



ADA Self-Evaluation And Program Access Plan

Adopted July 20, 2022

Updated January 2026 to reflect change in ADA Coordinator

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Introduction

As a federally designated Metropolitan Planning Organization (MPO) and state designated Regional Transportation Planning Organization (RTPO), the Skagit Council of Governments (SCOG) is subject to the requirements of Title II of the Americans with Disabilities Act. Additionally, SCOG is the recipient of federal funds, making the organization subject to the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504). An updated Self-Evaluation & Access Plan implementation has been identified in the Unified Planning Work Program for State Fiscal Year 2022. This Self-Evaluation & Access Plan reviews nondiscrimination requirements under Section 504 and Title II and proposes strategies and specific actions to both bring SCOG into full compliance with all applicable rules and regulations and to provide a planning framework to ensure future compliance.

As part of its Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT, SCOG agrees to comply with numerous Section 504 and ADA regulations. These regulations span Federal agencies including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Department of Justice (DOJ), Equal Employment Opportunity Commission (EEOC), and Federal Communications Commission (FCC). During State Fiscal Year 2020 SCOG conducted a Section 504/ ADA Title II Compliance Assessment which is incorporated into the body of this Plan as Appendix 1.

The Skagit Council of Governments is committed to providing equal access to all public programs, services and activities for citizens with disabilities. This Program Access Plan will be used to guide future accessibility planning and implementation efforts and will be periodically updated to ensure that all SCOG programs, services and activities remain accessible and compliant with all applicable regulations.

Board Approval

The Skagit Council of Governments Transportation Policy Board approved this ADA Self-Evaluation and Program Access Plan at our regular meeting on July 20, 2022.

DocuSigned by:

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Commissioner Peter Browning, Skagit County
Transportation Policy Board Chair

1/27/2026

Date

Attest:

Signed by:

93A31B8730E94D0...

Jill Boudreau
Executive Director

1/23/2026

Date

ADA Notice to the Public

The Skagit Council of Governments (SCOG) is committed to providing equal access to its facilities, programs and services for all persons with disabilities.

SCOG will ensure that no qualified disabled individual shall, solely on the basis of their disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). SCOG further ensures that every effort will be made to provide nondiscrimination in all of its programs and activities regardless of the funding source.

A grievance procedure is available to resolve complaints. Grievance procedures can be requested by contacting the ADA Coordinator.

Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting the ADA Coordinator, Jill Boudreau at 360-416-7871 or jillb@scog.net at least two weeks before the activity or event.

Abbreviated ADA Notice to the Public

The Skagit Council of Governments fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Jill Boudreau at 360-416-7871 or jillb@scog.net.

Locations ADA Notice to the Public Posted

The following is a list of locations where the ADA Notice to the Public or Abbreviated ADA Notice to the Public is posted in English and Spanish:

- All SCOG public meeting agendas;
- SCOG's website; and
- SCOG offices located at 315 South Third Street Suite 100, Mount Vernon, WA 98273

Federal Requirements

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 require organizations with less than fifty employees that are recipients or subrecipients of federal funds to conduct a self-evaluation and prepare an ADA Program Access Plan. The ADA went into effect in 1992 and is a civil rights law that prohibits discrimination against individuals with disabilities with regards to access to employment, public accommodations, government services and programs, public transportation and telecommunications.

Title I of the Americans with Disabilities Act

Title I of the ADA prohibits local governments from discriminating against individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. Although SCOG does not meet the minimum threshold of fifteen employees specified in Title I, SCOG has adopted the following Disability Accommodation policy as Section 1.05 of the Personnel Handbook:

SCOG does not discriminate on the basis of physical or mental disability, or any other legally protected category. SCOG is also committed to providing reasonable accommodation to qualified individuals with disabilities if doing so does not cause an undue burden to the Agency. Any employee who is unable to perform one or more functions of his or her position due to a disability or medical condition is encouraged to request and discuss appropriate reasonable accommodations with SCOG. Should you need further information or have any questions concerning this policy, please speak to your supervisor.

Title II of the Americans with Disabilities Act

Title II of the ADA extends the general prohibitions against discrimination contained within Section 504 of the Rehabilitation Act of 1973 to all activities of State and local governments regardless of whether these entities receive Federal funds. It prohibits SCOG from denying individuals with disabilities equal opportunity to participate in its services, programs or activities. Title II requirements that apply to SCOG are:

- Clearly designate an ADA Coordinator who is responsible for overall Title II compliance. This designation shall be shared via printed materials, in SCOG facilities and on the SCOG website.
- Post an ADA Notice of Nondiscrimination. This notice shall be shared in printed materials, in SCOG facilities and on the SCOG website.
- Adopt an ADA Grievance Procedure. This procedure shall be shared in printed materials, in SCOG facilities and on the SCOG website.
- Conduct an updated ADA Self-Evaluation. 49 CFR §27.11 requires organizations to establish a system for periodically reviewing and updating self-evaluations. SCOG last conducted a self-evaluation in 2003. This updated Self-Evaluation will serve as the new

baseline evaluation and shall be reviewed and updated at four-year intervals moving forward.

- Develop a Program Access Plan. This plan will incorporate the self-evaluation and create a planning framework for correcting current deficiencies identified in the self-evaluation and ensuring future compliance.

State Requirements

The Washington State Department of Transportation (WSDOT) provides Section 504 and ADA compliance guidance to local agencies through Chapter 29 of the Local Agency Guidelines (LAG) Manual. The LAG Manual was last updated in June 2021 and clearly explains which requirements apply to agencies by staff size as well as providing references to the applicable regulations.

ADA Coordinator

The Skagit Council of Governments (SCOG) has designated the Executive Director as the ADA Coordinator. This position is responsible for ensuring that all programs, services and activities are accessible to individuals with disabilities. The SCOG ADA Coordinator is:

Jill Boudreau
315 South 3rd Street, Suite 100
Mount Vernon, WA 98273
(360) 416-7871
jillb@scog.net

Request for Accommodation

Requests for accommodation or documents/materials in alternate formats should be made as soon as the need for accommodation is known, and at a minimum two weeks in advance. Requests should be made to the ADA Coordinator and should include the following:

- The requestor's name, address, email and phone number.
- A description of the accommodation or document/material format required.
- A brief description of why the accommodation is needed.

Complaint Procedure

This Complaint Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or

benefits by the Skagit Council of Governments (SCOG). SCOG's Personnel Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. Complaint forms are available at SCOG offices and on SCOG's website. The complaint form includes the complaint procedures specified below.

The complaint should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio message. The response will explain the position of the Skagit Council of Governments and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Skagit Council of Governments Board of Directors. At their next regularly scheduled meeting, the Board of Directors will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Directors or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. An ADA complaint may be filed with any of the following offices:

- Skagit Council of Governments
Attn: ADA Coordinator
315 South Third Street, Suite 100
Mount Vernon, Washington 98273
Email: jillb@scog.net
Phone: (360) 416-7871

- Washington State Department of Transportation
Office of Equal Opportunity, ADA Program
310 Maple Park Avenue SE

P.O. Box 47300
Olympia, WA 98504-7300
Email: wslotada@wsdot.wa.gov

- Federal Highway Administration
Office of Civil Rights
8th Floor E81-105
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: CivilRights.FHWA@dot.gov
- Federal Transit Administration
Office of Civil Rights
Attn: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: FTACivilRightsCommunications@dot.gov
- United States Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC, 20530-0001
Phone: (855) 856-1247

All written complaints received by the ADA Coordinator or their designee, appeals to the Board of Directors or their designee, and responses from these two offices will be retained by the Skagit Council of Governments for at least four years.

Self-Evaluation and Program Access Plan

The Self-Evaluation and Program Access Plan is a thorough assessment by SCOG staff of the accessibility of its facilities, programs, services and activities. It included a site assessment survey of SCOG administrative facilities and a written assessment of all SCOG programs and services.

Public Outreach

As part of the self-evaluation process SCOG staff presented the draft Self-Evaluation and Program Access Plan to the 2022 Skagit Special Needs Transportation Committee for review and recommendation to the SCOG Transportation Policy Board. The Special Needs Transportation Committee is an ad hoc committee comprised of a diverse group of stakeholders that represent special needs communities within the Skagit region. There was also a written public comment period from June 29, 2022 to July 12, 2022 prior to adoption of the Self-Evaluation and Program

Access Plan by the Transportation Policy Board on July 20, 2022. The Self-Evaluation and Program Access Plan will also be posted to the SCOG website.

SCOG will update the Self-Evaluation and Program Access Plan every four years to coincide with the organization of the Special Needs Transportation Committee. These periodic updates will ensure that the plan remains current with regards to regulations, public input and SCOG facilities, programs, services and activities.

Undue Burden

According to the ADA, SCOG is not required to provide an accommodation or modification if it would create a significant alteration of services or create an undue financial or administrative burden. This determination can be made by the ADA Coordinator or their designee and must be accompanied by a written statement citing the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, SCOG shall take any other action that would not result in such an alteration or such burdens but would still ensure that individuals with disabilities receive access to SCOG facilities, programs, services and activities.

Facilities, Programs, Services and Activities

The following are a summary of findings of the Self-Evaluation. The complete Self-Evaluation checklists are attached to this plan as Appendix 1.

Facilities

SCOG currently occupies a ground floor office space as a tenant. The physical location of the SCOG office is:

315 South 3rd Street, Suite 100
Mount Vernon, WA 98273

A site survey of the SCOG office was conducted on April 21, 2022. The checklist used was produced by the Institute for Human Centered Design in conjunction with the ADA National Network and is based on the 2010 ADA Standards for Accessible Design. Items found to be deficient during the site survey are:

- The parking lot has an ADA accessible parking space that is identified by markings on the ground, but a sign that includes the International Symbol of Accessibility is not present. The parking space also meets the requirements for van accessibility but is lacking signage.
 - Recommendation: Staff will work with the property owner to install a sign indicating the presence of a van accessible parking space.

- Some light switches in common areas are obscured by furniture or other objects resting on the floor.
 - Recommendation: Staff will work to ensure that light switches in common areas are accessible.
- Signs to the toilet rooms are mounted directly on doors without closers.
 - Recommendation: Staff will work with the property owner to install door closers or mount signs to the wall next to doors.
- The toilet paper dispensers are mounted closer to the front of the water closet than the 2010 ADA standards for Accessible Design specify.
 - Recommendation: Staff will work with the property owner to relocate the toilet paper dispensers.
- The toilet grab bars are mounted closer to the side and back wall of the water closet than the 2010 ADA standards for Accessible Design specify.
 - Recommendation: Staff will work with the property owner to relocate the toilet grab bars.

Programs, Services and Activities

SCOG staff conducted a written assessment of all programs, services and activities. This evaluation was conducted in March and April of 2022 using checklists developed by the New England ADA Center. Items found to be deficient during the written assessment are:

- There is no published written notice of nondiscrimination on the basis of disability.
 - Recommendation: Staff should develop a written notice that is incorporated into the Self-Evaluation and Program Access Plan and which will also be posted to the SCOG website and within SCOG office facilities. This document will fulfill that requirement.
- There is no written grievance procedure.
 - Recommendation: Staff should develop a grievance procedure which is incorporated into the Self-Evaluation and Program Access Plan and which will be posted to the SCOG website and within SCOG office facilities. This document will fulfill that requirement.
- SCOG has not designated an ADA Coordinator.
 - Recommendation: The SCOG Executive Director should designate an ADA Coordinator and incorporate written notice into the Self-Evaluation and Program Access Plan and post that notice to the SCOG website and within SCOG office facilities. This document will fulfill that requirement.

- SCOG has not developed a Program Access Plan.
 - Recommendation: SCOG should conduct an updated self-evaluation and incorporate that into a Program Access Plan. This document will fulfill that requirement.

- There is currently not a website accessibility policy in place, nor is staff trained on website accessibility.
 - Recommendation: The current SCOG website does have an accessibility options widget that allows individuals with disabilities to customize the website to meet their needs. The ADA coordinator will prioritize staff training on website accessibility and staff will test the website for compliance, making changes if necessary.

- There is currently no policy in place for providing accommodation upon request. There are also no identified local resources for auxiliary aids and services, documents in alternative formats or telecommunications services.
 - Recommendation: Staff should incorporate a written policy on requests for accommodation into the Self-Evaluation and Program Access Plan. Staff should identify local resources for a variety of accommodations and keep the list readily available so that they are prepared to promptly handle requests for accommodation when they arise.

- Staff are currently untrained with regards to rules and regulations regarding service animals.
 - Recommendation: The ADA Coordinator should ensure that staff are trained on rules and regulations governing service animals.

Conclusion

The Self-Evaluation and Program Access Plan will continue to be reviewed and updated as needed to account for changes in applicable rules and regulations and to changes in the built environment. Based upon staff review and direction from the Transportation Policy Board, minor updates may be made to the Plan on an as-needed basis, with a process for more substantive review and revisions taking place every four years.

Appendix 1: Section 504 / ADA Title II Compliance Assessment (2020)

Section 504 / ADA Title II Compliance Assessment

Introduction

As a federally designated Metropolitan Planning Organization (MPO) and state designated Regional Transportation Planning Organization (RTPO), Skagit Council of Governments (SCOG) is subject to the requirements of Title II of the Americans with Disabilities Act. Additionally, SCOG is the recipient of federal funds, making the organization subject to the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504). A review of SCOG’s activities and compliance with Section 504 and Title II requirements has been identified in the Unified Planning Work Program for State Fiscal Year 2020. This assessment reviews nondiscrimination requirements under Section 504 and Title II, and recommends future work items to ensure current and future nondiscrimination in SCOG programs and activities.

Background

As part of its Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT, SCOG agrees to comply with numerous Section 504 and ADA regulations. These regulations span Federal agencies including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Department of Justice (DOJ), Equal Employment Opportunity Commission (EEOC), and Federal Communications Commission (FCC). Some of the regulations cited in the agreement seemed not to apply to SCOG, as they focused on activities such as the construction of new facilities or provision of transit services. The following regulations and sources were reviewed as a part of this assessment:

Reviewed Regulations Governing Section 504/Title II ADA Compliance

Agency	Regulation	Statute
US DOJ	28 CFR pt. 35	Title II ADA
USDOT/FHWA	49 CFR pt. 27	Section 504
USDOT/FHWA	49 CFR §27.19	ADA
FTA	49 CFR pt. 37	Section 504/ ADA
EEOC	29 CFR pt. 1630	Title I ADA
FCC	47 CFR pt. 64, Subpart F	ADA

Other Sources

- [WSDOT Local Area Guidelines \(LAG\) Manual Chapter 29: Section 504 and the Americans with Disabilities Act](#), Retrieved March 9, 2020
- [WSDOT 2018 ADA Transition Plan](#), Retrieved March 9, 2020
- [WSDOT ADA Annual Report 2019](#), Retrieved March 9, 2020

Assessment of Section 504 and ADA Regulations

Recipient Requirements

Section 504 Regulations: FHWA

The regulations governing Section 504 compliance, 49 CFR part 27, apply to *all* recipients of Federal financial assistance from the Department of Transportation, and to their programs and activities. In general, the regulations prohibit discrimination on the basis of disability. The recipients of Federal funds should provide aids, benefits, and services that are equally effective among those with disabilities and those without. In other words, the benefits should give those with disabilities an equal opportunity for access. The accommodations should be reasonable, not resulting in an undue financial and administrative burden. Specifically, the regulations call out the following areas:

- Communications: Recipients should ensure that communications are available to persons with impaired vision and hearing.
- Include written assurances in applications for Federal financial assistance.
- Designate a responsible employee & adopt complaint procedures.
- Develop nondiscrimination notice and include nondiscrimination statement in publications.

Extending Section 504 and ADA Title II

49 CFR §27.19 extends the requirements of ADA to recipients subject to the Section 504 regulations of 49 CFR part 27. In particular, this section calls out the fact that recipients shall comply with FTA regulations under 49 CFR parts 37 and 38, DOJ regulations under 28 CFR part 35, and EEOC regulations implementing title I of ADA (29 CFR part 1630). Compliance with EEOC title I regulations is required for all recipients, even those who would not be subject to EEOC regulations due to a small staff size (fewer than 25 or 15 employees).

Section 504 and ADA Title II Regulations: FTA

The nondiscrimination regulations under 49 CFR pt. 37 govern both Title II and Title III of ADA. In terms of Title II, the regulations state that “no entity shall discriminate against an individual with a disability in connection with the provision of transportation service.” (49 CFR 37.5(a)). Many of the regulations are specific to the provision of accessible vehicles and

transportation facilities. However, the following areas were found to be relevant to SCOG's programs and activities:

- Designate a responsible employee & adopt complaint procedures

ADA Regulations: DOJ The requirements under 28 CFR 35 implement subtitle A of title II of ADA, applying to all public entities apart from those under subtitle B, namely public transportation providers. The following areas are called out in the DOJ regulations for all public entities, regardless of size:

- Conduct a self-evaluation of services, policies, and practices and provide opportunity for public input.
- Provide notice of nondiscrimination.
- Ensure effective communications for those with disabilities.
- Provide information and signage to communicate existence and location of accessible services.
- Ensure nondiscrimination in employment (relates to title I of ADA).
- Permit use of mobility devices, personal devices or services, and service animals.
- Maintain accessible features.

Some regulations in this section under 28 CFR pt. 35 only apply to organizations of 50 or more employees, including:

- Designate a responsible employee & adopt complaint procedures
- Make available a record of the self-evaluation including persons consulted, problems identified, and modifications made.

The DOJ regulations regarding adoption of complaint procedures and the identification of a designated employee are more limited than those of 49 CFR pt. 27 and 37, which require these actions for agencies of any size.

Other Regulations: EEOC and FCC

While 49 CFR part 27.19 clarifies that SCOG must comply with the EEOC regulations governing title I of ADA, these regulations are not included in this assessment, as the assessment focuses on Section 504 and ADA Title II compliance. The FCC regulation 47 CFR part 64, Subpart F, was reviewed since it is specifically included in the Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT; however, there did not seem to be any applicability to SCOG, as SCOG is not a common carrier providing voice transmission services. Other regulations referenced in the same agreement were not reviewed, such as those describing accessibility specifications for transit vehicles, or standards related to the construction of public buildings.

