

POLLING SITE ACCESSIBILITY CHECKLIST
(To verify the accessibility of each polling site)

Instructions to complete this form:

1. Please complete this form for each polling location within your county.
2. Examine the location from the property perimeter, to parking, to route inside the building, to voting area and the return trip to parking and off the property.
3. For each item in the checklist, please check whether it is accessible as is, accessible with modification, or not accessible.
4. If an item on the checklist requires modification in order to be accessible, please explain why the modification is need and what modification will be made to ensure the poll is accessible along with the item number at the end of the checklist.
5. Maintain a copy of this form for each polling location used as part of the records of the election. Also include a copy of the survey and photographs that can be used by poll workers in setting up the location, as the photographs provide a pictorial representation of the proper set up of the site for accessibility and voting privacy.
6. If any item is marked as inaccessible, please note the polling site locations **Checklist Summary** and describe what is necessary to bring the poll into compliance.
7. Return a copy of this form for each polling site along with the Checklist Summary to:
State Board of Election Commissioners
501 Woodlane Street – Suite 401N
Little Rock, Arkansas 72201
8. In addition to competing this evaluation prior to election day, the SBEC recommends that the polling location be photographed as it should be set up on election day and detail any permanent or temporary measures used to comply with accessibility requirements, such as temporary signage, temporary surface mats for handicapped parking or drop off locations, temporary ramps, temporary barriers for path obstructions (i.e. water fountains or other items that pose a rise to visually impaired voters), propping open of doors, clip on door handles, poll workers assigned to open the door or respond to doorbell, etc...

County: _____

Polling Site Name: _____

Polling Site Address: _____

Person Completing this Form (title, name, address, phone number, and email address): _____

Date Inspection was Conducted: _____

§A - PARKING

	Item	YES	YES (if modifications are made)	NO
A1	Is there an accessible parking space either permanently or temporarily designated for disabled parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.1	<i>Regarding accessible on-site self-parking spaces:</i> Is 1 out of every 25 on-site self-parking spaces accessible? [ADAAG 4.6.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	<i>Regarding accessible on-site self-parking spaces:</i> Are parking spaces at least 8' wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.3	<i>Regarding accessible on-site self-parking spaces:</i> Are parking spaces at least 8' wide? [ADAAG 4.6.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.4	<i>Regarding accessible on-site self-parking spaces:</i> Are parking spaces on level ground with a slope no greater than a rise of 1:50? (Slope is given as a ratio of height to length. A slope of 1:50 means for every 50' in length, the height increases 1'. For a maximum slope of 1:50, at least 50' of length is needed for each 1' of height.) [ADAAG 4.6.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.5	<i>Regarding accessible on-site self-parking spaces:</i> Is the accessible parking area paved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.6	<i>Regarding accessible on-site self-parking spaces:</i> Are the accessible parking spaces closest to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.7	<i>Regarding accessible on-site self-parking spaces:</i> Is a curb ramp needed to connect the accessible parking space to the closest accessible path of travel to the building entrance of the polling site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.8	<i>Regarding accessible on-site self-parking spaces:</i> Is there a curb ramp to connect the accessible parking space to the closest accessible path of travel to the building entrance of the polling site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.9	<i>Regarding accessible on-site self-parking spaces:</i> Is the accessible space marked with signage centered 60" above ground? [ADAAG 4.30.6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	If using a passenger drop-off zone, is a curb ramp needed to access an accessible path of travel to the building entrance of the polling site? <i>If yes, answer the following question.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	Is there a level passenger drop-off zone at least 60" wide with a curb ramp connecting it to an accessible path of travel to the building entrance of the polling site? [ADAAG 4.1.2(5)(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

§B - ROUTE TO THE BUILDING

	Item	YES	YES (if modifications are made)	NO
B1	Is the accessible path of travel to the building paved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2	Is the accessible path of travel to the building at least 36" wide? [ADAAG 4.3.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3	Are curbs present along the accessible path of travel to the building? <i>If no, skip to Question 5 of this category.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4	Are all the curbs along the accessible path of travel to the building cut or ramped with at least a 36" clear width and with a slope of no more than 1:12? [ADAAG 4.7.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5	Must stairs be climbed to access the polling site? <i>If no, skip to Question 8 of this category.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6	Are all stairs 60" or shorter along the accessible path of travel to the building ramped, with the ramp having a slope of no more than a rise of 1:12? [ADAAG 4.8.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7	If not, is an alternative means of unassisted passage such as a chair lift or a secondary path of travel provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8.1	<i>Is the accessible path of travel to the building entrance:</i> Free of protrusions (such as fire hydrants, tree trunks) which narrow the passage to less than 32" cannot be detected by a person using a cane? The protrusion must be within 27" of the ground in order for it to be detected by a person using a cane. [ADAAG 4.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8.2	<i>Is the accessible path of travel to the building entrance:</i> Free of any overhanging objects (i.e. tree branches, signs) which hang lower than 80" from the ground? [ADAAG 4.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8.3	<i>Is the accessible path of travel to the building entrance:</i> Free of any running slopes greater than a rise of 1:20? Running slope is the slope that is parallel to the direction of travel. [ADAAG 4.3.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8.4	<i>Is the accessible path of travel to the building entrance:</i> Free of any cross slopes greater than a rise of 1:50? Cross slope is the slope that is perpendicular to the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	direction of travel. [ADAAG 3.5]			
B9	If different from the primary path of travel to the building, are there signs which identify the accessible path of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

