



## **Methods of Administration Facilities Review**

**This guide is for buildings constructed  
BETWEEN January 27, 1992 AND March 15, 2012**



### Description of Requirements

LEA/IHEs may not exclude students with disabilities from enjoying the benefits of its program or service due to inaccessibility of facilities, according to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990. All agencies are responsible for compliance with Section 504 and Title II. Applicable accessibility standards are determined by the date the facility was constructed or last altered. In general, in the case of a facility's alteration, only the altered portion is affected. The standards are as follows (ANSI, UFAS, 1991 ADA Standards, and 2010 ADA Standards):

#### **Facilities constructed or alteration initiated between January 27, 1992 and March 15, 2012**

*Note: Only one of the following standards may be used for each building or alteration*

- The UFAS, noted in Appendix A to 41 CFR subpart 101-19.6.
- The 1991 ADA Standards (with or without the elevator exemption) or
- The 2010 ADA Standards may be used.

### Guiding Statutory Citations

Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs (The Guidelines): IV. N. Section 504 of the Rehabilitation Act of 1973: 34 CFR § 104.21-23



## Civil Rights On-Site Review Facility Accessibility Evaluation

<b>Local School System Name</b>	
<b>Building</b>	
<b>Year Constructed</b>	
<b>Year and Description of Alteration (s)</b>	
<b>Individual Completing the Evaluation</b>	
<b>Individual's Title</b>	
<b>Date Form Completed</b>	

**Instructions:**

- Record findings such as measurements in the “Measurements/Notes” column and mark whether or not the findings are in compliance with the appropriate standard in the “Meets Standard” column. Please provide a statement of clarification or further explanation where needed.
- If more than one building is being evaluated, use a separate evaluation form for each building. Copy this form as needed for each building.
- Attach a floor plan/diagram (8 ½” x 11”) of the building for which this evaluation is being completed. Also attach an explanation of alterations and future alterations.
- Keep a copy for your records.

## Accessible Route

Criteria	Cite 4.3; 4.4; 4.5; 4.7	Measurements and Notes	Criteria Met?
Path of travel is stable, firm, slip-resistant, and accessible to entrance	Required		
Path width	Min. 3 ft. wide required		
Path of travel has continuing surface not interrupted by steps or abrupt changes in level	Required		
Path of travel blends at driveways and parking lots or have curb cuts at driveways and parking	Required		
All objects protruding into the route can be detected by a visually disabled person using a cane	Same as UFAS - In order to be detected using a cane, an object must be within 27" of the ground. Objects hanging or mounted overhead must be higher than 80" to provide clear head room. It is not necessary to remove objects that protrude less than 4" from the wall.		

## Parking

Criteria	Statutory Requirement - Cite 4.6	Measurements and Notes	Criteria Met?
Number of accessible spaces	Same as UFAS - Total Spaces 1-25/1 26-50/2 51-75/3 76-100/4 101-150/5 151-200/6		
Measurement of spaces	Same as UFAS 1 of 8 accessible spaces must be 16 ft. van accessible		
International Symbol of Accessibility	Required – van accessible space marked		
Closest to accessible entrance	Required		
Smooth parking surface	Required		
Clear & safe path from parking spaces to accessible route	Required		

## Entrances

Criteria	Statutory Requirement -- Cite 4.14	Measurements and Notes	Criteria Met?
One primary entrance is usable by individuals in wheelchairs	Required		
One primary entrance provides individuals in wheelchairs access to elevators	Required		
Accessible entrances clearly marked with international symbol of accessibility	Required		
Stairways	Same as UFAS - Cite 4.9 – all steps have stair treads no less than 11” wide and have continuous handrails on both sides		

