

**Wisconsin Government Accountability Board – Elections Division
2009 Polling Place Accessibility Survey
Cover Sheet**



**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 (include Town, Village, City
in addition to name):

Name of Polling Place:

Address of Polling Place
(include city and zip):

Ward #s reported:
(e.g. 2-5, 7, etc.)

Description of voting area: (gym, community room, basement, etc.)

CERTIFICATION:

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

Signature of Municipal Clerk:

Printed Name:

Phone:

E-mail address:

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

Signature:

Date Survey Conducted:

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**Wisconsin Government Accountability Board – Elections Division
2009 Polling Place Accessibility Survey
Summary Sheet**

- The 2009 Polling Place Accessibility Survey has been redesigned to better help you determine if your polling place is accessible.
- The purpose of the Summary Sheet is to help you determine which subsections of the survey apply to your location, so you can save time.
- In nearly all cases, you will complete at least one question for each zone of the survey, but may not need to complete all subsections.
- In order to assist the person conducting the survey, after completing this summary sheet you may want to cross off the sections of the survey that do not apply to your facility.
- Check the box next to the appropriate statement(s) that best describe the polling place. Complete the corresponding subsections.

ZONE 1 – PARKING				
All locations – check one or more of the options below.				
Check <i>all</i> that apply, and complete the corresponding subsections.		Feature	Complete Section(s)	Page #
	Parking Lot/Off-Street Parking	n/a	1A	5-6
	Drop-off Zone <i>(specifically designated with signage)</i>	n/a	1B	7
	On-street parking <i>(main entrance or accessible entrance only)</i>	n/a	1C	8-9

ZONE 2 – PATHWAYS				
All locations – check one or more of the options below.				
Check <i>all</i> that apply, and complete the corresponding subsections.		Feature	Complete Section(s)	Page #
	The accessible pathway is <u>not</u> interrupted by any curbs or steps on the way to the building.	n/a	2A	10-11
	The accessible pathway is interrupted by a <i>curb</i> on the way to the building (but not the curb at the parking lot), and a <i>curb cut</i> is provided.	Curb cut	2A and 2B	10-12
	The accessible pathway is interrupted by steps on the way to the building (but not immediately at the entrance) and a <i>ramp</i> is provided.	Ramp	2A and 2C	10-11, 13

ZONE 3 – ACCESSIBLE ENTRANCE			
All locations – check one or more of the options below.			
Check <i>all</i> that apply, and complete the corresponding subsections.	Feature	Complete Section(s)	Page #
The accessible pathway is <i>level</i> with the building entrance. There is <u>no</u> ramp and the door threshold is less than or equal to ½ inches (or beveled). Do not include <i>pathway</i> ramps addressed in Zone 2.	Door(s)	3A	14-15
There is a <i>ramp</i> directly connected to the accessible entrance. The door threshold is less than or equal to ½ inches (or beveled).	Door(s)/ Ramp	3A and 3B	14-16
There is a lip at the door that is greater than ½ inches and not beveled.	Door(s)/ Threshold Ramp	3A and 3C	14-15, 17

ZONE 4 – INTERIOR ROUTES			
All locations – check one or more of the options below.			
Check <i>all</i> that apply, and complete the corresponding subsections.	Feature	Complete Section(s)	Page #
Voting area is immediately inside the building entrance.	None	Skip to Section 5	24
Voting area not immediately inside entrance. Voters navigate one or more corridors/hallways to reach the voting area.	Corridors	4A	18
Voter passes through one or more interior doors to reach the voting area.	Doors	4B	19-20
Steps or changes in level break the path of the interior route to the voting area, and a <i>ramp</i> is provided.	Ramps	4C	21
Steps or changes in level break the path of the interior route to the voting area, and an <i>elevator</i> is provided.	Elevator	4D	22
Steps or changes in level break the path of the interior route to the voting area, and a <i>wheelchair lift</i> is provided.	Wheelchair Lift	4E	23

ZONE 5 – VOTING AREA		
All sections must be completed for all locations.		
Subsection	Complete Section(s)	Page #
Notices.	5A	24
Accessible Space.	5B	25
Accessible Voting Equipment.	5C	26-27

ZONE 1 – PARKING

SECTION 1A: PARKING LOT/OFF-STREET PARKING
Complete this section if you indicated the polling place has a parking lot or off-street parking.

