

POLLING PLACE ACCESSIBILITY QUICK FIX GUIDE

The Quick Fix Guide highlights common accessibility issues and easy and/or low-cost ways to eliminate barriers. This is a great tool to use to supplement the polling place set-up guide and the election day accessibility checklist.

ZONE 1: PARKING

PROBLEM	QUICK FIX
No marked standard accessible parking spaces.	Make a temporary standard accessible space by blocking an adjacent parking space with traffic cones to create an access aisle and post a sign with the universal symbol of accessibility at least 60 in. above the ground. <i>See Figure 1.</i>
No marked van accessible parking spaces.	Make a temporary van accessible space by blocking an adjacent parking space with traffic cones to create an access aisle and post a sign with the universal symbol of accessibility and the words "van accessible" at least 60 in. above the ground. Van accessible spaces also need to have 8 ft. 2 in. of vertical clearance. <i>See Figure 1.</i>
Accessible parking space is missing an access aisle.	Block off a space adjacent to the accessible space with traffic cones to mark it as a temporary access aisle. <i>See Figure 1.</i>
Accessible spaces not clearly labeled with the symbol of accessibility.	Put up temporary accessible parking signs with the universal symbol of accessibility in front of each accessible space making sure the bot-tom of the sign is at least 60 in. above the ground. <i>See Figure 1.</i>

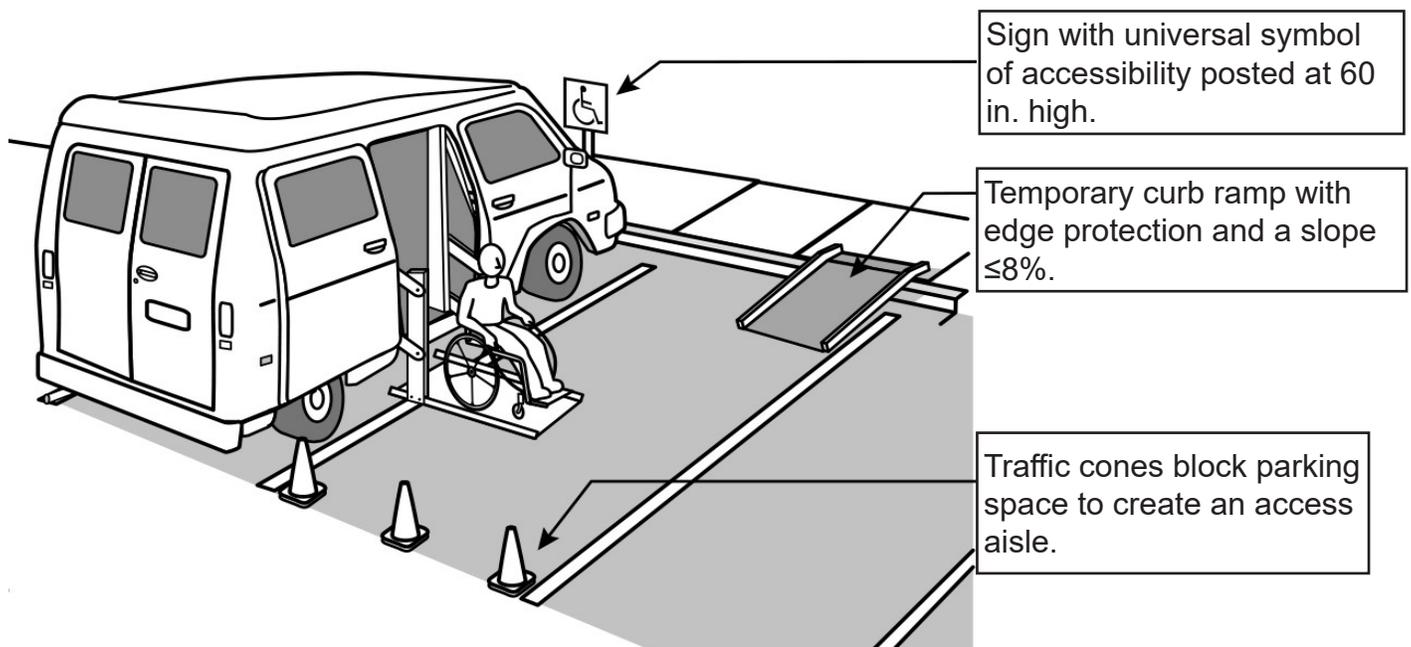


Figure 1

Van accessible parking signs, standard accessible parking signs, and traffic cones are available through the Supply Program individually and in the Temporary Accessible Parking Kits.