§C - ROUTE INSIDE THE BUILDING

	Item	YES	YES (if modifications are made)	NO
C1	Is the accessible path of travel to the building paved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2	Is a ramp needed to access the immediate voting area? <i>If no, skip to Question 4 of this category.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.1	<i>Regarding a needed ramp:</i> Is the slope of the ramp no greater than a rise of 1:12? [ADAAG 4.8.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.2	<i>Regarding a needed ramp:</i> Is the ramp surface stable, firm, and slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.3	<i>Regarding a needed ramp:</i> For any ramp rising more than 6", or longer than 72", are handrails provided on both sides? [ADAAG 4.8.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.4	<i>Regarding a needed ramp:</i> Are handrails at least 34" to 38" above the ramp surface? [ADAAG 4.8.5(5)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.5	<i>Regarding a needed ramp:</i> Do handrails extend 12" beyond the top and bottom of the ramp? [ADAAG 4.8.5(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.6	<i>Regarding a needed ramp:</i> Are ramps and landing areas that have drop-offs provided with at least a 2" curb, wall, or railing to prevent slipping off the ramps? [ADAAG 4.8.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.7	<i>Regarding a needed ramp:</i> If there is a door at the top of the ramp, is there a level space of at least 5' x 5' where a wheelchair can rest while the door is opened? [ADAAG 4.8.4; 4.13.6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.8	<i>Regarding a needed ramp:</i> Is the clear space between handrail and wall no more than 1 ½"? [ADAAG 4.8.5(3); 4.26.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4	Is an elevator needed to access the voting area? <i>If no, skip to Question 6 of this category.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5.1	<i>If an elevator is needed to access the voting area:</i> Is the elevator cab at least 51" x 68" wide? [ADAAG 4.10.9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5.2	<i>If an elevator is needed to access the voting area:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Do elevator doors provide at least 36" clear width? [ADAAG 4.10.9]			
C5.3	<i>If an elevator is needed to access the voting area:</i> Is the exterior call button centered no more than 42" from the floor and a minimum of 3/4" in diameter? [ADAAG 4.10.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.1	<i>Regarding stairs along the accessible path of travel:</i> Do the steps have risers, the little vertical walls at the back of each step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.2	<i>Regarding stairs along the accessible path of travel:</i> Do the steps have tread areas at least 11" deep? [ADAAG 4.9.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.3	<i>Regarding stairs along the accessible path of travel:</i> Are the steps less than 11" in height? [ADAAG 4.9.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.4	<i>Regarding stairs along the accessible path of travel:</i> Are the stairs well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.5	<i>Regarding stairs along the accessible path of travel:</i> Are the stairs free of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C7	Does a narrow passageway exist along the accessible path of travel to the voting area? <i>If no, skip to the next category.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C8.1	<i>Regarding narrow passageways along the accessible path of travel:</i> Is the passageway at least 36" wide? [ADAAG 4.3.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C8.2	<i>Regarding narrow passageways along the accessible path of travel:</i> Is there sufficient lighting at all points along the accessible route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

§D - DOORS

	Item	YES	YES (if modifications are made)	NO
D1.1	<i>Regarding doors along the accessible path of travel:</i> Do the doors have an opening with a clear width of 32"? [ADAAG 4.13.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.2	<i>Regarding doors along the accessible path of travel:</i> Are the door thresholds less than 1/4" high? [ADAAG 4.13.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.3	<i>Regarding doors along the accessible path of travel:</i> If the threshold level is greater than 1/4" high, but still less than 1/2" high, is the threshold level beveled? [ADAAG 4.13.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D1.4	<i>Regarding doors along the accessible path of travel:</i> Are the doors equipped with either arch or lever-type handles, push plates, or automatic openers so that twisting a doorknob is not required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.5	<i>Regarding doors along the accessible path of travel:</i> Is the door handle no more than 48" above the ground? [ADAAG 4.13.9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

§E - OTHER FEATURES WITHIN THE VOTING AREA

	Item	YES	YES (if modifications are made)	NO
E1	Are the voting instructions printed in large type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2	Is there sufficient unobstructed space for the reasonable movement of a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3	Are magnifying devices available upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4	Is the voting area adequately lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5	Is personal assistance provided to the voter upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6	Are notepads and pencils provided for the hearing or speech impaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7	Is seating available for the elderly or voters with disabilities awaiting their turn to vote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8	Is one non-rolling chair available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESCRIPTION OF NECESSARY MODIFICATIONS

Item Number: _____

Description of the item requiring modification: _____

Solution bring item into compliance with accessibility requirements: _____

Item Number: _____

Description of the item requiring modification: _____

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