Relationship to Washington State Department of Transportation

Through the LAG Manual, WSDOT provides guidance for local agencies to comply with Section 504 and ADA requirements. Chapter 29 of the LAG Manual, entitled *Section 504 and the*

Americans with Disabilities Act, was recently updated in May 2019 and clearly explains requirements for local agencies, as well as includes an appendix of requirements by agency staff size, and corresponding regulations. The LAG manual makes clear that FHWA requires WSDOT to enforce sub-recipients’ compliance with Section 504 and ADA. Providing guidance for local agencies is a focus in the most recent WSDOT ADA Transition Plan, adopted in 2018:

Local Programs continues to encourage Washington’s local public agencies toward compliance with their ADA responsibilities. Past activities have included ADA training, providing technical assistance and monitoring compliance with ADA requirements on existing federal aid projects. Local Programs anticipates implementing a deadline for certified acceptance agencies to have ADA transition plans in place, beginning three years after the approval of WSDOT’s transition plan, in order for those agencies to continue to be eligible for federal highway funding. All other agencies should be in compliance no later than five years following the approval of WSDOT’s transition plan in order to continue to remain eligible to receive federal highway funds (WSDOT 2018 ADA Transition Plan).

In its most recent ADA Annual Report, WSDOT identified that the Office of Equal Opportunity and Local Programs would be working to develop “...guidance for Cities, Counties, and other Local Public Agencies in developing their own ADA Transition Plans” in the 2020 Federal Fiscal Year (WSDOT ADA Annual Report 2019). It is expected that more resources could become available from WSDOT to ensure ADA and Section 504 compliance in the near future.

Recommendations

The following section outlines recommended actions for SCOG to undertake to ensure continued compliance with Section 504 and Title II requirements:

Action	Description	Corresponding Regulation
Clearly Designate a Section 504/ADA Coordinator	In the 2003 Self-Evaluation Review Form, the SCOG Executive Director is identified as the ADA Coordinator. However, this is not currently reflected in printed materials or on the SCOG website.	Section 504: 49 CFR § 27.13 - applies to federal recipients ADA Title II: 28 CFR §35.107 - applies to public entities with 50 or more employees
Post Section 504/ADA Notice	Develop and post a Section 504/ADA notice of non-discrimination in SCOG programs and activities. This notification should be shared in printed materials, as well as in the SCOG office.	Section 504: 49 CFR §27.15 - applies to federal recipients

		ADA Title II: 28 CFR §35.106 – applies to all public entities
Adopt a Section 504/ADA Grievance Procedure	Develop and adopt a grievance/complaint procedure under Section 504 (Title II of ADA does not apply in this case). The procedure should be advertised to the public such as on the website, and should be accessible and usable by those with disabilities.	Section 504: 49 CFR § 27.13 – applies to federal recipients ADA Title II: 28 CFR §35.107 – applies to public entities with 50 or more employees
Conduct Updated Self-Evaluation	<p>Self-Evaluation of local agencies is required to include the opportunity for the disabled community and service organizations to provide input, under Section 504, as well as Title II of ADA for <i>all</i> public agencies. It is uncertain whether or not this has been done in previous self-evaluations.</p> <p>A self-evaluation review conducted by SCOG was submitted to Washington State Office of Community Development in 2003. An updated evaluation would be helpful to assess current barriers and opportunities to access. Section 504 calls for establishing “a system for periodically reviewing and updating the evaluation” (49 CFR §27.11).</p>	<p>Section 504: 49 CFR §27.11 – applies to federal recipients. Recipients should maintain the evaluation on file and make it available to the public for 3 years.</p> <p>ADA Title II: 28 CFR §35.105 – applies to all public entities. Entities with 50 or more employees are required to maintain the self-evaluation on file and make it available to the public for three years.</p>
Develop Compliance Planning Framework	<p>Section 504 requires federal recipients to “Take appropriate remedial steps to eliminate the effects of any discrimination that resulted from previous policies and practices” (49 CFR §27.11). Under Title II of ADA, all public entities are responsible for making “the necessary modifications” to meet ADA requirements, regardless of agency size.</p> <p>SCOG should develop a framework for removing barriers to access identified through the self-evaluation. In Title II, only entities with 50 or more employees are required to keep/make available this information for 3 years (ADA Transition Plan). However, this is required for all federal recipients under Section 504.</p>	<p>Section 504: 49 CFR §27.11 – applies to federal recipients.</p> <p>ADA Title II: 28 CFR §35.105 – applies to all public entities. Entities with 50 or more employees are required to maintain self-evaluation/remedial actions on file and make it available to the public for three years.</p>

Appendix 2: ADA Complaint Form



**Federally Funded
Transportation
Program**

**Americans with Disabilities Act
Complaint Form**

ADA COMPLAINT FORM

To submit an ADA complaint to the Skagit Council of Governments, fill out this form and mail it to:

- Skagit Council of Governments
Attn: ADA Coordinator
315 South Third Street, Suite 100
Mount Vernon, WA 98273

Alternatively, this form can be emailed to jillb@scog.net. This form can also be filed with the agencies that appear on the last page.

If you have questions about this complaint form or compliant procedures, need ADA translation services, or other assistance related to an ADA complaint contact Jill Boudreau at (360) 416-7871 or jillb@scog.net.

COMPLAINT INFORMATION

1. Complainant Name (*please print*):
2. Phone number:
3. Email:
4. Best time of day to contact you about this complaint:
5. Home address (*address number, street, city, state, zip code*):
6. Discrimination alleged because of:
7. Date of alleged incident:
8. Who discriminated against you?

Name:

Name of Organization:

Address:

Phone number:

Email:

9. Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)

10. What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

11. List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, addresses and email addresses below.

12. Have you filed your complaint, grievance, or lawsuit with any other agency or court?
Which agency or court: _____ Filing date: _____
Status (pending, resolved, etc.): _____ Result, if known: _____
Complaint number, if known: _____
Do you have an attorney in this matter?

Complainant Signature

Date

COMPLAINT PROCEDURES

This Complaint Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Skagit Council of Governments (SCOG). SCOG's Personnel Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. Complaint forms are available at SCOG offices and on SCOG's website. The complaint form includes the complaint procedures specified below.

The complaint should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator.

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If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Skagit Council of Governments Board of Directors. At their next regularly scheduled meeting, the Board of Directors will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Directors or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. An ADA complaint may be filed with any of the following offices:

- Skagit Council of Governments
Attn: ADA Coordinator
315 South Third Street, Suite 100
Mount Vernon, Washington 98273
Email: jillb@scog.net
Phone: (360) 416-7871

- Washington State Department of Transportation
Office of Equal Opportunity, ADA Program
310 Maple Park Avenue SE
P.O. Box 47300
Olympia, WA 98504-7300
Email: wsdotada@wsdot.wa.gov

- Federal Highway Administration
Office of Civil Rights
8th Floor E81-105
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: CivilRights.FHWA@dot.gov

- Federal Transit Administration
Office of Civil Rights
Attn: Complaint Team
East Building, 5th Floor - TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: FTACivilRightsCommunications@dot.gov

- United States Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC, 20530-0001
Phone: (855) 856-1247

All written complaints received by the ADA Coordinator or their designee, appeals to the Board of Directors or their designee, and responses from these two offices will be retained by the Skagit Council of Governments for at least four years.



**Programa de
transporte financiado
con fondos federales**

**Formulario de quejas de la Ley
de estadounidenses con
discapacidades**

FORMULARIO DE QUEJA DE LA ADA

Para presentar una queja sobre la ADA al Consejo de Gobiernos de Skagit, rellene este formulario y envíelo por correo:

- Skagit Council of Governments
Attn: ADA Coordinator
315 South Third Street, Suite 100
Mount Vernon, WA 98273

Alternativamente, este formulario puede ser enviado por correo electrónico a jillb@scog.net. Este formulario también puede presentarse en las agencias que aparecen en la última página.

Si tiene preguntas sobre este formulario de reclamación o los procedimientos de cumplimiento, necesita servicios de traducción de la ADA o cualquier otra ayuda relacionada con una reclamación de la ADA, póngase en contacto con Jill Boudreau al (360) 416-7871 o en jillb@scog.net.

INFORMACIÓN DE LA QUEJA

1. Nombre del querellante (*por favor escriba en molde*):
2. Número de teléfono:
3. Correo electrónico:
4. Mejor hora del día para contactarle en relación con esta queja:
5. Domicilio (*número de domicilio, calle, ciudad, estado, código postal*):

6. Discriminación alegada por:
7. Fecha del supuesto incidente:

8. ¿Quién le discriminó?

Nombre:

Nombre de la organización:

Dirección:

Número de teléfono:

Correo electrónico:

9. Explique qué sucedió, por qué usted cree que sucedió, y cómo fue que se le discriminó. Indique quién estuvo involucrado. Asegúrese de incluir cómo otras personas fueron tratadas de forma diferente a usted. Si tiene cualquier otra información sobre lo que sucedió, por favor anexe documentación de apoyo al formulario. (Anexe páginas adicionales en caso de necesitar más espacio.)

10. ¿Qué solución está buscando por la supuesta discriminación? Tenga en cuenta que este proceso no resultará en el pago de daños punitivos ni compensación económica.

11. Indique otras personas con las que deberíamos comunicarnos para obtener información adicional en apoyo de su queja. Por favor indique a continuación sus nombres, números de teléfono, domicilios y direcciones de correo electrónico.

12. ¿Ha presentado su queja, reclamo, o demanda ante cualquier otra agencia o tribunal?
Cuál agencia o tribunal: _____ Fecha de presentación: _____
Estatus (pendiente, resuelto, etc.): _____ De conocerlo, indique el resultado: _____
De conocerlo, indique el número de queja: _____
¿Tiene un abogado trabajando en este asunto?

Firma del demandante

Fecha

PROCEDIMIENTOS DE QUEJA

Este procedimiento de queja se establece para cumplir con los requisitos de la Ley de Americanos con Discapacidades de 1990 (ADA). Puede ser utilizado por cualquier persona que desee presentar una queja alegando discriminación por motivos de discapacidad en la prestación de servicios, actividades, programas o beneficios por el Consejo de Gobiernos de Skagit (SCOG). El Manual de Personal del SCOG regula las quejas de discriminación por discapacidad relacionadas con el empleo.

La queja debe ser por escrito y contener información sobre la supuesta discriminación, como el nombre, la dirección, el número de teléfono del querellante y el lugar, la fecha y la descripción del problema. Se pondrán a disposición de las personas con discapacidad que lo soliciten medios alternativos para presentar las quejas, como entrevistas personales o una grabación de la queja. Los formularios de queja están disponibles en los funcionarios del SCOG y en el sitio web del SCOG. El formulario de reclamación incluye los procedimientos de reclamación que se especifican a continuación.

La queja debe ser presentada por el demandante y/o su designado tan pronto como sea posible, pero no más tarde de 60 días naturales después de la supuesta violación, al Coordinador de la ADA.

Dentro de los 15 días naturales siguientes a la recepción de la queja, el Coordinador de la ADA o su designado se reunirá con el demandante para discutir la queja y las posibles resoluciones. Dentro de los 15 días naturales de la reunión el Coordinador de la ADA o su designado responderá por escrito, y en su caso, en un formato accesible para el demandante, tales como letra grande, Braille, o mensaje de audio. La respuesta explicará la posición del Consejo de Gobiernos de Skagit y ofrecerá opciones para la resolución sustantiva de la queja.

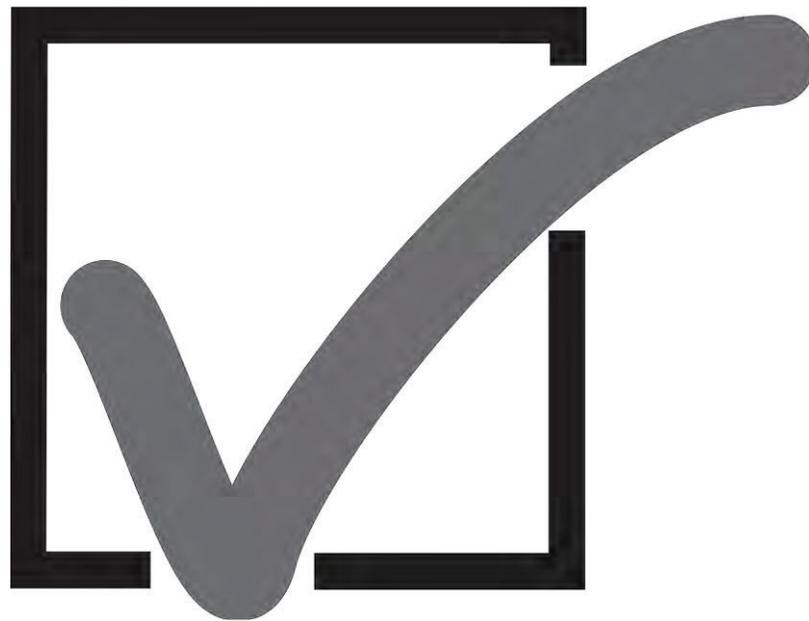
Si la respuesta por el Coordinador de la ADA o su designado no resuelve satisfactoriamente el problema, el querellante y / o su designado puede apelar la decisión dentro de los 15 días naturales después de la recepción de la respuesta a la Junta Directiva del Consejo de Gobiernos de Skagit. En su próxima reunión programada, el Consejo de Administración se reunirá con el demandante para discutir la queja y las posibles resoluciones. Dentro de los 15 días naturales después de la reunión, el Consejo de Administración o su designado responderá por escrito, y, en su caso, en un formato accesible para el querellante, con una resolución final de la queja.

Los procedimientos no niegan el derecho del querellante a presentar quejas formales ante otras agencias estatales o federales, o a buscar un abogado privado para las quejas por discriminación. Una queja de la ADA puede ser presentada con cualquiera de las siguientes oficinas:

- Skagit Council of Governments
Attn: ADA Coordinator
315 South Third Street, Suite 100
Mount Vernon, Washington 98273
Email: jillb@scog.net
Phone: (360) 416-7871
- Washington State Department of Transportation
Office of Equal Opportunity, ADA Program
310 Maple Park Avenue SE
P.O. Box 47300
Olympia, WA 98504-7300
Email: wsdotada@wsdot.wa.gov
- Federal Highway Administration
Office of Civil Rights
8th Floor E81-105
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: CivilRights.FHWA@dot.gov
- Federal Transit Administration
Office of Civil Rights
Attn: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
Email: FTACivilRightsCommunications@dot.gov
- United States Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC, 20530-0001
Phone: (855) 856-1247

Todas las quejas escritas recibidas por el Coordinador de la ADA o su designado, las apelaciones a la Junta de Directores o su designado, y las respuestas de estas dos oficinas serán conservadas por el Consejo de Gobiernos de Skagit durante al menos cuatro años.

Appendix 3: Self-Evaluation Checklists



ADA Checklist for Existing Facilities

Based on the 2010 ADA Standards for Accessible Design



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ADA National Network
www.ADAta.org

Questions on the ADA 800-949-4232 voice/tty
Questions on checklist 617-695-0085 voice/tty
ADAinfo@NewEnglandADA.org

ADA Checklist for Existing Facilities

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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ADA Checklist for Existing Facilities

The Americans with Disabilities Act (ADA) requires state and local governments, businesses and non-profit organizations to provide goods, services and programs to people with disabilities on an equal basis with the rest of the public.

Some people think that only new construction and alterations need to be accessible and that older facilities are “grandfathered,” but that’s not true. Because the ADA is a civil rights law and not a building code, older facilities are often required to be accessible to ensure that people with disabilities have an equal opportunity to participate.

The ADA has different requirements for state and local governments and for places of public accommodation (businesses and non-profit organizations that serve the public).

Requirements for State and Local Governments

State and local governments must ensure that services, programs and activities, when viewed in their entirety, are accessible to people with disabilities. This is part of public entities’ program accessibility obligations. Alterations to older buildings may be needed to ensure program accessibility. Generally this is a greater obligation than “readily achievable barrier removal” the standard that applies to public accommodations. State and local governments are not required to take any action that would result in undue financial and administrative burdens.

State and local governments’ ADA obligations for program accessibility are in the Department of Justice’s ADA Title II regulations 28 CFR Part 35.150.

How to Use this Checklist

Get Organized

One person can conduct a survey, but it’s easier with two people. One person can take measurements and the other person can fill out the checklist and take photos.

Obtain Floor Plan or Make Sketch

A floor plan helps the surveyors to get organized and to know how many elements there are, such as entrances and toilet rooms. If plans are not available, sketch the exterior and interior layout of interior and exterior spaces and mark the elements on the sketch.

Make Copies of the Checklist

Determine how many copies of each section of the checklist you need. For example, most facilities have more than one toilet room.

Gather Tools

- Checklist
- Clipboard
- Tape measure
- Electronic or carpenter’s level - 24 inches
- Door pressure gauge or fish scale
- Camera
- Bag to hold these items

Requirements for Places of Public Accommodation

Businesses and non-profit organizations that serve the public must remove architectural barriers when it is “readily achievable” to do so; in other words, when barrier removal is “easily accomplishable and able to be carried out without much difficulty or expense.”

The decision of what is readily achievable is made considering the size, type, and overall finances of the public accommodation and the nature and cost of the access improvements needed. Barrier removal that is difficult now may be readily achievable in the future as finances change.

Public accommodations’ ADA obligations for barrier removal are in the Department of Justice’s ADA Title III regulations 28 CFR Part 36.304.

Priorities for Accessibility

The checklist follows the four priorities that are listed in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 - Accessible approach and entrance

Priority 2 - Access to goods and services

Priority 3 - Access to public toilet rooms

Priority 4 - Access to other items such as water fountains and public telephones

Conduct the Survey

Start Outside

Start from site arrival points such as drop-off areas and sidewalks. Determine if there is an accessible route to an accessible entrance. If there is a parking lot or garage check for the correct number of accessible parking spaces, including van-accessible spaces. Is there an accessible route from the accessible parking spaces to an accessible entrance? Next survey the entrances. If there is an accessible entrance, determine if there are signs at inaccessible entrances directing people to the accessible entrance. Go inside and continue through the facility.