PROBLEM	QUICK FIX
There is a curb but no curb cut, or there is a non-compliant curb cut at the accessible parking.	Install a temporary ramp over the curb with edge protection and a slope no greater than 8%. <i>See Figure 1.</i> OR Find a different location and make temporary accessible parking.
Accessible spaces are not on firm, stable and slip-resistant ground.	Make temporary accessible spaces in a more level location. <i>See Figure 1.</i> OR Use rubber matting to cover unstable ground surface. <i>See Figure 2.</i>
Accessible spaces are not located on the shortest accessible route to the accessible entrance.	Temporarily relocate spaces so they are on the shortest accessible route to the accessible entrance. For on-street parking, safety of the individual must also be considered. <i>See Figure 1.</i>
Accessible off-street parking is unavailable, and there is no drop-off area.	Use an on-street parking space to provide a temporary passenger loading area/drop-off zone that is at least 20 ft. long and 8 ft. wide with a 5 ft. wide access aisle. A drop off zone also needs at least 9 ft. 6 in. of vertical clearance. Mark with temporary signage and cones as appropriate. <i>See Figure 2.</i>

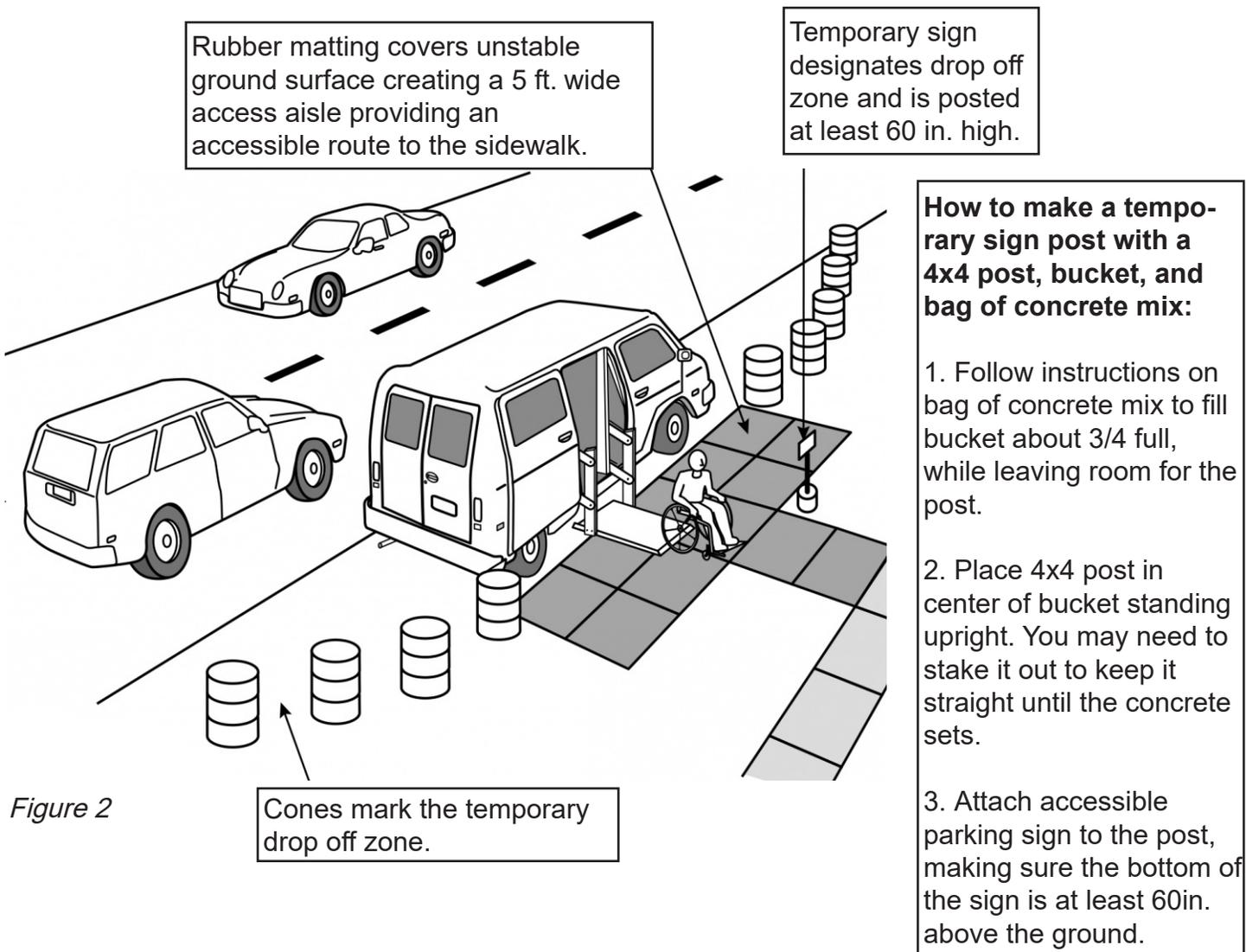


Figure 2

ZONE 2: PATHWAYS

PROBLEM	QUICK FIX
There is a curb but no curb cut, or there is a non-compliant curb cut in the accessible pathway.	Make an alternate accessible pathway to the accessible entrance. OR Install a temporary ramp over the curb with edge protection and a slope no greater than 8%. <i>See Figure 1.</i>
The pathway to the building is less than 36 in. wide and narrows to less than 32 in. for more than 24 in.	Make an alternate accessible pathway to the accessible entrance. <i>See Figure 3.</i> OR Install a portable ADA-approved mat to widen the pathway.
