Physical & Program Accessibility Checklist for Local Workforce Investment Areas

In accordance with the Americans with Disability Act Accessibility Guidelines and Title 24 requirements

2014/2015 Compliance Assessment
PHYSICAL AND PROGRAM ACCESSIBILITY CHECKLIST

The Physical Program Accessibility (PPA) portion of the Electronic Compliance Monitoring Checklist (ECMC) was created directly from the California PPA Self-Assessment Process. This section satisfies the requirements outlined in Element Five of the ECMC.

This checklist combines both physical and program access elements that the Local Workforce Investment Area (LWIA) offices and America’s Job Centers of California (AJCC) must assess. AJCCs are formerly known as One-Stop Career Centers. This may only be the first step in the effort to make the facilities and programs universally accessible for all potential customers. Where deficiencies are found, further review and exploration, with architects and other experts, may be required in order to fully understand and respond to specific, detailed requirements.

Consistent with the ECMC, the PPA checklist is divided into nine broad access elements that cover the basics of both physical and program access requirements. Each element is broken down into one or more sub-elements, or specific factors that must be addressed.
SURVEY REQUIREMENTS

All questions should be answered with a “Yes”, “No”, or "N/A" answers.

If a specific measurement is requested, you are required to provide the measurement for that particular designated area. All measurements should be documented and entered within the text boxes provided. The text boxes are alpha/numeric and will accept fraction or decimal measurements. Please be accurate with all measurements.

If you answered "No" to any of the questions, a follow up question will be asked to provide a possible solution and an implementation date.

If you have more than one possible solution or your solution is different than the solutions listed, please select "Other" and type your possible solution(s).

If you are not the LWIA Equal Opportunity (EO) Officer and you have completed your part of the PPA Checklist, please notify your LWIA EO Officer for review.

If you can NOT complete the on-line checklist in one sitting:

1. Close the browser window when you wish to stop.
2. Wait at least 10 minutes before returning to the checklist.
3. Click on the link provided in the e-mail sent to you.
4. On the authentication page, please enter the ID number for your AJCC included in the e-mail with your link.
ACCESS ELEMENT A: INTEGRATED BENEFITS AND SERVICES

The integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disability Act (ADA) and the provision of services.

1. Do all of your policies and practices provide services and benefits to individuals with disabilities in an integrated manner?
   29 CFR 37.7(d)

   Example: You may also offer separate programs where necessary to assure that the program is equally effective for individuals with disabilities.
   □ YES
   □ NO

   POSSIBLE SOLUTIONS
   □ The policy and practice will be developed by:
   □ Other:
   Implementation Date:

2. Does all of your staff receive disability awareness training?
   □ YES
   □ NO

   POSSIBLE SOLUTIONS
   □ Disability awareness training will be developed.
   □ Other:
   Implementation Date:

3. Is staff aware of policies and practices to offer accommodations in order to provide accessibility to programs and services?
   29 CFR 37.8
   □ YES
   □ NO

   POSSIBLE SOLUTIONS
   □ Provide policy and practices to all staff.
   □ Other:
   Implementation Date:
RIGHT TO CHOOSE

4. Do your policies and practices allow an individual with a disability to choose to participate in the non-disability program, even if a separate program is permitted?

*Example: It would not be a violation for an AJCC partner to offer training programs designed for participants with cognitive disabilities, but it would be a violation if the AJCC partner refused to allow participants with cognitive disabilities to participate in its other training programs.*

☐ YES  
☐ NO

POSSIBLE SOLUTIONS
☐ The policy and practice will be developed.  
☐ Other:

Implementation Date:

REQUESTING ACCOMMODATIONS

5. Are all staff aware that it may be necessary to provide a reasonable accommodation to enable individuals with disabilities to participate in and benefit from the program?

☐ YES  
☐ NO

POSSIBLE SOLUTIONS
☐ The policy and practice will be developed.  
☐ Other:

Implementation Date:

6. Do you have a process to offer reasonable accommodations in order to provide accessibility to programs and services?

☐ YES  
☐ NO

POSSIBLE SOLUTIONS
☐ The policy and practice will be developed.  
☐ Other:
RIGHT TO REFUSE

7. Do your policies and practices allow an individual with a disability to choose not to accept a reasonable accommodation or benefit?
   □ YES
   □ NO

POSSIBLE SOLUTIONS
   □ The policy and practice will be developed.
   □ Other:

Implementation Date:

SURCHARGES & ADDITIONAL REQUIREMENTS

AJCCs MAY NOT impose extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodations or access features, and may not impose any additional requirements or burdens on individuals with disabilities that are not required of all other participants in the program.

8. Do your policies and practices prohibit imposing extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodations or access features?
   □ YES
   □ NO

POSSIBLE SOLUTIONS
   □ The policy to remove such practice will be developed and implemented.
   □ Other:

Implementation Date:

ACCESS ELEMENT B: ACCESSIBLE APPROACH AND ENTRANCE
People with disabilities should be able to arrive on site, approach a building, and enter as freely as other individuals without disabilities. At least one route of travel should be safe and accessible to anyone.

