

APPENDIX D
INVENTORY FORMS

CHECKLIST FOR RIGHT-OF-WAY ACCESSIBILITY CURB RAMPS AND DETECTABLE WARNING DEVICES

General Information				
GeoNode ID				
Corridor ID				
City				
Corridor System				
Inspection Date				
Inspector(s)				
Intersection Description				
Intersection Geometry	Standard Right Angle	T-shaped Y-shaped	Skewed Other	
Traffic Control	Signalized Stop Sign All Way	Stop Sign Two- Way Stop Sign One- Way	Yield Control Roundabout	No Control
GPS Point #				
Photo ID				
Curb Ramps				
Ramp Location	NE	SE	SW	NW
	NE(2)	SE(2)	SW(2)	NW(2)
	NE(3)	SE(3)	SW(3)	NW(3)
	NE(4)	SE(4)	SW(4)	NW(4)
	E	S	W	N
	E(2)	S(2)	W(2)	N(2)
	E(3)	S(3)	W(3)	N(3)
	E(4)	S(4)	W(4)	N(4)
	Curb Ramp Layout	Perpendicular Parallel	Blended Other	None Undeveloped
If curb ramp is built up, is it out of the path of vehicles?	Yes	No	NA	
Is the curb ramp clear of legally parked cars?	Yes		No	
Discontinuity Height (0.5" max)	inches			
If level changes are between 0.25" and 0.5" high, do they contain a beveled edge?	Yes	No	NA	
Is curb ramp surface slip resistant?	Yes		No	
Are grade breaks flush with the surface?	Yes	No	NA	
Curb Ramp Running Slope (8.3% max)	%			
Curb Ramp Cross Slope (2% max)	%			
Curb Ramp Width (48" min)	inches			
Landing Length (48" min)	inches			
Landing Width (48" min)	inches			
Landing Slope (2% max in all directions)	%			
Flare Slope Right (10% max)	%			
Flare Slope Left (10% max)	%			
Curb Gutter Slope (5% max)	%			
Overall Feature Compliance	Yes		No	
Detectable Warning Devices				
Truncated Domes	Yes		No	
Condition assessment of the device	New		Worn	
Truncated Dome Spacing (1.6"-2.4" center to center)	inches			
Does device have an acceptable contrasting color?	Yes		No	
Detectable Warning Device Width (width of ramp)	inches			
Detectable Warning Device Depth (24")	inches			

Where is the device located with respect to the ramp?	On Ramp	On Landing		
Overall Feature Compliance	Yes	No		
Sidewalks				
Photo ID #				
Sidewalk Location 1	E	S	W	N
	E(2)	S(2)	W(2)	N(2)
	NE	SE	SW	NW
	NE(2)	SE(2)	SW(2)	NW(2)
Sidewalk Length 1	Discontinuous	Extends to Next Intersection	None	
Photo ID #				
Sidewalk Location 2	E	S	W	N
	E(2)	S(2)	W(2)	N(2)
	NE	SE	SW	NW
	NE(2)	SE(2)	SW(2)	NW(2)
Sidewalk Length 2	Discontinuous	Extends to Next Intersection	None	
Overall Feature Compliance	Yes	No		
Pedestrian Signal Actuator Button				
Pedestrian Signal	Audible	Vibrotactile	Both Audible & Vibrotactile	None
Button Diameter (2" min)	inches			
Height of the Button Above Ground (48" max)	inches			
Clear Space Length (48" min)	inches			
Clear Space Width (30" min)	inches			
Overall Feature Compliance	Yes	No		

COMMENTS:

CHECKLIST FOR RIGHT-OF-WAY ACCESSIBILITY CROSSWALKS

General Information				
GeoNode ID				
Corridor ID				
City				
Corridor System				
Inspection Date				
Inspector(s)				
Intersection Description				
Intersection Geometry	Standard Right Angle	T-shaped Y-shaped	Skewed Other	
Traffic Control	Signalized Stop Sign All Way	Stop Sign Two- Way Stop Sign One- Way	Yield Control Roundabout	No Control
GPS Point #				
Photo ID				
Crosswalks				
Crosswalk Location	E E(2) NE NE(2)	S S(2) SE SE(2)	W W(2) SW SW(2)	N N(2) NW NW(2)
Crosswalk Width (72" min)	inches			
Crosswalk Running Slope (5% max)	%			
Crosswalk Cross Slope with Stop Control (2% max)	%			
Crosswalk Cross Slope without Stop Control (5% max)	%			
Does a curb ramp land in the marked crosswalk?	Both Ends	One End	None	
Does a median or pedestrian refuge island exist?	Yes			No
Does it contain a pedestrian access route?	Yes	No		NA
Overall Feature Compliance	Yes			No

