

City of Los Angeles
Meetings and Public Events ADA Accessibility Checklist

It is the policy of the City of Los Angeles that all City-sponsored public meetings, programs, services, activities, and events are physically and programmatically accessible to individuals with disabilities in accordance with Title II of the Americans with Disabilities Act of 1990, as amended (ADA).

Therefore, all City departments, commissions, advisory committees, and councils shall ensure that their meetings are accessible to people with disabilities. This includes the facility, and all programs and/or services. In addition, it is the responsibility of City departments to take necessary steps to ensure that the following ADA language is included on their website, documents, and brochures.

It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

In addition, all public meeting notices, public event flyers and/or posters should instead include the following language:

Reasonable accommodations or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact: (Include a contact name, phone number – voice and TTY).

This checklist is designed to assist City's departments, commissions, advisory committees and councils in addressing their compliance with physical and programmatic access for public meetings and events.

PHYSICAL ACCESSIBILITY

Site Selection

Prior to selecting a meeting location, a site visit to a non-City facility such as a private residence, business or venue should be conducted to determine whether barriers to physical access exist. The site visit should consider barriers to those with a wide range of disabilities in the following areas:

- Availability of accessible parking, shuttles, and public transportation;
- Entrances and interior doorways – width, ramps, automatic door openers, etc.;
- Signage – location of accessible bathrooms, entrances, etc.;
- Corridors, doorways, and aisles – width for wheelchair access, etc.;
- Elevators – easy access and adequate braille signage;
- Meeting rooms – allow for extra room capacity & table space to accommodate wheelchairs & service animals, including banquet/reception/meal areas. Ensure there is space allocated for a clear line of sight to a sign language interpreter or to where a screen may be utilized for showing real-time captions;
- Accessible restrooms and; Relief area for service animals.

ADA QUICK-CHECK SURVEY			
A. Parking Spaces	YES	NO	N/A
1. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces? (See Diagram A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Is each accessible parking space clearly marked with the symbol of accessibility? (See Diagram B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Does each accessible parking space have an adjacent access aisle (blue striping)? (Diagram G)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Are the accessible parking spaces along the shortest accessible route to the accessible entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Does each access aisle connect (i.e., no curb or other obstacle) to an accessible route from the parking area to the accessible entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is there at least one van-accessible space provided? (Diagram C)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is there a sign indicating the vertical clearance dimensions for van access in garage or parking structure? (Diagram H)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. Sidewalks and Walkways	YES	NO	N/A
1. Is there a sidewalk connecting the parking area and any drop off/public transportation area to the walkway leading to the building?	○ ○	○ ○	○ ○
2. Is an accessible route provided from public sidewalks to the accessible entrance?	○	○	○
3. Where an accessible route crosses a curb, is a curb ramp provided?	○	○	○
4. Are all sidewalks and walkways to the entrance free of any objects or obstructions, not interrupted by steps or by abrupt changes in level exceeding 1/2"? (i.e. damaged sidewalk, debris, etc.)	○	○	○
5. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? (See Diagram D)	○	○	○
6. Are there any protruding objects that hang over the pedestrian routes low enough for a person to run into? (i.e. low hanging tree branch, 80" minimum height)	○ ○	○ ○	○ ○
7. Are handrails provided on both sides of the ramp that are mounted between 34 and 38 inches above the ramp surface, if it is longer than 6 feet? (Diagram I)			
C. Entering The Building	YES	NO	N/A
1. Can the door to the entrance be opened with one hand without tight grasping, pinching, or twisting of the wrist? (See Diagram E)	○	○	○
2. If the door is not automatic or power-operated, is there clearance provided on the latch, pull side of the door, so that a person using a wheelchair could maneuver?	○ ○	○ ○	○ ○
3. If a main entrance is not accessible, is there directional signage indicating the location of the accessible entrance? (Diagram L)	○	○	○
4. Is space available for a wheelchair user to approach, maneuver, and open the door? (Diagram J)			