The pathway is obstructed by objects that hang lower than 80 in. from the ground.	Prune branches or remove items that hang lower than 80 in. Objects can be tied back or removed on Election Day to provide clearance.
The accessible pathway to the building is different from the primary pathway, and there are no signs directing voters.	Put up temporary signs along the entire pathway to the accessible entrance. <i>See Figure 3.</i>
On Election Day, the pathway is covered with hazards such as ice, snow, leaves or other debris.	Make a plan and document who will check pathways and when, so the pathway can be kept clear of hazards. <i>See Figure 3.</i>

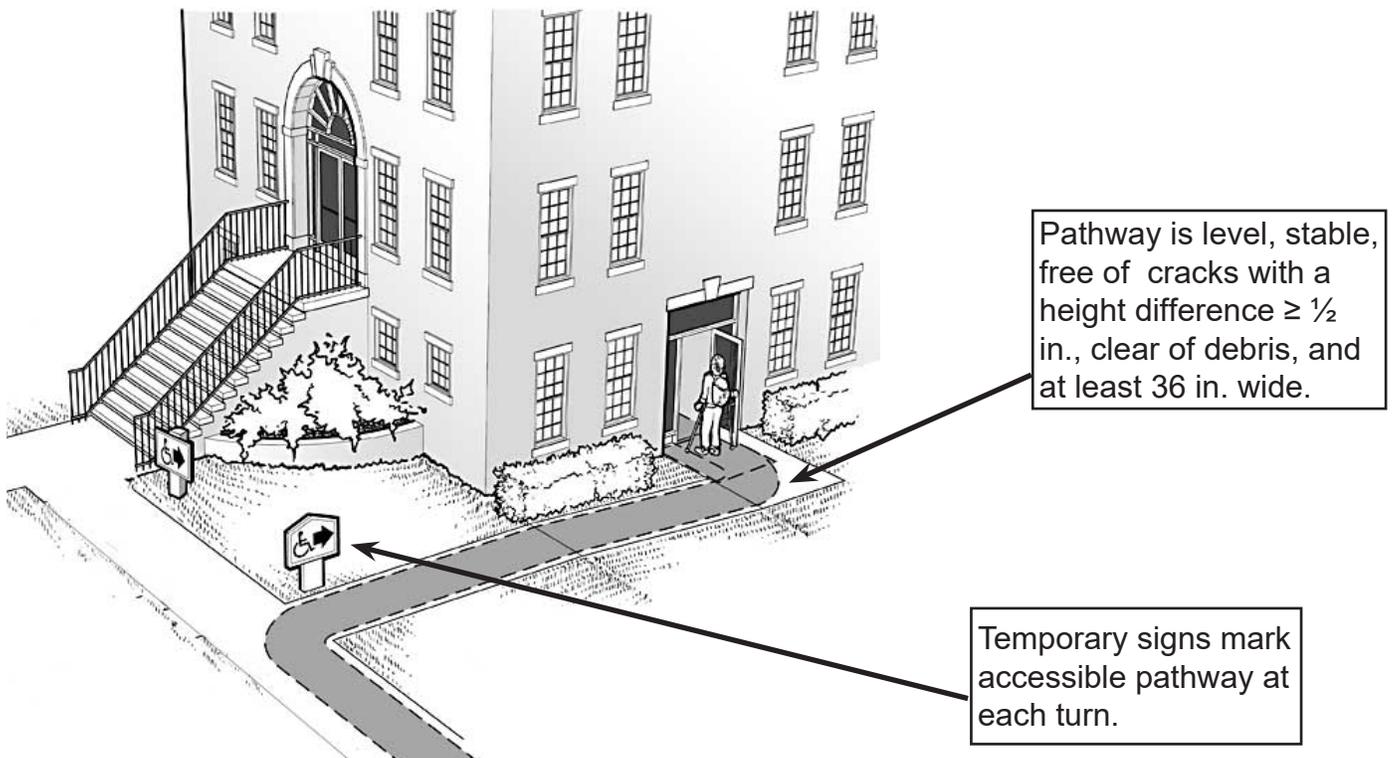
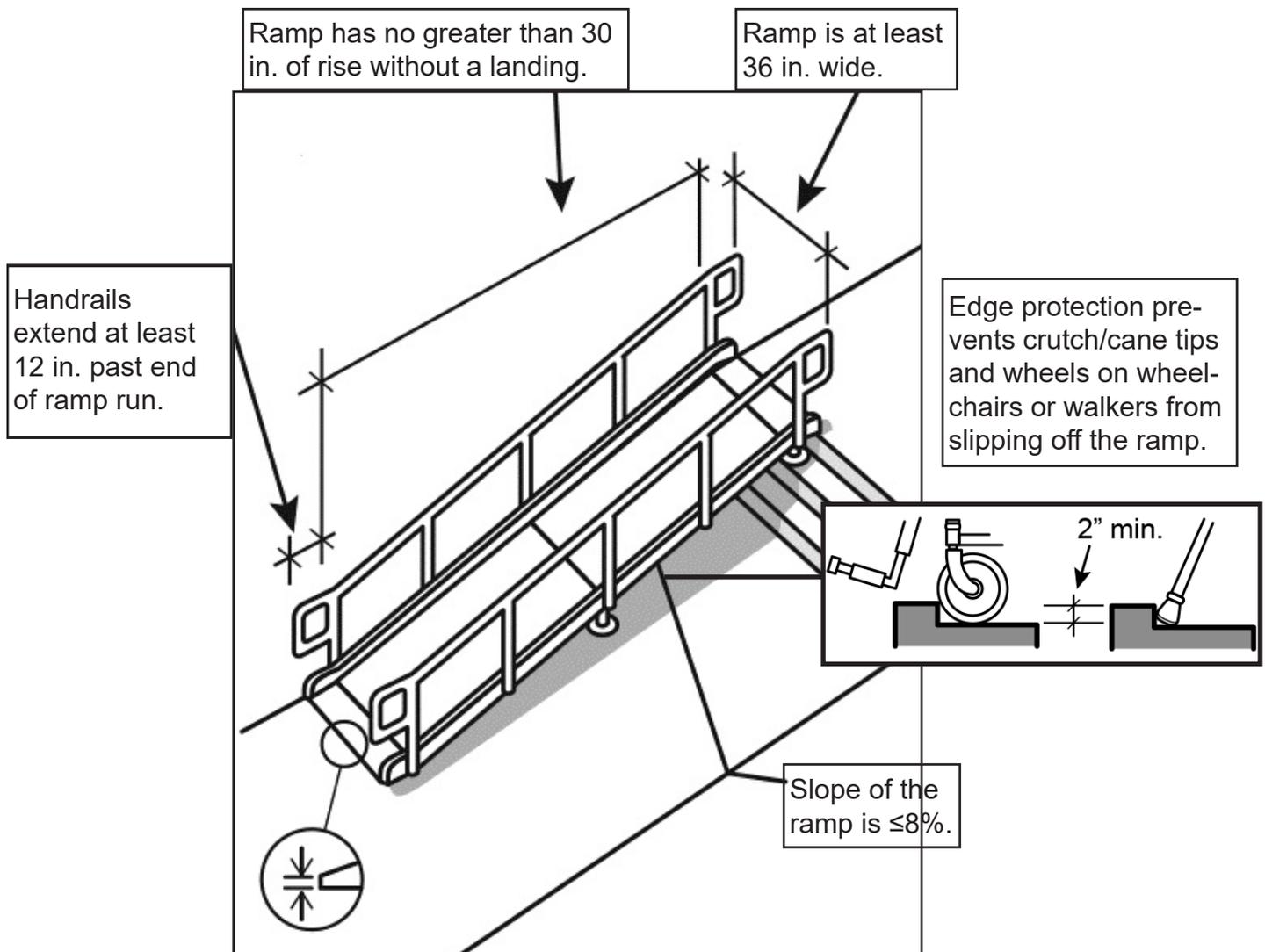


