

Domestic and Sexual Violence Agency ACCESSIBILITY SURVEY

Agency: _____

Date: _____

Staff name: _____

As you tour your agency, please answer the following questions with a YES, NO, DON'T KNOW or NOT APPLICABLE. Additional space for comments and notes is provided below each section. Please note that a YES does not guarantee that accessibility is being adequately addressed. This survey is intended to help you begin an assessment of your agency's accessibility for persons with disabilities and develop plans for improved access.

TRANSPORTATION

- Does your community have public transportation?

Yes No Don't Know Not Applicable

If yes, what types of transportation services are available?

- Do public transportation services serve your agency location?

Yes No Don't Know Not Applicable

- Does your community have paratransit services (for people who can not use typical public transportation)?

Yes No Don't Know Not Applicable

- Do staff and volunteers know how to arrange transportation for a client who needs accessible transportation?

Yes No Don't Know Not Applicable

- Can clients with disabilities access bus services from your agency (path of travel is wide and level, and bus stop is close to agency and accessible)?

Yes No Don't Know Not Applicable

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Are the vehicles (bus or van) equipped with a lift for persons who use a wheelchair?
 Yes No Don't Know Not Applicable

- Does your agency have connections with community partners (e.g., United Way or churches) who provide transportation services?
 Yes No Don't Know Not Applicable

- Are there local agencies, other than Emergency Management Services (EMS) and law enforcement that can provide transportation in a crisis situation?
 Yes No Don't Know Not Applicable

If yes, which agencies? _____

Notes on transportation:

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

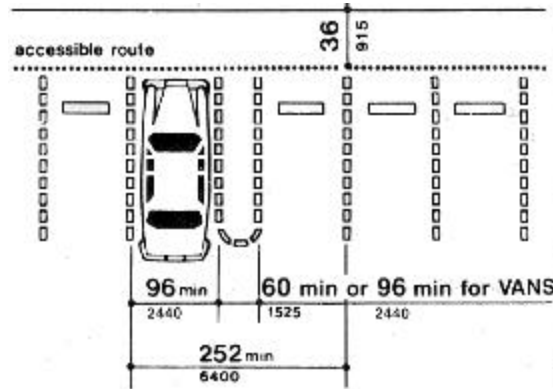
2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

PARKING

Is accessible parking provided (min. 8' wide + 5' hatch)?

- Yes
 No
 Don't Know
 Not Applicable



Do accessible spaces have appropriate signage, (accessible symbol, \$250 fine, and mounted 7' high on a post or 5' high on a wall)?

- Yes
 No
 Don't Know
 Not Applicable

Is one in every eight accessible spaces designated as van accessible (min. 8' wide + 8' hatch)?

- Yes
 No
 Don't Know
 Not Applicable

Are accessible spaces the closest spaces to the building, (recommended not to exceed 200 ft. from the accessible entrance)?

- Yes
 No
 Don't Know
 Not Applicable

Do accessible parking spaces allow people to get in and out on a level, smooth surface?

- Yes
 No
 Don't Know
 Not Applicable

Does the person using the accessible space have to navigate behind parked cars to enter the building?

- Yes
 No
 Don't Know
 Not Applicable

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Is there a ramp or curb cut to get to the sidewalk, if needed?

Yes

No

Don't Know

Not Applicable

Notes on parking:

PATHS OF TRAVEL, INCLUDING ENTRANCES

- Is the path at least 36" wide, level, and smooth?

Yes

No

Don't Know

Not Applicable

- Is the path free of permanent obstructions?

Yes

No

Don't Know

Not Applicable

- Is the path free of temporary obstructions?

Yes

No

Don't Know

Not Applicable

- Do routes have adequate passing space (60" diameter circle or a T-shaped space)?

Yes

No

Don't Know

Not Applicable

- If a flight of stairs is present, does it have handrails on both sides with extensions on the top and bottom?

Yes

No

Don't Know

Not Applicable

- If there are steps, do steps have contrast edge marking?

