

## ADA Self-Evaluation

**Each UME County Office should complete this brief ADA self-evaluation on an annual basis and file a copy in the Central Civil Rights File after forwarding a copy to the RED. Please keep RED apprised of deficiencies.**

ADA regulations require that architectural and communication barriers that are structural must be removed in public areas of existing facilities when their removal is readily achievable.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later.

The ADA barrier removal requirement (1995) for existing facilities supersedes less stringent local or state codes. For more information see:

<http://www.usdoj.gov/disabilities.htm>

**Instructions: Please check all statements to which you can answer “yes.”**

### Access Route, Parking, and Entrances

- 1. The access route to the entrance is free of barriers.
- 2. There is a ramp to ensure access for those using walkers, wheelchairs, crutches, etc.
- 3. The ground on the access route is even and the surface is not slippery.
- 4. There are handicapped parking spaces available.
- 5. These spaces are designated with signs.
- 6. These spaces are designated with pavement markings.
- 7. All inaccessible entrances have signs indicating the location of the nearest accessible entrance.
- 8. The only accessible entrance is a service entrance.

### Doors and Elevators

- 9. The door is equipped with (check all that apply):
  - automatic opener
  - a bell
  - an intercom
  - lever handle
  - handle at low spot accessible to person using a wheelchair
  - doorknob at normal height
  - low threshold to allow wheelchair access
- 10. The door is wide enough to allow wheelchair access.
- 11. There is a working elevator.

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- 12. There are ramps, lifts, or elevators to all public levels.
- 13. There are visible and audible door opening/closing indicators.
- 14. The elevator's emergency intercom or phone is usable without voice communication.
- 15. The elevator's emergency intercom/phone is identified by Braille and raised letters.

## Restrooms, Fountains, Meeting Spaces

- 16. At least one restroom is fully accessible.
  - G lever handles throughout
  - G space to turn and maneuver wheelchair
  - G lavatory height is accessible
  - G toilet height is accessible
- 17. There is at least one drinking fountain that is wheelchair accessible.
- 18. There is at least one meeting room that is accessible for public functions.
- 19. Meeting space(s) has aisles wide enough to accommodate wheelchair

## Communication Accommodation

- 20. There is an emergency warning system
  - G equipped with flashing lights
  - G equipped with audible signals
- 21. Maryland Relay is available.
- 22. Signs indicate that relay services are available.
- 23. Signs indicate website addresses to access materials and information.
- 24. Brochure racks are located so as to be accessible to someone using a wheelchair.
- 25. Publications are available in other formats:
  - Large print
  - Braille
  - Audiotape
  - Captioned video
  - Dubbed/voiced-over video
  - Electronic media/ web-based versions
  - Other \_\_\_\_\_

Adapted from "Checklist for Existing Facilities version 2.1," Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research, August, 1995.