Figure 3

Accessible entrance signs are available through the Supply Program.

PROBLEM	QUICK FIX
There are un-ramped stairs along the pathway to the accessible entrance.	Make an alternate accessible pathway to the accessible entrance. OR Install a temporary ramp with edge protection, a slope no greater than 8%, and handrails if the rise is greater than 6 in. <i>See Figure 4.</i>
The surface of the pathway has breaks or edges with a height difference of greater than 1/2 in.	Fill in areas with concrete or tar to provide a break-free pathway. OR Replace grates on the pathway with smaller openings.
There is a ramp on the pathway, that is higher than six inches from the ground to the top of the ramp and there are no handrails.	Purchase handrails for the current ramp. <i>See Figure 4.</i> OR Install a portable ADA-approved ramp with handrails. <i>See Figure 4.</i>
The pathway from the accessible parking to the building is not on firm, stable and slip-resistant ground.	Install a firm mat over the path to make the pathway stable and slip-resistant. OR Make an alternate accessible pathway to the accessible entrance.
Walkways are not well-lit.	Install walkway lighting along the pathway to the building.



ZONE 3: ENTRANCES

PROBLEM	QUICK FIX
The accessible entrance is not marked with a sign bearing the universal symbol of accessibility.	Hang a sign bearing the universal symbol of accessibility on the accessible entrance. Even if there is only one entrance, it must be marked as an accessible entrance. <i>See Figure 5.</i>
The immediate entrance of the building has steps to enter.	Install a portable ramp with with edge protection, a slope no greater than 8%, and handrails if the rise is greater than 6". OR Determine an alternate accessible entrance.
Door threshold has a change in level greater than ¼ in. and is not beveled.	If threshold is between ¼ in. and ½ in. bevel the edge with a slope no greater than 50%. <i>See Figure 5.</i> OR If threshold is greater than ½ in. install threshold ramp with a slope no greater than 8% and edge protection or flared sides. <i>See Figures 7.</i>

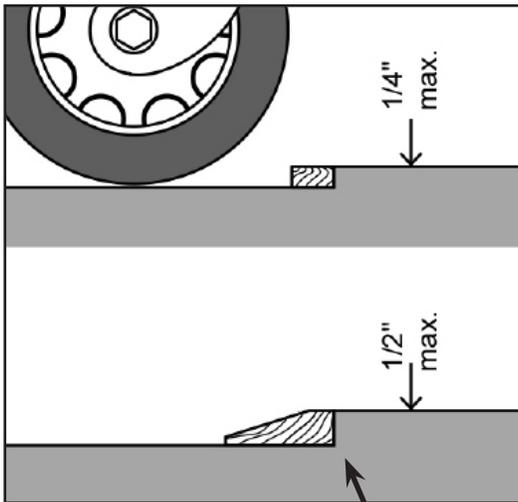


Figure 6

Changes in level between ¼ in. and ½ in. must be beveled with slope ≤50%.

Changes in level > ½ in. must be ramped with a slope ≤8% and edge protection or flared sides.



Figure 5



Figure 7

Accessible entrance signs are available through the Supply Program.

PROBLEM	QUICK FIX
When the accessible entrance door is opened to a 90° angle, the opening of the door from the frame to the door itself is not at least 32 in. wide.	Install a swing clear hinge that allows the door to open wider and reach the 32 in. requirement. <i>See Figures 8, 9.</i> OR Determine an alternate accessible entrance.
Exterior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).	Hang an accessible entrance sign and install an automatic door opener or pull-assist, or a doorbell to call for assistance. OR Station a greeter to assist voters at the entrance. OR During nice weather, prop the door open. OR Replace the door hardware. <i>See Figure 10.</i> OR Install door knob adapter. <i>See Figure 11.</i>

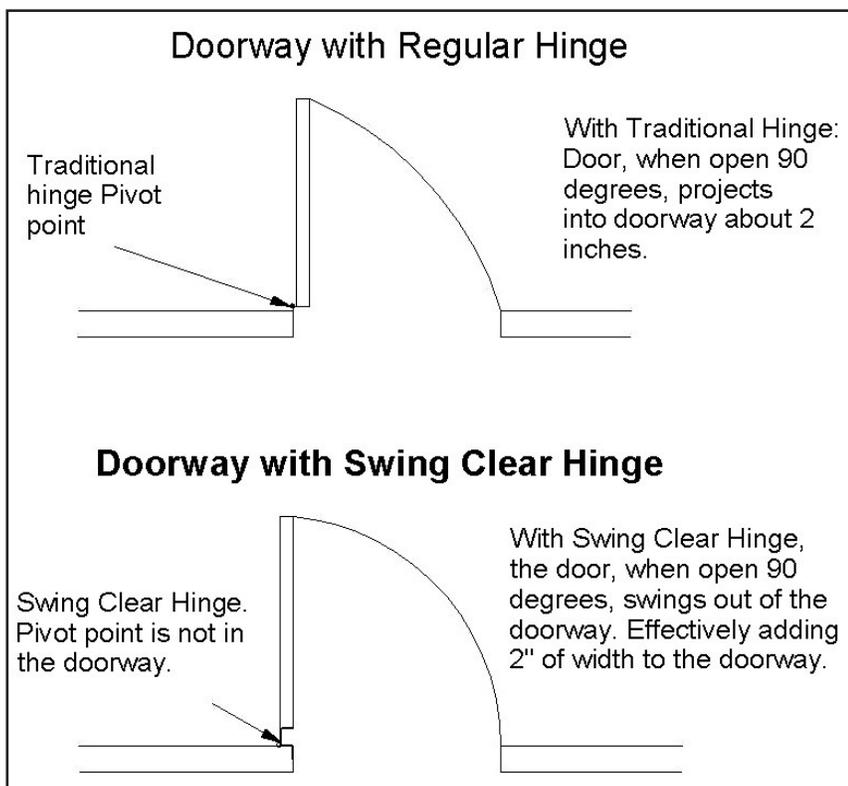


Figure 8



Figure 9



Figure 11

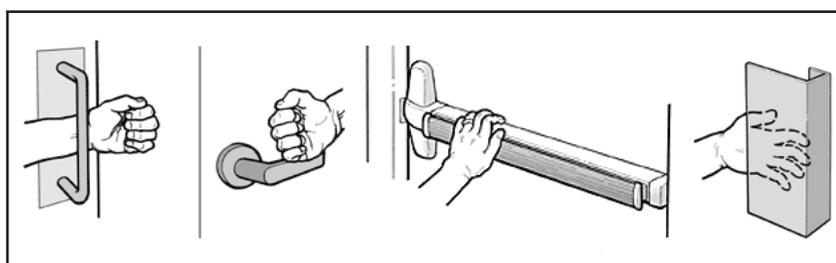


Figure 10

Door hardware can be used with a closed fist or open palm.

