



Polling Place and Election Day Registration Accessibility Survey

This survey form enables a Registrar of Voters to evaluate the basic accessibility of a polling place. ('Polling place' refers to both a standard voting location and an Election Day Registration site.) It provides a working knowledge of accessible features and problems in need of remediation, but it will not provide a complete or exhaustive picture; for that, a professional evaluation is required.

The hope of P&A is that, in the process of conducting the survey, Registrars will gain an enhanced appreciation of how access is achieved and the importance of maintaining it. Upon request, technical assistance and personal site visits to your municipality are available from advocates in the voting rights program at the State Office of Protection and Advocacy for Persons with Disabilities (P&A).

This survey form was designed to be easy to understand and use. It includes requirements taken from both the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Connecticut State Building Code. Sometimes requirements are the same; sometimes they differ. In the interest of providing a simplified document, P&A used its judgment in deciding what to include and how to arrange the criteria.

Within each section, there are drawings and diagrams taken from the Institute for Human Centered Design's 2010 Readily Achievable Checklist that will provide the person completing this form with pictorial guidance. An asterisk in the survey indicates that an illustrative drawing is located within the section.

For more detailed information about the ADAAG, Registrars are welcome to contact P&A or go to www.adachecklist.org; for information about the accessibility requirements of the Connecticut State Building Code, they should call the Office of the State Building Inspector at 860-685-8310.

The following four sections of the survey are arranged chronologically so that they represent the approach of a voter with a disability to a polling place:

- Parking
- Exterior path of travel (including ramp and door)
- Interior path of travel (including doors, ramp and elevator)
- The voting area

Three tools are necessary to complete the survey:

- A level
- A metal tape measure of at least 20 feet
- A door pressure gauge.
 - These handy instruments (both single and double action) are available from:
 - Anderson Lock (800-323-LOCK/www.andersonlock.com)
 - Evan Terry Associates (205-972-9100/www.evanterry.com)
 - HMC Int'l (888-794-2510/ www.hmc-international.com/dpg.htm).

Brief Glossary of Terms

- **Access aisle.** The access aisle is the hatched area adjacent to an accessible parking space. The access aisle accommodates removal of mobility equipment or the lowering of a ramp. Under the Connecticut Building Code, every handicapped parking space must have its own access aisle.
- **Curb cut.** A curb cut is a sloped area cut into a curb. The purpose of a curb cut is to create a safe and direct path of travel.
- **Door pressure weight.** The pressure weight of the door is the weight required to open it; it is not the weight of the door itself.
- **Latchside clearance.** The latchside clearance is the area from the handle of a door to the nearest wall on the same side as the handle. Insufficient latchside clearance prevents a person using mobility equipment from pulling a door open and entering the building. (Why? The person must position herself in the latchside area in order to both open the door and gain entry.) Note: Latchside clearance is most relevant when a door opens out, rather than in.
- **Protruding objects.** A protruding object is an object that protrudes from either the wall or the ceiling at a distance that creates risk for a person with a visual disability. If protruding from a wall, the bottom of the object must be no more than twenty-seven inches from the floor; if not, it will miss the sweep of a white cane. If protruding from the ceiling, the bottom of the object must be at least eighty inches from the floor; if not, a person could walk into it. A quick fix for a wall-protruding object is placement of an item (for example, a decorative brick) under the object. In such a case, the cane would sweep against the brick. Note: An object that protrudes four inches or less from a wall, at whatever height, is not considered a protruding object.
- **Ramp:** A ramp is *any* surface, outside or inside, that has a slope less than 1 inch of rise per twenty inches of surface (1:20) and no more than 1 inch of rise per twelve inches of surface (1:12). That such a slope may lack handrails does not mean it is not a ramp. The slope will trigger ramp requirements, such as handrails. (Any slope steeper than 1:12 is a non-compliant surface.)
- **Vestibule:** A vestibule is an area of passage typically located between an exterior door and an interior door.