ROUTE OF TRAVEL

9. Is there an accessible route of travel that does not require the use of stairs?   ADAAG 4.3.10
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add a ramp.
☐ Add an alternative route on level ground.
☐ Other:

Implementation Date:

10. Is the route of travel stable, firm and slip-resistant?   ADAAG 4.5.1
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Repair uneven paving.
☐ Fill small bump/breaks with beveled patches.
☐ Replace gravel with hardtop.
☐ Other:

Implementation Date:

11. Is the route of travel at least 48 inches wide?  
ADAAG 4.3.3; Fig 7a; Fig 7b
☐ YES
☐ NO

Width in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Widen route.
☐ Modify or change route.
☐ Other:
12. Can all objects protruding more than 4 inches into circulation paths be detected by someone with a visual disability using a cane? ADAAG 4.4.1

*Distance from ground: 27 inches or less; Overhead Objects: more than 80 inches.*

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Change/move landscaping, furnishings or other features.
☐ Widen route.
☐ Move/remove protruding objects.
☐ Add a cane-detectable base that extends to the ground.
☐ Place a cane-detectable object on the ground underneath as a warning barrier.
☐ Other:

Implementation Date:

13. Do curbs on the accessible route have cut out ramps at driveways, parking lots, and drop-off areas? ADAAG 4.7.2

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install curb ramps.
☐ Other:

Implementation Date:

14. Does the curb ramp cross slope of the accessible route have a maximum slope of 1:50 or 2% and a running slope no greater than 1:20 or 5%? ADAAG 4.3.7

☐ YES
☐ NO
☐ N/A, THERE ARE NO CURBS ALONG ACCESSIBLE ROUTE

POSSIBLE SOLUTIONS
☐ Add cross slope ramp up to the curb.
RAMPS

_A ramp is defined as a slope of greater than 1:20 or 5%._

Are there ramps at accessible routes of travel?

- YES
- NO
- N/A, THERE ARE NO RAMPS

15. Are slopes of ramps no greater than 1:12 or 8.33%?  _ADAAG 4.8.2_

Slope is a ratio of height to length; 1:12 means for every 12 inches along the base of a ramp, the height increases 1 inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- YES
- NO

POSSIBLE SOLUTIONS

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If space is limited, reconfigure ramp to include switchbacks.
- Other:

Implementation Date:

16. Do all ramps longer than 6 feet have handrails on both sides, where rise is more than 6 inches or run is longer than 72 inches?  _ADAAG 4.8.5_

- YES
- NO
- N/A, RAMP(S) IS/ARE SHORTER THAN 6 FEET

POSSIBLE SOLUTIONS

- Add handrails.
- Other:

Implementation Date:
17. Are handrails sturdy and between 34 and 38 inches high?  
**ADAAG 4.8.5**

☐ YES  
☐ NO

Height in inches: (enter “0” for none or N/A)

**POSSIBLE SOLUTIONS**

☐ Adjust height of railing if not between 34 and 38 inches.
☐ Secure handrails in fixtures.
☐ Other:

**Implementation Date:**

18. Is the clear width of ramp between handrails and curbs at least 36 inches? **ADAAG 4.8.5**

☐ YES  
☐ NO

Width in inches: (enter “0” for none or N/A)

**POSSIBLE SOLUTIONS**

☐ Relocate the handrails.
☐ Install a ramp with a width of at least 36 inches between the inside of the handrails.
☐ Other:

**Implementation Date:**

19. Are ramp surfaces slip resistant? **ADAAG 4.5.1**

☐ YES  
☐ NO

**POSSIBLE SOLUTIONS**

☐ Add non-slip material to surface.
☐ Other:

**Implementation Date:**

20. Is there a 5 foot long level landing at each 30 foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?  
**ADAAG 4.8.4**
Length in feet: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Remodel or relocate the ramp.
☐ Other:

Implementation Date:

21. Is the ramp rise no more than 30 inches between landings?
   ADAAG 4.8.2
   ☐ YES
   ☐ NO

Rise in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Remodel or relocate ramp.
☐ Other:

Implementation Date:

22. Are cross slopes of ramp no higher than 1:50 or 2.0%?
   ADAAG 4.8.6
   ☐ YES
   ☐ NO

POSSIBLE SOLUTIONS
☐ Remodel or relocate ramp.
☐ Other:

Implementation Date:

PARKING AND DROP-OFF AREAS

The following number of total accessible parking spaces are required for the number of vehicles indicated: ADAAG 4.1.2(5)(a)

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Required Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1 van space</td>
</tr>
<tr>
<td>26-50</td>
<td>2 spaces including 1 van space</td>
</tr>
<tr>
<td>51-75</td>
<td>3 spaces including 1 van space</td>
</tr>
<tr>
<td>76-100</td>
<td>4 spaces including 1 van space</td>
</tr>
</tbody>
</table>
23. Are an adequate number of accessible parking spaces available, 8 foot wide by 18 foot long for car, plus a 5 foot wide access aisle? ADAAG 4.6.3

Two accessible parking spaces may share a common access aisle.

☐ YES
☐ NO

Number of car accessible spaces:

POSSIBLE SOLUTIONS

☐ Reconfigure appropriate number of accessible spaces by repainting stripes.
☐ Other:

Implementation Date:

24. Are van accessible spaces 8 foot wide by 18 foot long minimum 8 foot wide access aisles and 8 feet 2 inches of vertical clearance available for lift-equipped vans? ADAAG 4.1.2(5)(b)

☐ YES
☐ NO

Number of van accessible spaces: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS

☐ Reconfigure to provide the appropriate number of van-accessible space(s) by repainting stripes..
☐ Other:

Implementation Date:

24a. Do accessible parking spaces, at stalls and access aisles, have a 1:50 or 2% maximum slope? ADAAG 4.8.6

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Reconfigure slope.
☐ Other:

Implementation Date:
25. Are parking access aisles part of an accessible route to the building or facility entrance?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Add curb ramps.  
☐ Reconstruct access aisles.  
☐ Other:  

Implementation Date:  

26. Are accessible spaces closest to the shortest route of travel to the accessible entrance?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Reconfigure spaces.  
☐ Other:  

Implementation Date:  

27. Does each accessible parking space have a reflectorized sign visible from each stall?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Install reflectorized signs in parking lots.  
☐ Add or update signs and mount signs so that cars do not obstruct them.  
☐ Other:  

Implementation Date:  

28. Are van spaces marked as “Van Accessible”?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Install signs.
Mark spaces.
Other:

Implementation Date:

29. Are accessible parking spaces identified with the International Symbol of Accessibility? ADAAG 4.1.2(7)
- YES
- NO

POSSIBLE SOLUTIONS
- Identify accessible parking space.
- Other:

Implementation Date:

