



BENTON COUNTY ACAC Site Evaluation Check List

PARKING, LOADING ZONES, BUS STOPS		Pg 1		
TYPE OF PARKING				
Number of TOTAL parking spaces on premises	# _____			
Number of spaces marked 'RESERVED' <i>circle</i> (Accessible, Reserved, Disabled)	# _____			
Number of accessible spaces with 5' WIDE LOADING ZONE AISLES?	# _____			
Number of Van-accessible spaces w/ 8' WIDE LOADING AISLES	# _____			
Designated "van accessible"	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Reserved parking has SIGNAGE that is not obstructed when a vehicle is parked there	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Reserved parking is FREE OF OBSTACLES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
ROUTE from nearest Accessible Parking Area to nearest Accessible Entrance				
DISTANCE from reserved parking to a wheelchair accessible entrance	Feet _____			
Is it the shortest distance available?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Route is a MINIMUM OF 44 INCHES WIDE and is CLEAR OF OBSTACLES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Route surface is LEVEL, UNBROKEN, FIRM, SLIP-RESISTANT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Route has CURB RAMPS and CURB CUTS where needed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
Tactile warning strips are installed at curb ramps, stairwells, building entrances, parking areas and pedestrian crossings	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		
LIGHTING is adequate for mobility and reading signs? <i>Circle</i> Day/Night Low/Med/Bright	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> </table>	YES	NO	N/A
YES	NO	N/A		

PASSENGER LOADING ZONE and ROUTE to nearest Accessible Entrance Pg 2

There is a designated Passenger Loading Zone for the establishment	YES	NO	N/A
DISTANCE from passenger loading zone to wheelchair accessible entrance	Feet _____		
Route is MINIMUM 44 INCHES WIDE and CLEAR OF OBSTACLES	YES	NO	N/A
Route is LEVEL, UNBROKEN, FIRM and SLIP RESISTANT	YES	NO	N/A
Route has CURB RAMPS and CURB CUTS where needed	YES	NO	N/A
LIGHTING is adequate for mobility and reading signs <i>Circle Day/Night Low/Med/Bright</i>	YES	NO	N/A

ACCESS TO FIXED BUS STOP *Complete if establishment is located near a bus route* Route # _____

DISTANCE from nearest bus stop to wheelchair accessible entrance	Feet _____		
Route is MINIMUM 44 INCHES WIDE and CLEAR OF OBSTACLES	YES	NO	N/A
Route surface is LEVEL, UNBROKEN, FIRM, and SLIP RESISTANT	YES	NO	N/A
Route has CURB RAMPS and CURB CUTS where needed	YES	NO	N/A
Tactile warning strips are installed at curb ramps, stairwells, building entrances, parking areas and pedestrian crossings	YES	NO	N/A
LIGHTING is adequate for mobility and reading signs? <i>Circle Day/Night Low/Med/Bright</i>	YES	NO	N/A
There is a SHELTER or BENCH at this bus stop (Type: _____)	YES	NO	N/A

DESCRIBE PARKING AREA/ROUTE/PASSENGER LOADING ZONE/BUS STOP:

Note any obstacles, safety hazards, or additional welcoming features. Note if Temporary/Permanent.

EXTERIOR: PATHWAYS, STAIRS/RAMPS, MAIN ENTRANCE

EXTERIOR PATHWAYS

There is a service animal relief area on the premises or within 1 block
 If 'yes', where is it located?

YES	NO	N/A
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The establishment has exterior pathways/walkways

YES	NO	N/A
-----	----	-----

Pathways are a MINIMUM 44 INCHES WIDE and CLEAR OF OBSTACLES

YES	NO	N/A
-----	----	-----

Pathway surfaces are LEVEL, UNBROKEN, FIRM, SLIP RESISTANT

YES	NO	N/A
-----	----	-----

Pathways have CURB RAMPS and CURB CUTS where needed

YES	NO	N/A
-----	----	-----

Tactile warning strips are installed at curb ramps, stairwells, building entrances, parking areas and pedestrian crossings

YES	NO	N/A
-----	----	-----

The running slope of the pathways is no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run (If steeper, note as ramp, and access handrails below)

YES	NO	NA
-----	----	----

LIGHTING is adequate for mobility and reading signs: *Circle:* Day/Night Low/Med/Bright