Yes

No

Don't Know

Not Applicable

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

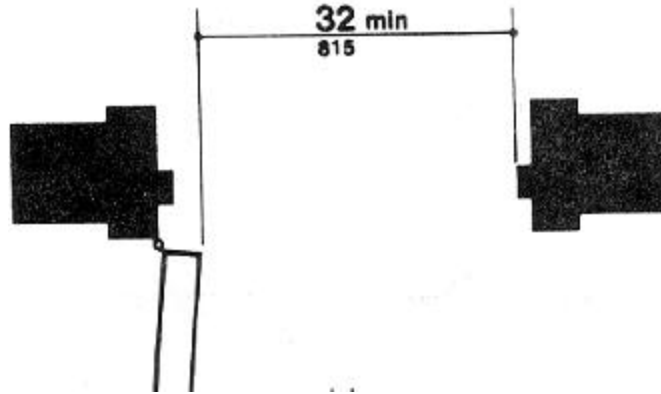
2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Is there a ramped entry, and if so, does it have 1:12 slope or less?
 - Yes No Don't Know Not Applicable
- If the ramp is longer than 6 ft., does it have sturdy railings on both sides that are between 34" & 38" high?
 - Yes No Don't Know Not Applicable
- Can external doors be opened with a closed fist? (Lever door handles or Panic Bars)
 - Yes No Don't Know Not Applicable
- Is the exterior door(s) heavy and difficult to open?
 - Yes No Don't Know Not Applicable
- Is there an automatic door option?
 - Yes No Don't Know Not Applicable
- Can the internal doors be opened with a closed fist? (Lever door handles)
 - Yes No Don't Know Not Applicable
- Are the internal doors heavy and difficult to open (>5lbs.pressure)?
 - Yes No Don't Know Not Applicable
- Are the doorways wide enough to access using a wheelchair or scooter (32" of clear opening space)?
 - Yes No Don't Know Not Applicable

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

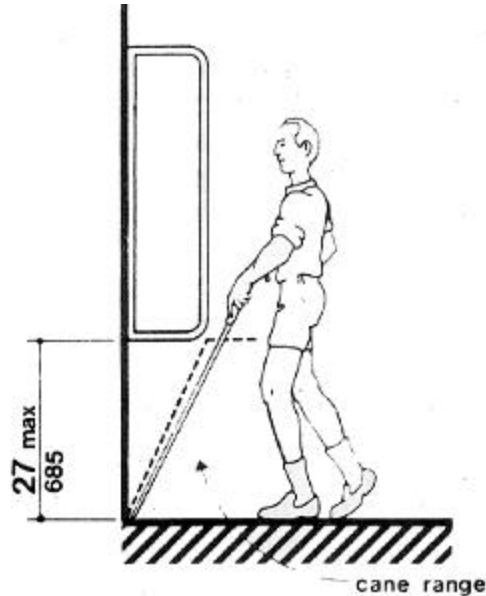


- Is carpeting permanently affixed to the floor with a low pile, (<1/2") and tightly woven?

Yes No Don't Know Not Applicable

- Are all obstacles 27" above the ground or less for cane detectability?

Yes No Don't Know Not Applicable



Notes on paths of travel / entrances:

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

WAITING / RECEPTION AREA

- Is there a clear pathway throughout the room (36" wide)?
 Yes No Don't Know Not Applicable

- Can the space accommodate someone using a wheelchair, scooter, or service animal?
 Yes No Don't Know Not Applicable

- Is the phone's highest operable part no higher than 48" for a front reach?
 Yes No Don't Know Not Applicable

- Does the phone have volume control?
 Yes No Don't Know Not Applicable

Notes on waiting / reception area:

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

CUSTOMER SERVICE

- Do staff / volunteers receive training in providing services to persons with disabilities?
If yes, how often? _____
 Yes No Don't Know Not Applicable
- Are professional sign language interpreters provided, if needed?
 Yes No Don't Know Not Applicable
- Do you have an MOU or Contract with an Interpreter Service Agency?
 Yes No Don't Know Not Applicable
- Do staff / volunteers know how to request sign language interpreters, if needed?
 Yes No Don't Know Not Applicable
- Are agency materials available in alternate formats (large print, audio, or Braille)?
 Yes No Don't Know Not Applicable
- Does agency staff know how to obtain such alternative formats?
 Yes No Don't Know Not Applicable
- Do agency materials provide information about services for individuals with disabilities?
 Yes No Don't Know Not Applicable
- Are assistive listening device systems (ALDS) available?
 Yes No Don't Know Not Applicable

Notes on customer service:

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

TELEPHONE CONTACTS (crisis line, scheduling appointments, etc.)