1.	List the total number of parking spaces:		
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2.	List the number of <i>marked</i> van-accessible spaces: <i>Refer to appendix for definition and an access aisle quick-fix.</i>		
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		YES	NO
3.	For van-accessible spaces, is there at least 8 ft. 2 in. of unobstructed vertical clearance for the vehicle route to the space, the parking space, the access aisle and along the vehicle route to the exit?		

4.	List the number of other <i>marked</i> accessible spaces: <i>Refer to appendix for definition.</i>		
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Total Spaces	Minimum # of Accessible Spaces
1-25	1 van-accessible space with min. 8 ft. wide adjacent access aisle
26-50	1 space with min. 5 ft. wide adjacent access aisle + 1 van accessible space
51-75	2 spaces with min. 5 ft. wide adjacent access aisle + 1 van accessible space
76-100	3 spaces with min. 5 ft. wide adjacent access aisle + 1 van accessible space
100+	Refer to ADA Standards for Accessible Design, Section 4.1.2.

		YES	NO
5.	Based on your responses to questions 1-4 in comparison to the table above, does this polling place comply with the requirements for the number of van-accessible and standard accessible parking spaces?		
6.	Is each accessible space designated by clearly visible signs bearing the proper symbol of accessibility? <i>Refer to appendix for symbol of accessibility.</i> If YES, check yes. Then continue with question 7. If NO, check no. Then skip to question 8.		
7.	Are the signs visible such that they are not obstructed even when a vehicle is parked in the space?		
8.	Are all accessible spaces, including the access aisle, on level and “firm, stable, and slip-resistant” ground? <i>Refer to appendix for additional information.</i>		

SECTION 1A: PARKING LOT/OFF-STREET PARKING, Continued

		YES	NO
9.	Are the accessible parking spaces located nearest to the accessible entrance for the polling place? <i>Refer to FAQs for further information.</i>		
10.	Check one of the following statements, then continue with the survey as instructed:		
	The accessible spaces are level with the beginning of the accessible pathway (i.e. there is <u>no</u> curb). ▶ Skip to question 15.		
	There is a curb between the accessible spaces and the accessible pathway, and a <i>curb cut</i> is provided. ▶ Complete questions 11 and 12. Then skip to question 15.		
	There is a curb between the accessible spaces and the accessible pathway, and a <i>temporary ramp</i> is provided. ▶ Complete questions 11 – 14. Then continue with question 15.		

		YES	NO
11.	Is the curb cut or temporary ramp at least 36 inches wide, excluding flared sides?		
12.	Is the slope of the curb cut less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the curb cut here: Curb Cut Rise _____ (inches) / Curb Cut Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
13.	Does the temporary ramp have a non-slip surface?		
14.	Does the bottom of the temporary ramp have edge protection of 2 inches or higher to prevent anyone from slipping off the ramp?		
15.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		

	▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #16.		
16.	For all NO responses, explain how you will make accommodations/changes to ensure off-street parking is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 1B: DROP-OFF ZONE

Complete this section if you indicated the polling place has a drop-off zone, specifically designated with signage.

		YES	NO
1.	Is the slope of the drop-off zone surface less than or equal to 1:50 inches (2%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the drop-off zone here: Drop-off Zone Rise _____ (inches) / Drop-off Zone Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
2.	Is the drop-off zone, including any access aisle and/or curb ramp on "firm, stable, and slip resistant" ground? <i>Refer to appendix for additional information.</i>		
3.	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?		
4.	Check one or more of the following statements then continue with the survey as instructed:		
	The drop-off zone is level with the beginning of the accessible pathway (i.e. there is <u>no</u> curb). ▶ Skip to question 8.		
	There is an <i>access aisle</i> adjacent and parallel to the pull-up area. <i>Refer to appendix for definition and diagram.</i> ▶ Complete question 5 and any other questions required in this section.		
	There is a curb between the drop-off zone and the accessible pathway, and a <i>curb cut</i> is provided. ▶ Complete questions 6 and 7. Then continue with question 8.		
		YES	NO
5.	Is the access aisle at least 5 ft. wide and 20 ft. long?		
6.	Is the curb cut at least 36 inches wide, excluding flared sides?		
7.	Is the slope of the curb cut less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the curb cut here: Curb Cut Rise _____ (inches) / Curb Cut Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
8.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	 ▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #9.		
9.	For all NO responses, explain how you will make accommodations/changes to ensure the drop-off zone is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 1C: ON-STREET PARKING