COMMENTS:

CHECKLIST FOR FACILITY ACCESSIBILITY

INSTRUCTIONS

The following is an outline of necessary steps to correctly conduct inventory at facility sites:

- 1) Fill out the General Information Tab. Note that the general information will be automatically generated on each feature sheet.
- 2) Determine number of features per feature type. If more than one feature exists per feature type (ex. two telephones), make the necessary amount of copies of each feature inventory sheet before entering data. Note that it may be helpful to always contain a blank worksheet for each feature.
- 3) Specify the location of the feature on the site diagram. Enter a Photo ID number if a picture is associated with the feature.
- 4) Fill out all the white fields for each applicable feature inventory sheet. If the element in question doesn't exist and is not necessary, leave the field blank. Do not enter units for dimension fields. Round all data to the nearest tenth (0.1). If a yes/no question is not applicable enter NA. If a dimension question is not applicable leave the field blank. If necessary, enter comments at the bottom of the worksheet.
- 5) Note that compliance will be automatically calculated in the gray fields within the Yes/No/NA column. "No" answers will be considered non-compliant while "Yes" and "NA" answers will be considered compliant. The overall feature compliance will be calculated at the bottom of each worksheet.
- 6) Once the inventory is collected for the entire facility, delete blank worksheets and save the workbook.

CHECKLIST FOR FACILITY ACCESSIBILITY

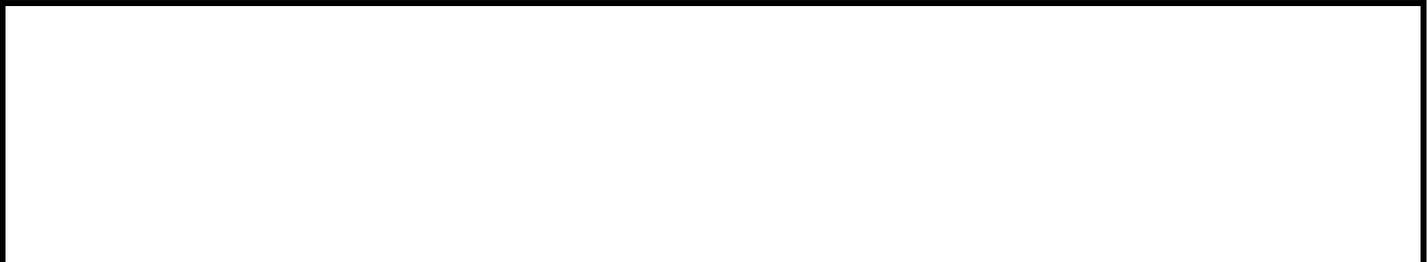
GENERAL INFORMATION

Facility Name:	
Facility Type:	
Facility Class:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Site Diagram



Comments



CHECKLIST FOR FACILITY ACCESSIBILITY

PEDESTRIAN ACCESS ROUTES

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions	Yes/No/NA	Dimension
List the route type.		
Route Width (48" min)		
Route Running Slope (5% max)		
Is the route surface slip resistant?		
Are grade breaks flush?		
Discontinuity Height (0.5" max)		
Do discontinuities 0.25"-0.50" high contain a beveled edge?		
Grate Opening Diameter (0.5" max)		
Do grate openings run perpendicular to the direction of travel?		
Are areas of rescue assistance part of the stairway landing?		
List the number of areas of rescue assistance.		
Area of Rescue Assistance Clear Space Length (48" min)		
Area of Rescue Assistance Clear Space Width (30" min)		
Does a method of two-way communication exist?		
Is there an "AREA OF RESCUE ASSISTANCE" sign?		
Is an "international symbol of accessibility" sign displayed?		
If a median or refuge island exists, does it contain an accessible pedestrian route?		