YES	NO	N/A
-----	----	-----

Main Entrance(s) Total # public entrances into the establishment _____

The MAIN ENTRANCE is ACCESSIBLE. (Comment below if more than one main entrance)
 If NO, an ALTERNATIVE accessible entrance can be used independently during same hours
 If main entrance is not wheelchair accessible there is SIGNAGE directing patrons to the wheelchair accessible entrance
 Threshold entrance is LEVEL inside and outside the accessible entrance (no steeper than 1:48)
 If THRESHOLD is BEVELED, it is no more than 1/2" high with the top 1/4" beveled Height _____"
 Doors OPEN *Circle:* Slide to side/Open Out/Open In/Other
 Doors have at least 32" CLEARANCE when open at 90 degrees Opening _____"
 Doors are EASY TO OPEN (require 10 lbs. of force or less) Actual: _____ lbs. of force
 Doors open AUTOMATICALLY with PUSH BUTTON
 DOOR HANDLES can be opened and shut with a closed fist
 There is a SECOND SET OF DOORS inside the accessible entry and distance is at least 48"

YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	NA
YES	NO	N/A

DESCRIBE EXTERIOR PATHWAYS, STAIRS/RAMPS, ENTRANCES:

Note any obstacles, safety hazards, or additional welcoming features associated with the entrance. Note if temporary or permanent. If the main entrance cannot be accessed by wheelchair, describe the route to the closest wheelchair accessible entrance.

INTERIOR, ELEVATORS, SIGNAGE, EMERGENCY INFO

INTERIOR (NOTE: Restrooms are covered separately)

Are wheelchairs or scooters available for patron use?	YES	NO	N/A
Interior doors have at least 32" CLEARANCE when the door is open at 90 degrees	YES	NO	N/A
Interior doors are EASY TO OPEN, requiring 5 lbs. force or less (_____ lbs. of force)	YES	NO	N/A
DOOR HANDLES can be opened/shut with a closed fist, open automatically or push button	YES	NO	N/A
Doors take 5 seconds or longer to CLOSE	YES	NO	N/A
Hallways and aisles are MNIMUM 36" WIDE	YES	NO	N/A
There are locations that allow 60" space for a wheelchair to TURN AROUND	YES	NO	N/A
Hallways and aisles are CLEAR OF OBSTACLES and tripping hazards	YES	NO	N/A
Hallways are clear of objects protruding more than 4" or lower than 80"	YES	NO	N/A
LIGHTING is adequate for mobility and reading signs. <i>Circle: Low/Med/Bright</i>	YES	NO	N/A
Lowest SERVICE COUNTER is no higher than 38" with a clear view from sitting position, and writing surface is no higher than 34"? (Counter height _____" Writing surface height _____")	YES	NO	N/A
Accessible DRINKING FOUNTAIN with spout is no higher than 36" with easy controls	YES	NO	N/A

SIGNAGE

There is a directory at all accessible entrances	YES	NO	N/A
Door signs are on latch side door, 48" - 60" from floor Height of signs: _____ "	YES	NO	N/A
Public signs have BRAILLE	YES	NO	N/A
Signs have raised, high contrast lettering, low glare background	YES	NO	N/A
Signs include images, illustrations, or icons	YES	NO	N/A
Written material (menus, etc.) include images or illustrations	YES	NO	N/A
There is a large print menu, Braille menu, and /or on-line accessible menu	YES	NO	N/A

ELEVATORS AND LIFTS

Is there at least one working ELEVATOR? Actual # _____	YES	NO	N/A
Where is nearest elevator or lift located in relation to the accessible entrance?			
BUTTONS are no higher than 48" and no lower than 15" from floor	YES	NO	N/A
BUTTONS are easy to press with a closed fist	YES	NO	N/A
BUTTONS and SIGNS have BRAILLE markings and raised letters/numbers	YES	NO	N/A
Elevator uses AUDIBLE TONES as well as visible signals	YES	NO	N/A
Elevator interior is at least 54" deep from door to the back	YES	NO	N/A
There is adequate LIGHTING for mobility <i>Circle: Low/Med/Bright</i>	YES	NO	N/A

EMERGENCY INFORMATION/PREPAREDNESS

Evacuation and safety information is available in a visible location	YES	NO	N/A
Evacuation and safety information is available in alternative format <i>Circle:</i> Braille/Large Print/Recorded Audio/Video/Other	YES	NO	N/A
Emergency alarms both audible and visible (flashing or strobe)	YES	NO	N/A
There is an area of refuge or shelter-in-place during emergencies	YES	NO	N/A
Signs direct patrons to EXITS, SAFETY ZONES, FIRE EXTINGUISHERS, and alarm pull boxes	YES	NO	N/A
A plan exists for evacuating persons using wheelchairs/walkers (when elevators are inoperable)	YES	NO	N/A
Posted floor plans show emergency routes and locations of fire extinguishers/pull boxes	YES	NO	N/A
Fire alarm pull boxes are no higher than 48"	YES	NO	N/A
Fire extinguishers are mounted with bottom no higher than 48"	YES	NO	N/A

DESCRIBE INTERIOR, SIGNAGE, ELEVATORS, EMERGENCY INFO and Recommendations:

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RESTROOMS (cont.)