## Ramps

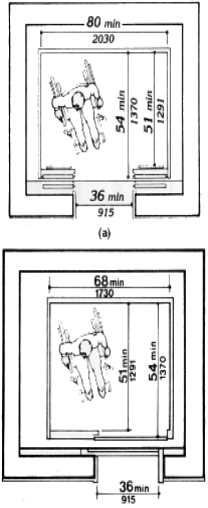
Criteria	Statutory Requirement – Cite 4.8	Measurements and Notes	Criteria Met?
Maximum slope	Same as ANSI - 1:12 non-slip surface level platforms		
Handrails	Same (If ramp 6 ft. or longer railings on both sides)		
Handrail height	34" – 38" high		
Handrail has smooth surface and extends lift beyond top and bottom of ramp	Required		
Level landings at top and bottom of ramp	Top 5 ft.; bottom 5 ft. clearance		

## Doors and Doorways


Criteria	Statutory Requirement – Cite 4.13	Measurements and Notes	Criteria Met?
Minimum clearance	Same - 32"		
Door opening force	Same as UFAS (5 lb/f)		
Thresholds at doorway	Same as UFAS - Exterior ¾" Interior ½" No greater than		
Maneuvering clearance	Same as UFAS - 42" – 60"		
Door handles/hardware	Same as UFAS - (Easy to grasp with one hand – height 34" min., 48" max. from floor; sliding door operating hardware exposed and useable from both sides)		
Doors in a Series	Same as UFAS – See 4.13.7 (Minimum space between 2 hinged or pivoted doors in a series shall be 48" plus the width of any door swinging into the space. Doors shall swing either in the same direction or away from the space between the doors.)		



## Elevators

Criteria	Statutory Requirement – Cite 4.10	Measurements and Notes	Criteria Met?
Call button hallway	Same as UFAS - 42" UP button on top raised or flush; DOWN button bottom		
Hall lantern	Same as UFAS - Must be visible and audible – audible once for UP and twice for DOWN		
Doors	Same as UFAS - 36" wide automatically opens and closes – reopening device for obstructions 5" and 29" from floor – reopening device remains effective for at least 20 seconds		
Raised characters	UFAS <u>and</u> additionally specifies tactile must be raised and Braille characters and symbols		
Car controls	UFAS <u>and</u> additionally specifies tactile must be raised and Braille characters and symbols		
Car position indicator	Same as UFAS - A visual indicator shows the position of the car – illuminates and an audible signal sounds when car stops on a floor.		
Floor plan	Clearance between hoist way and car platform no greater than 1.25" 		
Emergency communications	If provided, no higher than 48" from floor of car; have raised letters; not required voice communication		

## Lifts

Criteria	Statutory Requirement - 410	Measurements and Notes	Criteria Met?
<p>Does lift facilitate unassisted entry and exit?</p>	<p>Not attendant operated and provides unassisted entry and exit?</p>  <p>Yes    No</p> <p>Floor or ground surface stable, firm, and slip resistant?</p> <p>Yes    No</p> <p>Door remains open for 20 seconds minimum?</p> <p>Yes    No</p> <p>End doors and gates provide clear width 32" minimum?</p> <p>Yes    No</p> <p>Side doors and gates provide clear width 42" minimum?</p> <p>Yes    No</p>		

## Drinking Fountains

Criteria	Statutory Requirement – Cite 4.15	Measurements and Notes	Criteria Met?
Number accessible	If only one, must be accessible; if more than one, 50% of total number must be accessible		
More than one (1) fountain	none		
Location on accessible route	Required		
Spout height no higher than 36" from floor	Required ... also flow of spout is positioned so the flow of the water is within 3" of the front of the fountain		
Controls mounted on front or side, near the front edge, and operable with a closed fist	Required		

## WARNING SIGNAL

Criteria	Statutory Requirement – Cite 4.28	Measurements and Notes	Criteria Met?
Visual alarm	Required: does the color of the light flash clear or nominal white?  Yes    No		
Audible alarm	Required		

