

AGENDA

**DES MOINES CITY COUNCIL
REGULAR MEETING
City Council Chambers
21630 11th Avenue S, Des Moines, Washington**

March 14, 2019 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC – 20 minutes

Please Note: Public comment will be limited to 20 minutes. If time allows, we will resume public comment at the end of our meeting after all official business has been conducted.

BOARD & COMMITTEE REPORTS/COUNCILMEMBER COMMENTS – 30 minutes

PRESIDING OFFICER'S REPORT

Item 1: HUMAN SERVICES UPDATE (KENT YOUTH & FAMILY SERVICES AND WEST AFRICAN COMMUNITY COUNCIL)

ADMINISTRATION REPORT

Page 5 Item 1: THIRD QUARTER CITY MANAGERS REPORT

Item 2: AMERICAN WITH DISABILITIES ACT (ADA) TRANSITION PLAN

CONSENT CALENDAR

Page 63 Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfers through March 1, 2019 included in the attached list and further described as follows:

Total A/P Checks/Vouchers	#156734-156910	\$ 605,618.12
Total Void Checks from Previous Check Runs		\$ (1,140.62)
Electronic Wire Transfers	# 1191-1191	\$ 191,709.89
Electronic Wire Transfers	# 1193-1200	\$ 234,617.55
Payroll Checks	# 19133-19139	\$ 4,824.57
Payroll Direct Deposit	# 80001-80169	\$ 364,617.49
Payroll Checks	# 19140-19144	\$ 3,357.01
Payroll Direct Deposit	#100001-100180	\$ 359,710.46

Total Checks and Wires for A/P and Payroll: \$1,763,314.47

- Page 65 Item 2: APPROVAL OF MINUTES
Motion is to approve the February 07, 2019 Special Meeting, February 07, 2019 Study Session and February 21, 2019 City Council Regular Meetings Minutes.
- Page 73 Item 3: INTERLOCAL AGREEMENT BETWEEN THE CITIES OF SEATAC, DES MOINES, COVINGTON, AND TUKWILA FOR PLANNING, FUNDING, AND IMPLEMENTATION OF A JOINT MINOR HOME REPAIR PROGRAM
Motion is to authorize the City Manager to approve revised Exhibit A of the Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington and Tukwila, accepting \$22,500 for maintenance and repairs for the Minor Home Repair Program substantially in the form as submitted.
- Page 85 Item 4: CONSULTANT SERVICES CONTRACT WITH ANCHOR QEA FOR DESIGN, ENGINEERING AND PERMITTING SERVICES FOR THE MARINA ENTRANCE CHANNEL MAINTENANCE DREDGING PROJECT
Motion is that the Council approve the Consultant Services Contract with Anchor QEA for design, engineering and permitting services for the Marina Entrance Channel Maintenance Dredging Project, which authorizes to Anchor QEA totaling \$218,665 and to establish a contingency fund of \$20,000 and to authorize the City Manager to sign the contract, substantially in the form as attached.
- Page 113 Item 5: AMERICAN WITH DISABILITIES ACT (ADA) TRANSITION PLAN
Motion is to approve Draft Resolution No. 19-019 adopting an Americans with Disabilities (ADA) Transition Plan for the City of Des Moines.
- Page 477 Item 6: PARKS, RECREATION AND SENIOR SERVICES FACILITY RENTAL RATES
Motion is to approve Draft Resolution No. 18-143, superseding Resolution No. 1298 to provide for uniformity in the continued reduced resident, governmental entity and non-profit facility rental rates, and to require a written agreement prior to a further reduced rental rate.

Page 485 Item 7:

2019 SURFACE WATER MANAGEMENT PROJECT TASK ASSIGNMENTS

Motion 1 is to approve the changes to the 2019 SWM CIP Budget to include the increased design costs and direct administration to include such changes in the next available budget amendment ordinance.

Motion 2 is to approve the Task Order Assignment 2018-04 with Parametrix, that will provide design and permitting services for the North Fork McSorley Creek Diversion Project in the amount of \$169,088.23, plus a contingency in the amount of \$17,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.

Motion 3 is to approve the Task Order Assignment 2018-05 with Parametrix, that will provide design and permitting services for the Soundview/Redondo Beach Drive Pipe Project in the amount of \$89,876.59, plus a contingency in the amount of \$9,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.

Motion 4 is to approve the Task Order Assignment 2018-06 with Parametrix, that will provide design and permitting services for the 8th Avenue (264th to 265th) Pipe Project in the amount of \$53,526.38, plus a contingency in the amount of \$6,000.00, and authorize the City Manager to sign said Task Order Assignment substantially in the form as submitted.

Motion 5 is to approve the Task Order Assignment 2018-07 with Parametrix, that will provide design and permitting services for the 6th Avenue S and S 239th St Pipe Project in the amount of \$76,518.07, plus a contingency in the amount of \$8,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted."

EXECUTIVE SESSION

Potential Litigation under RCW 42.30.110(1)(i) and Labor Negotiations under RCW 42.30.140(4)(a) – 30 minutes

NEXT MEETING DATE

ADJOURNMENT

March 28, 2019 City Council Regular Meeting

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City Manager's Office

September 30, 2018

To: City Council

From: City Manager

Re: Third Quarter 2018 Report

The information below represents a compilation of results of each Department for 3rd Quarter, 2018.

CITY MANAGER'S OFFICE

- Ice Cream Social at Activity Center.
- Churros at Activity Center.
- Welcome Reception for Highline College President, John Mosby.
- Met with Terry Davis, Comcast, to discuss installation of new equipment for Council meetings.
- Attended Budget Proviso Meetings.
- Attended Planning, Building and Public Works All-Staff Meeting.
- Attended Wesley Homes Annual Barbeque.
- Port Commissioner Steinbrueck Tour of Des Moines.
- Met with Outdoor Research.
- Attended Court Staff Meeting.
- Attended SCORE Administrative Board Meeting.
- Tour of Downtown Seattle with Council and Staff.
- Attended Kent Officer Diego Moreno's Memorial.
- Aviation Advisory Committee Meetings.
- Attended Ultra Fine Particle Meeting.
- Attended Marina Tenant Meeting.
- Airport Impact Meeting with Representative Tina Orwall.
- Attended Marina Staff Meeting.
- Budget Preparation.
- Attended SAMP Public Scoping Meeting.
- Attended South King Fire 911 Memorial Celebration.
- Attended North Hill Community Club Meeting.
- Submitted Comments on Scoping for the Near Term Project for Sea-Tac International Airport.
- Attended Highline Forum Meeting.
- Attended Police Foundation K9 Auction.

LEGAL DEPARTMENT

- Civil Matters: To date this year, the Legal Department has opened 118 files for civil matters; primarily advisory work to assist the City's operating departments.
- Finalized Telecommunications Code (Small Cell) ordinance update which was approved by the City Council in July.
- Using City's updated Telecommunications Code, conducted franchise negotiations with Verizon and now Extenet for installation of small cell facilities. Briefed Ad Hoc Franchise Committee.
- Worked with Marina on moorage dispute that resulted in appeal to Hearing Examiner. Appeal has been withdrawn.
- Converted all criminal prosecution paperwork to electronic. Prosecutor's office is now paperless.
- Prosecutor had back to back jury trials for Stalking and Assault 4 and Criminal Trespass in August that resulted in convictions on all counts.
- Prepared a Draft Ordinance regulating use of the Redondo boat ramp to be considered by Council on November 8.
- Assisted City Manager and Finance Department with review of the 2019 SCORE budget and conducted detailed review of "daily population" that was attributed to the City. Discussions to continue regarding a reduction to the City's Average Daily Population.
- Assisted Marina staff in disposing of remaining derelict vessels at the Marina.
- Worked with Finance to prepare a Draft Ordinance adopting a Model Business License Ordinance mandated by SHB 2005.
- Updated the facility rental agreements and rules for the rental facilities at the Des Moines Beach Park.
- Reviewed a master agreement proposed by PSE for street lighting services.
- Assisted Code Enforcement, Building, and Police with addressing problem properties.
- Conducted a review of City Ordinances and policies in response to a Federal lawsuit against the City of Boise, where that city was found to be "criminalizing homelessness" through their actions. The offending policies in that case were not found to be present in Des Moines.
- Prepared condemnation documents for 216th project and continued negotiations and document review for upcoming project.
- Domestic Violence Victim Advocate attended the Washington State Coalition Against Domestic Violence (WSCADV) annual conference in Lynnwood, WA – Sept 24-26. Conference included – Mental Health services in DV programming, coping with trauma, advanced safety planning and more.
- Successfully worked with a domestic violence victim throughout the course of criminal case – assisted her in writing an impact statement, testifying during Jury Trial, and successfully getting a guilty plea from the jury. (regular contact from Dec 2017 to present).
- Domestic Violence Victim Advocate made 26 resource referrals to victims for housing, emergency financial support and clothing/food and had 11 in person victim (or family of victim) meetings.
- The following Ordinances and Resolutions were prepared in final form and signed in the Third Quarter 2018 following approval by the City Council:

Ordinance No. 1699	Title 20 Telecommunications, Repeal & Enact, Ordinance, Small Cell Facilities
Ordinance No. 1700	Bond Ordinance for LTGO Improvement and Refunding Bonds
Ordinance No. 1701	Permitted Uses & Regulations in I-C Zone
Ordinance No. 1702	Eminent Domain, Transportation Gateway, Segment 3
Ordinance No. 1703	General Fund Ending Balance Policy
Ordinance No. 1704	Landmark on the Sound Zoning Reclassification
Resolution No. 1390	CIP 2019-2024

- **Des Moines Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 633 infractions and citations in the Third Quarter 2018 for Des Moines and appeared at 789 criminal hearings. Also filed were 65 Woodmont Photo Enforcement infractions, 6,378 red-light camera infractions. The Prosecutor represented the City at 14 hearings involving infractions that were being opposed by private counsel, and 9 animal control hearings. Staff also responded to 14 infraction discovery requests.
- **Normandy Park Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 63 infractions and citations in the Third Quarter 2018 for Normandy Park and appeared at 225 criminal hearings. The Prosecutor represented the City at 3 hearings involving infractions that were being opposed by private counsel. Staff also responded to 2 infraction discovery requests.
- Legal Department contracts signed in the Third Quarter: None for Legal.
- Bids, RFPs, and RFQs issued by Legal in the Third Quarter: None for Legal.

CITY CLERK'S OFFICE

- Ice Cream Social at Activity Center.
- Churro Event at Activity Center.
- Hearing Examiner: Weaver, LUA2017-0040.
- Attended the King 5 *I'm Up* TV Show at Auntie Irene's.
- Attended Active Shooter Training.
- Attended South King County Affordable Housing and Homelessness meeting.
- Met with Terry Davis, Comcast, to discuss installation of new equipment for Council meetings.
- Tour of Downtown Seattle with Council and Staff.
- Aviation Advisory Committee Meeting.
- Attended Marina Tenant Meeting.
- Submitted Comments on Scoping for the Near Term Project for Sea-Tac International Airport.
- Attended K9 Police Foundation Auction.
- 401 Public Records Requests for July-September.

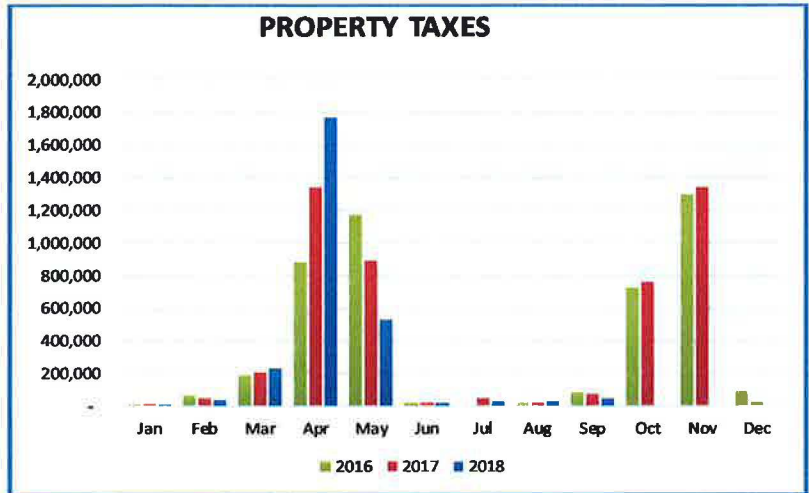
FINANCE DEPARTMENT

3rd QUARTER 2018 FINANCIAL REPORT

MAJOR REVENUE TRENDS

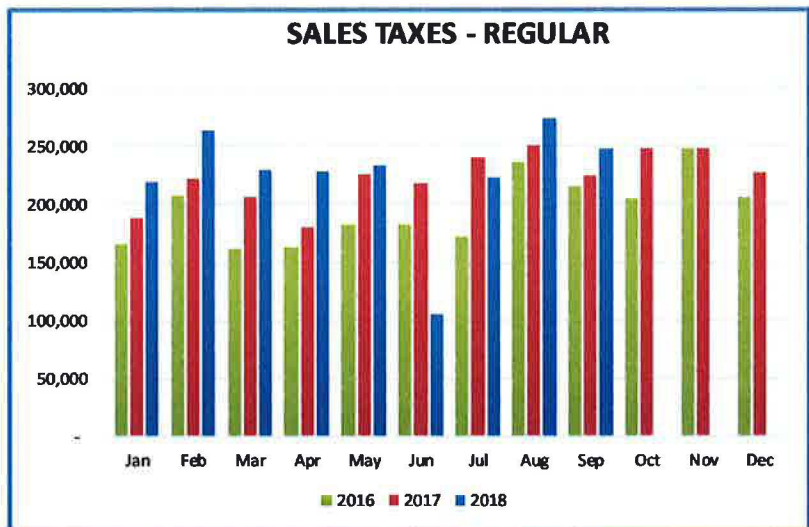
(CASH BASIS)

2018 YTD Compared to 2017 YTD:		42,496	1.6%	
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>PY YTD</u>
Jan	16,419	10,191	9,718	0.2%
Feb	36,447	52,372	62,078	1.3%
Mar	232,292	207,664	192,691	5.6%
Apr	1,766,445	1,341,941	884,255	33.7%
May	530,338	892,976	1,172,679	52.3%
June	24,549	22,136	24,323	52.8%
Jul	32,153	45,386	8,130	53.8%
Aug	27,125	22,470	19,914	54.2%
Sep	50,170	78,305	87,561	55.9%
Oct		757,497	721,023	71.7%
Nov		1,334,765	1,292,382	99.6%
Dec		20,037	92,696	100.0%
Totals	2,715,937	4,785,740	4,567,450	
2018 YTD Compared to Annual Budget:		4,800,000	56.6%	



Property Taxes are typically received by the City in April/May and October/November. The City has received 56.6% of budgeted property tax revenue for the year-to-date. The 2nd half of property taxes are due on October 31st and will be sent to the City in November.

2018 YTD Compared to 2017 YTD:		70,215	3.6%	
	2018	2017	2016	PY YTD
Jan	219,835	188,813	166,482	7.0%
Feb	263,849	222,214	207,580	15.3%
Mar	230,669	206,184	162,512	23.0%
Apr	228,365	180,327	162,783	29.7%
May	234,241	225,772	183,308	38.1%
Jun	105,465	218,517	182,542	46.3%
Jul	222,961	240,702	172,341	55.2%
Aug	274,972	251,535	236,926	64.6%
Sep	249,032	225,110	216,225	73.0%
Oct		248,661	205,441	82.3%
Nov		248,226	248,392	91.5%
Dec		228,030	206,295	100.0%
Totals	2,029,390	2,684,092	2,350,827	
2018 YTD Compared to Annual Budget:		2,500,000	81.2%	

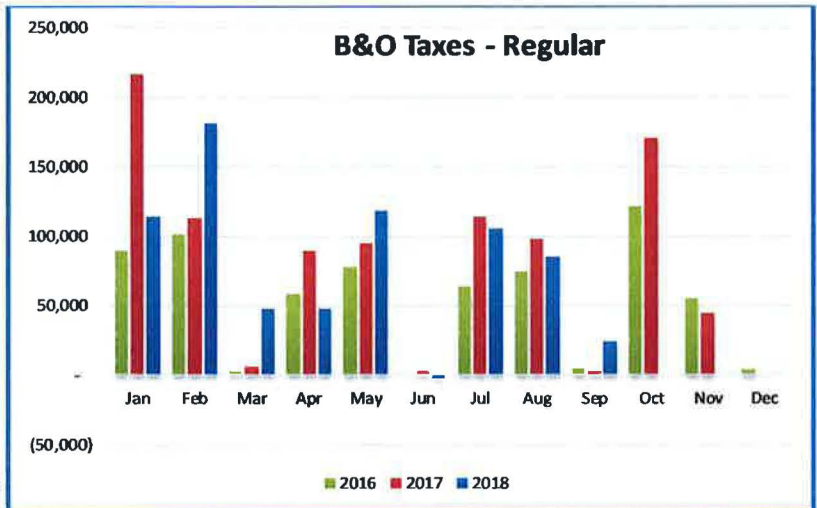


Sales tax is received by the City two months after it is paid by consumers. Sales tax earned through the 3rd Quarter of 2018 was \$2,029,390 or 81.2% of budget. This a 3.6% increase from sales tax revenue received through the 3rd quarter of 2017.

MAJOR REVENUE TRENDS

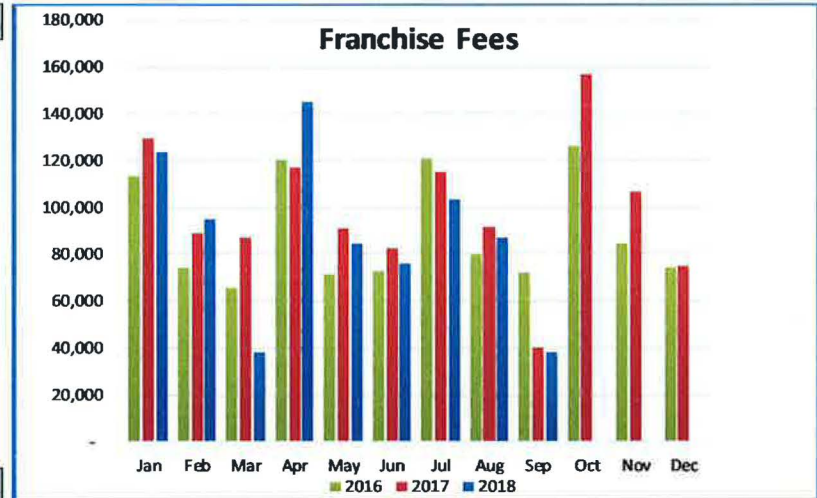
(CASH BASIS - Continued)

2018 YTD Compared to 2017 YTD:		(13,328)	-1.8%	
	2018	2017	2016	PY YTD
Jan	114,329	216,324	89,942	22.7%
Feb	181,623	112,795	101,825	34.5%
Mar	48,000	6,291	3,106	35.1%
Apr	48,450	89,260	58,292	44.5%
May	118,467	94,829	78,035	54.4%
Jun	(2,120)	3,205	1,262	54.7%
Jul	106,002	114,496	63,661	66.7%
Aug	84,875	97,730	74,863	77.0%
Sep	24,744	2,767	5,211	77.2%
Oct		171,216	122,095	95.2%
Nov		44,658	55,292	99.9%
Dec		1,400	4,217	100.0%
Totals	724,369	954,972	657,801	
2018 YTD Compared to Annual Budget:		800,000	90.5%	



Every person engaging in business activity within the city is subject to B&O Tax. Year-to-date receipts total \$724,369, which is 90.5% of budget. The City anticipates receiving more B&O tax revenue than the amount budgeted for 2018. The negative amount in June was due to adjustments from regular B&O tax to one-time B&O taxes which are set aside for capital projects.

2018 YTD Compared to 2017 YTD:			(52,185)	-6.2%
	2018	2017	2016	PY YTD
Jan	123,726	129,401	113,463	10.9%
Feb	94,879	89,045	73,834	18.5%
Mar	38,037	87,325	65,347	25.9%
Apr	145,331	116,973	120,207	35.8%
May	84,654	91,363	71,583	43.5%
Jun	75,876	82,575	72,626	50.5%
Jul	103,551	115,316	121,248	60.2%
Aug	87,305	91,478	79,804	68.0%
Sep	38,146	40,214	72,099	71.4%
Oct		156,940	126,141	84.7%
Nov		106,415	84,251	93.7%
Dec		74,885	73,899	100.0%
Totals	791,505	1,181,930	1,074,502	
2018 YTD Compared to Annual Budget:			1,090,440	72.6%

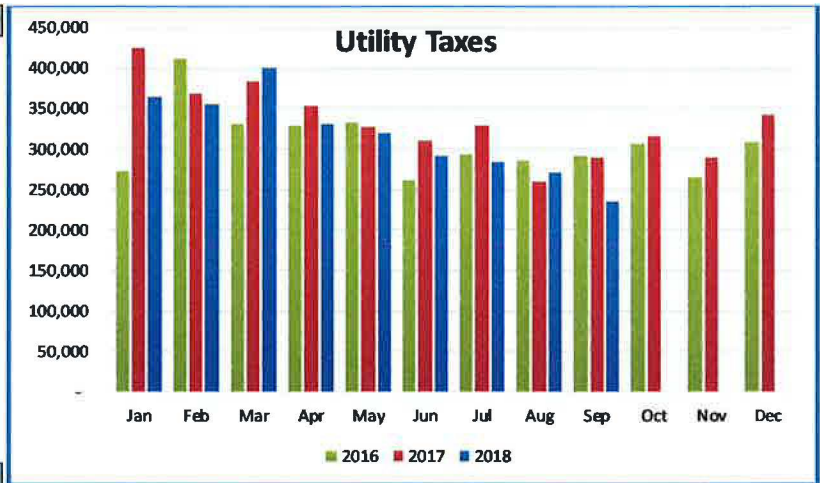


Franchise fees are collected monthly and the year-to-date total is 72.6% of budget.

MAJOR REVENUE TRENDS

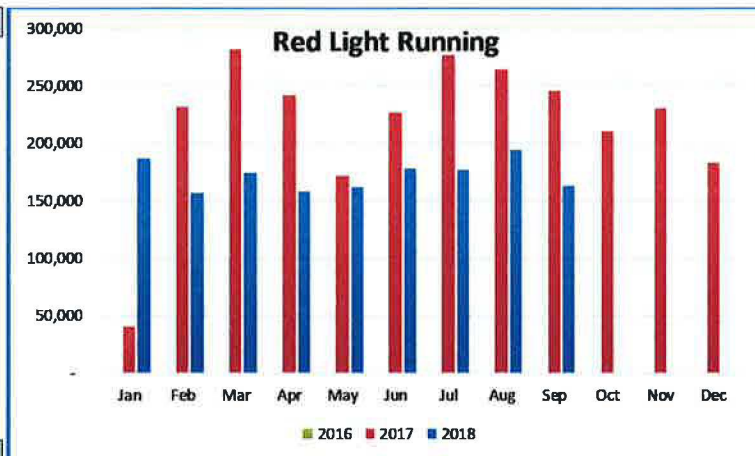
(CASH BASIS - Continued)

2018 YTD Compared to 2017 YTD:		(195,348)	-6.4%	
	2018	2017	2016	PY YTD
Jan	364,526	424,753	273,337	10.6%
Feb	356,373	369,100	410,967	19.9%
Mar	401,190	384,143	332,039	29.5%
Apr	331,071	354,597	329,815	38.3%
May	319,357	326,610	333,168	46.5%
Jun	291,360	311,295	262,684	54.3%
Jul	283,591	330,214	293,988	62.6%
Aug	270,950	259,947	286,311	69.1%
Sep	236,382	289,489	292,324	76.3%
Oct		315,656	306,464	84.2%
Nov		289,793	266,326	91.4%
Dec		342,218	308,003	100.0%
Totals	2,854,800	3,997,816	3,695,425	
2018 YTD Compared to Annual Budget:		3,827,000	74.6%	



Utility taxes are collected for electric, natural gas, solid waste, cable TV, phone and stormwater utilities. The year-to-date collection is \$2,854,800 or 74.6% of budget.

2018 YTD Compared to 2017 YTD:		(431,564)	-21.7%	
	2018	2017	2016	PY YTD
Jan	186,912	41,052		1.6%
Feb	157,163	232,138		10.5%
Mar	174,355	281,581		21.3%
Apr	158,143	242,435		30.5%
May	162,501	172,049		37.1%
Jun	178,283	227,114		45.8%
Jul	176,829	277,288		56.5%
Aug	195,111	264,954		66.6%
Sep	163,580	245,831		76.0%
Oct		210,839		84.1%
Nov		230,840		93.0%
Dec		183,507		100.0%
Totals	1,552,878	2,609,628	-	
2018 YTD Compared to Annual Budget:		2,500,000	62.1%	



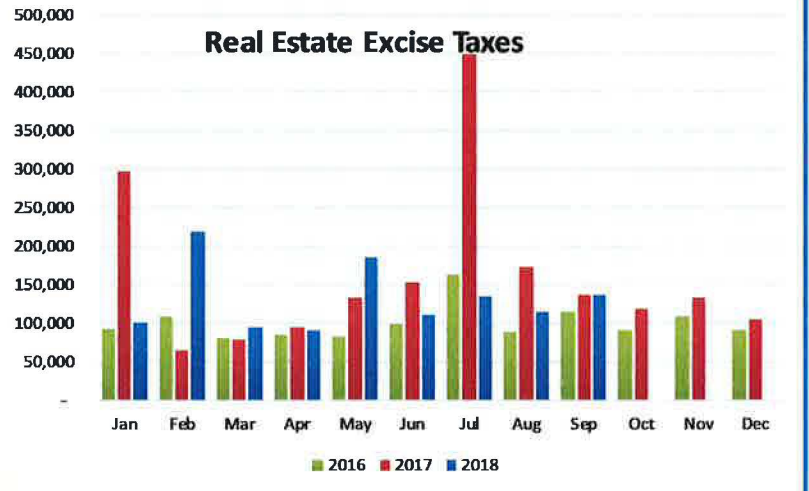
The Red Light Running program has two elements; structural on-going revenue which is \$1.5M of the \$2.5M budget and one-time revenue which is the remaining \$1M of the \$2.5M budget. Year-to-date collection is 62.1% of budget and is lower than anticipated. Activity for this program is being closely monitored.

MAJOR REVENUE TRENDS

(CASH BASIS - Continued)

CIP FUNDING SOURCES

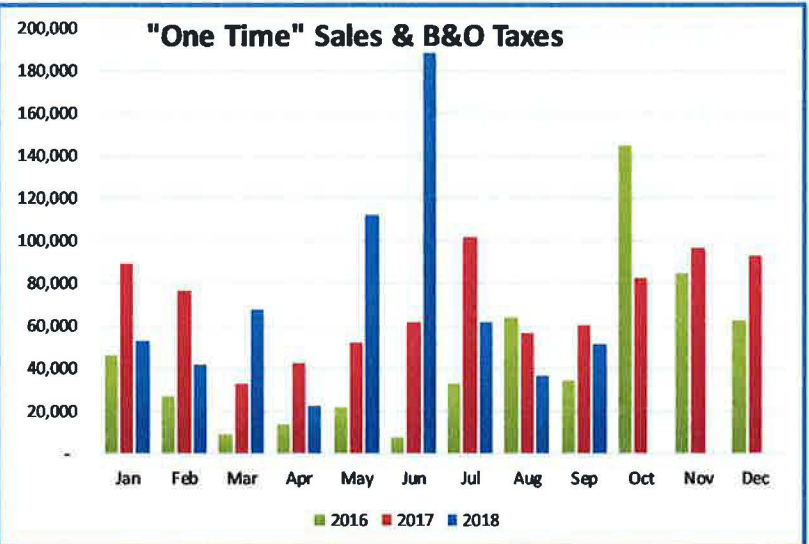
2018 YTD Compared to 2017 YTD:		(390,458)	-24.7%	
	2018	2017	2016	PY YTD
Jan	100,179	296,469	93,909	15.3%
Feb	218,634	64,190	109,153	18.6%
Mar	94,383	78,233	80,623	22.7%
Apr	92,064	95,642	86,005	27.6%
May	184,602	132,598	84,072	34.5%
Jun	111,822	152,999	99,166	42.4%
Jul	134,460	448,867	163,905	65.6%
Aug	114,749	173,469	90,084	74.5%
Sep	137,688	136,573	116,119	81.6%
Oct		118,772	91,603	87.7%
Nov		132,237	109,682	94.6%
Dec		105,037	91,594	100.0%
Totals	1,188,582	1,935,085	1,215,915	
2018 YTD Compared to Annual Budget:		900,000	132.1%	



The City collected \$1,188,582 in Real Estate Excise Tax (REET) revenue through the 3rd quarter 2018. This amount is higher than the expected 75%. It is expected the City will receive more REET revenue in 2018 than the original amount budgeted.

2018 YTD Compared to 2017 YTD:		61,886	110.8%	
	2018	2017	2016	PY YTD
Jan	53,243	89,266	46,556	10.5%
Feb	42,058	76,783	27,195	19.6%
Mar	67,676	33,370	9,428	23.5%
Apr	22,899	42,775	13,465	28.6%
May	112,228	52,185	22,165	34.7%
Jun	188,990	62,293	7,770	42.1%
Jul	61,955	101,589	32,666	54.1%
Aug	36,798	56,915	64,376	60.8%
Sep	51,661	60,445	34,407	67.9%
Oct		82,400	144,643	77.6%
Nov		97,018	84,923	89.1%
Dec		92,746	62,874	100.0%
Totals	637,508	847,785	550,468	
2018 YTD Compared to Annual Budget:		-	-	

Note: One-Time Taxes were not included in the Adopted Annual Budget



All "one-time" sales and B&O tax revenues are designated for capital improvements.

GENERAL FUND 001

	2018 ADOPTED BUDGET			2018 Year to Date ACTUAL				
	ANNUAL 12 MONTHS			SEPTEMBER				
	REVENUES	EXPENDITURES	NET	REVENUES	%**	EXPENDITURES	%**	NET
BEGINNING FUND BALANCE			\$ 4,532,095					\$ 5,532,545
<u>Unrestricted Revenues</u>								
Unrestricted Taxes	12,117,000	-	12,117,000	8,538,031	70%	-	-	8,538,031
One Time Sales/B&O Taxes	-	-	-	637,478	-	-	-	637,478
Unrestricted Franchise Fees	1,130,000	-	1,130,000	791,505	70%	-	-	791,505
State/City Assistance	90,000	-	90,000	95,992	107%	-	-	95,992
Miscellaneous	21,000	-	21,000	90,659	432%	-	-	90,659
Transfer In	-	-	-	-	-	-	-	-
Total Unrestricted Revenues	13,358,000	-	13,358,000	10,153,665	76%	-	-	10,153,665
<u>Policy & Support Services</u>								
Support Services Chargebacks	2,620,190	-	2,620,190	1,963,916	75%	-	-	1,963,916
City Council	-	95,148	(95,148)	-	-	64,031	67%	(64,031)
City Manager	-	1,178,806	(1,178,806)	31,425	-	991,679	84%	(960,254)
Financial Services	70,000	996,334	(926,334)	25,038	36%	802,871	81%	(777,833)
Technology Services	758,527	758,527	-	568,895	75%	570,676	75%	(1,781)
Legal	-	387,812	(387,812)	11,653	-	265,998	69%	(254,345)
Bldg & Facility Maint	-	394,665	(394,665)	-	-	283,704	72%	(283,704)
Total Policy & Support Services	3,448,717	3,811,292	(362,575)	2,600,927	75%	2,978,959	78%	(378,031)
<u>Public Safety Services</u>								
Restricted - Public Safety	3,884,460	-	3,884,460	2,752,583	71%	-	-	2,752,583
Court	115,005	1,287,728	(1,172,723)	90,743	79%	1,017,631	79%	(926,888)
Probation	72,500	224,938	(152,438)	57,395	79%	153,046	68%	(95,651)
EMS/Fire/Jail/Public Defenders	4,500	968,037	(963,537)	2,979	66%	665,260	69%	(662,281)
Legal (Prosecution, DV, etc.)	36,050	312,113	(276,063)	27,194	75%	297,997	95%	(270,803)
Police	238,015	10,518,937	(10,280,922)	227,885	96%	7,734,677	74%	(7,506,792)
Total Public Safety Services	4,350,530	13,311,753	(8,961,223)	3,158,779	73%	9,868,611	74%	(6,709,832)
<u>Community Services</u>								
Planning & Bldg (NonFee Based)	-	750,947	(750,947)	-	-	378,661	50%	(378,661)
Engineering (NonFee Based)	-	256,360	(256,360)	-	-	192,239	75%	(192,239)
Subtotal	-	1,007,307	(1,007,307)	-	-	570,900	57%	(570,900)
Park Maintenance	26,665	946,555	(919,890)	10,595	40%	675,225	71%	(664,630)
Parks & Community Relations	6,500	218,553	(212,053)	10,626	163%	182,488	83%	(171,862)
Senior & Human Services	104,050	604,892	(500,842)	89,171	86%	423,372	70%	(334,201)
Arts Program	12,500	55,511	(43,011)	16,897	135%	52,640	95%	(35,744)
Recreation Programs	1,059,047	1,289,210	(230,163)	841,134	79%	923,715	72%	(82,581)
Beach Park Rentals	266,100	563,949	(297,849)	193,899	73%	409,988	73%	(216,089)
Subtotal	1,474,862	3,678,670	(2,203,808)	1,162,322	79%	2,667,428	73%	(1,505,106)
Total Community Services	1,474,862	4,685,977	(3,211,115)	1,162,322	79%	3,238,328	69%	(2,076,006)
<u>Transfers Out</u>								
Capital & Debt	-	1,950,588	(1,950,588)	-	-	72,298	4%	(72,298)
One Time Sales/ B&O Tax	-	-	-	-	-	638,284	-	(638,284)
Total Transfers	-	1,950,588	(1,950,588)	-	-	710,581	-	(710,581)
TOTAL GENERAL FUND	22,632,109	23,759,610	(1,127,501)	17,075,694	75%	16,796,479	71%	279,215
ENDING FUND BALANCE			\$ 3,404,594					\$ 5,811,760
2 month expenditures target min Ending Fund Balance			3,563,910					3,563,910
Reserve (shortfall) surplus			\$ (159,316)					\$ 2,247,849

**September is month 9 of 12 = 75%

SPECIAL REVENUE FUND 105 (DEVELOPMENT - FEE BASED)

2018 ADOPTED BUDGET				2018 Year to Date ACTUAL				
ANNUAL 12 MONTHS				SEPTEMBER				
REVENUES	EXPENDITURES	NET		REVENUES***	%**	EXPENDITURES	%**	NET
BEGINNING FUND BALANCE			\$ 1,868,569	\$ 2,869,893				
<i>Community Services (PBPW Fee Based)</i>								
Interest Earnings	5,000		5,000	45,188				45,188
Planning (Fee Based)	268,000	688,215	(420,215)	237,078	88%	503,052	73%	(265,973) 63%
Recycle Grant	44,360	44,909	(549)	18,435	42%	20,746	46%	(2,311) 421%
Building & Permits (Fee Based)	1,547,650	830,334	717,316	2,404,977	155%	624,055	75%	1,780,922 248%
Minor Home Repair Grant	32,000	31,642	358	36,559	114%	33,830	107%	2,729 -
Engineering (Fee Based)	471,000	951,367	(480,367)	1,034,860	220%	722,204	76%	312,656 65%
TOTAL PBPW Fee Based	2,368,010	2,546,467	(178,457)	3,777,097	160%	1,903,886	75%	1,873,211 1050%
ENDING FUND BALANCE			\$ 1,690,112	\$ 4,743,104				

****September is month 9 of 12 = 75%**

*****ACTUAL Revenues include development revenues (such as building permits and plan reviews). Recording development activity in its own fund ensures permit revenues paid at the beginning of the project are set aside to pay the cost to service the projects over time.**

Fund Activity Year-to-Date through September 30, 2018				
Fund	Beginning Fund Balance	Revenues & Transfers-In	Expenditures & Transfers-Out	Ending Fund Balance
Special Revenue Funds:				
Street	691,657	1,330,150	1,090,535	931,272
Arterial Pavement	1,107,772	1,494,845	1,152,975	1,449,642
Police Drug Seizure	10,446	107	-	10,553
Hotel-Motel Tax	(24,541)	101,551	76,722	288
Redondo Zone	15,655	82,385	44,903	53,137
Waterfront Zone	17,808	139,709	66,154	91,363
PBPW Automation Fee	194,673	177,640	74,774	297,539
Urban Forestry	-	-	-	-
Abatement	6,659	34,173	-	40,832
Automated Speed Enforcement (ASE)	267,147	309,416	180,411	396,152
Transport Benefit District	138,639	727,915	791,998	74,557
Debt Service Funds:				
REET 1 Eligible Debt Service	21,139	12,951	5,679	28,411
REET 2 Eligible Debt Service	38,569	197,568	103,401	132,736
2018 LTGO & Refunding Bonds Debt Service	-	3,345,453	40,857	3,304,596
Capital Project Funds:				
REET 1	1,023,165	606,592	649,673	980,084
REET 2	755,117	605,635	352,102	1,008,650
Park Levy	1,757	33,921	-	35,678
Park in Lieu	559,810	117,175	48,421	628,564
One-Time Sales & B&O Tax Revenues	1,183,676	646,032	101	1,829,607
Municipal Capital Improvements	201,447	827,054	802,729	225,772
Transportation Capital Improvements	808,678	329,904	314,746	823,836
Traffic in Lieu	108,978	1,104	-	110,082
Traffic Impact - Citywide	1,280,159	486,282	120,069	1,646,372
Traffic Impact - Pac Ridge	278,859	19,347	-	298,206
Internal Service Funds:				
Equipment Rental Operations	369,196	385,079	387,036	367,239
Equipment Rental Replacement	3,807,967	582,752	448,260	3,942,458
Facility Major Repairs	192,667	94,180	21,658	265,189
Computer Replacement	1,022,200	194,100	78,444	1,137,855
Self Insurance	460,407	648,131	624,108	484,431
Unemployment Insurance	437,457	56,326	-	493,783

Budget vs. Actual Revenue & Transfers-In by Fund

Year-to-Date through September 30, 2018

Fund	Budget	YTD Actual	% Actual to Budget	Remaining Budget
Special Revenue Funds:				
Street	1,766,145	1,330,150	75.31%	435,995
Arterial Pavement	1,125,000	1,494,845	132.88%	(369,845)
Police Drug Seizure	1,000	107	10.66%	893
Hotel-Motel Tax	133,000	101,551	76.35%	31,449
Redondo Zone	60,870	82,385	135.35%	(21,515)
Waterfront Zone	276,000	139,709	50.62%	136,291
PBPW Automation Fee	100,000	177,640	177.64%	(77,640)
Urban Forestry	10,000	-	0.00%	10,000
Abatement	35,300	34,173	96.81%	1,127
Automated Speed Enforcement (ASE)	350,000	309,416	88.40%	40,584
Transport Benefit District	916,000	727,915	79.47%	188,085
Debt Service Funds:				
REET 1 Eligible Debt Service	17,268	12,951	75.00%	4,317
REET 2 Eligible Debt Service	263,428	197,568	75.00%	65,860
2018 LTGO & Refunding Bonds Debt Service		3,345,453		
Capital Project Funds:				
REET 1	504,000	606,592	120.36%	(102,592)
REET 2	450,000	605,635	134.59%	(155,635)
Park Levy	54,000	33,921	62.82%	20,079
Park in Lieu	10,000	117,175	1171.75%	(107,175)
One-Time Sales & B&O Tax Revenues	-	646,032	-	(646,032)
Municipal Capital Improvements	4,436,039	827,054	18.64%	3,608,985
Transportation Capital Improvements	1,294,996	329,904	25.48%	965,092
Traffic in Lieu	802,000	1,104	0.14%	800,896
Traffic Impact - Citywide	1,687,000	486,282	28.83%	1,200,718
Traffic Impact - Pac Ridge	-	19,347	-	(19,347)
Internal Service Funds:				
Equipment Rental Operations	482,673	385,079	79.78%	97,594
Equipment Rental Replacement	750,978	582,752	77.60%	168,226
Facility Repair & Replacement	522,258	94,180	18.03%	428,078
Computer Replacement	247,744	194,100	78.35%	53,644
Self Insurance	861,790	648,131	75.21%	213,659
Unemployment Insurance	68,682	56,326	82.01%	12,356

Budget vs. Actual Expenditures & Transfers-Out by Fund

Year-to-Date through September 30, 2018

Fund	Budget	YTD Actual	% Actual to Budget	Remaining Budget
Special Revenue Funds:				
Street	1,614,937	1,090,535	67.53%	524,402
Arterial Pavement	1,310,413	1,152,975	87.99%	157,438
Police Drug Seizure	1,000	-	-	1,000
Hotel-Motel Tax	112,000	76,722	68.50%	35,278
Redondo Zone	69,853	44,903	64.28%	24,950
Waterfront Zone	158,938	66,154	41.62%	92,784
PBPW Automation Fee	95,778	74,774	78.07%	21,004
Urban Forestry	5,000	-	-	5,000
Abatement	200	-	-	200
Automated Speed Enforcement (ASE)	396,686	180,411	45.48%	216,275
Transport Benefit District	914,812	791,998	86.57%	122,814
Debt Service Funds				
REET 1 Eligible Debt Service	19,476	5,679	29.16%	13,797
REET 2 Eligible Debt Service	263,428	103,401	39.25%	160,027
2018 LTGO & Refunding Bonds Debt Service	-	40,857	-	(40,857)
Capital Project Funds:				
REET 1	632,828	649,673	102.66%	(16,845)
REET 2	393,428	352,102	89.50%	41,326
Park Levy	54,000	-	0.00%	54,000
Park in Lieu	-	48,421	-	(48,421)
One-Time Sales & B&O Tax Revenues	186,039	101	0.05%	185,938
Municipal Capital Improvements	4,399,345	802,729	18.25%	3,596,616
Transportation Capital Improvements	1,875,690	314,746	16.78%	1,560,944
Traffic in Lieu	105,825	-	-	105,825
Traffic Impact - Citywide	237,565	120,069	50.54%	117,496
Traffic Impact - Pac Ridge	-	-	-	-
Internal Service Funds:				
Equipment Rental Operations	515,142	387,036	75.13%	128,106
Equipment Rental Replacement	523,000	448,260	85.71%	74,740
Facility Repair & Replacement	473,013	21,658	4.58%	451,355
Computer Replacement	205,824	78,444	38.11%	127,380
Self Insurance	701,975	624,108	88.91%	77,867
Unemployment Insurance	30,000	-	0.00%	30,000

MARINA FUND - OPERATING, DEBT SERVICE & CAPITAL FUNDS
(Budget/Working Capital Basis)
Year-to-Date through September 30th

	2018 Budget	2018 Year-to-Date	%	2017 Budget	2017 Year-to-Date	%
Operating Revenues						
Charges for Services	\$ 2,959,065	\$ 2,309,755	78%	\$ 2,966,110	\$ 2,287,020	77%
Fuel Sales	933,000	958,907	103%	1,103,986	850,781	77%
Parking Fines & Moorage Late Fees	12,220	25,194	206%	12,220	12,793	105%
Intergovernmental Revenues	-	-	-	-	590	-
Miscellaneous Revenues	44,460	35,663	80%	79,899	45,544	57%
Total Operating Revenues	\$ 3,948,745	\$ 3,329,519	84%	\$ 4,162,215	\$ 3,196,728	77%
Operating Expenses						
Salaries	757,095	485,710	64%	671,098	470,902	70%
Personnel Benefits	277,853	172,219	62%	245,273	170,909	70%
Supplies	137,400	96,550	70%	159,073	111,499	70%
Fuel Purchases	657,000	827,936	126%	862,710	572,880	66%
Services	778,536	634,192	81%	869,331	576,116	66%
Machinery & Equipment	-	12,500	-	-	9,587	-
Total Operating Expenses (excluding depreciation)	2,607,884	2,229,107	85%	2,807,485	1,911,893	68%
Operating Income (Loss)	\$ 1,340,861	\$ 1,100,412		\$ 1,354,730	\$ 1,284,835	
Non-Operating Revenues						
Interest Revenue	10,000	36,429	364%	1,285	14,408	1121%
Insurance Recoveries	-	-	-	4,459	2,063	46%
Total Non-Operating Revenues	10,000	36,429	364%	5,744	16,471	287%
Non-Operating Expenses						
Other Non-Operating Expenses	-	600	-	-	600	-
Capital Outlay	410,000	-	0%	551,000	45,969	8%
Debt Service	815,416	127,708	16%	820,515	137,758	17%
Total Non-Operating Expenses	1,225,416	128,308	10%	1,371,515	184,327	13%
Beginning Working Capital - January 1st		\$ 2,040,165			\$ 1,485,163	
Ending Working Capital - September 30th		3,048,698			2,602,142	
Net Change in Working Capital (see Note)		<u>\$ 1,008,533</u>			<u>\$ 1,116,979</u>	

Note: Working Capital = Current Assets minus Current Liabilities

September is 9 month of 12 75%

Fuel Profits (using COGS) 130,971 277,901

SURFACE WATER MANAGEMENT FUND - OPERATING & CAPITAL FUNDS

(Budget/Working Capital Basis)

Year-to-Date through September 30th

	2018 Budget	2018 Year-to-Date	%	2017 Budget	2017 Year-to-Date	%
Operating Revenues						
Charges Goods & Services	\$ 3,741,629	\$ 2,286,865	61%	\$ 3,532,391	\$ 2,134,905	60%
Miscellaneous	50	88	-	50	3,558	-
Total Operating Revenues	<u>\$ 3,741,679</u>	<u>\$ 2,286,953</u>	<u>61%</u>	<u>\$ 3,532,441</u>	<u>\$ 2,138,463</u>	<u>61%</u>
Operating Expenses						
Salaries	922,742	579,506	63%	914,844	612,409	67%
Personnel Benefits	424,417	273,935	65%	421,390	266,316	63%
Supplies	88,112	76,094	86%	66,900	74,685	112%
Services	1,585,117	1,140,016	72%	1,463,299	1,096,680	75%
Total Operating Expenses (excluding depreciation)	<u>\$ 3,020,388</u>	<u>\$ 2,069,551</u>	<u>69%</u>	<u>\$ 2,866,433</u>	<u>\$ 2,050,090</u>	<u>72%</u>
Operating Income (Loss) - excluding depreciation	\$ 721,291	\$ 217,402		\$ 666,008	\$ 88,373	
Non-Operating Revenues						
Interest Revenue	10,000	56,558	566%	5,000	19,786	396%
Storm Drainage Hook-Up Fees	80,000	193,126	241%	80,000	231,317	289%
Total Non-Operating Revenues	<u>90,000</u>	<u>249,684</u>	<u>277%</u>	<u>85,000</u>	<u>251,103</u>	<u>295%</u>
Non-Operating Expenses						
Capital Outlay	1,235,860	477,125	39%	874,774	238,994	27%
Total Non-Operating Expenses	<u>1,235,860</u>	<u>477,125</u>		<u>874,774</u>	<u>238,994</u>	
Beginning Working Capital - January 1st		\$ 4,595,686			\$ 3,722,888	
Ending Working Capital - September 30th		<u>4,585,647</u>			<u>3,823,370</u>	
Net Change in Working Capital (see Note)		<u>\$ (10,039)</u>			<u>\$ 100,482</u>	

Note: Working Capital = Current Assets minus Current Liabilities

September is 9 months of 12 75.0%

The City of Des Moines' investment portfolio is managed in a manner to provide maximum security of principle while meeting daily cash flow demands and conforming to laws and regulations governing the investment of public funds. The primary objective of the City's investment activities, in priority order, are safety, liquidity and return on investment.