ENTRANCES

30. Are there stairs at the main entrance of your facility?
- YES
- NO

31. Is there a ramp or lift, or another accessible entrance available? ADAAG 4.1.3(1)
- YES
- NO
- N/A, ALL ENTRANCES ARE ACCESSIBLE

POSSIBLE SOLUTIONS
- If the main entrance cannot be made accessible, create a dignified alternate accessible entrance.
- Other:

Implementation Date:

32. Are all accessible entrances identified by an International Symbol of Accessibility sign? ADAAG 4.1.3(7)
- YES
- NO

POSSIBLE SOLUTIONS
☐ Install an International Symbol of Accessibility sign at each accessible entrance.
☐ Other:

Implementation Date:

33. Do all inaccessible entrances have directional signs indicating the location of the nearest accessible entrance? ADAAG 4.1.2(7)
☐ YES
☐ NO
☐ N/A, THERE ARE NO INACCESSIBLE ENTRANCES

POSSIBLE SOLUTIONS
☐ Install directional signs so people do not have to retrace the approach searching for an accessible entrance.
☐ Other:

Implementation Date:

34. Can alternate entrances be used independently? ADAAG 4.13.9
☐ YES
☐ NO
☐ N/A, THERE ARE NO ALTERNATE ENTRANCES

POSSIBLE SOLUTIONS
☐ As much as possible, eliminate the need for staff to answer a doorbell, operate a lift, etc.
☐ Other:

Implementation Date:

35. Does the entrance door have at least 32 inches clear opening with the door open at 90 degrees? ADAAG 4.13.5
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Widen the door to 32 inches of clearance.
☐ Install offset (swing-clear) hinges.
☐ Other:

Implementation Date:
36. Is there at least 18 inches of clear wall space on pull side of interior door (24 inches preferred), next to handle? ADAAG 4.13.6
☐ YES
☐ NO
☐ N/A, AUTOMATIC DOORS AT ENTRANCES

Clear space in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Remove or relocate furnishings.
☐ Move door.
☐ Consider adding power-assisted or automatic door opener.
☐ Other:

Implementation Date:

37. Is there at least 24 inches of clear wall space on pull side of exterior door, next to handle? ADAAG 4.13.6
☐ YES
☐ NO
☐ N/A, AUTOMATIC DOORS AT ENTRANCES

POSSIBLE SOLUTIONS
☐ Other:

Implementation Date:

38. Are the thresholds at other types of entry ways ½ inch high or less? ADAAG 4.13.8
☐ YES
☐ NO
☐ N/A, THERE ARE NO THRESHOLDS AT OTHER TYPES OF ENTRY WAYS

POSSIBLE SOLUTIONS
☐ If the threshold is greater remove it or modify to be a ramp.
☐ Other:

Implementation Date:

39. Are raised thresholds and floor level changes at accessible entry ways beveled with a slope no greater than 1:2? ADAAG 4.13.8
☐ YES
□ NO
□ N/A, THERE ARE NO RAISED THRESHOLDS OR FLOOR LEVEL CHANGES AT
ACCESSIBLE ENTRY WAYS

POSSIBLE SOLUTIONS
□ If the raised threshold is greater remove it or modify to be a ramp.
□ Other:

Implementation Date:

40. Are carpeting or mats a maximum of 1/2 inch high? ADAAG 4.5.3
□ YES
□ NO
□ N/A, THERE IS NO CARPETING OR MATS

POSSIBLE SOLUTIONS
□ Replace or remove carpeting or mats.
□ Other:

Implementation Date:

41. Are edges of carpets or mats securely installed to minimize tripping hazards? ADAAG 4.5.3
□ YES
□ NO

POSSIBLE SOLUTIONS
□ Secure carpeting or mats at edges.
□ Other:

Implementation Date:

42. Are the door handles no higher than 48 inches from the floor and easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate? ADAAG 4.13.9
□ YES
□ NO
□ N/A, THERE ARE NO DOOR HANDLES

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
□ Lower handle.
☐ Replace inaccessible knobs with a lever or loop handle.
☐ Retrofit with an add-on lever extension.
☐ Other:

Implementation Date:

43. Is the exterior door pressure 5 pounds or less? ADAAG 4.13.11; 4.27.4
☐ YES
☐ NO
☐ N/A, DOORS ARE AUTOMATIC OR POWER ASSISTED

POSSIBLE SOLUTIONS
☐ Adjust door closures and oil the hinges.
☐ Consider installing power-assisted or automatic door openers.
☐ Other:

Implementation Date:

44. If the door has a closer, does it take at least 3 seconds to close? ADAAG 4.13.10
☐ YES
☐ NO
☐ N/A, THERE ARE NO DOORS WITH CLOSERS

Time in seconds: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Install lighter doors.
☐ Adjust door closer.
☐ Other:

Implementation Date:

44a. Does the entrance door have an automatic or power assisted door opener? ADAAG 4.13.12
☐ YES
☐ NO
☐ N/A, DO NOT HAVE AUTOMATIC OR POWER ASSISTED DOORS

45. Do automatic or power assisted doors close slower than 3 seconds? ADAAG 4.13.12
45a. Do automatic and power assisted doors require less than 15 pounds or less of pressure to stop door movement?  