Name of the Polling Place: _____

Address of Polling Place: _____

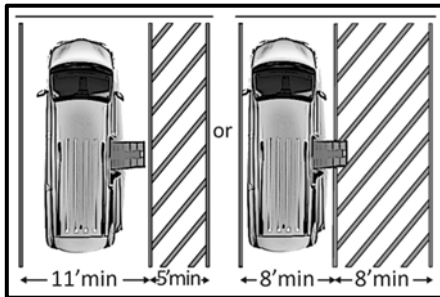
Name of Evaluator(s): _____

Date of the Evaluation: _____

Survey Form

Note: An asterisk * indicates that there is an illustration in the section

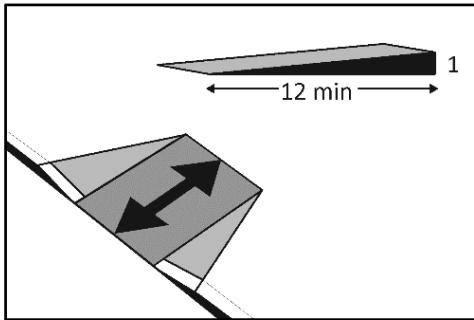
I. PARKING:	YES	NO
If the accessible entrance is different from the main entrance, is appropriate signage placed so that it is easily viewed and followed as soon as a voter enters the polling place property?		
If there is a lot, are there at least two accessible parking spaces (for a standard accessible space, 10 feet for the space /5 feet for the access aisle)? *		
Is one of the spaces van accessible (8 feet for the space; 8 feet for the access aisle)? *		
Does each space have its own access aisle?		
Does each space have signage that is raised above-ground and includes the wheelchair symbol, notice of permit requirement and notice of fine?		
Does the van accessible space also have an additional sign indicating that the space is van accessible?		
Is the surface in the parking area made of hard-packed material like pavement, concrete or asphalt? (Loose gravel is not a compliant surface.)		
Is the surface level and smooth?		
If there is a slope, what are the dimensions? (The slope in a parking area cannot be steeper than 1 inch of rise per 48 inches of slope, i.e., 1:48) _____		
If there are grates, are the openings no more than 1/2 inch wide?		



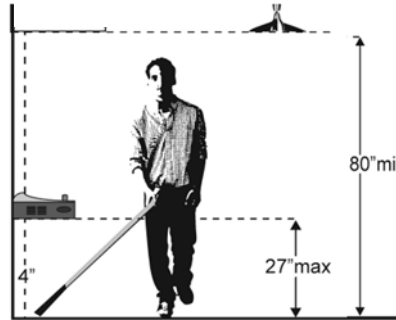
Dimensions for Accessible Parking spaces.

NOTES:

II. EXTERIOR PATH OF TRAVEL (including ramp and door):	YES	NO
Is the surface of the walkway from the parking to the entrance made of a hard-packed material like pavement, concrete or asphalt? (Loose gravel is not considered a compliant surface.)		
If there are curb cuts, do they have a maximum slope of 1:12?*		
Is the walkway at least 36 inches wide?		
Is the surface level and smooth, without cracks or broken pavement?		
If there is a slope, what are the dimensions? _____		
If there are grates, are the openings no more than ½ inch wide?		
Is the walkway free of protruding objects, including greenery?*		

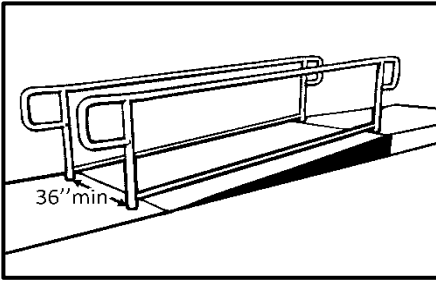


Curb Cut – 1:12 Slope

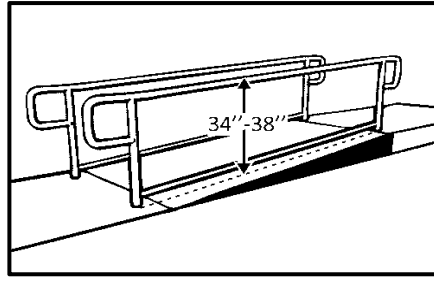


Protruding Objects

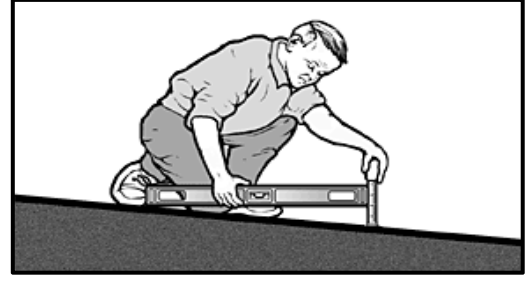
Ramp: *		
Does the ramp have a slope no greater than 1:12?		
Is the ramp at least 36" wide?		
If the ramp is longer than 6 feet, does it have smooth handrails on both sides?		
Is the measurement from the ramp surface to the top of the handrails from 34" to 38"?		
Do the railings have a circumference from 1 and ¼" to 2"?		
Do the handrails extend 12" from the top and the bottom of the ramp?		
Is there a level resting platform at every 30 feet of ramp that measures 60" by at least the width of the ramp?		
Is there a 60" by 60" platform at every point where the ramp changes direction?		
If the ramp leads to a door or entrance, is there a landing at the top that measures at least 60" by 60"?		