- Is a Teletypewriter or Telecommunication Device for the Deaf (TTY/TDD) available?
 Yes No Don't Know Not Applicable
If yes, what is your TTY/TDD number? _____.
- Is your TTY/TDD accessible 24/7?
 Yes No Don't Know Not Applicable
- If a TTY is available, do volunteers and staff know how to use it?
 Yes No Don't Know Not Applicable
- Do staff/volunteers know how to use the California Relay Service?
 Yes No Don't Know Not Applicable
- Are all clients asked if they need any kind of assistance or accommodation?
 Yes No Don't Know Not Applicable
- Is there a question on the client contact sheet that asks about needs for assistance?
 Yes No Don't Know Not Applicable
- Is information about needed assistance relayed to other staff, as appropriate?
(Maintaining client's confidentiality.)
 Yes No Don't Know Not Applicable
- Are appointments scheduled to accommodate the person with additional needs
(extra time or staff)?
 Yes No Don't Know Not Applicable

Notes on telephone contacts:

The
De
200

Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

SIGNAGE

- Are signs mounted at 60" above the floor to the center of the sign?
 Yes No Don't Know Not Applicable
- Do signs use raised characters (5/8" to 2") with high contrast and non-glare finish?
 Yes No Don't Know Not Applicable
- Is there Brailled text for the same information on the signs?
 Yes No Don't Know Not Applicable
- Are signs posted directing people to the accessible entrances and accessible bathrooms, and are they mounted at latch side of doors?
 Yes No Don't Know Not Applicable
- Are calendars and announcements posted at a reasonable height for someone using a wheelchair or someone of small stature?
 Yes No Don't Know Not Applicable

Notes on signage:

ELEVATORS

- Is there an elevator to upper floor offices? If no, skip this section.
 Yes No Don't Know Not Applicable
- Do the elevator doors remain open a minimum of 5 seconds?
 Yes No Don't Know Not Applicable

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Are the elevator doors a minimum of 36" wide when fully opened?
 Yes No Don't Know Not Applicable
- Are emergency buttons grouped at the bottom of the panel (35" above the floor) with floor buttons 54" above the floor?
 Yes No Don't Know Not Applicable
- Does the elevator provide audible tones or announcement when moving (one tone = up, 2 tones = down with a tone when the door opens)?
 Yes No Don't Know Not Applicable
- Is there a sign on both door jams with raised & Braille characters that indicate the floor number on every floor?
 Yes No Don't Know Not Applicable

Notes on elevators:

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

POLICIES

- Does the agency have a policy of inclusion that advocates for services that are accessible to all people?
 Yes No Don't Know Not Applicable
- Does the agency have an "ADA Compliance Policy" that describes the agency's intention and commitment to meet the mandates of the ADA?
 Yes No Don't Know Not Applicable
- Does the agency have an "ADA Complaint Form" for individuals with disabilities to file grievances?
 Yes No Don't Know Not Applicable
- Does the agency have a policy that allows service animals to accompany their owners?
 Yes No Don't Know Not Applicable
- Does the agency have a policy that allows a person with a disability to be accompanied by her personal care attendant, if needed?
 Yes No Don't Know Not Applicable

Notes on policies:

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

EMERGENCY PROCEDURES

- Do fire alarms provide visual and audible signals?
 Yes No Don't Know Not Applicable
- Are there visual emergency signals in various locations (restrooms, meeting rooms, hallways, and other common areas)?
 Yes No Don't Know Not Applicable
- Are evacuation maps (of adequate size, height and contrast) posted in restrooms, hallway, reception area, and other common use areas?
 Yes No Don't Know Not Applicable
- Are fire extinguishers stored at a reasonable height for someone in a wheelchair or of small stature?
 Yes No Don't Know Not Applicable
- Do emergency procedures require staff to visually check all facility areas to ensure all clients are aware of the emergency announcement?
 Yes No Don't Know Not Applicable
- Is there an agency plan for evacuation of persons with disabilities from floors above the first floor?
 Yes No Don't Know Not Applicable
- Has staff received training regarding emergency procedures for persons with disabilities?
 Yes No Don't Know Not Applicable

Notes on emergency procedures:

