

# NH Access Checklist

*This checklist is to be used as a guideline for basic access code compliance for facilities in the state of New Hampshire and is by no means as thorough as the 1992 CHECKLIST FOR BUILDINGS AND FACILITIES, distributed by the US Access Board, which can be found online at:*

*<http://www.access-board.gov/adaag/checklist/pdf/a16.pdf>. Codes that apply in NH are: ADAAG, IBC 2000, ANSI A117.1-1998, UFAS, the NH State Building Code and the NH Architectural Barrier-Free Design Code.*

**Facility:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Building use:

Town/City Hall

School

Library

Police or fire station

Recreational or community center

Private business

Other - PLEASE SPECIFY: \_\_\_\_\_

## **PARKING**

What type of parking is provided?

1  On street only

2  Parallel parking

3  Head-In Parking

4  Angled Head-In Parking

5  Parking Lot

What is the parking area surface? Check all that apply.

Unpaved – describe: \_\_\_\_\_

Broken or uneven pavement

Unmarked pavement

Poor surface, e.g. abrupt changes over ¼ inch

Smooth pavement with painted spaces

	<b>ELEMENT TO BE EVALUATED</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Comment</b>
<b>PARKING</b>					
1.	Are there accessible parking spaces <b>located as close as possible</b> to the accessible entrance?				
2.	Are <b>enough</b> accessible parking <b>spaces provided</b> , based on the total number of available parking spaces (one accessible space for every 25 spaces)?				
	How many accessible spaces are there?				
3.	Does each accessible parking space have an <b>adjacent access aisle</b> (a diagonal striped no-parking zone) that is <b>at least 60 inches</b> (5 feet)	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENT</b>

	wide, or do two accessible spaces share an adjacent access aisle that is least 60 inches (5 feet) wide?				
4.	If there is a designated <b>van-accessible parking space</b> does it have an adjacent access aisle that is at least <b>96 inches</b> (8 feet) <b>wide</b> ?				
	How many van accessible spaces are there?				
5.	Are all accessible parking spaces, including the access aisles, <b>located on a level surface</b> , not sloping more than 1:50 or 2% in all directions?				
6.	Does each accessible parking space have a <b>sign with the wheelchair symbol</b> of accessibility that is mounted on a post <b>60 inches</b> from the ground so that it is <b>visible</b> when a vehicle is parked in the space?				
<b>PATH OF TRAVEL FROM PARKING SPACE TO ENTRANCE</b>					
7.	Does the path of travel from the accessible parking space <b>cross into</b> any type of vehicle <b>traffic</b> area? <b>Note:</b> If the accessible route crosses a vehicular route, a marked crosswalk should be provided.	Y	N	NA	COMMENT
8.	Are there any <b>curbs</b> to step over from the parking space to the entrance? <i>If YES, answer #9. If NO, skip to #13.</i>				
9.	Is there a <b>curb cut</b> or curb ramp that allows a wheelchair to get onto the sidewalk? <i>If YES, answer #10, #11, #12. If NO, skip to #13.</i>				
10.	Is the curb ramp surface at least <b>36 inches wide</b> , excluding the flared sides?				
11.	Is the <b>slope</b> of the curb ramp no more than 1:12? <b>Note:</b> 1:12 means there is one inch of vertical height for every 12 inches (or more) of length.				
12.	Does the curb cut have a <b>detectable warning</b> ? <b>Note:</b> Truncated domes (raised bumps) are required to warn those who are blind that they are about to enter into a street.				
13.	Is there a <b>clear, smooth, stable and slip-resistant path of travel</b> from the parking spaces to the accessible entrance? Look for obstacles, large cracks in pavement, lifted or sunken joints in cement, potholes, uneven surfaces, etc.				
14.	Is the path of travel at least <b>36 inches wide</b> ? <b>Note:</b> The route may narrow to 32 inches wide for up to 2 feet in length.				
15.	Does the path of travel have any <b>abrupt changes in level</b> that are <b>over 1/2 inch</b> in height?	Y	N	NA	COMMENT