Complete this section if you indicated the polling place has on-street parking.

1.	List the number of <i>marked</i> accessible spaces. <i>Note:</i> If on-street parking is your only available parking, there must be <i>at least</i> one marked accessible space:		
		YES	NO
2.	Is each accessible space designated by clearly visible signs bearing the proper symbol of accessibility? If YES, check yes. Then continue with question 3. If NO, check no. Then skip to question 4.		
3.	Are the signs visible such that they are not obstructed even when a vehicle is parked in the space?		
4.	Are all accessible spaces on level and “firm, stable, and slip-resistant” ground? <i>Refer to appendix for additional information.</i>		
5.	Are the accessible spaces located nearest to the accessible entrance for the polling place? <i>Refer to FAQs for further information.</i>		
6.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	The accessible spaces are level with the beginning of the accessible pathway (i.e. there is <u>no</u> curb). ▶ Skip to question 11.		
	There is a curb between the accessible parking spaces and the accessible pathway, and a <i>curb cut</i> is provided. ▶ Complete questions 7 and 8. Then skip to question 11.		
	There is a curb between the accessible parking spaces and the accessible pathway, and a <i>temporary ramp</i> is provided. ▶ Complete questions 7 – 10 below. Then continue with question 11.		
		YES	NO
7.	Is the curb cut or temporary ramp at least 36 inches wide, excluding flared sides?		
8.	Is the slope of the curb cut less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the curb cut here: Curb Cut Rise _____ (inches) / Curb Cut Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
9.	Does the temporary ramp have a non-slip surface?		
10.	Does the bottom of the temporary ramp have edge protection of 2 inches or higher to prevent anyone from slipping off the ramp?		
11.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #12.		

SECTION 1C: ON-STREET PARKING, continued

12.	<p>For all NO responses, explain how you will make accommodations/changes to ensure the on-street parking is accessible to all voters. Also explain any quick fixes used, or unique situations.</p>	
	<p>COMMENTS:</p>	

ZONE 2 – PATHWAYS TO THE BUILDING

SECTION 2A: PATHWAYS – GENERAL INFORMATION
All locations – Complete this section for the accessible pathway to the accessible entrance.

		YES	NO
1.	Is the pathway at least 36 inches wide and free from protrusions or obstacles (fire hydrants, light poles, fixed sign posts) that would narrow the passage for a short distance to less than 32 inches?		
2.	Is the pathway on “firm, stable, and slip-resistant” ground? <i>Refer to appendix for additional information.</i>		
3.	Is the pathway free of any protruding or hanging objects (flags, tree branches, banners) between 27 and 80 inches above the ground?		
4.	Is the pathway (including any grating surface) free of breaks or edges where the difference in height is over ½ inches?		
5.	Is the slope of the pathway less than or equal to 1:20 inches (5%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the pathway here: Pathway Rise _____ (inches) / Pathway Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
6.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	The accessible pathway to the accessible entrance is the <i>same</i> as the primary route to the building. All voters use the same path of travel and there is not a separate route to the accessible entrance. ▶ Skip to question 8.		
	The accessible pathway to the accessible entrance is <i>different</i> than the primary route to the building. There is a separate route to the accessible entrance. ▶ Complete question 7. Then continue with question 8.		
		YES	NO
7.	Is the accessible pathway clearly marked by large print signs?		
8.	Do all pathways to the polling place have adequate lighting throughout Election Day?		
9.	On Election Day, are pathways kept clear of hazards such as ice, snow, leaves, bicycles, trash cans, etc.?		
10.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #11.		

