Wisconsin Elections Commission
Polling Place Accessibility Self-Assessment

		NOTE: You must complete a separate survey for each polling place within a municipality. If the polling place serves multiple municipalities or counties, please list them all.
Hindi # (use DOT Hindi)		
County		
Municipality	City/Town/Village of *(Circle one)*	
Name of Polling Place		
Address of Polling Place (including City and Zip Code)		
Ward #s Reported (e.g. 2-5, 7)		
Description of Voting Area (Community Room, Gym, Basement, etc.)		

Certification:

I certify that the information provided in this survey is true and correct to the best of my knowledge. I understand that this survey is for use by the Wisconsin Elections Commission only, and only assess accessibility for the purpose of voting. Although the survey is based on the Americans with Disability Act, it should not be taken to verify full ADA compliance.

Signature of Municipal Clerk		Date	
Printed Name			
Phone Number			
Email Address			

Name and Title of Person Who Conducted Survey (if different from above)			
Signature		Date Survey Conducted	

Instructions

Items needed to conduct the survey:

- Measuring tape
- Slope measurer (optional)
- Clipboard (optional)

The polling place accessibility survey is designed to simulate the experience of a voter on Election Day. The survey will cover the five areas that a voter may encounter: parking, pathways, accessible entrances, interior routes, and the voting area. When going through the survey, you may see a section that does not pertain to your polling place, (e.g. an elevator, a drop-off zone, ramp, etc.). You may skip this section and move on to the next. If you do not know the answer to a question, do **not** guess. Take notes at the bottom of the section about the area, attach photos to the survey, or call the WEC Help Desk for assistance. Please complete this survey as your polling place will appear on Election Day.

While this survey covers many areas of your polling place, this survey cannot capture the experience of someone with a disability. Please continue to think how barriers may show up at your polling place. WEC staff encourage you to examine your training practices and poll worker protocol, your Election Day set-up, and other areas of your polling place.

What to do with completed surveys:

1. Send a copy to the WEC Help Desk with any relevant notes or photos at elections@wi.gov or by mail at 201 W Washington Ave, 2rd floor, Madison, WI 53703.
2. Make sure that the polling place is approved by the governing body at least 30 days in advance (Wis. Stat. 5.25).
3. Notify impacted voters of the change. Technically, you can do this in your Type D Notice, but it is a best practice to notify voters in another way, such as sending out a direct mailing (postcard, letter, etc.) to voters, posting on your municipality's website, and posting the address of the new location at the former polling place for the first few elections.
4. Create the new polling place in WisVote and add to relevant Election Plans. If you are a self-provider, WEC can help you with this process. If you are a relier, you must send this information to your WisVote provider so they can enter the information.

Additional Accessibility Resources:

For more information about polling place accessibility visit the WEC website Polling Place Accessibility page.

Parking

	If your polling place has a parking lot/off-street parking:	**N/A**	☐

1	List the Number of Parking Spaces. If there are no stripes on the parking surface, approximately how many vehicles can park in the parking area?		_____
2	List the total number of accessible spaces marked with a sign.		_____
3	Out of those accessible spaces, list the total number that are marked with a van-accessible sign.		_____

		YES	NO
4	Does this polling place comply with the requirements for the number of van-accessible and standard accessible parking spaces?	☐	☐

Total Spaces	Minimum number of accessible spaces
1-25	1 van-accessible space with 8 ft access aisle
26-50	1 accessible space with 5 ft access aisle AND 1 van-accessible space with 8 ft access aisle
51-75	2 accessible spaces with 5 ft access aisle AND 1 van-accessible space with 8 ft access aisle
76-100	3 accessible spaces with 5 ft access aisle AND 1 van-accessible space with 8 ft access aisle

		YES	NO
5	Are all accessible parking sign(s) posted at least 60" high and clearly visible?	☐	☐
6	Are the accessible parking spaces nearest to the accessible entrance for the polling place?	☐	☐
7	Is there at least 8 ft 2 in of vertical clearance at the parking space, the access aisle and along the vehicle route to the exit?	☐	☐
8	Does each accessible space have a sign with the international symbol of accessibility?	☐	☐
9	Are all accessible spaces, including the access aisle, on level and firm, stable, and slip-resistant ground? Note: If the surface is concrete, asphalt, tile, stone or brick, mark "Yes". If the surface is gravel, dirt, sand or grass, or if there are cracks in the surface, mark "No".	☐	☐
10	Is the pathway from the parking lot to the accessible pathway level with the pathway, OR has a curb cut, OR has a ramp? See *Other Things to Note* at the end of this section.	☐	☐