16.	Is there a portion of this path of travel that has a steep <b>incline or downward grade</b> ? <i>If YES, answer #17. If NO, skip to #27.</i>				
17.	Is the grade or <b>slope</b> of this route <b>1:20</b> or better? This means there is <b>one inch of vertical height</b> for every <b>20 inches (or more) of length</b> (1:22, 1:23, etc). <i>If YES, skip to #27. If NO, this portion of the path of travel is a RAMP - answer #18 - #26.</i>				
<b>RAMPS</b>					
18.	Is the <b>slope</b> no steeper than <b>1:12</b> ? This means there is <b>one inch of rise in vertical height</b> for every <b>12 inches (or more) of run in length</b> (1:10, 1:8, etc.).	Y	N	NA	COMMENT
<p><b>STEP 1.</b> Measure in inches the <b>height</b> of the ramp (the rise) = _____ inches</p> <p><b>STEP 2.</b> Measure in inches the <b>length</b> of the ramp (the run) = _____ inches</p>					
19.	If the rise of <b>vertical height</b> of the ramp is <b>higher than 6 inches</b> , are there <b>handrails</b> on both sides ramp? <i>If YES, answer #20, #21, #22. If NO, skip to #23.</i>	Y	N	NA	COMMENT
20.	Are the handrails mounted between <b>34 and 38 inches</b> above the ramp surface?				
21.	Are the handrails <b>sturdy and secure</b> within their fittings?				
22.	Do the handrails measure between <b>1-1/4 and 1-1/2 inches in diameter</b> ?				
23.	Is the clear <b>width</b> of the ramp (measured between handrails if they exist) at least <b>36 inches</b> ?				
24.	Does the ramp have a <b>level landing</b> that is at least <b>60 inches long</b> at the bottom, top, and wherever the ramp changes direction? <b>Note:</b> The level landing may be part of the sidewalk or walking surface.				
25.	If the inclined portion of the ramp is <b>more than 30 feet long</b> , does it have a level landing at least 60 inches long located at or before every 30 feet of horizontal length?				
26.	If the ramp or landing has a vertical drop-off on either side of the ramp, is <b>edge protection</b> provided?				
<b>OBSTACLES IN THE EXTERIOR PATH OF TRAVEL</b>					
27.	Are there any <b>objects that protrude</b> into the sidewalks and walkways such as wall-mounted boxes, signs, handrail extensions, benches, tree branches, etc. that extend <b>more than 4 inches</b> into the sidewalk or walkway? <i>If YES, answer #28a, #28b, and #29. If NO, skip to #30.</i>	Y	N	NA	COMMENT

28.	Are these objects: a.) mounted from the floor or wall, <b>lower than 27 inches from the ground?</b>	Y	N	NA	COMMENT
	b.) mounted from the ceiling or upper wall, <b>higher than 80 inches from the ground?</b>				
29.	<b>If No to #28a or #28b</b> , can the object(s) be removed or can the route be changed to avoid the object(s)?				
<b>ENTRANCES AND EXTERIOR DOORS</b>					
30.	a.) Is there at least <b>one accessible entrance</b> connected to the accessible route?	Y	N	NA	COMMENT
	b.) If there are inaccessible entrances serving the court, are signs clearly posted at each inaccessible entrance directing individuals to the nearest accessible entrance?				
	c.) If the accessible entrance is located in the rear or the side of the building, is there a buzzer to notify those inside that assistance is needed at the door?				
31.	Is the <b>ground in front of the door level?</b>				
32.	Does at least <b>one door</b> or one side of a double leaf door at the accessible entrance provide at least <b>32 inches clear</b> passage width when the door is open 90 degrees?				
33.	Is there an <b>automatic door opener?</b> <i>If YES, skip to #37. If NO, answer #34 - #36.</i>				
34.	Is the <b>door hardware</b> - a lever or pull handle, or a panic bar - <b>operable with a closed fist</b> and usable with one hand without tight grasping, pinching, or twisting of the wrist?				
35.	Is the door <b>hardware mounted</b> no higher than <b>48 inches</b> from the floor?				
36.	For a <b>single door that pulls open</b> , is there at least 18 inches of clear floor space outside the door on the handle (pull) side of the door?				
37.	If there is a <b>self-closer</b> on the door, does the door take at least <b>5 seconds</b> to close?				
38.	If there is a raised <b>threshold</b> , is it no higher than <b>1/2 inch</b> at the door and <b>beveled</b> on both sides?				
39.	If there are <b>doors in a series</b> that must be opened one <b>after</b> the other, is there clear floor space between them that measures <b>at least 48 inches long plus</b> the distance of any door swinging into the space between the doors?				
<b>INTERIOR ROUTE OF TRAVEL</b>					
40.	Once inside, is there an accessible route, <b>at least 36 inches wide</b> that connects the accessible entrance	Y	N	NA	COMMENT

