

# Polling Place Accessibility Survey Form

County: \_\_\_\_\_

Polling place name or number: \_\_\_\_\_

Polling place address/location:

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## INSTRUCTIONS

**Purpose.** This form shall be used to evaluate the accessibility of polling places to persons with disabilities.

**How to use this form.** Inspect each potential polling place by going from the parking area to the voting area. You will need a yardstick, a tape measure and about 30 minutes.

Answer every question on the form by marking either “YES,” “NO,” or “N/A” (NOT APPLICABLE), as appropriate. Items on the survey with clear (unshaded) boxes are **required**. If a required item is marked “NO,” the polling place is **inaccessible**. The survey questions in shaded boxes are recommended. If a recommended item is marked “NO,” the polling place is **accessible, but inconvenient**, if all other responses are “YES” or “N/A.”

Polling places may be inaccessible for more than one reason. Please respond to every item and summarize the responses by category on the back page.

1. Name, address, and telephone number of person(s) completing this form:

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2. Date of inspection: \_\_\_\_\_

**State of Iowa  
Polling Place Accessibility Survey Form**

Polling Place Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Street Address City Zip

County: \_\_\_\_\_ Inspected by: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

**Complete the sections below and mark the appropriate box for each feature. If a shaded feature is marked “No,” the feature is accessible but is considered inconvenient.**

<b>Parking</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Off-street parking spaces are either permanently or temporarily designated for the handicapped.				
Accessible parking spaces are marked with signs with the accessibility symbol. The signs are visible when a vehicle is parked in the space.				
There is at least one van-accessible parking space that is at least 16 feet wide.				
Accessible parking spaces for cars are at least 13 feet wide.				
Accessible parking spaces are on level ground with a slope no greater than a rise of 1 foot in 50 feet.				
Parking area surface is stable, firm, and slip-resistant (concrete, asphalt, etc.).				
The curb is cut to connect the accessible parking spaces to an accessible walk or to the building entrance.				
Passenger drop-off zone is relatively level and at least 5 feet wide and 20 feet long.				
The curb is cut to connect the passenger drop-off zone to an accessible walk or to the building entrance or a curb ramp at least 36" wide, slope no more than 1:12.				
Parking places are within a reasonable distance from the building.				

<b>Walkways and Pathways</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Surfaces are stable, firm, and slip-resistant (concrete, asphalt, etc.).				
Walkways and pathways to the building are at least 36 inches wide and free of protrusions (fire hydrants, tree trunks, etc.). Walkway slope no more than 1 foot rise in 20 feet.				
Curbs along the pathway to the building are cut or ramped with at least 36 inches clear width and with slopes of no more than 1 inch rise in 12 inches.				
All steps and stairs to the building are either ramped with a slope of no more than a 1 foot rise in 12 feet or another suitable alternative means of access is provided.				
Walkways and pathways are free of overhanging objects (such as tree branches, signs, etc.) that hang lower than 80 inches.				
Signs identify the accessible route of travel if that route is different from the primary route of travel to the building.				
Walkways and pathways are free of any abrupt edges or breaks in the surface where the difference is over ¼ inch in height (such as where it crosses a driveway, parking lot, or another walkway, etc.).				
Walkways and pathways are free of gratings with openings of over ½ inch wide.				
Walkways and pathways are always well-lit.				
Provisions are made to ensure that walkways are free of such hazards as ice, snow, leaves, or other debris on the day of election.				
All steps and stairs to the building have non-slip surfaces and handrails.				

<b>Ramps and Elevators</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Stairs or steps inside the building that are over ¾ inch high are provided with a ramp, an elevator, or an alternative means of unassisted passage (such as a chairlift or an alternative route of travel).				
All ramps have a slope no greater than a rise of 1 foot in 12 feet.				
Ramps are provided with non-slip surfaces.				

<b>Ramps and Elevators</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Ramps and landing areas with drop-offs are provided with at least a 2-inch curb at the side to prevent slipping off the ramps.				
If there is a door at the top of a ramp, there is a level space of at least 5 feet by 5 feet where a wheelchair can rest while the door is opened (if the door opens toward the ramp).				
A handrail is provided for any ramp that rises more than 6 inches. Handrails are 34"-38" high and 36 inches apart.				
The elevator cab is at least 68 inches by 51 inches wide.				
Elevator doors provide at least 36 inches clear width.				
Elevator controls are less than 54 inches high (i.e. a person in a wheelchair can operate the controls).				
Elevator control panels are marked with raised lettering.				
The elevator is in close proximity to the entrance of the building.				

<b>Features within the Voting Area</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Voting instructions are printed in 14-point or larger type, written in simple language, and plainly displayed.				
There is sufficient space for reasonable movement of voters in wheelchairs.				
All necessary parts of the voting equipment can be reached by a person seated in a chair or an alternative means of casting a ballot is provided.				
The voting area has adequate lighting.				
Magnifying devices are available for those who request them.				
Seating is available for elderly and handicapped voters waiting their turn to vote.				
<b>Other Architectural Features</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>

Doors have openings that are at least 32 inches wide.				
Door thresholds are less than ½ inch high (¾ inch if the building was erected before 1979).				
All steps have risers (the vertical wall at the back of each step) and are less than 7 inches in height and treads at least 11 inches deep.				
Stairs are well-lit and free of obstacles				
Corridors free of overhead objects lower than 80 inches. This includes the underside of stairs.				
Corridors are at least 44 inches wide.				
There is sufficient lighting at all points along the route (hallways, doorways, etc.).				
Corridors are free of protrusions ( water fountains, display case, etc.) that extend more than 4 inches from the wall. Temporary solution: place a detectable object underneath protrusion no more than 27 inches above the floor.				
All doors are equipped with either arch or lever-type handles, push plates or automatic openers so that twisting a doorknob is not required.				
Automatic doors remain open for at least 3 seconds.				
Glass doors are marked with safety seals.				
Stairs have non-slip surfaces.				
Handrails for stairs are at least 34-38 inches above the step level and can be gripped.				
Corridors that are longer than 30 feet have a seating or resting area.				
Rugs and mats are securely fastened. Corridors have non-slip surfaces.				

**Please describe any other possible reasons that this polling place may be inaccessible (if any).**

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## Summary of Accessibility

Review the responses for all categories. Refer to the box to the right for the guidelines on how to determine the overall accessibility for the polling place.

This polling place is:

- Fully Accessible  
 Accessible, but Inconvenient  
 Inaccessible

Signed by: \_\_\_\_\_, County Auditor

## GUIDELINES

### Fully Accessible

- Each feature is marked "Yes."

### Accessible, but Inconvenient

- Unshaded features are marked with "Yes."
- "No" responses are only marked for the shaded features.

### Inaccessible

- One (or more) unshaded box is marked "No."

## Disposition of Inaccessible Polling Place

Please complete the section if this polling place is inaccessible.

1. Has an alternative accessible facility been sought?  Yes  No
2. Are permanent or temporary alterations planned to render the polling place accessible for the next election?  Yes  No

Please explain. \_\_\_\_\_