SECTION 2A: PATHWAYS – GENERAL INFORMATION, Continued

11.	For all NO responses, explain how you will make accommodations/changes to ensure the pathway is accessible to all voters. Also explain any quick fixes used, or unique situations.	
	COMMENTS:	

SECTION 2B: PATHWAYS – CURB CUTS

Complete this section for curb cuts *along the accessible route* to the accessible entrance.

An exterior pathway curb cut is used when a curb breaks the accessible *route* to the building. It is *not* a curb cut in the parking lot that directly connects the accessible spaces to the pathway.

Example: The parking lot is across the street from the polling place. The curb cut/entrance to the lot is evaluated as part of parking. The curb cut at the end of the street (or on the opposite side of the street) is evaluated as part of the *pathway* to the building (since it is not connected to either the parking or the building).

		YES	NO
1.	Is the curb cut at least 36 inches wide, excluding flared sides?		
2.	Is the slope of the curb cut less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the curb cut here: Curb Cut Rise _____ (inches) / Curb Cut Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
3.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
 <ul style="list-style-type: none"> ▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #4.</i> 			
4.	For all NO responses, explain how you will make accommodations/changes to ensure the pathway is accessible to all voters. Also explain any quick fixes used, or unique situations.		
COMMENTS:			

SECTION 2C: PATHWAYS – RAMPS

An exterior pathway ramp is used when steps break the accessible *pathway* to the building. It is not a sloping sidewalk, nor is it a ramp directly connected to the accessible entrance.

Example: The parking lot or street is at a different level than the building entrance. Over the course of the pathway, steps are used to increase or decrease the level of the path so it gradually meets the level of the building entrance. Where these steps occur, ramps must be provided. Such ramps are evaluated as part of the *pathway* to the building (since the ramps are not directly connected to the parking or the building).

**Complete this section for ramps *along the accessible pathway* to the accessible entrance.
For a ramp *at the entrance*, complete Section 3B: Entrance Ramps.**

		YES	NO
1.	Is the ramp at least 36 inches wide?		
2.	Is the slope of the ramp less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the ramp here: Ramp Rise _____ (inches) / Ramp Run _____ (inches) <i>Refer to Slope in Appendix for diagram.</i>		
3.	Does the ramp have a non-slip surface?		
4.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	<input type="checkbox"/> The vertical height of the ramp is 6 inches <i>or less</i> from the top of the ramp to the ground. ▶ Skip to question 7.		
	<input type="checkbox"/> The vertical height of the ramp is <i>greater than</i> 6 inches from the top of the ramp to the ground. ▶ Complete questions 5 – 6. Then continue with question 7.		
		YES	NO
5.	Does the ramp have a mounted handrail where the top of the rail is between 34 and 38 inches above the ramp surface?		
6.	Does the bottom of the ramp have a railing or edge border protection of 2 inches or higher to prevent anyone from slipping off the ramp?		
7.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	 ▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #8.		
8.	For all NO responses, explain how you will make accommodations/changes to ensure the pathway is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

ZONE 3 – ACCESSIBLE ENTRANCE

When facing the front doors, indicate the location of the <i>accessible entrance</i> to the building:			
<input type="checkbox"/> Front	<input type="checkbox"/> Back	<input type="checkbox"/> Left Side	<input type="checkbox"/> Right Side

SECTION 3A: ACCESSIBLE ENTRANCE – DOORS

- Some buildings have two sets of doors in a series with an alcove or vestibule in between (*Refer to appendix for diagram*).
- In such cases, both sets of doors are counted as part of the exterior entrance. If the polling place has this type of entrance, *both sets of doors must pass each question in order to answer yes.*

