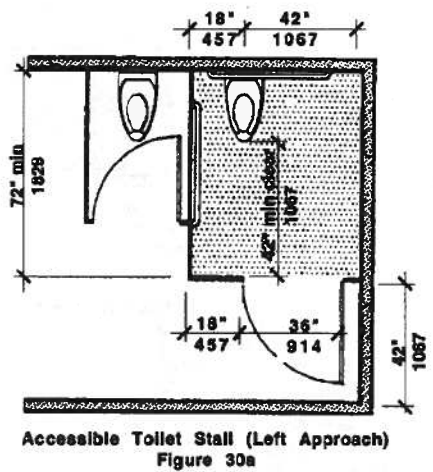


Figure 30d

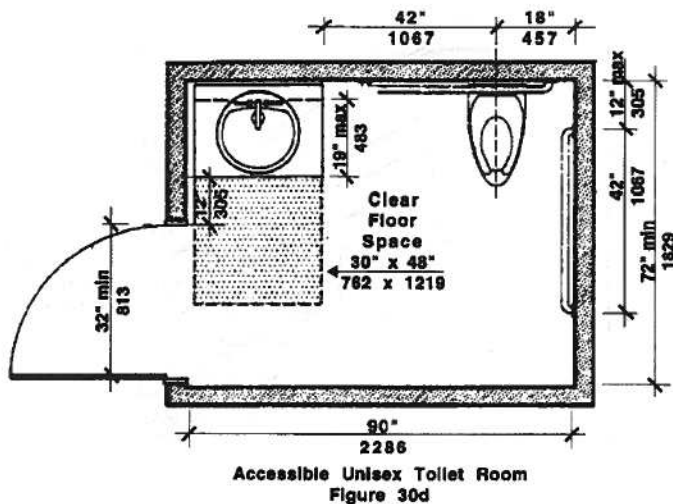


Figure 30i

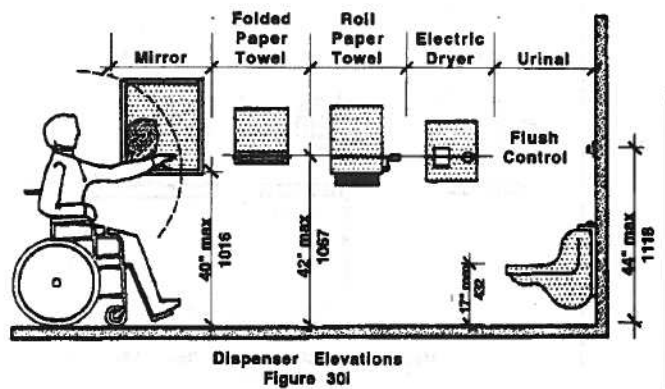


Figure 33b

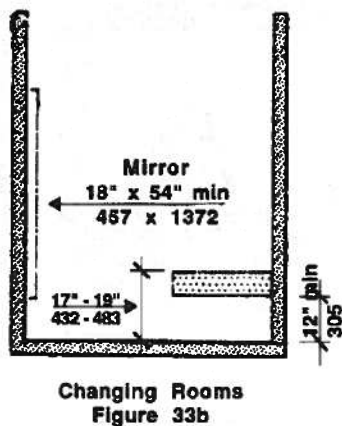
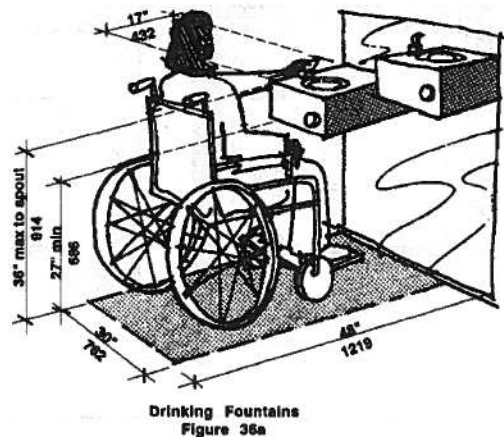
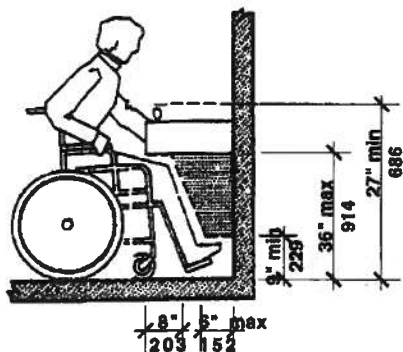


Figure 36a



APPENDIX A - Figures Continued

Figure 36b



APPENDIX B

Transition Plan Templates:

- 1. Transition Plan Cover Page**
- 2. Transition Plan for Readily Achievable Barrier Removal**
- 3. Transition Plan for Non-Readily Achievable Barrier Removal/
Modifications**

Directions

After completing the Massachusetts Facility Assessment Tool, make a list of barriers that limit accessibility. Next, identify those barriers whose removal is “readily achievable”. “Readily achievable” is defined under Title III of the ADA as easily accomplishable with little difficulty or expense (42 USC 12181(9)).

Readily achievable barrier removal is an ongoing obligation and can be carried out incrementally over a period of time. Establish an order of priority for the barriers on the list and project cost estimates and a date by which they will be removed using the transition plan templates provided.

Implementing a transition plan requires the collaboration of key individuals at a program site who have the authority to approve the changes outlined. These individuals should review the transition plan and sign the cover page with their approval. Funding should then be allotted in budget plans to adhere to the projected timeline and cost of barrier removal.

Please include this cover page along with each transition plan submitted by your agency's program sites. Please make sure the transition plans are signed-off by those with the authority to approve the changes outlined. The transition plans are intended to address any facility access barriers you may find after completing the *MFA T*.

TRANSITION PLAN COVER PAGE

Agency Name:	_____	Program Site Name:	_____
Program Site Address:	_____		
Plan submitted by (Name):	_____	Signature:	_____
Title:	_____	Phone #:	_____
ADA Coordinator Name:	_____	Signature:	_____
		Date:	_____
Facility Manager Name:	_____	Signature:	_____
		Date:	_____
Budget Manager Name:	_____	Signature:	_____
		Date:	_____

TRANSITION PLAN FOR READILY ACHIEVABLE BARRIER REMOVAL

Agency Name: _____ Program Site Name: _____
Program Site Address: _____ Date: _____

Priority Area, Element, and Item # - Description of Barrier	Planned Action for Structural Changes/ Improvements	Cost Estimate	Timeline/ Expected Completion Date
Total Cost:----->			
(use additional rows/sheets as needed)			

**TRANSITION PLAN FOR
NON-READILY ACHIEVABLE BARRIER REMOVAL/ MODIFICATIONS**

Agency Name: _____ Program Site Name: _____

Program Site Address: _____ Date: _____

Priority Area, Element, and Item # - Description of Barrier	Planned Action for Structural Changes/ Improvements	Cost Estimate	Explanation of why barrier removal is not readily achievable/ modifiable	Steps to be taken with policies and procedures to assure program accessibility in lieu of barrier removal
Total Cost----->				

(use additional rows/sheets as needed)