Test automatic door openers and doorbells before Election Day. Doors with automatic openers and pull assist must stay open for at least 5 seconds.

Wireless doorbells are available through the Supply Program.

ZONE 4: INTERIOR ROUTES

PROBLEM	QUICK FIX
The voting area is not directly inside the entrance, and the route to the voting area is not clearly marked.	Put up signs to the voting area along the accessible route.
Interior doors along the accessible route are locked on Election Day.	Unlock all doors along the accessible route.
Door threshold has a change in level greater than ¼ in. and is not beveled.	If threshold is between ¼ in and ½ in. install bevel. <i>See Figure 6.</i> OR If threshold is greater than ½ in. install threshold ramp with a slope no greater than 8% and edge protection or flared sides. <i>See Figure 7.</i>
Doors along the interior route to the voting area require more than 5 pounds of force to open and there are no accessible features or a provision for election inspector/greeter assistance.	Install a wireless doorbell to call for assistance. OR Adjust the tension on the door to less than 5 pounds, if practical. OR Prop the door open.
Interior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).	Install a wireless doorbell to call for assistance. OR Prop the door open. <i>See Figure 10.</i> OR Replace the door hardware.
Hallways along the accessible route are not at least 36 in. wide, they narrow to 32 in. wide for a distance greater than 24 in., or they narrow to less than 32 in. wide.	Remove any obstacles that narrow the pathway to less than 36 in. for more than a short distance. <i>See Figure 12.</i> OR Determine an alternate accessible route to the voting area. OR Relocate the polling place.

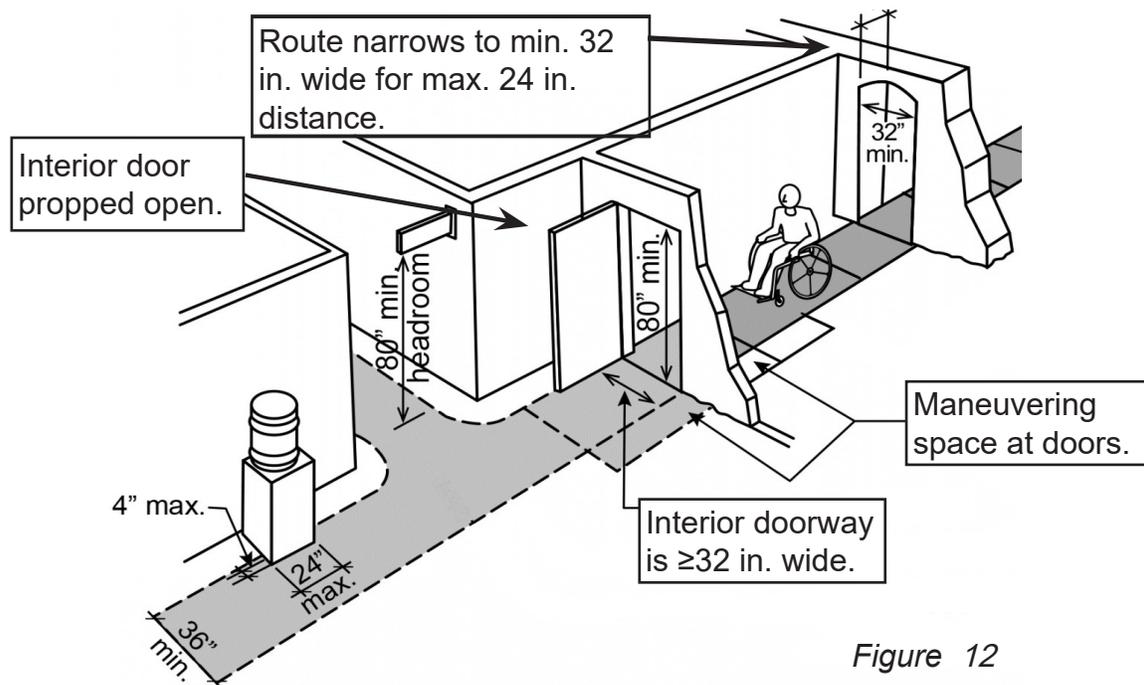


Figure 12

PROBLEM	QUICK FIX
There are obstacles or protrusions along the interior route that are between 27 in. and 80 in. from the floor that protrude more than 4 in. from the wall or hang down into the path of travel.	Obstacles can be removed, tied back, or covered for Election Day. OR Place a cane-detectable barrier, like a cone, slightly ahead of the protruding object so a person with a visual impairment will know to move around the object. <i>See Figure 13.</i>
The path of travel to the voting area includes steps or changes in level and there is not a ramp.	Determine an alternate accessible route to the voting area. OR Install a temporary ramp with edge protection, a slope no greater than 8%, and handrails if the rise is greater than 6 in. <i>See Figure 4.</i>
Rugs, mats and/or carpet on the accessible route are not securely fastened or have a pile greater than ½ inch.	Fasten all mats on Election Day with duct tape. OR Replace with lower pile mats. OR Remove rugs or mats. Place vinyl runner over carpeting with pile greater than ½ inch.