Controls for HAND DRYER OR TOWEL DISPENSER 48" or less from the floor Height _____ "

If there is a MIRROR, the bottom edge is 40" or less from the floor Height _____ "

If there are SHELVES for items, they are 48" or less from the floor Height _____ "

TRASH receptacles are positioned so they do not block the route to the door

Feminine hygiene products DISPENSER is at least 48" or less from the floor Height _____ "

The LIGHTING is adequate for mobility and reading signs Circle: Low/Med/Bright

YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A
YES	NO	N/A

DESCRIBE RESTROOMS:

Note location, obstacles, safety hazards, or additional welcoming features such as baby changing tables (wheelchair accessible) or step stools.

Recommendations: *Additional notes of potential to be modified for accessibility.*

SEATING

One or more seating areas in the common area can be accessed without steps	YES	NO	N/A
Customers can maneuver between tables/aisles without bumping into chairs (36" aisles)	YES	NO	N/A
There are some tables and chairs that can be moved/rearranged	YES	NO	N/A
Tables have LEGROOM for wheelchair users (Table is 27" - 34" from floor) Height _____"	YES	NO	N/A
There are round or oval tables that can seat 5-9 individuals	YES	NO	N/A
Main seating area has adequate LIGHTING to read the menu/program Low/Med/Bright	YES	NO	N/A
There are one or more available spaces with adjustable lighting	YES	NO	N/A
There are one or more areas with low visual stimulation (windows covered/non-distracting wallpaper)	YES	NO	N/A
There is an area with low or no background sound and/or sound-absorbing surfaces	YES	NO	N/A
For theater or auditorium, there are spaces designated for wheelchair users that have the same general views as the rest of the audience when the person is seated # _____	YES	NO	N/A
There are spaces for companions to sit next to the wheelchair users	YES	NO	N/A
Items provided for attendees are within reach for wheelchair users, or assistance provided	YES	NO	N/A

DESCRIBE SEATING

Note location of accessible seating in relation to accessible entrance and/or any special welcoming features available.

Recommendations:

COMMUNICATION TECHNOLOGIES, CUSTOMER SERVICE

COMMUNICATION TECHNOLOGIES

There are public phones available w/adjustable volume controls (Note location in comments)	YES	NO	N/A
There are public phones w/controls a min. 48" from floor, protruding <4" from wall	YES	NO	N/A
There is TTY available (a teletypewriter device)	YES	NO	N/A
There are assisted living devices available <i>Circle:</i> Infra-red loop, induction loop, FM, amplification, other <i>Circle type of receivers:</i> Earbud, necklook, headphones, other	YES	NO	N/A
There is a quiet table, room or area available upon request	YES	NO	N/A
Signs about listening devices are clearly displayed	YES	NO	N/A
There are other forms of communication for hearing-impaired <i>Circle: Writing pad/Staff knowledge of ASL/Other</i>	YES	NO	N/A
The acoustics are comfortable (no echoing, loud music, etc.) <i>Circle: Noise level: Low/Med/High</i>	YES	NO	N/A
Captioning available (Real time/Open captions/Rear Window) <i>Circle: Set as Default</i>	YES	NO	N/A
Auditory information is presented visually	YES	NO	N/A
Visual information is presented audibly	YES	NO	N/A
If the establishment has a WEBSITE, it is accessible to users of screen text readers	YES	NO	N/A
Available alternate means for patrons to order or contact site <i>Circle: Text, On-line, phone</i>	YES	NO	N/A

DESCRIBE COMMUNICATION TECHNOLOGIES

Note reasons for "no" answers and/or additional welcoming features

Recommendations:

CUSTOMER SERVICE

Staff are trained to use assisted listening devices	YES	NO	N/A
Staff are trained in use of TTY, and how to accept relay calls	YES	NO	N/A
Staff is instructed on how to provide ASL services upon request <i>Circle: In-person/Remote</i>	YES	NO	N/A
Shopping assistance or delivery is available <i>Circle: Assistance, Delivery</i>	YES	NO	N/A
Establishment has wheelchairs or scooters available for customer USE (Note where in comments)	YES	NO	N/A
If site is a restaurant, is information available regarding food allergies/sensitivity	YES	NO	N/A
Staff has received training in past 12 months on how to provide "disability friendly" service to customers of all ages?	YES	NO	N/A
All items are within reach, or assistance is offered to reach them	YES	NO	N/A
If goods and/or services are not accessible, an alternate manner is provided	YES	NO	N/A
Senior discounts are offered Discount starting age _____yrs.	YES	NO	N/A

DESCRIBE SERVICE

Note reasons for "no" answers and/or additional welcoming features

Recommendations