Keep Good Notes

Write on the front of each checklist where you are surveying. You may end up with six toilet room checklists. When you get back to your office you’ll want to know which one is the checklist for the first floor women’s room. If there isn’t an accessible entrance you’ll want to indicate how many steps there are and how much space is available to install a ramp or lift. This is a good time to take photographs.

Take Good Measurements

When in doubt write it down. It’s better to have too much information than not enough. Even if something is in compliance it’s helpful to have exact measurements.

2010 ADA Standards for Accessible Design

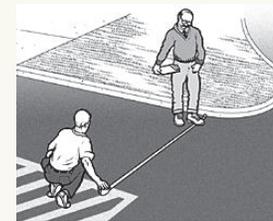
The checklist is based on the 2010 ADA Standards for Accessible Design (2010 Standards). The checklist does not include all sections of the 2010 Standards. For example there are no questions about patient rooms in hospitals or guest rooms in hotels. Consult the 2010 Standards for situations not covered in the checklist. Full compliance with the 2010 Standards is required only for new construction and alterations.

Safe Harbor – Construction Prior to March 15, 2012

Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards. For example, the 1991 Standards allow 54 inches maximum for a side reach range to a control such as the operating part of a paper towel dispenser. The 2010 Standards lower that side reach range to 48 inches maximum. If a paper towel dispenser was installed prior to March 15, 2012 with the highest operating part at 54 inches, the paper towel dispenser does not need to be lowered to 48 inches.

Elements in the 2010 Standards that aren't in the 1991 Standards

The 2010 Standards contain elements that are not in the 1991 Standards. These elements include recreation facilities such as swimming pools, team and player seating, accessible routes to court sports facilities, saunas and steam rooms, fishing piers, play areas, exercise machines, golf facilities, miniature golf facilities, amusement rides, shooting facilities with firing positions, and recreational boating facilities. Because these elements are not in the 1991 Standards, they are not subject to the safe harbor exemption. State and local governments must make these items



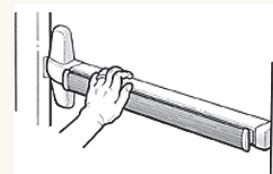
Parking Spaces

Measure from the center of marking lines. If lines are not adjacent to another space or aisle the measurement can be to the full width of the line.



Door Clear Width

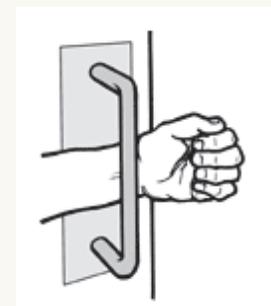
Open the door 90 degrees, measure from the face of the door to the edge of the door stop.



Door Opening Force

Place the door pressure gauge where you would push open the door.

If you're using a fish scale, place it where you would pull open the door.



accessible if necessary to ensure program accessibility, unless an undue burden would result. Public accommodations must remove architectural barriers to these items.

What this Checklist is Not

The ADA Title II and III regulations require more than program accessibility and barrier removal. The regulations include requirements for nondiscriminatory policies and practices and for the provision of auxiliary aids and services, such as sign language interpreters for people who are deaf and material in Braille for people who are blind. This checklist does not cover those requirements.

Since this checklist does not include all of the 2010 Standards it is not intended to determine compliance for new construction or facilities being altered.

What are Public Accommodations?

Under the ADA public accommodations are private entities that own, lease, lease to or operate a place of public accommodation. This means that both a landlord who leases space in a building to a tenant and the tenant who operates a place of public accommodation have responsibilities to remove barriers.

A place of public accommodation is a facility whose operations affect commerce and fall within at least one of the following 12 categories:

- 1) Places of lodging (e.g., inns, hotels, motels, except for owner-occupied establishments renting fewer than six rooms)
- 2) Establishments serving food or drink (e.g., restaurants and bars)
- 3) Places of exhibition or entertainment (e.g., motion picture houses, theaters, concert



Accessible Slopes

You can measure slope with a 24 inch level and a tape measure. Put the level on the surface in the direction you are

measuring. Put one end at the high point of the surface and raise the other end so that the bubble is in the middle of the level's gauge. The level is now level. Measure the distance between the end of the level at its bottom point and the surface.

For a ramp the maximum running slope allowed is 1:12. That means for every inch of height change there should be at least 12 inches of ramp run. If the distance between the bottom of the level and the ramp surface is 2 inches or less, then the slope is 1:12 or less ($2:24 = 1:12$ and $1.5:24 = 1:16$ which is a more gradual slope than 1:12). If the distance is greater than 2 inches, the ramp is too steep. For example, if the distance is 3 inches, then the slope is 1:8 ($3:24 = 1:8$ which is a steeper slope than 1:12).

For the parts of an accessible route that aren't a ramp, the maximum running slope allowed is 1:20. That means for every inch of height change there must be at least 20 inches of route run. The distance from the bottom edge of the level to the surface should be no more than 1.2 inches ($1.2:24 = 1:20$).

- halls, stadiums)
- 4) Places of public gathering (e.g. , auditoriums, convention centers, lecture halls)
 - 5) Sales or rental establishments (e.g. , bakeries, grocery stores, hardware stores, shopping centers)
 - 6) Service establishments (e.g. , laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals)
 - 7) Public transportation terminals, depots, or stations (not including facilities relating to air transportation)
 - 8) Places of public display or collection (e.g. , museums, libraries, galleries)
 - 9) Places of recreation (e.g. , parks, zoos, amusement parks)
 - 10) Places of education (e.g. , nursery schools, elementary, secondary, undergraduate, or postgraduate private schools)
 - 11) Social service center establishments (e.g. , day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies)
 - 12) Places of exercise or recreation (e.g. , gymnasiums, health spas, bowling alleys, golf courses).

For the cross slope of an accessible route the maximum slope allowed is 1:48. The distance from the bottom edge of the level to the surface should be no more than ½ inch (.5:24 = 1:48). The cross slope of an accessible route is the slope that is perpendicular to the direction of pedestrian travel.

Slopes may also be measured using a digital level. Be sure to read the instructions. Measure with the percent calculation rather than the degrees calculation. For a ramp the maximum running slope allowed is 8.33% (8.33% is a 1:12 slope). For an accessible route without a ramp the maximum running slope allowed is 5% (1:20). For the cross slope of an accessible route the maximum slope allowed is 2.083% (1:48).

Check that You Got Everything - Before you leave the site review all the checklists. Make sure you know which checklist goes with which entrance and which toilet room and that you've got all the information you need. It is better to do it now than to have to go back.

After the Survey

List Barriers and Solutions - Consider the solutions listed beside each question on the checklist and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making modifications.

Resources

U.S. Department of Justice ADA Information

800-514-0301 voice
800-514-0383 TTY
www.ada.gov

ADA National Network

800-949-4232 voice/TTY connects to your regional ADA Center
www.adata.org

U.S. Access Board

800- 872-2253 voice
800-993-2822 TTY
www.access-board.gov

ADA Title III Regulations 28 CFR Part 36

www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm

2010 ADA Standards for Accessible Design

www.ada.gov/2010ADAstandards_index.htm

1991 ADA Standards for Accessible Design

www.ada.gov/stdspdf.htm

Tax Deductions and Credits for Barrier Removal

www.ada.gov/taxincent.htm

Acknowledgements

Many of the illustrations are from the U.S. Department of Justice and the U.S. Access Board or are based on illustrations produced by the U.S. Access Board and the U.S. Department of Justice.

Develop a Plan – State and local governments were required to develop a Transition Plan a few years after the ADA went into effect. Conducting a current survey is a good opportunity to update the plan.

Although places of public accommodation are not required to have a plan,, the Department of Justice recommends one: *"...Such a plan...could serve as evidence of a good faith effort to comply..."*

Prioritize items, make a timeline, decide who is responsible to carry out the plan and develop a budget.

Make Changes - Use the 2010 ADA Standards for Accessible Design. Check whether local and state building codes require greater accessibility when alterations are undertaken.

Follow Up - Review the plan each year to evaluate whether more access improvements can be made.

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project SCOG 2022 Self-Evaluation

Building SCOG Staff Offices

Location 315 South 3rd St, Ste 100, Mount Vernon, WA 98273

Date 4/21/2022

Surveyors Grant Johnson, Associate Planner

Contact Information grantj@scog.net

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

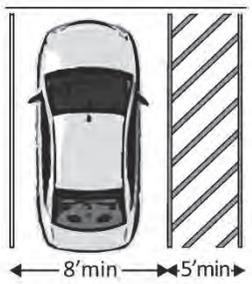
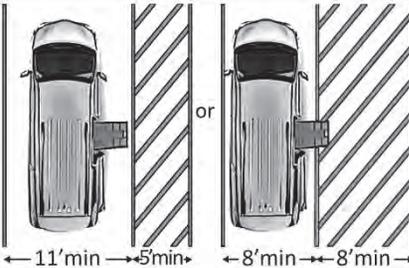
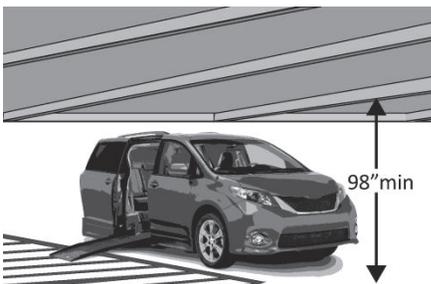
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 1 – Approach & Entrance			Comments	Possible Solutions												
<p>1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route:</p>	<p>From designated parking space to main entrance</p>	<p>Photo #:</p>													
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>																
<p>1.2 If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #: 12</p> <p>Accessible #: 1</p>	<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</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+ see 2010 Standards 208.2</td> <td></td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<p>Photo #:</p>	
Total Spaces	Accessible Spaces															
1 - 25	1															
26 - 50	2															
51 - 75	3															
76 - 100	4															
100+ see 2010 Standards 208.2																
<p>1.3 Of the accessible spaces, is at least one a van accessible space?*[208.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p>	<p>Photo #:</p>	<p>* If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible</p>												

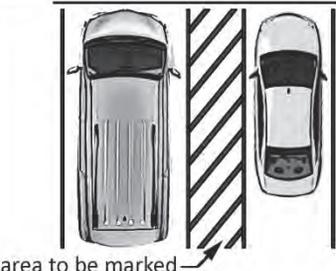
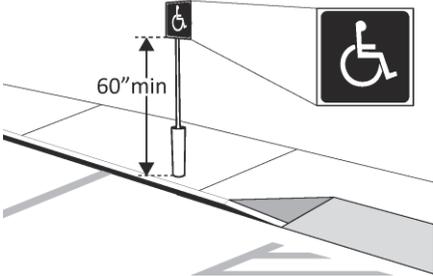
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8' space 9' aisle</p>		<p>Photo #:</p>	
<p>1.5 Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8'</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 9'</p>		<p>Photo #:</p>	
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No cover</p>		<p>Photo #:</p>	

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Painted stripes</p>		<p>Photo #:</p>	
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No detectable slope</p>		<p>Photo #:</p>	
<p>1.9 Do the access aisles adjoin an accessible route? [502.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Direct route to entrance</p>		<p>Photo #:</p>	
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>No sign present</p>

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.11 Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<p>No sign present</p>
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>Exterior Accessible Route</p>				
<p>1.13 Is the route stable, firm and slip-resistant? [302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>1.14 Is the route at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 66"</p>		<p>Photo #:</p>	

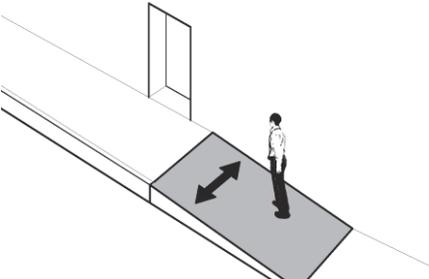
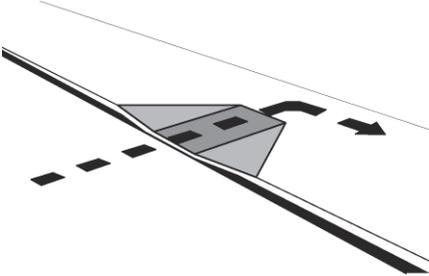
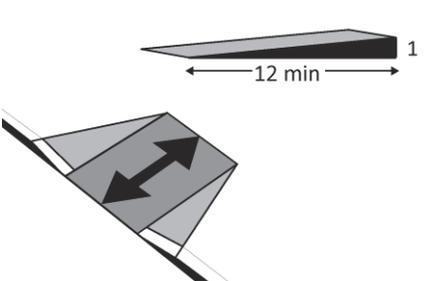
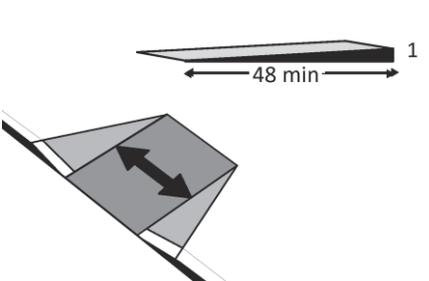
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 66" & less than 200' in length</p>		<p>Photo #:</p>	
<p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 7 1/2" rise over 24'</p>		<p>Photo #:</p>	

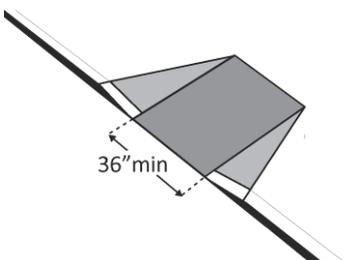
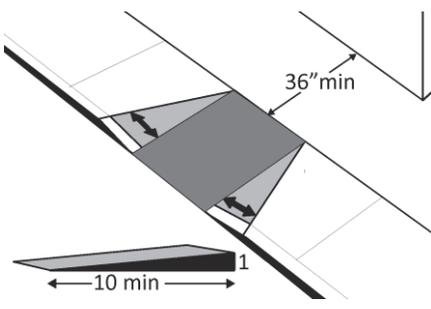
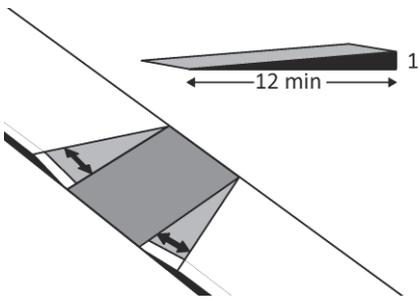
ADA Checklist for Existing Facilities

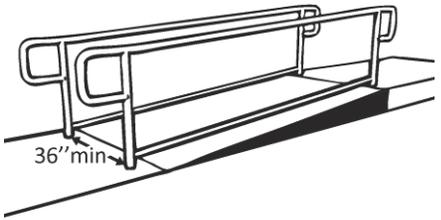
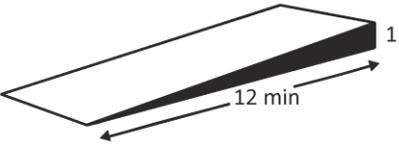
Priority 1 – Approach & Entrance

<p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>Curb Ramps</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

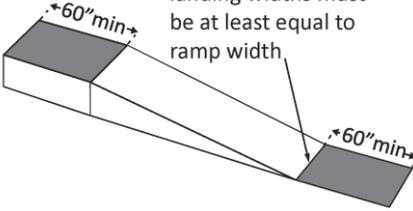
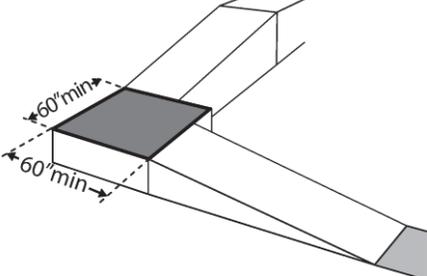
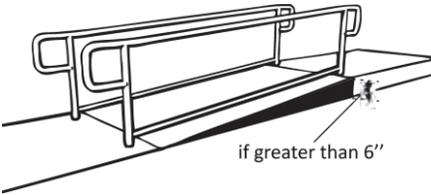
Priority 1 – Approach & Entrance

<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp. Accessible route slope is less than 1:20				
<p>1.25 If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	NA
<p>1.26 Is the surface stable, firm and slip resistant? [405.4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	NA
<p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	NA

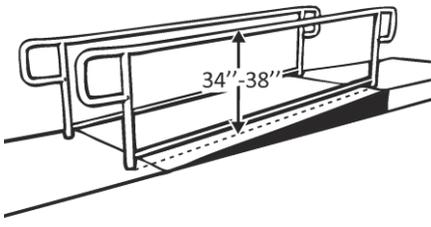
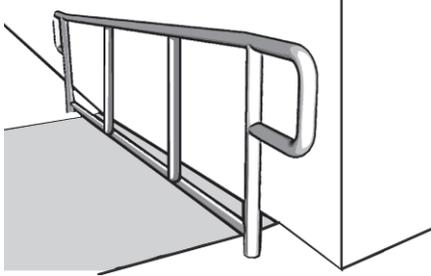
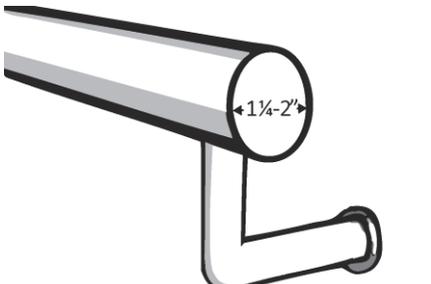
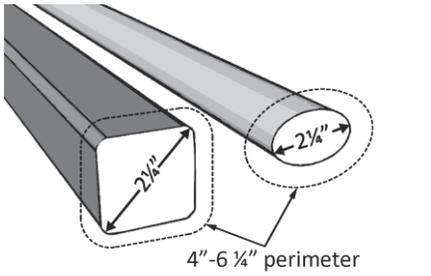
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

