



National
Multiple Sclerosis
Society

Accessibility Site Checklist

Introduction

The National Multiple Sclerosis Society (NMSS) has long been an advocate for accessibility and, toward that end, has established checklists to collect information and start conversations about accessibility in various community settings. Though not legally binding, these guidelines are based upon the rules and regulations established by the ADA. It is important to note that while a community setting may conform to these guidelines, it may still not conform to the ADA law in its entirety.

The Americans with Disabilities Act has more extensive and comprehensive requirements than guidelines established within the following checklists. To ensure complete compliance with the ADA, refer to the appropriate regional ADA DBTAC or ADA resources, as referenced.

Site checklists for specific locations within the community

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Tools

To evaluate a setting for accessibility, collect the following tools:

- A flexible tape measure
- Optional: An *Accessibility Stick IITM*– this is a measuring stick with markers for acceptable door width, sink height, etc. More information: www.adastick.com.
- pad of paper
- clipboard
- pen
- calculator
- checklists

Site Visit Protocol

- Conduct the accessibility check with two people to improve efficiency and accuracy.
- Assemble forms and materials before your visit.
- Record responses directly on the forms.
- Collaborate with the site managers to provide accommodations and solutions to problems.

Resources

Regional ADA Centers

Ten regional centers compose the National Institute on Disability and Rehabilitation Research (NIDRR) ADA Technical Assistance Program. Each center provides technical assistance, materials, training and referrals. However, you should be aware that neither the centers nor NIDRR is responsible for enforcement of the ADA. The information they provide is intended solely as informal guidance and is neither a determination of one's legal rights or responsibilities under the ADA, nor binding on any agency with enforcement responsibility under the Act. To reach your regional ADA center, call toll free (800) 949-4232 (Voice, TTY) and you will be automatically routed to the center that serves your sites or visit their website at: <http://www.adata.org/network/index.html>.

The Access Board

The Access Board is an independent Federal agency devoted to accessibility for people with disabilities. Its responsibilities include:

- Developing and maintaining accessibility requirements for the built environment, transit vehicles, telecommunication equipment, and for electronic and information technology.
- Providing technical assistance and training on their guidelines and standards.
- Enforcing accessibility standards for federally funded facilities.

The Access Board
1331 F Street, NW, Suite 1000
Washington, DD 20004-1111

Toll-free number - (800) 872-2253 (Voice)
Toll-free number - (800) 993-2822 (TTY)

Phone - (202) 272-54334 (Voice)
Phone - (202) 272-5449 (TTY)
Fax - (202) 272-5447

Website - www.access-board.gov

ADA Accessibility Guidelines for Buildings & Facilities:

Website - <http://www.access-board.gov/adaag/html/adaag.htm>

E-mail - info@access-board.gov

Adaptive Environments

Adaptive Environments

374 Congress Street, Suite 301

Boston, MA 02210

Phone – (617) 695-1225 (V/TTY)

Fax – (617) 482-8099

Website – <http://www.adaptenv.org>

E-mail – adaptive@adaptenv.org

	Parking	Yes	No	If no, what reasonable accommodations can be made?	Comments	N/A												
1	<p>Do the number of accessible parking spaces meet applicable code requirements?</p> <table border="1"> <thead> <tr> <th><u>Parking Spaces</u></th> <th><u>Accessible Spaces</u></th> </tr> </thead> <tbody> <tr> <td>1-15</td> <td>1</td> </tr> <tr> <td>26-50</td> <td>2</td> </tr> <tr> <td>51-75</td> <td>3</td> </tr> <tr> <td>76-100</td> <td>4</td> </tr> <tr> <td>100+</td> <td>Never less than 2% of total space (e.g. If 500 total spaces multiply 500 X .02 = 10 accessible spaces minimum)</td> </tr> </tbody> </table>	<u>Parking Spaces</u>	<u>Accessible Spaces</u>	1-15	1	26-50	2	51-75	3	76-100	4	100+	Never less than 2% of total space (e.g. If 500 total spaces multiply 500 X .02 = 10 accessible spaces minimum)	<p>Total # of spaces _____</p> <p># of accessible spaces _____</p>				
<u>Parking Spaces</u>	<u>Accessible Spaces</u>																	
1-15	1																	
26-50	2																	
51-75	3																	
76-100	4																	
100+	Never less than 2% of total space (e.g. If 500 total spaces multiply 500 X .02 = 10 accessible spaces minimum)																	
2	Is 1 out of every 8 accessible spaces 16 feet (192") wide, with 98 inches (8.1') of vertical clearance to accommodate a lift-equipped van?	How many spaces can accommodate a van? _____																
3	Are accessible parking spaces marked with the International Sign of Accessibility?																	
4	What is the distance from accessible parking to main entrance, using the path that has no stairs or curbs to negotiate?																	
5	Are walk surfaces stable, firm, and slip resistant?																	