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Adjust door closers.
☐ Other:

Implementation Date:

46. Does the accessible entrance provide direct access to the main floor, lobby or elevator?  

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add ramps or wheelchair lifts.
☐ Provide another accessible entrance.
☐ Other:

Implementation Date:

47. Are all public spaces on an accessible route of travel?  

ADAAG 4.3.1
YES  
NO

POSSIBLE SOLUTIONS
☐ Provide access to all public spaces along an accessible route of travel.
☐ Other:

Implementation Date:

48. Does the accessible route to public spaces have at least 36 inches clear width?  ADAAG 4.3.3
☐ YES
☐ NO

Width in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Move furnishings such as tables, chairs, display racks, vending machines and counters to provide minimum width.
☐ Other:

Implementation Date:

49. Is there a 5 foot circle or T-shape area for turning a wheelchair completely?  ADAAG 4.3.4; Fig 3b
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Rearrange furnishings, displays and equipment to provide clear area.
☐ Other:

Implementation Date:

DOORS

50. Do all doors have at least a 32 inch wide clear opening?  ADAAG 4.13.5
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Identify/widen/replace doors.
☐ Other:

**Implementation Date:**

51. Is there at least 18 inches of clear wall space on pull side of a door *(24 inches preferred)*, next to handle, so a person using a wheelchair can get near to open the door?  **ADAAG 4.13.6**

☐ YES
☐ NO

Space in inches: (enter “0” for none or N/A)

**POSSIBLE SOLUTIONS**

☐ Reverse the door swing if safe to do so.
☐ Move/remove obstructing partitions.
☐ Rearrange furnishings, displays and equipment.
☐ Other:

**Implementation Date:**

52. Is the force required to operate interior doors no greater than 5 pounds?  **ADAAG 4.13.11**

☐ YES
☐ NO

**POSSIBLE SOLUTIONS**

☐ Consider installing power-assisted or automatic door openers.
☐ Adjust or replace closers.
☐ Install lighter doors.
☐ Other:

**Implementation Date:**

53. Are door handles no higher than 48 inches from the floor and easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate?  **ADAAG 4.13.9**

☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)

**POSSIBLE SOLUTIONS**
Lower handles no less than 30 inches from floor.
Retrofit with add-on levers.
Replace inaccessible knobs or latches with lever or loop handles.
Consider installing power-assisted or automatic door opener.
Other:

Implementation Date:

54. Do thresholds at doorways not exceed \( \frac{3}{4} \) inch height for exterior sliding doors? ADAAG 4.13.8

- YES
- NO
- N/A, THERE ARE NO THRESHOLDS AT EXTERIOR SLIDING DOORS

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
- If there is a threshold greater than 3/4 inch high, remove it or bevel with a slope on greater than 1:2.
- Other:

Implementation Date:

55. Do thresholds at other types of doorways not exceed \( \frac{1}{2} \) inch high or less? ADAAG 4.13.8

- YES
- NO
- N/A, THERE ARE NO THRESHOLDS AT OTHER TYPES OF DOORWAYS

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
- If the threshold is greater, remove it or bevel with a slope no greater than 1:2.
- Other:

Implementation Date:

56. Are raised thresholds and floor level changes at accessible doorways beveled with a slope no greater than 1:2? ADAAG 4.13.8

- YES
- NO
- N/A, THERE ARE NO RAISED THRESHOLD OR FLOOR LEVEL CHANGES AT ACCESSIBLE DOORWAYS
POSSIBLE SOLUTIONS
☐ If the raised threshold is greater, remove it or bevel with a slope no greater than 1:2.
☐ Other:

Implementation Date:

ROOMS AND SPACES

57. Are all aisles and pathways to materials and services at least 36 inches wide? ADAAG 4.3.3
☐ YES
☐ NO

Width in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Rearrange furniture and fixtures to clear aisles.
☐ Other:

Implementation Date:

58. Is carpeting low-pile, tightly woven and securely attached along edges? ADAAG 4.5.3
☐ YES
☐ NO
☐ N/A, NO CARPETING

POSSIBLE SOLUTIONS
☐ Secure edges on all sides.
☐ Replace carpeting.
☐ Other:

Implementation Date:

59. In circulation paths through public areas, are all obstacles cane-detectable? ADAAG 4.4.2

Cane detectable is determined as within 27 inches of the floor or less than 80 inches of headroom, or protruding less than 4 inches from the wall.
YES
NO

Height in inches: (enter “0” for none or N/A)
Protrusion in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Remove obstacles.
☐ Install furnishing, planters or other cane-detectable barriers underneath.
☐ Other:

Implementation Date:

EMERGENCY EGRESS

60. Are emergency systems provided? ADAAG 4.28

Such as fire alarms, smoke detectors, etc.
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install emergency systems.
☐ Other:

Implementation Date:

61. Do emergency systems produce visual flashing lights? ADAAG 4.28.3
☐ YES
☐ NO
☐ N/A

POSSIBLE SOLUTIONS
☐ Consider installing a visual flashing light system.
☐ Other:

Implementation Date:

62. Do emergency systems produce audible sounds? ADAAG 4.28.2
☐ Yes
POSSIBLE SOLUTIONS
☐ Consider installing an audible sound system.
☐ Other: 

Implementation Date:

63. Are exit doors clearly marked with appropriate tactile signs? 
ADAAG 4.30
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install appropriate tactile signs.
☐ Other: 

Implementation Date:

SIGNAGE FOR PROGRAMS & SERVICES

64. Do directional signs and room numbers designating permanent rooms and spaces where programs/services are provided comply with appropriate sign requirements?  ADAAG 4.30
☐ YES
☐ NO
☐ N/A, ROOM OR SPACE IS BEING USED TEMPORARILY

POSSIBLE SOLUTIONS
☐ Provide signs that have raised letters, Grade 2 Braille, and meet other requirements for permanent room/space signage.
☐ Other: 

Implementation Date:

65. Are tactile signs mounted 60 inches from the floor to centerline of sign?  ADAAG 4.30.6
☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)
POSSIBLE SOLUTIONS
☐ Mount tactile signs.
☐ Other:

Implementation Date:

66. Are tactile signs mounted on wall adjacent to latch side of door, or as close as possible? ADAAG 4.30.6
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Mount tactile signs on adjacent wall.
☐ Other:

Implementation Date:

67. Are raised characters on tactile signs between 5/8 and 2 inches high with high contrast, non-glare background? ADAAG 4.30.4; 4.30.5
☐ YES
☐ NO

Character Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Install tactile signs with proper raised characters.
☐ Other:

Implementation Date:

68. Is Braille text the same information? ADAAG 4.30.4
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install the same information in Braille Text.
☐ Other:

Implementation Date:

DIRECTIONAL AND INFORMATIONAL SIGNAGE
69. If mounted above 80 inches, are letters at least 3 inches with high contrast background and non-glare finish?  ADAAG 4.30.3; 4.30.5
☐ YES
☐ NO
☐ N/A, SIGNAGE IS NOT MOUNTED ABOVE 80 INCHES

Letter height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Provide signs that have raised letters, Grade 2 Braille, and meet other requirements for permanent room/space signage.
☐ Other:

Implementation Date:

70. Do directional and informational signs comply with legibility requirements?  ADAAG 4.30.1

Directories and temporary signs need not comply.