The City's Investment Policy has been adopted by Ordinance 1144 of the City Council (per Des Moines Municipal Code 3.12). Authorized investments are securities and investments authorized by State statute as defined in RCW 39.58 and further defined within the Investment Policy.

**City of Des Moines
Deposits and Investment Portfolio
Year-to-date September 30, 2018**

Security Type	Fair Value as of 1/1/2018	January through September Activity	Fair Value as of 9/30/2018	% of Portfolio	Investment Returns
Federal Farm Credit Bank	\$ 3,475,995	\$ (986,735)	\$ 2,489,260	6.5%	\$ 24,450
Federal Home Loan Bank	-	4,952,050	4,952,050	13.0%	37,343
Federal Home Loan Mtg Corp	3,992,510	(3,992,510)	-	0.0%	19,375
Residual Funding Corp.	-	3,024,462	3,024,462	7.9%	-
Key Bank	4,812,933	774,791	5,587,724	14.6%	-
LGIP	16,923,648	5,256,266	22,179,914	58.0%	256,266
Total	\$ 29,205,086	\$ 9,028,324	\$ 38,233,410	100.0%	\$ 337,434

PARKS, RECREATION AND SENIOR SERVICES

Administration:

- In September the department participated in United Way's Day of Caring. The original plan of marking storm drains with "Puget Sound Starts Here" was sidetracked because of rain. The back-up plan was to pick-up trash throughout the City. PBPW staff Tyler Beekley and Anthony Jones provided maps to the volunteers and Parks Admin Janet Best provided the safety equipment and pickers. Fifty four volunteers participated made up of three organizations (Yestler Inc., Zones, and UW Beta Theta Pi) and two community service volunteers. About 1 ton of trash was collected and disposed of from Redondo to the North Hill.



- In August we learned that we would not be funded from CDBG for the replacement of the playground equipment at the Field House. We had ranked 7 out of the 10 eligible and the reasons stated were because of the \$200,000 funded in 2017 for Kiddie Park and that there were many other very eligible programs.
- The State Recreation and Conservation Office completed the ranking of grant applicants in October. The Van Gasken acquisition project funding is not likely at this point, and is dependent on an increased funding level by the legislature. Final decisions will not be known until after the state capital budget is approved.

Community Engagement:

Volunteer/Committee Hours	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	YTD
DM Arts Commission	244	170	279		693
Sr. Services Advisory Comm.	5	10	15		30
Human Services Advisory Comm.	12	10	9		31
Youth Sports Coaches	2,748	1,395	848		4,991
Senior Services	1,648	1,712	1,596		4,956
Daisy Sonju	17	32	201		250
Parks Administration	259	266	187		712
Total Volunteer/Committee Hrs*	4,933	3,595	3,135		11,663
Total Full Time Equivalents	2.38	1.73	1.51		5.61

*Rounded to nearest whole number.

Recreation and Sports:

- Camp KHAOS ended the summer up 20% over last year with a total of 323 individual registrants.
- Youth T-Ball ended with a total of 11 teams and 152 individual registrations.
- Youth Soccer started in late August with a total of 33 teams and 369 individual registrations.
- Through one year with the DASH registration system (September 2017-August 2018) there have been 5,868 individual registrants and \$1,476,304 in sales.

Events and Facilities:

- July marked the beginning of a very busy event season. Staff managed 72 rentals July through September not including Arts Commission, Destination Des Moines and Rotary events.
- We were understaffed for the month of August with the number events so we contracted with Event Pros for 3 of the 4 weekends to staff the parking lots at the Beach Park and North Marina.

Activity Center/Senior Services:

- We were awarded a \$2,000 grant from the 2018 Senior Nutrition Enhancement Fund. Funding is for needed kitchen equipment, a volunteer recognition event, and fresh fruits, vegetable and canned protein to take home over Thanksgiving and December holidays when the Center is closed.
- We are executing Vet's Levy funded projects: 1) Replacing and painting the siding is almost completed. 2) The Caregivers Support Group began September 1 and draws 6 to 15 attendees every Thursday. 3) The hearing loop installation is scheduled for November 12 - 14.
- Events included: International Independence Day (Latino), Aviation lecture, sold-out day trips, volunteer driver recognition, and outreach booth at the Saturday Farmers Market.

Seniors/Activity Center	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	YTD
Meals Served	2,264	3,649	3,651		9,564
Fee Program Attendance	1,779	1,989	1,645		5,413
Drop In Attendance	2,249	2,250	2,121		6,620
Consultation Services	606	737	687		2,030

City Council Committee Reports:

Des Moines Arts Commission

Met on Monday, July 9, 2018

- Susan Cezar read a letter from the City Manager explaining the relationship with Arts and the City of Des Moines. Creating a better understanding of fundraising vs. budget needs for 2018.
- Worked on setting a Date for the Quarterly Update to City Council. Reporting on the success of the summers concerts and Shakespeare in the Park.
- The Marketing plan was presented for 2018 by Mr. Williams. It included marketing across all medium as well as hiring a marketing firm to design a template for the coming year. Cost estimates were included and incorporated into the 2019 budget.
- Summer Concert Survey was presented. It will be distributed to concert goers in an effort to garner more information about our audience and their demographic.
- Discussed the Waterland Parade and decided to be in it this year!

Met on Monday, Aug 13, 2018

- Concert surveys to date have uncovered that 60% of the concert attendees are local and 40% are from outside Des Moines.
- Lots of interest in food trucks for the concerts. Working on booking 3 per concert for the balance of August.
- City Manager Matthias and City Attorney George attended the meeting to answer commissioner's questions about fundraising and 2019 budget.
- Discussed succession planning for 2019 commission. Looking to elect officers in September to ensure a good overlap and shadowing time frame for incoming officers.

Met on Monday, Sept 10, 2018

- Asked for nomination for officers for next month's meeting. Looking to have a new slate for the October planning meeting.
- Discussed planning meeting for October. Commission meeting will start early at 5:30pm On October 9th and run a little longer in order to discuss 2019 events.
- Jerry Farmer has applied to be a commissioner for 2019. He came to the meeting and met with the commissioners.

Human Services Advisory Committee

Met on Thursday, July 19, 2018

- Provided additional research on agencies that have requested additional funding.
- Allocated funding based on \$100,000 budget (with possibility that the committee will be granted \$125,000).
- Will finalize funding recommendations to address City Council with a Human Services Advisory Committee (date TBD).
- Discussed each requesting agency. The Asian Counseling and Referral Service, Community Homes, Inc., Easterseals, Global to Local, International Community Health Services, King County Bar Association, NAMI, New Roots Fund, SeaMar, Renton Ecumenical Association, Sound Mental Health, WAPI, and West African Community Council were all eliminated as potential funded agencies. This was due to issues with previous services, their inability to request funding, or the lack of direct benefit to City of Des Moines residents.

Met on Thursday, August 16, 2018.

- Discussed Nicole Nordholm's role as Management Analyst, while continuing with DV Advocacy work, beginning September 2018. Discussed Nicole's active role in the Human Services Advisory Committee.
- Talked about applicants hoping to join the Human Services Advisory Committee. These applications need to be vetted for the most recent and those still interested in serving. City Council will approve new applicants, and the plan will be to grow the committee in the near future.
- Discussed the potential increase in Human Services funding to \$125,000 in 2019. (from \$100,000 in 2018) Providing these resources show that the City is serious about supporting this committee and these community organizations.
- There are 14 agencies for the committee's final recommendations, with 3 as additional to be funded if the budget is increased.
- Discussion of funding some services focusing on the East African population and other minority groups. Due to this need, The West African Community Council was added to the list.

Met on Thursday, September 13, 2018

- Accepted new Human Services Committee members: John Scully Jr., Sile Grace Matsui and Lauren Frederick.
- Will need to follow up with process for training new members and bringing on board.

Senior Services Advisory Committee

Met on Thursday, September 27

- Accepted new members Priscilla Vargas and Jeff Crompe.
- Reviewed the role and purpose of the committee.
- Provided a summary of grants and their funded activities.
- Next meeting to be held November 8: discuss election of committee chair, review 2018 goals and set 2019 goals.

Des Moines Lodging Tax Advisory Committee (DMLTC)

Did not meet during the 3rd quarter of 2018.

Des Moines Landmarks Commission

Did not meet during the 3rd quarter of 2018.

EMERGENCY MANAGEMENT**July**

- Community Emergency Response Teams (CERT)
 - In discussions w/ FW and SKF&R to combine training efforts. HC to become involved.
 - Joint CERT meeting on July 13th in Federal Way.
- EOC Coordination and support
 - FAA rooms as a EOC/DOC.
 - IMT partners.
- Meeting with Lisa Meinecke to discuss Wesley's Emergency Preparedness Plan.

August

- Met with Jacob Rain from Washington State EMD. He'll be here on Thursday, 8-16-18 to go through out Basic Plan portion of the CEMP.
- We have 100 CERT backpacks ready for our first class.
- Attended the Incident Command: Capabilities, Planning and Response Actions for All Hazards course in Aniston Alabama.

September

- Working through the Comprehensive Emergency Management Plan Update Process together with Jacob Rain from Washington Emergency Management Department. Beginning to work with DM Directors to complete the Core Capabilities Matrix.
- EOC plan is being reviewed to ensure Comprehensive Emergency Management Plan uniformity. Working with City of Des Moines personnel to assess the PD large conference room for retrograde to former EOC status.
- Beginning to gather technology specifications for the EOC.

POLICE DEPARTMENT

Police Department 3rd Quarter 2018

- Lateral Officer Johnny Tyler joined the department effective 7/1.
- On 07/07, department staff members joined the community for Coffee with a Cop at the Redondo Boardwalk.
- On 07/07, officers were dispatched to a Drive-by Shooting in the 21800 Block of 30th Avenue South. Officers were able to locate multiple shell casings. The case is under investigation at this time.
- On 07/16, officers were called to the 2800 block of South 221st Street, near Midway Park, regarding damage to a vehicle. The victim's friend thought they heard shots around 0200 hrs, but no one called into 9-1-1 at that time. Officers found approximately 22 bullet holes in the victim's vehicle. Shell casings from two different firearms were located. The case has been referred to detectives.
- Academy Graduate Officer Joel Schneider joined the department effective 7/16.
- On 07/26, were dispatched to the 7-11 at 2904 KDM for shots fired. Arriving officers learned the clerk had locked the door to keep a shoplifter from leaving. The shoplifter pulled a gun from his waistband and proceeded to shoot out the glass door to make his exit.
- On 07/27, officers responded to Wooten Park regarding the sounds of gun shots. They found one victim who was transported to Harborview with non-life threatening injuries. Three more victims had gone to St. Francis. None of the involved parties were cooperative with officers.
- On 08/06, there was a report of multiple shots fired next to Midway Park on South 221st Street. Officers located one victim who had been shot in the leg. Shell casings from two different firearms were located.
- 8/16 Academy Graduate Officer Rochelle Blackwell joined the department.
- On the afternoon of 08/22, a large tree on the west side of Des Moines Memorial Drive, in the 21000 block, fell taking down a power pole and the power lines. One vehicle was covered by the fallen wires and the driver managed to exit the vehicle without being electrocuted. Repairs kept the roadway closed well into the evening.
- On this same afternoon, power lines also came down in the 21200 block of 4th Avenue South. A garbage truck was caught in the middle and the driver was unable to exit the vehicle.
- 08/30 Ryan Miskell and Joel Schneider were let go after failing to complete Police Training Officer (PTO).
- 9/1 Entry Level Officer Mara Anne Dominowski joined the department.
- 09/15, officers were called to the 1400 block of South 263rd Place to assist with a natural gas leak. A gas line in the area had ruptured and there were vehicles parked over the area where repairs needed to be made. Officers attempted to contact the registered owners of the vehicles and were only able to contact one. The other three vehicles were moved 30' down the street by a tow company.
- On 09/19, officers were dispatched to two subjects shooting at each other in the 22400 block of Pacific Highway South. Officers were unable to locate the subjects but did find spent shell casings.
- On the evening of 09/19, the department conducted a community meeting at Highline Community College. Chief Ken Thomas, Commander Mike Graddon and Commander Doug Jenkins all presented information about the department. Chief Thomas presented his vision for the future of the department and what we have accomplished so far. Commander

Graddon gave a presentation highlighting the Patrol Division and Commander Jenkins highlighted the Support Services Division. There was also a question and answer period. The meeting was well attended and we will be conducting more community meetings in the future.

- On 09/20, the department hosted Operation Sweep and Keep which was targeting sex trafficked individuals. Officers from Des Moines PD, Seattle PD, Tukwila PD, Kent PD, King County Sheriff's Office, Port of Seattle PD and the FBI participated in the operation. During the operation, a total of six females were contacted.
- On 09/26, department staff members joined Wesley Garden residents for Coffee with a Cop.
- During the third quarter, Officer Austin Arneberg graduated from the Washington State Criminal Justice Basic Law Enforcement Academy and completed the department's PTO (Police Training Officer) Program. Effective 9/30, he was cleared for solo status and assigned to a patrol team.

CRIME STATISTICS

Quarterly Totals

Offense	2017 3rd Quarter Totals	2018 3rd Quarter Totals	2018 3rd Quarter Percent Change
Homicide	0	0	0%
Sex Offenses	6	10	+67%
Robbery	24	11	-54%
Assaults*	69	62	-10%
Burglary	35	37	+6%
Larceny*	197	141	-28%
MV Accidents	108	96	-11%
MV Thefts	64	79	+23%
Arson	1	3	+200%
Moving Violations	640	772	+21%
School Zone Photo Enforcement	437	110	-75%
Red Light Photo Enforcement	8,594	6,580	-23%
Officers Assaulted	1	1	0%
Adult Arrest	70	77	+10%
Juvenile Arrest	8	2	-75%
Calls For Service	5,078	5,247	+3

**Assault and Larceny category include all reported felony and misdemeanor crimes.*

Year to Date Totals

Offense	01/01/17- 09/30/17 Totals	01/01/18- 09/30/18 Totals	2018 YTD Percent Change
Homicide	0	0	0%
Sex Offenses	22	35	+59%
Robbery	51	38	-25%
Assaults*	179	181	+1%
Burglary	122	126	+3%
Larceny*	514	469	-9%
MV Accidents	282	279	-1%
MV Thefts	189	187	-1%
Arson	4	8	+100%
Moving Violations	2,273	2,070	-9%
School Zone Photo Enforcement	2,228	2,020	-9%
Red Light Photo Enforcement	28,821	18,410	-36%
Officers Assaulted	6	7	+17%
Adult Arrest	206	200	-3%
Juvenile Arrest	20	10	-50%
Calls For Service	15,571	14,496	-7%

**Assault and Larceny category include all reported felony and misdemeanor crimes*

MARINA
Marina Operating Fund
Redondo Zone
Waterfront Zone

Capital Projects

Staff is finalizing the paperwork needed to secure an RCO grant for the improvements to the Redondo Boat ramp facility.

Wood Harbinger has been hired as the consultant for the Marina Fuel System upgrade project.

Marina Revenues

3rd Quarter Revenues

	JULY	AUGUST	SEPTEMBER	3rd Qtr. Total 2018	3rd Qtr. Total 2017	Percent Change
Fuel Sales	\$241,589	\$233,447	\$128,623	\$603,659	\$528,882	+14.13%
Guest moorage	\$11,907	\$16,411	\$13,200	\$41,518	\$34,680	+19.71%
Parking (Marina)	\$22,808	\$21,100	\$14,042	\$57,950	\$120,311	-51.83%
Parking Redondo	\$16,735	\$19,221	\$14,182	\$50,138	\$53,383	-6.07%
Moorage	\$186,537	\$192,296	\$181,222	\$560,055	\$595,029	-5.87%
Dry Sheds	\$14,489	\$14,597	\$15,137	\$44,223	\$42,728	+3.49%
Lease Revenue	\$12,889	\$13,504	\$14,247	\$40,640	\$40,664	-0.05%
Total Revenue	\$506,954	\$510,576	\$380,653	\$1,398,183	\$1,415,677	-1.23%

Summer 2018

Overall Marina revenue appear to be down -1.23% over the same period last year. This is directly related to the fact that paid parking in the 3rd quarter of 2017 was the first three months Paid Parking was implemented. All passes were sold during that time period, reflecting higher 3rd qtr. numbers for 2017. This year, pass sales were spread out over all three quarters.

Fuel Dock

Fuel sales in dollars for the 3rd quarter were up over 14.13% over last year at this time. Dollars reflect higher fuel sales due to 2018 higher fuel pricing, corresponding with higher fuel costs. Actual fuel sales "in gallons" were down 12-14% in the 3rd qtr. this year in comparison to the same period last year.

Guest Moorage

Guest moorage was up over 19.71% over 2017s 3rd quarter.

Marina Projects

Marina Staff disposed of ALL five derelict boats from our Guest moorage area.

Some Marina tenant suggestions have been implemented, and some will be starting soon:

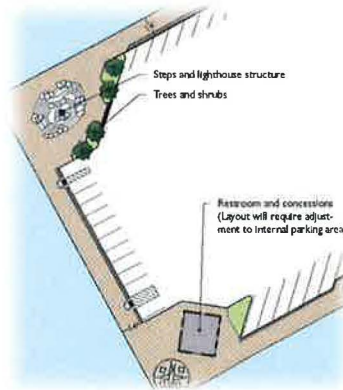
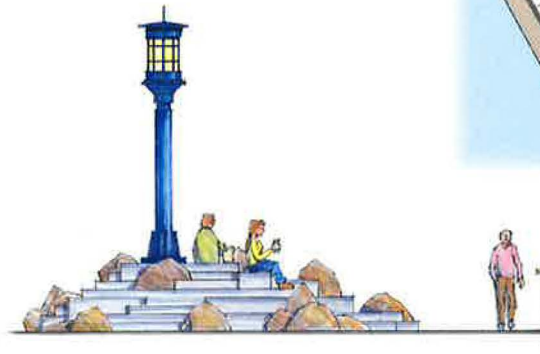
- Improvements on the South Tenant restrooms.
- The new Office roof has been installed.
- Dock Safety ladders have been ordered.
- Improvements have started on the Dry Sheds: (doors and paint).
- New garbage enclosures will be installed on Oct. 29th.

PUBLIC WORKS & COMMUNITY DEVELOPMENT DEPARTMENT

Capital Improvement Projects

Marina North Bulkhead Replacement Project

The City and Exeltech Consulting are continuing efforts to complete design and permitting for the project. Structural, coastal, and geotechnical engineering are complete with results turning into construction bid documents. Urban design and restroom replacement alternatives have been reviewed and vetted with the selection of a lighthouse step theme with interactive kiosks. Various federal, state, and local project permits are being prepared and the project is planned for construction in 2019.



Lower Massey Creek Channel Modification Project

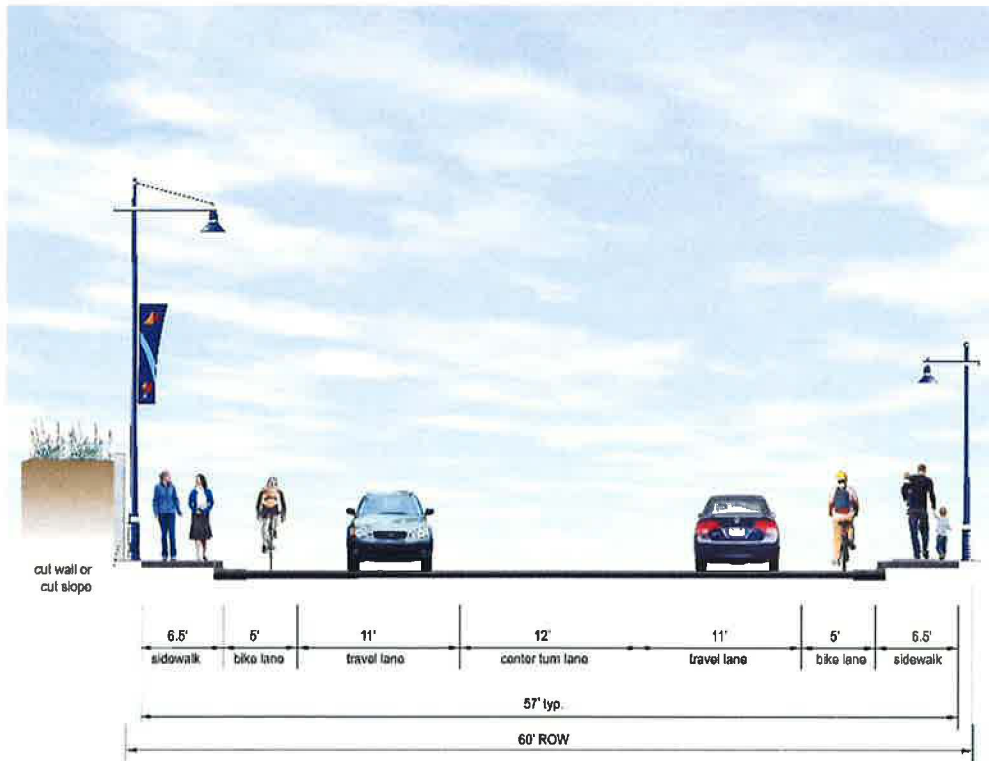
The project is complete. All plantings under warranty that did not survive have been replaced by Buckley Nursery. TetraTech prepared a re-planting plan for the “triangle” area east of Taco Time that has been now been approved by the Department of Ecology. Due to concerns of a high ground water table and prolonged soil saturation effecting the plantings, the proposal is to return the triangle area to a grass condition similar to the way it was before the project keeping the berm areas adjacent to the creek as the project mitigation area. Buckley Nursery has provided a quote for the re-plant work and two years of invasive weed control. The re-plant work will occur this fall.

Transportation Gateway Projects

S 216th Street Segment 3: 11th Avenue S to 20th Avenue S

The City and consultant, KPG, are continuing to finalize Right-of-Way acquisition and design documents for project bid solicitation late 2018. The project, from 11th Ave S to 20th Ave S, will complete the final missing link of South 216th Street improvements between SR99 and Marine

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View Drive. Included will be continuous curb, sidewalks, three lane roadway with a left-turn-lane, bike lanes, planters and medians at select locations, underground utilities, storm drainage improvements, and crosswalks utilizing rectangular rapid flashing beacons (RRFBs).

24th Avenue South Improvements (Kent-Des Moines Road to S 223rd Street)

The City has evaluated the 24th Ave S roadway corridor from Kent-Des Moines Road to S 223rd Street and has determined that full roadway improvements maximizes investments with potential strategic grant partners. The City has applied for a Transportation Improvement Board (TIB) grant with the State of Washington in efforts to complete the first phase of the corridor from Kent-Des Moines Rd to S 223rd Street. Subsequent phases of work from S 223rd Street to S 216th Street will occur following initial phase completion. An additional project partner will be the City's Surface Water Utility to upgrade facilities within the project limit.



Project elements will focus on narrow vehicle travel lanes for traffic calming, installation of bike lanes, ADA sidewalks, and enhanced pedestrian crosswalks adjacent to the public schools to promote non-motorized opportunity. Roadside ditches will be filled and storm water focused to an underground conveyance system. Finally, illumination will be designed to meet City standards.

Pavement Management Program

South 223rd Street – Pavement Rehabilitation Project

The City and Scarsella Bros., Inc. continue to make progress towards completion of the project with paving to be completed early October.

Roadway resurfacing will be completed from Marine View Drive to 24th Ave S. As part of the pavement work, Highline Water District has replaced their water main from approximately 16th Ave S to 24th Ave S.



Barnes Creek/Kent-Des Moines Road Culvert Replacement Project

Council approved a Task Assignment with TetraTech Engineers to prepare the project design for replacing the dilapidated culvert located below Kent-Des Moines Road at approximately 13th Avenue. The project design has been placed on hold pending a meeting with WSDOT on the schedule for replacement of this culvert. This culvert is one of several hundred culverts that are required to be replaced by WSDOT by March 29, 2030 in accordance to an injunction of a U.S.

District Court ruling that state-owned barrier culverts under roads are a violation of Tribal Treaty Rights. The state has now appealed the case to the U.S. Supreme Court. While this culvert is not on WSDOT's current replacement list through the 2019-2021 biennium, WSDOT concurs with the 2015 condition/fish assessment report made by TetraTech. Staff met with WSDOT to discuss the schedule and potential partnership for the replacement of this culvert. Both parties agreed that the culvert should be replaced and WSDOT has proposed a 50/50 cost split for the project. A Local Agency Agreement for the project design and permitting is scheduled for Council approval for the April 12 meeting. If approved, design work will start this year with construction anticipated in 2020.

Deepdene Plat Outfall Replacement

City crews made a repair to the outfall and engineering staff will be monitoring the temporary work until the pipe is permanently replaced. HWA GeoSciences was hired to re-evaluate the outfall area. In response to the recommendations from the report, City maintenance crews extended the temporary outfall pipe to the beach. TetraTech has been assigned the design of this project through a task assignment. The survey of the top of the bluff and the roadway on Marine view Dr S has been completed. The next steps include receiving the soils investigation report which took place on 9/26/18 and potholing for utility conflicts on Marine View Dr. S. Construction will most likely take place in the summer of 2019 after obtaining the required permits for the project.



Barnes Creek Trail

The City and consultant, KPG, are continuing efforts to complete 85% design and NEPA permitting for the Barnes Creek Trail. Additionally, this project has been broken down into three distinct phases within the City's Transportation Improvement Plan (TIP). This will help the project move forward with future phases of work such as construction, position each project for competitive grants, aid development coordination with adjacent properties, and allow for logical project termini. The City is also coordinating design efforts with the South 216th Street – Segment 3 project near the intersection of 18th Ave S & S 216th Street to ensure proper trail crossing. It is anticipated that the South Trail Segment will be pursued for construction first.

The City has submitted for a PSRC FHWA grant and has been informed that an award in the amount of \$519,000 has been made to complete the ROW acquisition required for the entire project. This grant funded work is scheduled to take place and be completed in 2021.



ADA Transition Plan

Continuing efforts to develop an Americans with Disabilities Act Transition Plan to ensure equal access to public programs, services, and facilities, the City has conducted a public open house, initiated an online survey, field surveyed sidewalks, and developed an outline for the final Transition Plan document. Evaluation of City programs, services, and buildings have occurred and a draft Transition Plan is expected to be complete late 2018. The plan will ultimately document ADA deficiencies and identify strategic actions moving forward to mitigate these issues.



South 251st Street Landslide

The construction of the permanent S 251st Stormwater Outfall has been awarded to Road Construction North West. The majority of the project scope has been completed and the new outfall has been installed. Currently the project is in suspension until the required restoration plantings can be installed in the fall planting window.

The project has permanently stabilized the slope and replaced the temporary outfall. The permanent design included removing the temporary outfall pipe, the construction of an outfall energy dissipater from quarry rocks, the installation of a new outfall pipe with quarry spall bedding, and placement of quarry spall for slope protection.



Des Moines Street Standards

The City is currently updating its street standards. The existing street standards were approved in 1996 and are in need of a substantial update. Staff has been working with a consultant, Parametrix, to make needed changes to a number of items within the street standards including: policy updates, code updates, standards related to Low Impact Development, and standard details.

Picnic Shelter/Restroom Rehabilitation

Argosy Construction began work in October 2016 on this project. The project is physically complete, and has been reopened to the public for use. We are working on project closeout.



Parkside Park Renovation

The design scope of work by consultant (The LA Studio LLC) is being modified slightly to reduce construction costs. We advertised for bids again in March 2017. Work will begin in August when the ground has dried up, and will be completed by the end of November 2017. Working with Ecology on contaminated soils remediation.

Field House Tennis Court

This project was placed on hold in 2016, and is scheduled to be completed during 2017.

Special Projects

Sound Transit FWLE Project

Staff continued to work with Sound Transit on the 30% design submittal. Staff attended a coordination meeting with Sound Transit and Highline College to discuss improvements to South 236th Lane. Staff also attended a meeting with the City of Kent to discuss design alternatives for Pacific Highway South, and the timing of those improvements with pending development – i.e. Highline Place. Staff is currently working with Sound Transit staff on the development of a draft term sheet that will outline project achievements to date, and layout our work program for 2018 as we move towards the creation of a development agreement with Sound Transit.

Metro Community Connections Pilot Project

The City partnered with King County Metro (Metro) to provide public transportation between the downtown Marina District, Des Moines Creek Business Park and the Angle Lake Station. Metro selected the City for implementation of a pilot project that will employ alternative, flexible service that will improve connections between these local activity centers and the region. A stakeholders group of major employers was formed, a needs assessment was conducted and the results were presented at the June 27th meeting hosted by Wesley Homes. A Four major areas of need were identified: provide connections to regional transit system, provide options for those who do not or will not use cars, provide flexible and safe options for employees who work off hours; facilitate getting around during the work day without own car.



The first element of the plan, implementation of a shuttle between the Angle Lake Station and downtown Des Moines was announced at the Gateway Celebration on October 17, 2017. Soft launch of peak period service was scheduled for January 29, 2018.

SR 509 – Puget Sound Gateway Project

Staff attended several steering committee meetings on the project, and discussed WSDOT's travel demand modeling, assumptions and details. In addition, there was discussion of the performance targets and metrics, and how WSDOT would be approaching and evaluating various design options. Staff will attend the executive committee meeting in October, where both the SR-509 and SR-167 projects will be discussed in relation to the overall project budget.

24th Avenue South – Mid-block Crosswalk

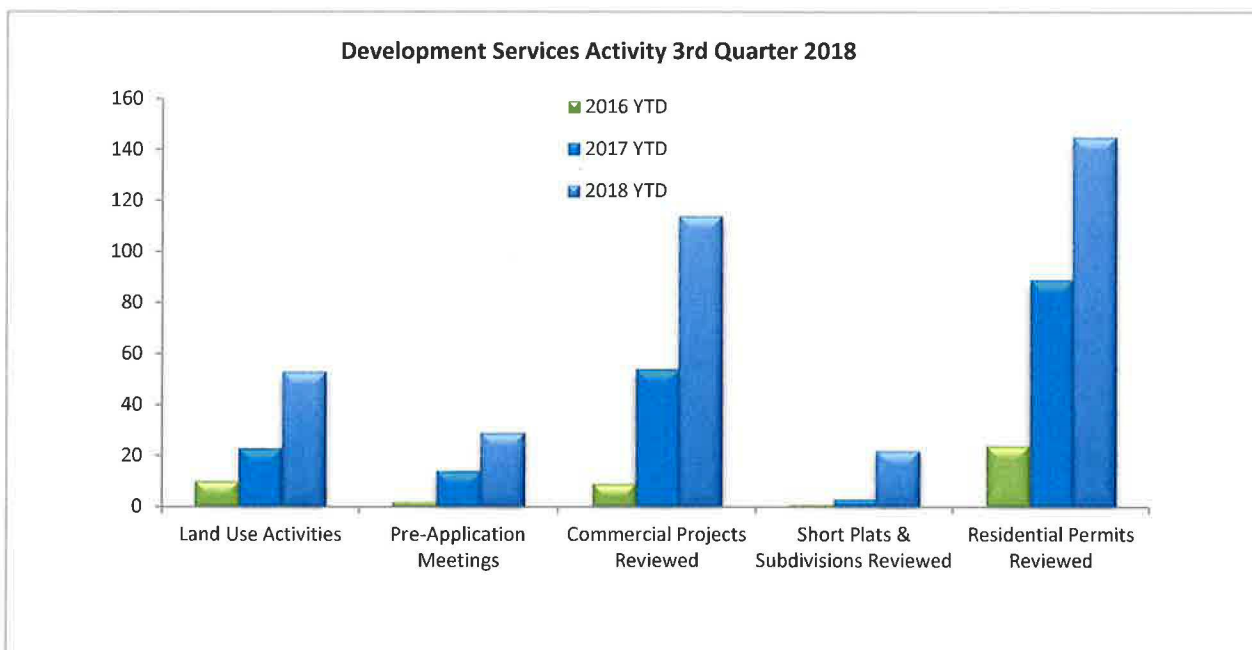
In partnership with King County Metro, a mid-block crosswalk will be installed on 24th Ave S between S 216th Street and S 208th Street. This crosswalk will serve adjacent north and southbound bus stops and utilize rectangular rapid flashing beacons (RRFBs) to increase pedestrian safety.

Community Development

Planning, Building, and Development Services Division

As shown in the chart below, commercial and residential project reviews are at exceptional levels. In the third Quarter of 2018, the Planning Division completed 98 project reviews of which 40 were commercial, 54 were residential and 4 were short plats. In addition, the Department held 10 pre-application meetings and received 27 new submittals.

For more details on specific land use projects, see **Attachment 1** at the end of this report.



Planning Projects

2018 Comprehensive Plan Amendments: The 2018 amendments to the Comprehensive Plan and Preferred Land Use map will be considered by Council in early October 2018. Proposed amendments include adding updated references to the capital facility plans for utility districts and school districts and amending the Preferred Land Use map to add Van Gaskin Park and Mary Gay Park. In addition the City received a request to change the preferred land use for parcels (PIN 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166, and 0822049161) located along S 216th Street from T-Townhome and SF-Single Family to MF-Multifamily in conjunction with a requested rezone filed under LUA2018-0027.

Shoreline Master Program Periodic Review:

A periodic review of the Shoreline Master Program (SMP) to update the plan in accordance with new state requirements and local needs is required pursuant to State law (Chapter 90.58 RCW and Chapter 173-26 WAC). Staff has developed a scope of work and schedule to complete the review and update of the SMP, and multiple public participation opportunities are available.



More information on the shoreline update is available on the City's website at:

<http://www.desmoineswa.gov/564/SMP-Periodic-Review>

Highline College Community-Centered Urban Agriculture:

Highline College is partnering with the City of Des Moines to identify and increase the amount of farmable land for use by the College and the community in order to improve local food security, improve land use, and to provide a venue to educate and develop new farmers. Staff is supporting this effort through a feasibility analysis to identify environmental/permitting requirements for establishing urban agriculture programs at Sonju Park, Parkside Park and Mary Gay Park. Consultant Grette Associates completed a site reconnaissance, establishing wetland and stream buffers and disturbance limits.



Sound Transit Federal Way Link Extension:

Staff continues work on Sound Transit related items, including the permitting process, development and transit way agreements, and code requirements.

Sustainable Airport Master Plan:

The SEPA Officials from the Cities of SeaTac, Normandy Park, Burien and Des Moines worked closely with our consultant team and submitted combined comments on the environmental review scoping related to the near term projects of the Sustainable Airport Master Plan. Additionally, staff provided support for the City's Aviation Advisory Committee.