	to all interior areas (including security scanner to the clerk, meeting rooms, restrooms, and courtroom(s), etc.)? <b>Note:</b> the accessible route may narrow to 32 inches wide for up to 2 feet in length.				
41.	Is the <b>accessible route</b> free of steps and abrupt level changes (raised floorboards, thresholds, etc.) over 1/2 inch? <b>Note:</b> level changes between 1/4 inch and 1/2 inch must be beveled.	Y	N	NA	COMMENT
42.	Does the route from the entrance throughout the building (including meeting rooms, restrooms, service areas, etc.) have any <b>changes in floor level requiring the use of a ramp, lift or elevator</b> ? <i>If YES with a <b>RAMP</b> skip #43&amp; #44 and answer #45.</i> <i>If YES with a <b>LIFT</b> skip #43, answer #44, skip #45.</i> <i>If YES with an <b>ELEVATOR</b> answer #43, skip #44, #45.</i> <i>If NO, skip #43, #44, and #45 and answer #46.</i>				
43.	<b>ELEVATOR:</b> a.) Are the elevator call buttons mounted in an accessible location with the centerlines at 42 inches above the floor?	Y	N	NA	COMMENT
	b.) Does the elevator door have clear opening of at least 36 inches?				
	c.) Does the elevator door remain open for at least 5 seconds?				
	d.) Does the interior of the elevator car provide one of these clear floor space requirements? Door on center: 51"deep x 80"wide or 60" x 60". Door off center: 80"deep x 54"wide or 51"deep x 68"wide. <b><i>If not, list dimensions here:</i></b>				
	e.) Are the highest floor control buttons in the elevator cab mounted no more than 48 inches from the floor?				
	f.) Are raised letters and Braille characters used to identify each floor button and each control?				
	g.) Are signs mounted on both sides of the elevator hoist-way door opening that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor?				
	h.) Is an emergency communication system provided inside the elevator with both audible & visible features?				
	i.) Is the elevator equipped with audible tones or bells that signal each floor as it is passed and the door opening or closing?				

44.	<b>LIFT:</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENT</b>
	a.) Is the lift operational at the time of the survey?				
	b.) Is assistance required to enter and exit the lift?				
	c.) Is assistance required to operate the lift?				
	d.) Is there a way to notify authorities that assistance is needed to use the lift?				
	e.) Is there a way to notify authorities that assistance is needed once in the lift?				
	f.) Is the change in level from the floor to the lift surface ramped or beveled?				
	g.) Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift?				
	h.) Are the controls and operating mechanisms mounted no more than 48 inches?				
	i.) Are the controls and operating mechanisms operable by one hand without tight grasping, pinching, or twisting?				
45.	<b>RAMP or inclined hallway:</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENT</b>
	a.) Is the grade or <b>slope</b> of the incline <b>1:20</b> or better? <i>(Refer to #17) If YES, skip to #46. If NO, continue.</i>				
	b.) Is the <b>slope</b> no steeper than <b>1:12</b> ? (refer to #18)				
	<b>Step 1.</b> Measure in inches the <b>height</b> of the ramp (the rise) = _____ inches				
	<b>Step 2.</b> Measure in inches the <b>length</b> of the ramp (the run) = _____ inches				
	c.) If the rise in <b>vertical height</b> of the ramp is <b>higher than 6 inches</b> , are there <b>handrails</b> on both sides ramp? <i>If YES, answer (d), (e), (f). If NO, skip to (g).</i>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENT</b>
	d.) Are the <b>handrails mounted</b> between <b>34 and 38 inches</b> above the ramp surface?				
	e.) Are the <b>handrails sturdy</b> and secure within their fittings?				
	f.) Do the handrails measure between <b>1-1/4 and 1-1/2 inches</b> in <b>diameter</b> ?				
	g.) Is the clear <b>width</b> of the ramp (measured between handrails if they exist) at least <b>36 inches</b> ?				
	h.) Does the ramp have a <b>level landing</b> that is at least <b>60 inches long</b> at the bottom, top, and wherever the ramp changes direction?				
	i.) If the ramp is <b>more than 30 feet long</b> , does it have a level landing at least 60 inches long located at or before every 30 feet of horizontal length?				
	j.) If the ramp or landing has a vertical drop-off on either side of the ramp, is <b>edge protection</b> provided?				