	If your polling place has a drop-off zone:	**N/A**	☐

		YES	NO
1	Is the drop-off zone, including any access aisle and/or curb ramp on firm, stable, and slip resistant ground? Note: If the surface is concrete, asphalt, tile, stone or brick, mark "Yes". If the surface is gravel, dirt, sand or grass, or if there are cracks in the surface, mark "No".	☐	☐
2	Is there at least 9 ft. 6 in. of unobstructed vertical clearance for the vehicle route to the drop-off zone, the designated area itself, the access aisle, and along the vehicle route to the exit?	☐	☐
3	Is the pathway from the parking lot to the accessible entrance level with the entrance, OR has a curb cut, OR has a ramp? See *Other Things to Note* at the end of this section.	☐	☐

	If your polling place has on-street parking:	**N/A**	☐

			YES	NO
1	List the number of marked accessible spaces on the street. Note: If on-street parking is your only available parking, there must be at least one marked accessible space.		_____	
2	Is the accessible parking sign posted at least 60" high and clearly visible?		☐	☐
3	Does each accessible space have a clearly visible sign with the international symbol of accessibility?	♿	☐	☐
4	Are all accessible spaces on level and firm, stable, and slip-resistant ground? Note: If the surface is concrete, asphalt, tile, stone or brick, mark "Yes." If the surface is gravel, dirt, sand or grass, or if there are cracks in the surface, mark "No."		☐	☐
5	Is the pathway from the parking lot to the accessible entrance level with the entrance, OR has a curb cut, OR has a ramp? See *Other Things to Note* at the end of this section.		☐	☐

For all NO responses, please provide detailed information about the identified problem(s). Also explain any quick fixes or unique situations.

_____

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_____

Other things to note:

- There must be a location for curbside voters to vote from their car. You must have a plan in place to facilitate curbside voting, such as a doorbell, a sign for a car to honk for assistance, a sign with a phone number, or greeter stationed at the door.
- If the parking has a ramp or a curb cut to the accessible pathway:
  - The slope must be less than or equal to 1:12 inches (8%).
  - It must be at least 36 inches wide, excluding flare sides.
- The slope of the entire drop off zone (excluding curb cuts or ramps) must be less than or equal to 1:48 inches (roughly 2%).

Pathways

Complete this section for the accessible pathway between the accessible parking and accessible entrance. Do not include ramps that are connected to the accessible entrance, but only ramps that interrupt the pathway.
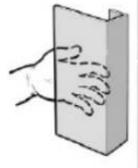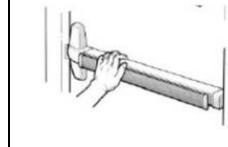
	Pathways	YES	NO
1	Is the pathway at least 36" wide without obstacles, such as fire hydrants, posts, etc.?	☐	☐
2	Is the pathway on firm, stable, and slip-resistant ground? Note: If the surface is concrete, asphalt, tile, stone or brick, mark "Yes. If the surface is gravel, dirt, sand or grass, or if there are cracks in the surface, mark "No"	☐	☐
3	Is the pathway free of hanging objects, such as flags, banners, etc.?	☐	☐
4	Is the pathway relatively free of cracks or breaks?	☐	☐
5	Will the pathway be well lit on Election Day?	☐	☐
6	Will the pathway be kept clear of hazards, such as snow, ice, and leaves?	☐	☐
If the pathway has a ramp that is not directly connected to the entrance door:		**N/A** ☐	
		YES	NO
1	Is the ramp at least 36" wide?	☐	☐
2	Does the ramp have a non-slip surface (such as ridges, non-slip tape, etc.)? If the ramp surface is smooth, mark "No."	☐	☐
3	Does the ramp have edge protection at the bottom of the ramp to prevent anyone from slipping off the ramp?	☐	☐
4	If the ramp is greater than 6" from the ground to the top of the ramp, does the ramp have handrails?	☐	☐

For all NO responses, please provide detailed information about the identified problem(s). Also explain any quick fixes or unique situations.

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Other things to note:
- The slope of the pathway must be less than or equal to 1:20 inches (5%).
- If the pathway has a curb cut or ramp, it must be at least 36 inches wide, excluding flare sides.
- If the pathway has a ramp or a curb cut, the slope must be less than or equal to 1:12 inches (8%).

Accessible Entrance

Some buildings have a second set of doors inside the exterior doors. If the polling place has this type of entrance, both sets of doors must pass each question in order to answer yes.

