

**Wisconsin Government Accountability Board – Elections Division
2009 Polling Place Accessibility “Quick-Fix Guide”**

This document provides guidance to assist you in improving your polling place accessibility.

Zone 1 – Parking	Quick-Fix
No permanent or temporary spaces designated as accessible parking.	Create temporary accessible spaces using traffic cones and signage.
No van-accessible spaces.	Combine two regular parking spaces using traffic cones and signage.
Insufficient or no access aisles.	Use traffic cones to block off spaces adjacent to accessible spaces, thereby creating an access aisle.
No curb cut, or curb cut doesn't meet accessibility standards.	Determine an alternate accessible parking space. OR Install a temporary ramp over the curb with edge protection and a slope no greater than 1:12.
Accessible spaces not on firm, stable and slip-resistant ground.	Consider moving spaces to a more level location. OR Pave parking spaces.
Parking spaces not clearly designated with the symbol of accessibility.	Signs may be erected for Election Day. Provide temporary signage in front of each accessible space that is visible even when a vehicle is parked in the space.
Parking spaces not located nearest the accessible entrance.	Temporarily relocate spaces nearest to the accessible entrance. For on-street parking, safety of the individual must also be considered.
Accessible off-street parking is unavailable, and there is not a drop-off area.	Use a parking space next to the area where on-street accessible parking is located to provide a temporary loading area/drop-off zone. Mark with temporary signage and cones as appropriate.

Zone 2 – Pathways to the Building	Quick-Fix
No curb cut, or curb cut doesn't meet accessibility standards.	Determine 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 1:12.
The pathway to the building is not at least 36 inches wide and narrows to 32 inches for more than a short distance.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable ADA-approved mat to widen the pathway.
The pathway is obstructed by objects that hang lower than 80" from the ground.	Prune branches or remove the items that hang lower than 80 inches. OR Objects can be tied back or removed on Election Day to provide clearance.
The surface of the pathway has breaks or edges with a difference greater than ½ inches.	Fill in areas with concrete or tar to provide a break-free pathway. OR Replace grates on the pathway with smaller openings.
The pathway from the accessible parking to the building is not on firm, stable and slip-resistant ground.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable ADA-approved mat to provide a level, smooth pathway. OR Pave the pathway to the building.
There are un-ramped stairs along the pathway to the accessible entrance.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable, ADA-approved ramp with appropriate incline over the steps.
There is a ramp on the pathway, but it 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. OR Install a portable ADA-approved ramp with handrails.
The accessible pathway to the building is different from the primary pathway.	Provide temporary signage along the entire pathway to the accessible entrance.
Walkways are not well-lit.	Install walkway lighting along the pathway to the building.
On Election Day, the pathway is covered with hazards such as ice, snow, leaves or other debris.	Make provisions and document who will check pathways, and at what times, so the pathway can be kept clear of hazards.

Zone 3 – Accessible Entrance	Quick-Fix
The immediate entrance of the building has steps to enter.	Determine an alternate accessible entrance. OR Install a portable ramp with edge protection and a landing at the top over the steps.
Ramps and/or landing areas with drop-offs at the entrance do not have the required 2" edge protection.	Install handrails and/or edge protectors as necessary.
At the top of the ramp leading up to the door, there is not a level 5 x 5 foot space where a wheelchair can maneuver to open the door or rest.	Determine an alternate accessible entrance. OR Expand the current landing area.
When the accessible entrance door is opened to a 90 degree angle, the opening of the door from the frame to the door itself is not at least 32" wide.	Determine an alternate accessible entrance. OR Install a swing clear hinge that allows the door to open wider and reach the 32" requirement. OR Replace the door.
<p>Exterior doors require more than 8 pounds of force to open and there are no accessible features or a provision for election inspector/greeter assistance.</p> <p>OR</p> <p>Exterior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).</p>	<p>Determine an alternate accessible entrance. OR Adjust the tension on the door to less than 8 pounds, if practical. OR Install an electronic assisting device such as a door opener or pull-assist, or a bell box 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 (or hardware, as appropriate).</p>