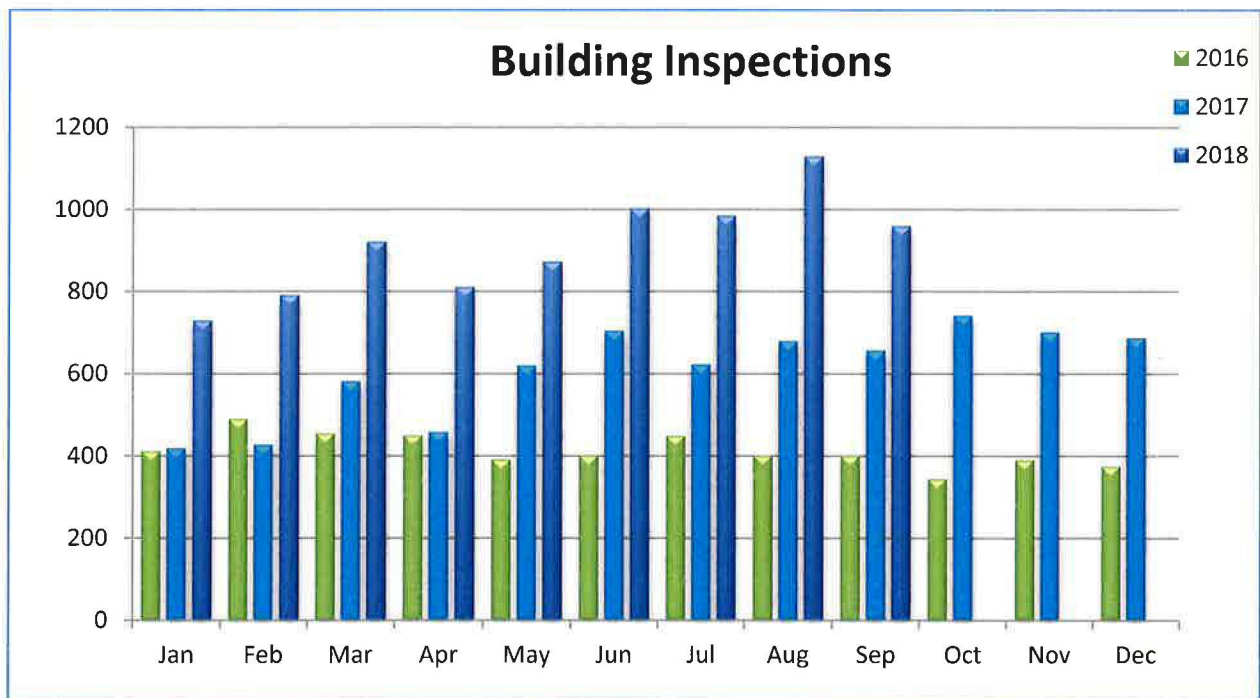
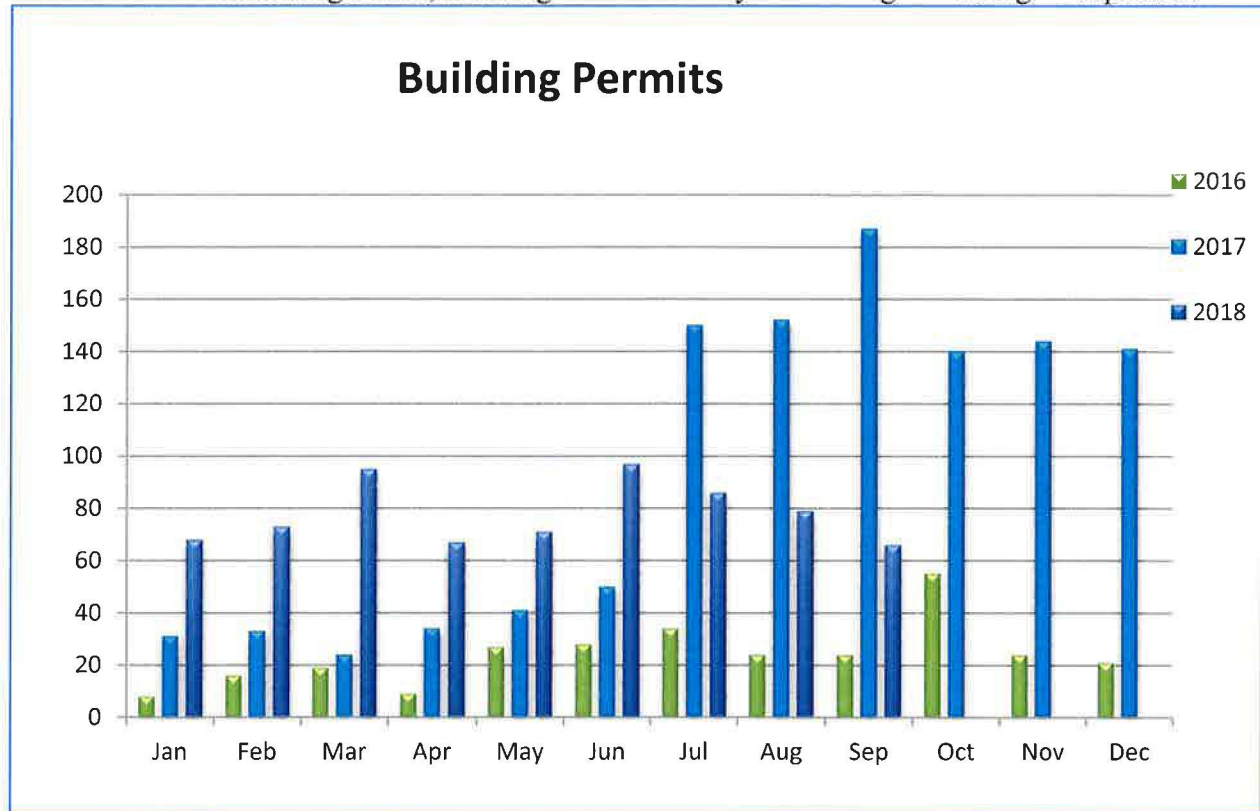


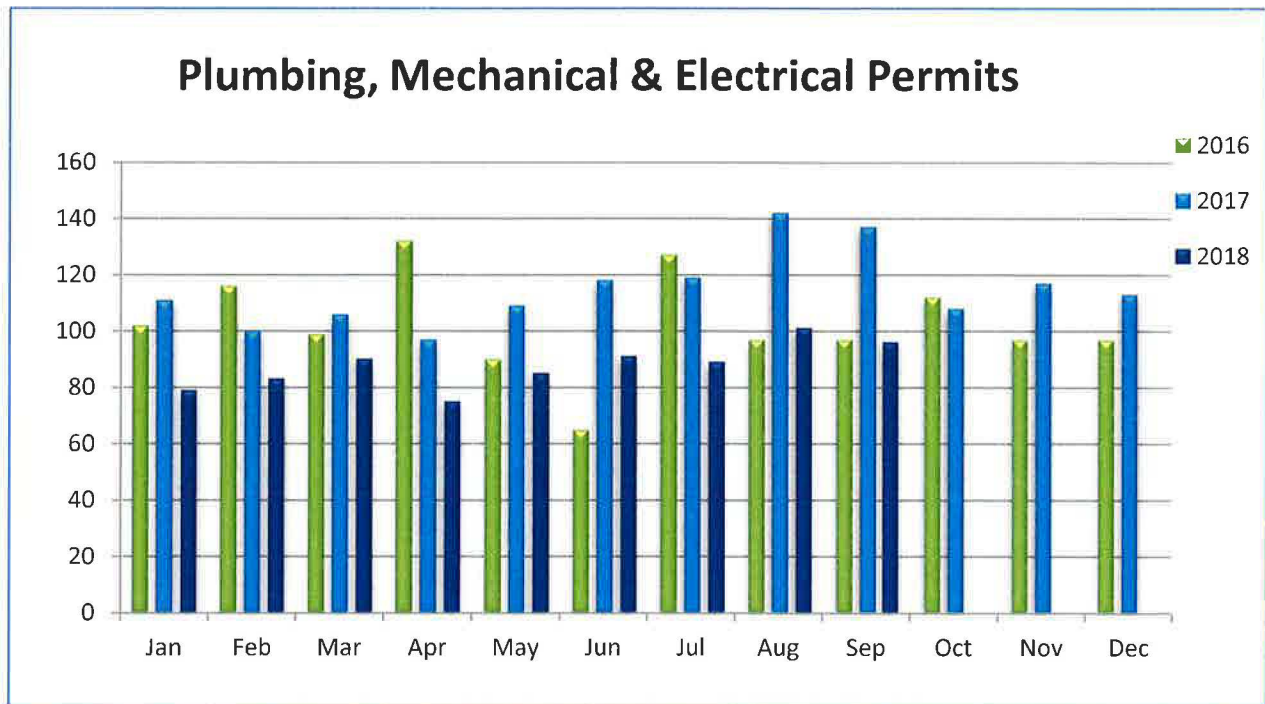
Institutional Campus (I-C) zoning changes:

The Council adopted code amendments for the I-C zone on August 28, 2018 after a public hearing. Input had been obtained from Wesley, Judson Park, and Highline College, as well as the Landmark on the Sound purchaser. Discussions on these potential code amendments were also previously held with the Council Economic Development Committee on April 26, May 24, and June 28, 2018.

Building Division

As shown in the following charts, building related activity is trending and rising as expected.





- In the third Quarter of 2018, the Building Division issued 517 permits: 231 Building permits and 286 Electrical, Mechanical and Plumbing permits. The PBPW Department received \$814,377 in revenue and processed \$1,151,106 in total City receipts. Building Division's portion of PBPW revenues for this period was 87.7% (\$714,536), the Planning Division's portion was 8.6% (\$70,091.67), and the Engineering Division's portion was 3.7% (\$29,749). The total construction valuation for this quarter was \$16,213,247.
- For the third quarter of 2018, some interesting statistics were:
 - There were 619 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
 - Total revenue for permits and business licenses - \$1,061,801.
 - There were 722 plan reviews conducted with comments.
 - There were 3,075 field inspections conducted.
- During the 3rd Quarter of 2018 Permit Staff issued 208 online permits out of a total of 517 BLD permits issued (Building, Electrical, Mechanical and Plumbing). The online permits are limited to residential permits that do not require review. There were 389 total non-plan review permits (over-the counter and online combined) issued in the 3rd Quarter of 2018.
- Total Public Records Requests were reported in a chart earlier in this report. Some of those records requests are processed by the Building Division, in assistance to the City Clerk. During the 3rd quarter of 2018, Building Division staff received 30 new public records requests in addition to 3 cases open from earlier and spent 72 hours to provide service. 28 cases were closed during the quarter and 5 are still active.
- Our permitting software, PermitTrax, allows us to receive and issue online permits. Online permits take about the same amount of time to process as Over-the-Counter permits that are presented in person. But permitting staff can organize their work more effectively by choosing when they will process the permits without applicants waiting at the counter for them.

Building Construction Highlights:

Des Moines Creek Business Park: Phase 4 (21202 24th Ave S BLDG A & 21402 24th Ave S BLDG B):

Phase IV of the Business Park consists of two warehouse buildings. Bartell's is now occupying the entire 4-A Building. Three separate tenants will occupy Building 4-B. The Bartell's building is very near completion and remains operating under a Temporary Certificate of Occupancy. Building 4-B has the shell portion very near completion, and now has two tenants, Clutter and Catalyst, for the north and south sections of the building. Various elements of the grounds and exterior of both buildings are working towards completion. The permit for the south section of the building that will be occupied by Outdoor Research, has been issued.

The Waterview Crossing Project:

The Waterview Crossing Project, located at 21800 Pacific Highway S, consists of a new, nine-building, mixed use development. Land clearing and grading, road and utility work, construction of the storm water pond, and seven of the nine buildings are well underway. The picture below represents a couple of different elevations of the project, as well as the sizable structures that are under construction.



Wesley Homes Project: The Wesley Gardens property, located to the west of City Hall at 815 S 216th, is well under construction as the second part of the first phase of this 5-year facility replacement project, the 32-unit "Brownstone", just received an occupancy approval. Construction on that borders S 219th Street and is moving at a fast pace. That structure is shown in the picture (as a note, the landscaping has not yet been installed due to the current weather conditions). Phase two of the Wesley Gardens project, a 53 million dollar "main building" section will begin in October. The grading permit and the building permit have now been issued. Phase II of the project will include a 185-foot tower crane



Highline Place, 23609 Pacific Highway South:

This project is now nearing completion. Charter Construction is working on all elements of the building in order to apply for a Certificate of Occupancy.



Highline View Estates, S 240th:

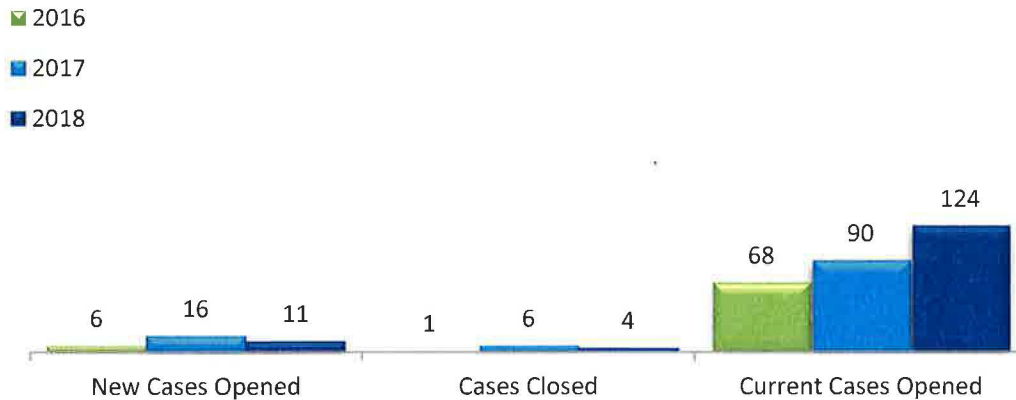
This 24 unit Single Family Residential project is progressing at a steady pace. Homes continue to be completed at a rate of two to three units per month. All single home permits for this subdivision have now been issued.



Building Code Enforcement

The graph below represents the Building Division's Code Enforcement activity. Activity continues to be brisk at numerous locations in the City.

Building Code Enforcement Activity thru 3rd Quarter 2018



Engineering Services Division

Traffic Engineering and Operations

Street Lighting

City staff continue efforts to address citizen street light concerns. If there are public requests for street light installations, please contact the Engineering Services Department for additional information.

Traffic Calming

The City has concluded approximately 30 speed studies City-wide and approximately 10 locations have been identified for permanent or temporary vehicle speed radar feedback signs. City staff are currently evaluating multiple radar feedback products, obtaining cost estimates and anticipate to obtain a few temporary signs as well as complete 4-6 permanent sign installation by the end of the year.



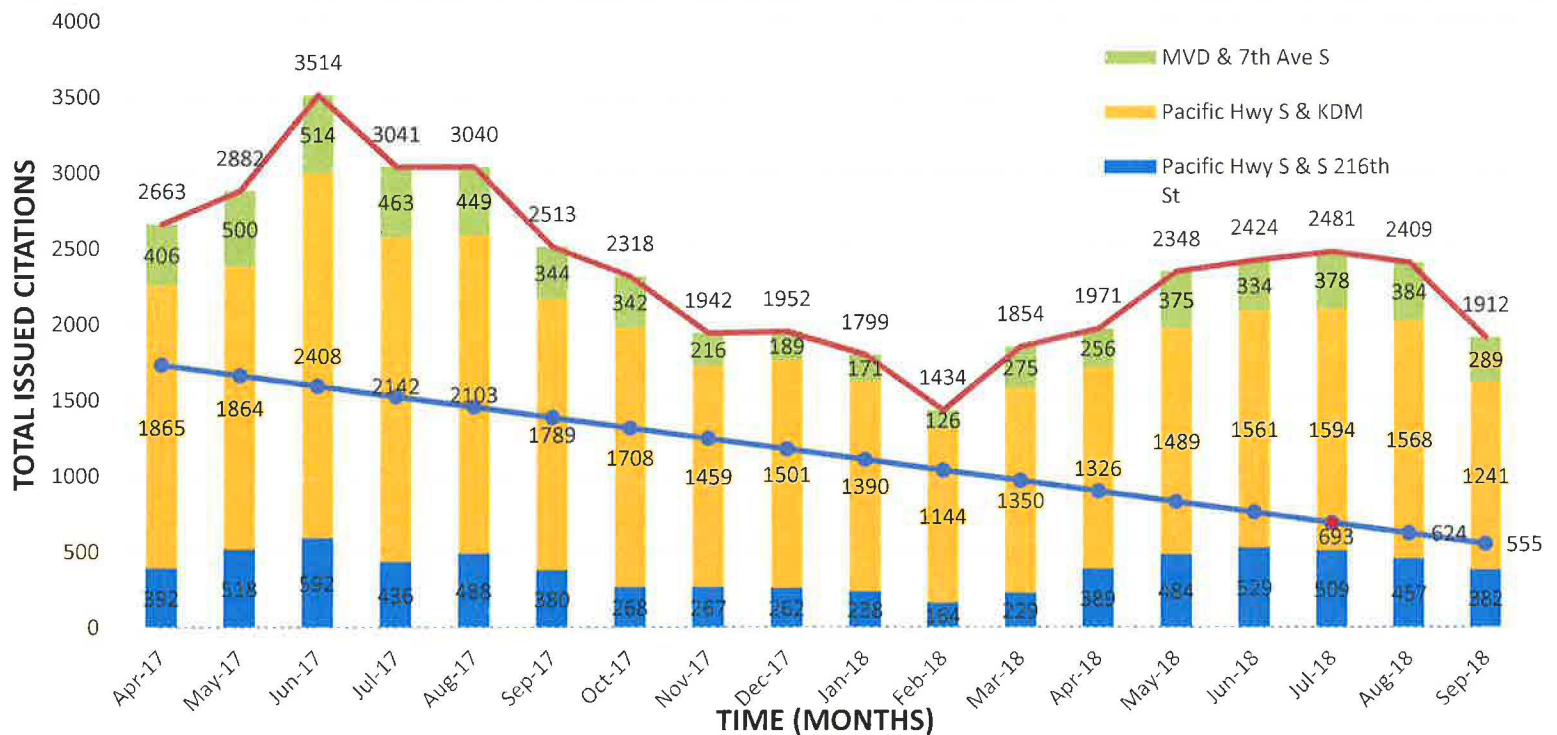
Red Light Running Automated Enforcement

The Automated Red Light Running Enforcement program was approved by the City Council on April 7, 2016. In the action, the City Council directed staff to enter into a contract with ATS (vendor) to install six locations for enforcement. The primary purpose is to increase vehicle stopping compliance at intersections in an effort to improve safety. While visible flashes from the cameras occur frequently, a commissioned Des

Moines Police Officer reviews video for potential infraction before a citation is issued. Those six locations are:

- Southbound and Eastbound at SR-99 (Pac Hwy)/South 216th Street
- Southbound and Westbound at SR-99 (Pac Hwy)/SR-516 (KDM)
- Northbound and Southbound at SR-509 (MVD)/7th Place South/South 216th Street

These six locations were chosen from a group of twenty-one potential locations in partnership with ATS. It was anticipated that these six chosen locations would generate approximately 12,500 violations per year or about 1,042 per month. This 1,042 per month figure assumed an initial tickets/month at the start of the program of around 2,084 per month and slowly tapering to the 1,042 amount after 18 months as drivers in the area modified their behavior. This 10 month trend line was provided to the City as the historical trends seen by ATS in other installations throughout the nation. The graph shows the actual monthly citations issued at each intersection and the total number of actual citations will be tracked over time against the anticipated trend line to evaluate the traffic behavior curve specifically for Des Moines.



So, where does the money raised by the fines go? The City created the Red Light Camera Program under ordinance which mandates that 100% of all revenues be spent for public safety purposes, DMMC 10.40.070.

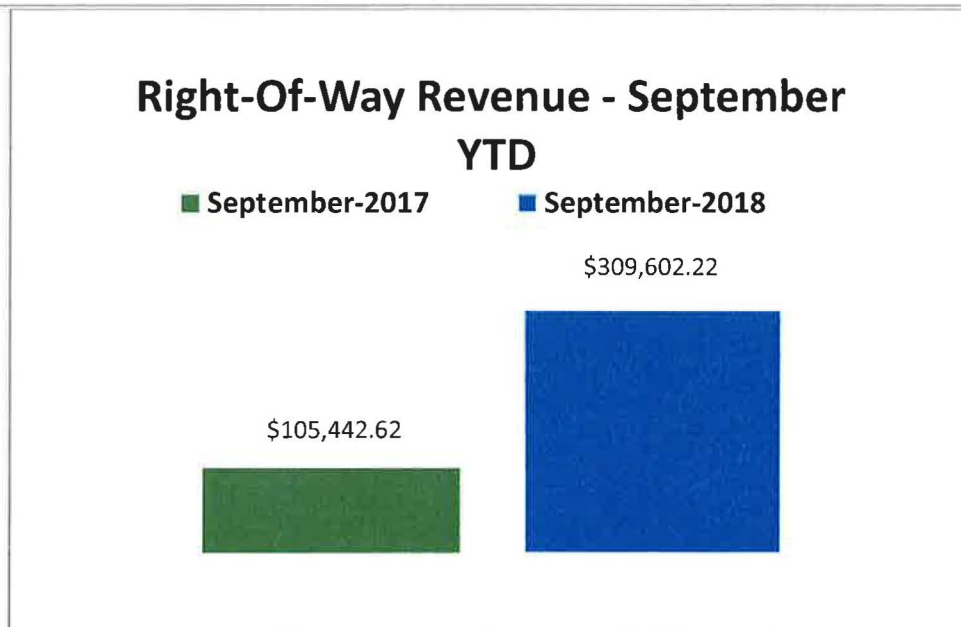
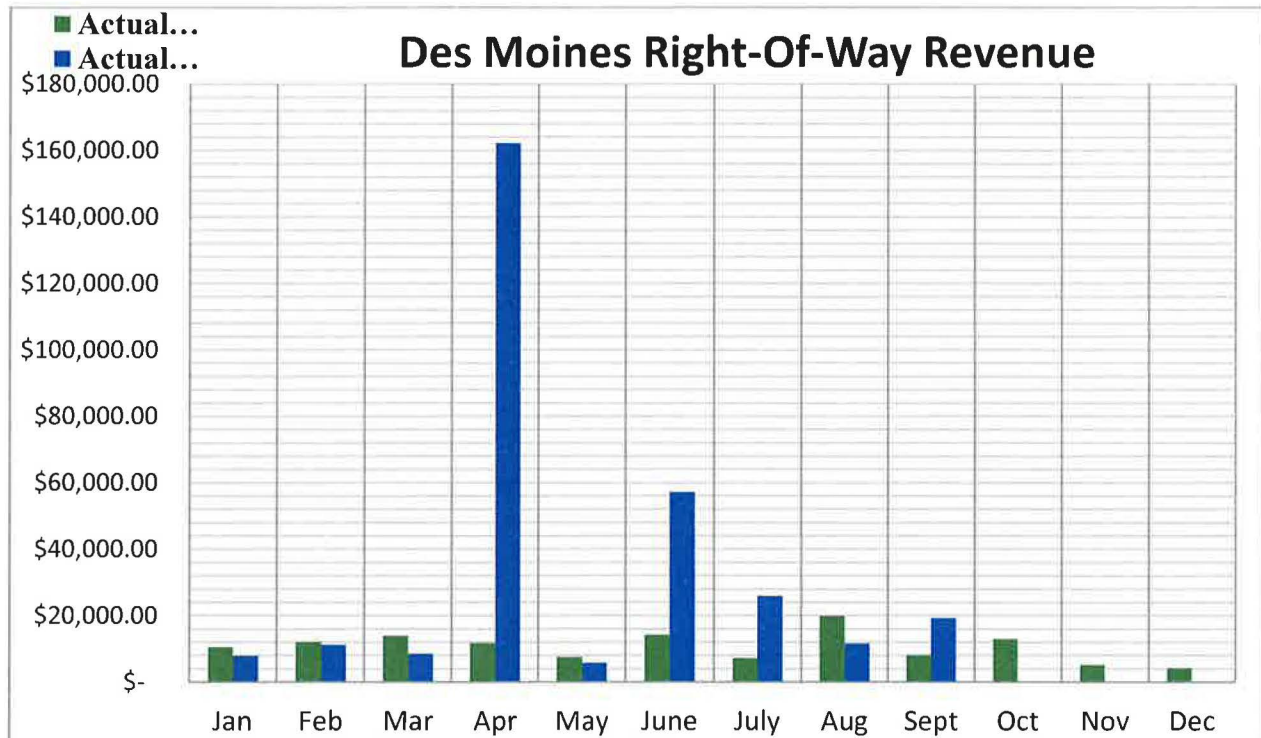
For further information, please see the Traffic Camera Program on the City's website.

School Safety

The revenues and trends for the Automated Speed Enforcement Systems on 24th Avenue S in front of Midway Elementary School and Pacific Middle School, in addition to Woodmont Elementary School located on 16th Avenue S have normalized and we have discontinued reporting on them. Staff will continue to closely monitor the infraction trends in both of these locations.

Civil Engineering Services

- Right-of-Way Use Permits and Inspections: One Hundred Seventy-nine (179) Right-of-Way permits were processed by the end of the 3rd Quarter with \$309,602.22 in fees.



Right-of-Way Coordination Activities:

Ongoing projects in the right-of-way are Pacific Heights, Highline View Estates, Water View Crossing, Crestwood Park and various utility projects.

Citizen Correspondence and Interaction:

Staff received the following requests from citizens in the 3rd Quarter of 2018:

2018	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Signs/Traffic Operations	10	15	10	
Vegetation/Tree Concerns	15	20	30	
Pot Holes/Roadway Surface/Clean up	10	23	20	
Traffic Calming	5	10	10	
Transportation Benefit District	25	10	2	
Misc. (garbage, animals, catch basins, sidewalks, etc.)	10	17	15	

Multi-Year On-Call Consultant – Task Order Tracking:

Following is a summary of the On-Call Engineering Services task order assignments for 2018 through 2019:

Consultant	Task Number	Description	Amount
AMEC			
BergerABAM			
Exeltech			
HWA Geo.	1	DMCBP Phase 3 – Retaining Wall Assessment	\$8,863.00
	2	211 th /20 th Retaining Wall Evaluation	\$1,500.00
KPFF			
KPG	1	216 th Gateway Seg 3 – ROW Acquisition	\$78,157.58
	2	S 251 st Storm Outfall – Bid Services	\$5,583.47
	2A	S 251 st Storm Outfall – CM Services	\$51,524.14
	2B	S 251 st Storm Outfall – Added Scope No Fee	\$0
	3	10 th Avenue SD Design	\$4,982.02
Parametrix	2018-2	LUA2018-0024 Gary Property Slope Stabilization	\$8,069.17
	2018-3	LUA2018-0026 Seattle Zephyr Slope Stabilization	\$7,530.22
Tetra Tech	1	Deepdene Plat Outfall Replacement – Design	\$125,487.00

Surface Water Management (SWM) Division

NPDES Permit Activity

The new Western Washington Phase II Municipal Storm Water Permit became effective on 8/1/13. The 2013 permit contains significant changes including increases in monitoring, inspection, and maintenance requirements; and the addition of low impact development requirements. The NPDES permit has been extended through 2019 and a draft of the next permit will be issued for comment in August. The most notable expected highlights of the new permit include the addition of business outreach inspections, mapping outfalls, and uniform spill response forms.

Public Education, Outreach, Involvement, and Participation

The City has continued its partnership with Environmental Coalition of South Seattle (ECOSS) to help educate, train, and deliver free spill kits to Des Moines businesses in 2018. In 2017 ECOSS visited 18 new businesses and completed many follow up to businesses they have visited in the past. “ECOSS” is a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to diverse businesses and communities in the Puget Sound region (www.ecoss.org).

Planning for the October 10th and 11th Stormfest event is well underway. 6th grade students will again return to Des Moines Beach Park for a two day stormwater educational experience. StormFest, a two-day experiential, interactive, stormwater festival, was designed to teach Highline 6th graders about stormwater and watershed science as a fun, inquiry driven learning experience.



Funded by a Department of Ecology GROSS grant, StormFest is a coordinated effort between the municipalities in the Highline School District, including City of Burien, City of Des Moines, City of Normandy Park, City of SeaTac, and King County. Due to the highly diverse Highline population, the StormFest Committee made a dedicated effort to create inquiry based curriculum through an equity lens. All efforts were made to create an inclusive learning environment, including the provision of buses, interpreters, and translated materials.

This spring, the City participated in the regional ***Puget Sound Starts Here*** TV commercial campaign. In past years, ***Puget Sound Starts Here*** month has been celebrated with the Mariner's Game; this commercial series would air in lieu of the game, in effort to increase awareness across a broader, larger audience. The commercial campaign offered jurisdictions an easy, efficient way to participate in PSSH Month, one with measurable outcomes based on reach and impressions. The series is comprised of three commercials, each targeting a different BMP: car leaks, pet waste, and garden chemicals.



Illicit Discharge Detection and Elimination (IDDE)

Residents are directed to call 206.870.6869 to report discharges or spills. Residents may also call the Police non-emergency number at 206.878.3301 during times that City Hall is closed. During the months of July, August, and September there were eleven spill responses to report, with a total of twenty-four for the year.



Poverty Bay Shellfish Downgrade

Poverty Bay is currently under “conditional” restriction for shell fish harvesting. As required by state law, King County must create a shellfish protection program within 180 days (March 14, 2017) of the downgrade and implement the program within 60 days after it is established.

King County has finalized a proposed boundary for a shellfish protection district and legislation has been submitted to the County' Council for approval. The ordinance is scheduled to be reviewed by King County Council Committee on November 28th, 2018 from 1:30pm to 3:30pm. Staff has continued to keep management and Des Moines Council up to date regarding the formation of the district and continues to attend technical committees hosted by King County.

Municipal Operations and Maintenance

The surface water crew has begun the 2018-2019 catch basin inspection cycle. The crews are using the new inspection method of using parent nodes. This method allows the crews to inspect 1 of every 4 basins. The other three basins are only inspected if the parent node fails. 1128 inspections have been completed so far.

Maintenance Yard(s) Storm Water Pollution Prevention Plan (SWPPP)

Staff continues to monitor both municipal storage yard sites to ensure proper use of best management practices. The facility improvement plan has also been approved by Council and KPFF has finalized the plan, cost estimate, and SWPPP plan.

Public Works & Parks Maintenance Division

Public Works & Parks General Information

The City of Des Moines spent a busy summer with plenty of mowing, ball field preparations, shoulder mowing and vegetation removal along with several surface water projects.



Streets Division

Signs:

81 signs were repaired/replaced/installed during the 2nd Quarter. Finished work from the fall inspections took up the rest of the time.

Streets:

The Streets crew has been busy with continuation of street and pothole repairs, shoulder maintenance, and grading of gravel roads and alleys in addition to shoulder mowing and clearing of sight distance issues. The crew is continuing with the work on the Way Finding Sign Project with completion scheduled for November. The crew also assisted Trelstad Tree Company with the Phase II of the Woodmont Tree Project which stage consisted of removing an additional 38 trees of the report and 5 others trees that were found to be dangerous.



Surface Water Management (SWM) Division

SWM continues to have two open positions which we are actively trying to fill. The crew continues to work on the NPDES work and will complete the required flushing and inspections by mid-year. In the third quarter, the crew assisted a contractor with tank and vault cleaning. Other projects included the addition of a basin and pipe on the west side of 16th Avenue S to eliminate some driveway flooding, two Pipe Program projects completed and the Des Moines Creek fish passage weirs clean out project.



Parks Division

3rd Quarter Projects

3rd quarter projects include replacing the old split rail fence at Beach Park. Continuing to refresh the bark at all City park facilities which should be completed by December and cut new infield edges at Underwood Park. With the end of September, the crew started the seasonal shut down of the City's irrigation systems. A landscaping block wall was added to the engineering flowerbed next to the new generator. This will create a better planting area to improve the look of the building and also shield the generator.

Removed the concrete pads from the City Hall courtyard as part of the Art Base project.



Facilities Division

Facilities work in the 3rd quarter included general building maintenance. Replaced and the shower and remodeled both bathrooms on the lower floor of the Engineering Building. Mike and Joel have been working on the Art Base project with completion set for October.

Fleet Maintenance Division

There is only 1 FTE and 1 part time person in Fleet Maintenance that tends to all the City's vehicles and equipment. They perform routine maintenance on all City vehicles; prepares all old vehicles for surplus and orders all new vehicles and equipment; installs any aftermarket products on vehicles and equipment; and provide CDL training to new employees.

3rd Quarter Projects

Performed 53 regular services. Setup the new Storm Water service truck, completed major repairs on the shoulder mower and took delivery of the new 5 yard dump truck and 3 new sanders.



Attachment 1

Land Use Activity Summary

Minor Homes Repair

- There were 5 Minor Home Repair clients who were helped in July, August and September. The remaining \$800 in grant funds allotted for this year will be spent on an electrical repair in the 4th quarter.

Business License Reviews

- Business license renewal letters to be sent out in October. Tina working with Finance on process. Finance will be presenting information on model ordinance to Council Economic Development Committee on 9/27/18.

Commercial Scale Projects Pending Review/Approval

- Heritage Plaza Office Renovation, 23040 Pacific Highway S, LUA2018-0050: Design review application submitted on 8/30/18 for façade improvements. Plans routed for review.
- Highline College Building 6 Canopy, 2400 S 240th St. (PIN72036017710), BLD2018-1344 & LUA2018-0049: Design review application submitted on 9/13/18 for a 2,136 SF canopy at the entrance to Building 6. Plans routed for review.
- Highline Place Building 2, 23601, 23698 & 23652 Pacific Hwy S (2500600655, 2500600650, and 2500600641), LUA2018-0042: Application for design review submitted on 8/20/18. Proposed project includes 229 market-rate apartment units on 5 residential floors, 2 levels of structured parking below grade / daylight and approximately 6,000 sf of street level retail space.
- WaterView Crossing Temporary Office Building, Storage Containers and Employee Parking, 21920 Pacific Highway S, (PIN2156400269), LUA2018-0041: Application received on 8/16/18 related to use the vacant parcel for temporary office, construction storage containers, equipment laydown and employee parking for the adjacent WaterView Crossing project. Comment letter sent on 8/31/18. Resubmittal pending.
- NW Labor Trust Fund (Local 242) (2156400201), LUA2018-0035: Application for design review received on 8/16/18 for a proposed outdoor instruction area on the lower and western half of parcel. Training includes digging that represents excavations for building footings at construction sites, erecting scaffolding, laying brick and concrete block. Typically all excavations are backfilled each day. Block walls are temporary and broken down at the end of the training session. NOIA sent on 8/16/18. Resubmittal pending.
- Redondo Square Site Improvements, 27005 Pacific Highway South, LUA2018-0031: Application for design review to repaint existing storefronts and to replace and upgrade existing on-site landscaping for the entire project site. The proposed landscape upgrades will result in a net increase of approximately 2,164 SF of landscaping. Hardscaping improvements are also proposed including the removal of existing curbs, removal of existing catch basin, and relocation of features including a fire hydrant and site lighting. The total disturbed area of all proposed improvements is approximately 7,388 SF. The proposed changes will reduce the total number of available parking stalls for the entire

shopping center by 4 stalls, however would provide enhanced storm water treatment by reducing the amount of impervious surface area. SWM has comments on flow control and BMPs.

- Miller/S 216th Street Comp Plan Amendment and Zoning Reclassification, includes 1219, 1225, 1237 and 1255 South 216th Street; 21647, 21635 and 21643 14th Avenue South; and 1300, 1314 and 1330 South 218th Street; PIN # 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166, 0822049161; LUA2018-0027: Application for a comprehensive plan amendment to change the preferred land use for the subject properties from SF-Single Family and T-Townhome to MF-Multifamily and the zoning classification from Residential Single Family 8,400 (RS-8,400) and Residential Attached Townhome and Duplex (RA-3,600) to Residential Multifamily 2,400 (RM-2,400). SEPA review and noticing in progress. Public hearing is scheduled for 9/18/18.
- Landmark on the Sound Zoning Reclassification, 23660 Marine View Drive South, Des Moines WA; PIN 1722049023, LUA2018-0019: Application requesting to rezone the Landmark property from RM-900B Restricted Services zone to I-C Institutional Campus zone. A SEPA notice issued in August, comment and appeal periods lapsed and no appeals were filed. City Council held a public hearing and approved the rezone on 9/27/18.
- Wesley Homes (Phases 2), 815 S 216th Street, LUA2018-0013: Application for design review (including traffic study per SEPA conditions) for central building submitted 4/13/18 and routed for review. Comments sent 5/24/18 and 5/31/18. Design review approved 7/19/18. Civil and grading submitted 8/23/18 and review comments sent 9/13/18. Applicant resubmitted on 9/18/18 and routed for review.
- Herc Rentals, LUA 2017-0043: Application for design review received 10/19/17 and approved on 12/14/17. Application for grading permit and landscaping received 3/7/18 and routed for review. Approved 5/18/18 and construction is underway. Landscape inspections approved on 9/10/18. Reporting on this item will cease.
- Redondo Square 16th Avenue S Access, LUA2017-0008: Grading permit for new access off of 16th Avenue S. A performance bond will need to be posted prior to issuance. Surface Water Management requires additional information related to the rain garden. PA Engineering working with SWM. New engineer working on geotechnical analysis. Resubmittal received on 7/20/18.
- Thind/Comfort Inn, 2628 S 222nd Street, BLD2017-0522 & LUA2015-0060: 89,596 SF hotel complex with 158 guest rooms on a lot of 23,698 SF. Design Review Determination issued 9/19/16. Building permit application submitted on 4/26/17. Review comments sent to applicant on 05/22/17. Proposed detention on west side requires structural review for west wall. Applicant coordinating with PSE regarding setback requirements from high voltage transmission lines. Building Division contacted architect who indicated that the owner would be contacting PSE.

Subdivisions Pending Review/Approval

- Blueberry Lane PUD Grading Review: Grading revisions submitted that affect approximately 6 lots. Plan reviews underway.
- Blueberry Lane II Short Plat, LUA2017-0029: Application for a three lot short plat submitted on 7/27/17. SEPA noticed on 9/22/17. Received comments from the Port of

Seattle and issued a revised DNS. Issued Preliminary Plat approval on 4/20/18. Civil revisions submitted 9/6/18.

- Breckenridge 7 lot Short Plat, 25316 22nd Ave S, 7/16/15, LUA2015-0039: Seven lot short plat with a cul-de-sac. Preliminary plat approval issued 7/22/16. Civil plans approved on 2/8/18. Applicant working on obtaining license and insurance required to obtain the bond. Issuance pending posting of bond.
- Casey Short Plat, 10th Avenue S/S226th Street, LUA2016-0038: Application submitted on 9/9/16. Application put on hold on 11/15/16 due to street improvement requirements. Staff provided comments on 2/25/17. Resubmittal received 9/15/17 and routed. Notice provided 10/28/17. Comments sent 11/21/17. Resubmittal received 1/31/18. Comments sent 2/28/18. Revisions submitted on 7/6/18. Approved preliminary plat on 8/21/18.
- Wang Short Plat, 23206 Marine View Dr. S, LUA2016-0048: Application for 4 lot short plat submitted on 12/09/2016. NOCA provided on 12/27/16. Noticing instructions sent on 1/10/17. Notice of application on 6/8/17. Comments sent 6/26/17. Resubmittal pending.
- Luzee Short Plat, LUA2017-0014: Notice of application 5/11/17. Comments sent 6/6/17. Resubmittal received 8/31/17 and routed. Preliminary short plat approved 11/3/17. Civil review submitted 2/12/18 and comments sent 4/13/18. Applicant request for 6-month extension to address Corps issues granted on 5/2/18. Waiting for Corps approval. Resubmittal pending.
- Akinlosotu Short Plat, LUA2017-0019: Notice of application 6/29/17. Comments sent 9/5/17. Revisions submitted on 12/4/17 and routed. Comments sent 01/17/18. Resubmittal received on 2/22/18 and routed for review. Preliminary Short Plat approved 4/2/18. Civil plans submitted 5/18/18 and reviews in process. Revisions routed on 8/21/18. Landscape modifications requires notice; comments due 9/7/18.
- Swigart Short Plat, LUA2017-0041: Plans routed on 11/6/17 and NOA provided on 12/14/17. Public comment period extended to 1/8/18 per adjacent property owner request and DMMC. Meeting with Applicant held on 1/24/18 to discuss review comments. Revisions submitted on 4/18/18 and routed for review. Review comments sent 5/31/18. Preliminary SP approved 9/28/18. Civil plan submittal pending.

Land Division Requests with Approvals, Pending Construction

- Crestwood Park, 62 lot PUD, 27425 16th Avenue South, LUA2017-0044: Preliminary Plat approved under LUA06-056 had an expiration date of 12/6/17. Council approved one-year extension on 11/30/17. Minor Deviation approved on 12/13/17. Resubmittal of civil/grading plan revisions pending. Met with Applicant on 4/12/18 to discuss S. 272nd Street frontage improvements and Tract D. Civil/grading plans approved and issued on 5/30/18. Pre-construction meeting held on 6/14/18. Working with applicant on the access tract to Lakehaven Utility District and options to deed of property to the District prior to final plat. Landscape revision received on 7/13/18 and approved on 8/16/18. Minor Deviation Request #2 received on 7/27/18, comments sent on 8/6/18 and revisions submitted 9/4/18. Drainage revision #5 submitted on 8/20/18 and approved 9/18/18. Design review application for single family residences submitted on 9/25/18.
- Pacific Heights PUD, 64 lot PUD, 15xx S 279th Place, 6/1/11, LUA2012-0001: On 1/7/13, civil plans were conditionally approved by City staff. Grading permit issued and Pre-construction meeting held on 7/5/17. Site clearing and grading is underway. Minor deviation request approved 3/16/18. Application for storm drainage, driveway and street

lighting submitted on 1/2/18 and routed for review. Building comments on wall permits sent on 2/6/18. Met with applicant on 2/27/18 to discuss permitting. Civil revision #4 submitted on 2/28/18 and routed for review and approved on 4/5/18. ROW staff coordinating issues with soldier pile wall. Finance will add GL code for any fee collection for Federal Way. Met on 6/13/18 to discuss outstanding permitting issues, permit processing, addressing, design review, and impact fees. Design review submitted on 6/27/18 and review comments sent 6/22/18. Revisions submitted on 6/27/18. Design review approval issued on 7/20/18. Early punch list items for final plat submitted on 6/27/18 and routed. AHBL to complete lot closure. 238 special inspection reports submitted on 8/27/18 and Building Division reviewing. Revised wetland mitigation plan submitted 9/20/18. Working with applicant on punch list items for final plat.

Lot Line Adjustment

- Blueberry Lane Lot Line Adjustment (0869650530 and 0869650520), LUA2018-0047: Application submitted on 9/15/18.
- Drexel at the Marina, Lot Consolidation, 22613 7th Avenue S., LUA2018-0044: Application submitted 8/23/18 to consolidate six lots into one. NOCA sent on 9/11/18.
- Hertog, LLA, LUA2018-0016: Application submitted on 4/20/18. NOCA sent on 5/23/18. Review comments sent on 5/25/18. Revisions submitted in mid-August.
- Zenith LLA, LUA2017-0047: Application submitted on 3/2/18 and routed 3/19/18.
- Highline Place Lot Line Adjustment, LUA2018-0003: Application submitted on 2/20/18. NOCA sent on 2/27/18 and documents routed for review. Comments sent 4/25/18. Met with applicant on 4/26/18 to discuss issues with LLA. Resubmittal pending.

Residential Pending Review/Approval

- Nguyen, 401 S. 192nd Street, LUA2018-0063: Stop work issued. Planning reviewing grading permit. Building permit submittal pending.
- Alavi Apartments, LUA2018-0011, 21631 31st Ave S: Application for design review received 3/20/18 and routed for review. Comments sent. Architect hired a consultant to help with revisions.
- Aiwekhoe Multi-Family Development, 24407 26th Place South, Des Moines, WA LUA2017-0050: Design Review application received on 12/12/17. NOIA sent on 12/19/17. Review comments sent in 3/2018. Resubmittal pending. SWM has issues with drainage and un-permitted work on parking pad. Staff sent e-mail to applicant regarding outstanding items.
- Victor V, BLD2017-0777: Applicant submitted response to September 2017 comments. Potential critical area review. Coordinating with applicant regarding unpermitted

grading, drainage requirements and critical area review. Additional information requested.

- Blueberry Lane reviews: Single family reviews ongoing. About five SFRs remaining for review.

Shoreline and Critical Area Projects Pending Review/Approval

- Weaver Invasive Removal & Tree Permit, LUA2018 -0033: Application submitted 7/23/18 for grading permit associated with invasive plant removal. Aquatic permit from Ecology is required. Comments sent 8/29/18, revisions submitted on 9/18/18, and grading permit issued 9/27/18.
- PSE Gas Line and Meter Replacement at Salty's, 28201 Redondo Beach Dr S, PIN 7203601695 and City ROW, LUA2018-0036: Application for flood hazard review and shoreline exemption received 8/15/18. PSE proposes to relocate a new meter to the outside of the building along the SE corner (front) the property. The project will require two (2) 3'x'5 cuts within the street ROW of Redondo Beach Dr. S, and one (1) 3'x3' cut at the location the relocated meter. A 50' open trench across Redondo Beach Dr. S, to the seawall, will be required to allow the installation of the gas service line. A small penetration of the seawall will be required to connect the service line to the relocated meter. All disturbances will be within improved surface and no in-water work or vegetation clearing is required. Following the maintenance work, the site will be restored to pre-existing conditions. Coordinating noticing for the project (sign, Seattle Times, property owners, agencies) flood permit applications for their small underground utility repair/replacement project. Notice of application sent 9/26/18.
- PSE Redondo Beach Underground Cable Replacement, 28280 Redondo Beach Dr. S, PIN 7203601756, PIN 7203601705 and City ROW, LUA2018-0032: Applications for flood hazard review and shoreline exemption received on 7/20/18. Applicant proposes to replace underground electrical cables in new conduit. The normal method of remediation in this case is to replace the cables and will be done using the open trench method. Approximately 33 cubic yards of excavation and 33 cubic yards of fill are anticipated. All disturbances will be within improved surface and no in-water work or vegetation clearing is required. Following the maintenance work, the site will be restored to pre-existing conditions. Coordinating noticing for the project. Notice of application sent 9/26/18.
- Seattle Zephyr Slope Stabilization (after the fact permit), 25121 8th Place S, PIN 2560806100, LUA2018-0026: Application for a Critical Area Review, Title 16 Variance, Shoreline Exemption and SEPA Exemption received 6/26/18 for existing slope stabilization elements and shotcrete wall that was permitted under an emergency. NOCA sent 7/13/18. Consultants conducted site visit on 7/17/18 and completed review on 9/9/18. Discussed with Ecology on 9/21/18 and waiting on additional feedback before finalizing project review.
- Gary Property Slope Stabilization, 25129 8th Place S, PIN 2560806120, LUA2018-0024: Application received on 6/26/18 for a Title 16 variance, shoreline exemption, environmentally critical area review and SEPA exemption associated with proposed slope stabilization. NOCA sent on 7/10/18. Consultants conducted site visit on 7/17/18 and review comments sent on 8/1/18. Resubmittal received on 9/11/18. Discussed with

Ecology on 9/21/18. Consultant review memos completed on 10/5/18. Waiting on additional feedback before finalizing project review.

- Terry Residence Shoreline Review, LUA2018-0009/BLD2018-0262: Application submitted for a shoreline exemption. Review comments sent 6/22/18. Resubmittal pending.
- Bay Shore Condos, LUA2018-0006: Application for design review and shoreline substantial development permit submitted on 3/5/18. Notice of SSDP Application sent on 6/14/18 and comment period ends 7/16/18. Comments regarding view impacts were received. Staff requested additional information from applicant to facilitate preparation of response to comments. SSDP application withdrawn 9/27/18. Exterior building improvements that did not involve raising the roof were approved under BLD2018-1191.
- Williams Property Slope Erosion Control and Stabilization, LUA2017-0031: Application submitted on 9/6/17. NOICA sent on 9/13/17. Resubmittal received 10/20/17 and routed. Issued ECA Development Exception, Shoreline Exemption and SEPA Exemption on 11/17/17. Final inspections by Planning and SWM pending.
- Boushey Residence, BLD2017-0931: Critical Area Development Exception and SEPA exemption for emergency retaining wall approved 8/8/17. After-the-fact permitting required for prior work in critical areas and unpermitted clearing, grading and constriction of stairs. 9/21/17 NOICA. Met with applicant 10/4/17. Planning to send expiration notice.
- Yasuda Davit, 6/2/17, 27625 10th Avenue S., LUA2017-0021: Shoreline application for davit to manually launch boat on Puget Sound. Resubmittal of information pending. Planning to send notice of application expiration. Planning to send expiration notice.
- Stober SFR, 11/4/15; LUA2015-0057: Application submitted 11/4/15 for SEPA review, Shoreline Variance review, and Flood Hazard Area review for the demolition of an existing single family residence and construction of a new SFR. NOIA issued on 11/4/15. Staff provided follow-up response to applicant questions on shoreline variance requirements on 12/15/15. Applicant resubmitted and NOCA provided on 12/28/16. Comments sent on 2/13/17. Revisions submitted on 6/23/17. Comments sent 8/30/17. Resubmittal received 10/16/17 and routed. Public notice issued 2/26/18. Ecology submitted comments indicating the project could not be approved as proposed. Architect sent information to Ecology.
- Coherent/Longson LLA, 8XX S 280th St, 4/21/14, LUA2014-0013: Applicant revised critical area and SEPA documents to evaluate future single family residence in addition to relocating an existing driveway easement. Applicant submitted grading permit and revised environmental review materials for relocating driveway on 10/23/14, LLA on hold. SEPA DNS comment period ended 12/30/14. One comment received. Appeal

period ended on 1/9/15. In response to a complaint, Planning contacted applicant about working without a permit. Plans approved 9/27/17, waiting for pick-up.

- Im, 6/25/10, 27419 8th Avenue S, LUA2012-0023: On 11/2/16 the Washington State Department of Ecology issued a decision to disapproved the Shoreline Variance and to partially approve with conditions the Shoreline CUP. Applicant filed an appeal to the Shorelines Hearing Board on 11/23/16. Met with applicant on 1/11/17 to discuss outstanding questions and next steps. On 3/1/17, Applicant withdrew appeal of Ecology's 11/2/16 Shoreline Decision. Sent e-mail to applicant 10/24/17 asking for a submittal timeline. Building permit submittal pending. Planning to move to code enforcement.

Legal Lot of Record

- No activity.

Pre-Application Meetings

- PA2018-0025 Wagner Short Plat, 25639 Marine View Drive South (PIN# 50674000031): The applicant proposes a short plat to subdivide one existing lot into 2-lots with a separate access tract to serve both lots.
- PA2018-0026 Saltwater State Park Playground, 25205 8th Place South: Washington State Parks and Recreation Commission (WSPRC) is proposing to replace a playground located in the day use area of Saltwater State Park in the shoreline jurisdiction. The equipment is no longer safe for use and the 1,476 SF playground was removed in late spring 2018 and will be replaced with 1,290 SF playground that will include a wooden play structure surrounded by a play area filled with woodchips.
- PA2018-0027 KOLOVA NEW SFR, PIN 9536600585: Applicant wishes to construct a new single family residence.
- PA2018-0028 Logan Brewing, 22613 7th Ave. S., PIN 2006600880: The project is broken out into two components – 1) building improvements to be completed by the property owner and 2) tenant improvements associated with the brewery. Structural repairs and/or structural rehabilitation is needed on multiple levels of the building due to past intrusion and subsequent water damage. Fire sprinkler the entire building and install alarm system, lock box, fire suppression system and emergency access elements (see attached memo from South King Fire); Mechanical, electrical and plumbing rough-ins (including restrooms). In addition to the building items, the detention tank in the parking lot needs to be cleaned out per a King County correction order. Design elements include

exterior improvements, parking requirements for existing office plus brewery, and landscaping.

- PA2018-0029 102 Investments – Greenfield, Tax Parcel 7682800011: Proposal to build a 3,500 SF office and warehouse pole structure on concrete slab. Property is located in the W-C Woodmont Commercial Zone
- PA2018-0030, garage at 25635 Marine View Dr S: Applicant proposes to construct a 3 car garage within a flood hazard area and within 150' of the OHWM.
- PA2018-0031 263rd & Pacific Highway: Proposal to construct a 4,000 SF two-story office building and associated parking.
- PA2018-0032 Matheny Short Plat: The applicant proposes a short plat to subdivide one existing lot into 2-lots.

Pre-submittal Assistance

- No activity.

City Services, Project Management and Coordination

- 2018 Comprehensive Plan Amendments: The 2018 amendments to the Comprehensive Plan and Preferred Land Use map will be considered by Council in early October 2018. Proposed amendments include adding updated references to the capital facility plans for utility districts and school districts and amending the Preferred Land Use map to add Van Gaskin Park and Mary Gay Park. In addition the City received a request to change the preferred land use for parcels (PIN 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166, and 0822049161) located along S. 216th Street from T-Townhome and SF-Single Family to MF-Multifamily in conjunction with a requested rezone filed under LUA2018-0027. Staff analysis is underway. Public hearing is planned for 10/18/18.
- Institutional Campus (I-C) Zoning Amendments: Staff is coordinating with Highline College, Wesley Homes, Judson Park and the Landmark property owners to identify potential land uses to be added to the I-C zone. Staff briefed Council Economic Development Committee in May and June. SEPA and hearing notice issued 7/24/18. Council held a public hearing held on 8/23/18 and approved the amendments. Reporting on this item will cease.
- Shoreline Master Program Periodic Review: A periodic review of the Shoreline Master Program (SMP) is required pursuant to State law (Chapter 90.58 RCW and Chapter 173-26 WAC). Staff has developed a scope of work and schedule to complete the review and update of the SMP. Staff is working on application process for acceptance of grant monies. Briefings to the City Council Environment Committee and Economic Development Committee are scheduled in April. AHBL selected to help implement public participation plan and provide peer review. Staff provided update to City Council

on 7/26/18. Ecology approved an additional \$5,000 in funds. An open house was held on 8/14/18 and information booth hosted at the Farmer's Market on 8/25/18.

- Highline College Community-Centered Urban Agriculture: Highline College is partnering with the City of Des Moines to identify and increase the amount of farmable land for use by the College and the community in order to improve local food security, improve land use, and to provide a venue to educate and develop new farmers. Staff is supporting this effort through a feasibility analysis to identify environmental/permitting requirements for establishing urban agriculture programs at Sonju Park, Parkside Park and Mary Gay Park. Working with Grette on scope of work and budget to conduct site reconnaissance and establish wetland and stream buffers and disturbance limits. Grette Associates completed a site reconnaissance to identify wetlands, streams and wildlife habitat and submitted a technical memorandum on 9/17/18. City staff are planning to meet with Highline College in early October to discuss next steps.
- Van Gaskin House: Property to be added to the City's park inventory as a Special Use Park. Plan to use grounds for weddings and other events. Need to understand permitting/upgrades necessary to enable use of the existing house for restrooms and staging for wedding and catering that will occur outdoors as well as use of the garage for storage of tables and chairs. Update provided to Council on 7/26/18. Chief Strategic Officer coordinated RCO grant application with presentation to State on 8/16/18.
- Marina Container Village, LUA2017-0045: Application for design review, a shoreline substantial development permit and SEPA review was submitted on 10/27/17. Supplemental materials and fee payment requested on 12/6/17. Additional materials submitted on 1/5/18. Notice of application, Shoreline Substantial Development Permit and SEPA DNS issued on 2/13/18. Comment period ended on 3/7/18 and multiple comments were received. The City of Des Moines has reviewed the comments and determined that there is not a significant adverse environmental impact associated with the proposed project. Appeal period lapsed on 3/19/17 and no appeals were filed. Issued design review approval for Harborside Café on 4/27/18 and SSDP permit issued on 6/12/18. Deck and ramp submittal pending. Applied for business license with opening scheduled for 8/1/18. Building sent comments from inspections.
- Wasson House Reuse/Limited SMP Amendment: Working with a consultant to complete a shoreline/environmental review in that will feed into a feasibility study for the reuse/redevelopment of the Wasson house/property. A draft study was provided to the City on 12/3/16. Staff met on 12/14/16 to discuss initial findings and provide comments to Consultant. Staff also had a discussion with Ecology Shoreline Administrator on 12/21/16 to discuss options for limited amendments the Shoreline Master Program and permitting. Consultant submitted updated report 2/2/17. Staff presented information at the 3/2/17 Council study session for discussion. This item is being rolled into the Shoreline Master Program periodic review and update. Chief Operations Officer has briefed Council on the matter and is bringing forward a motion to demolish the house and restore the property to a condition that will enable recreational use of the site until future uses and improvements are determined.
- Recycling: New quality standards and import bans on recyclable paper and plastics by China, a primary market for these materials for the United States, has resulted in

significant impacts to solid waste companies in the form of higher processing and transportation costs and lower commodity values.

Recology CleanScapes has responded by slowing down sorting technology to remove additional contamination, increasing staffing for the recycling facility and educational outreach, and exploring new technologies and markets for materials. In order to implement these measures and to sustain recycling diversion levels during this market fluctuation, Recology has proposed several rate adjustment options for the City's review. Des Moines is coordinating with other Recology contract cities and districts who have hired a consultant to assist in the analysis and discussion with Recology CleanScapes.

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CITY OF DES MOINES
Voucher Certification Approval

March 14, 2019

Auditing Officer Certification

Vouchers and Payroll transfers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of March 14, 2019 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers through March 1, 2019 and payroll transfers through March 5, 2019 included in the attached list and further described as follows:

The vouchers below have been reviewed and certified by individual departments and the City of Des Moines Auditing Officer:



Beth Anne Wroe, Finance Director

	# From	# To	Amounts
Claims Vouchers:			
Total A/P Checks/Vouchers	156734	- 156910	605,618.12
Total Void Checks from Previous Check Runs			(1,140.62)
Electronic Wire Transfers	1191	- 1191	191,709.89
Electronic Wire Transfers	1193	- 1200	234,617.55
Total claims paid			1,030,804.94
Payroll Vouchers			
Payroll Checks	19133	- 19139	4,824.57
Direct Deposit	80001	80169	364,617.49
Payroll Checks	19140	19144	3,357.01
Direct Deposit	100001	100180	359,710.46
Total Paychecks/Direct Deposits paid			732,509.53
Total checks and wires for A/P & Payroll			1,763,314.47

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MINUTES**SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION**

February 07, 2019

CALL MEETING TO ORDER

The Special Meeting was called to order by Mayor Pina at 6:32 p.m. in the Council Chambers.

ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Traci Buxton, Jeremy Nutting, Luisa Bangs, Robert Back and Matt Mahoney.

Others Present:

City Manager Michael Matthias; Chief Operations Officer Dan Brewer; Chief Strategic Officer Susan Cezar; City Attorney Tim George; Police Chief Ken Thomas; Finance Director Beth Anne Wroe; City Clerk/Communications Director Bonnie Wilkins.

PURPOSE

The purpose of the Special Meeting was to hold an Executive Session to discuss Potential Litigation under RCW 42.30.110(1)(i) and Property Acquisition under RCW 42.30.110(1)(b). The Executive Session was expected to last 20 minutes.

No formal action was taken. The Executive Session lasted 20 minutes.

The meeting adjourned at 6:52 p.m.

Respectfully Submitted,
Taria Keane
Deputy City Clerk

MINUTES

DES MOINES CITY COUNCIL STUDY SESSION City Council Chambers 21630 11th Avenue South, Des Moines

February 7, 2019 – 7:00 p.m.

CALL TO ORDER

Mayor Pina called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Back.

ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Traci Buxton, Luisa Bangs, Jeremy Nutting, Robert Back and Matt Mahoney

Staff present: City Manager Michael Matthias; Chief Operations Officer Dan Brewer; Chief Strategic Officer Susan Cezar; City Attorney Tim George; Director of Emergency Management George Delgado; Harbormaster Scott Wilkins; Finance Director Beth Anne Wroe; Police Chief Ken Thomas; Assistant City Attorney Matt Hutchins; Public Works Director Brandon Carver; Senior Services Manager Kathy Burrows; Senior Services Program Assistant Charisse Gregory; Information System Administrator Chris Pauk; City Clerk/Communications Director Bonnie Wilkins

DISCUSSION ITEMS

Item 5: Human Trafficking Proclamation

Direction/Motion

Motion made by Councilmember Back to approve the Human Trafficking Proclamation; seconded by Deputy Mayor Pennington
Motion passed 7-0

Item 1: Emerging Issues

- Siting of a Second Airport
 - o Councilmember Back testified at Senate Transportation Committee Meeting; Councilmember Buxton was also in attendance
- Chief Strategic Officer Cezar gave a PowerPoint Presentation on a 6 Month transition with Wesley and the Senior Center
 - o Nani Poulivaati-Mounga gave an update on Wesley and the Senior Center
 - o Alex Candella thanked the City of Des Moines for the opportunity to partner with the Senior Center

Item 2: City Manager Monthly Report

- Staff presented their monthly report items to Council

Item 3: Preliminary Year End Report

- Finance Director Wroe presented council with a PowerPoint on the Preliminary Year End Report

Council gave their consensus to sponsor a Public Works Luncheon out of the Hearts and Minds Fund in the amount of up to \$500.

- Item 4: Leadership Retreat Follow-Up/Council Rules
- Council discussed Council Rules and Procedures

NEXT MEETING DATE

February 21, 2019 City Council Regular Meeting

ADJOURNMENT**Direction/Action**

Motion made by Councilmember Nutting to adjourn; seconded by Councilmember Bangs.
The motion passed 7-0.

The meeting was adjourned at 9:26 p.m.

Respectfully Submitted,
Taria Keane
Deputy City Clerk

MINUTES

DES MOINES CITY COUNCIL REGULAR MEETING City Council Chambers 21630 11th Avenue South, Des Moines

February 21, 2019 – 7:00 p.m.

CALL TO ORDER

Mayor Pina called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Nutting.

ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Traci Buxton, Jeremy Nutting, Robert Back and Matt Mahoney

Direction/Action

Motion made by Councilmember Buxton to excuse Councilmember Bangs; seconded by Councilmember Nutting.
Motion passes 6-0

Staff present: City Manager Michael Matthias; Chief Operations Officer Dan Brewer; Chief Strategic Officer Susan Cezar; City Attorney Tim George; Assistant City Attorney Matt Hutchins; Harbormaster Scott Wilkins; Finance Director Beth Anne Wroe; Police Chief Ken Thomas; Director of Emergency Management George Delgado; Public Works Director Brandon Carver; Planning, Building and Public Works Administrative Assistant II Peggy Volin; City Clerk/Communications Director Bonnie Wilkins; Deputy City Clerk Taria Keane

PRESIDING OFFICER'S REPORT

- Des Moines Yacht Club Commodore Mike McGahan updated the Council on this year's activities.
- Pacific Middle School Students Future Cities Presentation to the Council.

Direction/Motion

Motion made by Mayor Pina to approve the Futures Cities Proclamation; seconded by Councilmember Nutting.
Motion passed 6-0.

Mayor Pina read the summary of the Futures Cities Proclamation into the Record.

- Highline Public Schools Chief Operations Officer Scott Logan and School Board President Bernie Dorsey addresses the Council about Snow Storm.

ADMINISTRATION REPORT

- Storm Update
 - o Chief Operations Officer Brewer gave a PowerPoint Presentation on the Storm Update.

COMMENTS FROM THE PUBLIC

- Rick Johnson, Des Moines, Boardwalk Update
- Jason Bliss, Kent, Waterland Arcade
- J.C. Harris, Des Moines, Airport

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

Councilmember Nutting

- No Report

Councilmember Buxton

- Farmers Market Meeting
- Sound Cities Association Networking Dinner
- Senate Transportation Committee Meeting
- Growth Management Policy Board
- Environmental Committee Meeting
- Commented on Consent Calendar Item #5, Item #7, and Item #8

Deputy Mayor Vic Pennington

- Public Safety/Emergency Management Committee Meeting
- Laborers' International Union of North America (LIUNA) Ribbon Cutting

Councilmember Mahoney

- North Entrance of the town
- Octopus' garden at Redondo
- Destination Des Moines Meeting
 - o Poverty Bay Wine Festival
- Highline School Board Meeting
- Transportation Committee Meeting

Councilmember Back

- Senate Transportation Committee Meeting
- Thanked Rick Johnson

CONSENT CALENDAR

Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfers through February 21, 2019 included in the attached list and further described as follows:

Total A/P Checks/Vouchers	#156376-156492	\$1,669,441.98
Electronic Wire Transfers	# 1177-1190	\$ 679,922.79
Electronic Wire Transfers	# 1192-1192	\$ 10,595.56
Payroll Checks	# 19125-19132	\$ 5,033.31
Payroll Direct Deposit	# 60001-60178	\$ 374,069.23
Total Checks and Wires for A/P and Payroll:		\$2,739,062.87

Item 2: APPROVAL OF MINUTES

Motion is to approve the January 10, 2019 Special Meeting Minutes, and the January 10 and January 24, 2019 City Council Regular Meetings Minutes.

- Item 3: INTERLOCAL AGREEMENT WITH NORMANDY PARK FOR SENIOR SERVICES, 2019-20
Motion is to approve the Interlocal Agreement with the City of Normandy Park for the provision of Senior Services in fiscal years 2019 and 2020 whereby Normandy Park will pay an amount equal to Normandy Park's pro-rata share of costs per year for services based on participation levels, and authorize the City Manager to sign the Agreement substantially in the form as submitted.
- Item 4: DRAFT RESOLUTION 19-017 AUTHORIZING INVESTMENT OF CITY OF DES MOINES MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL (LGIP), SUPERCEDING RESOLUTION NO. 1282
Motion is to adopt Draft Resolution No. 19-017, authorizing deposit or withdrawal of funds in the Local Government Investment Pool in accordance with the provisions of the Washington Administrative Code for the purpose of investment as stated in the Washington Administrative Code, acknowledging that the City Council and City staff responsible for overseeing or making investment decisions has received, read, and understands the prospectus, and superceding Resolution No. 1282
- Item 5: DRAFT ORDINANCE NO. 17-070 SMALL CELL FACILITIES FRANCHISE AGREEMENT WITH VERIZON WIRELESS, SECOND READING
Motion is to enact Draft Ordinance No. 17-070 granting a Small Cell Telecommunications Franchise to Seattle SMSA Limited Partnership d/b/a as Verizon Wireless.
- Item 6: MEMORANDUM OF UNDERSTANDING WITH PORT OF SEATTLE IDENTIFYING POLICE SERVICE RESPONSIBILITIES
Motion is to approve the Memorandum of Understanding with the Port of Seattle, memorializing police service responsibilities to the Des Moines Creek Business Park, and authorize the City Manager to sign the Agreement substantially in the form as attached.
- Item 7: INTERAGENCY AGREEMENT WITH HIGHLINE COLLEGE FOR THE SMALL BUSINESS DEVELOPMENT CENTER
Motion is to approve the Interagency Agreement with Highline College for support of the Small Business Development Center, and authorize the City Manager to sign the agreement substantially in the form as attached.
- Item 8: BLACK HISTORY MONTH PROCLAMATION
Motion is to approve the Proclamation recognizing February as Black History Month.

Direction/Motion

Motion made by Councilmember Nutting to approve the consent calendar; seconded by Councilmember Buxton.
 Motion passed 6-0.

Mayor Pina read the summary of the Black History Month Proclamation into the Record

NEXT MEETING DATE:

March 7, 2019 City Council Study Session.

ADJOURNMENT**Direction/Action**

Motion made by Deputy Mayor Pennington to adjourn; seconded by Councilmember Nutting.
The motion passed 6-0.

The meeting adjourned at 8:48 p.m.

Respectfully Submitted,
Taria Keane
Deputy City Clerk

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A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Interlocal Agreement Between the Cities of SeaTac, Des Moines, Covington, and Tukwila for Planning, Funding, and Implementation of a Joint Minor Home Repair Program.

ATTACHMENTS:

1. Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington, and Tukwila for Planning, Funding, and Implementation of a Joint Minor Home Repair Program.
2. Revised Exhibit A – 2018 Funds

FOR AGENDA OF: March 14, 2019

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: February 27, 2019

CLEARANCES:

- [X] Community Development *Sme*
 [] Marina N/A
 [] Parks, Recreation & Senior Services N/A
 [] Public Works N/A

CHIEF OPERATIONS OFFICER: *DSB*

- [X] Legal *AG*
 [X] Finance *Daw*
 [] Courts NA
 [] Police NA

APPROVED BY CITY MANAGER
 FOR SUBMITTAL: *[Signature]*

Purpose and Recommendation

The purpose of this item is to seek Council approval of revised Exhibit A (Attachment 2) to the existing Interlocal Agreement (Attachment 1) between the Cities of SeaTac, Des Moines, Covington, and Tukwila for planning, funding and implementation of a Joint Minor Home Repair (MHR) Program. The Agreement shall remain in effect in an ongoing basis so long as funds are available. Des Moines' updated share of the Community Development Block Grant funds provided by King County for the program is \$22,500 to provide maintenance and repairs. No City funds are used for the Program. The following motion will appear on the consent calendar:

Suggested Motion

Motion: "I move to authorize the City Manager to approve revised Exhibit A of the Interlocal Agreement between the Cities of SeaTac, Des Moines, Covington and Tukwila, accepting \$22,500 for maintenance and repairs for the Minor Home Repair Program substantially in the form as submitted."

Background

The King County Department of Community and Human Services Community Services Division requested project proposals for consideration by the King County Community Development Block Grant (CDBG) Consortium. Request for Proposal (RFP) applications were available for non-profit organizations and public agencies to request funds for the following types of projects:

- community facilities: acquisition, construction or rehabilitation
- public improvements: acquisition, construction or rehabilitation
- other: minor housing repair, economic development, employment services through a Community Based Development Organization (CBDO) and other activities consistent with the objectives of the King County Consortium Housing and Community Development Plan and federal CDBG regulations at 24 CFR Part 570.

King County annually receives Community Development Block Grant (CDBG) Funds from the United States Department of Housing and Urban Development. The primary objective of the CDBG Program as set forth by Congress is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.” Federal regulations define persons who are considered low and moderate income as households earning under 80% of the area median income, as determined by HUD, adjusted by household size.

King County administers CDBG funds on behalf of the King County CDBG Consortium. The Consortium is established under Interlocal Cooperation Agreements between the County and 34 cities and towns. A Joint Recommendations Committee (JRC) comprised of officials representing local government members of the Consortium is appointed annually by the Suburban Cities Association to advise the County Executive on CDBG funding and policy decisions.

Discussion

The Minor Home Repair program targets minor home repairs for low and moderate income homeowners in the City of Des Moines. The program is intended to assist homeowners who are having a difficult time maintaining their home. The program is a tool that the cities can use to both meet a human service need of maintaining a safe house, as well as address some safety-related code enforcement issues. The service also contributes to a more positive image of Des Moines single family neighborhoods. This program is being coordinated by the Permit Coordinator/Business License Clerk.

The City of Des Moines has been a recipient of these funds since 2006. Throughout that time, staff has met all requirements of King County for the proper expenditure of grant funds. With 2017 funds, the City’s share allowed 18 projects to be completed for 16 low to moderate income families. These projects provided necessary repair and maintenance that helped our citizens stay in their homes.

For 2018 funds, the Cities again partnered and submitted a competitive joint application and were awarded \$90,000. The Des Moines’ share is \$22,500. The program will continue to be administered by the City of Tukwila, who will serve as the fiscal agent for the four cities, as well as handle the administration with King County. Each city will hire their own contractors, screen their clients, and make referrals. Tukwila will advance the money to Des Moines, administer the paperwork, and request reimbursement from King County. The majority of the federal requirements are met by Tukwila as they administer the program and are responsible for the distribution of the funds. There are no changes to the signed 2013 agreement, which will remain in effect on an ongoing basis so long as funds are available.

Alternatives

The Council could choose not to approve revised Exhibit A of the Interlocal Agreement, and withdraw from the partnership. This would eliminate the funding for the minor home repair program, and eligible low to moderate income homeowners in the community would not receive funds for repair of their homes.

Financial Impact

Des Moines share of the Community Development Block Grant funds provided by King County for the program is \$22,500 to provide maintenance and repairs. If the revised Exhibit A of the Interlocal Agreement is accepted, the City will incur some staff costs for administering the program, paying invoices, submitting reimbursement requests and receipting reimbursements from Tukwila. Tukwila will advance the money to Des Moines, and then collect from King County.

Recommendation

Finance and Legal Departments concur, and recommend approval of revised Exhibit A of the Interlocal Agreement.

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**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SEATAC, DES
MOINES, COVINGTON, AND THE CITY OF TUKWILA FOR
PLANNING, FUNDING, AND IMPLEMENTATION OF A JOINT MINOR
HOME REPAIR PROGRAM**

THIS INTERLOCAL AGREEMENT ("Interlocal") is entered into pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, by the City of SeaTac ("SeaTac"), the City of Des Moines ("Des Moines"), the City of Covington ("Covington"), and the City of Tukwila ("Tukwila"), hereinafter referred to as "City" or "Cities," to provide for planning, funding, and implementation of a minor home repair program.

WHEREAS, the Cities engage in activities which support human service providers in King County; and

WHEREAS, the Cities wish to make the most efficient use of their resources by cooperating to provide funding to support human service providers in south King County; and

WHEREAS, through the Interlocal Cooperation Act, Chapter 39.34 RCW, the Cities have the authority to engage in cooperative efforts that will result in more efficient use of government resources;

WHEREAS, the Cities are signatories to a preceding interlocal agreement for the planning, funding, and implementation of a joint minor home repair program dated February 29, 2012 (the "Former Agreement"); and

WHEREAS, one of the participants to the Former Agreement has recently terminated its participation in the Former Agreement and the Cities wish to enter into a new interlocal agreement for the planning, funding, and implementation of a joint minor home repair program from this point forward;

NOW, THEREFORE, and in consideration of the terms, conditions, and performances made herein, it is agreed as follows:

1. Purpose. The purpose of this Interlocal is to set up a cooperative arrangement between the Cities to consolidate the funding process and implementation of a minor home repair program. This Interlocal will increase the efficiency of administering the program while decreasing administrative costs.

2. Responsibilities.

A. Tukwila's Duties.

1) Contract and act as the fiscal and administrative agent with King County for the implementation of a Block Grant for a minor home repair program for Des Moines, Tukwila Covington, and SeaTac.

2) Maintain required documentation and prepare required reports for King County consistent with the County's requirements regarding the use of Community Development Block Grant funds.

3) Maintain accounts and records that properly reflect transactions related to this Interlocal.

4) Responsible for reimbursing participating cities and submitting required paperwork to King County.

5) Responsible for the implementation of the minor home repair program within Tukwila in accordance with terms specified in the Block Grant contract between Tukwila and King County.

6) Review and pay invoices for any services performed in Tukwila pursuant to this Interlocal.

7) Reimburse SeaTac, Covington, and Des Moines on an as received basis for any invoices received pursuant to this Interlocal.

B. SeaTac's Duties

1) Responsible for the implementation of the minor home repair program within SeaTac in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in SeaTac pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

C. Des Moines' Duties

1) Responsible for the implementation of the minor home repair program within Des Moines in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in Des Moines pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

D. Covington's Duties

1) Responsible for the implementation of the minor home repair program within Covington in accordance with terms specified in the Block Grant contract between Tukwila and King County.

2) Review and pay invoices for any services performed in Covington pursuant to this Interlocal.

3) Remit invoices to Tukwila for reimbursement.

E. Cities' Joint Duties

1) Subcontract with an agency/contractors that will perform qualified home repairs in Tukwila, SeaTac, Covington, and Des Moines in accordance with King County's Block Grant program and applicable city policies.

2) No City shall use more funds than have been annually allocated to it by King County for a minor home repair program. However, if a City is unable to spend its portion of the funds by the 3rd quarter of the year for which the funds were allocated, the Cities may mutually agree to shift those funds to another City that has an on-going demand for minor home repair. Fund allocation shall be as set forth in Exhibit A, which is attached hereto and incorporated herein by this reference. Exhibit A shall be amended annually and all subsequent amended Exhibit As shall automatically supersede the prior Exhibit A and be fully incorporated herein upon distribution of each amended Exhibit A to all of the Cities by the administrative agent.

3) Abide by additional requirements outlined in the agreement between Tukwila and King County for a minor home repair program, which is attached hereto as Exhibit B and incorporated herein by this reference. Exhibit B shall be amended annually and all subsequent amended Exhibit Bs shall automatically supersede the prior Exhibit B and be fully incorporated herein upon distribution of each amended Exhibit B to all of the Cities by the administrative agent.

4) The Cities agree to include the following language verbatim in every subcontract, provider agreement, or purchase agreement for services which relate to the subject matter of this Contract: "Subcontractor shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. Subcontractor expressly agrees and understands that King County is a third party beneficiary to this Contract and shall have the right to bring an action against subcontractor to enforce the provisions of this paragraph."

5) Duration. This Interlocal shall become effective when it is approved by the Cities and shall remain in effect on an ongoing basis so long as funds are available for the minor home repair program.

6) Termination. Any City may terminate this Interlocal without cause by giving the other Cities a thirty-day written notice. The terminating City shall remain fully responsible for meeting its funding responsibilities to date up to the point of termination and other obligations established by this Interlocal through the end of the calendar year in which such notice is given. The administrative agent is authorized to terminate the participation of any City that does not fulfill its obligations as set forth in this Agreement. Written notice of such termination shall be mailed to each City and shall become effective upon said mailing.

7) Notices. Notices to the Cities shall be sent to the following persons:

City	Contact
SeaTac	Human Services Manager, currently Colleen Brandt-Schluter 4800 S. 188 th Street, SeaTac, WA 98188 206-973-4815; cbschluter@ci.seatac.wa.us
Des Moines	Tina Hickey 21630 11 th Ave S, Suite D Des Moines, WA 98198-6398 206-870-6558; Thickey@desmoineswa.gov
Covington	Personnel Division/Human Services, currently Victoria Throm 16720 SE 271 st Street, Ste. 100 Covington, WA 98042 253-480-2411; vthrom@covingtonwa.gov
Tukwila	Human Services Manager, currently Evelyn Boykan 6200 Southcenter Blvd, Tukwila, WA 98188 206-433-7180; evie.boykan@tukwilaWA.gov

8) Indemnification. Each City agrees to indemnify the other City from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs arising out of claims by third parties for breach of contract, property damage, and bodily injury, including death, caused solely by the negligence or willful misconduct of such City, the City's employees, affiliated corporations, officers, and lower tier subcontractors in connection with this Interlocal.

Each City hereby waives its immunity under Title 51 of the Revised Code of Washington for claims of any type brought by any City agent or employee against the other City. This waiver is specifically negotiated by the parties and a portion of the City's payment hereunder is expressly made the consideration for this waiver.

9) Insurance. Each City shall procure and maintain in full force throughout the duration of the Interlocal comprehensive general liability insurance with a minimum coverage of \$1,000,000.00 per occurrence/aggregate for personal injury and property damage. In the event that a City is a member of a pool of self-insured cities, the City shall provide proof of such membership in lieu of the insurance requirement above. Such self-insurance shall provide coverage equal to or greater than that required of non-self insurance pool member Cities.

10) Applicable Law; Venue; Attorney's Fees. This Interlocal shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Interlocal, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

11) Counterparts. This document may be executed in any number of counterparts, each of which shall be considered an original.

12) Amendment or Modification. This Interlocal may be amended or modified in writing with the mutual consent of the Cities. Amendments or modifications to this Interlocal shall not require the approval of the Cities' legislative bodies.

13) Former Agreement Terminated and Superseded. The Former Agreement between the Cities is hereby terminated and superseded by this Interlocal.

IN WITNESS WHEREOF, the undersigned have entered into this Interlocal as of this 2nd day of December, 2012.

CITY OF SEATAC

By: Todd Cutts

Todd Cutts, City Manager

Date: 11/14/13

Attest: _____

[Printed Name]

Title: _____

Approved As To Form:

Mark S. Johnson, Sr. Assistant City Attorney

CITY OF TUKWILA

By: Jim Haggerton

Jim Haggerton, Mayor

Date: 12-2-13

Attest: Christy O'Flaherty

[Printed Name]

Title: City Clerk

Approved As To Form:

Shelley M. Kerslake, City Attorney

CITY OF DES MOINES

By: Anthony A. Piasecki

Anthony A. Piasecki, City Manager

Date: 11/1/13

Attest: Bonnie Swilkins

[Printed Name]

Title: City Clerk

Approved As To Form:

Tim George, Assistant City Attorney

CITY OF COVINGTON

By: Derek Matheson

Derek Matheson, City Manager

Date: 10/31/13

Attest: Sharon Scott

[Printed Name]

Title: City Clerk

Approved As To Form:

Sara Springer, City Attorney

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EXHIBIT A – 2018 Funds

Interlocal Between the Cities For Planning, Funding, and Implementation of a Joint Minor Home Repair Program

Contract Year 2019 utilizing 2018 funds

Name of Agencies	Participating Cities & Funding
Qualified contractors	Tukwila - Lead City \$22,500
	Des Moines \$22,500
	SeaTac \$22,500
	Covington \$22,500
	HCD Environmental Review \$0
	Personnel & Project Management \$0
	TOTAL \$90,000
Notices to the Cities shall be sent to the following persons:	
<u>City of Covington:</u> Julie Johnston – 253-480-2411 jjohnston@covingtonwa.gov	
<u>City of Des Moines:</u> Tina Hickey – 206-870-6558 thickey@desmoineswa.gov	
<u>City of SeaTac:</u> Kim Cooper – 206-973-4815 kcooper@ci.seatac.wa.us	
<u>City of Tukwila</u> Stacy Hansen – 206-433-7180 Stacy.hansen@tukwilawa.gov	

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A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Consultant Services Contract with Anchor QEA for design, engineering and permitting services for the Marina Entrance Channel Maintenance Dredging Project

ATTACHMENTS:

1. Consultant Services Contract

FOR AGENDA OF: March 14, 2019

DEPT. OF ORIGIN: Marina

DATE SUBMITTED: March 7, 2019

CLEARANCES:

- ☐ Community Development
- ☒ Marina *Scott*
- ☐ Parks, Recreation & Senior Services
- ☐ Public Works

CHIEF OPERATIONS OFFICER: DJB

- ☒ Legal *TS*
- ☒ Finance *Baw*
- ☐ Courts
- ☐ Police

**APPROVED BY CITY MANAGER
FOR SUBMITTAL:** *[Signature]*

Purpose and Recommendation

The staff is requesting the Council's approval of the attached contract between the City and Anchor QEA for providing professional services associated with the Marina Entrance Channel Maintenance Dredging Project. The following motion will appear on the consent calendar:

Suggested Motion:

Motion: "I move that the Council approve the Consultant Services Contract with Anchor QEA for design, engineering and permitting services for the Marina Entrance Channel Maintenance Dredging Project, which authorizes payments to Anchor QEA totaling \$218,665 and to establish a contingency fund of \$20,000 and to authorize the City Manager to sign the contract, substantially in the form as attached."

Background

On three other occasions, in 1983, 1994 and 2008 the City has had to hire contractors to remove sediments that have accumulated in the Marina's entrance channel and other locations in the basin. On all three occasions the contractors were able to remove enough materials from the entrance channel to

restore it to its original design width and depth. Because of the legacy pollution in some areas of the Puget Sound all dredged sediments that are taken to one of the open water disposal sites operated by the Department of Natural Resources must be tested for hazardous and toxic substances. For the past three dredging episodes, the sediments in the Marina qualified for open water disposal which is significantly less expensive than de-watering the sediments and hauling them to a landfill site. In the past the sediment in the Marina channel was easily removed using large, but conventional equipment.

Discussion

It is a gradual process, but enough sediment has accumulated in the entrance channel to reduce the width and depth of the waterway. The center of the channel is still at the design depth of -13 feet but the width of the channel is significantly less than the original design. The rate of sediment accumulation in the Marina channel is weather dependent but somewhat predicable. The average length of time between the last three dredging episodes is 12.66 years. By the time the permitting is completed and the work actually is accomplished in early 2020, it will be 12 years since the last dredging project in 2008.

As with most dredging projects, the permitting process will take longer than the actual work and it will be expensive. Generally, Anchor will do a survey to determine the amount of material to be removed and sediment samples will be taken and tested for toxic substances such as heavy metals and hydrocarbons. The number of samples will depend on the amount of material that needs to be removed. If the levels of toxic materials in the samples are determined to be “moderate” or lower, the material can be taken to one of DNR’s off-shore disposal sites. In past dredging episodes the test results were moderate or lower and the Marina staff and Anchor QEA believe that will be the case with this project.

There are three conditions that may require additional testing;

- If eelgrass is observed to be present in the entrance channel, an eelgrass survey may be required.
- If during the sediment testing, the levels of one or more toxic substances are found to be above the required screening levels, a bioassay may be required.
- Testing for dioxin, furan and or TBT will be required if there is any indication that one of these substances is present in the sediments.

The costs for these tests are included as “Task No. 8” in the scope-of-work and budget submitted by Anchor QEA. The total cost for the tests is estimated to be about \$33,000. These tests will only be done if required by the permitting agencies and will only be conducted at the written direction of the City.

Once the quantity of the material that needs to be dredged is determined and the samples tested, permits will need to be obtained from the Army Corps of Engineers, the Washington State Department of Fish & Wildlife, the Washington Department of Ecology, The Washington Department of Natural Resources, and the Dredged Materials Management Program. On the local side, the project will need to go through the SEPA process, the Shoreline Substantial Development process and obtain a Critical Areas Ordinance Development Exemption.

Because of the potential irreversible impacts on water quality, dredging projects remain one of the most heavily regulated activities in the nation.

Financial Impact

In 1983 and 1994 the dredging projects were paid for with funds set aside from the profits from the Marina operations. The 2008 project was paid for with funds generated by the sale of bonds. After that project was completed, it was decided that the City should return to paying for dredging with funds set aside from operations, rather than bonds because, even though dredging projects are complicated expensive projects, they are essentially maintenance projects, just returning the Marina channels and mooring areas to their original state. In 2015 the Marina began setting aside funds to pay for this dredging episode. To-date, \$600,000 has been accumulated, which should be enough to pay for the engineering and permitting and the contract for the work.

The budget total included in the proposal from Anchor QEA is \$218,665. If some or all of the testing and surveys shown in Task No. 8 are not required, the total budget could be as low as \$185,587. For the 2008 project, the consultants' budget for this scope-of-work was \$177,967.

Alternatives

Alternative No. 1. The Council may approve the contract with Anchor QEA and authorize the City Manager to sign the contract, substantially in the form as attached.

Alternative No. 2. The Council may approve the contract with Anchor QEA with additional conditions or modifications and authorize the City Manager to sign the contract, substantially in the form as attached.

Alternative No. 3. The Council may decline to approve the contract.

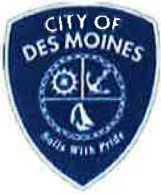
Recommendation

Staff recommends that the Council approve the contract, and establish the contingency fund of \$20,000 and authorize the City Manager to sign the contract, substantially in the form as attached.

Concurrence:

The City Attorney's office has reviewed and approved the contract.

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CONSULTANT SERVICES CONTRACT between the City of Des Moines and Anchor QEA

THIS CONTRACT is made between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and Anchor QEA, a Washington corporation authorized to do business in the State of Washington, located and doing business at 1201 3rd Avenue, Suite 2600, Seattle, WA 98101, (206) 903-3327 (hereinafter the "Consultant").

I. DESCRIPTION OF WORK.

Consultant shall perform the following services for the City in accordance with the following described plans and/or specifications:

See attached Exhibit "A" – Consultant Scope and Fee Proposal, dated March 5, 2019; which is incorporated into this contract.

Consultant further represents that the services furnished under this Contract will be performed in accordance with generally accepted professional practices within the Puget Sound region in effect at the time those services are performed.

II. TIME OF COMPLETION. The parties agree that work will begin on the tasks described in Section I above immediately upon the effective date of this Contract. Upon the effective date of this Contract, Consultant shall complete the work described in Section I by December 31, 2020.

III. COMPENSATION.

- A. The City shall pay the Consultant, based on time and materials, an amount not to exceed **\$218,665.00** for the services described in this Contract. This is the maximum amount to be paid under this Contract for the work described in Section I above, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed amendment to this Contract. The Consultant agrees that the amount budgeted for as set forth in Exhibit "A" for its services contracted for herein shall remain locked at the negotiated rate(s) for a period of one (1) year from the effective date of this Contract.

- B. The Consultant shall submit monthly payment invoices to the City for work performed, and a final bill upon completion of all services described in this Contract. The City shall provide payment within forty-five (45) days of receipt of an invoice. If the City objects to all or any portion of an invoice, it shall notify the Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

IV. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Contract and that the Consultant has the ability to control and direct the performance and details of its work; however, the City shall have authority to ensure that the terms of the Contract are performed in the appropriate manner.

V. CHANGES. The City may issue a written change order for any change in the Contract work during the performance of this Contract. If the Consultant determines, for any reason, that a change order is necessary, Consultant must submit a written change order request to the person listed in the notice provision section of this Contract, section XVI(C), within fourteen (14) calendar days of the date Consultant knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Consultant's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Consultant on all equitable adjustments. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Consultant shall proceed with the change order work upon receiving either a written change order from the City or an oral order from the City before actually receiving the written change order. If the Consultant fails to require a change order within the time specified in this paragraph, the Consultant waives its right to make any claim or submit subsequent change order requests for that portion of the contract work. If the Consultant disagrees with the equitable adjustment, the Consultant must complete the change order work; however, the Consultant may elect to protest the adjustment as provided in subsections A through E of Section VI, Claims, below.

The Consultant accepts all requirements of a change order by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. A change order that is accepted by Consultant as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect and consequential costs, including costs of delays related to any work, either covered or affected by the change.

VI. CLAIMS. If the Consultant disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Consultant may file a claim as provided in this section. The Consultant shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Consultant knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Contract or otherwise, shall be conclusively deemed to have been waived by the Consultant unless a

timely written claim is made in strict accordance with the applicable provisions of this Contract.

At a minimum, a Consultant's written claim shall include the information set forth in subsections A, items 1 through 5 below.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.

- A. Notice of Claim. Provide a signed written notice of claim that provides the following information:
 - 1. The date of the Consultant's claim;
 - 2. The nature and circumstances that caused the claim;
 - 3. The provisions in this Contract that support the claim;
 - 4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
 - 5. An analysis of the progress schedule showing the schedule change or disruption if the Consultant is asserting a schedule change or disruption.
- B. Records. The Consultant shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Consultant's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

- C. Consultant's Duty to Complete Protested Work. In spite of any claim, the Contractor shall proceed promptly to provide the goods, materials and services required by the City under this Contract.
- D. Failure to Protest Constitutes Waiver. By not protesting as this section provides, the Consultant also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).
- E. Failure to Follow Procedures Constitutes Waiver. By failing to follow the procedures of this section, the Consultant completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

VII. LIMITATION OF ACTIONS. CONSULTANT MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS CONTRACT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONSULTANT'S ABILITY

TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

VIII. TERMINATION. Either party may terminate this Contract, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Contract. After termination, the City may take possession of all records and data within the Consultant's possession pertaining to this project for which Consultant has been paid by the City in accordance with the terms of this Contract, which may be used by the City without restriction. Notwithstanding the foregoing, Consultant may retain a copy of all records and data in project files. If the City's use of Consultant's records or data is outside the purposes specified in the applicable scope of work, it shall be without liability or legal exposure to the Consultant.

IX. DISCRIMINATION. In the hiring of employees for the performance of work under this Contract or any subcontract, the Consultant, its subcontractors, or any person acting on behalf of the Consultant or subcontractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

X. INDEMNIFICATION. Consultant shall indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, resulting from the negligent acts, errors or omissions of the Consultant in performance of this Contract, except for claims, losses, suits, injuries and damages caused by the negligence of the City.

The City's inspection or acceptance of any of Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

The provisions of this section shall survive the expiration or termination of this Contract.

XI. INSURANCE. The Consultant shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

No Limitation. Consultant's maintenance of insurance as required by the Contract shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

B. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. Except for Professional Liability, the Consultant's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

C. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

D. Verification of Coverage Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

XII. EXCHANGE OF INFORMATION. The City will provide its best efforts to provide reasonable accuracy of any information supplied by it to Consultant for the purpose of completion of the work under this Contract.

XIII. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS. Original documents, drawings, designs, reports, or any other records developed or created under this Contract shall belong to and become the property of the City. All records submitted by the City to the Consultant will be safeguarded by the Consultant. Consultant shall make such data, documents, and files available to the City upon the City's request. The City's use or reuse of any of the documents, data and files created by Consultant for this project by anyone other than Consultant on any other project shall be without liability or legal exposure to Consultant.

XIV. CITY'S RIGHT OF INSPECTION. Even though Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Contract, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure satisfactory completion.

XV. WORK PERFORMED AT CONSULTANT'S RISK. Consultant shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize protection necessary for that purpose. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XVI. MISCELLANEOUS PROVISIONS.

A. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Contract, or to exercise any option conferred by this Contract in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

B. Resolution of Disputes and Governing Law.

1. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Contract or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written agreement of the

parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

2. **Applicable Law and Jurisdiction.** This Contract shall be governed by the laws of the State of Washington. Although the agreed to and designated primary dispute resolution method as set forth above, in the event any claim, dispute or action arising from or relating to this Contract cannot be submitted to arbitration, then it shall be commenced exclusively in the King County Superior Court or the United States District Court, Western District of Washington as appropriate. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the City's right to indemnification under Section X of this Contract.

C. **Written Notice.** All communications regarding this Contract shall be sent to the parties at the addresses listed on the signature page of this Contract, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract or such other address as may be hereafter specified in writing.

D. **Assignment.** Any assignment of this Contract by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Contract shall continue in full force and effect and no further assignment shall be made without additional written consent.

E. **Modification.** No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of the City and Consultant.

F. **Entire Contract.** The written provisions and terms of this Contract, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Contract. All of the above documents are hereby made a part of this Contract. However, should any language in any of the Exhibits to this Contract conflict with any language contained in this Contract, the terms of this Contract shall prevail.

G. **Compliance with Laws.** The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Consultant's business, equipment, and personnel engaged in operations covered by this Contract or accruing out of the performance of those operations.

H. **Business License.** Contractor shall comply with the provisions of Title 5 Chapter 5.04 of the Des Moines Municipal Code.

CONSULTANT SERVICES CONTRACT 7
(Anchor QEA – Marina Entrance Channel Maintenance Dredging)

I. Counterparts. This Contract may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Contract.

J. Records Retention and Audit. During the progress of the Work and for a period not less than three (3) years from the date of completion of the Work or for the retention period required by law, whichever is greater, records and accounts pertaining to the Work and accounting therefore are to be kept available by the Parties for inspection and audit by representatives of the Parties and copies of all records, accounts, documents, or other data pertaining to the Work shall be furnished upon request. Records and accounts shall be maintained in accordance with applicable state law and regulations.

IN WITNESS, the parties below execute this Contract, which shall become effective on the last date entered below.

CONSULTANT: By: _____ (signature) Print Name: _____ Its: _____ (Title) DATE: _____	CITY OF DES MOINES: By: _____ (signature) Print Name: <u>Michael Matthias</u> Its: <u>City Manager</u> (Title) DATE: _____ Approved as to form: _____ City Attorney DATE: _____
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NOTICES TO BE SENT TO: CONSULTANT: Matt Woltman Anchor QEA 1201 3rd Avenue Suite 2600 Seattle, WA 98101 (206) 903-3327 (telephone) mwoltman@anchorqea.com (e-mail)	NOTICES TO BE SENT TO: CITY OF DES MOINES: Scott J. Romano City of Des Moines 21650 11th Avenue South Des Moines, WA 98198 (206) 870-6539 (telephone) sromano@desmoineswa.gov (e-mail)
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At the Direction of the Des Moines
City Council taken at an open
Public Meeting on _____.

EXHIBIT "A"



Scope of Work and Fee Estimate

March 5, 2019

City of Des Moines Marina

Marina Entrance Channel Maintenance Dredging

Project Understanding

The City of Des Moines (City) is planning to conduct maintenance dredging within the entrance channel of the Des Moines Marina. Dredging is anticipated to be performed during the 2019/2020 agency-approved in-water work window to a required dredge elevation of -13 feet mean lower low water. Anchor QEA understands that Des Moines Marina is proposing a routine maintenance dredging action and is not proposing to deepen the berth below the previously permitted dredge elevation or perform any marina infrastructure upgrades. The proposed dredging area was previously maintenance dredged in 2008, and the focus of this program will be to restore the entrance channel elevation by removing high spots of sediment accumulation (associated with discharge from Des Moines Creek north of the marina) to allow for safe passage of vessels into and out of the marina.

Sediment dredged in 2008 was characterized as part of the Washington State Dredge Material Management Program (DMMP), and was determined to be suitable for open-water disposal. Anchor QEA will assist the City with characterization of sediments in 2019 per the DMMP process in effort to obtain a new suitability determination.

Anchor QEA has prepared this Scope of Work and Fee Estimate to describe the environmental consulting services and associated level of effort to plan for, permit, and implement the maintenance dredging activities in the 2019/2020 in-water work window. Proposed tasks are as follows:

1. Project Management and Schedule Development
2. Conceptual Design and Project Description
3. Environmental Permitting and Agency Coordination
4. DMMP Sediment Characterization and Reporting
5. Engineering Design and Bid Documents
6. Bid Support and Contract Award
7. Construction Management Support
8. Optional Scope Items

The Fee Estimate (Attachment A) is provided to present the estimated level of effort/cost by task. Details of the requested Scope of Work activities, including deliverables, assumptions, and schedule, are described in the following sections.

Scope of Services

Task 1: Project Management and Schedule Development

Anchor QEA will perform general project management activities throughout the duration of this project including updating the baseline schedule (as provided in the project Statement of Qualifications), subcontractor coordination, monthly project invoicing and file management, and general coordination with the City. This task involves approximately 6 hours of effort per month for Anchor QEA project manager and project accountant to complete these activities and assumes the project will be completed within 12 months (72 hours total) from Notice to Proceed from the City.

Assumptions

- The project schedule will be updated on a monthly basis and provided to the City.
- An explanation for schedule variance will be provided with the monthly schedule, as appropriate.

Deliverables

- Monthly schedule update.
- Monthly project invoice.

Schedule

- Project management and schedule update services will be provided throughout the duration of the project (assume 12 months following Notice to Proceed).

Task 2: Conceptual Design and Project Description

Anchor QEA will perform an updated bathymetric survey and prepare a conceptual design sufficient to support permit applications and development of a Sampling and Analysis Plan (SAP) for the DMMP process. This task will include the following activities:

- Complete an updated multi-beam bathymetric survey (to be performed by Northwest Hydro as subcontractor to Anchor QEA).
- Prepare a conceptual design prism for calculating dredging volumes, areas of impact, elevation changes, and conceptual dredging and material handling/disposal methods.
- Prepare supporting graphics for initial permit applications.
- Prepare draft written project description to support initial permit applications.
- Organize and attend a coordination meeting with the City to verify the design assumptions and concept prior to submitting initial permit application materials.

Assumptions

- Anchor QEA will have two representatives attend the coordination meeting with the City and the meeting duration will be two hours.

- The concept design does not include slope stability or structural assessments since the proposed maintenance dredging work has previously been accomplished in the same footprint.
- The updated bathymetric survey will require one day to complete and will be used to develop a base map for presentation of the concept design and initial volume calculations.
- An eelgrass survey will not be required within the marina entrance channel dredge footprint.

Deliverables

- Concept design including results of updated bathymetric survey and planned dredge volumes for permit applications.
- Draft Project Description for initial permit applications.

Schedule

- Task 2 activities as described will be completed in March and April 2019 to support initial permit applications, DMMP coordination, and preliminary dredge design efforts.

Task 3: Environmental Permitting and Agency Coordination

Task 3 activities include environmental permitting and agency coordination for sediment characterization investigations (sampling) and maintenance dredging activities at the Des Moines marina entrance channel. Details regarding sediment investigations and reporting are provided in Task 4.

For the in-water sediment characterization investigations (sampling), Anchor QEA will prepare a State Environmental Policy Act (SEPA) and Shoreline Substantial Development Permit exemption letter for the City and a Joint Aquatic Resources Permit Application (JARPA) to obtain a Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW). Anchor QEA will also coordinate with the Washington Department of Natural Resources (DNR) regarding right of entry requirements included in the aquatics land lease, if sampling is to be completed within the existing DNR aquatic lands lease area.

Table 1 provides a summary of anticipated permits and environmental approvals required for the maintenance dredging activities.

Table 1
Anticipated Dredge Permits and Environmental Approvals¹

Approvals	Agency	Trigger	Notes
Individual Permit	USACE	Maintenance activities within waters of the United States	We will explore preparation of a JARPA form for issuance of a Nationwide Permit 3; however, it is expected that an Individual Permit will be required for this project.
ESA Concurrence	NMFS and USFWS	Potential impacts to ESA-listed species and/or habitat	A BE will be adequate to assess potential impacts from in-water maintenance activities.
NHPA Section 106 Compliance	DAHP	Potential impacts to archaeological, cultural, or historic resources	No impacts to archaeological, cultural, or historic resources are anticipated. This will be documented in the JARPA submitted to USACE.
Clean Water Act Section 401 WQC	Ecology	Potential water quality impacts	A WQMP is anticipated to be required as part of the 401 WQC process.
CZMA Compliance	Ecology	USACE permit requirement	Issuance of an Individual Permit by the USACE will require preparation and submittal of a CZMA form.
HPA	WDFW	Work within waters of the state	Application materials will be submitted via the WDFW APPS online project portal upon issuance of the SEPA determination.
SEPA DNS	City Planning and Building	Projects requiring dredging of more than 50 cubic yards of material is not exempt	A SEPA Checklist will be prepared and submitted to the City.
SSDP Exemption	City Planning and Building	Maintenance activities are exempt	A "statement of exemption" letter will be prepared and submitted to the City.

Notes:

1. A DNR aquatics land lease right of entry will be required as it is assumed dredging will be performed within the existing DNR land lease area located within the marina entrance channel.

APPS: Aquatic Protection Permitting System

DAHP: Department of Archaeology and Historic Preservation

DNS: Determination of Non-Significance

NHPA: National Historic Preservation Act

NMFS: National Marine Fisheries Service

USFWS: U.S. Fish and Wildlife Service

At the onset of the project, Anchor QEA staff will contact the U.S. Army Corps of Engineers (USACE), Washington State Department of Ecology (Ecology), WDFW, and City of Des Moines Planning and Building to confirm the permitting approach and verify project application requirements. Using

existing permit documents that Anchor QEA prepared for 2008 maintenance dredging activities, we will develop the necessary permit documentation with the conceptual design and approximate dredge volumes. Permit applications will allow for different outcomes of sediment testing and use alternate disposal sites (as necessary) to ensure that the permits cover the range of construction options to streamline the permitting process.

The DNR Site Use Authorization for disposal of dredged sediment will be prepared and submitted once dredge volumes and disposal locations have been determined during final design and following a suitability determination from the DMMP for open-water disposal. The authorization cannot be issued until all permits are in hand; however, Anchor QEA will coordinate early with DNR to initiate the review and respond to any questions in advance.

Anchor QEA will submit these materials to the applicable regulatory agencies, respond to agency comments, and track permit progress through issuance under this task. After submitting the documents, Anchor QEA will routinely follow up with agency staff, respond to questions, and revise or augment documentation until applications are accepted, timely agency review occurs, and permits are approved.

Assumptions

- The permits and approvals described in Table 1 assume that in-water dredging work associated with the project will qualify as maintenance and that there will be no impacts to eelgrass. An optional scope item is included in Task 8 for completion of an eelgrass survey if it becomes a requirement for the project.
- Anchor QEA will explore the possibility of permitting the project under a Nationwide Permit 3 approach (which would result in cost and schedule savings); however, it is assumed the USACE will require an individual permit for this project.
- A historic and cultural assessment will not be required to satisfy requirements of Section 106 of the National Historic Preservation Act.
- This task does not include budget design or implementation of any required mitigation that may be required by the permitting agencies.
- Anchor QEA will prepare a Water Quality Monitoring Plan (WQMP) as part of requirements of the Ecology 401 Water Quality Certification (WQC) process. Water quality monitoring will be required during implementation of maintenance dredging activities.
- Anchor QEA will respond to up to one set of comments from each agency to whom the application materials are submitted, and Anchor QEA assumes that the comments from agency staff will be relatively minor and would not require additional data gathering or substantial new evaluations.
- Des Moines Marina will pay for all permit fees associated with the project. Anchor QEA will pay the upfront costs and bill Des Moines Marina for the permit fees. These permit fees are

not included in the budget, and the required permit fees will be applied in addition to the budget provided in this Scope of Work.

Deliverables

- Draft and final SEPA and Substantial Shoreline Development Permit (SSDP) Exemption Letter for sediment sampling (see Task 4).
- Draft and final JARPA for HPA associated with sediment sampling (see Task 4).
- Draft and final Attachment E to the JARPA to obtain right-of-entry for sampling within existing DNR lease area.
- Final Project Description and associated permit drawings (building on Task 2 deliverables).
- Draft and final JARPA for Individual USACE Permit, Section 401 WQC, and HPA.
- Draft and final Attachment E to the JARPA to obtain right-of-entry for maintenance dredging within existing DNR lease area.
- Draft and final Biological Evaluation (BE) for Endangered Species Act (ESA) compliance.
- Draft and final Coastal Zone Management Act (CZMA) Consistency Determination Application Form.
- Draft and final SEPA Checklist.
- Draft and final SSDP Statement of Exemption Letter.
- Draft and final DNR Site Use Authorization.

Schedule

- Task 3 activities will begin as Task 2 activities are completed in April 2019, and we anticipate project permits to be in hand by end of November 2019.
- The DNR Site Use Authorization cannot be obtained until project permits are issued and Anchor QEA will begin application for this permit in November so that permissions can be provided ahead of construction in January 2020.

Task 4: Dredged Material Management Program Sediment Characterization and Reporting

Task 4 activities include the DMMP sampling and reporting required to obtain a suitability determination and antidegradation assessment for the marina entrance channel dredge area. Specific activities that will be completed as part of this task include DMMP coordination, SAP development, field sediment sampling and laboratory chemical analyses, and data report development. Details regarding these activities are described in the sections to follow.

Dredged Material Management Program Coordination

This subtask includes time for DMMP coordination including a kickoff meeting with DMMP agencies to discuss the program, scope of work, and ongoing coordination to maintain project schedule.

Sampling and Analysis Plan

To support the dredged material characterization, a draft SAP will be prepared in accordance with the 2018 DMMP manual and will include a brief summary of historical data, sampling locations, sampling details, chemical analyses, and data validation tasks. Following review and incorporation of a single round of comments from Des Moines Marina staff, the draft SAP will be finalized and submitted to DMMP for review and approval. Additionally, a site-specific Health and Safety Plan (HASP) associated with completion of the sediment investigation activities will be prepared.

Sediment Sampling and Analysis

Anchor QEA, with the assistance of our subcontracted laboratory and vessel subcontractor, will implement the SAP developed as part of this task. For scoping purposes, we have assumed that field sediment sampling will consist of collecting up to four vibracore samples from the prospective maintenance dredging area at the entrance channel of the marina, based on a conservative maximum estimated dredge volume of up to 16,000 cubic yards (anticipated dredge volume to be calculated during completion of concept design development based on the new bathymetric survey). Based on previous characterization work conducted at the marina entrance channel, this Scope of Work assumes that the dredging area is ranked as "moderate" by the Dredged Material Management Office (DMMO) and that only the standard list of chemicals of concern are required for testing. If dioxin and furans or tributyltin (TBT) are required to be tested by DMMP, additional costs will be required.

The scope associated with this task includes time for field mobilization and demobilization, the sampling vessel and equipment for collecting and processing the four vibracores, laboratory coordination, and analytical testing. It is anticipated to take one full day to collect and process the four sediment cores. A contingency day is also included to cover any additional collection time needed to recollect cores that had refusal, poor recovery, etc. This Scope of Work assumes that no biological testing (i.e., bioassays) is required; however, bioassay archives will be collected to avoid an additional collection effort if there is a screening level exceedance. Effort for collection of reference samples and bioassay testing is included as an optional scope item in Task 8 in the event this additional testing is required.

Data Report and Suitability Determination

Anchor QEA will prepare a draft Sediment Characterization Report summarizing the field sampling activities, any deviations from the agency-approved SAP, and data quality review, as well as a brief discussion of the Z-layer samples' analytical testing results. The report is intended to meet DMMO requirements and provide the agencies with data for making a suitability determination and an antidegradation compliance determination. Additionally, as part of the scope of this task, Anchor QEA will validate the laboratory data in accordance with DMMP guidance and generate and submit electronic deliverables to Ecology's Environmental Information Management (EIM) system.

Assumptions

- The existing data summary in the SAP will include the following:
 - Summary of data from the previous 2008 maintenance dredging event.
 - Summary of data from the Des Moines Creek outfall characterization conducted by Anchor QEA in 2016.
 - Review of Ecology databases for spills, permitted outfalls, and/or invasive species.
- Proposed dredge area within the entrance channel of the marina will be ranked as “moderate” by the DMMP.
- No biological assay (i.e., bioassay) or bioaccumulation tests will be required to support the DMMP suitability determination for open-water disposal. An optional scope item is included in Task 8 for bioassay testing in the event it is required following receipt and evaluation of chemistry data, but no bioaccumulation testing costs are included due to the very low probability it will be required.
- Two Anchor QEA staff will collect and process cores on board the research vessel.
- Dredged material is considered homogenous.
- An optional scope item is included in Task 8 for completion of dioxin/furan testing and/or TBT testing in the event it is required by the DMMO.
- A total of four cores will be required for composite sampling and testing of one composite sample to characterize dredged material.
- Four Z-samples (post-dredge surface) will be archived and tested only if a screening level exceedance is found in the dredged material. Testing costs for z-samples are included in the Fee Estimate for the work.
- DMMP-required quality control samples include matrix spike and matrix spike duplicate, Puget Sound Sediment Reference Material, and other commercially available standard reference materials. These are billable samples by the laboratory and included in the Fee Estimate for the work.
- Leftover sediment will be returned to the sampling station. If DMMP requires waste characterization and upland disposal of material, additional costs will be required. This is not anticipated.

Deliverables

- Draft and final SAP and HASP
- Draft and final Sediment Characterization Report
- Laboratory reports (Level IV)
- Data validation reports (Stage 2B)
- EIM electronic deliverable

Schedule

- Anchor QEA will begin the DMMP process upon Notice to Proceed and will develop the SAP, obtain sediment sampling permits, and anticipates completing field sampling and testing by end of July 2019. The actual completion date is dependent upon agency responsiveness to obtain sediment sampling permit and to review and approve the SAP.
- The Sediment Characterization Report will be prepared and submitted to DMMP agencies for review in August 2019, and we anticipate a suitability determination to be issued by the DMMP in September 2019.

Task 5: Engineering Design and Bid Documents

Anchor QEA will complete engineering design and bid document development efforts to prepare a package that can be used by the City to advertise and contract with a local dredging contractor to complete the maintenance dredging activities.

Base Map Development

Following completion of the updated bathymetry survey (as included in Task 2), Anchor QEA will develop a base map that can be used for development of the dredge prism. This base map will be used to help with development of permit drawings, construction drawings, and calculation of volumes as part of the engineering design effort.

90% Plans, Specifications, and Cost Estimate

A 90% Plans, Specifications, and Cost Estimate (PS&E) will be prepared for review following receipt of the suitability determination from the DMMO. We assume that an open-water suitability determination will be issued by the DMMO for this project and that upland landfill disposal of the dredged sediment will not be required. The 90% drawings will include the following sheets with sufficient detail incorporated:

- Title sheet with vicinity map.
- Survey positioning control benchmarks and identification of project survey datums.
- Dredge prism (plan view and associated cross sections).
- Plan view and detail sections on existing walkway, bulkhead, and breakwater structures adjacent to the dredge prism.
- Disposal site location for open-water disposal.

Additional sheets may also be prepared based in coordination with the permitting agencies and DMMO.

The Technical Specifications (Division 2 and higher) will also be prepared for City review as part of the 90% design submittal. Anchor QEA is available to review and provide input on the City Division 0 and Division 1 specifications if requested; however, we have not provided budget to help with

preparation of standard contracting and boilerplate specification language with the City. An Engineer's Cost Estimate will also be prepared and provided as part of this design package. The 90% design submittal will also incorporate significant permitting conditions that may be realized during the permitting process.

Final Plans, Specifications, and Cost Estimate and Bid Documents

A final version of the PS&E will be prepared that addresses City comments on the 90% design submittal. The final PS&E will be a camera-ready version of the drawings and Technical Specifications. As described previously, we assume that the City will prepare Division 0 and Division 1 specifications, with limited support from Anchor QEA.

Assumptions

- Anchor QEA will attend two meetings (1 hour in duration) with the City to answer questions and receive comments on the 90% and Final design submittals.
- The City will prepare Division 0 and Division 1 specifications and will provide boilerplate formats for the Technical Specifications (Division 2 and higher).
- It is assumed that the DMMO will issue a suitability determination that allows for open-water disposal of the marina entrance channel dredge material. If material is deemed to be unsuitable for open-water disposal, then additional budget and process discussions will be required with the City.

Deliverables

- Project base map.
- 90% Design Drawings, Technical Specifications, and Engineer's Cost Estimate.
- Final Design Drawings, Technical Specifications, and Engineer's Cost Estimate.

Schedule

- The 90% design efforts will begin immediately following receipt of analytical testing data from the sampling effort, and we expect engineering design and bid document development will be complete at the same time that final project permits are in hand (anticipate November 2019).

Task 6: Bid Support and Contract Award

Anchor QEA understands that the City will lead the bidding and advertisement of the proposed Marina Entrance Channel Maintenance Dredging project. Specifically, we assume the City will complete the following tasks leading to the selection of a dredging contractor and using the design documents prepared by Anchor QEA as part of Task 5 activities:

- Produce and distribute electronic or hard copy bid packages.

- Prepare for and conduct a Contractor's Pre-Bid Meeting following advertisement of the project.
- Prepare for and conduct a group site visit in conjunction with the Pre-Bid Meeting.
- Respond to Contractor bid questions/inquiries.
- Prepare and distribute bid package addenda during the bid period as necessary.
- Review Contractor bids, prepare bid tabulation, and develop recommendation memorandum for Contractor selection and contract award.

We have included 24 labor hours in our Fee Estimate for Anchor QEA engineers to provide level of effort support to the City with the items described above during the bid selection process and will only utilize this effort on an as-needed basis.

Assumptions

- The City will lead the bid process with advertisement of the project, bidder coordination and communications, and contractor selection. Anchor QEA assumes little effort is required to assist the City during this phase of the project.

Deliverables

- No formal deliverables are anticipated as part of this task.

Schedule

- Project bid and contractor award is expected to occur in November and December 2019 based on the design and permitting schedules described in previous tasks.

Task 7: Construction Management Support

Anchor QEA understands that limited construction management support services from Anchor QEA will be required by the City during implementation of dredging activities. Construction management services that may be requested by the City may include limited on-site construction inspection (at start of dredging activities), construction progress tracking and documentation, review and coordination of contractor communications, water quality monitoring support, survey coordination for pay volume calculation, and construction closeout. These efforts will be provided as requested and at a level of effort not to exceed the Task 7 budget.

Effort included as part of this task assumes limited support from Anchor QEA with City leading the larger oversight and direction of the construction effort. Additional services can be provided to the City as requested. It is anticipated that construction will be completed by February 2020 and will take 1 to 2 weeks to complete.

Task 8: Optional Scope Items

Task 8 is included in this Scope of Work to address potential requirements that are not anticipated to be required, but that may arise during the process of completing permitting, agency coordination, design, and construction activities. Scope items under this task will only be conducted at the written direction by the City after Anchor QEA and the City discuss the need for any optional items. Specific activities that may be required include the following:

- Completion of an eelgrass survey if eelgrass is observed to be present within the entrance channel area during completion of the updated bathymetric survey.
- Completion of bioassay testing as part of DMMP process in the event exceedances of screening levels are identified through screening of the sediment sample chemistry results.
- Completion of dioxin/furan and/or TBT testing if required by the DMMP process.

Fee Estimate

A summary of proposed fees for this Scope of Work is presented in Table 2, with detailed cost assumptions provided in the Attachment A Fee Estimate summary table. Work will be invoiced on a time-and-materials basis for the total fee, which is not to exceed an agreed-upon value for the project based on the costs provided in Table 2. Anchor QEA will communicate with Des Moines Marina if project changes occur that impact the budget required to complete the proposed activities included in this Scope. Please note that Task 8 is included for optional scope items in the event unpredicted effort is required to complete the project. Anchor QEA will provide written request and basis to the City for release of this budget prior to completing associated work.

Table 2
Summary of Proposed Fee by Task

Task	Description	Estimated Budget
1	Project Management and Schedule Development	\$ 16,836
2	Conceptual Design and Project Description	\$ 9,508
3	Environmental Permitting and Agency Coordination	\$ 44,948
4	DMMP Sediment Characterization and Reporting	\$ 65,813
5	Engineering Design and Bid Documents	\$ 34,984
6	Bid Support and Contract Award	\$ 5,496
7	Construction Management Support	\$ 8,002
8	Optional Scope Items	\$ 33,078
Total		\$ 218,665

Note:

This budget does not include agency fees for permit issuance. The City is required to pay these fees (once they are determined by the agencies) following issuance of permit applications. Anchor QEA will communicate these fees to the City as soon as they are available.

March 5, 2019
Marina Entrance Channel Maintenance Dredging
Page 13

Anchor QEA appreciates the opportunity to provide this Scope of Work to Des Moines Marina.
Please contact me at (206) 903-3327 or mwoltman@anchorqea.com if you have any questions.

Sincerely,



Matt Woltman, PE, LEG
Principal Engineer

Attachment A

Fee Estimate

ANCHOR QEA, LLC
2019 LABOR BUDGET ESTIMATING FORM
03/05/19

Client Name: City of Des Moines
Project: Marine Entrance Channel Maintenance Dredging

Project No: 190440-00.01
Prepared by: JMD/HP
Reviewed by: Matt Woltman

Task 1 Project Management and Schedule Development
Task 2 Conceptual Design and Project Description
Task 3 Environmental Permitting and Agency Coordination
Task 4 DMMP Sediment Characterization and Reporting
Task 5 Engineering Design and Bid Documents

Task 6 Bid Support and Contract Award
Task 7 Construction Management Support
Task 8 Optional Scope Items

Labor Categories	Billing Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Total Hours	Total Dollars
Principal	\$ 260	60	7	35	6	45	16	8	4	181	\$ 47,060
Senior Manager	\$ 230	0	0	4	0	0	0	0	0	4	\$ 920
Manager	\$ 214	0	0	32	44	0	0	6	14	96	\$ 20,544
Senior Staff	\$ 190	0	0	0	96	0	0	0	0	96	\$ 18,240
Staff 3	\$ 167	0	3	0	16	104	8	22	8	161	\$ 26,887
Staff 2	\$ 150	0	4	128	50	0	0	0	0	182	\$ 27,300
Staff 1	\$ 127	0	0	0	10	0	0	0	0	10	\$ 1,270
CAD Designer	\$ 111	0	4	34	8	36	0	2	6	90	\$ 9,990
Technical Editor	\$ 111	0	1	46	14	16	0	2	0	79	\$ 8,769
Project Coordinator (Admin)	\$ 103	12	0	0	0	0	0	0	0	12	\$ 1,236
Total Hours		72	19	279	244	201	24	40	32	911	
Total Labor	\$	16,836	\$ 3,476	\$ 44,948	\$ 43,100	\$ 34,840	\$ 5,496	\$ 7,482	\$ 6,038		\$ 162,216
Average Hourly Rate	\$	178									
Subconsultants											
Analytical Resources - Laboratory	\$	-	\$ -	\$ -	\$ 11,410	\$ -	\$ -	\$ -	\$ 18,000		\$ 29,410
eTrac - Survey	\$	-	\$ 5,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000		\$ 12,800
Gravity - Research Vessel	\$	-	\$ -	\$ -	\$ 9,059	\$ -	\$ -	\$ -	\$ -		\$ 9,059
Laboratory Data Consultants - Data Validation	\$	-	\$ -	\$ -	\$ 1,141	\$ -	\$ -	\$ -	\$ 1,000		\$ 2,141
Total Cost	\$	-	\$ 5,800	\$ -	\$ 21,610	\$ -	\$ -	\$ -	\$ 26,000		\$ 53,410
Markup	4.0%	\$	-	\$ 232	\$ -	\$ 864	\$ -	\$ -	\$ 1,040		\$ 2,136
Internal Reimbursables (no markup)											
Copies (\$/copy)	\$0.10	\$	-	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -		\$ 40
External Expenses (markup)											
Mail/Fedex/Courier	\$	-	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -		\$ 100
Total Cost	\$	-	\$ -	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -		\$ 140
Markup (External Expenses Only)	4.0%	\$	-	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -		\$ 4
Field Equipment and Supplies Summary (include separate backup if needed)											
	\$	-	\$ -	\$ -	\$ 230	\$ -	\$ -	\$ 500	\$ -		\$ 730
Markup	4.0%	\$	-	\$ -	\$ 9	\$ -	\$ -	\$ 20	\$ -		\$ 29
TOTAL COSTS		\$ 16,836	\$ 9,508	\$ 44,948	\$ 65,813	\$ 34,984	\$ 5,496	\$ 8,002	\$ 33,078		\$ 218,665

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Americans with Disabilities Act
(ADA) Transition Plan

ATTACHMENTS:

1. Draft Resolution 19-019
2. CODM ADA Transition Plan

FOR AGENDA OF: March 14, 2019

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: March 7, 2018

CLEARANCES:

- ☐ Community Development _____
- ☐ Marina _____
- ☐ Parks, Recreation & Senior Services _____
- ☒ Public Works *RBC*

CHIEF OPERATIONS OFFICER: *DSB*

- ☒ Legal *MA*
- ☒ Finance *Baw*
- ☐ Courts _____
- ☐ Police _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: *Ym*

Purpose and Recommendation

The purpose of this agenda item is to seek Council approval of Draft Resolution No. 19-019 which adopts an Americans with Disabilities Act (ADA) Transition Plan required for the City of Des Moines in accordance with Title II of the ADA. The following motion will appear on the consent calendar:

Suggested Motion

Motion: "I move to approve Draft Resolution No. 19-019 adopting an Americans with Disabilities (ADA) Transition Plan for the City of Des Moines."

Background

Signed into law on July 26, 1990, the Americans with Disabilities Act (ADA) is a comprehensive civil rights law prohibiting discrimination on the basis of disability. Title II of the ADA specifically applies to State and local governments and protects individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by such entities. Furthermore, Title II of the ADA extends prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973 to all activities of State and local governments regardless of Federal Aid.¹

In accordance with the ADA, all public entities that employ 50 or more persons shall adopt an ADA Transition Plan which documents physical barriers to accessibility, proposed modifications to those barriers, and provide a plan to complete the modifications.

Discussion

To comply with the Americans with Disabilities Act (ADA), the City is required to have an adopted ADA Transition Plan. Intended as a living document that receives periodic updates, the City's ADA Transition Plan focuses on access improvements to City policy, procedures, and physical assets while meeting the following core requirements:

- Identification of physical obstacles in public facilities (e.g. Buildings, Rights-of-Way etc.) that limit accessibility of programs or activities to individuals with disabilities.
- Identification of detailed methods proposed to make the facilities accessible.
- Identification of schedule and steps to be taken necessary to achieve full ADA compliance.
- Identification of official responsible for ADA Transition Plan implementation.

The City's ADA Transition Plan provides policies and best practices for implementing physical and program access improvements which are crucial to ensure a vibrant and inclusive community. While the City must make every effort to address accessibility barriers, actions are not required that would result in undue burden defined if actions would fundamentally alter the program or activity, create a hazardous condition, or cause an undue financial or administrative burden. If an undue burden is documented, an acceptable alternative would then be needed.

Elements of the ADA Transition Plan are programmatic in nature that allowed for public participation, self-evaluation & inventory of assets, and strategic recommendations to address access deficiencies. All aspects of the City government was reviewed and are discussed within four categories; Programs, services, & activities, Facilities & buildings, Streets, and Parks. Given limited resources to address all of the deficiencies, prioritization recommendations have been provided for each category.

The ADA Transition Plan illustrates that it could take approximately 45-55 years to fully achieve ADA accessibility compliance. The majority of resource need has been identified within the public Rights-of-Way for sidewalks, curb ramps, and signal modification. The total value of all mitigation efforts have been estimated at \$11M - \$13M.

To allow the most efficient and effective distribution of resources for accessibility barrier removal, the ADA Transition Plan provides guidance focusing on existing planning and budgeting processes.

¹ US Department of Justice (2012, December 7). *Americans with Disabilities Act Title II Regulations Part 35 Non Discrimination on the Basis of Disability in State and Local Government Services*. Retrieved from www.ADA.gov.

Specifically, the plan states that the City will create, and annually review an ADA Transition Program as part of the Transportation Improvement Plan (TIP) and Capital Improvement Plan (CIP) processes. Each are subject to public hearing and approved by the City Council. Resources will be assigned as part of the TIP and CIP development and appropriations designated within the CIP Budget.

In order to ensure continued compliance and monitoring of ADA requirements, a City official is required to be identified as an ADA Coordinator. The ADA Transition Plan identifies the following City positions that will be accountable for ADA Coordinator responsibility and delegation of authority:

- Communications Director: responsible for ADA/504 coordination
- Public Works Director: responsible for transition plan implementation

Government agencies across the United States have been focusing on compliance with the ADA rules and regulations. The adoption of the City's ADA Transition Plan under consideration is an effort to formalize the City's efforts to ensure continued compliance with the ADA.

In addition to state and local government agency adherence with the ADA, federal and state funding opportunities are increasingly requiring formal compliance reporting. For example, the Washington State Department of Transportation (WSDOT) administers Federal Highway Administration (FHWA) funding, and as part of various grant awards, applicants are required to include statements of current status of ADA Transition Plan compliance.

WSDOT also delegates some or all authority provided by FHWA for approving project development and construction administration thru a process called Certification Acceptance (CA). The City of Des Moines currently retains this CA status and is able to independently administer the majority of FHWA and state funds received. Many cost and schedule efficiencies are realized with CA, and only approximately 60 local agencies in Washington State are granted this privilege. Any non-compliance with the ADA could jeopardize the City's CA status.

Alternatives

None.

The City is required to have an ADA Transition Plan compliant with the Americans with Disabilities Act (ADA).

Financial Impact

No specific financial impact identified. However, the City Council will annually evaluate resources to support the ADA Program thru the TIP and CIP public processes.

Recommendation

Staff recommends Council approve the suggested motion.

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CITY ATTORNEY'S FIRST DRAFT 03/14/2019**DRAFT RESOLUTION NO. 19-019**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, adopting an Americans with Disabilities Act Transition Plan.

WHEREAS, the continuing existence of unfair and unnecessary discrimination and prejudice denies people with disabilities their right to fully participate in all aspects of society, and

WHEREAS, the Americans with Disabilities Act of 1990 and its subsequent amendments ("ADA") serve as a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, and

WHEREAS, Title II of the ADA prohibits discrimination on the basis of disability by public entities, and

WHEREAS, Title II of the ADA further requires that municipalities develop and adopt transition plans which document physical barriers to accessibility, propose modifications to remove those barriers, and a schedule to complete the modifications, and

WHEREAS, the City of Des Moines has been and remains committed to meeting or exceeding ADA requirements and to eliminating barriers to public services, activities, programs and facilities, and

WHEREAS, the goals of the ADA will be furthered by adoption by the City of a transition plan that will provide a framework that will allow the City to better provide equal access to City facilities and programs for all residents and visitors in Des Moines, and

WHEREAS, a transition plan for City owned facilities and facilities in the public right-of-way has been prepared that outlines the City's progress to date and identifies steps necessary to bring City facilities and programs into compliance with ADA regulations, and

WHEREAS, the City Council finds it to be in the public interest to adopt the ADA transition plan; now therefore,

Resolution No. ____
Page 2 of ____

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

The City Council adopts the Americans with Disabilities Act (ADA) Transition Plan for the City of Des Moines, which is attached to this Resolution as Attachment "A" and by this reference incorporated herein.

ADOPTED BY the City Council of the City of Des Moines, Washington this ____ day of ____, 2019 and signed in authentication thereof this ____ day of ____, 2019.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk



City of Des Moines ADA Transition Plan

Prepared for
City of Des Moines



January 2019

Prepared by
Parametrix

City of Des Moines ADA Transition Plan

Prepared for

City of Des Moines
21630 11th Avenue S.
Suite A
Des Moines, WA 98198

Prepared by

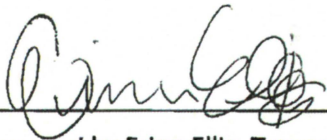
Parametrix
719 2nd Avenue, Suite 200
Seattle, WA 98104
T. 206.394.3700 F. 1.855.542.6353
www.parametrix.com

CITATION

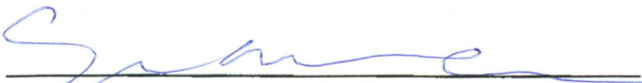
Parametrix. 2019. City of Des Moines
ADA Transition Plan.
Prepared by Parametrix, Seattle, WA.
January 2019.

CERTIFICATION

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.



Prepared by Erinn Ellig, Transportation Planner



Checked and Approved by Cindy Clark, PE, Senior Engineer

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ACRONYMS AND ABBREVIATIONS

ADA	Americans with Disabilities Act
2010 ADA Standards	2010 ADA Standards for Accessible Design
APS	Accessible Pedestrian Signals
ASL	American Sign Language
CIP	Capital Improvement Program
City	City of Des Moines
DOJ	Department of Justice
GIS	Geographic Information System
PS&T	Public Safety and Transportation
TIP	Transportation Improvement Program
USDOT	U.S. Department of Transportation
WSDOT	Washington State Department of Transportation

1. INTRODUCTION

Providing equal access to city facilities and programs for all residents and visitors in Des Moines is crucial to creating a vibrant and inclusive community. This City of Des Moines (City) Americans with Disabilities Act (ADA) Transition Plan provides policies and best practices for implementing physical and program access improvements to meet the requirements of the ADA, which guarantees equal access for all.

Community input is an important driver of the ADA transition planning process. The community engaged in a variety of formats, including a public meeting, online surveys, and City Council meetings. The feedback received by the City was used to provide direction on priorities for ADA investments and the development of the ADA Transition Plan.

The ADA Transition Plan identifies deficiencies in City policies, procedures, and physical assets, and provides guidance to correct those deficiencies and remove accessibility barriers. The Plan outlines progress to date and identifies steps necessary to bring City facilities and programs into compliance with ADA regulations. This Plan is intended to be a living document that will be updated regularly to track ongoing achievements toward compliance.

1.1 Americans with Disabilities Act

The ADA, which was signed into law in 1990 and updated in 2010, provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. A primary goal of the ADA is the equal participation of individuals with disabilities in the "mainstream" of American society. Individuals with disabilities are broadly defined and include those who have a physical or mental impairment.

Public entities, including Des Moines, Washington, are covered under Title II of the Act, which took effect on January 26, 1992. Title II covers programs, activities, and services of public entities. Most requirements of Title II are based on Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in federally assisted programs and activities. The ADA extends Section 504's non-discrimination requirement to all activities of public entities, not only to those that receive federal financial assistance.

1.2 Washington State Disabilities Law

The State of Washington has its own disability law that expands the definition of disability to cover more than the federal ADA law. The Washington Law Against Discrimination defines a disability to include all those covered under the ADA as well as temporary conditions. There is also no requirement that a condition must have an impact on a major life activity or that the impact of the condition be substantially limiting.

1.3 City of Des Moines ADA Responsibilities

The City of Des Moines has several responsibilities to fulfill under Title II of the federal ADA. The City is responsible for ensuring both physical and program access for everyone by the local government. Physical accessibility includes ensuring that disabled individuals can safely travel throughout the city as well as to services in public facilities without barriers. For example, the City is responsible for providing accessible sidewalks, curb ramps, and pedestrian crossings as well as access to City buildings. Program accessibility includes ensuring accessibility to City services, programs, activities, and information, such as City Council meetings, the City website, and City Parks and Recreation programs. Table 1-1 provides a summary of the City responsibilities under Title II of the ADA.

Table 1-1. City Responsibilities under the ADA

Responsibility	Tasks
Self-Evaluation	• Evaluate current services, policies, and practices and make any necessary modifications to meet ADA requirements • Provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments • Maintain a list of interested persons consulted, a description of areas examined and any problems identified, and a description of any modifications
Notice	• Make ADA information available to the public regarding applicability to City services, programs, and activities
Responsible Employees/ Grievance Procedure	• Designate a responsible employee to coordinate ADA efforts (referred to in this Plan as the ADA Coordinator); provide the ADA coordinator's name, office address, and telephone number • Adopt and publish grievance procedures providing for prompt and equitable resolutions of complaints
General Prohibitions Against Discrimination	• Do not exclude disabled persons from participation in or deny benefits of City services, programs, or activities • Do not discriminate on the basis of disability
Maintenance	• Maintain facilities and equipment required to be accessible to persons with disabilities in operable working condition
Existing Facilities	• Operate each service, program, or activity in a manner accessible to and usable by individuals with disabilities • Alter existing facilities or construct new facilities as necessary to comply with ADA requirements • Develop a transition plan outlining steps necessary to complete structural changes to facilities
New Construction and Alterations	• Design, construct, and alter public facilities in a manner readily accessible to and usable by individuals with disabilities, unless structurally impracticable • Provide curb ramps or other sloped areas at any intersection having curbs or other barriers to allow entry from a street-level pedestrian walkway
Communications/ Telecommunications	• Ensure effective communications with disabled persons • Provide appropriate auxiliary aids and services to afford disabled individuals an equal opportunity to participate in and enjoy the benefits of City services, programs, and activities
Information and Signage	• Provide information about the existence and location of accessible services, activities, and facilities

1.3.1 Self-Evaluation

The ADA requires that public entities employing 50 or more persons must complete a self-evaluation of their current policies and practices. The self-evaluation process allows the City to identify any policies or practices that may affect the full participation of individuals with disabilities in its programs, activities, and services. The findings of this process are summarized in Section 5 of this Plan.

1.3.2 Transition Plan

The ADA requires that public entities employing 50 or more persons must develop a transition plan outlining the steps necessary to complete any structural changes (i.e., changes to physical assets) to achieve program compliance. Although the ADA requires the City to address both physical and program access needs, the ADA does not require the City to document program access in the transition plan. At a minimum, the plan must meet the following requirements:

- Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities.
- Describe in detail the methods that will be used to make the facilities accessible.
- Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period.
- Indicate the official responsible for implementation of the plan.

This Plan addresses minimum plan requirements relating to physical assets, including facilities and Right-of-Way owned and maintained by the City. Right-of-Way features include elements such as curb ramps, sidewalks, crosswalks, and pedestrian-activated signal systems. In addition to minimum requirements, the Plan addresses other elements outlined in Title II of the ADA related to administration, communications, and maintenance.

The City must provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan must be made available for public inspection.

1.3.3 Undue Burden

While the City must make every effort to address accessibility barriers, the ADA does not require any action that would result in undue burden on the City. Undue burden could occur if the action would:

- Alter fundamentally the nature of any program or activity;
- Create a hazardous condition for others; or
- Cause an undue financial or administrative burden.

The determination that an alteration is an undue burden must be carefully considered and an acceptable alternative must be found. For example, if a person with a disability would like to participate in a Parks and Recreation program that is held in a building without an accessible entrance, the program could be moved to an alternative location rather than requiring alterations to be made to the building. The ADA requires that the decision that compliance would result in an undue burden must be made by the head of the public entity or a designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion.

2. PUBLIC PARTICIPATION AND INPUT

Community engagement is a key element of the Americans with Disabilities Act (ADA) transition planning process. The ADA requires that the City provide the opportunity to interested parties, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan and self-evaluation process by submitting comments.

Public engagement through public meetings, online surveys, presentations to the Transportation Committee of the City Council all ensured community dialogue in the planning process. Direction for priorities and public investment as well as feedback on the self-evaluation process and plan resulted.

The City will make the ADA Transition Plan available for public inspection through the City's website. The ADA Transition Plan will also be available in alternative formats as requested.

2.1 Public Meeting

The City of Des Moines held a public meeting in February 2017 with the following goals:

- Provide information on the City's ADA Transition planning effort.
- Collect public input on where and how residents experience barriers traveling in the city of Des Moines and accessing City services.
- Collect feedback on how the City should prioritize investments to ensure accessibility.

The public meeting was held at the Des Moines Activity Center between 6 and 8 pm. The meeting was advertised on the City's website, flyers posted in public areas in City buildings, in the local newspaper, and to organizations supporting persons with disabilities such as, but not limited to, King County Metro and Wesley communities.

Feedback from the public meeting demonstrated that there is a desire to focus investment not only on physical barriers but also on access to programs and services. This included audio and video within City buildings as well as general communications, such as the website, City news postings, and contracts.

2.2 Online Surveys

Over the course of the ADA Transition planning process, the City collected feedback via two online surveys. The surveys were available on the City's website and the City Currents magazine. They were also advertised through the public meeting and at the City Council committee meetings.

The first online survey was posted on the City website in February 2017. The survey collected information on the following:

- How often respondents use City facilities and services.
- How respondents travel to City facilities.
- What barriers exist for accessing City facilities and City services.
- What type of mobility devices respondents use.
- Whether respondents had visual and/or hearing impairments.
- What type of barriers make travel difficult at curb ramps and traffic signals.

- What destinations are the most important for making improvements in accessibility.
- Other general concerns regarding ADA accessibility.

The second online survey was posted on the City website in April 2018. The second survey collected information on the following:

- Comments on the draft ADA Transition Plan.
- Comments on the self-evaluation results.

2.3 Public Safety and Transportation Committee Meetings

The City engaged the City Council and the public through three Transportation Committee meetings. The first presentation to the Committee occurred in December 2017. City staff presented information on the ADA and ADA Transition planning process, and also sought feedback on the prioritization process for investing in ADA improvements to City facilities, rights-of-way, and services.

The second presentation to the Transportation Committee occurred in March 2018. City staff presented information and sought adoption of the grievance procedure and the process to designate an ADA Coordinator.

The final presentation to the Transportation Committee took place in April 2018 where feedback on the draft plan and self-evaluation was requested.

2.4 Quarterly Magazine

Information on the ADA Transition Plan was published in the Des Moines' City Currents quarterly magazine. In the Spring 2017 issue, information was included on the ADA Transition Plan with an electronic link to the survey.

3. ADA COORDINATOR AND POLICIES

The Americans with Disabilities Act (ADA) includes administrative requirements for how the City manages and notifies its residents of their rights under the ADA. Those administrative requirements include designating an ADA Coordinator, posting an ADA notice, and developing a procedure for residents to notify the City of ADA complaints.

3.1 ADA Coordinator

The ADA requires public entities with 50 or more employees to designate at least one employee to be responsible for overseeing compliance with ADA requirements. The ADA Coordinator is a specific contact person who can provide knowledge and information about the ADA so that questions can be answered efficiently and consistently. The ADA Coordinator is also responsible for investigating and resolving any grievances, and for assisting with requests for auxiliary aid or services for effective communication or access for those with disabilities.

For members of the public, having an ADA Coordinator makes it easy to identify someone within the agency to help them with questions and concerns about disability discrimination. It avoids the occurrence of multiple and varying answers and allows the agency to not only consistently comply with the ADA, but also provide consistent responses and direction throughout the agency. A knowledgeable ADA Coordinator will be able to efficiently assist people with disabilities with their questions.

An ADA Coordinator is also a resource for City staff. An ADA Coordinator provides a sound resource to assist with compliance and impartiality in responding to requests and complaints. She or he will also be responsible for coordinating responses to requests, and for investigating complaints.

The following qualifications help make an ADA Coordinator effective:

- Familiarity with the City structure, activities, and employees.
- Familiarity with the ADA and Washington Law Against Discrimination.
- Experience working with people with a broad range of disabilities.
- Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks.
- Skills and training in negotiation and mediation.
- Skills and training in relationship building and communication between internal and external stakeholders.
- Familiarity with local disability advocacy groups or other disability groups.

The roles and responsibilities of the ADA Coordinator will be completed, or delegated, by the following City staff:

- Communications Director: responsible for ADA/504 coordination
- Public Works Director: responsible for transition plan implementation

The City officials responsible for the ADA Coordinator role may change depending on the results of ongoing City operations. Any changes to responsible officials will be updated in future versions of the plan as well as within the ADA Notice (see Section 3.2).

3.2 ADA Notice

The ADA requires that all local governments adopt and post a public ADA notice. The ADA notice provides information to the public about the City's requirements under the ADA and how it applies to programs, services, and activities. The ADA notice should be provided in a one-page format in a standard format with brief statements about employment, effective communication, making reasonable modifications to policies and programs, not placing surcharges on modifications or auxiliary aids or services, filing complaints, and the name and contact information for the City's ADA Coordinator. The notice should be published and posted in a manner that is effective in reaching interested parties, including individuals with disabilities. Some applicable ways to disseminate the notice are to:

- Post it in each department, especially where there is a customer service counter such as the City's permit office.
- Include the notice with job applications.
- Publish it in local newspapers.
- Broadcast the notice on local radio or television.
- Publish it on the City's website.
- Include the notice in activity schedules and program handbooks.

When posting the notice, it is important to remember that the notice should be available in alternative formats, such as radio announcements, large print, braille, sign language interpreters if announced at a meeting, and accessible text on a website. The ADA notice for the City of Des Moines is included in Appendix A.

3.3 Grievance Procedure

The ADA requires the City of Des Moines to adopt and publish a grievance procedure for providing prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA. The grievance procedure contains the following:

- A description of how to file a complaint under Title II.
- Information on alternative means to file for those unable to complete a written complaint, if necessary.
- A description of the time frame and process to be followed by the complainant and the City when reviewing the complaint.
- Information on how to appeal an adverse decision.
- A statement on how long complaints will be retained.

The grievance procedure is distributed to all City departments and posted in public spaces and on the City's website. Appendix B contains the Grievance Procedure adopted by the City of Des Moines.

4. SELF-EVALUATION AND INVENTORY

A self-evaluation of City programs, services, and activities to identify any areas of deficiency has been completed. Under Title II of the Americans with Disabilities Act (ADA), the City of Des Moines must take reasonable action to eliminate any impediments to full and equivalent participation once deficiencies are identified. This section summarizes the findings of the self-evaluation completed by all City departments. A copy of the completed self-evaluation forms are included in Appendix C.

The City also completed an inventory of physical facilities, including pedestrian push buttons, buildings, and Right-of-Way owned by the City to identify barriers to access. Physical facilities were evaluated against relevant ADA standards for compliance.

4.1 Programs, Services, and Activities

The self-evaluation of programs, services, and activities evaluated whether any City activities, communications, and processes adversely affect the full participation of individuals with disabilities. The findings of the self-evaluation are summarized below.

4.1.1 Customer Service

Customer service includes interactions between the City and the public, including in-person, by telephone, by letters, and by email. Interactions between the City and residents with disabilities must be as effective as communication between the City and other members of the public.

The City is currently meeting ADA requirements in the following areas:

- Some City departments currently use tools, such as a third-party relay system, to communicate between staff and individuals with speech or hearing impairments.
- None of the City departments charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities.

There are several recommended areas where the City could improve including the following:

- Post a “Notice Under the Americans with Disabilities Act” flyer in the foyer, reception, or front office area of all departments that interact with the public. A sample notice is included in Appendix A.
- Provide TTY/TDD-equipped telephones that are available for use by the public when needed.
- Provide staff training on how to use text telephones as well as place and receive calls to a third-party relay system.
- Ensure all departments and staff can use text telephones and place and receive calls to a third-party relay system.
- Provide a TTY number in all communications that include the City’s main information telephone number, such as in email signature blocks, letterheads, telephone books, and webpages.
- Provide the Washington State relay service number (711) in all communications that include individual employee or the department telephone number, as well as in email signature blocks, letterheads, telephone books, and webpages.
- Provide an easy one-step way for the public to bypass the automated telephone menu and reach a live operator during regular business hours for departments that use an automated system.

- Include information on how to request other formats in every letter or email communication.
- Ensure, whenever possible, that any documents sent to a customer as an attachment to an email are in an accessible format (i.e., sending original PDF documents rather than scanned versions).
- Ensure that promotional or public service videos produced for public viewing are captioned for hearing-impaired customers.

4.1.2 Public Meetings, Hearings, and Events

Public meetings, hearings, programs, and events that are open to the public must be accessible to all citizens, regardless of disability. The City should also provide reasonable accommodations when requested to ensure equal access to all.

The self-evaluation identified the following areas in which the City is already meeting ADA requirements:

- Persons with disabilities can be accompanied by adult guardians or para-educators to allow full participation in recreation programs.
- Most City departments provide alternative meeting formats when requested, such as audio recordings, meeting minutes online, call-in speakerphone capability, electronic/computer-based document readers, American Sign Language (ASL) interpreters, and assistive listening devices.
- None of the City departments charge fees for providing accommodations to customers with disabilities.

Recommended areas of improvement include:

- Ensure consistency across City departments in the types of accommodations that can be provided.
- Include information on how to request accommodations on all advertisements, emails, or news releases sent out about City-sponsored events.
- Provide closed captioning for recordings of City meetings as necessary.
- Ensure that pathways and doorways at meeting or event locations are clear of obstructions or barriers.

4.1.3 Printed Materials

All printed materials produced by the City for public use should be accessible to those with disabilities, including those who are visually impaired. If requested, materials should be made available in alternative formats, such as Braille, large print text, emails, or compact disks.

The City is currently meeting ADA requirements for printed materials in the following areas:

- Most City departments can provide alternative document formats when requested, such as audio recording, staff to read aloud, enlarged print, compact disk, and email attachments.
- None of the City departments charge fees for providing materials in alternative formats to customers with disabilities.

Recommended areas of improvement include:

- Ensure consistency across City departments in the types of accommodations that can be provided.

- Include instructions on how to request alternative formats on all printed materials about or for City-sponsored/hosted public events, public meetings, programs, or public hearings.

4.1.4 Website

The City of Des Moines website (<http://www.desmoineswa.gov/>) is often the first interface for the public to acquire information regarding City services, programs, and facilities. Because of its importance as the first point of contact for many residents, the website should also be fully accessible for those with disabilities. The City website has been designed to comply with website accessibility standards (such as Section 508 of the Rehabilitation Act).

Currently, the City is meeting ADA requirements in the following areas:

- The City of Des Moines website includes a 'Website Accessibility' page with instructions for receiving website materials in an alternative format and information on who to contact with accessibility concerns.
- The website is designed to comply with both Section 508 of the Rehabilitation Act and the Web Accessibility Initiative Web Content Accessibility Guidelines.

Recommended areas of improvement include:

- Ensure that all PDF documents linked through the website include rich text instead of scans or images of text to ensure that screen readers will be able to access the content.
- Ensure that all fillable electronic forms are accessible by computer-screen reading software.
- Provide text descriptions or captions of all images or graphics included on the website and in linked documents so that content can be understood by those with visual impairments.

4.1.5 Contracting and Purchasing

Contractors, consultants, and vendors hired by the City for City project or services must also comply with the ADA.

The City of Des Moines is currently meeting ADA requirements in the following area:

- The City uses criteria that does not discriminate based on disability when selecting contractors, consultants, or vendors for City projects or services.
- Some City departments require contractors, consultants, and vendors to sign statements attesting to their intent to comply with the ADA.

Recommended areas of improvement include:

- Ensure that all departments require contractors, consultants, and vendors to sign statements attesting to their intent to comply with the ADA and Section 504 of the Rehabilitation Act.
- Ensure that all Requests for Proposals, contracts, and other bid solicitation documents contain a statement requiring contractors, consultants, and vendors to comply with the ADA.

4.1.6 Staff Training

Staff training should be conducted regularly on a periodic basis to ensure that City employees understand the requirements and regulations of the ADA. Training can be made available in several different formats, including written procedures, self-guided courses, or formal presentations. Currently,

the City does not offer regular training on ADA compliance and regulations. Most City departments reported that staff would benefit from additional ADA training.

Areas of recommended improvement include:

- Provide training for staff on how to use tools for communicating with persons with disabilities, such as TTY/TTD telephones and third-party relay systems.
- Provide training on how to respond to requests for disability accommodations, such as for printed materials or for public meetings and events.
- Provide training and information on how to work with people with disabilities (culture and etiquette).
- Provide training on legal requirements of the ADA.

4.2 City Facilities, Streets, and Parks

The City of Des Moines has inventoried much of the city's physical infrastructure for any barriers or impediments to access. The requirements for physical facilities are covered in the 2010 ADA Standards for Accessible Design (2010 ADA Standards) from the Department of Justice (DOJ), the 2006 ADA Standards for Transportation Facilities from the U.S. Department of Transportation (USDOT), the 2012 Field Guide for Accessible Public Rights of Way from the Washington State Department of Transportation (WSDOT), and the Standard Plans for Cement Concrete Sidewalks.

4.2.1 Public Right-of-Way

Sidewalks, driveway approaches, and curb ramps in the public Right-of-Way were inventoried and evaluated as part of the ADA Transition Plan. The GIS Sidewalk Inventory Report is included in Appendix D.

The public Right-of-Way was evaluated for ADA compliance using both the 2012 Field Guide for Accessible Public Rights of Way (WSDOT 2012) and the Standard Plans for Cement Concrete Sidewalks.

In the City of Des Moines, there is 228,990 linear feet of sidewalk and driveway approaches and 645 curb ramps. Figure 4-1 shows the locations of sidewalks, driveway approaches, and curb ramps in the City. The inventory of these facilities determined that approximately 12.7 percent of sidewalks and driveway approaches were ADA compliant. However, it should be noted that although many sidewalk and driveway approaches are not ADA-compliant, many facilities failed to meet standards due to minor factors such as a cross-slope slightly over 2 percent. It is also possible that some of these facilities were in compliance with the ADA standards at the time of construction but have since become non-compliant due to evolving standards. Of the 645 curb ramps in the City, 67 are compliant.

All pedestrian push buttons in the City were also evaluated for compliance with the ADA. The current ADA regulations and standards that apply to push buttons include the 2010 ADA Standards (DOJ 2010) and the Field Guide for Accessible Public Rights of Way (WSDOT 2012). In total, there are 149 push buttons located on 92 signal poles throughout the city.

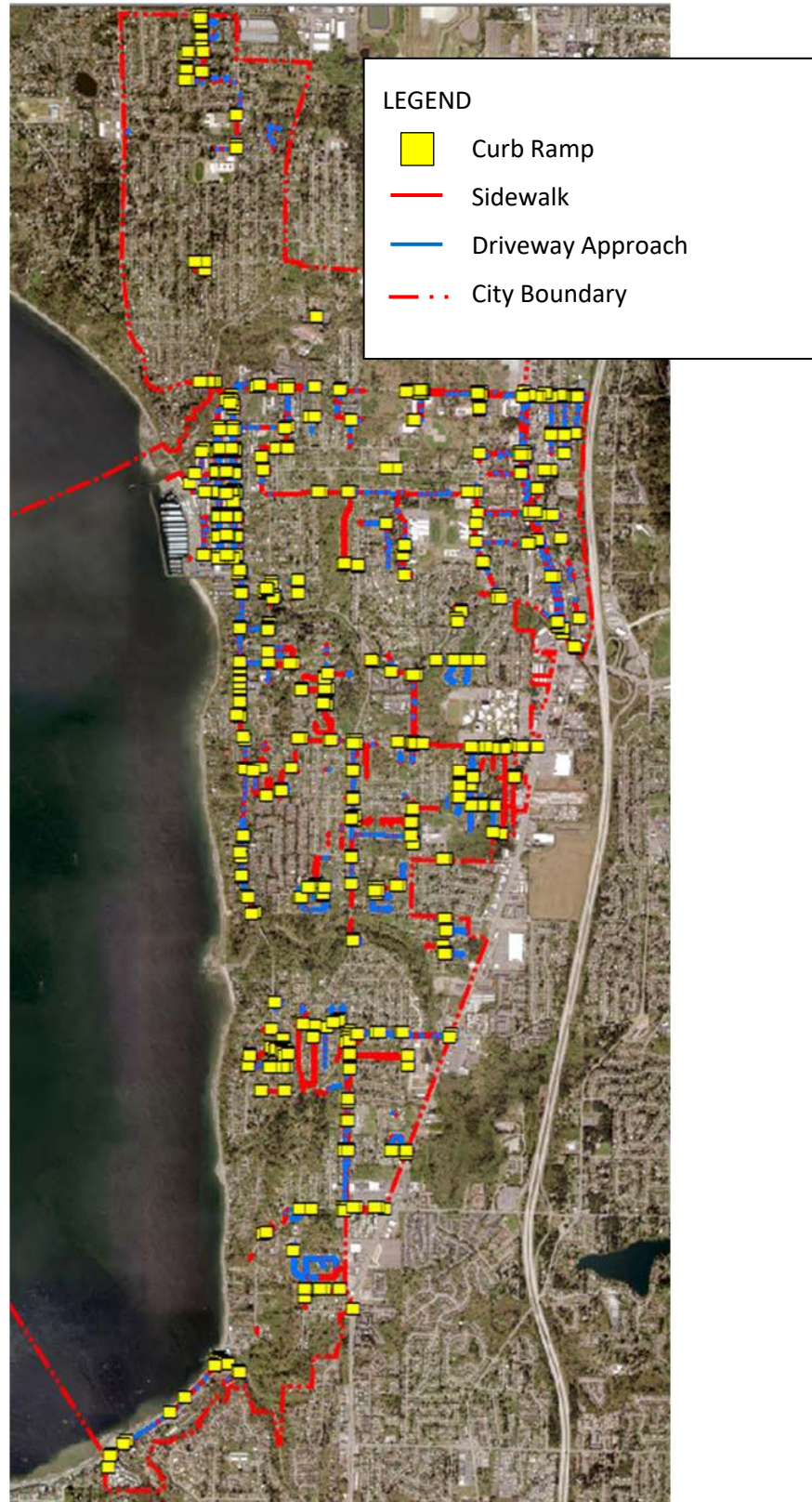


Figure 4-1. Existing Sidewalks, Driveway Approaches, and Curb Ramps

The signal inventory identified the following ADA compliance findings:

- 115 of the 149 push buttons are not parallel to the direction of travel.
- 79 of the 92 signal poles do not have an operational locator tone or the volume of the tone is too low.
- 128 of the 149 push buttons have a clear space slope that exceeds the 2 percent maximum, are located more than 120 inches from the curb line and 60 inches from the crosswalk line, and/or do not have adequate clear space.
- 97 of the 149 push buttons require more than 5 pounds of pressure to operate.
- All of the push buttons are installed at an ADA compliant height.
- All of the push buttons have adequate pedestrian clearance time.

The full inventory of City pedestrian push buttons is included in Appendix E.

4.2.2 Buildings

Twelve (12) City-owned buildings where public services, activities, or programs are provided were inventoried. The City currently owns more than 12 buildings; however, not all buildings are open to the public. Department directors reviewed and approved the list of City-owned buildings and provided input on which buildings provided services to the public. Additionally, if building facilities are illustrated within the City's 6-year Capital Improvement Plan (CIP) and designated for replacement, they were not evaluated.

The following buildings were evaluated for ADA compliance:

- Auditorium at 22030 Cliff Avenue S
- Baseball Field Bathroom at 21800 20th Avenue S
- Public Works (Engineering) at 21650 11th Avenue S
- Picnic Shelter at 22030 Cliff Avenue S
- Activity Center at 2045 S 216th Street
- Police Station at 21900 11th Avenue S
- Fieldhouse at 1000 S 220th Street
- Beach Park Restrooms at 22030 Cliff Avenue S
- Municipal Court and Building Department Service/Permit Counter at 21630 11th Avenue S
- Dining Hall at 22030 Cliff Avenue S
- Founders Lodge at 22030 Cliff Avenue S
- Marina at 22037 Dock Avenue S

Pedestrian access routes, accessible parking, areas within buildings where services are provided, and restrooms were included in the evaluation of buildings. Many of the City-owned buildings were ADA compliant in most aspects; however, there were some areas where ADA improvements could be made. These areas are mostly minor and include modifications such as the height of signage, counter heights, and securement of carpets or mats. Table 4-1 generally summarizes the aspects of City buildings that did not meet ADA standards. The full inventory of City buildings is included in Appendix F.

Table 4-1. Aspects of City Buildings not in Compliance with ADA

Building	Parking	Approach and Entry	Interior Accessible Route	Elevators	Signage	Interior Doors	Interiors	Controls	Bathrooms
Auditorium	- Slope - Accessible signage	- Slope - Carpets/mats	Meets standards	N/A	Meets standards	Meets standards	N/A	Meets standards	- Doors (pressure to open, time to close) - Grab bar
Baseball Field Bathroom	- Parking stall width - Slope - Signage	- Accessible routes - Curb ramps	N/A	N/A	N/A	N/A	N/A	N/A	- Mirror height - Sink clearance - Grab bar
Public Works Building	- Parking stall width - Signage	- Slope - Doors (time to close) - Carpets/mats	Meets standards	N/A	N/A	N/A	- Counter height - Clear space	Meets standards	N/A
Picnic Shelter	- Parking stall width - Slope - Signage	Meets standards	Meets standards	N/A	N/A	N/A	N/A	N/A	N/A
Activity Center	- Slope - Signage	Carpets/mats	Meets standards	N/A	- Braille - Height	Meets standards	Meets standards	N/A	- Signage - Coat hook - Grab bar - Sinks
Police Station	- Parking aisle width - Slope - Signage	- Accessible route slope - Curb ramps - Carpets/mats	Meets standards	N/A	Meets standards	Meets standards	Meets standards	N/A	- Mirror height - Coat hook - Grab bar
Fieldhouse	- Slope - Signage	- Curb ramps - Ramps - Entry clear space - Slope - Carpets/mats	Interior accessible route to all spaces	No elevator to all public stories provided	Meets standards	Threshold height	Meets standards	N/A	- Signage - Clear space - Coat hook - Grab bar

Building	Parking	Approach and Entry	Interior Accessible Route	Elevators	Signage	Interior Doors	Interiors	Controls	Bathrooms
Beachpark Restrooms	• Parking stall width • Slope • Signage	• Accessible route slope	• N/A	• N/A	• N/A	• N/A	• N/A	• N/A	• Grab bar • Soap dispenser
Municipal Court Building and Service/Permit Counter	• Parking stall width • Slope • Signage	• Meets standards	• Meets standards	• N/A	• Meets standards	• Meets standards	• Meets standards	• N/A	• Signage • Doors (pressure to open, time to close) • Clear space • Grab bar • Toilet stall width
Building Department Service/Permit Counter	• Parking stall width • Slope • Signage	• Meets standards	• Meets standards	• N/A	• N/A	• N/A	• Meets standards	• Meets standards	• N/A
Dining Hall	• Parking stall width • Slope • Signage	• Ramp handrail	• Meets standards	• N/A	• N/A	• Meets standards	• N/A	• Meets standards	• Threshold height • Doors (pressure to open, time to close) • Grab bar • Toilet stalls
Founders Lodge	• Parking stall width • Slope • Signage	• Ramp handrail • Exterior door push button • Carpets/mats	• Meets standards	• N/A	• N/A	• Meets standards	• N/A	• Meets standards	• Signage • Clear path • Clear space • Grab bar • Doors (pressure to open, time to close)
Marina	• Parking stall width • Signage	• Slope • Curb ramps • Dock joints	• Access to second floor	• N/A	• N/A	• N/A	• N/A	• N/A	• Signage • Doors (pressure to open, time to close) • Mirror height • Clear space • Grab bar • Toilet stalls

Areas of general recommended improvement include:

- Ensure that pathways in public areas are clear of barriers, temporary and permanent, such as tables, chairs, coat racks, easels, signs, equipment, or boxes.
- Ensure that all permanent directional and room identification signage use large fonts, high-contrast colors, non-reflective materials, raised lettering, and Braille translations, where appropriate, and that the signage is clear of visual or physical obstructions.
- Provide signage with directions to the nearest accessible entrance at all non-accessible entrances to public facilities.

4.2.3 Parks and Recreational Facilities

Many of the parks and recreational facilities are included in the buildings inventory in Section 4.2.2. The Parks, Recreation, and Senior Services department is also currently in the planning phase to replace and upgrade all public park playgrounds that are not fully ADA accessible.

4.2.4 Maintenance

Section 35.133 of Title II of the federal ADA addresses the maintenance requirements covering accessible features:

A public entity shall maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities by the Act or this part. This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

Continual monitoring of all city facilities and Right-of-Way for access barriers due to maintenance issues would be cost prohibitive for the City. To resolve maintenance issues, the City will provide citizens with a process to make reports of maintenance issues via the City website, letter, email, or telephone. This process will be monitored by the ADA Coordinator and will allow the City to efficiently identify maintenance issues without requiring continual monitoring of all facilities and Right-of-Way. Although the law allows temporary interruptions, the City should respond quickly to citizen reports of maintenance issues to ensure that barriers are addressed in a timely fashion.

5. TRANSITION PLANS

As described in Section 1.3.2, the Americans with Disabilities Act (ADA) requires public entities with 50 or more employees to develop a transition plan to identify and plan for providing full access to all residents. At a minimum, the City is required to include the following in the transition plan:

- A list of physical barriers in City facilities that limit accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed outline of the methods to be used to remove barriers and make facilities accessible;
- A schedule for taking the necessary steps to achieve compliance with Title II of the ADA, including interim steps each year; and
- The name of the official responsible for the plan's implementation.

This section describes the transition plans, including scheduling and funding, for all aspects of City government, including:

- Programs, services, and activities
- Facilities and buildings
- Streets
- Parks

The City of Des Moines ADA Transition Plan will be periodically updated by the ADA Coordinator to ensure the ongoing needs of the community continue to be met. A regular update process allows the City to continue to include major ADA capital improvements in their funding process and to reflect changes that the City has accomplished over time. A regular update process also ensures that the City identifies changes that may result in new access problems.

5.1 Programs, Services, and Activities

The transition plan for Programs, Services, and Activities provides guidance for removing barriers to program access. Although program access must be provided as part of the ADA, the law does not require that the City develop a transition plan for program access. However, feedback from the community and City Council has shown that program access is a priority for ensuring full and equal access for all residents. The following section identifies steps that will be undertaken during standard administrative time for removing barriers and ensuring access to programs, services, and activities.

5.1.1 Customer Service

The following steps will be completed as part of this plan to address barriers to customer service:

- In the foyers, reception areas, and front offices of all departments that interact with the public, a "Notice Under the Americans with Disabilities Act" flyer will be posted.
- Information for City staff on the location and use of TTY/TDD-equipped telephones for use by the public, when requested, must be provided in the City's staff manual, and every front desk staff person should be familiar with this information.
- City communications to the public must include the TTY number (711), including in email signature blocks, letterheads, telephone books, and webpages. Communications that are sent from the City Clerk's Office or to large public audiences will include this information.

- All City departments with an automated system must provide an easy one-step method for the public to bypass the automated telephone menu and reach a live operator during regular business hours.
- City communications to the public must include information on how to request alternative formats, including email communications, letters, newsletters, advertisements, and event notices.

5.1.2 Public Meetings, Hearings, and Events

The following steps will be completed as part of this plan to address barriers to public meetings, hearings, and events:

- All City meetings, events, or hearings at which the public can participate must be scheduled in facilities with pathways and doorways that are clear of obstructions or barriers.
- Ensure that City staff are familiar with and knowledgeable of the various types of accommodations that can be provided.

5.1.3 Printed Materials

The following step will be undertaken as part of this plan to address barriers to access printed materials:

- Provide instructions on how to request alternative formats on all printed materials about or for City-sponsored/hosted public events, public meetings, programs, or public hearings.

5.1.4 Website

The following steps will be completed as part of this plan to address barriers to website access:

- Ensure that all PDF documents linked through the City website include rich text instead of scans or images of text.
- Ensure that all fillable electronic forms are accessible by computer-screen reading software.
- Include text descriptions or captions of all images or graphics included on the website and in linked documents.

5.1.5 Contracting and Purchasing

The following steps will be completed as part of this plan to address contracting and purchasing:

- Ensure that all departments require contractors, consultants, and vendors to sign statements attesting to their intent to comply with the ADA and Section 504 of the Rehabilitation Act.
- Ensure that all Requests for Proposals, contracts, and other bid solicitation documents contain a statement requiring contractors, consultants, and vendors to comply with the ADA.

5.1.6 Staff Training

The following steps will be undertaken as part of this plan to address staff training:

- Implement a staff training program for issues related to the ADA.
 - Provide training on how to use tools for communicating with persons with disabilities, such as TTY/TTD telephones and third-party relay systems.
 - Provide training on how to respond to requests for disability accommodations, such as for printed materials or for public meetings and events.
 - Provide training and information on how to work with people with disabilities (culture and etiquette).
 - Provide training on legal requirements of the ADA.
- Include training for ADA-related issues as part of the staff onboarding program.

5.2 City Facilities, Streets, and Parks

This section summarizes the transition plan for City facilities, streets, and parks. Making large- and medium-scale improvements would require a larger capital investment compared to smaller access barriers that can often be addressed through more regular operations and maintenance activities.

5.2.1 Prioritization

Prioritization will help the City to plan for and implement physical barrier removal. Because of limited resources, applying a prioritization process helps guide available resources to the areas where physical alterations are the most crucial for providing access.

5.2.1.1 Public Right-of-Way

Modifications to public Right-of-Way are prioritized using the following criteria ordered by importance:

- Location where a special request or complaint has been received.
- Near high pedestrian generators, including schools, parks, community centers, downtown, and transit stops.
- Near key population concentrations of the elderly and persons with disabilities.
- Near City-owned facilities, including the city court, police stations, marina, restrooms, and event centers.
- Along certain roadways (highways, arterials, high-priority pedestrian network, Safe Routes to School).

Alterations and New Construction

Whenever roadway alterations are completed, the City will review whether those alterations trigger ADA accessibility standards. WSDOT's Local Agency Guidelines describe alterations as "a change that affects or could affect the usability of a facility or part of a facility. Alterations include reconstruction, major rehabilitation, widening, resurfacing (e.g., asphalt overlays and mill and fill), signal installation and upgrades, and projects of similar scale and effect." When an existing facility is altered, standards require that those alterations must meet new construction standards unless technically infeasible. WSDOT's

guidelines also require that if full ADA compliance cannot be achieved in an alteration, the City must alter the facility to provide the maximum degree of accessibility possible.

Construction of new facilities in the city must also meet ADA standards as required by Title II of the ADA. The City will ensure that new construction meets the highest level of ADA accessibility unless it is structurally impracticable to achieve full compliance. If full ADA compliance cannot be achieved, the City will meet compliance to the maximum extent feasible.

Accessible Pedestrian Signals

Accessible Pedestrian Signals (APS) are signals that include an integrated system of visual, audible, and vibrotactile cues to guide pedestrian crossings at signalized intersections. The City is required under the ADA to install APS on all alteration and new construction projects. The City will follow the U.S. Access Board's Public Rights-of-Way Accessibility Guidelines when implementing APS.

5.2.1.2 Buildings

Prioritization for modifications to City buildings will consider the following criteria in order of importance:

- Location where a special request or complaint has been received.
- Locations where high-intensity customer services are provided, such as the city permit counter, city court, and police station.
- Location where a unique program or service is provided that could not occur at another location.
- Location where programs or services for certain populations are provided, such as for the elderly, youth, or persons with disabilities.

5.2.1.3 Parks and Recreational Facilities

As described in Section 4.2.3, the City is currently in the planning phase of replacing and upgrading all public park playgrounds.

Other park and recreational buildings are described under Section 4.2.2.

5.3 Funding and Schedule

This section summarizes the funding needs, costs, and scheduling of ADA improvements.

5.3.1 ADA Costs

Costs for ADA improvements are summarized in Table 5-1. These costs provide an estimate of potential funds needed to implement ADA improvements identified through the self-evaluation efforts. It is important to note that specific improvements will need to be designed and budgeted as they are selected for implementation. The costs included in Table 5-1 are meant to provide an order-of-magnitude need for ADA improvements and should be considered extremely preliminary. Further design and cost estimate efforts will need to be completed to account for specific conditions and design challenges for each improvement.

Table 5-1. Selected ADA Improvements and Estimated Cost

ADA Improvement	Approximate Cost per Improvement (\$)*	Approximate Total City-wide Need (\$)
Public Right-of-Way		
Sidewalks		\$8.2-\$8.6 million
Adjust sidewalk displacement	\$52 - \$410 per location	\$210,000 - \$630,000
Adjust driveway approach	\$74 - \$81 per linear foot	\$2.4 million
Adjust sidewalk cross slope	\$30 - \$35 per linear foot	\$5.6 million
Curb Ramps		\$1.9 million
Replace curb ramp	\$2,500 per curb ramp	\$1.7 million
Retrofit curb ramp	\$650 per curb ramp	\$190,000
Signals		\$551,000 - \$1.7 million
Adjust pressure to operate	\$1,000 per button	\$97,000
Install locator tone	\$1,000 per locator tone	\$123,000
Reorient push button to be parallel to direction of travel	\$1,000 each post	\$115,000
Move push button location	\$1,000 - \$5,000 per location	\$6,000 - \$30,000
Adjust the slope of clear space at signal	\$1,000 - \$10,000 per location	\$125,000 - \$1,250,000
Adjust the dimensions of clear space at signal to 30" by 48"	\$50,000 for 7 th Ave S/S 227 th St \$20,000 for 16 th Ave S/S 272 nd St	\$70,000
Pave clear space at signal	\$10,000 - \$40,000	\$10,000 - \$40,000
Address barrier blocking push button	\$5,000 (to install new push button)	\$5,000
City Buildings		
Access		\$47,000 - \$321,000+
Adjust pressure to operate	\$500 - \$5,000 per door	\$6,000 - \$60,000
Adjust slope of exterior route	\$2,000 - \$40,000+ per location	\$8,000 - \$160,000+
Replace grates	\$500	\$500
Adjust slope of curb ramp landing of exterior accessible route	\$650 - \$2,500 per ramp	\$2,600 - \$10,000
Adjust maneuvering space at entrance door	\$10,000 - \$30,000	\$30,000 - \$90,000
Parking		\$41,000 - \$113,000
Adjust slope of accessible parking spaces or access aisles	\$2,000 - \$8,000+ per location	\$24,000 - \$96,000
Install accessible parking sign	\$500 per sign	\$3,500
Widen spaces or access aisles	\$1,000 per location	\$10,000
Reorient accessible parking to be along closest accessible route to the accessible entrance	\$1,000 per location	\$1,000
Add accessible parking spaces	\$1,000 per location	\$2,000

ADA Improvement	Approximate Cost per Improvement (\$)*	Approximate Total City-wide Need (\$)
Interior		\$157,000 – \$297,000+
Add Braille sign	\$200 per sign	\$1,400
Adjust clearance of lavatory or water closet	\$1,000 - \$10,000	\$10,000 - \$100,000
Adjust clear path to fixtures in toilet room	\$2,000 - \$10,000+	\$4,000 - \$20,000+
Adjust width of toilet compartment	\$5,000 - \$10,000+	\$20,000 - \$40,000+
Adjust maneuvering space at toilet compartment	\$5,000 - \$10,000+	\$10,000 - \$20,000+
Reorient flush control in water closet	\$1,000	\$6,000
Adjust height and/or clear space of counter	\$1,000 - \$5,000	\$1,000 - \$5,000
Add elevator or platform lift to provide access to all public stories of building	\$100,000+	\$100,000+
Add ramp to all public areas of building	\$5,000	\$5,000
Marina		
Access		\$3,000 - \$43,000+
Adjust slope of exterior accessible route	\$2,000 - \$40,000+ per location	\$2,000 - \$40,000+
Adjust slope of curb ramps of exterior accessible route	\$650 - \$2,500 per ramp	\$650 - \$2,500
TOTAL FOR SELECTED IMPROVEMENTS		\$10.9 million - \$13 million

* Costs are highly variable depending on the specific conditions and design challenges of each location and should be considered extremely preliminary.

Table 5-2 summarizes the potential construction methods that could be required to complete the ADA improvements included in Table 5-1. This information is meant to provide a general understanding of the potential scope for achieving ADA compliance.

Table 5-2. Potential Construction Methods for ADA Improvements

ADA Improvement	Potential Construction Methods/Needs
Public Right-of-Way	
Sidewalks	
- Adjust sidewalk displacement - Adjust driveway approach - Adjust sidewalk cross slope	- Sidewalk grinding to adjust displacements, slopes - Full removal and reconstruction of sidewalk
Curb Ramps	
- Replace curb ramp - Retrofit curb ramp	- Concrete grinding to adjust slope - Full removal and reconstruction of curb ramp
Signals	
- Adjust pressure to operate - Install locator tone - Reorient push button to be parallel to direction of travel - Move push button location - Adjust the slope of clear space at signal - Adjust the dimensions of clear space at signal to 30" by 48" - Pave clear space at signal - Address barrier blocking push button	- Replace existing push button - Remove and reinstall push button to a different location - Remove and replace signal system - Replace or relocate signal pole - Reconstruct nearby sidewalk - Removal of barriers

ADA Improvement	Potential Construction Methods/Needs
City Buildings	
Access	
- Adjust pressure to operate - Adjust slope of exterior route - Replace grates - Adjust slope of curb ramp landing of exterior accessible route - Adjust maneuvering space at entrance door	- Replace door - Retrofit of sidewalk or access path - Reconstruction of sidewalk or access place - Removal and replacement of grates - Retrofit or reconstruction of building entrance
Parking	
- Adjust slope of accessible parking spaces or access aisles - Install accessible parking sign - Widen spaces or access aisles - Reorient accessible parking to be along closest accessible route to the accessible entrance - Add accessible parking spaces	- Pavement grinding to adjust displacements, slopes - Full removal and reconstruction of parking - Restriping - Purchase and installation of signage - Procurement of additional parking area
Interior	
- Add Braille sign - Adjust clearance of lavatory or water closet - Adjust clear path to fixtures in toilet room - Adjust width of toilet compartment - Adjust maneuvering space at toilet compartment - Reorient flush control in water closet - Adjust height and/or clear space of counter - Add elevator or platform lift to provide access to all public stories of building - Add ramp to all public areas of building	- Purchase and installation of signage - Removal of bathroom fixtures - Reorient layout of bathroom - Remove and reconfigure toilet compartment - Replace bathroom fixtures - Reconstruct bathrooms - Reconstruct or replace service counters - Install elevator or platform lift - Install ramp
Marina	
Access	
- Adjust slope of exterior accessible route - Adjust slope of curb ramps of exterior accessible route	- Pavement grinding to adjust displacements, slopes - Full removal and reconstruction of sidewalk - Full removal and reconstruction of curb ramp

5.3.2 Funding

In order to demonstrate compliance with the ADA and transition plan requirements, it is recommended that an exclusive ADA Transition Program be established to fund and coordinate efforts to remove accessibility barriers in the City of Des Moines. Both capital and program level improvements across all facilities and departments would be coordinated as part of the ADA Transition Program.

ADA accessibility needs are present in all departments of the City and many program level needs are City-wide. The ADA Transition Program would consolidate transition efforts to make funding and management of accessibility improvements more efficient and effective. The ADA Transition Program would also reduce competition between City departments for funding to make ADA improvements.

5.3.3 Schedule

It could take the City up to approximately 45 to 55 years to fully achieve ADA accessibility compliance for the ADA improvements identified in Table 5-1. The time needed to complete the ADA improvements will depend on whether project costs increase once more detailed design work is completed.

The City will create, and annually review an ADA Transition program as part of the annual Transportation Improvement Program (TIP) and Capital Improvement Program (CIP) processes, which are both subject to public hearing and approved by the City Council to maintain legislative independence based on the following guidance:

It is a well-established principle that the legislative body of a municipal corporation may not bind the actions of its successors, with respect to governmental functions. As a 2012 Attorney General's Opinion explains, "With respect to [a municipality's governmental powers], their exercise is so limited that no action taken by the governmental body is binding upon its successors." AGO 2012 No. 4 - May 15 2012 (quoting 10A Eugene McQuillin, The Law of Municipal Corporations § 29.102 (3d ed. 2009)).

The ADA Transition Program will be reviewed and resources assigned through the TIP and CIP processes. All new construction will be compliant with the ADA standards that are current at the time of construction. This approach allows the City to take interim steps on an annual basis to implement the transition plan. ADA improvements will continue to be made whenever alterations or new construction projects occur.

The City will use the prioritization process described in Section 5.2.1 to select projects for implementation on an annual basis. This prioritization process will first focus improvements to locations where a special request or complaint has been received.

Other potential funding sources for pedestrian ADA improvements have been identified by FHWA.

As a living document, it is anticipated that the City will update the ADA Transition Plan on an approximate 3- to 5-year basis. This will allow the City to continually track ADA improvements and needs. The update process for the ADA Transition Plan will also include public and stakeholder outreach to capture the priorities of citizens.

6. NEXT STEPS

The City will make continual improvements toward achieving full compliance with the ADA. These efforts include:

- Annual Sidewalk Program (included in CIP and TIP): The City will replace sidewalks and curb ramps throughout the city as part of this program. Locations in significant need of repair or that do not meet current standards are prioritized for investment. The program prioritizes projects near schools, in commercial areas, and at locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.
- Ongoing improvements to locations where citizen comments have been received: The Public Works Department will act to mitigate issues, such as trip hazards, in locations where citizens have provided feedback or complaints.
- City Building and Street Development Standards: The City will ensure compliance with ADA accessibility standards as part of all new public or private projects.
- Emergency Management: The City will coordinate the inclusion of ADA in emergency management processes and plans. This will be overseen by the Emergency Management Director, whose position was filled during the development of this Plan.
- Public ADA Notice: The City will post the ADA Notice of its ADA provisions and ADA Coordinator (Communications Director) throughout the city.
- Updates to the ADA Transition Plan: The City will update the ADA Transition Plan on an approximate 3- to 5-year schedule.

7. REFERENCES

DOJ (Department of Justice). 2010. 2010 ADA Standards for Accessible Design. Washington, D.C.

USDOT (U.S. Department of Transportation). 2006. Americans with Disabilities Act (ADA) Standards. Washington, D.C.

WSDOT (Washington State Department of Transportation). 2012. Field Guide for Accessible Public Rights of Way. 2012 Edition. Olympia, Washington. November 1, 2012.

Appendix A

City of Des Moines ADA Notice



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Des Moines will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Des Moines does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of Des Moines will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Des Moines' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Des Moines will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Des Moines offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Des Moines, should contact the office of **Bonnie Wilkins, Communications Director (206-870-6519)** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Des Moines to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Des Moines is not accessible to persons with disabilities should be directed to **Bonnie Wilkins, Communications Director (206-870-6519)**.

The City of Des Moines will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Appendix B

City of Des Moines Grievance Procedure

RESOLUTION NO. 1380

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, establishing a Grievance Procedure Policy under the Americans with Disabilities Act.

WHEREAS, the continuing existence of unfair and unnecessary discrimination and prejudice denies people with disabilities their right to fully participate in all aspects of society, and

WHEREAS, the Americans with Disabilities Act of 1990 ("ADA") serves as a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, and

WHEREAS, Title II of the ADA prohibits discrimination on the basis of disability by public entities, and

WHEREAS, a grievance procedure that promotes prompt and equitable resolution of allegations that the City has discriminated on the basis of disability can provide for swift relief for the grievant without resorting to formal legal process, and

WHEREAS, a grievance procedure may allow the City to promptly identify, investigate, and address previously unknown accessibility issues that will allow the City to better serve the public, and

WHEREAS, the goals of the ADA will be furthered by adoption by the City of a grievance procedure that will provide for a prompt and equitable resolution of complaints alleging that the City has discriminated against an individual or individuals on the basis of disability; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

The Des Moines City Council hereby adopts a Policy for Grievance Procedure under the Americans with Disabilities Act as follows:

Resolution No. 1380
Page 2 of 4

**GRIEVANCE PROCEDURE POLICY
UNDER THE AMERICANS WITH DISABILITIES ACT**

Sec. 1. Purpose and policy.

(1) This Grievance Procedure Policy is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Des Moines.

(2) This Grievance Procedure Policy does not apply to employment related complaints of disability discrimination.

(3) Nothing in this Procedure shall require an individual to follow this Procedure before seeking redress which may be available pursuant to state and federal law.

Sec. 2. Definitions. As used in this Resolution, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

"ADA Coordinator" means the individual designated by the City Manager to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public.

"Alternative accessible format" may include personal interviews, audio recording, large print, or Braille.

Sec. 3. Complaint. A complaint may be submitted to the City's ADA Coordinator by filing a written notice, or by other accessible format upon request, by mail or in person to:

City of Des Moines ADA Coordinator
Attn: City Clerk
21630 11th Avenue South, Suite A
Des Moines, WA 98198

or online at www.desmoineswa.gov.

Resolution No. 1380

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The complaint shall include:

(1) The name, address, phone number and if available, the email address of the complainant; and

(2) The basic facts and circumstances of the alleged violation including the location, date and a brief statement of the problem.

Sec. 4. Complaint timely. A complaint shall be deemed timely if filed with the City no later than sixty (60) calendar days after the alleged discriminatory violation.

Sec. 5. Investigation.

(1) Within fifteen (15) business days of the City's receipt of a complaint, the ADA Coordinator or the ADA Coordinator's designee shall meet with the complainant to discuss the complaint and possible resolutions.

(2) Within fifteen (15) business days of meeting with the complainant, the ADA Coordinator or the ADA Coordinator's designee shall respond in writing or, if appropriate, in an alternative accessible format, to the complainant to explain the position of the City including proposed corrective actions if deemed available.

(3) In the event the complainant is not satisfied with the response of the ADA Coordinator or the ADA Coordinator's designee, the complainant may file an appeal within fifteen (15) business days of the date of the City's response to the complainant in the same manner as section 2 of this Resolution.

Sec. 6. Appeal.

(1) The City Clerk shall forward such appeal to the City Manager or the City Manager's designee who, within fifteen (15) business days of the City's receipt of the appeal, shall meet with the complainant to discuss the complaint and possible resolutions.

(2) Within fifteen (15) business days of that meeting, the City Manager or the City Manager's designee shall respond in writing or, if appropriate, in an alternative accessible format,

Resolution No. 1380

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to the complainant with an explanation of the City's final resolution of the matter.

Sec. 7. Publication. A link to this Resolution shall be conspicuously and continuously published on the City's web page together with the name and contact information of the ADA Coordinator. The name and contact information of the ADA Coordinator shall be conspicuously posted in the posting places designated in DMMC 1.08.010 and published in each City Currents magazine.

Sec. 8. Records. All complaints and their responses received pursuant to this section shall be retained by the City Clerk for at least three (3) years from the latest date of the individual complaint.

ADOPTED BY the City Council of the City of Des Moines, Washington this 8th day of March, 2018 and signed in authentication thereof this 8th day of March, 2018.


M A Y O R

APPROVED AS TO FORM:


Assistant City Attorney

ATTEST:


City Clerk, Deputy

Appendix C

City of Des Moines Self-Evaluation Forms

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines 'qualified individuals with disabilities' as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☒ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.
We provide information and referrals to crime victims. All other services are internal.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in

whole or in part?

- ☐ Yes
☒ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☐ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q4.2: Comments:

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☒ Yes
☐ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☐ Yes
☒ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☐ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☐ Text telephone (TTY/TDD)
- ☐ Third-party "relay" system where a trained operator facilitates a conversation between you and the customer
- ☐ None
- ☒ Other (please list) This issue has not come up. Third party relay and/or email would likely be used.

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☐ No

Q7.3: If third-party "Relay" system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☐ Yes
- ☒ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☐ Yes
- ☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
- ☐ No

☒ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☐ Audio recording (cassette tape or digital) Enlarged print
- ☐ Braille
- ☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
- ☐ Computer disk
- ☐ None
- ☐ Other (please list)
- ☒ N/A

Q10.1: Comments:

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
- ☐ More than 1 week
- ☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
- ☐ No
- ☒ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☐ American Sign Language interpreters
- ☐ Assistive listening devices, like FM transmitters

- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☐ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☒ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☐ 2-5 working days
- ☐ More than 1 week
- ☒ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☐ No
- ☒ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☐ No
- ☒ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☐ Yes
- ☐ No
- ☒ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide "alternate text" descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide "text rich" versions of PDF documents for people who use screen reading software on their computers?

- ☐ Yes

☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department's most popular/most visited Web page(s):

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department's Web pages:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.2: Comments:

Q18: Is a "Notice Under the Americans Disabilities Act" flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

- ☐ Yes
- ☐ No
- ☒ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q18.2: Comments:

Q19: Is your department's staff familiar with the city's ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

- ☐ Yes
- ☒ No
- ☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☐ Yes
☐ No
☒ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☐ Yes
☐ No
☒ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☐ Yes
- ☐ No
- ☒ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☐ Developing policies or procedures
- ☐ How to work with people with disabilities
- ☐ Legal requirements
- ☐ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
- ☐ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines 'qualified individuals with disabilities' as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☒ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.
We provide personal amplifiers and large print material for Council meetings. Council Chambers are ADA Accessible.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in whole or in part?

- ☐ Yes
☒ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☐ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q4.2: Comments:

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☒ Yes
☐ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☐ Yes
☐ No
☒ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☐ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)

☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

☒ Text telephone (TTY/TDD)

☒ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer

☐ None

☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

☐ Yes

☐ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

☐ Yes

☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

☐ Yes

☐ No

☒ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

☐ Yes

☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

☐ Yes

- ☒ No
☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q9.2: Comments:

Not all material has instructions, but instructions to receive information in alternate formats do exist.

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☒ Audio recording (cassette tape or digital) Enlarged print
☐ Braille
☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
☒ Computer disk
☐ None
☒ Other (please list)
☐ N/A

Q10.1: Comments:

Personal Amplifiers

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☒ 24 hours or less (not including weekends/holidays) 2-5 working days
☐ More than 1 week
☐ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
☒ No
☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q12.2: Comments:

Not all materials have instructions.

Q13: What types of accommodations can your department provide to the public when requested?

- ☒ American Sign Language interpreters
- ☒ Assistive listening devices, like FM transmitters
- ☐ Real-time open captioning
- ☒ Electronic/computer-based document readers
- ☐ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☒ 24 hours or less (not including weekends/holidays)
- ☐ 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☒ No
- ☐ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☐ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility

limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?

☐ Yes

☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department’s most popular/most visited Web page(s):

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department’s Web pages:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q17.2: Comments:

Q18: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

☐ Yes

☒ No

☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q18.2: Comments:

Q19: Is your department’s staff familiar with the city’s ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

☐ Yes

☒ No

☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☐ Yes
☐ No
☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☐ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☐ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No

☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☐ Yes
- ☒ No
- ☐ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
- ☐ No
- ☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☐ Developing policies or procedures
- ☐ How to work with people with disabilities
- ☐ Legal requirements
- ☐ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
- ☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

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- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☒ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

Parks and recreational facility planning and development, general and senior recreation, facility rentals, cultural and special events and human services.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in whole or in part?

- ☒ Yes
☐ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☒ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☒ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q4.2: Comments:

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☐ Yes
☒ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Recreation Programs are limited due to lack of specialized training that could allow full accessibility. Participants may be included with appropriate assistance by an adult guardian that can provide specialized care.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☐ Yes
☒ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☐ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☒ Text telephone (TTY/TDD)
- ☐ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
- ☐ None
- ☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☒ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☒ Yes
- ☐ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☒ Yes
- ☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
☒ No
☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☒ Audio recording (cassette tape or digital) Enlarged print
☐ Braille
☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
☒ Computer disk
☐ None
☐ Other (please list)
☐ N/A

Q10.1: Comments:

Enlarged Print, computer disk, email document

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
☐ More than 1 week
☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
☒ No
☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☒ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☐ American Sign Language interpreters
- ☒ Assistive listening devices, like FM transmitters
- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☐ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☒ 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☒ No
- ☐ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?

☐ Yes

☒ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department’s most popular/most visited Web page(s):

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☒ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department’s Web pages:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☒ Not sure

Q17.2: Comments:

Q18: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

☐ Yes

☒ No

☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q18.2: Comments:

Q19: Is your department’s staff familiar with the city’s ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

☐ Yes

☒ No

☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☐ Yes
☒ No
☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes

- ☐ No
☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
☐ No
☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☒ Developing policies or procedures
☒ How to work with people with disabilities
☒ Legal requirements
☒ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines 'qualified individuals with disabilities' as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☒ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

Programs, services and activities for adults 50 and older. Nutrition program Monday through Thursday, drop in activities, classes, workshops, counseling services, Volunteer office and program support, foot care, trainings, day trips, special events.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in whole or in part?

☒ Yes

☐ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

☐ Yes

☒ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☒ More than two years (long-term)

☐ Not sure

Q4.2: Comments:

The department receives federal funding. The senior center partners with agencies who receive federal funding; Catholic Community Services, Sound Generations.

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

☒ Yes

☐ No

☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

☒ Yes

☐ No

☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

☐ Yes

☒ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☒ Text telephone (TTY/TDD)
- ☐ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
- ☐ None
- ☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☒ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☒ Yes
- ☐ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☐ Yes
- ☒ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
☒ No
☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☒ Audio recording (cassette tape or digital) Enlarged print
☐ Braille
☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
☒ Computer disk
☐ None
☒ Other (please list)
☐ N/A

Q10.1: Comments:

Enlarged Print, computer disk, email document, volunteer to read document and write in information

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
☐ More than 1 week
☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
☒ No
☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☒ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☒ American Sign Language interpreters
- ☒ Assistive listening devices, like FM transmitters
- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☒ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☒ 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☒ No
- ☐ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?

☐ Yes

☒ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department’s most popular/most visited Web page(s):

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☒ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department’s Web pages:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☒ Not sure

Q17.2: Comments:

Q18: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

☐ Yes

☒ No

☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q18.2: Comments:

We have it posted in the kitchen area

Q19: Is your department’s staff familiar with the city’s ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

☐ Yes

☒ No

☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

☐ Yes

☒ No

☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

☒ Yes

☐ No

☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

☒ Yes

☐ No

☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
☐ No
☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☒ Developing policies or procedures
☒ How to work with people with disabilities
☒ Legal requirements
☒ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

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- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Human Resources – Additional Questions

HRQ1: Does the city offer employees training in working with people who have physical, mental or emotional disabilities, including mobility, speech, visual, hearing, cognitive/learning and psychiatric impairments?

☐ Yes

☒ No

HRQ1.1: If yes, how often is the training provided?

☐ At orientation

☐ Semi-annually

☐ Annually

☐ On request

☐ Other

HRQ1.2: If yes, who receives the training? (check all that apply)

☐ All staff (full-time, part-time, temporary & seasonal)

☐ Salaried staff only

☐ Management/supervisors

☐ Customer service representatives/receptionists

☐ Public safety staff

☐ Other

HRQ1.3: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☒ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

HRQ1.3: Comments:

HRQ2: Does the city offer employees training in how to provide materials in alternate formats to those with disabilities (e.g. Braille, audio recordings, accessible Web design, etc.)?

- ☐ Yes
☒ No

HRQ2.1: If yes, how often is the training provided?

- ☐ At orientation
☐ Semi-annually
☐ Annually
☐ On request
☐ Other

HRQ2.1.1: If yes, who receives the training? (check all that apply)

- ☐ All staff (full-time, part-time, temporary & seasonal)
☐ Salaried staff only
☐ Management/supervisors
☐ Customer service representatives/receptionists
☐ Public safety staff
☐ Other

HRQ2.2: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☒ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

HRQ2.3: Other comments:

HRQ3: Does the city offer employees training in how to provide special accommodations to those with disabilities (e.g. American Sign Language interpreters, assistive listening devices, etc.)?

- ☐ Yes
☒ No

HRQ3.1: If yes, how often is the training provided?

- ☐ At orientation
- ☐ Semi-annually
- ☐ Annually
- ☐ On request
- ☐ Other

HRQ3.2: If yes, who receives the training? (check all that apply)

- ☐ All staff (full-time, part-time, temporary & seasonal)
- ☐ Salaried staff only
- ☐ Management/supervisors
- ☐ Customer service representatives/receptionists
- ☐ Public safety staff
- ☐ Other

HRQ3.3: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☒ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

HRQ3.3: Comments:

City of Des Moines

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- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☒ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

MARINA

Q4: Does your department receive federal funding for any of its services, programs or activities, either in

whole or in part?

- ☐ Yes
☒ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☐ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q4.2: Comments:

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☒ Yes
☐ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☒ Yes
☐ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☒ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☐ Text telephone (TTY/TDD)
- ☒ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
- ☐ None
- ☒ Other (please list) A handheld translator as well.

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☐ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☒ Yes
- ☐ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☐ Yes
- ☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☒ Yes
- ☐ No

☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☐ Audio recording (cassette tape or digital) Enlarged print
- ☐ Braille
- ☒ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
- ☐ Computer disk
- ☐ None
- ☐ Other (please list)
- ☐ N/A

Q10.1: Comments:

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
- ☐ More than 1 week
- ☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☒ Yes
- ☐ No
- ☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☐ American Sign Language interpreters
- ☐ Assistive listening devices, like FM transmitters

- ☐ Real-time open captioning
- ☒ Electronic/computer-based document readers
- ☒ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☒ 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☒ Yes
- ☐ No
- ☐ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide "alternate text" descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide "text rich" versions of PDF documents for people who use screen reading software on their computers?

- ☒ Yes

☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department's most popular/most visited Web page(s):

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department's Web pages:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.2: Comments:

Q18: Is a "Notice Under the Americans Disabilities Act" flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

- ☐ Yes
- ☒ No
- ☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q18.2: Comments:

Q19: Is your department's staff familiar with the city's ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

- ☐ Yes
- ☐ No
- ☒ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☐ Yes
☐ No
☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☐ Yes
- ☐ No
- ☒ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
- ☐ No
- ☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☐ Developing policies or procedures
- ☐ How to work with people with disabilities
- ☒ Legal requirements
- ☐ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
- ☐ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines 'qualified individuals with disabilities' as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☒ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

Land Use Planning, Permitting

Q4: Does your department receive federal funding for any of its services, programs or activities, either in

whole or in part?

- ☐ Yes
☒ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☐ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q4.2: Comments:

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☒ Yes
☐ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☒ Yes
☐ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☒ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☒ Text telephone (TTY/TDD)
- ☐ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
- ☐ None
- ☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☒ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☒ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☐ Yes
- ☒ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☐ Yes
- ☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
- ☒ No

☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☒ Audio recording (cassette tape or digital) Enlarged print
- ☐ Braille
- ☒ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
- ☒ Computer disk
- ☐ None
- ☐ Other (please list)
- ☐ N/A

Q10.1: Comments:

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☒ 24 hours or less (not including weekends/holidays) 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☒ Yes
- ☐ No
- ☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☒ American Sign Language interpreters
- ☒ Assistive listening devices, like FM transmitters

- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☒ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☒ 2-5 working days
- ☐ More than 1 week
- ☐ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☐ No
- ☒ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide "alternate text" descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide "text rich" versions of PDF documents for people who use screen reading software on their computers?

- ☒ Yes

☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department's most popular/most visited Web page(s):

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department's Web pages:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q17.2: Comments:

Q18: Is a "Notice Under the Americans Disabilities Act" flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

- ☐ Yes
- ☒ No
- ☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
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Q18.2: Comments:

Q19: Is your department's staff familiar with the city's ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

- ☐ Yes
- ☒ No
- ☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☒ Yes
☐ No
☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
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Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☐ Yes
- ☐ No
- ☒ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
- ☐ No
- ☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☒ Developing policies or procedures
- ☒ How to work with people with disabilities
- ☒ Legal requirements
- ☒ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
- ☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines 'qualified individuals with disabilities' as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☐ Marina
- ☒ Police
- ☐ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

Law Enforcement

Q4: Does your department receive federal funding for any of its services, programs or activities, either in

whole or in part?

- ☒ Yes
☐ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

- ☐ Yes
☒ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q4.2: Comments:

We Federal funding for equipment and/or training for our officers.

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

- ☐ Yes
☐ No
☒ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Q5.2: Comments:

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

- ☒ Yes
☐ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

- ☒ Yes
☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)

☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

- ☐ Text telephone (TTY/TDD)
- ☐ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
- ☒ None
- ☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

- ☐ Yes
- ☐ No

Q7.3: If third-party “Relay” system, do your staff know how to place a Relay call to a customer, as well as receive one?

- ☐ Yes
- ☐ No

Q7.2: Comments:

Our 911 Communications Center has the capability to communicate with the speech and hearing impaired.

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

- ☒ Yes
- ☐ No
- ☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

- ☐ Yes
- ☒ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Have not considered this option.

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
☒ No
☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☐ Audio recording (cassette tape or digital) Enlarged print
☐ Braille
☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
☐ Computer disk
☒ None
☐ Other (please list)
☐ N/A

Q10.1: Comments:

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
☐ More than 1 week
☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
☒ No
☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☐ American Sign Language interpreters
- ☐ Assistive listening devices, like FM transmitters
- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☐ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☒ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☐ 2-5 working days
- ☐ More than 1 week
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Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☐ No
- ☒ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☒ No
- ☐ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
- ☐ No
- ☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility

limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?

☒ Yes

☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department’s most popular/most visited Web page(s):

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department’s Web pages:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q17.2: Comments:

Q18: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

☐ Yes

☒ No

☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q18.2: Comments:

Q19: Is your department’s staff familiar with the city’s ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

☒ Yes

☐ No

☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☒ Yes
☐ No
☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q21.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q21.2: Comments:

Q22: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

- ☒ Yes
☐ No
☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No

☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☒ Yes
- ☐ No
- ☐ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
- ☐ No
- ☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☐ Developing policies or procedures
- ☐ How to work with people with disabilities
- ☒ Legal requirements
- ☒ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
- ☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

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- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

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Q1: Please identify your department. (Required)

- ☐ City Manager's
- ☐ City Clerk
- ☐ Community Development
- ☐ Finance
- ☐ City Attorney's Office
- ☐ Human Resources
- ☐ Parks, Recreation and Senior Services
- ☐ Marina
- ☐ Police
- ☒ Public Works
- ☐ Court

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.

Q3: Please describe the services, programs or activities your department provides to the public.

Operation and maintenance of the City's roadways and stormwater system in the right-of-way, and maintenance of the City's public facilities and parks. Specific services include but are not limited to: street sweeping, janitorial, ballfield preparation, snow and ice removal and mitigation, roadway repair, sidewalk repair, and traffic signal maintenance. Construction of new infrastructure (roadways, sidewalks, stormwater systems, and park facilities.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in whole or in part?

☒ Yes

☐ No

Q4.1: If yes, does your department have an identified Section 504 Coordinator responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?

☐ Yes

☒ No

Q4.1.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☒ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q4.2: Comments:

Federal funding is received for capital investments and these one-time activities are conducted consistent with section 504.

Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?

☐ Yes

☒ No

☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Sidewalks, driveways, curb ramps, and playground access throughout the City are not fully accessible. These barriers have been identified and are currently being prioritized in a comprehensive ADA Transition Plan.

Q5.2: Comments:

Staff is currently in the planning and design phase to replace and upgrade all public park playgrounds that are not fully accessible.

Q6: Does your department's main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?

☒ Yes

☐ No

☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?

☒ Yes

☐ No

Q6.1.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

Q6.2: Comments:

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?

☐ Text telephone (TTY/TDD)

☐ Third-party "relay" system where a trained operator facilitates a conversation between you and the customer

☒ None

☐ Other (please list) [Click here to enter text.](#)

Q7.1: If none, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☒ Not sure

Q7.2: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?

☐ Yes

☐ No

Q7.3: If third-party "Relay" system, do your staff know how to place a Relay call to a customer, as well as receive one?

☐ Yes

☐ No

Q7.2: Comments:

Q8: Does your department provide phones the public may use to make outgoing calls when needed?

☐ Yes

☒ No

☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

☐ Yes

☐ No

Q8.1.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term) Not sure

Q8.2: Comments:

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

- ☐ Yes
- ☒ No
- ☐ N/A

Q9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☒ Not sure

Q9.2: Comments:

Q10: What types of alternate document formats can your department provide to the public when requested?

- ☒ Audio recording (cassette tape or digital) Enlarged print
- ☐ Braille
- ☒ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics) Email (i.e. sending a document or survey to a person directly if they can't access it on the Web or in person)
- ☒ Computer disk
- ☐ None
- ☐ Other (please list)
- ☐ N/A

Q10.1: Comments:

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

- ☐ 24 hours or less (not including weekends/holidays) 2-5 working days
- ☐ More than 1 week
- ☒ Don't know (have not responded to such a request before)

Q11.1: Comments:

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public meetings or public hearings include instructions about how to request accommodations?

- ☐ Yes
- ☒ No
- ☐ N/A

Q12.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q12.2: Comments:

Q13: What types of accommodations can your department provide to the public when requested?

- ☐ American Sign Language interpreters
- ☐ Assistive listening devices, like FM transmitters
- ☐ Real-time open captioning
- ☐ Electronic/computer-based document readers
- ☒ Call-in/speakerphone capability during meetings
- ☐ Other (please list)
- ☐ N/A

Q13.1: Comments:

Q14: How long does it take for your department to respond to a request for accommodations, on average?

- ☐ 24 hours or less (not including weekends/holidays)
- ☐ 2-5 working days
- ☐ More than 1 week
- ☒ Don't know (have not responded to such a request before)

Q14.1: Comments:

Q15: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?

- ☐ Yes
- ☒ No
- ☐ N/A

Q15.1: Comments:

Q16: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?

- ☐ Yes
- ☐ No
- ☒ N/A

Q16.1: If no, please provide an estimated time frame to correct this deficiency?

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q16.2: Comments:

Q17: Does your department provide information about any of its services, programs or activities to the public on the Internet?

- ☒ Yes
☐ No
☐ N/A

Q17.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?

- ☐ Yes
☐ No

Q17.1.1: If no, please provide an estimated time frame to correct this deficiency on your department’s most popular/most visited Web page(s):

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q17.1.1.1: Please provide an estimated time frame to correct this deficiency on the rest of your department’s Web pages:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q17.2: Comments:

Q18: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: www.ada.gov/adaidatta.htm)

- ☐ Yes
☐ No
☐ N/A

Q18.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q18.2: Comments:

Q19: Is your department’s staff familiar with the city’s ADA grievance/complaint procedures when an incident of disability discrimination is alleged?

- ☐ Yes
☒ No
☐ N/A

Q19.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q19.2: Comments:

Q20: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

- ☒ Yes
- ☐ No
- ☐ N/A

Q20.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

Q20.2: Comments:

Q21: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

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- ☐ No
- ☐ N/A

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- ☐ No
- ☐ N/A

Q22.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).

Q22.2: Comments:

Q23: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

- ☒ Yes
☐ No
☐ N/A

Q23.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

Q23.2: Comments:

Q24: Are individuals with disabilities now serving on any of your department's advisory boards or committees?

- ☐ Yes
☐ No
☒ N/A

Q24.1: Comments:

Q25: Would your department's staff benefit from additional training on how to provide access to your services and programs for people with disabilities?

- ☒ Yes
☐ No
☐ N/A

Q25.1: If yes, what kind of training or technical assistance would be helpful?

- ☒ Developing policies or procedures
☒ How to work with people with disabilities
☒ Legal requirements
☒ How to respond to requests for accommodation (e.g. American sign language interpreters, assisted listening devices, etc.)
☒ How to provide materials in alternate formats (e.g. Braille, audio recordings, etc.) Other (please list)

Q25.2: Comments:

City of Des Moines

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Facilities – Additional Questions

FQ1: Does the city own or operate any historic buildings?

- ☒ Yes
☐ No

FQ1.1: If yes, are any public services, programs or activities provided in these buildings?

- ☒ Yes
☐ No

FQ1.1.1: If yes, are these buildings accessible to people with disabilities, including any public amenities like restrooms and drinking fountains?

- ☒ Yes
☐ No

FQ1.1.2: If no, are these services or programs also offered in an alternative, accessible location or using an alternative, accessible method (e.g. online information, audio-visual recording, virtual tour, etc.)?

- ☐ Yes
☐ No

FQ1.1.3: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ2.2: Comments:

FQ2: Do alterations to historic properties comply, to the maximum extent feasible, with section 4.1.7 of the Americans with Disability Act Accessibility Guidelines for Buildings and Facilities (ADAAG)?

- ☒ Yes
- ☐ No

FQ2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ2.2: Comments:

FQ3: Does the city ensure that repair or renovation of government facilities completed by in-house staff comply with the accessibility requirements the 2010 ADA Standards for Accessible Design and ADAAG?

- ☒ Yes
- ☐ No

FQ3.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ3.2: Comments:

FQ4: Does staff receive regular and recurring training on the ADA requirements for the design, construction and maintenance of public facilities?

- ☐ Yes
- ☐ No

FQ4.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ4.2: Comments:

FQ5: Does the city currently have policy or procedures to ensure that programs or services relocated from a damaged/disabled facility on a temporary or permanent basis remain accessible to people with disabilities?

- ☐ Yes
☐ No

FQ5.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☒ Not sure

FQ5.2: Comments:

FQ6: Does the city provide signage at all inaccessible facility entrances directing users to an accessible entrance?

- ☒ Yes
☐ No

FQ6.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

FQ6.2: Comments:

FQ7: Does city display the international symbol for accessibility at each accessible entrance of a facility?

- ☒ Yes
☐ No

FQ7.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

FQ7.2: Comments:

FQ8: Do all permanent signs in public areas of the city's facilities use large, readable fonts, non-reflective surfaces and high contrast colors (dark text on a light background, or light text on a dark background)?

- ☐ Yes
☐ No

FQ8.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ8.2: Comments:

FQ9: Are there visual and audible warning signals in all of the city's facilities to notify sight or hearing-impaired people of an emergency?

- ☒ Yes
- ☐ No

FQ9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ9.2: Comments:

Visual only

FQ10: Does the city have a plan or procedures that describe how to evacuate people with disabilities from public buildings during an emergency?

- ☐ Yes
- ☐ No

FQ10.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.2: If yes, is there staff in each public facility trained to carry out the instructions in the plan or procedures?

- ☐ Yes
- ☐ No

FQ10.2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.2.2: If yes, is the evacuation plan or instructions posted in a visible and accessible area of each floor in all public buildings?

- ☐ Yes
- ☐ No

FQ10.2.2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.3: Comments:

Public Works – Additional Questions

PWQ1: Does the city have a citywide pedestrian facilities plan related to future development that addresses accessibility issues?

- ☐ Yes
- ☐ No

PWQ1.1: If yes, please provide a copy of the plan to Katie Baker (kbaker@ci.puyallup.wa.us), for inclusion in the transition plan appendix.

PWQ1.2: Comments:

PWQ2: What percentage of the city's public streets have sidewalks?

PWQ3: What percentage of the city's public streets with sidewalks are accessible (with curb cuts, etc.)?

PWQ4: What percentage of the city's right-of-way that are without sidewalks are accessible (i.e. 36-inch-wide+, accessibly surfaced shoulders).

PWQ4: How does the city respond to complaints about inaccessible sidewalks on public streets?

PWQ5: Which public rights-of-way (sidewalks, shoulders, parking lots, etc.) is the city responsible for keeping free of barriers, instead of the adjacent property owner? (Please list all locations or email a separate list to Katie Baker at kbaker@ci.puyallup.wa.us).