		YES	NO		
1.	Is the accessible entrance clearly marked at the door?				
2.	Is the accessible door at the accessible entrance unlocked on Election Day?				
3.	Check <i>one</i> of the following statements, then continue with the survey as instructed:				
<input type="checkbox"/>	The threshold to the door is <i>less</i> than ½ inches in height. If it is greater than ¼ inches it is beveled with a slope no greater than 1:2 inches. ▶ Continue with question 5.				
<input type="checkbox"/>	The threshold to the door is greater than ¼ inches in height but not beveled, OR it is greater than ½ inches. A <i>threshold ramp</i> is provided. ▶ Continue with question 5 and <i>also</i> complete section 3C – Threshold Ramps.				
		YES	NO		
5.	Are all door handles no higher than 48 inches from the ground?				
6.	With the entrance door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side of the doorstop?				
7.	Indicate the type of hardware on the exterior doors. <u>Check all that apply.</u> <i>Refer to appendix for diagrams of each type of hardware.</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handle	Pull	Bar	Lever	Other (describe below)
	Other Hardware (describe):				

SECTION 3A: ACCESSIBLE ENTRANCE – DOORS, Continued

8.	Indicate the type of electronic accessible feature or other accommodation (if any) on/at the exterior door(s). Check <i>all</i> that apply.			
	Automatic opener (button) ▶ Complete questions 9 and 10. Then skip to question 13.			
	Power-assisted open (when pulled or pushed) ▶ Complete questions 9 and 10. Then skip to question 13.			
	Bell/Buzzer to call for assistance ▶ Complete question 9. Then skip to question 13.			
	An Election Inspector or greeter is stationed at the door throughout Election Day to assist voters ▶ Skip to question 13.			
	No accessible features; no greeter stationed at the door ▶ Skip to question 11.			
			YES	NO
9.	Has the accessible feature been tested <i>from both inside and outside</i> , and is it currently working (i.e. it is not malfunctioning, disabled, or otherwise unusable)? If YES, check yes. Then continue with question 10. If NO, check no. Then skip to question 11.			
10.	For automatic (button) and power assist open (when pulled or pushed) features, does the door stay open at least three (3) seconds once it is fully open? If YES, check yes. Then skip to question 13. If NO, check no. Then continue with question 11.			
11.	Is the door hardware (lever, push/pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist?			
12.	Is the exterior accessible door able to be opened with a closed fist using 8 pounds of force or less?			
13.	Vestibules/Alcoves – <i>If the polling place entrance has two sets of doors in a series with a vestibule or alcove in between, answer this question. Otherwise, skip to question 14.</i> Is there a 30 x 48 inch clear floor space inside the vestibule where a wheelchair user can be outside the swing of a hinged door? <i>Refer to appendix for diagrams.</i>			
14.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:			
		▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #15.</i>		
15.	For all NO responses, explain how you will make accommodations/changes to ensure the entrance is accessible to all voters. Also explain any quick fixes used, or unique situations.			
	COMMENTS:			

SECTION 3B: ACCESSIBLE ENTRANCE – RAMPS
Complete this section for ramps immediately at the entrance to the building.

		YES	NO
1.	Is the ramp at least 36 inches wide?		
2.	Is the slope of the ramp less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the ramp here: Ramp Rise _____ (inches) / Ramp Run _____ (inches) <i>Refer to Slope in appendix for diagram.</i>		
3.	Does the ramp have a non-slip surface?		
4.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	The vertical height of the ramp is 6 inches <i>or less</i> from the top of the ramp to the ground. ► Skip to question 7.		
	The vertical height of the ramp is <i>greater than</i> 6 inches from the top of the ramp to the ground. ► Complete questions 5 – 6. Then continue with question 7.		
		YES	NO
5.	Does the ramp have a mounted handrail where the top of the rail is between 34 and 38 inches above the ramp surface?		
6.	Does the bottom of the ramp have a railing or edge border protection of 2 inches or higher to prevent anyone from slipping off the ramp?		
7.	At the top of the ramp, is there a 5 ft. x 5 ft. level space in front of the door, such that a wheelchair can maneuver or rest while the door is opened?		
8.	Is there at least 18 inches minimum maneuvering space on the latch side of the door to allow for opening the door?		
9.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	 ► If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ► Provide further information/clarification below by completing #10.		
10.	For all NO responses, explain how you will make accommodations/changes to ensure the entrance is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 3C: ACCESSIBLE ENTRANCE – THRESHOLD RAMPS
 Complete this section for un-beveled thresholds greater than ¼ inches.