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Review requirements and replace signs as needed.
☐ Other:

Implementation Date:

CONTROLS

71. Are controls available for use by the public located at an accessible height of not less than 15 inches or more than 48 inches above the floor?  ADAAG 4.27.3

Such as electrical, mechanical, cabinet, self service controls, etc.

☐ YES
☐ NO
☐ N/A, NO CONTROLS FOR PUBLIC USE

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Relocate controls.
☐ Other:

Implementation Date:

72. Are controls operable with one hand and not require tight grasping, pinching, or twisting of the wrist?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Replace or retrofit controls.  
☐ Other:

Implementation Date:

SEATS, TABLES, and COUNTERS

73. Are aisles between fixed seating (other than assembly areas) at least 36 inches wide?  
☐ YES  
☐ NO  
☐ N/A, THERE IS NO FIXED SEATING  

Width in inches: (enter “0” for none or N/A)  

POSSIBLE SOLUTIONS  
☐ Rearrange chairs or tables to provide minimum 36 inch aisles.  
☐ Other:

Implementation Date:

74. Are spaces for wheelchair seating dispersed throughout?  
☐ YES  
☐ NO  

POSSIBLE SOLUTIONS  
☐ Remove some fixed seating.  
☐ Rearrange seating.  
☐ Other:

Implementation Date:
75. Are designated service tabletops and counters 28-34 inches high? **ADAAG 4.32.4**

- YES
- NO

**POSSIBLE SOLUTIONS**
- Lower part or all of higher surface.
- Provide auxiliary table or counter.
- Replace or raise tables.
- Other:

**Implementation Date:**

76. Is knee space at designated accessible tables at least 27 inches high, 30 inches wide and 19 inches deep? **ADAAG 4.32.3**

- YES
- NO

**POSSIBLE SOLUTIONS**
- Replace table.
- Other:

**Implementation Date:**

77. At each type of transaction counter, is a part of the main counter 28-34 inches high? **ADAAG 4.32.4**

- YES
- NO

**POSSIBLE SOLUTIONS**
- Provide lower auxiliary counter or folding shelf.
- Arrange counter and furnishings to create a space to exchange items.
- Other:

**Implementation Date:**
78. Is a portion of the transaction counters no more than 34 inches high or has a space for passing items to persons who have difficulty reaching over a high counter? ADAAG 4.32.4

☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
- Lower a section of counter.
- Arrange counter and furnishings to create a space to pass items.
- Other:

Implementation Date:

VERTICAL CIRCULATION

79. Are there ramps, wheelchair lifts or elevators to all public areas?

☐ YES
☐ NO
☐ N/A, THERE ARE NO RAMPS, WHEELCHAIR LIFTS, OR ELEVATORS TO ALL PUBLIC AREAS

POSSIBLE SOLUTIONS
- Install ramps or lifts.
- Modify a service elevator.
- Relocate programs/services to an accessible area.
- Other:

Implementation Date:

80. If there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route on each level?

☐ YES
☐ NO
☐ N/A, THERE ARE NO STAIRS OR ELEVATORS BETWEEN ENTRANCES AND ESSENTIAL PUBLIC AREAS

POSSIBLE SOLUTIONS
- Post clear signs directing people along an accessible route.
- Other:
Implementation Date:

STAIRS

*These questions apply to stairs connecting levels not served by an elevator, ramp or lift.*

Are there stairs in this facility that are used by customers seeking services?
- [ ] YES
- [ ] NO

81. Do stair treads have a slip resistant surface?  [ADAAG 4.9.2](#)
- [ ] YES
- [ ] NO

POSSIBLE SOLUTIONS
- [ ] Add a slip resistant surface to treads.
- [ ] Other:

Implementation Date:

82. Do stairs have continuous handrails on both sides with extensions 12 inches beyond the top and bottom stairs?  [ADAAG 4.9.4](#)
- [ ] YES
- [ ] NO

POSSIBLE SOLUTIONS
- [ ] Add or replace handrails if possible within existing floor plan.
- [ ] Other:

Implementation Date:

ELEVATORS

Are there elevators in the building that are used by customers seeking services?
- [ ] YES
- [ ] NO
83. Are there visual and verbal or audible door opening/closing announcements and floor indicators? ADAAG 4.10.4

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Install visual and verbal or audible announcements.
☐ Other:

Implementation Date:

84. Are the call buttons in hallway centered at no higher than 42 inches above the floor? ADAAG 4.10.3

☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS

☐ Lower call buttons.
☐ Provide permanently attached reach stick.
☐ Other:

Implementation Date:

85. Do controls in the cab have raised and Grade 2 Braille lettering? ADAAG 4.10.5

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Install raised lettering and Braille signs next to buttons.
☐ Other:

Implementation Date:

86. Is inside dimension of elevator at least 51 inches x 68 inches for side opening door or 51 inches x 80 inches for center opening door, with the door at least 36 inches wide? ADAAG 4.10.9

☐ YES
☐ NO
What is the inside width in inches of the elevator or lift?
What is the inside depth in inches of the elevator or lift?
What is the width in inches of the door?