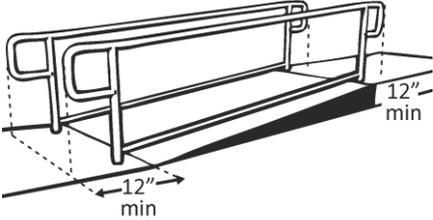
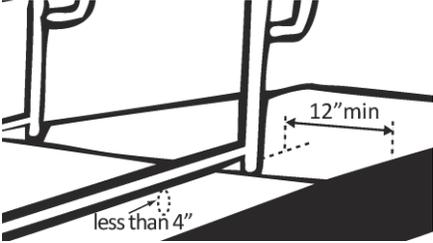
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.34 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

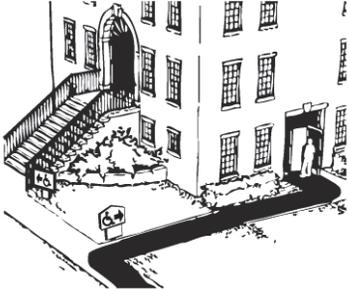
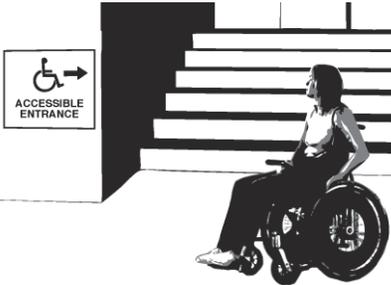
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>Is the cross section no greater than 2¼ inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

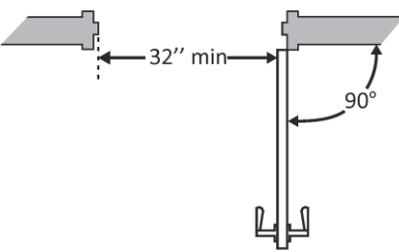
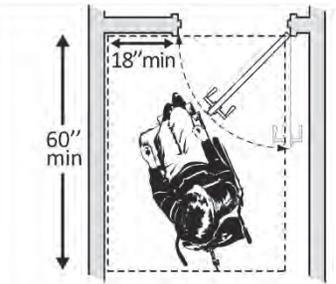
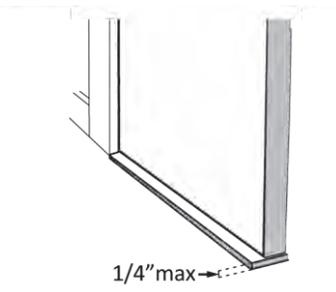
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Entrance				
<p>1.37 Is the main entrance accessible?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

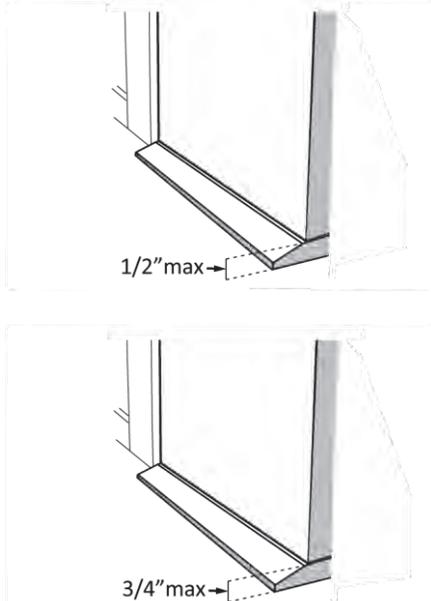
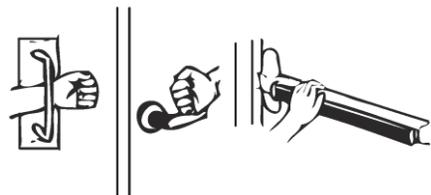
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 34"</p>		<p>Photo #:</p>	
<p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p> <p>On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: Large open area</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>1.43 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1/4"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	

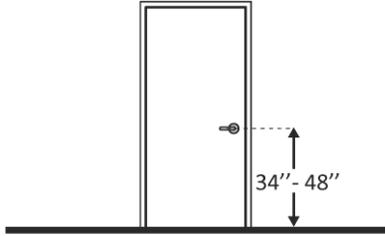
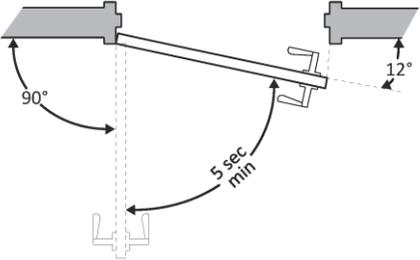
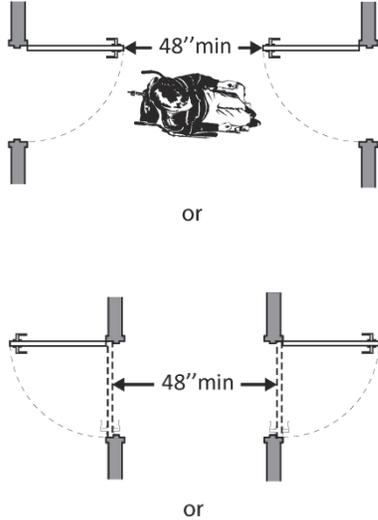
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 1/2 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first 1/4 inch of the 1/2 or 3/4 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>1/2" max →</p> <p>3/4" max →</p>	<p>Photo #:</p>	
<p>1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

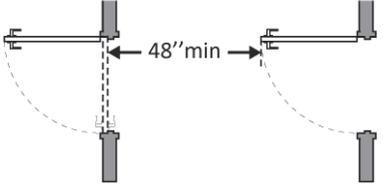
ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 38"</p>		<p>Photo #:</p>	
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 5 seconds</p>		<p>Photo #:</p>	
<p>1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<p>NA</p>

ADA Checklist for Existing Facilities

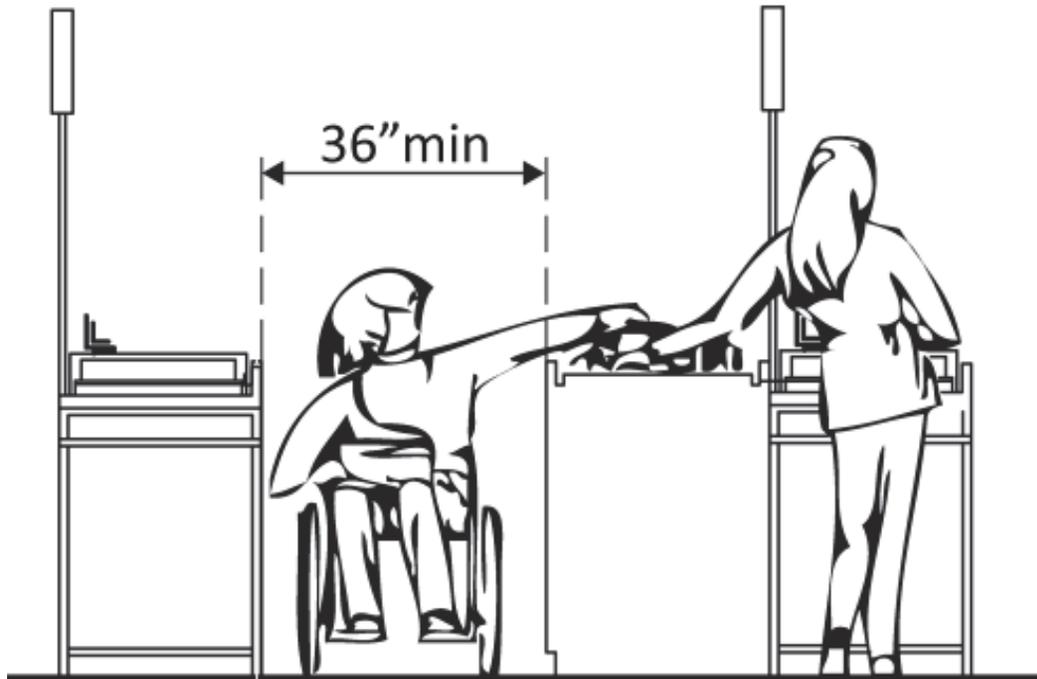
Priority 1 – Approach & Entrance

			<p>Photo #:</p>	
<p>1.48 If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1/4"</p>		<p>Photo #:</p>	
<p>1.49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Carpet has non-slip backing</p>	<p>Photo #:</p>	
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project SCOG 2022 Self-Evaluation

Building SCOG Staff Offices

Location 315 South 3rd St, Ste 100, Mount Vernon, WA 98273

Date 4/21/2022

Surveyors Grant Johnson, Associate Planner

Contact Information Grantj@scog.net

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.



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www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 2 – Access to Goods & Services		Comments	Possible Solutions
<p>2.1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>SCOG Staff Offices are on the first floor with direct access to parking lot.</p> <p>Photo #:</p>	
<p>Interior Accessible Route</p>			
<p>2.2 Are all public spaces on at least one accessible route? [206.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	
<p>2.3 Is the route stable, firm and slip-resistant? [40.2, 302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Carpet</p> <p>Photo #:</p>	
<p>2.4 Is the route at least 36 inches wide? [403.5.1]</p> <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48" at copier</p>		

			<p>Photo #:</p>	
<p>2.5 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.6 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.7 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

2.8 Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?

Yes No

Measurement:



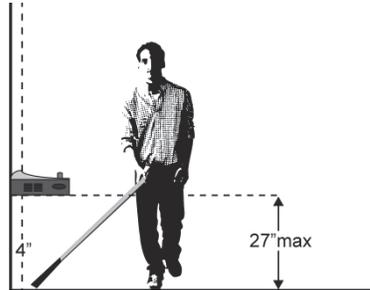
Or

Or

If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor?
[307.2]

Yes No

Measurement:



Or

Or

Is the bottom leading edge at 80 inches or higher above the floor?
[307.4]

Yes No

Measurement:

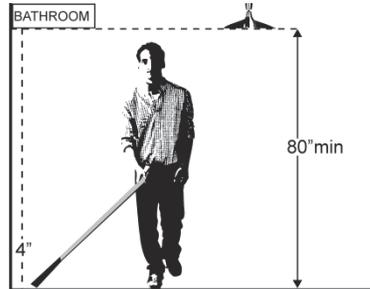


Photo #:

All protruding objects either rest on the floor with the exception of fire extinguishers 26" above floor.

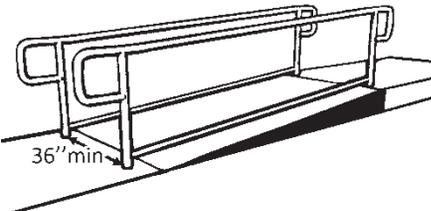
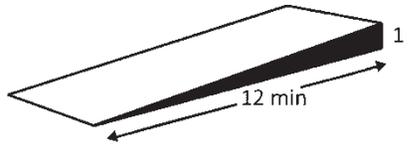
2.9 Are there elevators or platform lifts to all public stories?

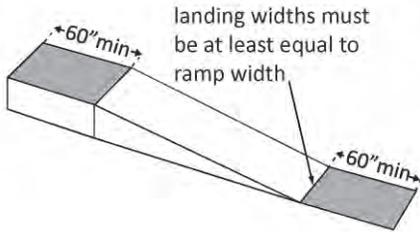
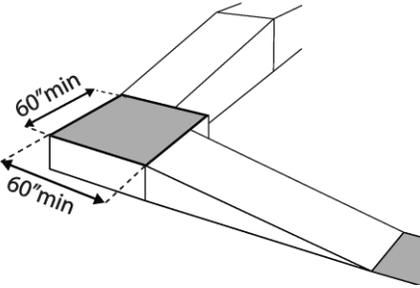
Yes No

Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall,

NA

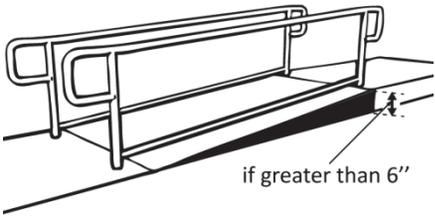
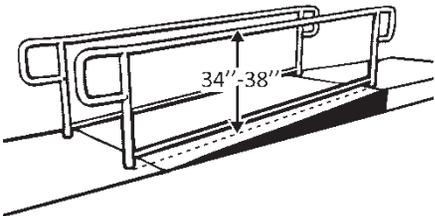
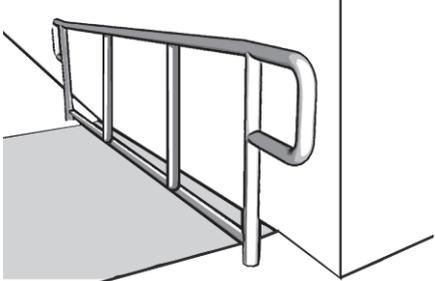
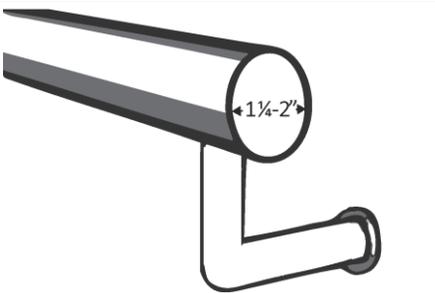
professional office of a health care provider, transportation terminal, state facility or local government facility			Photo #:
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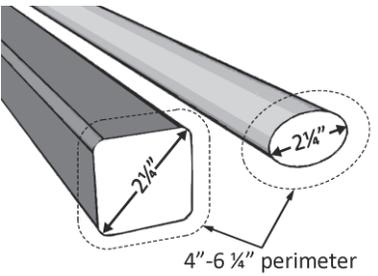
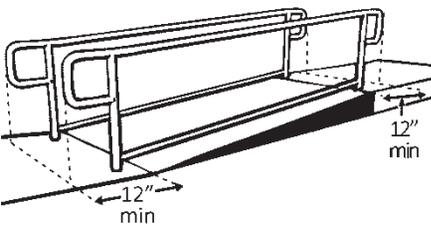
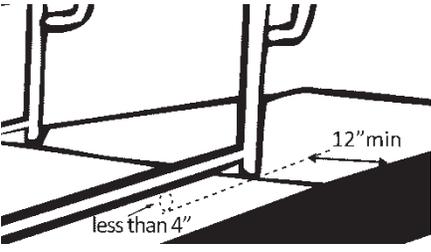
Ramps				
<p>2.10 If there is a ramp, is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	NA
<p>2.11 Is the surface stable, firm and slip resistant? [405.4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	NA
<p>2.12 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	NA

<p>than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.</p>			<p>Photo #:</p>	<p>NA</p>
<p>2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>At the bottom of the ramp?</p> <p>[405.7.2, 405.7.3]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<p>Photo #:</p>	<p>NA</p>
<p>2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?</p> <p>[405.7.4]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<p>Photo #:</p>	<p>NA</p>

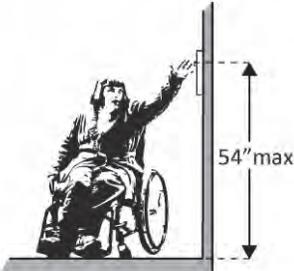
ADA Checklist for Existing Facilities

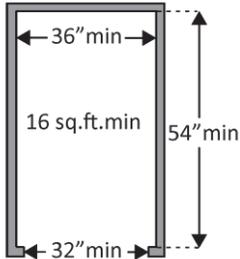
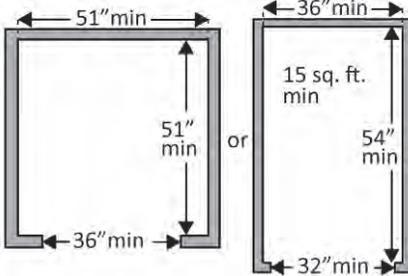
Priority 2 – Access to Goods & Services

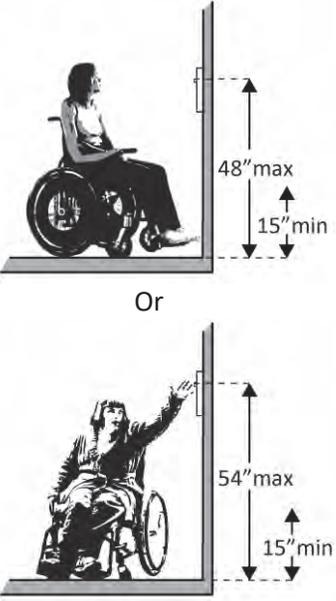
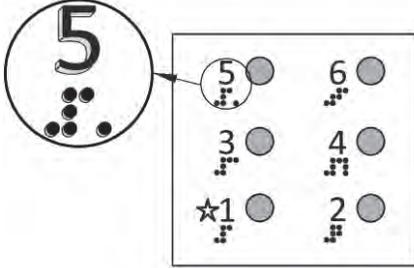
<p>2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.17 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.18 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

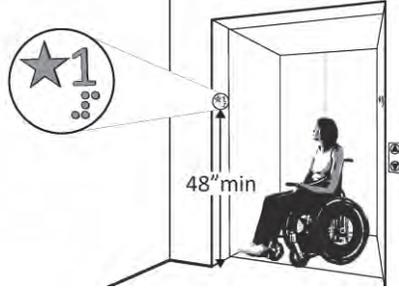
<p>2.19 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6¼ inches?</p> <p>Is the cross section no greater than 2¼ inches in diameter? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>4" - 6 ¼" perimeter</p> <p>2 ¼"</p>	<p>Photo #:</p>	<p>NA</p>
<p>2.20 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12" extension would be hazardous (in circulation path), it is not required</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>12" min</p> <p>12" min</p>	<p>Photo #:</p>	<p>NA</p>
<p>2.21 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>12" min</p> <p>less than 4"</p>	<p>Photo #:</p>	<p>NA</p>

<p>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p>Measurement:</p>		<p>Photo #:</p>	
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<p>Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.</p>				
<p>2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*</p> <p>[407.3.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically</p> <p>NA</p>