Zone 4 – Interior Routes	Quick-Fix
The voting area is not directly inside the entrance, and the route to the voting area is not clearly marked.	Provide signage along the accessible route.
Interior doors along the accessible route are locked on Election Day.	Unlock all doors along the accessible route. OR Prop open doors along the accessible route.
Door thresholds are greater than ½ inches high and not beveled.	Install a threshold ramp. OR If the threshold is not more than ¾ inches high, add beveled surface to both sides of the threshold. OR Replace with a new threshold that is no more than ½ inches high and has beveled sides.
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. OR Interior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).	Adjust the tension on the door to less than 5 pounds, if practical. OR Install an electronic assisting device such as a door opener or push/pull-assist, or a bell box to call for assistance. OR Station a greeter to assist voters at the door. OR Prop the door open. OR Replace the door (or hardware, as appropriate).
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 portable ramp with edge protection (and handrails, if required) over the steps.
The accessible route to the voting area is via an elevator, and one or more of the following applies: <ul style="list-style-type: none"> • The cab is not at least 4 x 5 feet wide. • Elevator doors are not at least 36 inches wide. • Elevator controls are more than 56 inches high and not marked with raised lettering. • The elevator is not close to the accessible entrance of the building. 	Determine an alternate accessible route to the voting area. OR Relocate the polling place.

Zone 4 – Interior Routes, continued	Quick-Fix
<p>Corridors along the accessible route are not at least 48 inches wide, or they narrow for more than a short distance to less than 36 inches wide.</p>	<p>Determine an alternate accessible route to the voting area. OR Remove any obstacles that narrow the pathway to less than 36 inches wide for more than a short distance. OR Relocate the polling place.</p>
<p>There are obstacles or protrusions along the interior route that are between 27 and 80 inches from the floor that protrude more than 4 inches from the wall, or hang down into the path of travel.</p>	<p>Obstacles can be removed or covered for Election Day. OR Place a cane-detectable barrier slightly ahead of the protruding object so a person with a visual impairment will know to move around the object. OR Objects can be tied back or removed on Election Day to provide clearance.</p>
<p>Rugs and mats are not securely fastened or pose a tripping hazard.</p>	<p>Fasten all mats on Election Day with duct tape. OR Remove rugs that pose a tripping hazard from the pathway to the voting area.</p>
<p>Rugs, mats and/or carpet on the accessible route to the voting area have a pile greater than ½ inches.</p>	<p>Replace with lower pile mats. OR Remove rugs or mats. Place vinyl runner over carpeting with pile greater than ½ inches.</p>

Zone 5 – Voting Area	Quick-Fix
Instructions and notices are not printed in 18-point font or clearly displayed.	Re-print notices and instructions in 18-point font.
Required notices are missing.	Download required notices from G.A.B. website, print and post.
The voting area does not have sufficient unobstructed space for movement of voters in wheelchairs (5 x 5 feet).	Rearrange the voting area to allow voters in wheelchairs to move about freely without obstacles.
<p>The voting booth/table does not meet one or more of the following requirements:</p> <ul style="list-style-type: none"> • Entrance to the voting booth/table is not at least 30 inches wide. • Toe clearance is not at least 19 inches. • Knee clearance is not at least 27 inches. • The top of the table does not fall within 28-34 inches. 	<p>Use a different booth/table that meets requirements.</p> <p style="text-align: center;">OR</p> <p>Determine if the booth/table meets side-approach standards.</p>
Accessible equipment is not set up.	Locate accessible equipment and set up.
Accessible equipment is not turned on.	Turn on the equipment.
Accessible equipment is improperly programmed (wrong ballot styles, etc.) or is malfunctioning.	Contact the municipal clerk and the G.A.B. immediately.