Because thresholds can be beveled or ramped in a variety of ways, explain how you will make accommodations/changes to ensure the threshold is modified so it is accessible to all voters. Also explain any quick fixes used, or unique situations.

COMMENTS:

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ZONE 4 – INTERIOR ROUTES

SECTION 4A: INTERIOR ROUTES – CORRIDORS			
		YES	NO
1.	Is the route to the voting area inside the building clearly marked?		
2.	Are all corridors well lit and free of obstacles such as tables, chairs, boxes, etc.?		
3.	Are all corridors at least 48 inches wide and do not narrow for more than a short distance to less than 36 inches?		
4.	Are corridors free of objects or protrusions that extend greater than 4 inches from the wall, and are greater than 27 and less than 80 inches from the floor? (e.g. drinking fountains, wall-mounted display cases, fire extinguishers, etc.)		
5.	Are all mats/rugs positioned or secured to avoid folding over or buckling, thereby creating a tripping hazard? NOTE: If no mats/rugs, answer yes and skip to question 7.		
6.	Do all rugs/mats/carpet on the accessible route have a pile of ½ inches or less?		
7.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	<p>▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i></p> <p>▶ <i>Provide further information/clarification below by completing #8.</i></p>		
8.	For all NO responses, explain how you will make accommodations/changes to ensure the entrance is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 4B: INTERIOR ROUTES – DOORS

		YES	NO
1.	Are all interior doors along the accessible route to the voting area unlocked on Election Day?		
2.	Are the door thresholds less than ½ inches high, and if greater than ¼ inches are they beveled with a slope of no greater than 1:2 inches?		
3.	With the interior door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side of the doorstop?		
4.	Are all door handles no higher than 48 inches from the ground?		
5.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	<input type="checkbox"/> All interior doors along the accessible route to the voting area are propped open on Election Day. ► Skip to question 12.		
	<input type="checkbox"/> Interior doors along the accessible route to the voting area are <i>not</i> propped open on Election Day. ► Continue with question 6.		
6.	Indicate the type of accessible hardware on the interior doors. <u>Check all that apply.</u> Refer to appendix for diagrams of each type of hardware.		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handle	Pull	Bar
			<input type="checkbox"/>
			Lever
			Other (describe below)
	Other Hardware (describe):		

7.	Indicate the type of electronic accessible feature or other accommodation (if any) on/at the interior door(s). Check <i>all</i> that apply.		
	<input type="checkbox"/> Automatic opener (button) ► Complete questions 8 and 9. Then skip to question 12.		
	<input type="checkbox"/> Power-assisted open (when pulled or pushed) ► Complete questions 8 and 9. Then skip to question 12.		
	<input type="checkbox"/> Bell/Buzzer to call for assistance ► Complete question 8. Then skip to question 12.		
	<input type="checkbox"/> An Election Inspector or greeter is stationed at the door throughout Election Day to assist voters ► Skip to question 12.		
	<input type="checkbox"/> No accessible features; no greeter stationed at the door ► Skip to question 10.		

SECTION 4B: INTERIOR ROUTES – DOORS

		YES	NO
8.	Has the accessible feature been tested <i>from both sides of the door</i> , and is it currently working (i.e. it is not malfunctioning, disabled, or otherwise unusable)? If YES, check yes. Then continue with question 9. If NO, check no. Then skip to question 10.		
9.	For automatic (button) and power assist open (when pulled or pushed) features, does the door stay open at least three (3) seconds once it is fully open? If YES, check yes. Then skip to question 12. If NO, check no. Then continue with question 10.		
10.	Is the door hardware (lever, push/pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist?		
11.	Are the interior doors along the accessible route to the voting area able to be opened with a closed fist using 5 pounds of force or less?		
12.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
 <ul style="list-style-type: none"> ▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #13.</i> 			
13.	For all NO responses, explain how you will make accommodations/changes to ensure the interior doors are accessible to all voters. Also explain any quick fixes used, or unique situations.		
COMMENTS:			