<p>2.24 If there is a LULA elevator with a swinging door:</p> <p>Is the door power-operated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does the door remain open for at least 20 seconds when activated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[403.3.2]</p>	<p>Time:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.25 If there is a full size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>Is the door opening width at least 32 inches? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[407.4.1 Exception]</p>	<p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>Or</p> <p>At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>[408.4.1 Exceptions 1 and 2]</p>	<p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

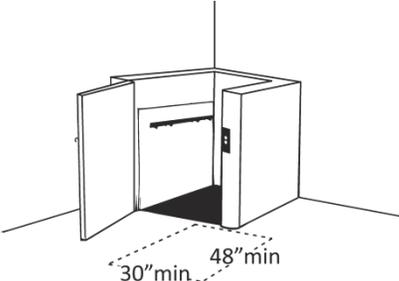
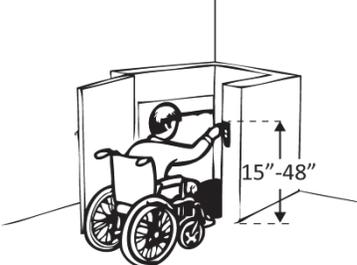
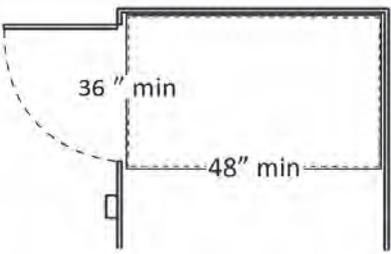
<p>2.27 If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater 48 inches above the floor?</p> <p>Or</p> <p>Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.29 If there is a full size or LULA elevator:</p> <p>Are the car control buttons designated with raised characters?</p> <p>Are the car control buttons designated with Braille?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

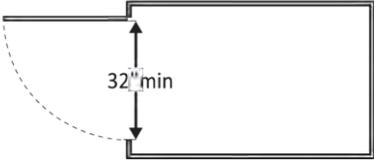
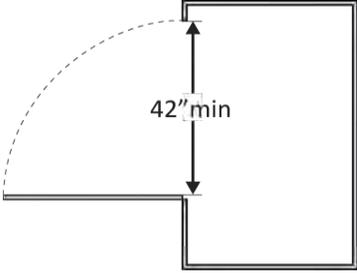
<p>[407.4.7.1, 703.2]</p>			<p>Photo #:</p>	
<p>2.30 If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.31 If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*</p> <p>[407.2.3, 408.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p> <p>* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>

Platform Lifts

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

<p>2.32 If a lift is provided, can it be used without assistance from others? [410.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.35 Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

<p>2.36 If there is an end door, is the clear opening width at least 32 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.37 If there is a side door, is the clear opening width at least 42 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

Signs "Tactile characters" are read using touch, i.e. raised characters and Braille.

<p>2.38 If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]</p> <p>Do text characters contrast with their backgrounds? [703.5]</p> <p>Are text characters raised? [703.2]</p> <p>Is there Braille? [703.3]</p> <p>Is the sign mounted:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>Restrooms are the only "permanent" rooms. They are addressed in "Priority 3" of this document.</p>
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On the wall on the latch side of the door?
[703.4.2]

Yes No

Note: Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?*

Yes No

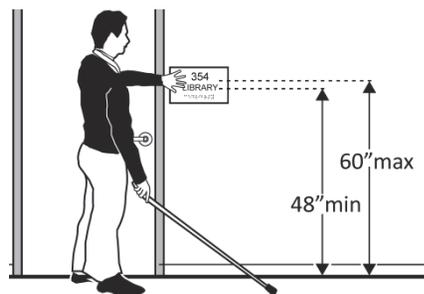
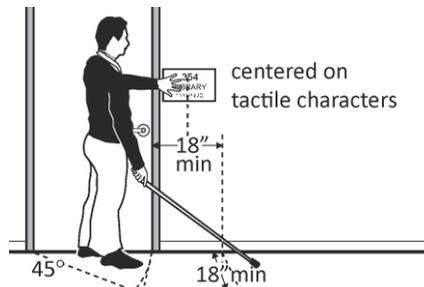
Measurement:

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *

Yes No

Measurement:

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

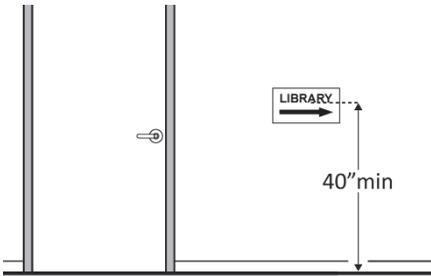


*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

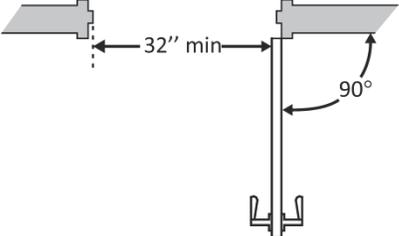
*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required

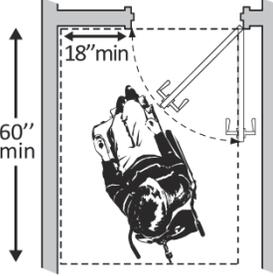
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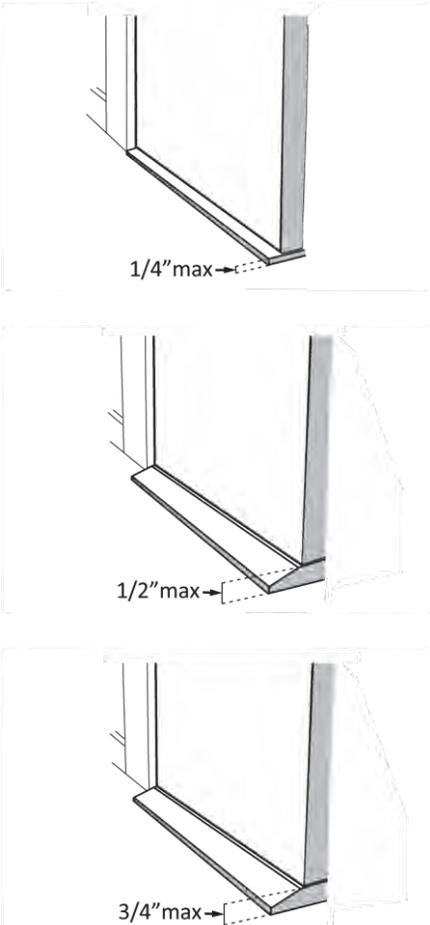
Photo #:

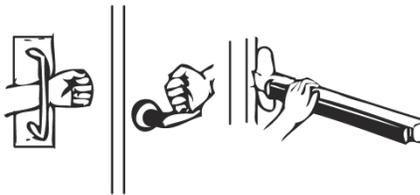
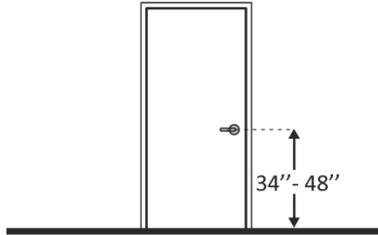
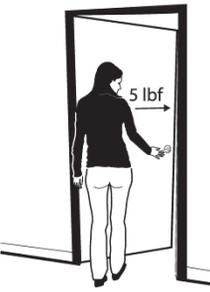
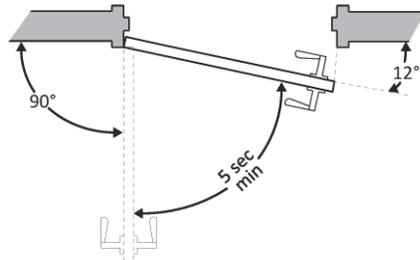
<p>2.39 If there are signs that provide direction to or information about interior spaces:</p> <p>Do text characters contrast with their backgrounds? [703.5.1]</p> <p>Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6]</p> <p>Note: Raised characters and Braille are not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
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Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.

<p>2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p>		<p>Photo #:</p>	
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<p>2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
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<p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Level floors</p>	<p>Photo #:</p>	
<p>2.42 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

<p>2.43 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>2.44 Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 34"</p>		<p>Photo #:</p>	
<p>2.45 Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>2.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 5 seconds</p>		<p>Photo #:</p>	

Rooms and Spaces – stores, supermarkets, libraries, etc.

2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?
[403.5.1]

Yes No

Measurement:
48" at copier

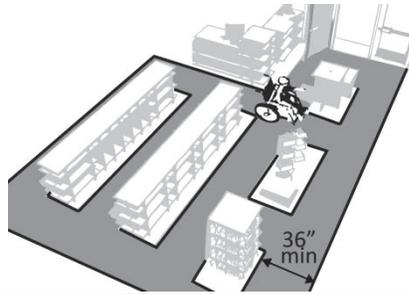


Photo #:

2.48 Are floor surfaces stable, firm and slip resistant?
[302.1]

Yes No

Photo #:

2.49 If there is carpet:

Is it no higher than 1/2 inch?

Yes No

Measurement:
1/4'

Is it securely attached along the edges?
[302.2]

Yes No



Photo #:

Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.

2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?
[305.3]

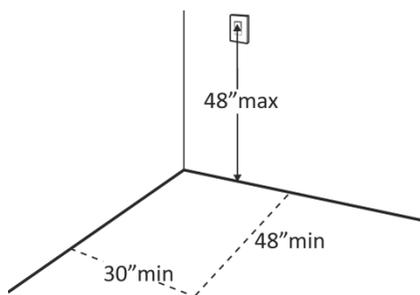
Yes No

Measurement:

Are the operable parts no higher than 48 inches above the floor?*

Yes No

Measurement:
40"



Some light switches are obstructed by office furniture

*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor

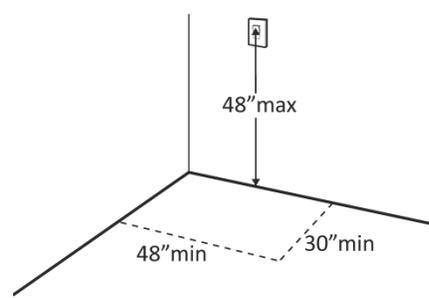


Photo #:

2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]

Yes No

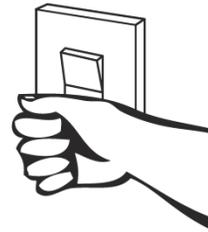


Photo #:

Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.

2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]

Yes No

# of Seats	Wheelchair Spaces
4 - 25	1
26 - 50	2
51 - 150	4
151 - 300	5
300+ see 2010 Standards 221.2.1.	

Total #:

Wheelchair #:

Photo #:

NA

2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]

Yes No

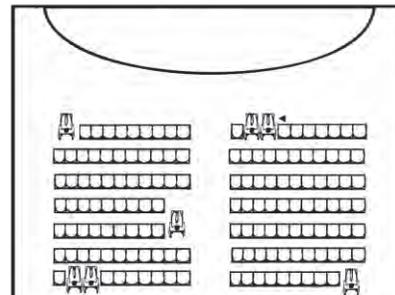
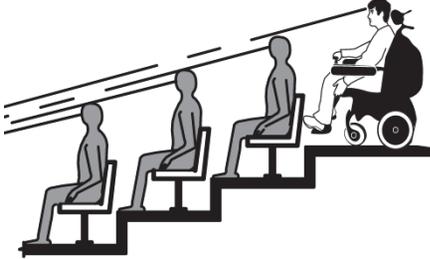
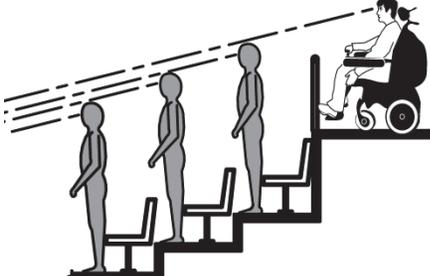
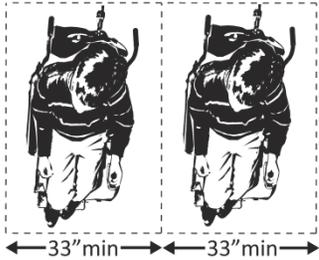
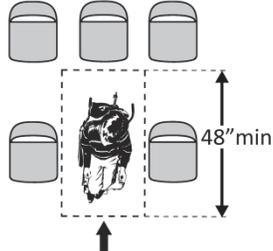
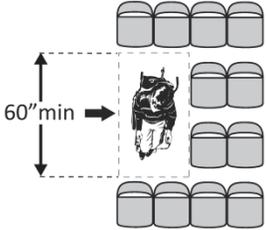
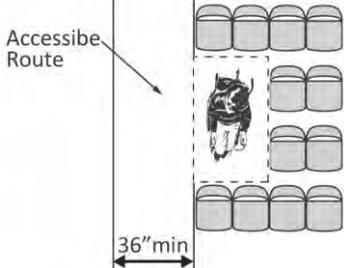
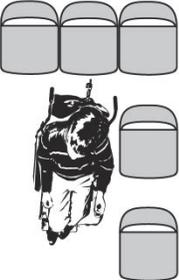


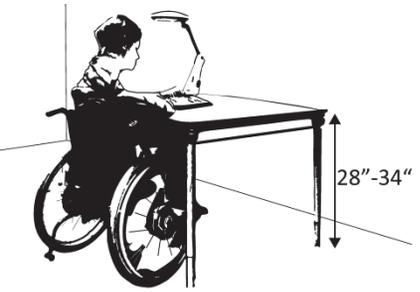
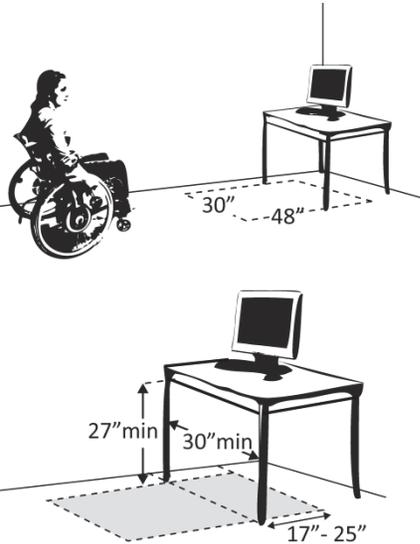
Photo #:

NA

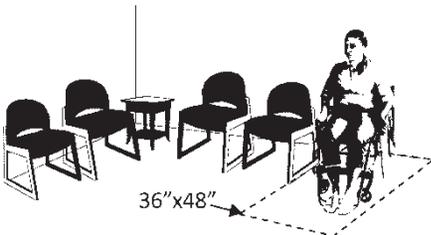
			Photo #:	
<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	NA
<p>2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	NA
<p>2.56 If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	NA

<p>2.57 If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

<p>2.61 Is there at least one companion seat for each wheelchair space? [221.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)</p>				
<p>2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Total #: 16 Wheelchair #: 2</p>		<p>Photo #:</p>	
<p>2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 5'</p>		<p>Photo #:</p>	

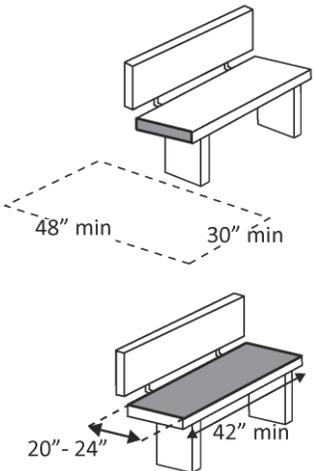
<p>2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3]</p> <p>Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 28"</p>		<p>Photo #:</p>	
<p>2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3]</p> <p>Does it extend no less than 17 inches and no greater than 25 inches under the surface?</p> <p>Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3]</p> <p>Note: If for children, the knee space may be 24 inches high.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30" - 48"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 27" min - 30" min</p> <p>Tables are 2' x 5'</p>		<p>SCOG Meeting Room has long tables that can be easily configured for multiple wheelchair accessible seating options</p> <p>Tables are 27" from floor to bottom with 5' of space from table to wall behind.</p> <p>Photo #:</p>	<p>NA</p>

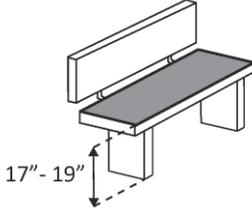
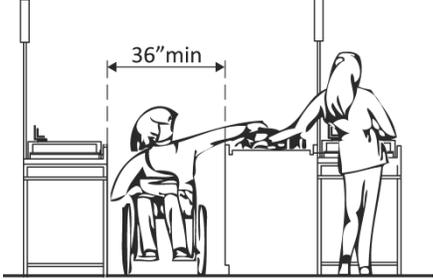
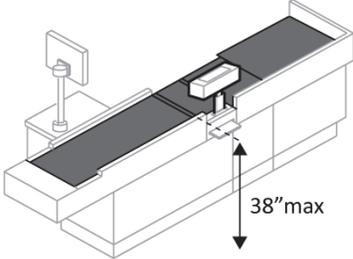
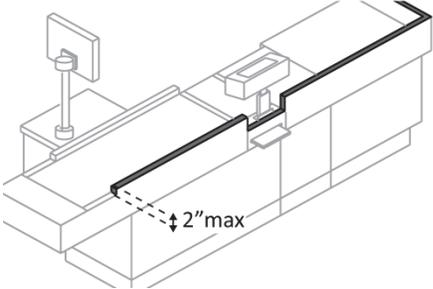
Seating: General – reception areas, waiting rooms, etc.

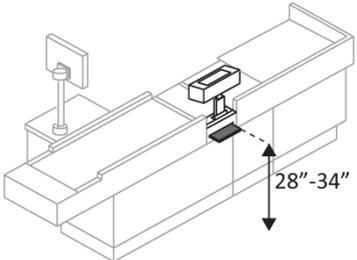
<p>2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
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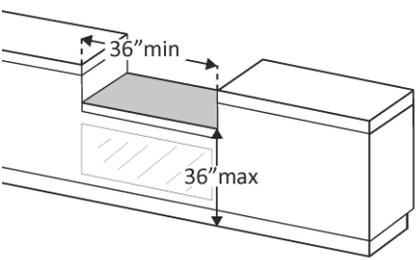
Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other benches.