	ENTRANCE & DOORS	Yes	No	If no, what accommodations can be made?	Comments	N/A
1	Does at least one <u>main</u> path of travel to approach a building not require the use of stairs?					
2	Is a main approach path of travel at least 36" wide?					
3	Is a main approach path stable, firm, and slip-resistant?					
4	Can all objects protruding into the main approach path of travel be detected by a person with a visual disability using a cane?					
5	Are objects within 27" of the ground or, if hanging or mounted overhead, are higher than 80".					
6	Do accessible entrance doors have a clear opening of at least 32"? Do double doors have one leaf of at least 32"?					
7	Do entrance doors have 18" of clear wall space on the pull side next to the handle?					
8	Are door handles no higher than 48"?					
9	Can doors be opened with a closed fist?					

10	Do entrance doors have a level threshold (less than 1/4" high) or beveled (no more than 1/2" high)?					
11	Do doors with closers take at least 3 seconds to close?					
12	Do interior doors (not exterior) require no more than 5 pounds of force to operate?					
13	Are doormats no higher than 1/2" and secured to the floor at all edges?					
14	When the main entrance is not the accessible entrance, do clearly visible directions indicate the location of the accessible entrance?					

	<u>RAMPS</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Do ramps have slopes no greater than 1:12 (which means that for every one inch of height or rise, there are 12 inches (one foot) of ramp "length" or "run?")					
2	What is the length or run of the ramp?					
3	What is the height or rise covered by the ramp?					
4	How many ramps are longer than 6 feet?					
5	Does each 6+ ft. ramp have a railing on each side?					
6	Are railings sturdy and between 34 and 38 inches high with the width between the two sides of the ramp being at least 36 inches?					
7	Do ramps have a non-slip surface?					
8	Do long ramps have 5' flat landings every 30 ft, at top/bottom and switchbacks?					

Note: A simple rule of thumb when measuring ramps is to divide the run (length) by the rise (height). That figure should be between 12 and 16. Example: A run of 336 divided by a rise of 26 (26/336) equals 12.92. This is an acceptable slope. According to the Disability and Business Technical Assistance Center (DBTAC), the ratio of 1:16 is optimal, but 1:12 is compliant.

	<u>RESTROOMS</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Do doors of accessible rest rooms open "out" and have a clear opening of at least 32 inches?					
2	Do doors of accessible rest rooms have handles operable with a closed fist?					
3	Are handles located no more than 48" high?					
4	Does the configuration of an accessible rest room provide at least 36 inches of clear width for forward movement and a 5-foot diameter of clear space or a T-shaped space to make turns?					
5	Does a wheelchair-accessible toilet stall have an area of at least 5 ft. by 5 ft. & clearance of door swing? Note: A stall, which is 36 by 69 inches or 48 by 69 inches, is less than ideal but does provide greater access than a typical rest room stall.					
6	Do accessible toilet stalls have horizontal grab bars installed on the wall <u>behind</u> and <u>on the sidewall</u> nearest to the toilet?					
7	Do doors to accessible rest rooms require no more than 5 lbs. of force?					
8	Are doors on accessible toilet stalls operable with a closed fist, inside & out?					

9	Are toilet seats in accessible stalls between 17-19 inches high?					
10	Is a path at least 36 inches wide provided to reach all fixtures in an accessible rest room?					
11	Does at least one basin in an accessible rest room have a 30 inch wide clear space in front by 48 inches deep?					
12	Are basin rims in an accessible rest room no higher than 34 inches?					
13	In an accessible rest room, is there at least 29 inches from the floor to the basin apron?					
14	In accessible rest rooms, are faucets operable with one closed fist?					
15	In accessible rest rooms, are soap, other dispensers, towels, and hand dryer no higher than 48 inches from floor?					
16	Are dispensers operable with a closed fist?					
17	Are any automatic flush toilets/towel dispensers/soap dispensers and water at sink available?					
18	Are mirrors in accessible rest rooms mounted with the bottom edge of the reflecting surface no more than 40 inches from the floor?					
19	Are accessible rest rooms identified with unambiguous signs?					