POSSIBLE SOLUTIONS
☐ Other:

Implementation Date:

87. Is there a sign on both doorjambs at every floor indicating the floor in raised and Braille letters? ADAAG 4.10.12
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install tactile signs to identify floor numbers, 60 inches to center of sign from floor.
☐ Other:

Implementation Date:

88. If an emergency intercom is provided, is it usable without voice communication? ADAAG 4.10.14
☐ YES
☐ NO
☐ N/A, EMERGENCY INTERCOM NOT USED

POSSIBLE SOLUTIONS
☐ Modify communication system.
☐ Other:

Implementation Date:

89. Is the emergency intercom identified by Braille and raised letters? ADAAG 4.10.12
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Install tactile identification.
☐ Other:
89a. Is the emergency intercom located higher than 48 inches from floor?  

YES  NO

POSSIBLE SOLUTIONS
- Adjust height of intercom.
- Other:

LIFTS

Are lifts used in the building by customers seeking services?  

YES  NO

90. Can the lift be used without assistance?  

YES  NO

POSSIBLE SOLUTIONS
- At each stopping level, post clear instructions for using the lift.
- Other:

91. Is there at least 30 inches x 48 inches of clear space for someone using a wheelchair to reach the controls and use the lift?  

YES  NO

POSSIBLE SOLUTIONS
- Rearrange furnishings and equipment to provide more clear space.
- Other:
92. Are controls between 15 and 48 inches high? ADAAG 4.11.2
☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Move controls.
☐ Other:
Implementation Date:

USABILITY OF TOILET ROOMS

ACCESS ELEMENT D: GETTING TO TOILET ROOMS

93. Is at least one toilet room (one for each sex or unisex) available to the public fully accessible? ADAAG 4.1.6(3)(e)
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Provide a fully accessible public toilet room.
☐ Other:
Implementation Date:

94. Are there signs at inaccessible restrooms that give directions to accessible ones? ADAAG 4.1.6(3)(e)
☐ YES
☐ NO
☐ N/A, THERE ARE NO INACCESSIBLE RESTROOMS

POSSIBLE SOLUTIONS
☐ Install directional signs.
☐ Other:
Implementation Date:

DOORWAYS and PASSAGES
95. Is there tactile signage identifying restrooms?  
**ADAAG 4.1.6(3)(e)**  
☐ YES  
☐ NO

**POSSIBLE SOLUTIONS**  
☐ Add accessible signage mounted to wall on the latch side of the door, 60 inches from floor to centerline of sign. Do not mount on the door itself.  
☐ Other:

**Implementation Date:**

96. Are pictograms or symbols used to identify toilet rooms?  
**ADAAG 4.1.3(16)(a)(b)**  
☐ YES  
☐ NO

**POSSIBLE SOLUTIONS**  
☐ Install pictogram or symbol signs.  
☐ Other:

**Implementation Date:**

97. Is the doorway at least 32 inches wide?  
**ADAAG 4.13.5**  
☐ YES  
☐ NO  
☐ N/A, DOORS ARE OPENED BY OTHER MEANS

**POSSIBLE SOLUTIONS**  
☐ Install offset (swing-clear hinges).  
☐ Widen the doorway.  
☐ Other:

**Implementation Date:**

98. Are doors equipped with accessible handles mounted no higher than 48 inches from floor?  
**ADAAG 4.13.9**  
☐ YES  
☐ NO  
☐ N/A, DOORS ARE OPENED BY OTHER MEANS

**Height in inches: (enter “0” for none or N/A)**
POSSIBLE SOLUTIONS
☐ Lower handles.
☐ Replace knobs or latches with lever or loop handles.
☐ Add lever extensions.
☐ Consider installing power-assisted or automatic door openers.
☐ Other:

Implementation Date:

99. Is door pressure 5 pounds or less? ADAAG 4.13.11
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Adjust doors.
☐ Install lighter doors.
☐ Consider installing power-assisted or automatic door openers.
☐ Other:

Implementation Date:

WHEELCHAIR

A person using a wheelchair will need 44 inches of clear width for forward movement, and a 5 foot diameter or T-shape clear space to make turns. A minimum 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

100. Does the entry setup provide adequate maneuvering space for a person using a wheelchair? ADAAG 4.3.4
☐ YES
☐ NO

Length in inches: (enter “0” for none or N/A)

Width in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Rearrange chairs, trash cans, etc.
☐ Remove inner door if there is a vestibule with two doors.
101. Is there a 30 inches x 48 inches clear floor space to all fixtures?  
**ADAAG 4.2.4**
- YES
- NO

**POSSIBLE SOLUTIONS**
- Remove obstructions.
- Other:

**Implementation Date:**

102. Is the stall door hardware and locking mechanism operable with one hand and does not require tight grasping, pinching, or twisting of the wrist?  **ADAAG 4.13.9**
- YES
- NO

**POSSIBLE SOLUTIONS**
- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.
- Other:

**Implementation Date:**

103. Is there a wheelchair accessible stall with a clear area at least 5 feet in diameter or a T-shaped clear space for turning around?  **ADAAG 4.2.3; Fig 3(a); Fig 3(b)**
- YES
- NO

**Length in inches:** (enter “0” for none or N/A)

**Width in inches:** (enter “0” for none or N/A)

**POSSIBLE SOLUTIONS**
- Move or relocate partitions.
Reverse the door swing if it is safe to do so.
Other:

Implementation Date:

104. In the accessible stall, are there grab bars on the walls behind and to the side nearest the toilet? ADAAG 4.17.6
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add or adjust grab bars.
☐ Other:

Implementation Date:

105. Is the top of toilet seat 17 to 19 inches high from floor? ADAAG 4.16.6; Fig 29b
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Raise or lower seat height.
☐ Other:

Implementation Date

LAVATORIES

106. Does one lavatory have a 30 inch wide x 48 inch deep clear space in front? ADAAG 4.19.3
☐ YES
☐ NO

Width in inches: (enter “0” for none or N/A)

Depth in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Rearrange furnishings.
☐ Replace lavatory.
☐ Remove/alter cabinetry to provide space.
Make sure hot pipes are covered.
Move partition or wall.
Other:

Implementation Date:

107. Is the top of the lavatory rim no higher than 34 inches?  
**ADAAG 4.19.2**
- YES
- NO

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
- Adjust or replace lavatory.
- Other:

