

ELECTION CENTER

12543 Westella, Suite 100, Houston, Texas 77077, 281-293-0101

Accessibility Preparations Checklist

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Administrative Oversight

1. Have pertinent federal laws which affect accessibility been researched for an understanding of requirements? (Included are The Voting Rights Act, The Voting Accessibility for the Elderly and Handicapped Act, The National Voter Registration Act of 1993, The Americans with Disabilities Act of 1990, The Rehabilitation Act of 1993, and HAVA).	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have individual state requirements been addressed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are alternative formats available on voter information, sample ballots, and web sites?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are forms available in alternative formats?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have specific language requirements been identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Has staff received training and education on serving voters with special needs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have resources been identified for ordering special equipment to make polling places accessible?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Polling Place Accessibility

Polling Place Approach

People with disabilities should be able to approach and enter the polling place as freely as everyone else. At least one route of travel should be accessible for everyone, including people with disabilities.

Parking and Drop-Off Areas

The Americans with Disabilities Act requires that if parking is provided for non-disabled people, at least one accessible parking space be provided for every 25 regular parking spaces.

1. Does the parking area have spaces designated for disabilities? A. Number of accessible spaces required _____ B. Number of accessible spaces available _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do the accessible spaces measure 12 feet wide, with a 5-foot aisle and 98 inches of vertical clearance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. How many of these spaces are van accessible? _____	
4. Are the access aisles part of the accessible route to the accessible entrance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are the accessible spaces closest to the polling area?	<input type="checkbox"/> YES <input type="checkbox"/> NO

6. Are accessible spaces marked with the International Symbol of Accessibility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Is the parking area paved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If it is not paved how will it be made compliant? _____	
8. Are there notable bumps, cracks or potholes on the pavement that would make it difficult for someone with a disability to maneuver?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO

Route of Travel

1. Is there a route of travel that does not require the use of stairs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the route stable, firm and slip resistant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is the entrance route at least 36 inches wide, or if the route is an emergency escape route, is it 44 inches wide?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Can a person with a visual disability using a cane detect all objects protruding into the route?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Do curbs on the route have curb cuts at drives, parking and drop-offs?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Ramps

1. Are there steps to enter the polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, are there ramps for persons with disabilities to access the entrance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are the slopes of ramps no greater than 1:12?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Do all ramps longer than 6 feet, or with a rise greater than 6 inches, have railings on both sides?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is the ramp at least 36 inches wide?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are railings sturdy and are the tops of railings between 34 and 38 inches high?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Is there an 18-inch extension of the handrail at the top and bottom of the ramp?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. If the ramp is 30 ft. or more, does it have a resting platform that is at least 60 inches long and as wide as the ramp?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are the ramps non-slip?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Entrance to Polling Place and Polling Room

Entrance

1. If there are stairs at the main entrance with no ramp or lift, is there an alternative accessible entrance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do all inaccessible public entrances have signs indicating the location of the nearest accessible entrance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Can the alternate entrance be used independently?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is the headroom in the pathway 80 inches or higher from the surface?	<input type="checkbox"/> YES <input type="checkbox"/> NO

5. Does the entrance door have at least 32 inches clear opening?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are there at least 24 inches of clear wall space on the pull side of the door, next to the handle?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Is the threshold level (less than 1/4 inch high) or beveled (up to 1/2 inch high)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Are doormats 1/2 inch high or less and securely installed to minimize tripping?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Is there enough space before and after the door to allow for maneuvering space for voters in wheelchairs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Is the door hardware located no higher than 48 inches from the floor so that someone can reach the knob or lever from a seated position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Is the door handle operable with a closed fist?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Can exterior doors be opened without too much force (maximum 8.5 lbs)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. If the door has a closer, does it take at least 3 seconds to close?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Horizontal Circulation/Maneuverability within the Space

1. Does the accessible building provide direct access to the polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the interior accessible route of travel lead to the polling area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is the interior accessible route to all polling areas at least 36 inches wide?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Is there a 5-foot circle or T-shaped space for a person using a wheelchair to reverse direction when maneuvering within or exiting the polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is the path of travel free from barriers, including removable mats and rugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are there protruding objects (such as fire extinguishers) mounted on the wall?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can these items be relocated so they would not be an obstruction/barrier?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not, can another object be placed under the item to prevent voters with visual disabilities from running into the protruding objects?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Interior Doors