	Accessible Entrance		
		YES	**NO**
1	Does the accessible entrance have a sign showing it is accessible?	❑	❑
2	Will the accessible entrance be unlocked on Election Day?	❑	❑
3	Does the door have a threshold that is EITHER: ❑ Less than ¼ inch in height ❑ Between ¼ and ½ inch, but has a bevel (edge treatment) ❑ More than ½ inch in height and has a threshold ramp ❑ None of the above		
4	Is there 32" of clearance for someone to get through the door?	❑	❑
5	Are all door handles no higher than 48 inches from the ground?	❑	❑

	What hardware does the door have? Select all that apply.					
6	❑	❑	❑	❑	❑	❑
	Handle	Pull	Bar	Lever	Knob	Automatic Sliding

	What accessible feature(s) does the door have? Select all that apply.					
7	❑	❑	❑	❑	❑	❑
	Automatic opener (button or motion sensing)	Power-assisted open (when pushed or pulled)	Bell/buzzer to call for assistance	Election inspector or greeter stationed at the door throughout Election Day to assist voters	Other: _____	None of the above

		YES	NO	N/A
8	If the entrance has an automatic opener, power-assisted open, or bell/buzzer: Has the accessible feature been tested from the inside and outside and works?	❑	❑	❑
9	If the entrance has an automatic opener or power-assisted open: Does the door stay open for at least 3 seconds once it is fully open?	❑	❑	❑

If the entrance has a ramp (threshold ramps included) connected to the door:		N/A ☐	
		YES	**NO**
1	Is the ramp at least 36" wide?	☐	☐
2	Does the ramp have a non-slip surface (such as ridges, non-slip tape, etc.)? If the ramp surface is smooth, mark "No."	☐	☐
3	Does the ramp have edge protection at the bottom of the ramp to prevent anyone from slipping off the ramp?	☐	☐
4	If the ramp is greater than 6" from the ground to the top of the ramp, does the ramp have handrails?	☐	☐

For all NO responses, please provide detailed information about the identified problem(s). Also explain any quick fixes or unique situations.

_____

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Other things to note:
- If there are two sets of doors, there must be a 30x28 inch clear floor space between the two sets of doors where the wheelchair user can be outside the swing of an open door.
- If the entrance has a ramp:
  - There must be at least 5ft x 5ft space at the top of the ramp for someone in a wheelchair can maneuver or rest while the door is open.
  - If the entrance has a ramp, the slope must be less than or equal to 1:12 inches (8%).

Interior Routes

	Interior Routes		
		YES	**NO**
1	Is the accessible route marked with a sign (if it is different than the main path of travel)?	☐	☐
2	Is the hallway/corridor at least 36" wide?	☐	☐
3	Is the hallway/corridor free of boxes, chairs, tables, etc.?	☐	☐
4	Is the path or hallway free of wall-mounted cases, fire extinguishers, drinking fountains, or flags, that protrude into the pathway (i.e. not in an alcove)?	☐	☐
5	Are corridors well-lit?	☐	☐
6	Are mats/rugs secured to avoid a tripping hazard?	☐	☐

If there are doors from the route to the voting area:		N/A ☐	
		YES	**NO**
1	Will all doors along the accessible route be unlocked on Election Day?	☐	☐
2	Is there 32" of clearance for a wheelchair to enter?	☐	☐
3	Will the doors be propped open on Election Day?	☐	☐
4	Does the door have a threshold that is EITHER: ☐ Less than ¼ inch in height ☐ Between ¼ and ½ inch, but has a bevel (edge treatment) ☐ More than ½ inch in height and has a threshold ramp ☐ None of the above		

If there is a ramp in the interior route:		N/A ☐	
		YES	**NO**
1	Is the ramp at least 36" wide?	☐	☐
2	Does the ramp have a non-slip surface (such as ridges, non-slip tape, etc.)?	☐	☐
3	Does the ramp have edge protection at the bottom of the ramp to prevent anyone from slipping off the ramp?	☐	☐
4	If the ramp is greater than 6" from the ground to the top of the ramp, does the ramp have handrails?	☐	☐
5	Is there a 5'x5' space at the top of the ramp that a wheelchair could maneuver or rest?	☐	☐