Implementation Date:

108. Is there at least 29 inches from the floor to the bottom of the lavatory apron excluding pipes?  **ADAAG 4.19.2**
- YES
- NO

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
- Adjust or replace lavatory.
- Other:

Implementation Date:

109. Can the faucet be operated with one closed fist?  **ADAAG 4.19.5**
- YES
- NO

POSSIBLE SOLUTIONS
- Replace with paddle handles.
- Other:

Implementation Date:
110. Is at least one of each soap, paper towel dispenser, and hand dryers operable parts located within reach ranges and usable with one closed fist?  ADAAG 4.27.3; Fig 5; Fig 6

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Lower dispensers.
☐ Replace with or provide additional accessible dispensers.
☐ Other:

Implementation Date:

111. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches from floor or lower?  ADAAG 4.19.6

☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add a larger mirror elsewhere in the room.
☐ Lower or tilt mirror down.
☐ Other:

Implementation Date:

ACCESS ELEMENT E: ADDITIONAL ACCESS

When amenities such as drinking fountains and public telephones are provided, they should be accessible to people with disabilities.

DRINKING FOUNTAINS

Are there drinking fountains in the facility?

☐ YES
☐ NO

112. Is there at least one fountain with clear floor space at least 30 inches x 48 inches in front?  ADAAG 4.15.5

☐ YES
☐ NO

Width in inches: (enter “0” for none or N/A)
Depth in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Clear more space by rearranging or removing furnishings.
☐ Other:

Implementation Date:

113. Is there one fountain with a spout no higher than 36 inches from the floor?   ADAAG 4.15.2
☐ YES
☐ NO

Spout height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Provide cup dispensers for fountains with spouts that are too high.
☐ Provide accessible fountain.
☐ Other:

Implementation Date:

114. Are controls mounted on the front or on the side near the front edge and operable with one closed fist?   ADAAG 4.15.4
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Replace the controls.
☐ Provide accessible fountain.
☐ Other:

Implementation Date:

115. Is each fountain cane-detectable?   ADAAG 4.15.5

Located within 27 inches of the floor or protruding less than 4 inches from the wall.
☐ YES
☐ NO

Height in inches: (enter “0” for none or N/A)
POSSIBLE SOLUTIONS
☐ Place a planter or other cane-detectable barrier on each side at floor level.
☐ Other:

Implementation Date:

TELEPHONES

Are there pay or public use telephones in the facility?
☐ YES
☐ NO

116. If pay or public use telephones are provided, is there clear floor space of 30 inches x 48 inches in front of at least one phone?
ADAAG 4.31.2
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Move furnishings to create clear floor space.
☐ Replace or remove booth, with open station.
☐ Other:

Implementation Date:

117. Is the highest operable parts of the telephone no higher than 48 inches? ADAAG 4.31.3

Up to 54 inches if a side approach is possible.
☐ YES
☐ NO
☐ N/A, TELEPHONE IS LOCATED ON A TABLE TOP OR COUNTER

Height in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Lower telephone.
☐ Other:

Implementation Date:
118. Does the telephone protrude no more than 4 inches into the circulation space? ADAAG 4.31.4
☐ YES
☐ NO

Protrusion in inches: (enter “0” for none or N/A)

POSSIBLE SOLUTIONS
☐ Place a cane-detectable barrier on each side at floor level.
☐ Other:

Implementation Date:

119. Is the telephone identified with proper signage, which includes the symbol of a telephone earpiece with radiating sound waves? ADAAG 4.30.7
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add proper signage.
☐ Other:

Implementation Date:

120. Is the location of a text telephone identified by accessible signage with the international TTY symbol? ADAAG 4.31.9
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Add proper signage.
☐ Other:

Implementation Date:

121. Does the pay or public use telephone have push-button controls? ADAAG 4.31.6
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Contact local phone company to install push-button controls.
122. Is the pay or public use telephone hearing-aid compatible?

ADAAG 4.31.5

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Install a hearing-aid compatible phone.
☐ Other:

Implementation Date:

123. Is the pay or public use telephone adapted with volume control?

ADAAG 4.31.5

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Have volume control added.
☐ Other:

Implementation Date:

124. If there are public pay phones, is one equipped with a text telephone (TDD/TTY)?  ADAAG 4.31.9

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Install a text telephone.
☐ Have a TTY available.
☐ Provide a shelf and outlet next to standard phone.
☐ Other:

Implementation Date:

ACCESS ELEMENT F: COMMUNICATIONS
AJCCs must ensure effective communication with individuals with disabilities.

INFORMATION IN ALTERNATIVE FORMATS

125. Upon request, are you able to provide literature, posting information, and audio-visual materials in formats which are understandable to persons with visual, hearing, learning and cognitive impairments? 29 CFR 37.8(b)

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Write materials at a fifth grade reading level and use graphics.
☐ Develop and keep up-to-date a Resource List of services available in your area for taping, Braille and publishing materials in large print.
☐ Develop an active network with community-based organizations that serve individuals with disabilities.
☐ All videos must be captioned.
☐ Other:

Implementation Date:

AUXILIARY AIDS

126. Are you able to provide appropriate auxiliary aids to ensure that communications with individuals with hearing, vision or speech impairments are as effective as communications with others? 29 CFR 37.9(b)

A written plan should be available so that all staff can locate, request, and obtain auxiliary aids.