Site Diagram

Comments

Overall Feature Compliance: _____

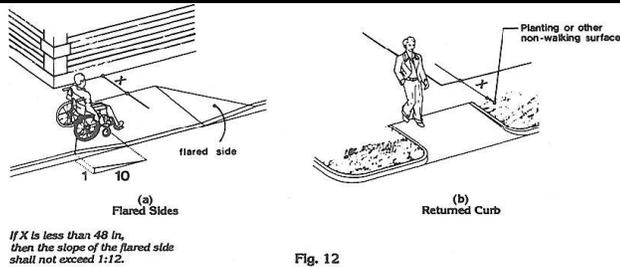
CHECKLIST FOR FACILITY ACCESSIBILITY CURB RAMPS AND BLENDED TRANSITIONS

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Describe the curb ramp layout.		
If curb ramp is built up, is it out of the path of vehicles?		
Is the curb ramp clear of legally parked cars?		
Discontinuity Height (0.5" max)		
Do discontinuities 0.25"-0.50" high contain a beveled edge?		
Curb Ramp Running Slope (8.3% max)		
Curb Ramp Cross Slope (2% max)		
Curb Ramp Width (48" min)		
Landing Length (48" min)		
Landing Width (48" min)		
Landing Slope (2% max in all directions)		
Flare Slope Right (10% max)		
Flare Slope Left (10% max)		
Curb Gutter Slope (5% max)		
Are grade breaks flush with the surface?		
Is the curb ramp surface slip resistant?		

Curb Ramp Diagrams



Site Diagram

Comments

Overall Feature Compliance:

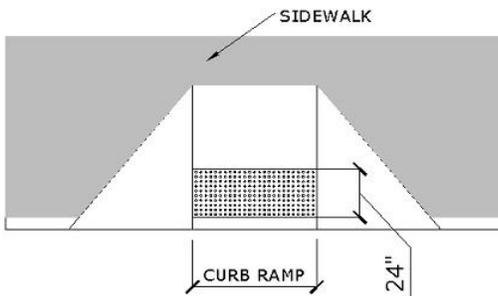
CHECKLIST FOR FACILITY ACCESSIBILITY DETECTABLE WARNING DEVICES

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Truncated Domes		
Does the device appear in good condition?		
Dome Spacing Measured Center to Center (1.6"-2.4")		
Does the device have an acceptable contrasting color?		
Detectable Warning Device Width (48" min)		
Detectable Warning Device Depth (24")		
Where is the device located with respect to the ramp?		

Curb Ramp Diagram



Site Diagram

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY PEDESTRIAN CROSSING

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions

Yes/No/NA

Dimension

Route Type

Route Width (72" min)

Route Running Slope (2% max)

Does a curb ramp land in a marked crosswalk?

Does a median or pedestrian refuge island exist in the crosswalk?

Does the median/refuge island contain an acceptable pedestrian access route?

Site Diagram

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY PARKING AND PASSANGER LOADING ZONES

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions	Yes/No/NA	Dimension
Accessible Parking Space Width (96" min)		
Do ADA parking spaces have the "international symbol for accessibility" sign?		
Are access aisles provided adjacent to each accessible parking space?		
Parallel Parking Access Aisle Width (60" min)		
Perpendicular or Angle Parking Access Aisle Width (96" min)		
Is a vehicle pull-up space provided?		
Vehicle Pull Up Space Width (96" min)		
Vehicle Pull Up Space Length (144" min)		
Does the access aisle extend the length of the vehicle?		
Is the aisle and the vehicle pull up space level?		
Vertical Clearance (114" min)		
Is the ADA parking space on the shortest accessible route from the parking to the facility?		

Parking Space Matrix

PROWAG Requirements		Inventory	
Total Parking in Lot	Min. # of Accessible Spaces	Type	Parking Spots
1 to 25	1	Trucks	
26 to 50	2	Cars	
51 to 75	3	ADA	
76 to 100	4	Compliant	
101 to 150	5		
151 to 200	6	Parking Diagram	
201 and over	4% of total		

Site Diagram

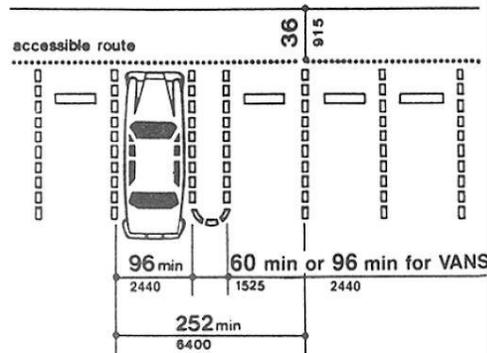


Fig. 9
Dimensions of Parking Spaces

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY PROTRUDING OBJECTS

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions

Yes/No/NA

Dimension

List the type of protruding object.