D. Accessible Routes To All Service/Activity Areas	YES	NO	N/A
1. Is there a route without steps from the accessible entrance to the following locations? a. Meeting Area b. Eating Area (i.e, outdoor events or banquets) c. Accessible Restrooms	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2. Is there an accessible route that connects the entrance to all programs, services or activities areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period of time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3a. Are the hall call buttons for the elevator no higher than 48 inches from the floor? (Diagram K)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4a. Is the accessible route free of steps and abrupt level changes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. If the accessible route changes levels, does it do so using a ramp, lift or elevator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Is an elevator provided to each of the levels on which each program, service or activity is located?			
5a. Does the floor area of the elevator car have enough space to enter and reach the controls for a person using a wheelchair?	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
5b. Are raised letters and Braille characters used to identify each control?			
5c. Can the elevator or wheelchair lift be called and operated automatically without using a special key or having to turn on the elevator from a remote location?	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
5d. Is the elevator equipped with audible tones, bells or verbal annunciators to announce each floor?			
6. If the accessible route requires passing through a doorway, is it at least 36" wide, opened easily, and equipped with a lever handle)?	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
6a. If not easy to open, can it be propped open?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Restrooms	YES	NO	N/A
1. Does the restroom entrance sign have a universal access symbol on the door? (See Diagram F)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1a. Is there a raised and brailled sign located on latch side of door?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Is the door 36" minimum width when door is at 90 degrees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. If there is a raised threshold, is it no higher than ¾ inch at the door and beveled on both sides?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Can the sinks and toilet flushing mechanisms, and other hardware be used with one hand without tight grasping, pinching, or twisting of the wrist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4a. Is there enough space (19") under at least one of the bathroom sinks so that a person using a wheelchair can fit close enough to use it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4b. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall or below 27 inches above the floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4c. Is the toilet paper dispenser mounted below the side grab bar with the centerline of the toilet paper dispenser between 7 inches and 9 inches in front of the toilet, and at least 15 inches high?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are the drain and hot water pipes for the sinks insulated or configured to protect against contact? (Diagram M)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. If mirrors are provided, are the bottom edges of the mirror no higher than 40"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is at least one restroom stall designated with appropriate signage as wheelchair accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7a. Are there at least 42" long horizontal grab bars mounted on the side wall, 33-36" above and parallel to floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7b. Is a second horizontal grab bar mounted on the back wall above the floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7c. Is the accessible stall located at the end of the row of toilet stalls? If not, does the door open out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. If a coat hook is provided, is it mounted at a 48" maximum height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Drinking Fountain (If applicable)	YES	NO	N/A
1. If the drinking fountain is a wall-mounted unit, is there clear floor space in front and under the fountain so that a person using a wheelchair can get close to the spout and controls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. If the drinking fountain is a floor-mounted unit, is there clear floor space for a side approach so that a person using a wheelchair can get close to the spout and controls even though the fountain has no space under it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain?	○	○	○
4. Does the water rise at least 4 inches high when force is applied to the controls of the fountain?	○	○	○
5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist?	○	○	○
6. Is the bottom of the apron of the fountain above the floor so that it provides the space needed for a wheelchair to pull up under it, but does not protrude more than 4" from the wall, so it is not a hazard to people who are blind or have low vision and use a cane to detect hazards?	○	○	○

Diagram A

Number of Accessible Parking Spaces			
Total Parking (Lot or garage)	Total Minimum Number of Accessible Spaces (includes accessible & van)	Accessible Spaces	Van Parking Spaces
1 to 25	1	0	1
26 to 50	2	1	1
51 to 75	3	2	1
76 to 100	4	3	1
101 to 150	5	4	1
151 to 200	6	5	1
201 to 300	7	6	1
301 to 400	8	7	1
401 to 500	9	7	2
501 to 999	2 percent of total spaces		1 of 6
Over 1,000	20 spaces plus 1 space for every 100 spaces, or fraction thereof, over 1,000		1 of 6

Diagram B



Diagram C



Diagram D



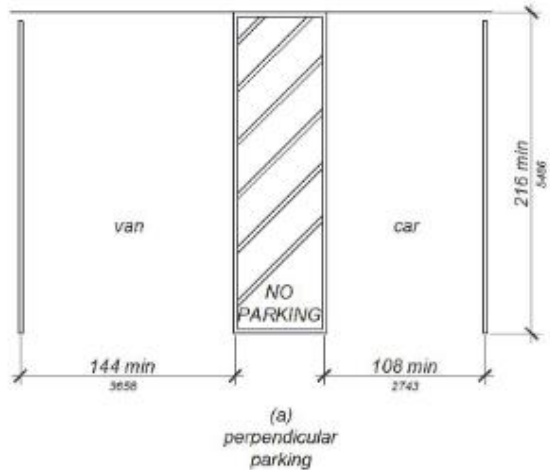
Diagram E



Diagram F



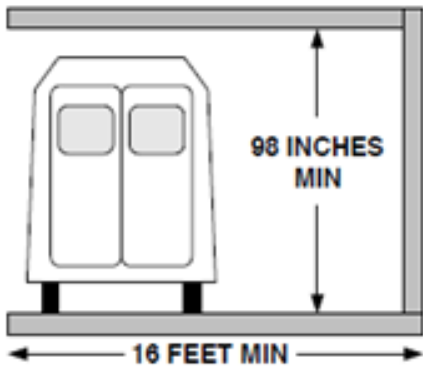
Diagram G – Van Accessible Stall



Van parking stall can be 9' + 8' or 12' + 5' (CBC 11B-502.2)

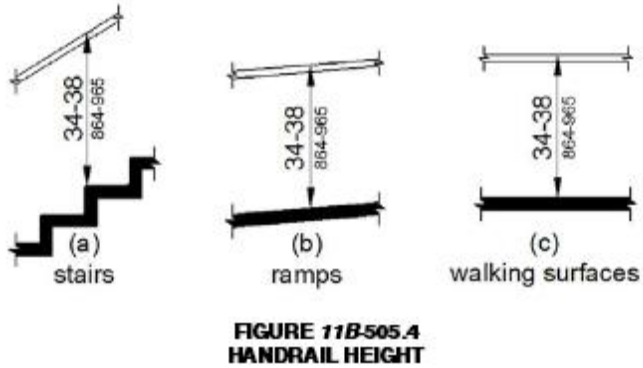
Exception: Van parking spaces shall be permitted to be 108 inches (2743 mm) wide minimum where the access aisle is 96 inches (2438mm) wide minimum.