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Auxiliary aids include services or devices as:
☐ Certified sign language interpreters
☐ Assistive listening devices
☐ Televisions with captioning capability
☐ Telecommunications devices for deaf persons (TTY)
Video text displays
☐ Readers
☐ Taped texts
☐ Braille materials and large print materials
☐ Computer Diskette
☐ Other:

Implementation Date:

127. Have you developed a budget for auxiliary aids which must be provided without charge to participants upon request? 29 CFR 37.7(k)
☐ YES
☐ NO
☐ N/A, AN ON-GOING BUDGET IS IN PLACE, AUXILIARY AIDS ARE PURCHASED AS NEEDED FOR PARTICIPANTS

POSSIBLE SOLUTIONS
☐ The budget will be developed for the next fiscal year.
☐ Other:

Implementation Date:

128. Is staff provided with on-going training in the use of auxiliary aids and the procedures to obtain them? 29 CFR 37.9(b)
☐ YES
☐ NO

POSSIBLE SOLUTIONS
☐ Training will be developed.
☐ Other:

Implementation Date:

INFORMATION TECHNOLOGY

129. Are you able to provide alternative access to a job network or other services delivered through a computer? 29 CFR 37.8(a)

Staff should be trained on how to turn on the captions feature in different programs and websites so that videos and other graphics with sound can be viewed with the captions.
POSSIBLE SOLUTIONS

- Have at least one staff member available to read and type for an individual with a visual impairment or assist an individual with a cognitive or hearing impairment.
- Provide adjustable workstation furniture that can be raised and lowered to accommodate the needs of the customer.
- Provide printed output at waist height.
- Provide workstations that are designed to accommodate wheelchairs.
- Provide universal workstation aids, such as a track ball, wrist rests and articulated forearm rests that can be adapted to the individual user.
- Consider configuring workstations with 17” or 21” monitors to accommodate the sight impaired.
- Equip workstations with a screen magnifier and a keyboard with large print key top labels for easy viewing.
- Incorporate Braille printing, screen reading software with speech synthesizer or possibly speech input into the workstation configuration in accordance with industry standards addressing compatibility.
- Other:

Implementation Date:

ACCESS ELEMENT G: EMERGENCY EVACUATION

_AJCCs must ensure the safety of employees and participants with disabilities during emergencies._

EVACUATION PLAN

130. Do you have an emergency evacuation plan that identifies the individuals who need assistance, roles of key staff, egress routes, emergency contact telephone numbers, debriefing and counseling services. **ADAAG 4.3.10**

- YES
- NO

POSSIBLE SOLUTIONS

- The evacuation plan will be developed and in place.
- Other:
Implementation Date:

131. Does the emergency warning system include a visual flashing light signal and/or audible sound in all public and common use areas? ADAAG 4.28.2; 4.28.3
☐ YES
☐ NO
☐ N/A

POSSIBLE SOLUTIONS
☐ Consider installing an emergency warning system that includes visual flashing lights and an audible sound.
☐ Other:

Implementation Date:

ACCESS ELEMENT H: STAFF DEVELOPMENT

Staff must be knowledgeable of the AJCC's legal obligations with respect to compliance with the Americans with Disabilities Act (ADA) Title II, the Rehabilitation Act (Section 504) and the Nondiscrimination and Equal Opportunity Regulations for the Workforce Innovation and Opportunity Act.

132. Do you provide staff training and development in the following areas: 29 CFR 37.26
YES / NO
Disability Awareness ☐ ☐
Civil Rights ☐ ☐
Confidentiality ☐ ☐
Ethics ☐ ☐
Conflict Management ☐ ☐
Work Place Diversity ☐ ☐

POSSIBLE SOLUTIONS
☐ Develop an Individualized Development Plan for each staff member covering the competencies indicated.
☐ Develop quick reference guidelines for staff to use when greeting individuals with disabilities as well as all customers entering the AJCC.
☐ Provide staff training.
☐ Other:

Implementation Date
ACCESS ELEMENT I: ACCESS TO PUBLIC MEETINGS

AJCC programs and activities must be held in accessible buildings or facilities when accessibility is needed for staff or participants with disabilities.

PUBLIC MEETINGS AND TRAINING POLICIES

133. Do your policies and practices provide individuals with disabilities with equal participation in public meetings and training sessions? 29 CFR 37.7(a)

☐ YES
☐ NO

POSSIBLE SOLUTIONS

☐ Send meeting notices that include the process for requesting reasonable accommodation, the name of a contact person and telephone/TTY number.
☐ Put meeting notices on local TV and radio as well as newspapers for people with visual or cognitive impairments.
☐ Provide individuals with allergies or environmental illness an opportunity to request a fragrance-free environment. If this is the case, notify all participants to refrain from wearing heavily scented products and to air out dry-cleaned clothes.
☐ Provide information about bus routes, parking and physical accessibility.
☐ Arrange the seating for wheelchair accessibility.
☐ Other:

Implementation Date:

134. Does the LWIA or AJCC homepage website include the following required Taglines: 29 CFR 37.34(a)

“This WIOA Title I financially assisted program or activity is an equal opportunity employer/program;” and “Auxiliary aids and services are available upon request to individuals with disabilities.”

☐ YES
☐ NO

Please provide the LWIA or AJCC webpage address:

POSSIBLE SOLUTIONS

☐ Add Taglines to homepage website.
☐ Other:

Implementation Date:
INSTRUCTIONS TO PRINT A SUMMARY

The NEXT PAGE will display all your answers to the questions in the Physical and Program Accessibility Checklist.

Please follow the instructions at the bottom of the next page to save a copy of your responses.
Physical and Program Accessibility Checklist for AJCC Answer Summary.

SCROLL DOWN FOR INSTRUCTIONS

For your records:
Copy and paste the responses into a Word document OR print this page.

To copy and paste your answer summary:
On this page, right click your mouse and choose "select all."
Right click again and choose "copy."
Paste this into a blank Word document.

To print the information on this page:
On this page, right click your mouse and choose "print."
Choose your printer.

If you want to change your answers:
Click the "Previous" button below or follow the directions in the footer to use the "Go Back To" button.

ASSOCIATED AJCC/PARTNER:

After you save a copy of your answer summary, close out your browser window and let your LWIA EO Officer know that you completed your part of the checklist.

Checklist can only be submitted by the LWIA EO Officer.

The LWIA EO Officer is required to review checklist for accuracy and proper completion.

LWIA EO OFFICER ONLY – To Submit the Checklist:

Click the “Next” button TWICE to submit the checklist.