

Access to Food

Getting Around the Agency: Self-Administered Survey

Date:

Organization name:

Site address:

About the Access to Food Surveys

The Access to Food surveys are designed to be administered by and for California's food banks, food pantries and their local partners providing direct emergency food distribution.

Completing one or more of the Access to Food self-administered surveys will help your organization identify its disability access strengths and areas for improvement. To maintain confidentiality of the results, the surveys are designed to be conducted by the organization's staff or volunteers rather than an outside party. You can access the other Access to Food surveys on the project website (www.access2food.org).

The "Getting Around the Agency" Survey

The "Getting Around the Agency" organizational survey is designed for you to evaluate how accessible it is for people with disabilities to navigate your organization from the inside, once they have passed through the front door. The survey is based on accessibility principles established by the Americans with Disabilities Act and Title 24, also known as the California Building Standards Code. Most survey questions are followed by possible solutions that your organization can apply to improve accessibility for people with disabilities.

After completing the survey, your organization can apply for up to \$10,000 from the Access to Food Fund to make needed physical or programmatic modifications identified in the survey. More information about the Access to Food Fund is provided on the last page of this survey.

Disclaimer

Although this survey is a tool to evaluate the level of physical access provided by your organization, it is not intended to be a comprehensive survey to identify any or all violations of local, state or federal law. This self-assessment is to be used for planning purposes only and is NOT for enforcement or legal purposes.

SIGNAGE AND ACCESSIBLE TRAVEL

1. Do signs designating permanent rooms and spaces where programs and services are provided include tactile markings, such as Braille and raised lettering (5/8 inch to 2 inches)

Yes No Don't Know Not Applicable

Possible Solution(s):

- Provide signs that have raised letters, Grade II Braille and meet other requirements for permanent room / space signage (ADAAG 4.30 and Title 24 1117B.5).

2. Are tactile signs mounted 60 inches from the centerline to the floor?
Note: *Signage should not be placed on the door itself. Post on the latch side of the door or to the right of double doors.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust height of tactile signage.

3. Do directional and informational signage have correct character proportions (three-inch height overhead in San Serif font) with non-glare finish and adequate contrast (light-on-dark or dark-on-light)?

Note: *Braille and raised lettering are not required on directional and informational signage.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Check directional and informational signage to ensure it meets ADAAG and Title 24 requirements

4. Are calendars, announcements and other information related to programs and services posted at a reasonable height for someone using a wheelchair or someone of small stature?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post or place important information related to programs and services at more than one location and at various heights.

5. Is there a clear pathway to all common areas that is at least 36-inches wide that is free of obstacles and abrupt changes in level?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Move furnishings such as tables, chairs, and display racks to create a wide, unobstructed path of travel to all common areas.

6. Can all objects protruding more than four inches into circulation paths be detected by someone with a visual disability using a cane?

Note: *To be detected by a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to give clear headroom. Protruding objects should not reduce the clear width to less than 36 inches.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- 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.

7. Is there enough clear space to allow a person in a wheelchair to turn their wheelchair around?
Note: *A 60-inch diameter circle or T-shaped space is necessary for a person in a wheelchair to make turns.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Rearrange furnishings, displays, etc. to create more clear space.

8. Is carpeting less than ½ inch high, tightly woven and secured to the floor at all edges?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Remove or replace carpeting.
- Secure carpeting to the floor.

INTERIOR DOORS/DOORWAYS

9. Are interior doorways at least 32 inches wide when wide open?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Widen doorways by installing offset (swing clear) hinges or replace doors.

10. Is there at least 18 inches of clearance space (24 inches preferred) on the pull side of interior doors next to the handle?

Note: *This space enables a person in a wheelchair to get close enough to open the door.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Reverse the door swing if safe to do so.
- Move/remove any obstructions.

11. Is the door handle between 30 and 44 inches above the ground and operable with a closed fist?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust height of handles.
- Replace inaccessible knobs with lever handles.
- Retrofit with add-on levers.

12. Can interior doors be opened with less than five pounds of force?

Note: *Measurement can be obtained using a fish scale.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust or replace door closers and oil the hinges.
- Install power-assisted or automatic openers (e.g., panic bars, kickplates)
- Install lighter doors

13. Is the threshold level $\frac{1}{4}$ inch or less or beveled from $\frac{1}{4}$ to $\frac{1}{2}$ inch?

Yes No Don't Know Not Applicable

Possible Solution(s):

- If threshold is greater than $\frac{1}{2}$ inch, remove or modify it.
- If threshold is between $\frac{1}{4}$ and $\frac{1}{2}$ inch high, add bevels to both sides.