SECTION 4C: INTERIOR ROUTES – RAMPS

		YES	NO
1.	Is the ramp at least 36 inches wide?		
2.	Is the slope of the ramp less than or equal to 1:12 inches (8%)? If you prefer to have G.A.B. calculate the slope, do not check yes or no. Instead, write the dimensions of the ramp here: Ramp Rise _____ (inches) / Ramp Run _____ (inches) <i>Refer to Slope in Appendix for diagram.</i>		
3.	Does the ramp have a non-slip surface?		
4.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	The vertical height of the ramp is 6 inches <i>or less</i> from the top of the ramp to the ground. ▶ Skip to question 7.		
	The vertical height of the ramp is <i>greater than</i> 6 inches from the top of the ramp to the ground. ▶ Complete questions 5 – 6. Then continue with question 7.		
		YES	NO
5.	Does the ramp have a mounted handrail where the top of the rail is between 34 and 38 inches above the ramp surface?		
6.	Does the bottom of the ramp have a railing or edge border protection of 2 inches or higher to prevent anyone from slipping off the ramp?		
7.	Is there a 5 ft. x 5 ft. level space at both the top and bottom of the ramp, such that a wheelchair can maneuver or rest?		
8.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	 <ul style="list-style-type: none"> ▶ If you answered NO to any questions, refer to the Quick Fix Guide for solutions. ▶ Provide further information/clarification below by completing #9. 		
9.	For all NO responses, explain how you will make accommodations/changes to ensure the interior ramps are accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 4D: INTERIOR ROUTES – ELEVATOR

		YES	NO
1.	Is the elevator cab at least 4 ft. x 4 ft. wide?		
2.	Are the elevator doors at least 36 inches wide?		
3.	Are the call buttons outside the elevator at 42 inches above the floor?		
4.	Are elevator controls inside the cab at least 35 inches above the floor, but no higher than 54 inches for parallel approach or 48 inches for forward approach? <i>Refer to appendix for definition and diagram.</i>		
5.	Are elevator controls marked with raised lettering and/or Braille?		
6.	Is the elevator equipped with audible tones, bells, or verbal enunciators that announce each floor as it is passed?		
7.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
 <ul style="list-style-type: none"> ▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #8.</i> 			
8.	For all NO responses, explain how you will make accommodations/changes to ensure the elevator is accessible to all voters. Also explain any quick fixes used, or unique situations.		
COMMENTS:			

SECTION 4E: INTERIOR ROUTES – WHEELCHAIR LIFT

		YES	NO
1.	Is the lift operational at the time of the survey?		
2.	Is the change in level from the floor to the lift surface ramped or beveled?		
3.	Is there at least a 30 x 48 inch clear floor space on the lift?		
4.	Does the lift allow a wheelchair user unassisted entry/exit and independent operation?		
5.	Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a parallel/side reach or 48 inches for a forward reach?		
6.	Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting of the wrist?		
7.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
 <p>► <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ► <i>Provide further information/clarification below by completing #8.</i></p>			
8.	For all NO responses, explain how you will make accommodations/changes to ensure the wheelchair lift accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

ZONE 5 – VOTING AREA

This section evaluates the components of the room or area where the voting takes place. Complete ALL subsections.

SECTION 5A: VOTING AREA – NOTICES

		YES	NO
1.	Is the Type B Sample Ballot and Voting Instructions Notice posted?		
2.	Is the Type C Notice of Referendum posted? <i>If no referendum for this election, leave blank.</i>		
3.	Is the Type D Polling Place Hours and Location Notice Posted?		
4.	Are there two samples of each ballot type posted?		
5.	Is the Election Fraud Notice (EB-111) posted?		
6.	For Partisan Primaries, is the Notice of Crossover Voting (EB-112/EB-112m) posted? <i>If not a Partisan Primary, leave blank.</i>		
7.	Is the Voter Qualification Poster (EB-115) posted?		
8.	Are the Instructions for Mail-in Registrants and First-Time Voters (EB-116) posted?		
9.	Is the General Information on Voting Rights Under Federal Laws (EB-117) posted?		
10.	Is the Contact Information (EB-118) posted?		
11.	Are all notices and instructions in at least 18-point size and prominently displayed?		
12.	Are ward maps and street directories posted or prominently displayed?		
13.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
	 <p>▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #14.</i></p>		
14.	For all NO responses, explain how you will make accommodations/changes to ensure the notices are accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 5B: VOTING AREA – ACCESSIBLE SPACE