Protruding Object Height (Any Height in inches)

Protruding distance for objects between 27"-80" above ground (4" max)

Protruding Objects Diagram

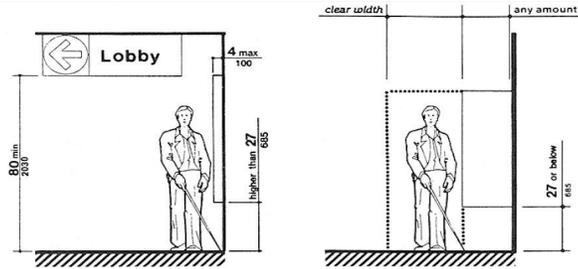


Fig. 8 (a)
Walking Parallel to a Wall

Site Diagram

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY

PEDESTRIAN RAMPS

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Running Slope (8.3% max)		
Cross Slope (2% max)		
Ramp Rise (30" max)		
Landing Slope (2% max)		
Landing Length (60" min)		
If the ramp rises more than 6" is a handrail provided?		
Ramp Width (36" min)		
Ramp Length (Any Length in Inches)		
Does ramp contain a 60" level pad every 30 feet?		
Do ramps 72" or longer have handrails on both sides?		
Distance Ramp Extends Beyond Handrail (12")		

Site Diagram

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY

STAIRWAYS

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Stair Rise (4"-7")		
Depth of Tread (11" min)		
Does the stairway contain closed risers?		
Do the stairs contain a visually contrasting strip?		
Is the strip located at the front of the tread?		
Is a handrail provided?		

Site Diagram

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY

HANDRAILS

General Information

Facility Name: _____

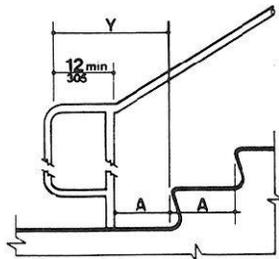
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Inspector(s): _____

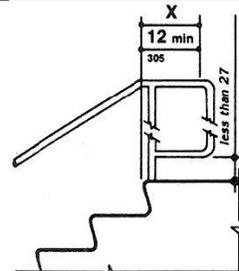
Photo ID: _____

Questions	Yes/No/NA	Dimension
Do handrails run continuously along stairs and ramps?		
Top Gripping Surface Height (34"-38")		
Clearance between gripping surface and any adjacent surfaces (1.5" min)		
Is the gripping surface continuous along the handrail?		
Is the surface free from sharp or abrasive elements?		
Are handrails immobile in the fittings?		
Distance Handrail Extends Horizontally Above Landing (12" min)		
Distance Handrail Extends Horizontally at the Top of Stairs (12" min)		
Distance Handrail Extends Horizontally at the Bottom of Stairs (11" min)		

Handrail Diagrams



(c)
Extension at Bottom of Run



(d)
Extension at Top of Run

Site Diagram

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY

DOORWAYS AND ENTRANCES

General Information

Facility Name: _____

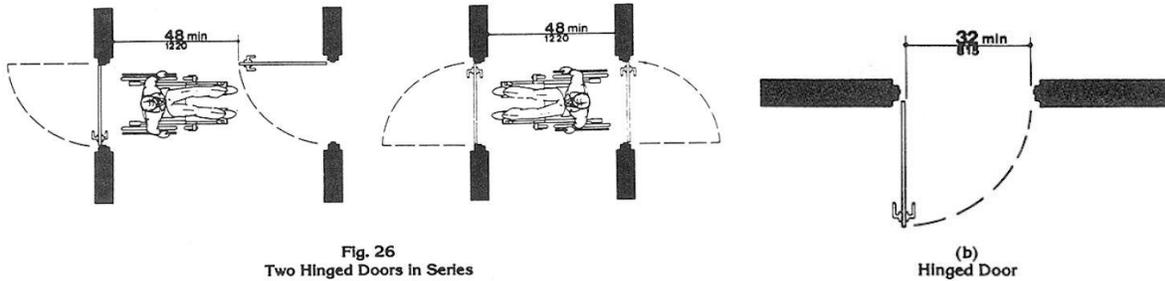
Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions	Yes/No/NA	Dimension
Clear width (32" min)		
Distance Between Two Hinged Doors Excluding Door Width (48" min)		
Height of Operable Parts (34"-38")		
Threshold Height (0.75" max)		
Is the raised threshold beveled?		
Raised Threshold Slope (50% max)		
Door Closer Time (3 sec min)		
Door Opening Force (5lbf max)		
Automatic Door Opening Time (3 sec min)		
Force Required to Stop an Automatic Door (15lbf max)		
Do non-accessible entrances contain directional signage to indicate the location of the nearest accessible entrance?		