## Auditorium

Criteria	Statutory Requirement – Cite 4.33	Measurements and Notes	Criteria Met?										
Accessible route to assembly area	Required												
Designated Seats	Required												
Accessible route to wheelchair designated seats	<table border="0"> <tr> <td>Capacity</td> <td>#Seats</td> </tr> <tr> <td>4 to 25</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>2</td> </tr> <tr> <td>251 to 300</td> <td>4</td> </tr> <tr> <td>over 500</td> <td>6 + 1 for each total seating Increase capacity of 100 and disperse comparable seating</td> </tr> </table>	Capacity	#Seats	4 to 25	1	26 to 50	2	251 to 300	4	over 500	6 + 1 for each total seating Increase capacity of 100 and disperse comparable seating		
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over 500	6 + 1 for each total seating Increase capacity of 100 and disperse comparable seating												
Access to performing area	Required												
Audio amplification for hearing impaired	Listening device to accommodate a reasonable number of people, but no fewer than 2 with severe hearing loss. If accommodation is fixed, it should be within 50' of stage												

## Public Telephones

Criteria	Statutory Requirement - Cite 4.31	Measurements and Notes	Criteria Met?
Wheelchair accessible	<p>If public phone provided, is there a clear floor space of at least 30" x 48" in front of at least one?</p> <p>Yes    No</p> <p>Is the highest operable part of the phone no higher than 48" (up to 54" if side approach is possible)</p>		
Volume control	Required		
Hearing aid compatible	Required		
Text telephone	Access to TTY/TDD		

## Restroom Facilities

Criteria	Statutory Requirements – Cite	Measurements and Notes	Criteria Met?
Availability & number of toilets	Appropriate number in accordance with the nature and use of a specific facility		
Accessible route	Cite 4.22 – Same as UFAS		
Signage	Cite 4.1, 4.30 – Signage should designate accessible toilet facilities when not all are accessible. The signage shall be at a height of 60”		
Doorways & passages	Cite 4.1, 4.2, 4.13 – Same as UFAS		
Foyer	Cite 4.13 – Same as UFAS		
Clear floor space	Cite 4.16, 4.22 – Same as UFAS		
Urinals	Cite 4.18 – Same as UFAS		
Lavatory	Cite 4.19—Same as UFAS		
Mirrors	Cite 4.19.6 – Same as UFAS		
Stalls	Cite 4.17.3 – Same as UFAS		
Stall doors	Cite 4.17.5, 4.13 – Same as UFAS		
Grab bars	Cite 4.17.6, 4.26 – Same as UFAS		
Toilet seat	Cite 4.16 – Same as UFAS		

## Food Service

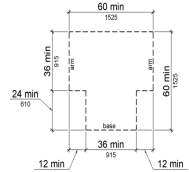
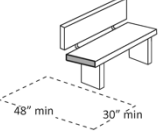
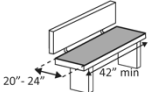
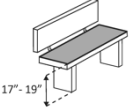
Criteria	Statutory Requirement	Measurements and Notes	Criteria Met?
Seating, tables and work areas	Cite 4.32, 4.1 – Same as UFAS. Additionally, an accessible route shall lead to and through such fixed or built-in seating areas or tables.		
Facilities seating	Cite 5.1, 4.32 – Same as UFAS, except where separate areas are designated for smoking, the required number of tables shall be proportionately distributed. In new construction, and where practicable in alterations, accessible tables shall be distributed throughout the facility.		
Food service lines	Cite 5.5 – Same as UFAS		
Tableware and condiment areas	Cite 5.6 – Same as UFAS		

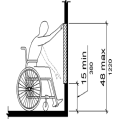
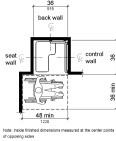
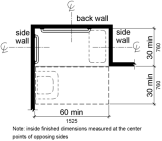