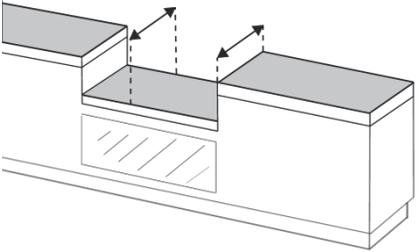
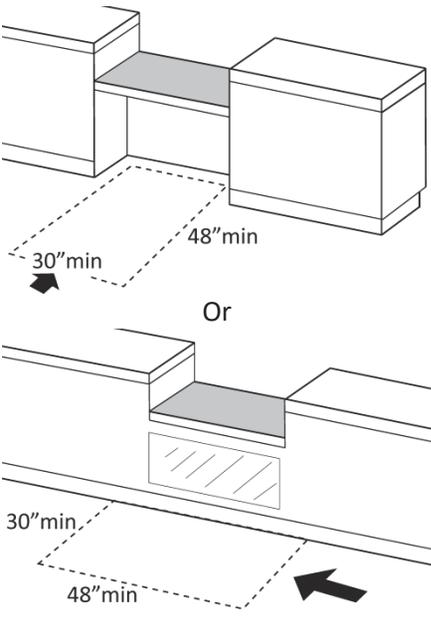
<p>2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
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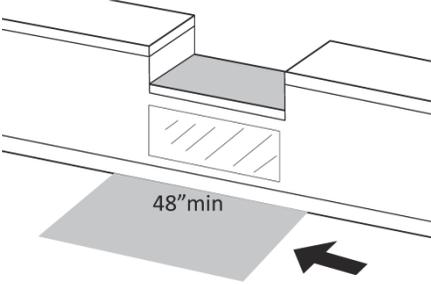
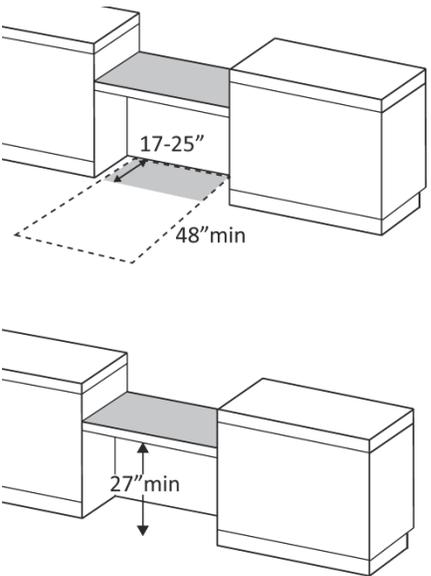
<p>2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?</p> <p>Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?</p> <p>Does the bench have back support or is it affixed to a wall?</p> <p>Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? [903]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
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		 <p>17" - 19"</p>	Photo #:	
Check-Out Aisles – supermarkets, large retail stores, etc.				
<p>2.71 Is the aisle at least 36 inches wide? [904.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>36" min</p>	Photo #:	NA
<p>2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>38" max</p>	Photo #:	NA
<p>2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>2" max</p>	Photo #:	NA

<p>2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
<p>2.76 Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

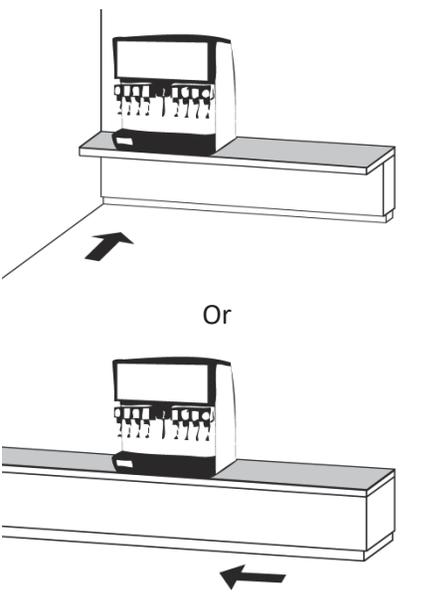
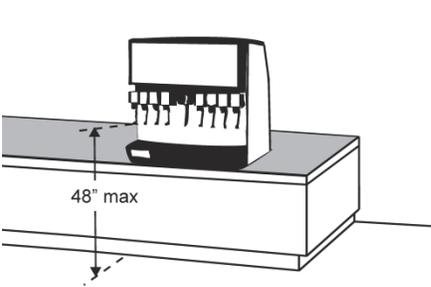
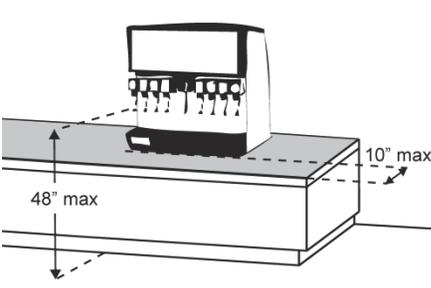
<p>2.77 Does the accessible portion of the counter extend the same depth as the counter top? [904.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Parallel Measurement:</p> <p><input type="checkbox"/> Forward Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

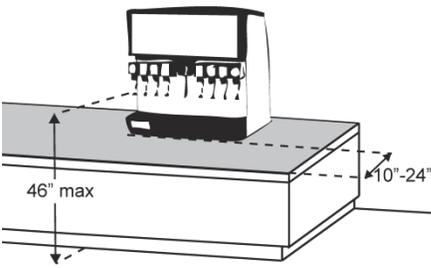
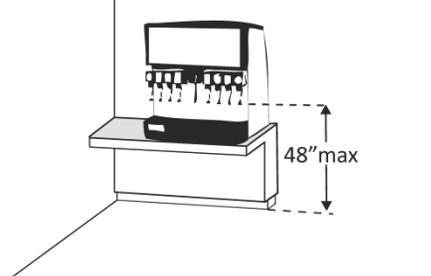
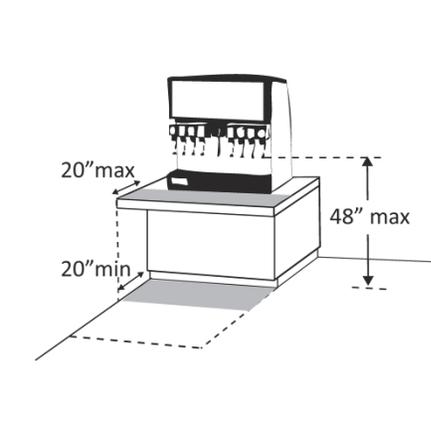
<p>2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>A line drawing of a counter with a built-in sink. A shaded rectangular area on the floor represents the clear floor space, labeled "48\"min". An arrow points to this area from the right.</p>	<p>Photo #:</p>	<p>NA</p>
<p>2.80 For a forward approach:</p> <p>Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3]</p> <p>Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>The top diagram shows a counter with a built-in sink and a separate counter section. A shaded area under the sink is labeled "17-25\"", and a larger shaded area extending under the sink is labeled "48\"min".</p> <p>The bottom diagram shows a counter with a built-in sink. A vertical double-headed arrow indicates the clearance from the floor to the bottom of the counter, labeled "27\"min".</p>	<p>Photo #:</p>	<p>NA</p>

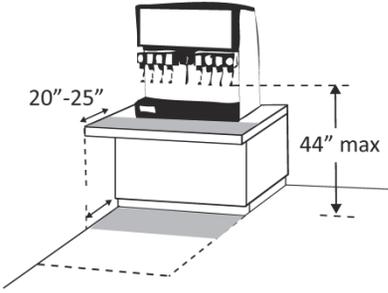
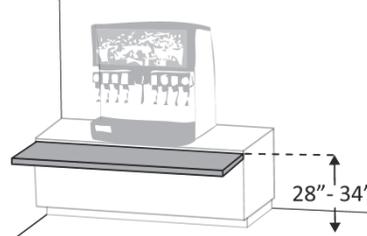
Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Forward</p> <p><input type="checkbox"/> Parallel</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

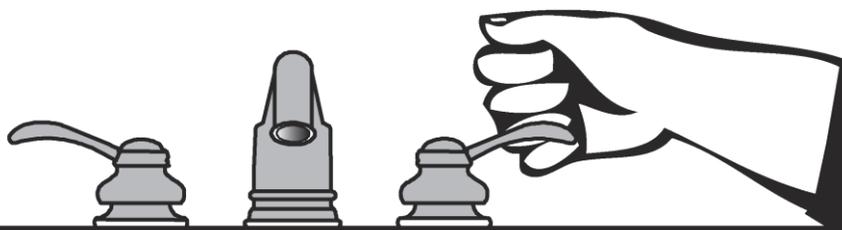
<p>2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project SCOG 2022 Self-Evaluation

Building 315 South 3rd St, Ste 100, Mount Vernon, WA 98273

Location SCOG Staff Offices

Date 4/21/2022

Surveyors Grant Johnson, Associate Planner

Contact Information Grantj@scog.net

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



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www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

www.ADAchecklist.org

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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 3 – Toilet Rooms		Comments	Possible Solutions
<p>3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)</p> <p>Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children’s specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Photo #:</p>	
<p>3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	 <p>Photo #:</p>	<p>NA</p>
<p>3.3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	 <p>Photo #:</p>	<p>NA</p>
<p>Accessible Route</p>			
<p>3.4 Is there an accessible route to the accessible toilet room? [206.2.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Photo #:

Signs at Toilet Rooms

3.5 Do text characters contrast with their backgrounds?
[703.5]

Yes No

Are text characters raised?
[703.2]

Yes No

Is there Braille?
[703.3]

Yes No

Is the sign mounted:
On the wall on the latch side of the door?
[703.4.2]

Yes No

Note: Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *
[703.4.2]

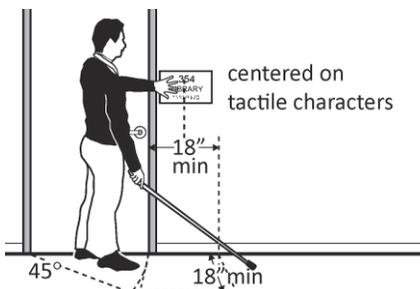
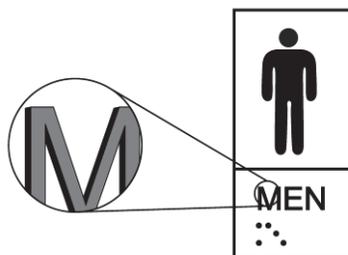
Yes No

Measurement:

So the baseline of the lowest character is at least 48 inches above the floor and the

Yes No

Measurement:



Signs are mounted on doors without closers

*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

baseline of the highest character is no more than 60 inches above the floor? * [703.4.1]

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

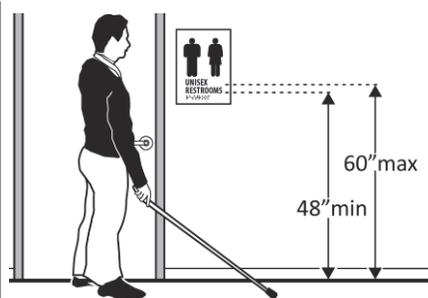


Photo #:

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

Entrance

3.6 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]

Yes No

Measurement: 36"

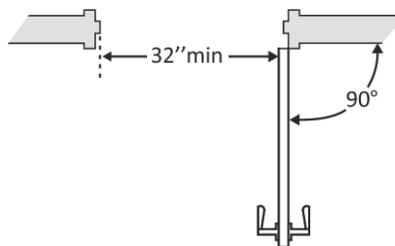
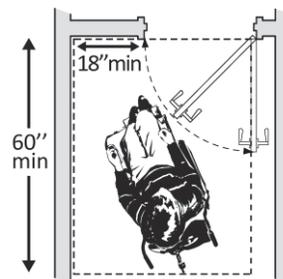


Photo #:

3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?

Yes No

Measurement:



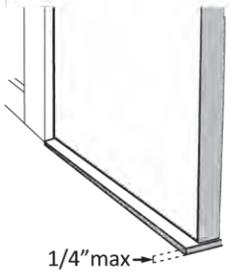
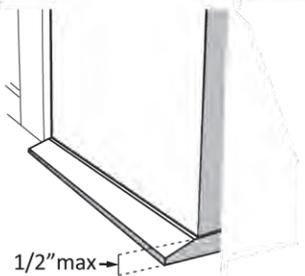
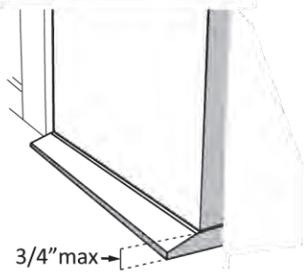
NA

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door

On both sides of the door, is the

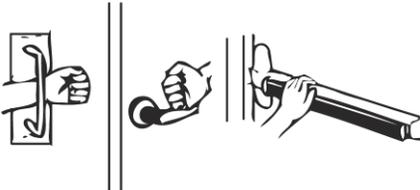
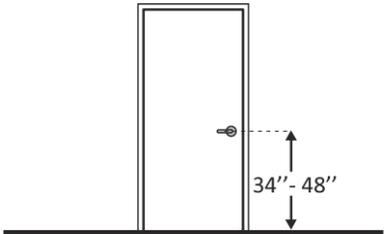
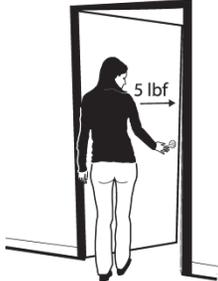
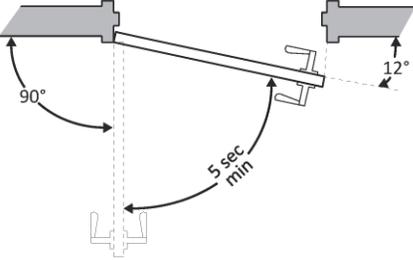
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Measurement:</p>	<p>Photo #:</p>	<p>NA</p>
<p>3.8 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Measurement:</p>	 <p>1/4" max →</p>	<p>NA</p>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Measurement:</p>	 <p>1/2" max →</p>	
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Measurement:</p>	 <p>3/4" max →</p>	<p>Photo #:</p>

ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34"</p>		<p>Photo #:</p>	
<p>3.11 Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: Opened with very slight force</p>		<p>Photo #:</p>	
<p>3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

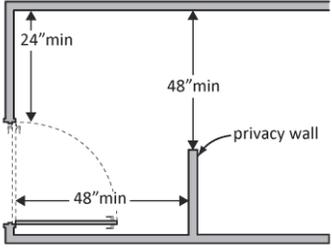
ADA Checklist for Existing Facilities

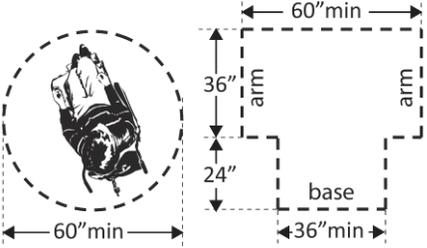
Priority 3 – Toilet Rooms

<p>3.13 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>48" min</p> <p>or</p> <p>48" min</p> <p>or</p> <p>48" min</p>	<p>Photo #:</p>	<p>NA</p>
<p>3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>24" min</p> <p>48" min</p> <p>42" min</p> <p>privacy wall</p>	<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

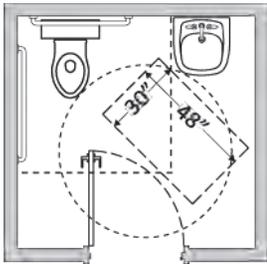
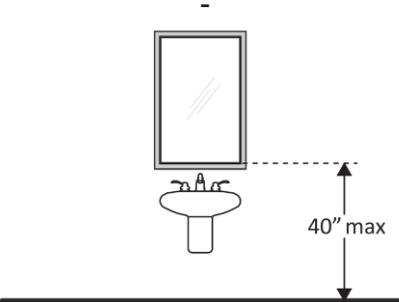
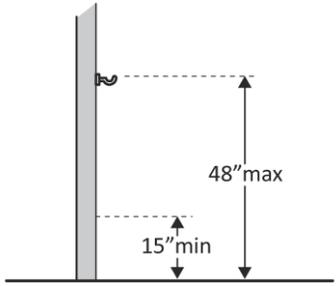
Priority 3 – Toilet Rooms

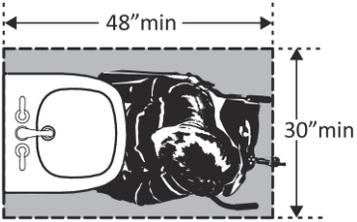
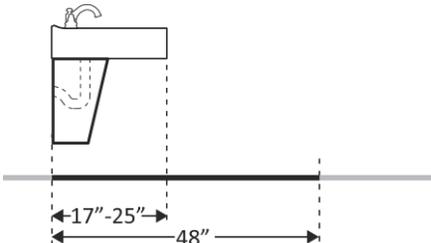
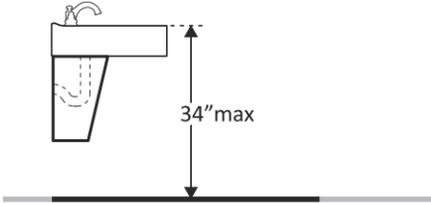
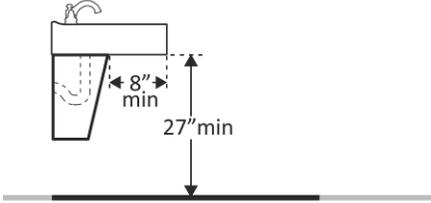
<p>3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
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In the Toilet Room				
<p>3.16 Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>36"</p>		<p>Photo #:</p>	
<p>3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>8' x 5'</p>		<p>Photo #:</p>	

ADA Checklist for Existing Facilities

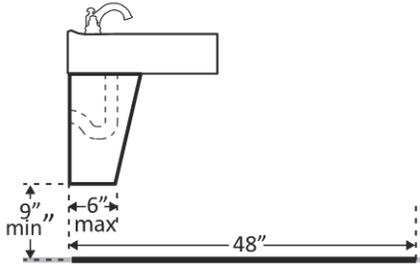
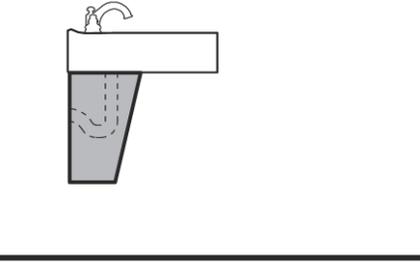
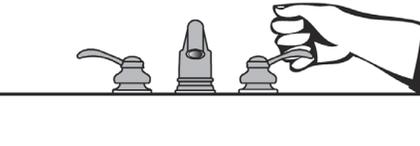
Priority 3 – Toilet Rooms

<p>3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 6'</p>		<p>Photo #:</p>	
<p>3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?</p> <p>Or</p> <p>If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*</p> <p>[603.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required</p>
<p>3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*</p> <p>[603.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p> <p>* If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.</p>

Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.				
<p>3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8' long over 36" wide</p>		<p>Photo #:</p>	
<p>3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 17 1/2"</p>		<p>Photo #:</p>	
<p>3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 34"</p>		<p>Photo #:</p>	
<p>3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 29" high 8" deep</p>		<p>Photo #:</p>	

ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>3.25 Is there toe clearance at least 9 inches high? [306.3.3]</p> <p>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the faucet no greater than 5 pounds? [606.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

Soap Dispensers and Hand Dryers

ADA Checklist for Existing Facilities

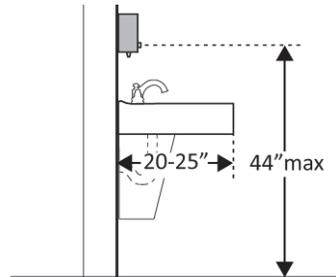
Priority 3 – Toilet Rooms

3.28 Are the operable parts of the soap dispenser within one of the following reach ranges:

Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?
[308.2.2]

Yes No

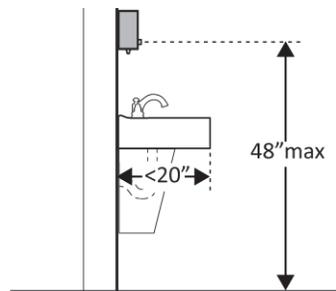
Measurement:
20" deep



Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?