Ramp Width



Handrail Height



Measuring Slope

Exterior Door

YES NO

If the accessible entrance is different from the main entrance, is there appropriate signage near the door?

Does the door have an opening of at least 32 inches, not counting an interior push bar?*

Is the door threshold ½” or less in height?

Is the door equipped with a lever or arch handle that does not require grasping or twisting? *

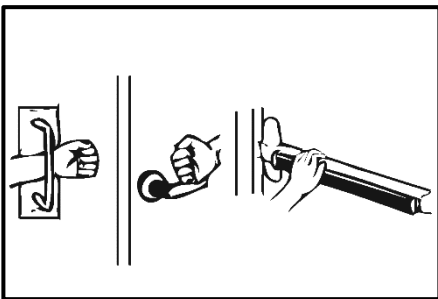
Is the pressure force of the door greater than 8 ½ pounds? (Note: There is no standard maximum pressure weight for an exterior door, but the recommended maximum is 8 ½ pounds.)

From a 90 degree open position, does the door close at a slow, even 3-Mississippi count?

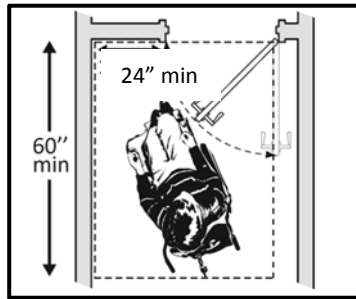
Is there latchside clearance of at least 24 inches when the door opens out? *

If there is an automatic door, is it in working condition?

Does it remain open for at least 10 long seconds?



Door Handles



Latchside Clearance



Door Measuring

III. INTERIOR PATH OF TRAVEL (including doors, ramp and elevator):

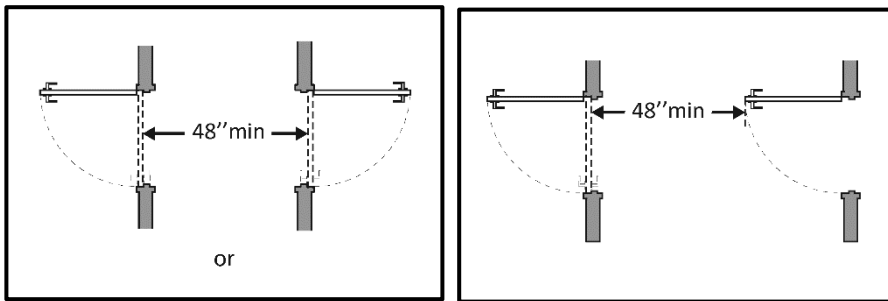
YES NO

If there is a vestibule, is the distance between doors at least 48 inches, plus the width of the doors when swinging into space? *

Do all doors have a clearance of at least 32 inches, not including a push bar?

Are door thresholds ½ inch or less in height?

Are all doors equipped with level or arch handles that do not require grasping or twisting?		
Are the pressure weights of all interior doors not more than the maximum allowable 5 pounds?		
From a 90 degree open position, does the door close at a slow, even 3-Mississippi count?		
Is there latchside clearance of at least 24 inches when doors open out?		
Is the width of all corridors on the path of travel at least 36" wide?		
Is the corridor free of protruding objects and obstacles?		
Is the corridor surface flat, with all rugs or mats securely fastened?		



Vestibule Configurations

Ramp:		
Does the ramp have a slope no greater than 1:12?		
Is the ramp at least 36" wide?		
If the ramp is longer than 6 feet, does it have smooth handrails on both sides?		
Is the measurement from the ramp surface to the top of the handrails from 34" to 38"?		
Do the railings have a circumference from 1 and ¼" to 2"?		
Do the handrails extend 12" from the top and the bottom of the ramp? (Note: Because interior ramps are generally simpler in construction than exterior ones, questions sometimes applicable to exterior ramps are not included here.)		
Elevator:		
Is the elevator intended for passengers, not freight?		
Is the center of the call button a maximum of 54" from the floor?		
Are door jambs marked with raised numbers and Braille?		
Do the elevator doors provide at least 36" of clear width?		
Is the elevator cab at least 51" deep by 51" wide?		
Is the center of the highest elevator control a maximum of 48" high?		
Are control buttons marked with raised lettering and Braille?		
Are there audible signals when the car stops at and passes a floor?		
Does the door reopen when obstructed?		

Notes:

IV. VOTING AREA:	YES	NO
Is there proper lighting in the voting area?		
Are the walls and ceilings free of protruding objects?		
Is the floor surface flat, with all rugs and mats securely fastened?		
See more information on enhancing voter accessibility in the companion document "Voting Area Recommended Practices."		