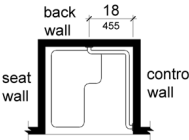
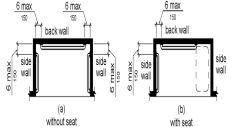
## Libraries

Criteria	Statutory Requirement – Cite 226; 902	Measurements and Notes	Criteria Met?
Site area	Cite 8.1 – 8.5 – In addition to the requirement of 4.1 to 4.33, the design shall comply with 8.1 through 8.5.		
Reading and study areas	Cite 8.2 – At least 5% or a minimum of one of each unit of fixed seating, tables, or study carrels shall be accessible. Clearances between the tables or study carrels shall be accessible.		
Check-out areas	Cite 8.3 – At least one lane at each check-out area shall comply with 4.32 with appropriate floor space, knee clearance, of at least 27” high, 30” wide, and 19” deep, with top of counter 28” to 34” from the floor		
Card catalogs	Cite 8.4 – Minimum clear aisle space at card catalog, magazine displays, or reference stack shall be 36” wide. Maximum reach height preferred – 48”.		
Stacks	Cite 8.5 – Minimum clear aisle width between stack, 36” minimum; preferred – 42”. Shelf height in stack areas is unrestricted.		

## Locker Rooms

Criteria	Statutory Requirement	Measurements and Notes	Criteria Met?
Circular turning space or T-shaped turning space	<p>Circular space 60" diameter min.            T-shape turning space shall be within a 60" square min. with arms &amp; base 36" wide min.</p> 		
Benches	<p>Is there clear floor space at least 30" wide by at least 48" long at the end of the bench and parallel to the short axis of the bench?</p>  <p>Yes    No</p> <p>Is the bench seat at least 42" long and no less than 20" and no greater than 24" deep?</p>  <p>Yes    No</p> <p>Does bench have back support or is it affixed to a wall?</p> <p>Yes    No</p> <p>Is the top of the bench seat no less than 17" and no greater than 19" above the floor?</p>  <p>Yes    No</p>		

<p>Lockers</p>	<p>Where a forward reach is unobstructed, the high forward reach shall be 48" max and the low forward reach shall be 15" min. above finish floor.</p> <p><i>Operable parts</i> shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate <i>operable parts</i> shall be 5 pounds max.</p> 		
<p>Shower stalls</p>	<p><b>Transfer Type</b> Transfer type shower compartments shall be 36" x 36" clear inside dimensions measured at the center points of opposing sides and shall have a 36" wide minimum entry on the face of the shower. Clearance of 36" inches wide minimum by 48" long min. measured from the control wall shall be provided.</p>  <p><b>Std Roll-In Type</b> Standard roll-in type shower shall be 30" wide min by 60" deep min clear inside dimensions measured at center points of opposing sides and shall have a 60" wide min entry on the face of the shower. A 30" wide minimum by 60" long minimum clearance shall be provided adjacent to the open face of the shower compartment.</p> 		

	<p>In transfer type compartments, grab bars shall be provided across the control wall and back wall to a point 18" inches from the control wall.</p>  <p>Where a seat is provided in standard roll-in type shower grab bars shall be provided on the back wall and the side wall opposite the seat. Grab bars shall not be provided above the seat. Where a seat is not provided in standard roll-in type shower, grab bars shall be provided on three walls. Grab bars shall be installed 6" maximum from adjacent walls.</p> 		
Circular turning space or T-shaped turning space	Wheelchair user ability to make 180° turn;		
Benches	Cite 4.37 – same as ANSI		
Lockers	Cite 4.25 – clear floor space 30" x 48" ... clothes rods no higher than 54" from floor		
Shower stalls	Cite 4.21 – Same as UFAS		
Lift seat	In raised position 16" min. from edge of pool and seat is at least 16" wide		
Operation	Unassisted operation from deck and water levels		
Lifting capacity	Minimum weight of 300 lbs.		
Handrails	Provided on both sides of entry and clear width 33" min. and 38" max.		