	<u>RETAIL ESTABLISHMENTS</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Are width of aisles/pathways to goods and services at least 36" wide?					
2	Is a salesperson or staff available or willing to assist when items are hung or displayed above a height of 48'?					
3	Is carpet low-pile, tight-weave, & securely attached?					
4	In routes through public areas, all obstacles are within 27 inches of the floor or protrude less than 4 inches from the wall or, if hung, are higher than 80 inches?					

	<u>MEETING ROOMS & CONFERENCES</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Do conference rooms allow participants with restricted mobility to fully access seating locations and the speaking area?					
2	Do access doors to conference/meeting rooms have a clear opening of 32"?					
3	Do meeting room access doors have handles operable with a closed fist?					
4	Are aisles around conference tables a clear 54" wide (minimum)?					
5	Is accessible seating and access to seating available throughout the meeting room?					
6	Do conference tables provide wheelchair knee space of a minimum of 27" height, 30"width, and 19" depth?					
7	Are conference table chairs approximately 18" high to coordinate with the appropriate table height?					
8	Are aisles between rows at least 18" wide In lecture rooms?					
9	Are speaker platforms accessible to speakers with restricted mobility and to users of wheelchairs?					

10	Is accessible seating for attendees in wheelchairs provided at dispersed locations, with sightlines comparable to other areas?					
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	HOTEL	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Are all corridors and public circulation spaces at least 36 inches wide?					
2	Do lobby and corridor doors have at least 32" for clear opening; Do double doors have at least one leaf with a 32" clear opening?					
3	Do emergency alarm systems display visual and audible warnings?					
4	Do wall-mounted fixtures protrude less than 4" into the path of travel?					
5	Are changes in floor surface level or beveled if change is greater than 1/4"?					
6	Are carpeting in corridors and other public areas low-pile, of a maximum height of 1/2", and securely attached?					
7	Do hard floor surfaces appear to be slip resistant?					
8	Is there a cutout with a lowered counter surface and knee space provided at the front desk, or are guests accommodated at the concierge desk or provided clipboards to serve as a writing surface?					
9	Is signage for emergency information, general circulation, and room and space identification consistently located and mounted at eye level (4'6" to 5'6") with					

	contrasting background?					
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	HOTEL GUEST ROOM	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Do accessible guest room doors have a minimum clear opening width of 32" and lever-type handle?					
2	Are thresholds or transition-strips no higher than 1/2" and beveled if the height exceeds 1/4"?					
3	Are safety chains, dead bolts, and other hardware mounted no higher than 48"?					
4	Does the hardware have lever handles to operate?					
5	Are security viewers installed in accessible guest room doors at both high and low heights of 42" and 57"?					
6	Is maneuvering space at least 5ft. in diameter provided to allow for closet door operation and to allow guests in wheelchairs to turn around after using the closet?					
7	Are hanger rods and shelving no higher than 54" from the floor?					
8	Are the iron, ironing board, coffee maker, and any other amenities placed on lower shelves?					
9	Is a 3ft. wide aisle provided on at least one side of the bed?					

10	Does the location of the bed and overall room arrangement provide clear space at least 5ft. in diameter or a T-shaped area in which to rotate a wheelchair?					
11	Is the height of a bed in an accessible guest room 18" to 20" measured from the floor to the top of the mattress?					
12	Is close-captioned decoding equipment available to guests on request?					
13	Are alarm clocks or radio alarms with visual and audible signals available to guests upon request?					
14	Are telephones compatible with hearing aids provided or compatible handsets available upon request?					
15	Is a telephone provided in the bathroom for safety?					
16	Are accessible guest rooms equipped with audible and visual alarm systems and an evacuation plan?					
17	Are switches mounted at a height of 40" & controls no higher than 48"?					
18	Are electrical outlets mounted between 18"-24" from the floor?					
19	Are lamp switches easy to locate and operate?					
20	Does the guest room arrangement provide access to operable windows, doors, blinds, drapes, and other window treatments? Are windows, doors, blinds, drapes and other window treatments					

	easy to operate?					
21	Is carpeting low-pile, no more than 1/2" in height, and securely fastened?					