1. Do interior doors have at least a 32 inch clear opening?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do the doors exiting the polling place and polling rooms, if separate from the entrance, have at least a 32 inch clear opening?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. On the pull side of the polling place doors, if separate from the entrance, are there at least 24 inches of clear wall space next to the handle so that a person using a wheelchair or crutches can get near to open the door?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Can interior doors be opened without too much force (maximum 5 lbs on interior doors)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are interior door handles 48 inches high or less and operable with a closed fist?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are all interior threshold levels (less than 1/4 inch high) or beveled (up to 1.2 inch high)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Signs

1. Are the signs designating path of travel and/or voting area understandable, visible, and easy to read?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do signs directing voters to the polling room comply with the appropriate requirements for engraved or raised Braille signage?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do all signs meet legibility requirements regarding contrast and character proportion?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are voting instructions printed in large type conspicuously displayed at each polling place and each permanent registration facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are instructions posted at eye level for all voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Can an individual with limited vision walk up to the sign and read it using a magnifying glass?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are magnifying glasses available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Are there communication devices readily available (such as pen and paper) for hearing impaired and speech impaired voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Have you provided signature guides for the registration table?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Voting Booth Entrance and Maneuverability

Polling Rooms and Voting Surfaces

1. Are all aisles and pathways in the polling room and to the voting booth at least 36 inches wide?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is there enough space within the polling room to accommodate voting booths that allow a 5 foot circle or T-shaped space for turning a wheelchair completely in and around the voting booth?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Is carpeting low-pile, tightly woven, and securely attached around the edges?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are all obstacles in routes within the polling room cane detectible?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Seats, Tables and Counters/Voting Stations

1. Are the table or countertops of accessible voting surfaces at least 30 inches wide?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are the knee spaces at accessible voting stations at least 27 inches high (from the lowest hardware underneath), 30 inches wide and 19 inches deep?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Do the voting booths/tables offer the same level of privacy to voters with disabilities as to all other voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are there devices to aid individuals with a visual disability to vote? e.g. magnifiers, audio units, Braille ballot sleeves.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Vertical Circulation: Split and Upper Levels

1. In order to access the polling area and/or the voting booths, must voters travel above ground level?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are there ramps or elevators to all levels?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. On each level, if there are stairs and/or elevators between the entrance and voting areas which must be used to access the polling room and/or voting area, is there an accessible route?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Stairs

1. In order to access your polling area, must voters travel above the first floor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do treads have a non-slip surface?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Do stairs have continuous handrails on both sides, with a 12 inch handrail extension beyond the top and bottom stairs?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Elevators

1. Does the polling place use elevators in the path of travel to the voting area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are there both visible and verbal or audible door openings/closings and floor indicators (one tone = up, two tones= down)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are the call buttons in the hallway no higher than 42 inches?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do the controls outside and inside the cab have raised Braille lettering?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is there a sign in large print and Braille letters on the jamb at each floor indicating the floor level?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. If an emergency intercom is provided, is it usable without voice communication?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Is the emergency intercom identified by Braille and raised letters?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Lifts

1. Does your polling place use lifts in the path of travel to the voting area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the lift operational?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Can the lift be used without assistance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are there at least 30 by 48 inches of clear L-shaped space in front of the control panel so that a person in a wheelchair may approach and reach the controls and use the lift?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are controls between 35 and 48 inches high?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. If the lift is key operated, is there easy access to the key?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Curbside Voting

1. Do you have curbside voting in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do you have a poll worker stationed at or near the curbside voting area at all times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. If no, how are poll workers notified upon arrival of the voter needing curbside assistance?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Poll Workers

1. Have poll workers been given training or information on voters with disabilities? Has there been sensitivity training?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Can the poll workers demonstrate and operate the available accessibility equipment (including accessibility features on the voting system itself) at the polling place for voters with disabilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have poll workers been trained to serve voters with language needs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What about illiterate voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO