

Access to Food

Getting to 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 to the Agency" Survey

The "Getting to the Agency" organizational survey is designed for you to evaluate how accessible it is for people with disabilities to navigate the outside environment and through your 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 that were 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.

PARKING

(If your organization does not offer parking, skip to question # 12)

1. Is at least one van accessible parking space available (18 feet long and 9 feet wide with a minimum 8 foot striped access aisle) and labeled “van accessible”?

Note: *If the agency has more than 25 parking spaces, it is required to have two accessible parking spaces, at least one that is van accessible. A car accessible parking space is 9 feet wide with a 5 foot wide striped access aisle and a length of 18 feet.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Reconfigure and repaint parking lot to include at least one van accessible space.
- Post visible “van accessible” sign.

2. Are accessible parking spaces identified with the International Symbol of Accessibility (ISA) painted on the ground and also mounted on a sign a minimum of 80 inches high on a pole or 36 inches high on a wall? International Symbol of

Accessibility: 

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post visible sign.
- Reposition sign to the above standards.
- Paint ISA on the accessible space.

3. Each accessible parking space can be identified by a sign that can be seen by approaching drivers (in other words, the sign is not covered by an obstruction and the painted ISA is not faded).

Yes No Don't Know Not Applicable

Possible Solution(s):

- Clear obstruction from the front of the sign.
- Paint or re-paint the ISA symbol on the space.

4. Is there additional signage posted at each entrance to parking areas which includes language such as the following: “*unauthorized vehicles parked in designated accessible spaces not displaying distinguishing placards or license plates issued for persons with disabilities may be towed at owners expense; towed vehicles may be reclaimed at _____ or by telephoning _____*”?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post warning signs at all parking lot driveway entrances.

5. Is the accessible parking space located on the shortest accessible path of travel to an accessible entrance that does not require the person with a disability to travel behind parked cars other than their own?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Reconfigure and repaint the parking lot to provide the shortest and safest path of travel possible to the accessible entrance.

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

Yes No Don't Know Not Applicable

Possible Solution(s):

- Repave parking lot.
- Repair uneven paving.
- Fill small bumps/breaks with beveled patches.
- Replace gravel parking lot with a hard top.

7. Is there a path of travel to the building that is clearly marked and does not use stairs?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post a sign indicating accessible route of travel.
- Add ramp if necessary.

8. Is the path of travel stable, firm and slip-resistant?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Repair uneven paving.
- Fill small bumps/breaks with beveled patches.
- Replace gravel pathway with a hard top.
- Install non-slip surface such as paint with grit.

9. Is the path of travel at least 48 inches wide?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Widen route by changing/moving landscaping or outdoor furniture.

10. Can all objects protruding into pathways more than 4 inches 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 48 inches.*

Yes No Don't Know Not Applicable

Possible Solutions(s):

- Move protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning.

11. Do curbs on the route have cut outs at drives, parking and drop-offs?

Yes No Don't Know Not Applicable

Possible Solutions(s):

- Install curb cut(s).
- Add small ramp up to the curb.

RAMPS

12. Is there one or more ramps (including curb cuts) leading to the entrance from the parking lot or from the street?

Yes No Don't Know Not Applicable

If NO, skip to question 23. If YES, please answer the following questions for each ramp.

Possible Solutions(s):

- Install ramp(s)

13. Is the slope of the ramp no greater than 1:12?

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

Yes No Don't Know Not Applicable

Possible Solution(s):

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

14. Is the ramp level and not tilted in any way?

Note: *The level of tilt is cross slope. Cross slope on a path of travel can be no greater than 1:50 or 2%.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- Replace the section of the ramp that is tilted or otherwise exceeds cross slope standards.

15. Is the ramp stable, firm and slip resistant?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Reinforce ramp.
- Install non-slip surface materials.

16. Does the ramp have wheel guards, or a raised barrier, to prevent wheels from falling off the side?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install wheel guards.

17. Does the ramp have a level landing at both the bottom and top?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Create a level landing at both the bottom and top of the ramp.

18. If the ramp rises more than 30 inches, does it have a level landing at every 30 inches of rise for people to rest?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Remodel ramp to include landing area(s).

19. Does the ramp (excluding curb cuts) have sturdy railings on both sides that are between 34 and 38 inches in height?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Add railing.
- Secure handrails.
- Adjust height of railing.

20. Is the width between railings at least 48 inches? Width ____

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install railings with a width of at least 48 inches.

21. Do the railings extend 12 inches beyond the ramp incline to a level surface at both the bottom and top of the ramp?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Extend the railings.

22. If the railings are set next to a wall, is there 1 ½ inches between the railing and the wall?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Move the railing so it is 1 ½ inches from the wall
- Make sure the wall texture is smooth. If not, retexture the wall.

ENTRANCE

23. Is the International Symbol of Accessibility mounted at all accessible entrances?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post International Symbol of Accessibility at all accessible entrances.

24. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

NOTE: *The service entrance should not be used as the accessible entrance unless there is no other option.*

Yes No Don't Know Not Applicable

Possible Solution(s):

- If the main entrance cannot be made accessible, create a dignified alternative accessible entrance. Make sure accessible parking is located near this entrance.

25. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Install signs indicating location of accessible entrances.

26. Is the doorway a minimum of 32 inches wide when the door is wide open so a mobility device can easily pass through?

Yes No Don't Know Not Applicable

Possible Solution(s):

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

27. Is there at least 24 inches of clearance on the pull side of the exterior door 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.

28. 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 doorknobs with add-on levers.

29. Can the external door(s) be opened with less than five pounds of force?

Note: *You can test force by using an inexpensive 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.
- Install lighter doors.

30. If the door has a closer, does it take at least 3 seconds to close?

Yes No Don't Know Not Applicable

Possible Solution(s):

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

31. Are the bottom 10 inches of the door clear from any protrusions (e.g. door stoppers)?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Remove any objects or other protrusions from the door.

32. Are doormats ½ inch high or less and secured to the floor at all edges?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Remove or replace mats.
- Secure mat(s) at edges.

33. Is the threshold level ¼ inch or less or beveled from ¼ to ½ inch?

Yes No Don't Know Not Applicable

Possible Solution(s):

- If threshold is greater than ½ inch, remove or modify it.
- If threshold is between ¼ and ½ inch high, add bevels to both sides.

PUBLIC TRANSPORTATION

34. Is there a bus stop or other public transportation stop close to your agency?

Yes No Don't Know Not Applicable

If YES, please answer questions 28-32. If NO, skip to the end of the survey.

35. Is there an accessible path of travel to the building that is clearly marked and does not have stairs?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Post a sign indicating accessible route of travel.
- Add ramp(s) or curb cut(s) if necessary.

36. Is the path of travel stable, firm and slip-resistant?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Repair uneven paving.
- Fill small bumps/breaks with beveled patches.
- Replace gravel pathway with a hard top.

37. Is the path of travel at least 48 inches wide?

Yes No Don't Know Not Applicable

Possible Solution(s):

- Widen route by changing/moving landscaping or outdoor furniture.

38. Can all objects protruding into pathways more than 4 inches 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 48 inches.*

Yes No Don't Know Not Applicable

Possible Solutions(s):

- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

Congratulations on completing the “Getting to 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.

Acknowledgement

This survey was revised from a previous survey created with funds received from the State of California, Department of Health Services, Office on Disability and Health.

Survey revised 11/08