	HOTEL GUEST ROOM BATHROOM	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Do the bathrooms in accessible guest rooms include a minimum clear turning space of either a 5' diameter circle or a T-shaped clear area?					
2	Can the bathroom door be fully operated by a person with a mobility impairment?					
3	Is the top of the toilet seat between 17"-19" from the floor?					
4	Are grab bars installed on the wall behind and on the sidewall nearest the toilet?					
5	Are towel bars, hair dryers, robe hooks, and other accessories mounted in convenient and accessible locations with operating mechanisms no higher than 54" from the floor?					
5	Do vanities have knee space below the apron and basin with minimum dimensions of 27" high, 30"wide and 19" deep?					
6	Are hot-water pipes or sharp or abrasive surfaces around or in the knee space insulated or protected?					
7	Is the top of the basin no higher than 34" measured from the floor?					
8	Is the basin edge no deeper than 6 1/2" from the front edge of the vanity?					

9	Are mirrors mounted with the lowest edge of the reflecting surface no higher than 40" from the floor?					
10	Are faucets easy to operate with lever handles or are single-lever controls operable with a closed fist?					
11	Do tub/showers have clearances for a frontal approach of a wheelchair measuring at least 4' wide or 2'6" wide for a parallel approach?					
12	Do tub/shower units have grab bars on the head, foot, and sidewalls to assist wheelchair transfer and aid balance?					
13	Are showers in accessible guest rooms equipped with curtains rather than sliding doors?					
14	Do tubs or showers have an offset single-lever mixing valve and a hand-held shower head with a 5' or longer hose?					
15	Are tub/shower seats built in or available upon request?					

	<u>RESTAURANTS</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Are spaces for wheelchair seating distributed throughout the restaurant?					
2	Do ramps or elevators allow access to all levels within the site that are open?					
3	Are table and counter top surfaces between 28 and 34 inches high?					
4	Are knee spaces at accessible tables at least 27" high, 30" wide and 19" deep?					
5	Are aisles between chairs or tables at least 36" wide?					
6	Do the stairs have a non-slip surface (e.g. rough concrete, low pile carpeting)?					
7	Do stairs have continuous railings on both sides with extensions beyond the top and bottom of the stairs?					

	<u>ELEVATORS / CHAIR LIFTS / TELEPHONES</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Does the site have more than one bank of elevators?					
2	Does elevator have visible floor indicators outside of each elevator location?					
3	Does elevator have audible floor indicators outside of each elevator location?					
4	Are call buttons in the hallway no higher than 42 inches?					
5	Does the floor area of elevator cars provide space for wheelchair users to enter the car, maneuver within reach of controls, and exit from the car?					
6	Are chair lifts (smaller, mechanical systems) used to raise a person or chair one at a time to another level of a building?					
7	Are lifts usable without assistance OR is a call button provided?					
8	Are lift controls between 15" and 48" high?					
9	Is a public or pay phone available for use?					

	<u>AQUATIC SITE AND SWIMMING POOL CHECKLIST</u>	Yes	No	If no, what reasonable accommodation can be made?	Comments	N/A
1	Is the water temperature between 80 and 84 degrees?					
2	Are appropriate changing facilities provided for people who may require the assistance of their care partner to help them change clothes?					
3	Do steps into the pool have handrails on both sides, in addition to the ladder entry points?					
4	Do the steps into the pool have treads with slip-resistant finish?					
5	Is the pool equipped with a mechanical chairlift that allows a person to transfer from wheelchair to water safely?					
6	Is facility staff available to assist with use of chairlift or for access to the changing rooms?					
7	Are there accessible fire exits/emergency procedures for people with limited mobility?					

EXAMPLES OF STRATEGIES FOR ACHIEVING ACCESSIBILITY

- *Concern* - There are not enough accessible parking spaces (13 ft. wide) in the designated event parking area.
- *Strategy* - Reserve an area temporarily or permanently as accessible space.

- *Concern* – There are no lines marked to designate sizes of parking spaces.
- *Strategy* – Use orange cones to designate parking spaces.

- *Concern* - The lobby desk is high and there is no cut-away area.
- *Strategy* - Use a lower area at the concierge desk (if available), or ask the hotel to set-up a table for registering and checking in/out of the hotel.

- *Concern* - Closet rods in a hotel guest room are not at an accessible height.
- *Strategy* – Ask the hotel to place a portable tension rod at a lower level.

- *Concern* – Toilet seats in accessible stalls are lower than required 17-19 inches high.
- *Strategy* – Obtain a raised toilet seat that can be safely secured to the toilet.

- *Concern* – The location of the bed and overall room arrangement does not provide clear space of at least 5ft. in diameter or a T-shaped area in which to rotate a wheelchair.
- *Strategy* – Negotiate with hotel management to have furniture that is not necessary rearranged OR removed from room during guest’s stay.