		YES	NO
1.	Are all paths of travel within the voting area at least 36 inches wide and do not narrow for more than a short distance to less than 32 inches?		
2.	Is there sufficient unobstructed turning radius in the voting area (minimum 5 ft. x 5 ft.) for the movement of voters in wheelchairs?		
3.	Is the voting area free of objects or protrusions that extend greater than 4 inches from the wall, and are greater than 27 and less than 80 inches from the floor? (e.g. drinking fountains, wall-mounted display cases, chairs in the path of travel, boxes, etc.)		
4.	Is there a booth or table where voters in a wheelchair may cast a paper ballot privately and independently? If YES, check yes. Then continue with question 5. If NO, check no. Refer to the Quick Fix Guide and detail accommodations in #10. Also answer question 9.		
5.	Is the entrance to the booth or table at least 30 inches wide?		
6.	Is the height of the top of the booth or table between 28 and 34 inches?		
7.	Is the knee clearance from the floor to the underside of the booth or table at least 27 inches?		
8.	Is the toe/knee clearance from the front to the back of the booth or table at least 19 inches?		
9.	Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:		
		<p>► <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i></p> <p>► <i>Provide further information/clarification below by completing #10.</i></p>	
10.	For all NO responses, explain how you will make accommodations/changes to ensure the space in the voting area is accessible to all voters. Also explain any quick fixes used, or unique situations.		
	COMMENTS:		

SECTION 5C: VOTING AREA – ACCESSIBLE VOTING EQUIPMENT			
Indicate the type of accessible voting equipment used at the polling place:			
	ES & S AutoMark		Sequoia AVC Edge II
	ES & S iVotronic		Populex 2.3
	Premier (Diebold) AccuVote TSX		Vote-PAD

		YES	NO
1.	Is the accessible voting equipment set up and powered on throughout Election Day?		
2.	Is the accessible voting equipment working (i.e. it is not malfunctioning, disabled, or otherwise unusable)?		
3.	Is the accessible voting equipment in a location where voters will see it and know it is available when they enter the voting area?		
4.	Is the equipment 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 his/her ballot?		
5.	Check <i>one</i> of the following statements, then continue with the survey as instructed:		
	The accessible voting equipment is resting on a booth or table. ▶ Continue with question 6.		
	The accessible voting equipment is attached to a stand. ▶ Skip to question 10.		
		YES	NO
6.	Is the entrance to the booth or table at least 30 inches wide?		
7.	Is the height of the top of the booth or table between 28 and 34 inches?		
8.	Is the knee clearance from the floor to the underside of the booth or table at least 27 inches?		
9.	Is the toe/knee clearance from the front to the back of the booth or table at least 19 inches?		
10.	Is there at least a 30 x 48 inch clear floor space in front of the table or stand holding the accessible voting equipment where a person in a wheelchair could make either a <u>parallel</u> or a <u>forward</u> approach to the voting equipment? <i>Refer to appendix for diagrams of approach and clear floor space.</i>		
11.	Are controls on the accessible voting equipment no higher than 54 inches for parallel/side approach or 48 inches for forward approach?		

SECTION 5C: VOTING AREA – ACCESSIBLE VOTING EQUIPMENT

12.	<p>Indicate the number of NO responses in this section. These indicate potential areas requiring correction/improvement in order to be accessible:</p>	
	<p>▶ <i>If you answered NO to any questions, refer to the Quick Fix Guide for solutions.</i> ▶ <i>Provide further information/clarification below by completing #13.</i></p>	
13.	<p>For all NO responses, explain how you will make accommodations/changes to ensure the accessible voting equipment is accessible to all voters. Also explain any quick fixes used, or unique situations.</p>	
<p>COMMENTS:</p>		