Yes No

Measurement:
47"



Not over an obstruction: no higher than 48 inches above the floor?
[308.2]

Yes No

Measurement:

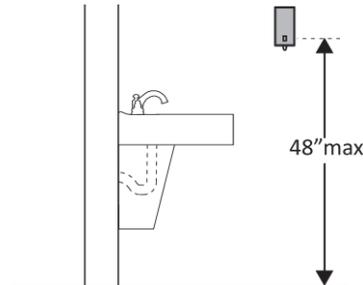
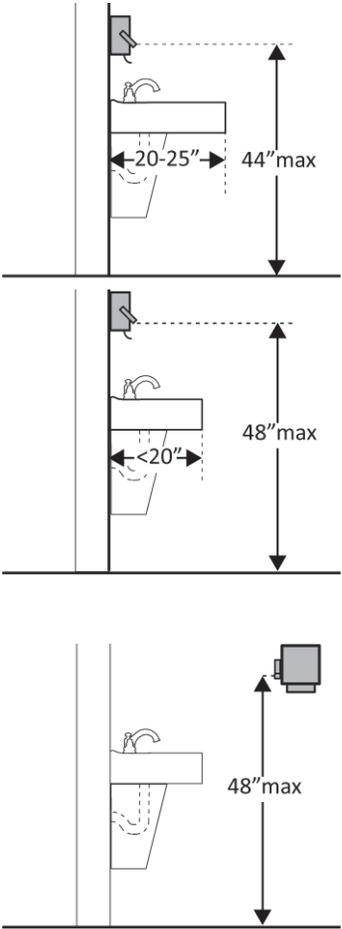


Photo #:

ADA Checklist for Existing Facilities

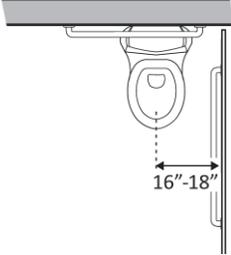
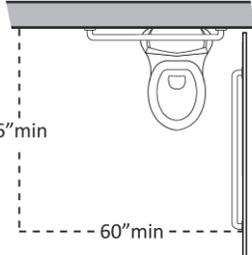
Priority 3 – Toilet Rooms

<p>3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p> <p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 42"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 48"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 48"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 48"</p>		<p>Photo #:</p>	<p>Paper towel dispensers are completely manual with no moving parts.</p> <p>Pull-type</p>
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Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

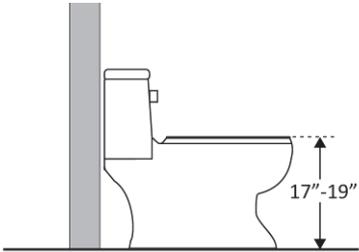
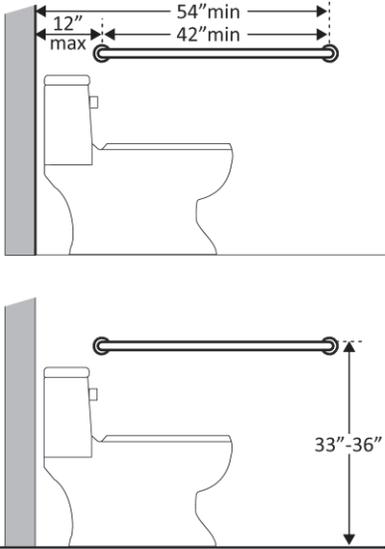
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>3.30 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18"</p>		<p>Photo #:</p>	
<p>3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*</p> <p>[604.3.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8' deep 68" wide to sink</p>			<p>* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet</p>

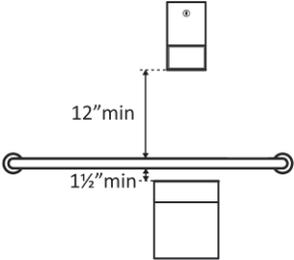
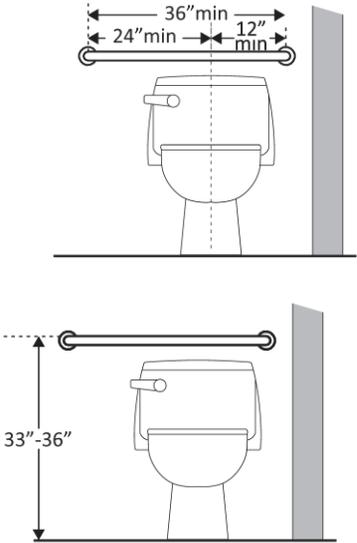
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

			Photo #:	
<p>3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18"</p>		Photo #:	
<p>3.33 Is there a grab bar at least 42 inches long on the side wall?</p> <p>Is it located no more than 12 inches from the rear wall?</p> <p>Does it extend at least 54 inches from the rear wall? [604.5.1]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Is there at least 12 inches clearance between the grab bar</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 42"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 3"</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 45"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 34"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NA</p>			

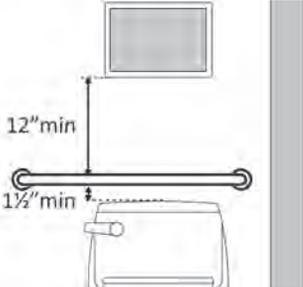
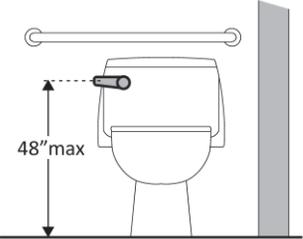
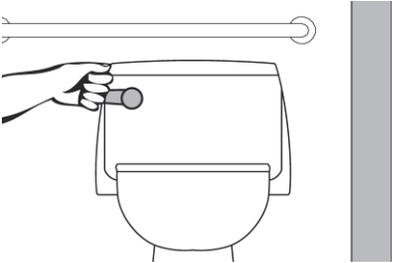
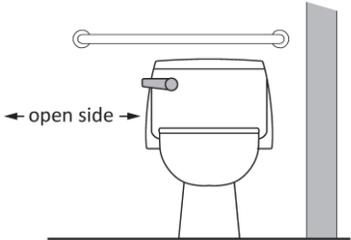
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>and protruding objects above?*</p> <p>Is there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 ½ inches? [609.3]</p>	<p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 3"</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p>3.34 Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side? [604.5.2]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Are there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1½ inches</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 16"</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 20"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 34"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space</p>

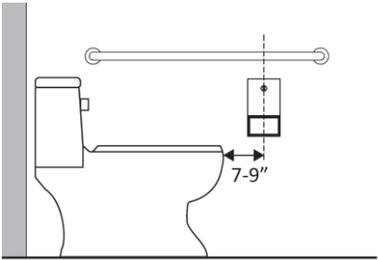
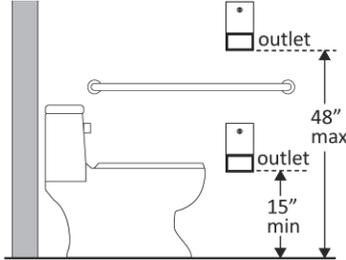
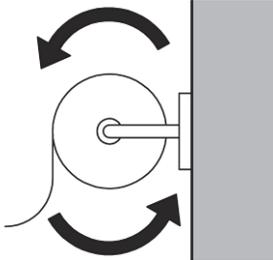
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1½ inches? [609.3]</p>	<p>Measurement: NA</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 3"</p>		<p>Photo #:</p>	<p>requirements above and below grab bars in the 1991 Standards</p>
<p>3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 26 1/2"</p>		<p>Photo #:</p>	
<p>3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the flush control no greater than 5 pounds? [605.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>3.37 Is the flush control on the open side of the water closet? [604.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

ADA Checklist for Existing Facilities

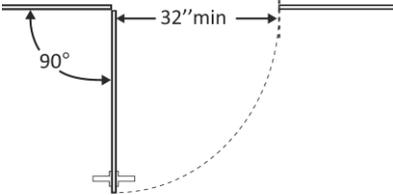
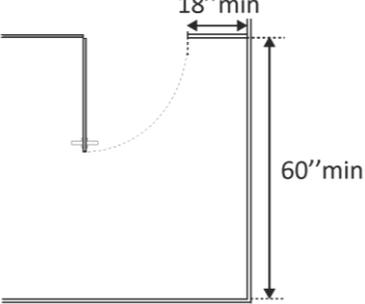
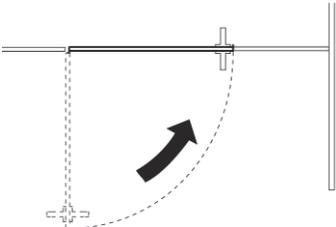
Priority 3 – Toilet Rooms

<p>3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*</p> <p>[604.7]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet</p> <p>Centerline of dispenser is flush with front of water closet</p>
<p>3.39 Is the outlet of the dispenser:</p> <p>Located no less than 15 inches and no greater than 48 inches above the floor?</p> <p>Not located behind grab bars?</p> <p>[604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 24"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	
<p>3.40 Does the dispenser allow continuous paper flow?</p> <p>[604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	

Toilet Compartments (Stalls)

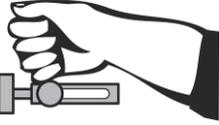
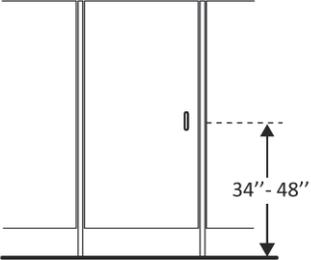
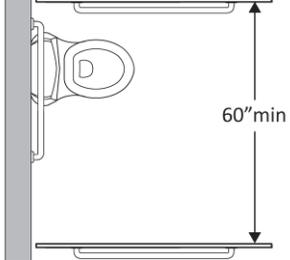
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2]</p> <p>Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.43 Is the door self-closing? [604.8.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

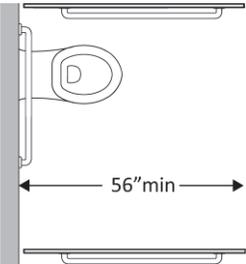
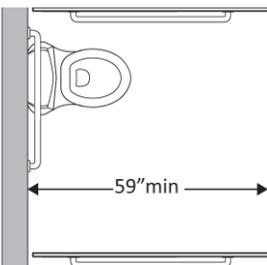
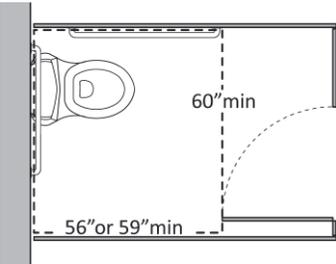
ADA Checklist for Existing Facilities

Priority 3 – Toilet Rooms

<p>3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*</p> <p>[604.8.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards</p> <p>NA</p>
<p>3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>[309.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?</p> <p>[404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.47 Is the compartment at least 60 inches wide?</p> <p>[604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

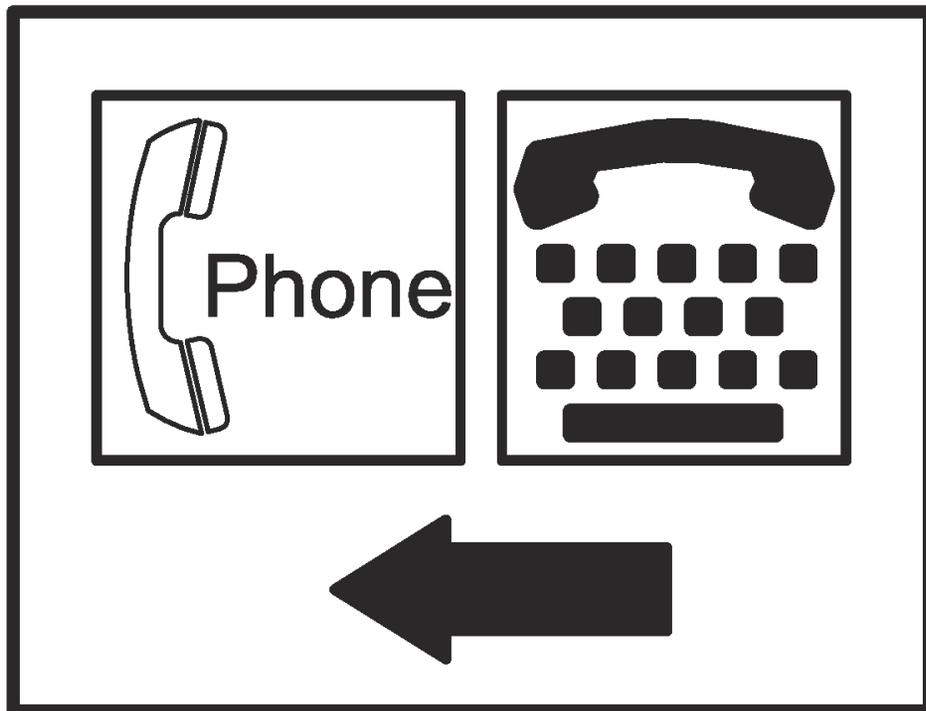
Priority 3 – Toilet Rooms

<p>3.48 If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project SCOG 2022 Self-Evaluation

Building SCOG Staff Offices

Location 315 South 3rd St, Ste 100, Mount Vernon, WA 98273

Date 4/21/2022

Surveyors Grant Johnson, Associate Planner

Contact Information Grantj@scog.net

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.