INTERIOR DOORS					
46.	Throughout the interior accessible route are there <b>any doors</b> that one must pass through? <i>If YES, answer #47 and #48. If NO, skip to #54.</i>	Y	N	NA	COMMENT
47.	Is the <b>clear width</b> for the door opening at least <b>32 inches</b> measured when the door is open 90 degrees?				
48.	Is there an automatic <b>door opener</b> ? <i>If YES, skip to #53. If NO, answer #49, #50, #51, #52.</i>				
49.	Is the <b>door hardware</b> - a lever or pull handle, or a panic bar - <b>operable with a closed fist</b> and usable with one hand without tight grasping, pinching, or twisting of the wrist?				
50.	Is the door <b>hardware mounted</b> no higher than <b>48 inches</b> from the floor?				
51.	Is there <b>clear maneuvering floor space</b> in front of each door and on the pull side, is there at least <b>18 inches</b> clear floor space beyond the latch side (pull side) of the door?				
52.	Is no more than <b>5 pounds force</b> needed to push or pull open the accessible door? <b>Note:</b> Fire doors are exempt.				
53.	If there is a <b>door closer</b> on the door, does the door take at least <b>5 seconds</b> to close?				
54.	If there are any <b>thresholds</b> , are they <b>½ inch high</b> or less and <b>beveled</b> ?				
OBSTACLES IN THE PATH OF TRAVEL					
55.	Are there any <b>objects that protrude</b> into the path of travel such as fire extinguishers, signs, drinking fountains, potted plants, furniture, etc., that extend <b>more than 4 inches</b> into this path? <i>If YES, answer #56, #57. If NO, skip to #58.</i>	Y	N	NA	COMMENT
56.	a.) mounted from the floor or wall, <b>lower than 27 inches</b> from the floor?				
	b.) mounted from the ceiling or upper wall, <b>higher than 80 inches</b> from the floor?				
57.	<b>If NO to 56a or b</b> , can the object(s) be removed or can the route be changed to avoid the object(s)?				
58.	Are there any <b>open staircases</b> along these routes? <b>NOTE:</b> If so, install a “cane-detectable” warning or a barrier that prevents travel into an area that has a head clearance that is less than 80 inches from the floor.				
59.	If there are temporary carpets or <b>mats</b> , are they <b>firmly secured</b> ?				