If there is an elevator in the interior route:	N/A ☐

		YES	NO
1	Is the elevator operational?	☐	☐
2	Does the elevator have at least 16 square ft of room?	☐	☐
3	Is the elevator car at least 54 inches from the door to the back wall of the car?	☐	☐
4	Are the elevator doors at least 36" wide?	☐	☐
5	Do the elevator controls have raised lettering or braille?	☐	☐
6	Does the elevator have audible tones, bells, or verbal enunciators that announce each floor as it is passed?	☐	☐
If there is a platform lift in the interior route:		**N/A** ☐	
		YES	NO
1	Is the lift operational?	☐	☐
2	Does the lift have 30 x 48 inches of clear floor space on the lift?	☐	☐
3	Does the lift allow the user to independently enter and exit the lift?	☐	☐
For all NO responses, please provide detailed information about the identified problem(s). Also explain any quick fixes or unique situations. _____ _____ _____			

Other things to note:

- If there is a ramp in the interior route, the slope must be less than or equal to 1:12 inches (8%).
- Call buttons on elevators must be 42 inches off the floor.

Voting Area

	Voting Area:	YES	NO
1	Are the paths of travel in the voting area at least 36" wide?	☐	☐
2	Is the path or hallway free of wall-mounted cases, fire extinguishers, drinking fountains, or flags, that protrude into the pathway (i.e. not in an alcove)?	☐	☐
3	Will there be a booth or table where voters in a wheelchair may cast a ballot (not for the accessible voting equipment)? See *Other Things to Note* at the end of this section.	☐	☐
4	Will the booth or table be set up to ensure voter privacy?	☐	☐
5	Will there be a booth, table, or stand where voters may cast their ballot on accessible voting equipment? See *Other Things to Note* at the end of this section.	☐	☐
6	Will the booth, table, or stand be set up to ensure voter privacy?	☐	☐
7	Indicate the type of accessible voting equipment used at the polling place: ☐ ES&S AutoMark ☐ Populex 2.3 ☐ ES&S ExpressVote ☐ Premier (Diebold) AccuVote TSX ☐ Clear Ballot Clear Access ☐ Vote-PAD ☐ Dominion Image Cast Evolution ☐ Other _____ ☐ Sequoia AVC Edge II		
8	Will there be headphones and tactile devices plugged in and ready for voters?	☐	☐
9	Will the accessible voting equipment be powered on for the duration of Election Day?	☐	☐
10	Will the accessible voting equipment be in a location where voters will see it and know it is available when they enter the voting area?	☐	☐
11	Will the equipment be positioned in a way that if a person was seated or standing at the machine, no one else could see how the voter was marking their ballot?	☐	☐

For all NO responses, please provide detailed information about the identified problem(s). Also explain any quick fixes or unique situations.

_____

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Other things to note:

The voting booth or table must have:

- At least a 30x 48 inch clear floor space in front of the booth or table for the movement of voters in wheelchairs.
- The entrance to the booth, table, or stand should be at least 30 inches wide
- The height of the top of the booth or table must be between 28 and 34 inches
- The knee clearance from the floor to the underside of the booth or table must be at least 27 inches
- The toe clearance from the front to the back of the booth or table must be at least 17 inches.

Polling Place Accessibility Supplies
Wisconsin Elections Commission
All supplies are free of charge to municipalities.

County	
Municipality	City/Town/Village of $\qquad$ (circle one)
Clerk/Recipient Name	
Shipping address (Please no P.O. Boxes)	
Clerk/Recipient Phone Number	
Clerk/Recipient Email	
Shipping Address is a:	☐ Business/Municipal Building Building Name: _____ ☐ Private Residence

Indicate the Quantity Needed in the Table Below

Example	Item Name	# Needed
Signs		
	Accessible Parking Sign	
	Van Accessible Sign	
	Curbside Voting Sign (No phone number)	
	Curbside Voting Please Call: (Fill in blank with phone number using hardware numbers, Sharpie, etc.)	

ACCESSIBLE	Accessible Entrance Sticker (6"x6")	
Accessible Entrance	Accessible Entrance Right Arrow Sign (12" x 18")	
Accessible Entrance	Accessible Entrance Left Arrow Sign (12" x 18")	
Accessible Entrance at Rear	Accessible Entrance At Rear (12" x 18")	
Ring Door Bell for Assistance	Ring Bell for Assistance Sign (12" x 18")	
Other Supplies		
	Signature Guide (5" x 8" total, Typoscope cutout 5/8" x 6", Signature cutout 1/2" x 2 ½")	
	Signature Guide, Credit Card sized (2.12"x3.37" total)	
	Page Magnifier (7" x 10")	
	Wireless Doorbell (Up to 500' Range, 433 MHz)	
	Cone (12")	

Please send the completed form to the WEC Help Desk at elections@wi.gov or with your completed New Polling Place Accessibility Self-Assessment (EL-501).