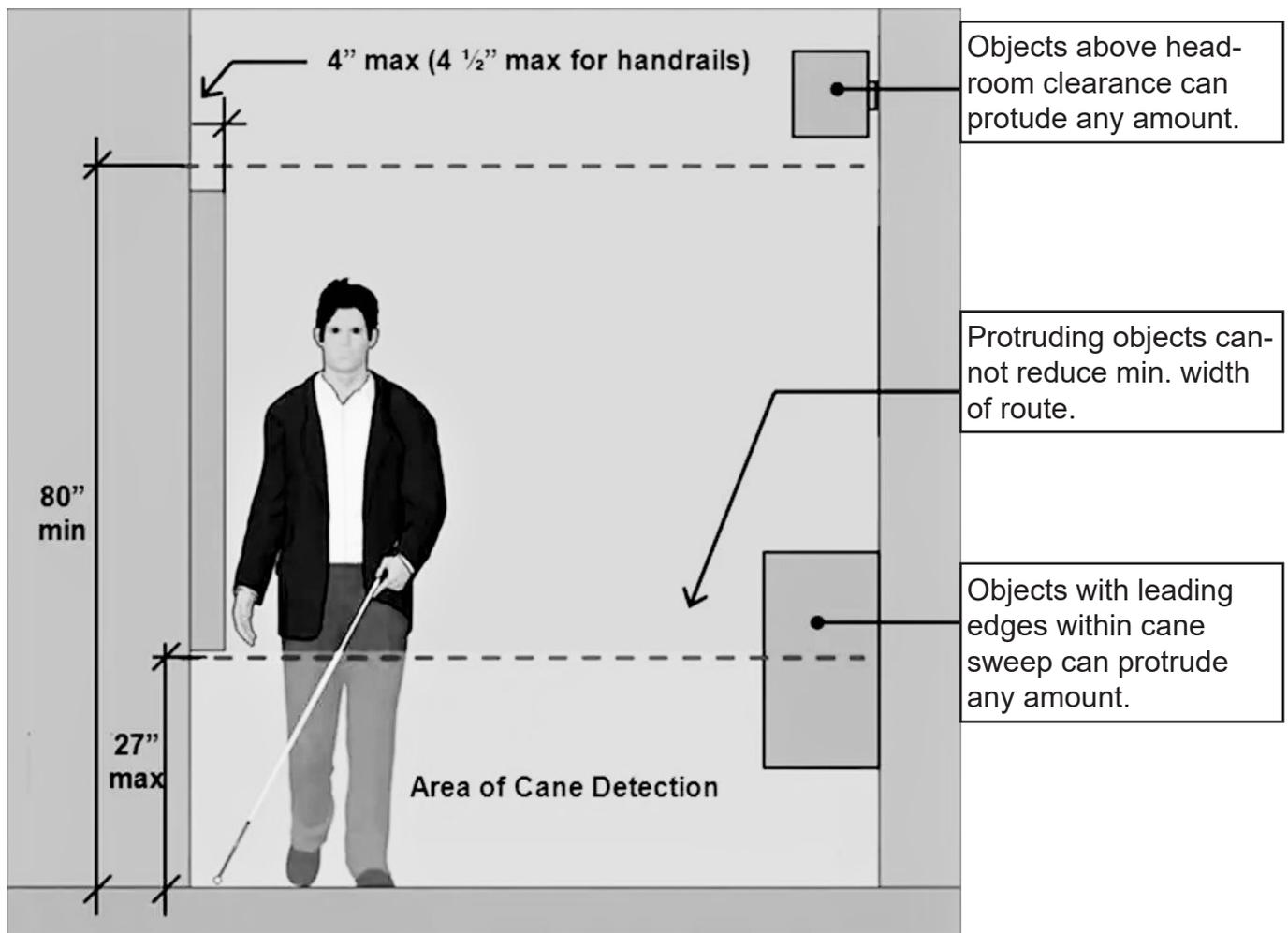


Figure 13

Cones, which can be used to mark protrusions, are available through the Supply Program.