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

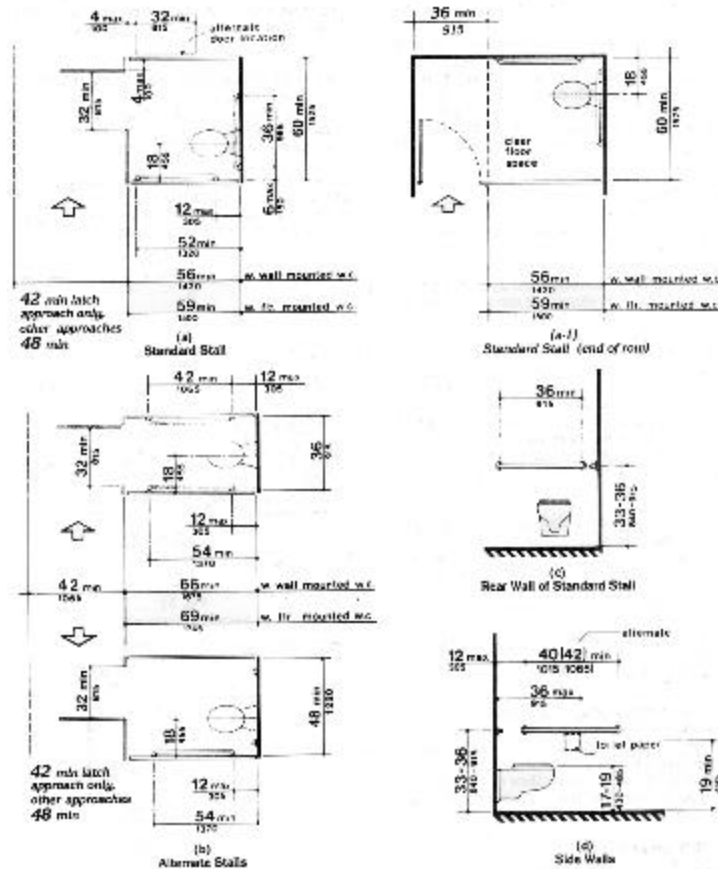
2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

Restrooms

Yes No Don't Know Not Applicable

- Is there an accessible toilet stall (area of at least 5' x 5' clear of the door swing, grab bars on the walls behind and to the side of the toilet, 36" door that is outward swinging and self-closing)?

Yes No Don't Know Not Applicable



- Can doors be opened with a closed fist?

Yes No Don't Know Not Applicable

- Are all soap and towel dispensers and hand dryers mounted 48" high or less?

Yes No Don't Know Not Applicable

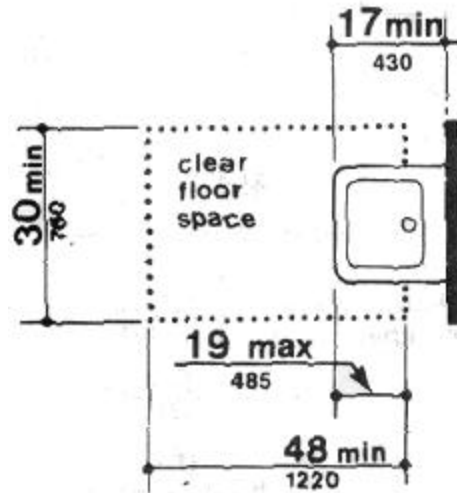
This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Is a sink accessible (34" max. height) with at least 29" clearance underneath with insulated exposed pipes?

Yes No Don't Know Not Applicable



- Can faucets be operated with one closed fist?

Yes No Don't Know Not Applicable
- Is there a wall mirror no more than 40" above the floor?

Yes No Don't Know Not Applicable
- Is there a 36" wide path to all fixtures (sink, towels, toilet)?

Yes No Don't Know Not Applicable

Notes on restroom(s):

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

- Yes No Don't Know Not Applicable
- Can door be opened with a closed fist?

Yes No Don't Know Not Applicable
 - Is there a 36" wide path to all appliances (stove/oven, microwave, refrigerator) with at least a 5' turnaround space at each appliance?

Yes No Don't Know Not Applicable
 - Is lower cabinet/storage space available?

Yes No Don't Know Not Applicable
 - Is there a countertop/work surface ranging from 30"-34" high with clear knee space underneath?

Yes No Don't Know Not Applicable
 - Are controls for cooktop and range front-mounted? Do they have tactile markings?

Yes No Don't Know Not Applicable
 - Are soap and paper towel dispensers between 15" and 48" high?

Yes No Don't Know Not Applicable
 - Is sink accessible (34" max. height) with at least 29" clearance underneath with insulated exposed pipes?

Yes No Don't Know Not Applicable
 - Can faucet be operated with one closed fist?

Yes No Don't Know Not Applicable

Notes on kitchen:

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org

Review of Agency Accessibility Findings

What is the agency presently doing to promote access? _____

What access problems did you identify _____

What changes can be made to make immediate improvements in this site's accessibility?

What changes can be made to make future permanent improvements in this site's accessibility?

This material was adapted from the Building Access Survey Form, Division of Persons with Disabilities, Iowa Department of Human Rights.

2003. Developed by the North Carolina Office on Disability and Health, a collaborative partnership between the NC Division of Public Health and UNC-CH Frank Porter Graham Child Development Institute.

2005. Adapted for the City of Los Angeles Department on Disability in partnership with the Westside Center for Independent Living. For more information, please contact Angela Kaufman at (213) 485-8052 Fax or akaufman@mailbox.lacity.org