60.	Is the carpet or mat <b>no thicker than ½ inch?</b>	Y	N	NA	COMMENT
<b>RESTROOMS</b>					

61.	a)Is the <b>clear width</b> for the door opening at least <b>32 inches</b> measured when the door is open 90 degrees?	Y	N	NA	COMMENT
	b)If there are any <b>thresholds</b> , are they <b>½ inch high</b> or less and <b>beveled</b> ?				
	c)Is there an automatic <b>door opener</b> ? <i>If YES, skip to h. If NO, continue</i>				
	d)Is the <b>door hardware</b> (lever or pull handle) <b>operable with a closed fist</b> and usable with one hand without tight grasping, pinching, or twisting of the wrist?	Y	N	NA	COMMENT
	e)Is the door <b>hardware mounted</b> no higher than <b>48 inches</b> from the floor?				
	f)Is there <b>clear maneuvering floor space</b> in front of the door and, on the pull side of the door, is there at least <b>18 inches</b> clear floor space beyond the latch side (pull side) of the door?				
	g)Is no more than <b>5 pounds force</b> needed to push or pull open the restroom door?				
	h)If there is a <b>door closer</b> , does the door take at least <b>5 seconds</b> to close?				
	i)Are there <b>grab bars</b> on the wall located <b>behind</b> the toilet and <b>to the side of the toilet</b> ?				
	j)Is the <b>height of the toilet seat</b> between <b>17 and 19 inches</b> from the floor?				
	k)Is the <b>distance from center of toilet</b> to the closest wall between <b>16 and 18 inches</b> ?				
	l)Is the length of the clear floor space from the <b>center of the toilet to any other fixture at least 42 inches</b> ?				
	m)Is the toilet paper <b>dispenser mounted</b> on the wall <b>7- 9 inches</b> from the outer edge of the toilet bowl?				
	n)Are the <b>sink faucets operable</b> with a closed fist (paddle or lever type faucets)?				
	o)Is there <b>29 inches of clearance underneath the sink</b> ?				
	p)Is the <b>top of sink</b> or counter <b>no higher than 34 inches</b> from the floor?				
	q)Are the <b>pipes beneath</b> the sink <b>insulated</b> ?				
	r)Is there a <b>clear floor space</b> for turning a wheelchair (with no fixtures in the way) that measures <b>60 inches by 60 inches</b> ?				
	s)Are all <b>dispensers mounted</b> no higher than <b>48 inches</b> from the floor?				
	t)Is there a stall door? <i>If no, skip to z.</i>				
u)Does the stall <b>door</b> have an open <b>clearance</b> of at					

62.	If there are audible (horn) fire alarms in the building, are there <b>visual (strobe) alarms</b> in the restrooms?				
<b>OTHER ELEMENTS TO EVALUATE</b>					
63.	Do all permanent rooms (restrooms, courtrooms, clerk's office, etc.) have <b>Braille and raised letters and symbols signage</b> posted on the wall adjacent to the handle side of the doors?	Y	N	NA	COMMENT
64.	Where there are <b>counters</b> provided, is a portion of the counter <b>no higher than 36 inches</b> from the floor?				
65.	Where <b>water fountains</b> are provided a) Is there sufficient clear floor space ( <b>30 x 48 inches</b> ) in front of the fountain? and				
	b) Is the <b>spout no higher than 36 inches</b> from the floor?				
66.	Where <b>telephones</b> are provided a) Is there sufficient clear floor space ( <b>30 x 48 inches</b> ) in front of the telephone? and				
	b) Is the <b>highest operable part</b> no higher than <b>48 inches</b> from the floor? and				
	c) Is there a <b>volume control switch</b> ?				
	d) Is the handset cord at least <b>29 inches long</b> ?				
	e) Is there a sign noting if a <b>TDD is available</b> ?				
	f) Is the telephone <b>hearing-aid compatible</b> ?				
67.	<b>Stairways</b> – <i>If there are stairs that must be used, answer the following.</i> Are there handrails on both sides of the stairway? <i>If YES, answer # 68. If NO, skip to #69.</i>	Y	N	NA	COMMENT
68.	a) Are the <b>handrails mounted</b> between <b>34 and 38 inches</b> above the ramp surface?				
	b) Are the <b>handrails sturdy</b> and secure within their fittings?				
	c) Do the handrails measure between <b>1¼</b> and <b>1½ inches</b> in <b>diameter</b> ?				
	d) Are the handrails mounted <b>1½ inches from the wall</b> ?				
	e) Do the handrails <b>extend 12 inches</b> beyond the bottom and the top of the stairs?				
69.	Are the treads <b>11 inches deep</b> ?				
70.	Are the step risers between <b>4 to 7 inches high and uniform in height</b> ?				
71.	Is there a color contrast difference between the stairs and the landings?				
72.	Is there adequate lighting on the stairway?				

Other comments/concerns:

For assistance with this checklist, to schedule a site-survey, or for questions regarding accessibility, contact:

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**NH Code for Architectural Barrier-Free Design:**

<http://gencourt.state.nh.us/rules/abfd100-300.html>

**Architectural Barrier-Free Design Committee Website:**

<http://www.nh.gov/disability/abcommittee.html>

**New England ADA Technical Assistance and I.T. Center: 1-800-949-4232**

<http://www.adaptenv.org/neada/index.php>

**NH State Building Code - RSA 155A**

<http://www.gencourt.state.nh.us/rsa/html/indexes/155-A.html>

**NH State Building Code Review Board**

<http://www.state.nh.us/safety/bldgcode/bldupdates.html>