Doorway and Entrance Diagrams



Site Diagram

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY

TABLES AND COUNTERS

General Information

Facility Name:

Inspection Date:

Inspector(s):

Photo ID:

Questions

Yes/No/NA

Dimension

Height of Accessible Tables and Counters (28"-34")

Site Diagram

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY

DRINKING FOUNTAINS

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Spout Height (36" max)		
Spout Location Measured from Vertical Support (15" max)		
Spout Location Measured from Front Edge of Unit (5" max)		
Water Flow Height (4" min)		
Water Flow Distance Measured from Front Edge of Unit (5" max)		
Are the unit controls located on the front or side of the device?		
Drinking Fountain Clear Space Length (48" min)		
Drinking Fountain Clear Space Width (30" min)		
Percentage of Accessible Drinking Fountains (50% min)		

Site Diagram

Drinking Fountain Diagrams

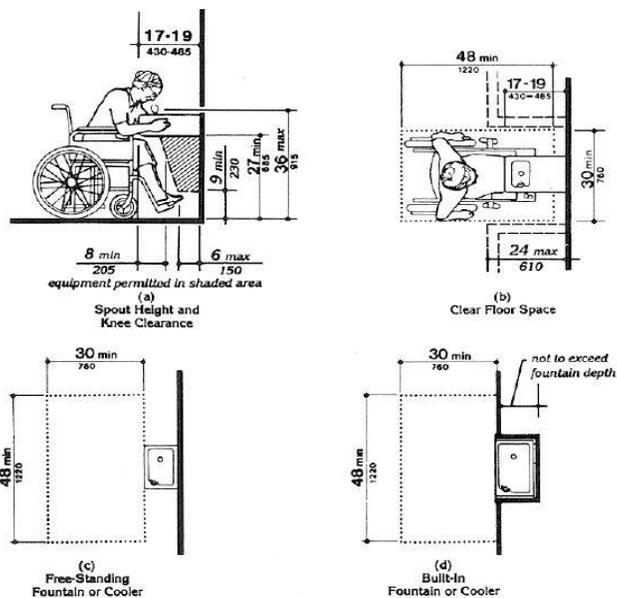


Fig. 27
Drinking Fountains and Water Coolers

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY

SINKS

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions

Yes/No/NA

Dimension

Sink Height (34" max)

Sink Clear Floor Space Length (48" max)

Sink Clear Floor Space Width (30" max)

Height of Bottom of Sink (29" max)

Height of Bottom Edge of Mirror (40" max)

Site Diagram

Sink Diagram

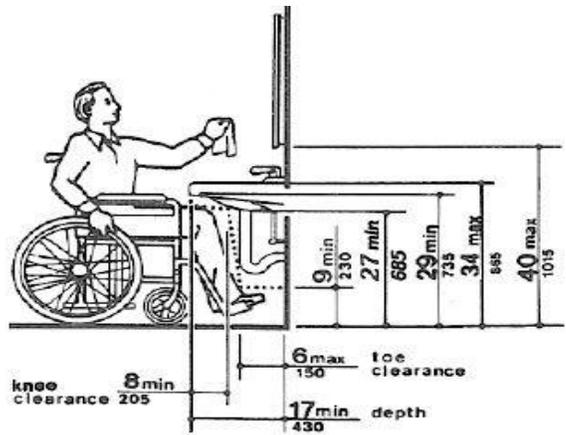


Fig. 31
Lavatory Clearances

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY

WATER CLOSETS

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Stall Door Width (32" min)		
Are grab bars located on the back and side of the stall?		
Percent of Accessible Water Closets (5% min)		
Right Grab Bar Height (33"-36")		
Right Grab Bar Length (40" min)		
Left Grab Bar Height (33"-36")		
Left Grab Bar Length (40" min)		
Back Grab Bar Height (33"-36")		
Back Grab Bar Length (40" min)		
Toilet Seat Height (17"-19")		
Toilet Seat Distance from Wall (18")		
Stall Width (48" min)		