Diagram H Vertical Clearance



Vehicle pull-up spaces, access aisles serving them, and a vehicular route from an entrance to the passenger loading zone and from the passenger loading zone to a vehicular exit shall provide a vertical clearance of 114 inches (2896 mm) minimum. (CBC 11B - 503.5)

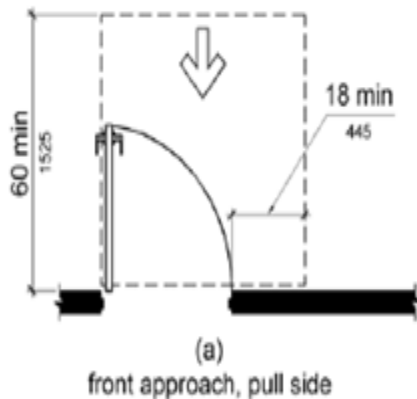
Diagram I - Handrails



Top of gripping surfaces of handrails shall be 34 inches (864 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces. Handrails shall be at a consistent height above walking surfaces, stair nosings, and ramp surfaces. (CBC 11B- 505.4)

Diagram J – Door Entry Approach

Appropriate space perpendicular and parallel to a doorway permits a wheelchair user, people using walkers and other mobility devices to open the door safely and independently. Following are two common examples of required minimum maneuvering clearances:



1. Approaching the door and pulling it toward you to open requires 60 inches of clear space perpendicular to the doorway and 18 inches parallel to the doorway.

2. Approaching the door and pushing it away from you to open requires 48 inches of clear space perpendicular to the doorway.

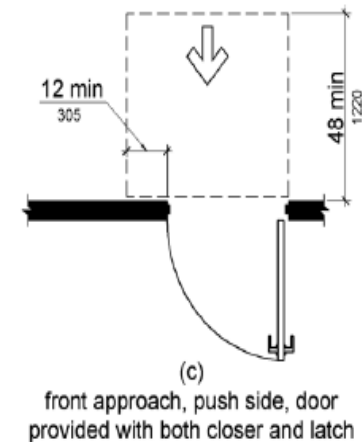


Diagram K – Elevator Call Button

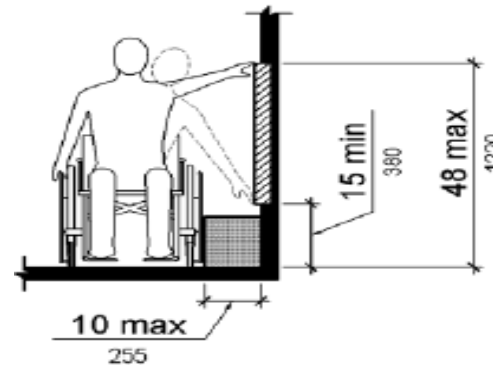
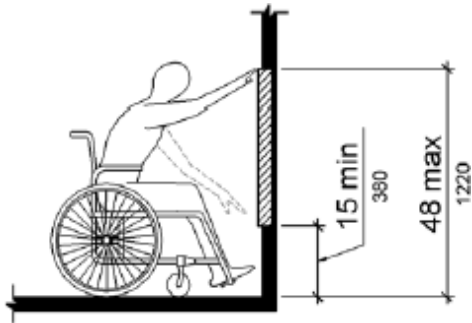


Diagram L – Accessible Entrance Signage



Diagram M – Pipe Insulation



Links to detailed checklists are provided in the resource section.

U.S. Department of Justice

Civil Rights Division

Disability Rights Section

Evaluating the Accessibility of a Meeting Site

<http://www.ada.gov/business/accessiblemtg.htm#evalaccess>

City of Los Angeles Department on Disability

Guide to Accessible Event Planning

http://ens.lacity.org/dod/indexpage/dodindexpage169433612_11152005.pdf

Planning Accessible Meetings

AXIS Center for Public Awareness of People with Disabilities

<http://www.merrillassociates.com/topic/2000/11/planning-accessible-meetings/>

Checklist for Planning Accessible Meetings and Events

U.S. Department of Transportation, Disability Resource Center

<http://www.connectoncampus.ca/resources/access.pdf>

A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired

by Jennifer Sutton

<http://www.acb.org/accessible-formats.html#ag14>

Section 504 Programs and Activities Accessibility Handbook

Federal Communications Commission (FCC)

http://www.fcc.gov/cgb/dro/504/504_handbook.pdf

CA Building Code – 2013, Chapter 11B

Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing

T7.A – Meeting and Public Events ADA Accessibility Checklist

http://www.ecodes.biz/ecodes_support/free_resources/2013California/13Building/PDFs/Chapter%2011B%20-%20Accessibility%20to%20Public%20Buildings.pdf