EMERGENCY SYSTEMS

14. Do all of the organization's emergency alarm systems provide visual (e.g., flashing lights) and audible signals?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install visible and audible alarms throughout the agency.

15. Are there visual and audible emergency alarm systems located in various rooms throughout the agency (e.g., restrooms, meeting rooms, hallways and other common areas)?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install visual and audible emergency alarms.

16. Do emergency exits have raised lettering (5/8 inch to two inches) and Braille signage?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Provide signs that have raised letters, Grade II Braille and meet other requirements for permanent room/space signage (ADAAG 4.30 and Title 24 1117B.5)

17. Are evacuation maps (of adequate size, height and contrast) posted in accessible areas (e.g., restrooms, hallway, reception area and other common use areas)?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post evacuation maps in an accessible format in common use areas.

RESTROOMS

18. Is the International Symbol of Accessibility posted to identify the accessible restroom?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post International Symbol of Accessibility at all accessible restrooms.

19. Does the bathroom sign include tactile markings, such as Braille and raised lettering (5/8 inch to two inches)?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Provide signs that have raised letters, Grade II Braille, and meet other requirements for permanent room/space signage (ADAAG 4.30 and Title 24 1117B.5).

20. Are the signs mounted at least 60 inches from the centerline to the floor?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust height of signage.

21. Are tactile signs mounted on the wall adjacent to the latch side of the door or as close as possible?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Mount signage on the wall adjacent to the latch side of the door.

22. Is the restroom entry at least 32 inches wide when wide open?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Widen doorway by installing offset (swing clear) hinges
- Replace doors.

23. Is there at least 18 inches of clearance space (24 preferred) on the pull side of interior doors next to the handle?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Reverse the door swing if safe to do so.
- Move/remove any obstructions.

24. Can restroom doors be opened with less than five pounds of force?

Note: *Measurement can be obtained using a fish scale.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust or replace door closers and oil the hinges.
- Install power-assisted or automatic door openers (e.g., Panic Bars, kickplates).
- Install lighter doors.

25. Is the threshold level $\frac{1}{4}$ inch or less or beveled from $\frac{1}{4}$ to $\frac{1}{2}$ inch?

Yes No Don't Know Not Applicable

Possible Solution(s):

- If threshold is greater than $\frac{1}{2}$ inch, remove or modify it.
- If threshold is between $\frac{1}{4}$ and $\frac{1}{2}$ inch high, add bevels to both sides.

26. Is there at least 44 inches of clear width for forward movement to toilet stalls, urinals or sinks for a person in a wheelchair?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Rearrange chairs, trashcans, etc.
- Move or remove obstructing partitions.

27. Is there a 60-inch diameter circle or T-shape space to make turns in the restroom?

Note: *A 60-inch diameter circle or T-shaped space is necessary for a person in a wheelchair to make turns.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Rearrange chairs, trashcans, etc.
- Move or remove obstructing partitions.

28. Is the stall door operable with a closed fist?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Replace inaccessible knobs with a loop or U-shaped handle immediately below the latch.
- Add lever extensions.

29. Is the wheelchair accessible stall at least 60-inches wide?

Note: *The stall door should not swing into the clear space in front of the toilet.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Move or remove partitions.

30. Are there grab bars on the walls behind and to the side of the toilet?
Note: *The side grab bar should be a minimum of 42 inches long with 24 inches in front of the toilet; the back grab bar should be a minimum of 36 inches long.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Add grab bars.

31. In the accessible stall, is the doorway 36 inches wide and self-closing?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Widen doorway
- Install an automatic closing device

32. In the accessible stall, is the toilet seat 17 to 19 inches high?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Add raised toilet seat.

33. Does at least one sink have a front approach clear space of 30 inches wide by 48 inches deep?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Rearrange bathroom furnishing (e.g., trashcans, paper towel racks, etc.)

34. Is the top of the sink no higher than 34 inches from the floor with at least 29 inches of knee clearance underneath at the front part of the counter?
Note: *Knee clearance can be no less than 27 inches under the sink bowl measured 8 inches back.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust height of sink.
- Replace sink.

35. Are exposed pipes under the sink insulated to prevent burns?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Cover exposed pipes with insulating materials.