ZONE 5: VOTING AREA

PROBLEM	QUICK FIX
The accessible voting equipment is not setup, turned on, and functioning properly.	Locate, set up, and turn on equipment. Contact municipal clerk WEC, and equipment vendor immediately if the equipment is broken or malfunctioning.
The table or stand that holds the accessible voting equipment does not meet ADA standards.	Set up a table/stand with an entrance that is at least 30 in. wide, toe clearance that is at least 19 in. deep, knee clearance that is at least 11 in. deep, and a table top that rests between 28 in. - 34 in. above the ground. <i>See Figure 14.</i>
The table or stand the accessible voting equipment does not meet ADA standards.	Move the equipment to table or stand with an entrance that is at least 30 in. wide, toe clearance that is at least 19 in. deep, knee clearance that is at least 11 in. deep, a table top that rests between 28 in. -34 in. above the ground, and an unobstructed turning space that is at least 60 in. in diameter in front of the accessible voting equipment.
The accessible booth/table for a voter to mark a paper ballot is not setup or it.	Set up a booth or table with an entrance that is at least 30 in. wide, toe clearance that is at least 19 in. deep, knee clearance that is at least 11 in. deep, a table top that rests between 28 in.- 34 in. above the ground, and an unobstructed turning space that is at least 60 in. in diameter in front of the accessible voting equipment. <i>See Figure 14.</i>
The accessible booth or accessible voting equipment is not set up to ensure voter privacy.	Rearrange the voting area to ensure someone else is not able to know how the voter is marking their ballot. <i>See Figure 14.</i>

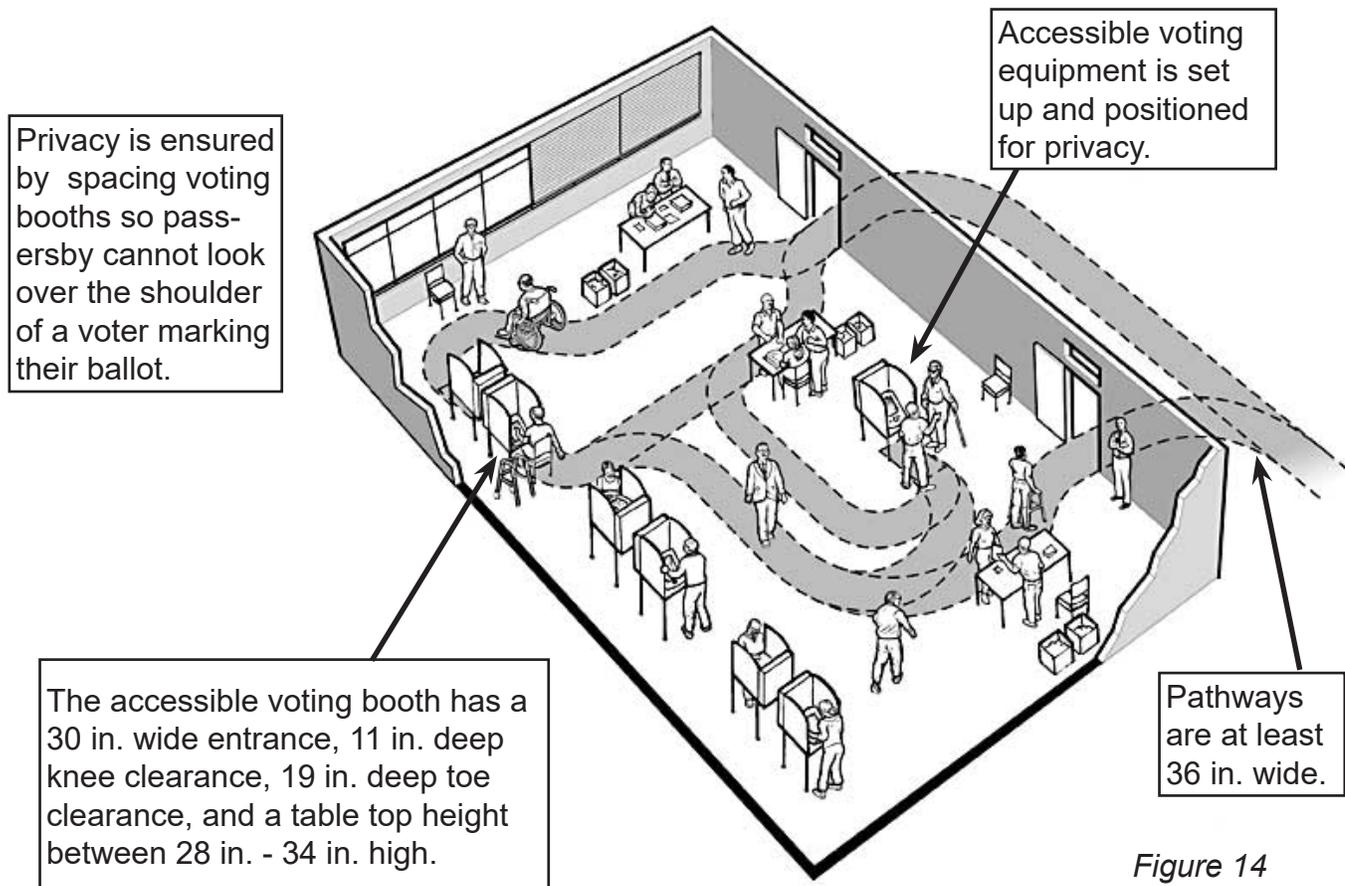


Figure 14