Water Closet Diagrams

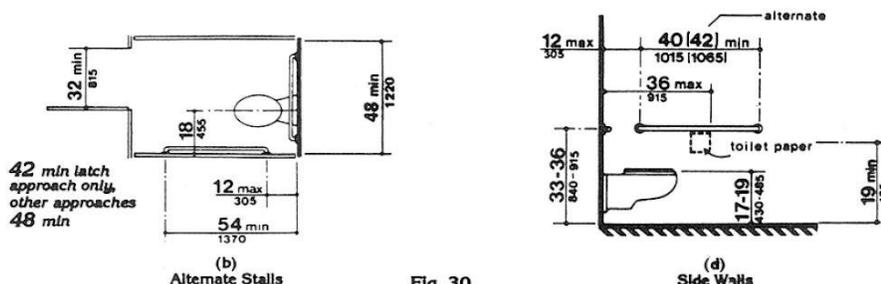


Fig. 30
Toilet Stalls

Site Diagram

Comments

Overall Feature Compliance:

CHECKLIST FOR FACILITY ACCESSIBILITY TELEPHONES

General Information

Facility Name: _____

Inspection Date: _____

Inspector(s): _____

Photo ID: _____

Questions

Yes/No/NA

Dimension

Telephone Clear Floor Space Length (48" min)

Telephone Clear Floor Space Width (30" min)

Telephone Location for a Forward Wheelchair Approach (48" max)

Telephone Location for a Parallel Wheelchair Approach (54" max)

Does the telephone contain pushbutton controls?

Telephone Diagrams

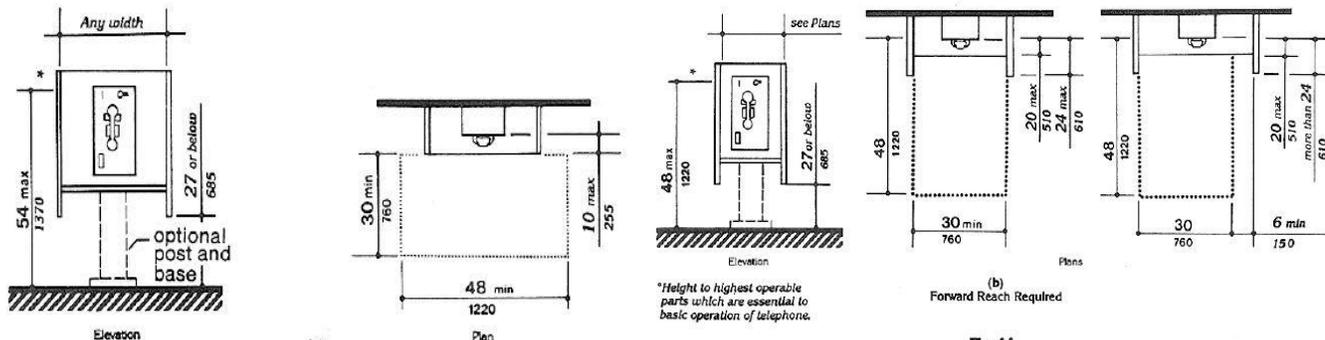


Fig. 44
Mounting Heights and Clearances for Telephones

Site Diagram

Comments

Overall Feature Compliance: _____

CHECKLIST FOR FACILITY ACCESSIBILITY SIGNAGE

General Information

Facility Name:	
Inspection Date:	
Inspector(s):	
Photo ID:	

Questions	Yes/No/NA	Dimension
Are characters raised on sign?		
Are characters uppercase?		
Characters Height (0.625"-2")		
Is Braille provided?		
Are the Braille dots round shaped?		
Is Braille located below the corresponding text for single lined?		
Is Braille located below entire text if multi-lined?		
What is the distance Braille is away from other elements? (0.375" min)		
Character Height from Ground (48"-60")		
Do the characters and backgrounds visually contrast?		
Sign Mounting Height (60" measured to center of sign)		

International Symbol for Accessibility



to
Proportions
International Symbol of Accessibility

Site Diagram

Comments

Overall Feature Compliance: