



Polling Place Accessibility Checklist Form

Date: _____

Locality: _____

Precinct: _____

Polling Place Name: _____

Polling Place Address: _____

How to Use This Form: Follow the route a voter would take on election day approaching the building from the curb or parking area entering the building and reaching the voting room. Please try to avoid the busiest times at polling places from 6:00 a.m. until 8:00 a.m. and from 4:00 p.m. until 6:00 p.m. Each inspection should take between 30 minutes and an hour depending on the nature and location of the polling place.

Answer **every** question on the form by marking “YES,” “NO,” or “N/A” (Not Applicable) as appropriate. Be sure to indicate N/A if the question does not apply to the polling place. Many questions will require further comments/explanations in order for others to get a better understanding of the accessibility issues at hand. Please provide as much information as you can under “**comments**” for those questions that require further explanation. Remember that you have the advantage of being at the polling place site whereas others reviewing this form will not. Therefore, make all necessary comments to describe any deficiencies.

This checklist is based on the 2010 ADA Standards (2010 Standards). The 1991 ADA Standards (1991 Standards) and the 2010 Standards, as applied to polling places, are very similar, with the exception of the requirements for accessible parking. For example, the 1991 Standards required only one van-accessible space for every eight accessible spaces (*see* 28 C.F.R. pt. 36, Appendix D, §4.1.2(5)(b)), while the 2010 Standards require one van-accessible space for every six accessible spaces (*see* 2010 Standards §208.2.4). *Safe Harbor*: Elements and spaces in a building constructed or altered before March 15, 2012, that complied with the 1991 Standards are not required to be modified to be compliant with the 2010 Standards. See 28 C.F.R. §35.150(b)(2) for more information.

Tools and Documentation:

A few simple tools may be needed to conduct the survey:

1. A metal tape measure at least 16 ft long.
2. A 24 inch level with a bubble measure, or a digital device for measuring slope.
3. A pressure gauge or flash-hook scale to test the force required to open a door.
4. A clipboard, a copy of the survey (one for each polling place), and pens/pencils.



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5. A digital camera or smartphone: Pictures will help to explain and document barriers on site.
** Please note: Exterior pictures only! **

This document was developed based on the United States Department of Justice (DOJ) [ADA checklist](#). The ADA Standards, the basis for this document, can be found on the United States Access Board website, [ADA Accessibility Standards](#). For solutions to common ADA barriers, please see the document from DOJ entitled, [Solutions for Five Common ADA Access Problems at Polling Places](#). ELECT also recommends consulting with your ADA Coordinator or other designated accessibility personnel within your local government.



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Parking

At least one clearly marked accessible parking space must be provided for every 25 regular parking spaces.

Total Spaces	Number of Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4

For every 6 accessible spaces provided, one space must be van accessible. If only one accessible space is available, it must be van accessible.

	Yes	No	N/A	Comments/Remedies:
Does the polling place have spaces designated for persons with disabilities? Total Number of Parking Spaces: Number of Accessible Spaces Required: Number of Accessible Space Available:				
Is there at least one Van Accessible space provided with an 8ft space and an 8ft access aisle or with an 11ft space and a 5ft access aisle?				
Do all standard spaces have an 8ft wide space with a 5ft access aisle? (2 spaces can share 1 access aisle.)				
Are the surfaces of the designated accessible parking spaces and access aisle stable, firm, and slip-resistant?				
Is the access aisle part of the accessible route to the entrance of the polling place?				
Are the designated accessible parking spaces located on the shortest route to the accessible entrance of the polling place?				



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Passenger Drop-off Areas

Only complete this section if there is a passenger drop-off area provided. If not, proceed to the next section.

	Yes	No	N/A	Comments/Remedies:
Is the vehicle pull-up space on a level surface, with slopes not exceeding 1:48 in all directions?				
Is the access aisle next to the vehicle pull-up space on a level surface, with a slope not exceeding 1:48 in all directions?				
Is a curb ramp provided if a curb separates the access aisle from the accessible route to the polling place accessible entrance?				
Is the width of the curb ramp surface at least 36 inches (not counting the side flares)?				
Does an accessible route connect the access aisle and curb ramp to the accessible entrance of the polling place?				

Curbside Voting Area

	Yes	No	N/A	Comments/Remedies:
Is the curbside voting area clearly marked with a sign and instructions?				
Is the curbside voting area within 150ft of the entrance to the polling place?				
Does the curbside voting area block a fire lane or fire hydrant?				
Please describe how voters will be able to notify officers of election that they require assistance at the curbside voting area.				
If a doorbell/buzzer will be used, will it be positioned so that the voter does not need to leave their vehicle to interact with the device?				



Exterior Route to Accessible Entrance

Assess the routes from the parking lot, passenger drop-off area, public sidewalks, and public transportation stops separately. You may attach additional pages to this document to assess each of the routes.

	Yes	No	N/A	Comments/Remedies:
Is the route at least 3ft wide?				
Is the route free of abrupt changes in level greater than ½ inch, including stairs?				
Are walking surfaces stable, firm, and slip resistant?				
Is the route free of wall-mounted objects that protrude more than 4 inches into the path of travel and are between 27 inches and 80 inches high?				
Is the route free of post-mounted objects that protrude more than 1ft into the path of travel and are between 27 inches and 80 inches high?				
Are objects that hang over the pedestrian route 80 inches or higher, including the underside of exterior stairs?				
If the route crosses a curb, is there a curb ramp that is at least 3ft wide with a slope of no more than 1:12?				
Is the running slope part of the route greater than 1:20? If yes, go to the Ramps section.				
Is the cross slope of the accessible route no greater than 1:48?				
Are the signs designating the path of travel understandable, visible, & easy to read?				



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Polling Place Entrances

	Yes	No	N/A	Comments/Remedies:
Is the clear width of the door opening (one door or one active leaf of a double door) at least 32 inches?				
Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist?				
On the pull side of the door, is there at least 18 inches of clearance provided to the side of the latch?				
Is the area in front of the door level, with slopes no greater than 1:48 in all directions?				
If there are doors in a series, is the distance between the two hinged doors at least 4ft plus the width of the door swinging into the space?				
Can the second door (interior door) in the series be opened with no more than 5lbs of force?				
Does the second door (interior door) in the series comply with the above questions regarding entrances?				
Are door thresholds no higher than ½ inch (Note: if the threshold is between ¼ inch and ½ inch it must be beveled.)				
Do inaccessible entrances have signage directing voters to the accessible entrance?				
If voters are directed to an alternative accessible entrance, is this entrance kept unlocked during voting hours?				

Route from Entrance into the Voting Area

	Yes	No	N/A	Comments/Remedies:
Is the route at least 3ft wide?				
Is the route free of wall-mounted objects that protrude more than 4 inches into the path of travel and are between 27 inches and 80 inches high?				



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Is the route free of post-mounted objects that protrude more than 1 ft into the path of travel and are between 27 inches and 80 inches high?				
Are objects that hang over the route 80 inches or higher, including the underside of stairs?				
Is the route free of abrupt changes in level greater than ½ inch, including stairs?				
Is the running slope part of the route greater than 1:20? If yes go to the Ramps section.				
If the route to the voting area has stairs, is a platform lift or elevator provided? If yes, go to the Lift or Elevator Section.				
If doors are provided along the route to the voting area, is the clear width of each door opening (one door or one active leaf of a double door) at least 32 inches?				
Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist?				
Can each door be opened with no more than 5lbs of force?				
Is the threshold at each door no higher than ½ inch? (Note: If the threshold is between ¼ inch and ½ inch it must be beveled.)				
On the pull side of each door, is there at least 18 inches of clearance provided to the side of the latch?				
Is the area in front of each door level, with slopes no greater than 1:48 in all directions?				
Are the signs designating the path of travel understandable, visible, & easy to read?				



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Within the Voting Area

	Yes	No	N/A	Comments/Remedies:
Are floor surfaces stable, firm, and slip-resistant?				
Is the route free of wall-mounted objects that protrude more than 4 inches into the path of travel and are between 27 inches and 80 inches high?				
Is the route free of post-mounted objects that protrude more than 1 ft into the path of travel and are between 27 inches and 80 inches high?				
Are objects that hang over the route 80 inches or higher including the underside of stairs?				
Is there enough room to provide a route at least 3ft wide to the registration table and voting stations?				
Is there enough room to provide a turning space in front of at least one voting station, such as a circle, that is at least 60 inches in diameter?				
Are the signs designating the check-in area and path of travel understandable, visible, & easy to read?				

Voting Stations and Accessible Devices

	Yes	No	N/A	Comments/ Remedies:
Does the location of the accessible voting station offer the same level of privacy to voters with disabilities as to all other voters?				
Are there devices to aid individuals with disabilities to vote, including large-type instructions for voters with visual disabilities and telecommunication devices for voters with hearing impairments?				



Ramps

Assess each ramp separately, whether exterior or interior. Attach these separate assessments to this checklist.

	Yes	No	N/A	Comments/Remedies:
Is the running slope of the ramp no greater than 1:12?				
Is the cross slope of the ramp 1:48 or less?				
Is the rise (height) for any ramp run 30 inches or less?				
Is the ramp, measured between handrails, at least 3ft wide?				
Does the ramp have a level landing that is at least 60 inches long, at the top and bottom of each section?				
For every 30 inches of rise, is a level landing at least 60 inches long provided?				
Is a level landing, at least 60 inches by 60 inches, provided where the ramp changes direction?				
If the rise of the ramp is greater than 6 inches and the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided?				



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Lifts

Only complete if your polling place has a wheelchair or other lift along the accessible route to the voting area.

	Yes	No	N/A	Comments/Remedies:
Is the lift operational at the time of this survey?				
Is the lift independently operable or can it be made so during Election Day?				
Is there 30 inches by 48 inches of clear floor space within the lift?				
Are the controls for the lift no higher than 48 inches?				
Are the controls useable with one hand without tight grasping, pinching, or twisting?				
Is the clear width of the door opening/gate opening at the end of the lift at least 32 inches? If a side door/gate is provided, is the clear opening width at least 42 inches?				

Elevators

Only complete if your polling place has an elevator along the accessible route to the voting area.

	Yes	No	N/A	Comments/Remedies:
Is the elevator door opening at least 3ft wide?				
Is there space to maneuver within the elevator, e.g. 51" deep and 68" wide OR 80" deep and 54" wide OR 60" deep and 60" wide?				
Are hallway elevator call buttons 48 inches high or lower?				
Does the elevator have visible and audible signals in the hallway to indicate the arrival and direction of the elevator car?				
Does the elevator have visible and audible signals within the elevator car to indicate the position of the car?				



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The polling place has been reviewed according to this checklist. The statements made in this document are accurate and true to the best of my knowledge. Barriers identified in this document will be remedied before Election Day.

Printed Name

Signature

Position

Date