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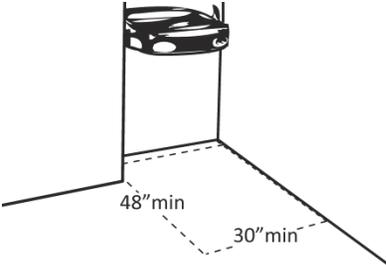
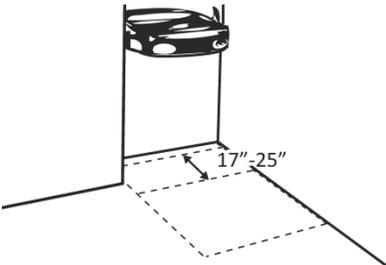
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

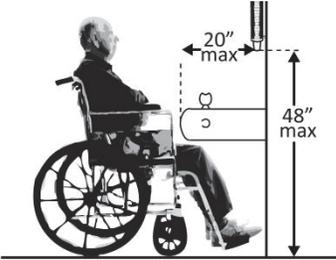
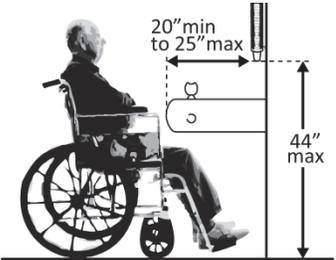
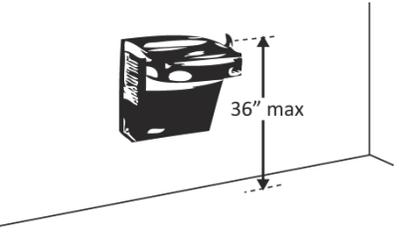
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 4 – Additional Access		Comments	Possible Solutions
Drinking Fountains			
<p>4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*</p> <p>[See 2010 ADA Standards for Accessible Design – 602.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered</p> <p>NA</p> <p>Photo #:</p>
<p>4.2 If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain?</p> <p>[306.2.2, 306.2.3]</p> <p>Note: If the drinking fountain is primarily for children’s use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>NA</p> <p>Photo #:</p>

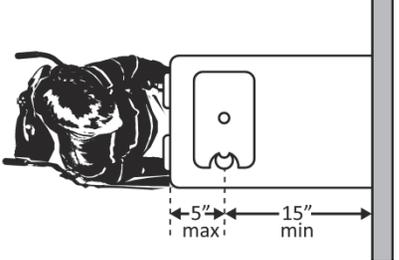
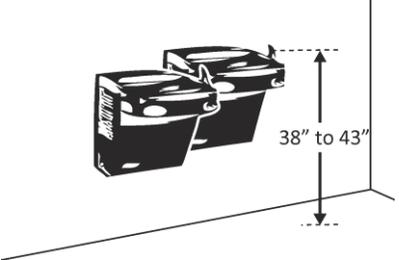
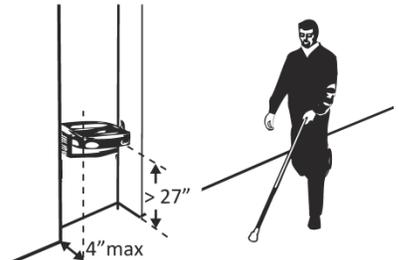
ADA Checklist for Existing Facilities

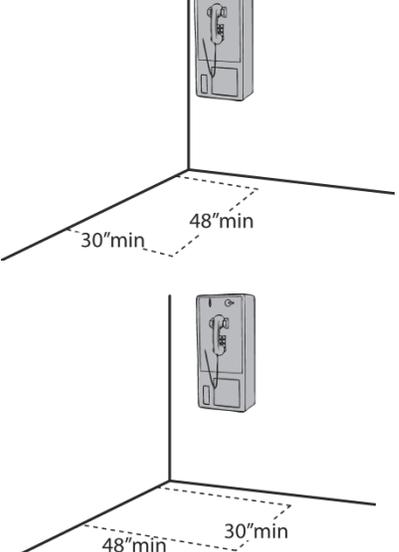
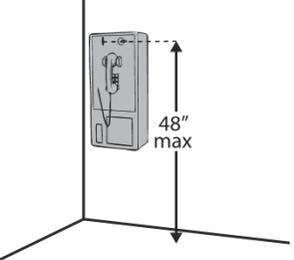
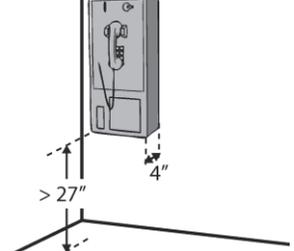
Priority 4 – Additional Access

<p>4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [308.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [308.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the control no more than 5 pounds?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.6 Is the spout outlet no higher than 36 inches above the floor? [602.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

<p>4.7 Is the spout:</p> <p>At least 15 inches from the rear of the drinking fountain?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>No more than 5 inches from the front of the drinking fountain? [602.5]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.8 If there is more than one drinking fountain, is there at least one for standing persons? [211.2]</p> <p>Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

Public Telephones				
<p>4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

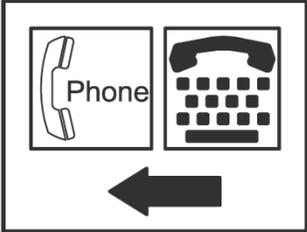
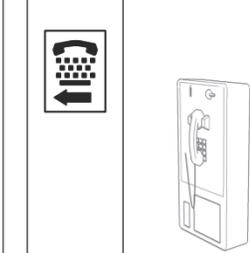
ADA Checklist for Existing Facilities

Priority 4 – Additional Access

<p>4.13 Does at least one telephone have a volume control? [704.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.15 Does at least one telephone have a TTY? [217.4.1]</p> <p>Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.16 Is the touch surface of the TTY keypad at least 34 inches above the floor? [704.4.1]</p> <p>Note: If a seat is provided, the TTY is not required to be 34 inches minimum above the floor.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>NA</p>

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

<p>4.17 Is the TTY identified by the International Symbol of TTY? [703.7.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.18 Do signs that provide direction to public telephones also provide direction to the TTY? [216.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>4.19 Do telephones that do not have a TTY provide direction to the TTY? [216.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>
<p>Fire Alarm Systems</p>				
<p>4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>NA</p>

Departments and Programs

Public Entity Skagit Council of Governments Date 4/21/2022
 Contact Person Grant Johnson Email grantj@scog.net Phone (360)416-6678

To begin the self-evaluation, list all the public entity’s departments and programs. Evaluate each of these.

Departments and Programs	Staff Liaison	Evaluation Date	Comments
Transportation Planning	Kevin Murphy	4/21/2022	No barriers identified
Growth Management Act Administration	Kevin Murphy	4/21/2022	No barriers identified

Administrative Requirements

Public Entity Skagit Council of Governments Date 4/21/2022
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Title II requires that public entities undertake five administrative steps to promote implementation of the ADA.

Questions		Comments	Next Steps
1. Has a self-evaluation been conducted? (Required no matter the number of employees.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2003, 4/2022	
2. Is public notice that the public entity does not discriminate on the basis of disability provided in print and audio formats? (Required no matter the number of employees.) <i>Methods may include the website, social media such as Twitter and Facebook, print notices at facilities and in local newspapers, program announcements, public service announcements on local radio and television stations.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Publish ADA Notice on website
3. Has a grievance procedure been adopted to resolve disability-related complaints? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Publish Grievance Procedure
4. Has at least one employee been appointed to coordinate the public entity's ADA obligations - ADA Coordinator? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Designate ADA Coordinator

Questions		Comments	Next Steps
5. Has a transition plan been developed to address barriers in facilities that affect equal participation of people with disabilities in the public entity's programs, activities and services? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	Create Action Plan per WSDOT guidance

Effective Communication

Public Entity Skagit Council of Governments Date 4/21/2022
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Many people who are blind or have low vision, who are deaf or hard of hearing or who have other communication disabilities are prevented from participating fully in programs, activities and services because of communication issues. To address this Title II requires that communication with people with disabilities be “as effective” as communication with others. Often good communication practices will suffice, such as not turning away when speaking with a person who is hard of hearing or taking the time to listen to a person who has a speech impairment. Other times a public entity needs to provide “auxiliary aids and services” to ensure that communication is effective.

Questions		Comments	Next Steps
Auxiliary Aids and Services <i>Use the Comments column to indicate how aides and services are provided. For example: Arranged through State Commission for the Deaf, rented from XYZ Company, available from the County Disability Office.</i>			Identify an interpreter
1. Does the public entity know how to provide the following for people who are deaf or hard of hearing:			
a. Sign language, oral, and cued speech interpreters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Video remote interpreting (VRI) services	Yes <input type="checkbox"/> No <input type="checkbox"/>		Identify VRI service
c. Computer-assisted real-time transcription (CART) services	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Identify CART service

Questions		Comments	Next Steps
d. Assistive listening devices	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
e. Open and closed captioning of videos	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
f. Real time captioning of television programs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
g. Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2. Does the public entity know how to provide documents in the following formats for people who are blind or visually impaired and others with print disabilities:			
a. Braille	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Large print	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
c. Audio recordings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
d. Accessible electronic formats that that can be accessed by screen reading software, for example, documents in plain text or HTML	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will train staff to create accessible pdf files
e. Screen reader software installed on a computer that is used by the public, for example in a library	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
f. Magnification software installed on a computer that is used by the public, for example in a computer lab	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
g. Optical readers	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	

Questions		Comments	Next Steps
h. Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
Policies and Procedures			
3. Does the public entity have a policy or procedure to handle requests for auxiliary aids and services?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will create procedure
4. Are employees and officials aware of the public entity’s obligation to provide auxiliary aids and services?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5. Do employees and officials know how to arrange for auxiliary aids and services? Arrangements could be made directly or through the ADA coordinator or another staff person.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will create procedure
6. Does the public entity give primary consideration to the person with a disability when determining what type of auxiliary aid or service to provide?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
7. Are employees and officials aware that it is inappropriate to request that family members and friends of people who are deaf serve as sign language interpreters, except in emergencies or if the individual wants the family member or friend to interpret and it’s appropriate to do so?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
8. Are employees and officials aware that a companion of a program participant has a right to auxiliary aids and services if the companion has a communication disability and is an appropriate person with whom the public entity should or would communicate? Example: A deaf family member of a hospital patient might need a	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Questions		Comments	Next Steps
sign language interpreter to communicate with the doctor.			
9. Are captions and audio description provided on videos and television programs the public entity produces and videos on its website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
10. Does the public entity have a policy or procedure for determining if an auxiliary aid or service would be an undue financial and administrative burden? <i>The decision of undue hardship must be made by the head of the public entity or his or her designee. There must be a written statement explaining the reasons for reaching that decision.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Will create procedure
Telecommunications			
11. Do employees and officials know how to respond to telephone calls made through Video Relay Services and Telecommunication Relay Services so that the calls are responded to in the same manner as other telephone calls?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Staff training
12. Where telephones are available to the public for making outgoing calls, such as in hospital waiting rooms, are TTYs available for people with hearing and speech disabilities? <i>A TTY is an electronic device for text communication over a telephone line that is designed for use by people with hearing or speech disabilities.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
13. Do telephone emergency services, including 911, provide direct access to people who use TTYs and computer modems?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
Other			

General Nondiscrimination

Public Entity Skagit Council of Governments Date 5/12/2022
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Title II of the ADA requires that people with disabilities are assured an equal opportunity to participate in the services, programs and activities offered by public entities. This part of the Title II regulations covers a wide range of issues as you will see from the questions below.

Questions		Comments	Next Steps
1. Do policies, practices and procedures provide an equal opportunity for people with disabilities to participate in services, programs and activities; that is, do policies not discriminate against people on the basis of disability? Examples: A school district requires that students with autism have a parent accompany them on school trips. This is a discriminatory practice. A city has a policy that applicants for a hunting license have a valid, state-issued driver's license. This is a discriminatory policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Are there circumstances in which the participation of a person with a disability would be excluded or restricted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Visually & Hearing impaired persons may have difficulty attending	Create provisions for visually and hearing impaired at SCOG meetings
3. If yes, are the exclusions or restrictions necessary to the operation of the program or to the safety of other participants? Please explain:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Questions		Comments	Next Steps
<p>4. Are there separate services, programs or activities for people with disabilities or a class of people with disabilities?</p> <p>Examples: A municipal recreation department has a wheelchair basketball program. A county museum has a tour for people who are blind with an opportunity to touch sculptures. These are not discriminatory.</p> <p>If yes, please describe:</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Contracting with External Organizations			
<p>5. Do all employees who contract with outside agencies, organizations or businesses know that the public entity’s ADA obligations apply whether the public entity provides the service, program or activity directly or contracts for it?</p> <p>Example: If a state department of emergency services funds a private organization to provide emergency shelters, the department maintains its ADA obligations to make sure people with disabilities receive the same services as people without disabilities.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All contracts carry nondiscrimination language	
<p>6. Does the public entity notify each contractor of its responsibilities for providing contracted services in a nondiscriminatory manner?</p> <p>If yes, please describe:</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>7. Does the public entity require assurances from contractors of their fulfillment of Title II requirements?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>8. Are there procedures to ensure that contractors provide the services, programs and activities in a nondiscriminatory manner consistent with</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Questions		Comments	Next Steps
<p>the Title II requirements?</p> <p>If yes, please describe:</p>			
Reasonable Modifications			
<p>9. Are employees and officials aware that the public entity is obligated to make a reasonable modification in policies, practices, or procedures if the modification is necessary for a person with a disability to participate?</p> <p>Example: No food or beverages are allowed to be consumed at a regional transit authority’s subway stations or in subway cars. In order to control blood sugar levels, a person with diabetes might need to drink juice. This would probably be a reasonable modification of a policy.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
Service Animals (Under Titles II and III only dogs can be service animals. Miniature horses can be service animals in some circumstances.)			
<p>10. Are employees and officials aware that:</p> <p>a. The public entity must allow service animals to accompany people with disabilities in all areas where people without service animals are allowed to go?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		<p>Will educate staff on service animal regulations</p>
<p>b. Only two questions may be asked: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		<p>Will educate staff on service animal regulations</p>
<p>c. The public entity may not ask about a person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		<p>Will educate staff on service animal regulations</p>

Questions		Comments	Next Steps
its ability to perform the work or task?			
<p>d. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken and, in these circumstances employees must offer the person with the disability the opportunity to obtain goods or services without the animal’s presence?</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will educate staff on service animal regulations
<p>e. The public entity must permit a miniature horse to accompany a person with a disability where reasonable?</p> <p><i>Assessment factors include, the size and weight, whether the horse is housebroken, and whether its presence compromises safety requirements.</i></p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will educate staff on service animal regulations
Wheelchairs and Other Power-Driven Mobility Devices			
<p>11. Are employees and officials aware that:</p> <p>a. People with mobility disabilities may use wheelchairs, scooters and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<p>b. People with mobility disabilities may use other power-driven mobility device in any areas open to pedestrian use unless the public entity can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements?</p> <p>Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines—whether or not</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Questions		Comments	Next Steps
<p>designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices, such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of Title II.</p> <p><i>Some of the factors that go into determining “legitimate safety requirements” include: size and speed of the device, the facility’s design and characteristics (outdoor, indoor), and risk of harm to the immediate environment.</i></p>			
<p>c. They may not ask about the nature and extent of the individual’s disability, but may ask an individual to provide a credible assurance that the mobility device is required because of the person’s disability?</p> <p><i>Credible assurance includes a state-issued, disability parking placard or card, or other state-issued proof of disability or a verbal representation, not contradicted by observable fact, that the other power-driven mobility device is being used for a mobility disability.</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
Surcharges and Costs			
<p>12. Are employees and officials aware that the public entity may not place a surcharge on people with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide nondiscriminatory treatment?</p> <p>Examples: Charging a person who is hard of hearing for the cost of providing an assistive listening system for a state hearing. A housing authority requires an additional damage deposit if tenants have service animals. These are discriminatory policies.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

Questions		Comments	Next Steps
Ticketing (Not parking tickets, tickets for events that have seating.)			
13. Are tickets for accessible seats sold during the same hours; through the same methods of purchase (by telephone, on site, through a website, or through third-party vendors); and during the same stages of sales (pre-sales, promotions, general sales, wait lists, or lotteries) as non-accessible seats?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
14. If accessible seating is not available in areas of the venue with lower prices, is lower priced accessible seating available in higher priced locations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
15. Do venues and third-party sellers provide the same information about accessible seats as provided about non-accessible seats? Example: Maps or displays of seating configurations must include information on accessible seating.	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
16. Can ticket sellers describe accessible seating in enough detail to permit the purchaser to determine if a seat meets his or her needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
17. Do ticket sellers know that people purchasing a ticket for a wheelchair space may purchase up to three additional seats for their companions as close as possible to the wheelchair space and that these companion seats may include wheelchair spaces?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
18. Do ticket sellers know that unsold accessible seats may be released and sold to members of the general public in only one of three circumstances: <ul style="list-style-type: none"> • when all non-accessible seats have been sold (excluding luxury boxes, club boxes, suites, and seats the venue holds back when declaring a sell-out); or • when all non-accessible seats in a particular seating section have 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	

Questions		Comments	Next Steps
<p>been sold; or</p> <ul style="list-style-type: none"> when all non-accessible seats in a particular price category have been sold? 			
<p>19. If the venue permits patrons to give or sell their tickets to others, does the venue know that the same right must be extended to patrons with disabilities and that those tickets may be sold to someone who does not have a disability?</p> <p><i>A venue may choose to move a patron to another seat in order to give that accessible seat to a patron with a disability who requires it, but is not obligated to do so.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
<p>20. Do ticket sellers know that for single event tickets, venues may ask purchasers to state that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
<p>21. Do ticket sellers know that for series of events tickets, purchasers may be asked to attest in writing that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	NA	
<p>Other</p>			
<p>22. Is information about the public entity’s accessible services, activities and facilities available to the public and to current and future program participants?</p> <p><i>Example: A state department of recreation includes information about accessible swimming pools, fishing piers, boat launches, picnic and camping areas on its website and in a brochure.</i></p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will address in ADA statement

Program Accessibility

Public Entity Skagit Council of Governments Date 4/21/2022

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Public entities must ensure that people with disabilities are not excluded from programs, activities, and services because of inaccessible facilities. Each facility is not necessarily required to be accessible. A public entity's services, programs, or activities, when "viewed in their entirety," must be accessible. This standard is known as "program accessibility" and is a key requirement under Title II. Structural changes are not required where there are other feasible solutions such as moving a class to an accessible location when a student with a disability needs to be in an accessible location or having a librarian retrieve books from an upper story. However, structural changes lead to increased integration and should be considered where feasible.

Programs, Activities and Services	Nonstructural Solutions	Structural Solutions
List programs, activities and services that are in <u>inaccessible facilities</u> . For each indicate nonstructural and structural solutions. Structural solutions should then be included in the transition plan. Nonstructural solutions can be included in the action plan.		
1. Regional Transportation Planning	Accessible Facility	NA
2. Growth Management Act Administration	Accessible Facility	NA
3.		

Programs, Activities and Services	Nonstructural Solutions	Structural Solutions
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Programs, Activities and Services	Nonstructural Solutions	Structural Solutions
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		

Website Accessibility

Public Entity Skagit Council of Governments Date 4/21/2022
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Many people with disabilities use assistive technology such as screen readers, text enlargement software, and programs that enable people to control the computer with their voice, eyes or nose. Access problems occur when website designers assume that everyone sees and accesses a webpage in the same way. Accessible website design recognizes these differences and does not require people to see, hear, or use a standard mouse in order to access the information and services provided.

Questions		Comments	Next Steps
1. Is there a policy that the public entity's webpages will be accessible, that is, in compliance with the W3C Web Content Accessibility Guidelines (WCAG) 2.0 or Section 508 Standards?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will create policy
2. Are the staff and contractors who are responsible for webpage and content development aware of the policy?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Will create policy
3. Are the staff and contractors who are responsible for webpage and content development knowledgeable about these standards?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Train staff
4. Has the website been tested for compliance with either of these standards?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Test website
5. If yes, have people with disabilities who use screen reading software and other assistive technology participated in the evaluation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
6. Is there a plan for making the existing web content accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Webpage has accessibility options menu	

Questions		Comments	Next Steps
7. Is there a plan for making future web content accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Will keep accessibility widget on website
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>		