36. Can the faucet be operated with one closed fist?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Replace with lever handles.

37. Are soap and paper towel dispensers mounted no higher than 40 inches?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Lower dispensers.
- Replace or provide additional accessible dispensers.

38. Is there a wall mirror mounted so the bottom edge is no more than 40 inches from the floor?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Lower mirror.
- Tilt down the top of a mirror that is too high so it can be seen from a lower angle.
- Add a larger mirror elsewhere in the room.

VERTICAL CIRCULATION

NOTE: *If the organization has only one floor, skip the remainder of the survey.*

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

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install ramps or lifts.
- Modify a service elevator.
- Relocate programs and services to an accessible area.

40. On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post clear signs directing people along an accessible route.

STAIRS

NOTE: *These questions apply only to stairs connecting levels not served by an elevator or ramp.*

41. Do steps have handrails on both sides that extend at least 12 inches on the landings at both the top and bottom?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Add or replace handrails if possible within existing floor plan.

42. Do treads have contrast edge marking (e.g., distinctive texture or high contrast color for people who are blind or who have low vision) and a slip resistant surface?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Add high-contrast color and non-slip surface materials to treads.

43. Are raised lettering (5/8 inch to two inches) and Braille provided in an enclosed stairway to indicate the floor level?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Provide signage that has raised letters, Grade II Braille, and meets other requirements for permanent room/space signage (ADAAG 4.30 and Title 24)

ELEVATORS

NOTE: *If there is no elevator, skip this section.*

44. Does the elevator provide visual and audible door indicators (e.g., a light that indicates the floor number, one tone = up, 2 tones = down, etc.)?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install visual and verbal or audible signals.

45. Are call buttons no higher than 42 inches from the floor and have corresponding raised lettering and Braille next to the visual indicator?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Adjust height of call buttons.
- Provide permanently attached reach stick.
- Install raised lettering and Braille next to buttons.

46. Are tactile markings (including Braille and raised lettering) placed on both door jambs at every floor indicating the floor number.

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install tactile signs to identify floor numbers at least 60 inches from the floor.

47. Are the elevator doors a minimum of 36 inches wide when fully opened?

Yes No Don't Know Not Applicable

48. Do the elevator doors remain open a minimum of 20 seconds?
___ Yes ___ No ___ Don't Know ___ Not Applicable

Possible Solution(s):

- Adjust timing of elevator doors.

49. Are floor and emergency buttons in the elevator no higher than 42 inches from the floor and have corresponding raised lettering and Braille next to the visual indicator? Height ___

___ Yes ___ No ___ Don't Know ___ Not Applicable

Possible Solution(s):

- Adjust height of buttons inside the elevator.
- Install raised lettering and Braille next to buttons.

50. Are handrails provided on at least one wall of the elevator?

Note: *The preferred location for the handrail is in the rear.*

___ Yes ___ No ___ Don't Know ___ Not Applicable

Possible Solution(s):

- Install handrails in the rear of the elevator.

51. Does the inside of the elevator have adequate turning space for a person in a wheelchair?

Note: *Adequate turning space refers to 54 inches deep from the back to the door, and a width of 68 inches for a side opening cab and 80 inches for a center opening cab.*

___ Yes ___ No ___ Don't Know ___ Not Applicable

52. If an emergency intercom is provided, is it usable without voice communication?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Modify emergency communications system so it does not require voice communication.

Congratulations on completing the “Getting Around the Agency” survey! The Access to Food project hopes that it helped your agency identify accessibility strengths and points for improvement.

Access to Food Fund

Your agency is now eligible to apply for up to \$10,000 to make accessibility improvements identified in this survey. You are required to submit the survey identifying the proposed access improvements with your funding application. The Access Fund Committee will use the survey to match the identified need with the proposed project. The survey will remain confidential, and the committee will not use it for any purpose other than to select organizations to receive funding.

Access to Food Fund applications are accepted on a continuous basis. Access to Food will accept applications until May 31, 2010 or until the fund is depleted. Funding decisions are made on a quarterly basis.

Technical Assistance

The Access to Food project provides technical assistance on accessibility issues to food banks, food pantries and their local partners. For more information, or if you have questions about this survey, please contact us at 877-427-0387 (Voice), 888-729-4077 (TTY) or at kim@cfilc.org.

Access to Food Project

To learn more about the project, including FREE trainings offered, please visit our website www.access2food.org.

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