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- ☐ Yes
☐ No

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- ☐ Yes
☐ No

FQ1.1.1: If yes, are these buildings accessible to people with disabilities, including any public amenities like restrooms and drinking fountains?

- ☐ Yes
☐ No

FQ1.1.2: If no, are these services or programs also offered in an alternative, accessible location or using an alternative, accessible method (e.g. online information, audio-visual recording, virtual tour, etc.)?

- ☐ Yes
☐ No

FQ1.1.3: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
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FQ2.2: Comments:

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- ☐ No

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☐ Yes

☐ No

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☒ Yes

☐ No

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☐ Yes

☐ No

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FQ9.2: Comments:

FQ10: Does the city have a plan or procedures that describe how to evacuate people with disabilities from public buildings during an emergency?

- ☐ Yes
- ☐ No

FQ10.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.2: If yes, is there staff in each public facility trained to carry out the instructions in the plan or procedures?

- ☐ Yes
- ☐ No

FQ10.2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.2.2: If yes, is the evacuation plan or instructions posted in a visible and accessible area of each floor in all public buildings?

- ☐ Yes
- ☐ No

FQ10.2.2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ10.3: Comments:

Public Works – Additional Questions

PWQ1: Does the city have a citywide pedestrian facilities plan related to future development that addresses accessibility issues?

- ☐ Yes
- ☐ No

PWQ1.1: If yes, please provide a copy of the plan to Katie Baker (kbaker@ci.puyallup.wa.us), for inclusion in the transition plan appendix.

PWQ1.2: Comments:

PWQ2: What percentage of the city's public streets have sidewalks?

PWQ3: What percentage of the city's public streets with sidewalks are accessible (with curb cuts, etc.)?

PWQ4: What percentage of the city's right-of-way that are without sidewalks are accessible (i.e. 36-inch-wide+, accessibly surfaced shoulders).

PWQ4: How does the city respond to complaints about inaccessible sidewalks on public streets?

PWQ5: Which public rights-of-way (sidewalks, shoulders, parking lots, etc.) is the city responsible for keeping free of barriers, instead of the adjacent property owner? (Please list all locations or email a separate list to Katie Baker at kbaker@ci.puyallup.wa.us).

City of Des Moines

2017 Americans with Disabilities Act Self-Evaluation Survey

Please fill out this form to the best of your abilities. If you have any questions regarding this form, please contact Andrew Merges 206-870-6568.

The Americans with Disabilities Act defines ‘qualified individuals with disabilities’ as follows:

- 1) Individuals who have a physical or mental impairment that substantially limits one or more major life activities;
- 2) Individuals who have a record of a physical or mental impairment that substantially limited one or more of the individual's major life activities; and
- 3) Individuals who are regarded as having such an impairment, whether they have the impairment or not.

Physical impairments can include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Mental impairments include mental or psychological disorders, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

To review the specific text included in the ADA, please visit <https://www.ada.gov/taman2.html#II-2.0000>.

Facilities – Additional Questions

FQ1: Does the city own or operate any historic buildings?

- ☒ Yes
☐ No

FQ1.1: If yes, are any public services, programs or activities provided in these buildings?

- ☒ Yes
☐ No

FQ1.1.1: If yes, are these buildings accessible to people with disabilities, including any public amenities like restrooms and drinking fountains?

- ☒ Yes
☐ No

FQ1.1.2: If no, are these services or programs also offered in an alternative, accessible location or using an alternative, accessible method (e.g. online information, audio-visual recording, virtual tour, etc.)?

- ☐ Yes
☐ No

FQ1.1.3: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)

- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ2.2: Comments:

FQ2: Do alterations to historic properties comply, to the maximum extent feasible, with section 4.1.7 of the Americans with Disability Act Accessibility Guidelines for Buildings and Facilities (ADAAG)?

- ☒ Yes
- ☐ No

FQ2.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ2.2: Comments:

FQ3: Does the city ensure that repair or renovation of government facilities completed by in-house staff comply with the accessibility requirements the 2010 ADA Standards for Accessible Design and ADAAG?

- ☐ Yes
- ☒ No

FQ3.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☒ More than two years (long-term)
- ☐ Not sure

FQ3.2: Comments:

FQ4: Does staff receive regular and recurring training on the ADA requirements for the design, construction and maintenance of public facilities?

- ☐ Yes
- ☒ No

FQ4.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☒ More than two years (long-term)
- ☐ Not sure

FQ4.2: Comments:

FQ5: Does the city currently have policy or procedures to ensure that programs or services relocated from a damaged/disabled facility on a temporary or permanent basis remain accessible to people with disabilities?

☐ Yes

☒ No

FQ5.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☒ More than two years (long-term)

☐ Not sure

FQ5.2: Comments:

FQ6: Does the city provide signage at all inaccessible facility entrances directing users to an accessible entrance?

☐ Yes

☒ No

FQ6.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☒ More than two years (long-term)

☐ Not sure

FQ6.2: Comments:

FQ7: Does city display the international symbol for accessibility at each accessible entrance of a facility?

☐ Yes

☒ No

FQ7.1: If no, please provide an estimated time frame to correct this deficiency:

☒ 1-12 months (short-term)

☐ 1-2 years (medium-term)

☐ More than two years (long-term)

☐ Not sure

FQ7.2: Comments:

FQ8: Do all permanent signs in public areas of the city's facilities use large, readable fonts, non-reflective surfaces and high contrast colors (dark text on a light background, or light text on a dark background)?

☐ Yes

☒ No

FQ8.1: If no, please provide an estimated time frame to correct this deficiency:

☐ 1-12 months (short-term)

- ☒ 1-2 years (medium-term)
- ☐ More than two years (long-term)
- ☐ Not sure

FQ8.2: Comments:

FQ9: Are there visual and audible warning signals in all of the city's facilities to notify sight or hearing-impaired people of an emergency?

- ☐ Yes
- ☒ No

FQ9.1: If no, please provide an estimated time frame to correct this deficiency:

- ☐ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
- ☒ More than two years (long-term)
- ☐ Not sure

FQ9.2: Comments:

FQ10: Does the city have a plan or procedures that describe how to evacuate people with disabilities from public buildings during an emergency?

- ☐ Yes
- ☒ No

FQ10.1: If no, please provide an estimated time frame to correct this deficiency:

- ☒ 1-12 months (short-term)
- ☐ 1-2 years (medium-term)
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FQ10.2: If yes, is there staff in each public facility trained to carry out the instructions in the plan or procedures?

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FQ10.2.2: If yes, is the evacuation plan or instructions posted in a visible and accessible area of each floor in all public buildings?

- ☐ Yes
- ☒ No

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PWQ1: Does the city have a citywide pedestrian facilities plan related to future development that addresses accessibility issues?

- ☐ Yes
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PWQ1.1: If yes, please provide a copy of the plan to Katie Baker (kbaker@ci.puyallup.wa.us), for inclusion in the transition plan appendix.

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PWQ2: What percentage of the city's public streets have sidewalks?

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FQ1.1.1: If yes, are these buildings accessible to people with disabilities, including any public amenities like restrooms and drinking fountains?

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☐ No

FQ1.1.2: If no, are these services or programs also offered in an alternative, accessible location or using an alternative, accessible method (e.g. online information, audio-visual recording, virtual tour, etc.)?

☐ Yes

☐ No

FQ1.1.3: If no, please provide an estimated time frame to correct this deficiency:

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FQ10.3: Comments:

Public Works – Additional Questions

PWQ1: Does the city have a citywide pedestrian facilities plan related to future development that addresses accessibility issues?

- ☒ Yes
☐ No

PWQ1.1: If yes, please provide a copy of the plan to Katie Baker (kbaker@ci.puyallup.wa.us), for inclusion in the transition plan appendix.

PWQ1.2: Comments:

See attached Pedestrian chapter of the City's Comprehensive Transportation Plan

PWQ2: What percentage of the city's public streets have sidewalks?

10%

PWQ3: What percentage of the city's public streets with sidewalks are accessible (with curb cuts, etc.)?

5%

PWQ4: What percentage of the city's right-of-way that are without sidewalks are accessible (i.e. 36-inch-wide+, accessibly surfaced shoulders).

30%

PWQ4: How does the city respond to complaints about inaccessible sidewalks on public streets?

Complaints are prioritized and mitigated if adequate funding is available.

PWQ5: Which public rights-of-way (sidewalks, shoulders, parking lots, etc.) is the city responsible for keeping free of barriers, instead of the adjacent property owner? (Please list all locations or email a separate list to Katie Baker at kbaker@ci.puyallup.wa.us).

See attached list (need to work with Max to create a list of all public right-of-way with improved streets and park/City owned parking lots)

Appendix D

City of Des Moines GIS Sidewalk Inventory

CITY OF DES MOINES



GIS Sidewalk Inventory

Complete City Walk-through
Digitalized Sidewalk Inventory
Acknowledgment of ADA Compliance



PREPARED BY

Eric S. Chin

Engineering Intern
City of Des Moines
9420 NE 130th PL
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e.sj.chin@gmail.com
425.614.6644

GIS Sidewalk Inventory

Project Duration: July—September 2014

PREPARED BY

Eric S. Chin

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City of Des Moines
9420 NE 130th PL
Kirkland, WA 98034
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ACKNOWLEDGMENTS

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Associate Transportation Engineer
City of Des Moines

Matt Koppelman (GIS Consultant)

GIS Analyst
City of Des Moines

ABSTRACT

Public access right of way allows pedestrians to travel safely and with ease of access. Regulations are created to standardize such public amenities so that they may be enjoyed and used by all. This project looks into the condition of the public access right of way in the city of Des Moines, Washington. The condition of the public right of way is determined by conducting an inventory of the sidewalks and other public access throughout the city. The condition of the sidewalks are judged relative to current ADA standards which allows the public works department to proceed with sidewalk rehabilitation or replacement as necessary. The project is undertaken on foot and in a city vehicle with use of ArcGIS software and a Trimble Juno3 GPS. Data is collected for the entire city's pedestrian access right of way and analyzed for ADA compliance. This also creates a digitized map of the city's sidewalks with exact GPS coordinates and applicable data.

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I. INTRODUCTION

Public Right of Way allows unhindered travel access to all. For the purposes of this project the Public Right of Way of interest includes the sidewalks and pedestrian access routes contained within the city of Des Moines, WA. Furthermore the Accessible Public Right of Ways discussed are those existing on and maintained solely by the city public works department. This excludes land contained within city or state parks.

The purpose of conducting a city-wide sidewalk inventory is to acknowledge and ultimately address the condition of the cities pedestrian right of way. This condition will be assessed in accordance with the standards and regulation set forth by the Americans with Disabilities Act (ADA). The ADA exists as a civil rights legislation prohibiting discrimination against people with recognized disabilities and acts to ensure equal opportunities (ADA.gov). In 2010 the Department of Justice published a revised “Standards for Accessible Design” and this in part dictates the design standards of pedestrian access. In addition, these standards are supplemented with standards for city sidewalks and pedestrian access following roadways and will be the primary focus of this project. As the standards are set to allow safe ease of access to all, accommodations are made to allow access in wheelchairs and to those who have limited sight.

With the completion of the inventory, a digital map of the city of Des Moines will account for all sidewalks, driveway approaches, and curb ramps in the public right of way as well as their condition relative to ADA standards. This allows the city public works department to proceed by prioritizing the violations of ADA standards and creating a plan of action to resolve the issues in conjunction with budgetary feasibility.

NOTE: This guide is intended to be used in conjunction with the GIS Data and digitalized sidewalk inventory as herein mentioned.

II. PROJECT PROCEDURE

The initial step in order to accurately assess the ADA compliancy of the city's right of way was to undertake research into current ADA regulations and standards. This included documents put forth by the state of Washington, the Field Guide for Accessible Public Rights of Way (WSDOT 2012) as well as the Standard Plans for Cement Concrete Sidewalks (F-30.10-02). These were categorized into basic attributes which would identify the ADA compliancy of a right of way feature.

To initially digitize the sidewalk features in the right of way, GIS software was used with a satellite image overlay. Sidewalks, driveway approaches and curb ramps were the features of interest and were located and drawn in the GIS software, ArcGIS by Esri. If a sidewalk was continuous for extended lengths, the segments were divided into 200 feet sections so that compliancy issues could be identified to approximate coordinate locations. Each feature was given a list of attributes for which data would be collected. In order to minimize time spent typing lengthy data entries, every attribute was given a drop-down list to quickly indicate the condition of that particular attribute. The attributes along with the drop-down options for sidewalks, driveway approaches, and curb ramps are

Sidewalk	
OBJECTID	#####
SHAPE	Polyline
Asset ID	#####
Active Flag	TRUE
Surface Type	Concrete/Asphalt/Chip and Seal/Gravel/Brickpaver/Cobblestone/Other/Unknown/Athletic Track/Hardcourt
ADA Compliance	YES/NO
Install Date	#####
Cross Slope > 2%	YES/NO
Any Displacement > 1/4 in	YES/NO
Any Displacement > 1/2 in	YES/NO
Running Grade Steeper than Roadway/Curb >5%	YES/NO
Any Obstructions	YES/NO
Width >= to 4'	YES/NO
Relative Condition (New/Old)	NEW/OLD
Owned By	City of Des Moines
Managed By	City of Des Moines
Last Update Date	#####
Last Editor	CDM/Echin
Comments	
SHAPE_Length	#####

shown in tables 2.1-2.3 respectively. These digitized features and attributes were exported to a Trimble Juno 3 GPS capable device to collect data in the field. Project days were spent either collecting field data, further digitizing the city's features, or making edits to the data and features collected. This involved checking in and checking out data to the Trimble on average once per work week to ensure data retention and accurate data manipulation.

Table 2.1 [Sidewalk Attributes Table with Drop-down Options]

CITY OF DES MOINES

Driveway	
OBJECTID	#####
SHAPE	Polyline
Asset ID	#####
Active Flag	Yes
Material	Concrete/HMA/Other
Running Grade Steeper than Roadway/Curb >5%	YES/NO
Cross Slope > 2%	YES/NO
Wing 1 Slope > 8.3%	YES/NO
Wign 2 Slope > 8.3%	YES/NO
Owned By	City of Des Moines
Managed By	City of Des Moines
Last Update Date	#####
Last Editor	CDM/EChin
Comments	
SHAPE_Length	#####

Curb Ramp	
OBJECTID	#####
SHAPE	Point
Asset ID	#####
Active Flag	TRUE
Ramp Type	Perpendicular/Parallel/Combination/Single Direction
Install Date	#####
Relative Condition (New/Old)	NEW/OLD
Landing Length < 4'	YES/NO
Landing Width < 4'	YES/NO
Landing Running Slope > 2%	YES/NO
Landing Cross Slope > 2%	YES/NO
(1) Ramp Running Slope > 8.3%	YES/NO
(2) Ramp Running Slope > 8.3%	YES/NO/(N/A)
(1) Ramp Cross Slope > 2%	YES/NO
(2) Ramp Cross Slope > 2%	YES/NO/(N/A)
(1) Ramp Length > 15'	YES/NO
(2) Ramp Length > 15'	YES/NO/(N/A)
Left Flare Slope > 10%	YES/NO/(N/A)
Left Flare Length > 15'	YES/NO/(N/A)
Right Flare Slope > 10%	YES/NO/(N/A)
Right Flare Length > 15'	YES/NO/(N/A)
Lip of Gutter Height > 1/4 in	YES/NO
Gutter Slope at Ramp > 2%	YES/NO
Any Displacement > 1/4 in	YES/NO
Any Displacement > 1/2 in	YES/NO
Detectable Warning Surface	YES/NO
Detectable Warning Material	Concrete/Plastic/Other
Detectable Warning Color	YES/NO
Owned By	City of Des Moines
Managed By	City of Des Moines
Last Update Date	#####
Last Editor	CDM/EChin
Comments	

Table 2.2 (Above)[Driveway Approach Attributes Table with Drop-down Options]

Table 2.3 (Left)[Curb Ramps Attributes Table with Drop-down Options]

The data collection process itself involved driving every street within the city limits as well as walking every street with right of way features. By marking a physical map of the city limits, a record was kept of the completed areas and ensured no streets or features were missed. Data was collected with the aid of an electronic level and standard tape measure and then input into the handheld Trimble Juno3. The specific locations and methods for data collection were influenced by the “ADA Accessibility Survey Instructions” (ADA.gov). The specific directions and lengths measured for this inventory and for particular features are identified in figures 2.1-2.5.

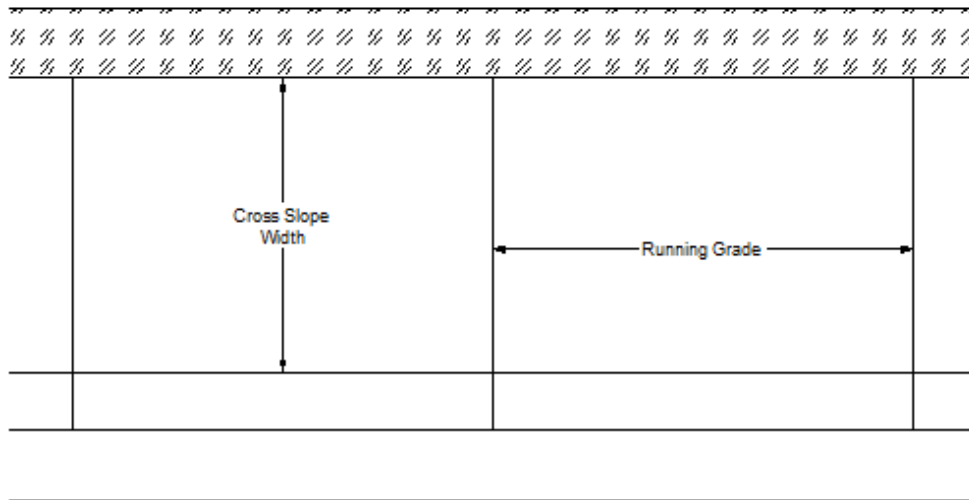


Figure 2.1 [General Sidewalk Data Collection]

CITY OF DES MOINES

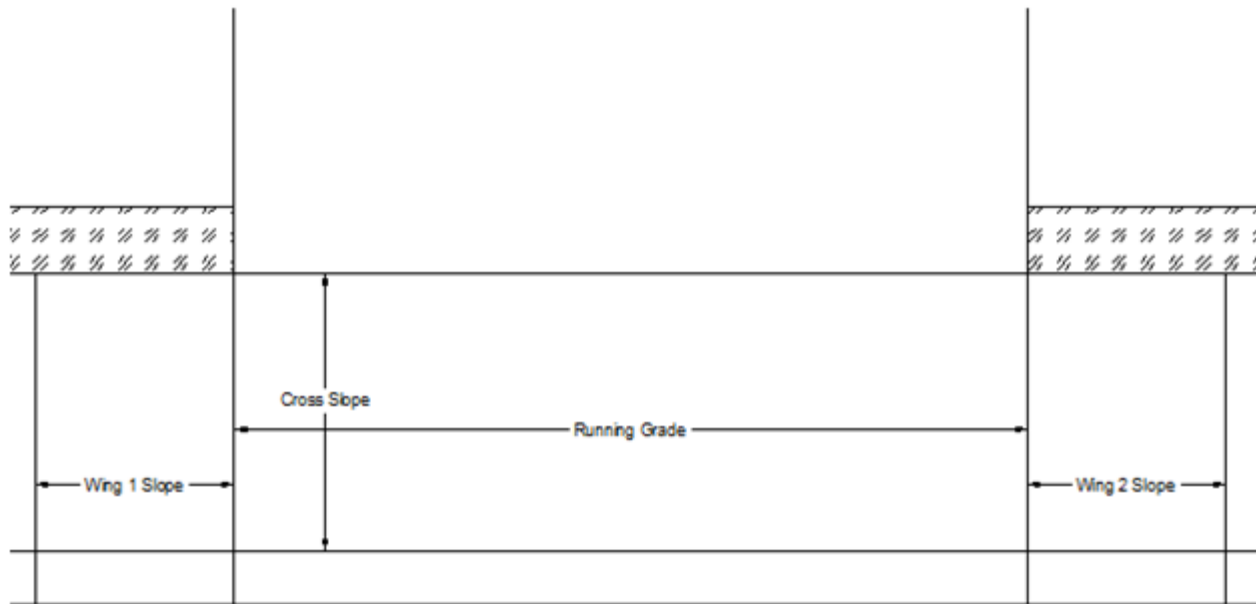


Figure 2.2 [General Driveway Approach Data Collection]

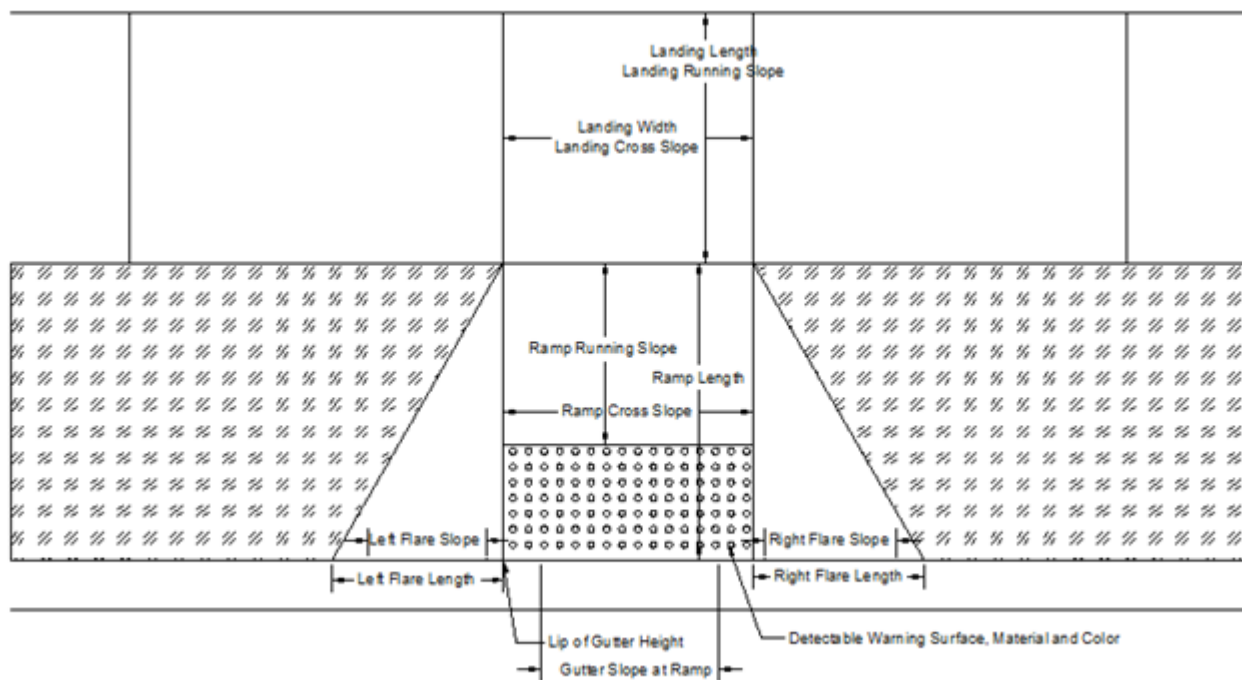


Figure 2.3 [Perpendicular Curb Ramp Data Collection]

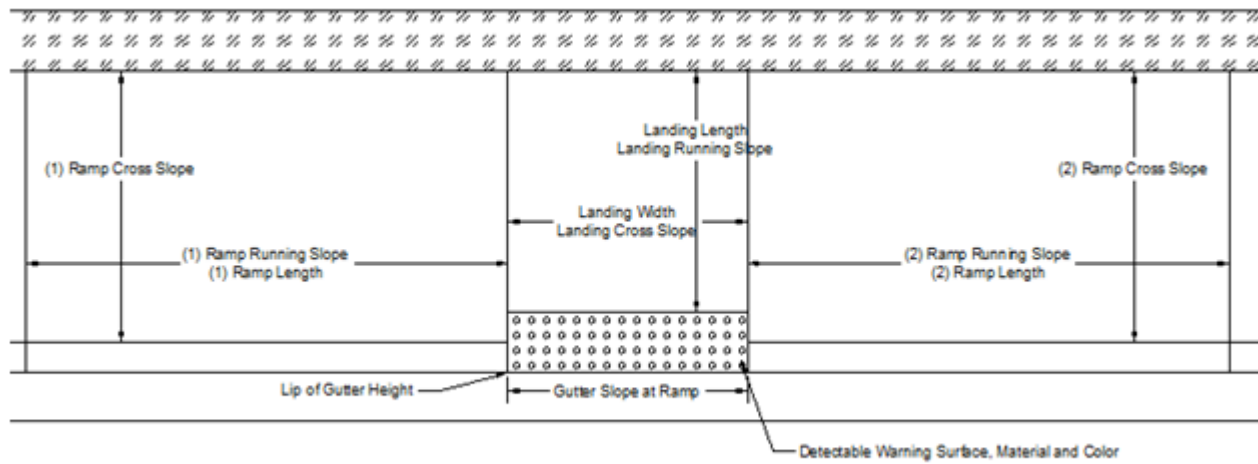


Figure 2.4 [Parallel Curb Ramp Data Collection]

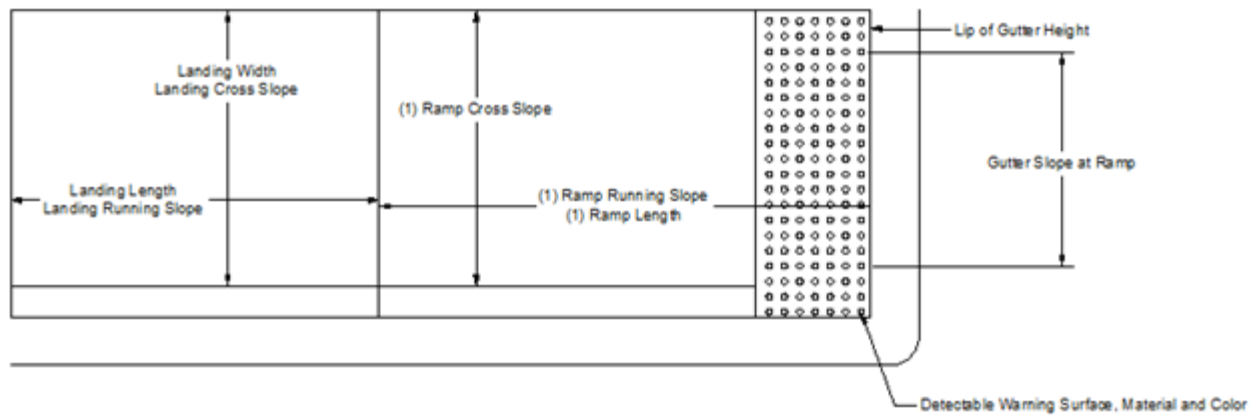


Figure 2.5 [Single Direction Curb Ramp Data Collection]

III. DATA AND DATA ANALYSIS

Data collection took place over the course of 9 weeks and in this time the entire city of Des Moines (see section 4.1 for exceptions) was digitized and an entire survey of the city was conducted. Figure 3.1 shows a GIS layout of the city with the digitized features. Data was collected and checked into ArcGIS and is accessible through the City of Des Moines server at:

\\Cdmfs103\gis\Pub_Edit\transportation\sidewalks

With help from the GIS analyst, data analysis and manipulation allows the user to identify sidewalk conditions using virtually any desired specifications.

The GIS digitalization identified the city to contain **228,990 feet of sidewalk and driveways**, divided into **2,181 sidewalk segments** and **1,278 driveway approach segments**. In addition, **645 curb ramps** were identified. Of the city's sidewalks and driveways, **12.7 % were ADA compliant. 85% of sidewalks failed** to meet ADA standards as did **90% of driveway approaches**. Although these results appear extreme, it should be noted that many of the sidewalks which fail to meet ADA standards only do so due to a minor ¼ inch displacement or a cross slope slightly over 2%. Specifically along longer segments of sidewalk, the probability that a single concrete panel exceeds a 2% cross slope is high but by this inventory would fail the entire segment length.

The completion of this inventory leads to the question, how to proceed. In an ideal world every non-complaint segment would be modified to meet ADA standards but as this includes 85% of the city's existing sidewalks, budgetary concerns render this solution impractical. It is suggested for this particular inventory that attention is paid to the "comments" section of a feature's attributes. As noted in section 4.4, comments identify severe violations of ADA compliancy as well as unique or severely hazardous conditions. By cross-referencing these with right of way routes with high pedestrian traffic, the likelihood of highly hazardous situations can be efficiently decreased. In addition, it was observed in the field that the general public has little knowledge of the budgetary concerns of the city or that hazardous issues in the public right of way exist throughout the city limits. It is advised to allow public access to these inventory results as well as to general cost estimates for the projects necessary to resolve these issues. This has the potential to raise public awareness to the challenges presented in resolving their concerns about the city right of ways.



Figure 3.1 [Digitized City Right of Way]

IV. GENERAL NOTES AND CLOSING STATEMENTS

4.1 – Scope and Limits of Inventory

4.1.1 – Only features contained within the city limits according to the GIS basemap and boundary lines are accounted for in this inventory. However this excludes parks marinas and piers which are not accounted for.

NOTE: Minor exceptions to this rule exist when a sidewalk is a very obvious continuation of a city sidewalk or very obviously part of a private sidewalk.

4.1.2 – Areas of construction where the sidewalk right of way areas are either obstructed or under construction are left with no data collected and are not drawn into the GIS map. This includes only the following areas:

- The gateway project on 24th Ave S, from S 216th St to S 208th St
- The newly developing areas at 21st Pl S and 263rd St

NOTE: The construction project along Pacific Highway at S 224th St is drawn into the GIS map but left without data due to sidewalk closure and obstruction.

4.2 – Curb Ramps

4.2.1 – Ramps (improvised/asphalt ramps) that lead from the level of sidewalk to the level of pavement but lack any recognizable signs of an ADA complaint curb ramp are not recognized by this inventory as a curb ramp. This includes those ramps created by pouring asphalt against a curb edge as well as any ramp which appears to be improvised or accidental and not part of the original right of way design.

NOTE: If these ramps are to be included in the inventory, a quick overview of the GIS Sidewalks map would be sufficient to locate them. They are primarily located in residential areas.

4.2.2 – Many older curb ramps throughout the city resemble a perpendicular ramp as they have “flares” but lack any sort of “landing” as the ramps have a severe grade from the pavement to the back of the sidewalk, perpendicular to the running directions of the sidewalk. These ramps are categorized as “parallel curb ramps” due to the direction that pedestrians must travel to use the ramp as it currently exists.

4.2.3 – Curb ramps without a detectable warning surface have “<null>” as a data entry for “Detectable Warning Material” as no “N/A” option was available.

4.2.4 – Although there exist “islands” within the right of way that have “detectable warning surfaces”, those that did not exhibit any change in grade or elevation and were consistent with the level of the pavement were not acknowledged as curb ramps.

4.3 – Driveway Approaches

4.3.1 – Displacements found on driveway approaches or on the border of driveways are accounted for under the attributes of the nearest sidewalk segment

4.3.2 – In many situations, a driveway will fail the 2% cross slope criteria on the ramps themselves.

4.3.3 – Sidewalks which pass by the driveway of a residential home but show no sign of changing grade or material to suggest a driveway, are accounted for as continuous sidewalks. Even if a sloped driveway may exist off to the side, the right of way exists as a continuous sidewalk.

NOTE: If these features are desired to be separately identified as driveways, a quick overview of the GIS Sidewalks map would be sufficient to locate and revert them. No additional data would be necessary as the sidewalk segments contain the necessary cross slope data.

4.4 – Extreme Hazards, Obstructions and Unique Features

4.4.1 – Extreme hazards, obstructions, and unique features are noted under the comments section of a feature's attributes.

4.4.2 – Sidewalks which have been overgrown by vegetation were commented on and identified as having obstructions but only if the vegetation was severe enough to hinder access to the 4 feet accessible path and appeared to be more than seasonal obstructions.

4.4.3 – Sidewalks which contained obstructions to the 4 feet accessible path but were temporary such as a removable basketball hoop or commercial vehicle were not identified as obstructions.

4.5 – New vs. Old Features

4.5.1 – Features are identified as “old” in the column “relative condition” unless very obviously new. This was done to ensure a more consistent data collection process as it becomes difficult to determine the age of a sidewalk.

4.5.2 – The GIS basemap as well as Google Maps used to conduct parts of the digitalization process are to a degree outdated. Features exist within the city limits that were developed after the images were captured so features may appear on the GIS map that are not drawn over a satellite image of the feature. The data and locations for these features were collected using GPS as well as physical measurements to create sketched maps (Field Notes).

V. QUALITY CONTROL AND ERROR RECOGNITION

Measures and procedures were undertaken to ensure accurate and consistent data for this project. As the primary instrument of data collection, the electronic level was constantly and consistently calibrated to ensure accurate results. In addition, every section of the city was methodically observed by driving and walking with careful records kept of areas that had been previously covered. Areas which had been covered previously were often spot-checked to ensure the data was consistent. However even with these measures, possible sources of error were identified. The level itself defaults to a degree unit instead of percent once it is turned on, although great care was taken to ensure it was constantly reading in percent, the chance exists that some measurements were taken in degrees. In addition only one level was used for the entire project, if the level was defected or was damaged during its use, the data could be negatively affected. Lastly, the huge variety of sidewalk age and styles made consistent data collection difficult, particularly with such limited attribute criteria. The ability to adapt to a wide variety of feature styles required experience working in the field and that could lend less creditability to data collected earlier on in the project.

VI. REFERENCES

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Appendix E

City of Des Moines Pedestrian Push Button Inventory

ID	Cross Streets	Signal Location	Push Button A/B	Height of Push Button (in)	Height of Push Button ADA Compliant (Y/N)	Diameter of Push Button (in)	Pressure to Operate Push Button Less than 5 LB	Pressure to Operate Push Button ADA Compliant (Y/N)	Diameter of Push Button ADA Compliant (Y/N)	Accessible Signal Operation (Y/N)	Accessible Signal Operation ADA Compliant (Y/N)	Locator Tone Operational (Y/N)	Locator Tone Operational ADA Compliant (Y/N)	Push Button Parallel to Direction of Travel (Y/N)	Push Button Parallel to Direction of Travel ADA Compliant (Y/N)	Pedestrian Clearance Time (s)	Pedestrian Clearance Time ADA Compliant (Y/N)	Additional Notes
1	7th Ave S & S 223rd St	NW	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
1	7th Ave S & S 223rd St	NE	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
1	7th Ave S & S 223rd St	SW	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
1	7th Ave S & S 223rd St	SE	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
2	7th Ave S & S 227th St	NW	A	42	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	41.5	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line and 60" from crosswalk line.
2	7th Ave S & S 227th St	NE	A	42.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	None
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	7th Ave S & S 227th St	SW	A	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Push button is located more than 120" from curb line.
			B	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space around pushbutton does not meet required dimensions of 30"x48".
2	7th Ave S & S 227th St	SE	A	43	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	16th Ave S & S 240th St	NW	A	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	None
			B	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
3	16th Ave S & S 240th St	NE	A	45.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
			B	45.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
3	16th Ave S & S 240th St	SW	A	46	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
			B	46	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
3	16th Ave S & S 240th St	SE	A	45.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
			B	45.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
4	16th Ave S & S 260th St	NW	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	21	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	16th Ave S & S 260th St	NE	A	35.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	35.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
4	16th Ave S & S 260th St	SE	A	39	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	16th Ave S & Woodmont Dr S	NW	A	30	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	16th Ave S & Woodmont Dr S	SW	A	39.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	39.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
4	16th Ave S & Woodmont Dr S	SE	A	32	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	16th Ave S & S 272nd St	NW	A	44.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	None
			B	41.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space around pushbutton does not meet required dimensions of 30"x48".
5	16th Ave S & S 272nd St	NE	A	34.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
5	16th Ave S & S 272nd St	SW	A	39	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	39	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
5	16th Ave S & S 272nd St	SE	A	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	40	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
7	Des Moines Memorial Rd & Marine View Dr	NW	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	25	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	25	Y	Clear space has a slope exceeding the 2% maximum.
7	Des Moines Memorial Rd & Marine View Dr	NE	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	26	Y	A: Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ID	Cross Streets	Signal Location	Push Button A/B	Height of Push Button (in)	Height of Push Button ADA Compliant (Y/N)	Diameter of Push Button (in)	Pressure to Operate Push Button Less than 5 LB	Pressure to Operate Push Button Less than 5 LB ADA Compliant (Y/N)	Diameter of Push Button ADA Compliant (Y/N)	Accessible Signal Operation (Y/N)	Accessible Signal Operation ADA Compliant (Y/N)	Locator Tone Operational (Y/N)	Locator Tone Operational ADA Compliant (Y/N)	Push Button Parallel to Direction of Travel (Y/N)	Push Button Parallel to Direction of Travel ADA Compliant (Y/N)	Pedestrian Clearance Time (s)	Pedestrian Clearance Time ADA Compliant (Y/N)	Additional Notes
7	Des Moines Memorial Rd & Marine View Dr	SW	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	25	Y	A: Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	7th Ave S & Marine View Dr	NW	A	40.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	A: Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	B: Clear space has a slope exceeding the 2% maximum.
8	7th Ave S & Marine View Dr	NE	A	40.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	A: Clear space has a slope exceeding the 2% maximum.
			B	40.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space is off of the sidewalk in the dirt.
8	7th Ave S & Marine View Dr	SW	A	39	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
8	7th Ave S & Marine View Dr	SE	A	38	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	38	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
9	SR 99 & S 216 St	NW	A	41.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	35	Y	None
			B	41.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	37	Y	None
9	SR 99 & S 216 St	NE	A	42	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	35	Y	None
			B	42	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	37	Y	None
9	SR 99 & S 216 St	SW	A	40.5	Y	2	Y	Y	Y	Y	Y	Y	Y	More than 5 degrees from parallel.	N	35	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	37	Y	Clear space has a slope exceeding the 2% maximum.
9	SR 99 & S 216 St	SE	A	42	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	35	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2	Y	Y	Y	Y	Y	Y	Y	More than 10 degrees from parallel.	N	37	Y	Clear space has a slope exceeding the 2% maximum.
10	SR 99 & S 220th St	NW	A	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	34.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
10	SR 99 & S 220th St	NE	A	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	33	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
10	SR 99 & S 220th St	SW	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
10	SR 99 & S 220th St	SE	A	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
11	Marine View Dr & S 223rd St	NW	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line and 60" from crosswalk line.
11	Marine View Dr & S 223rd St	NE	A	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line and 60" from crosswalk line.
11	Marine View Dr & S 223rd St	SW	A	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	41	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line and 60" from crosswalk line.
11	Marine View Dr & S 223rd St	SE	A	43.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line and 60" from crosswalk line.
12	SR 99 & S 224th St	NW	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
12	SR 99 & S 224th St	NE	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
12	SR 99 & S 224th St	SW	A	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.

ID	Cross Streets	Signal Location	Push Button A/B	Height of Push Button (in)	Height of Push Button ADA Compliant (Y/N)	Diameter of Push Button (in)	Pressure to Operate Push Button Less than 5 LB	Pressure to Operate Push Button ADA Compliant (Y/N)	Diameter of Push Button ADA Compliant (Y/N)	Accessible Signal Operation (Y/N)	Accessible Signal Operation ADA Compliant (Y/N)	Locator Tone Operational (Y/N)	Locator Tone Operational ADA Compliant (Y/N)	Push Button Parallel to Direction of Travel (Y/N)	Push Button Parallel to Direction of Travel ADA Compliant (Y/N)	Pedestrian Clearance Time (s)	Pedestrian Clearance Time ADA Compliant (Y/N)	Additional Notes
12	SR 99 & S 224th St	SE	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
13	Marine View Dr & S 227th St	NW	A	44	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	43	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line.
13	Marine View Dr & S 227th St	NE	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	43	Y	2.5	N	N	Y	Y	Y	N	N	N	N	24	Y	Clear space has a slope exceeding the 2% maximum. Push button is located more than 120" from curb line.
13	Marine View Dr & S 227th St	SW	A	40.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	None
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Marine View Dr & S 227th St	SE	A	42	Y	2	N	N	Y	Y	Y	N	N	N	N	24	Y	Clear space has a slope exceeding the 2% maximum. Push button exceeded 5 lb of pressure for operation.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Marine View Dr/8th Ave & Kent Des Moines Rd	NW	A	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	27	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum.
14	Marine View Dr/8th Ave & Kent Des Moines Rd	NE	A	45	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum. No curb or ramp for pushbutton.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Marine View Dr/8th Ave & Kent Des Moines Rd	SW	A	37	Y	2.5	N	N	Y	Y	Y	N	N	N	N	27	Y	None
			B	38	Y	2.5	N	N	Y	Y	Y	N	N	N	N	27	Y	None
14	Marine View Dr/8th Ave & Kent Des Moines Rd	SE	A	44.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	27	Y	None
			B	44.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	27	Y	Clear space has a slope exceeding the 2% maximum.
15	16th Ave & Kent Des Moines Rd	NE	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum. No curb or ramp for pushbutton.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	16th Ave & Kent Des Moines Rd	SW	A	43	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	16th Ave & Kent Des Moines Rd	SE	A	45	Y	2.5	N	N	Y	Y	Y	N	N	N	N	23	Y	Clear space has a slope exceeding the 2% maximum. Has barrier blocking pushbutton accessibility.
			B	45	Y	2.5	N	N	Y	Y	Y	N	N	N	N	28	Y	Clear space has a slope exceeding the 2% maximum. Has barrier blocking pushbutton accessibility.
16	24th Ave/25 Ave & Kent Des Moines Rd	NW	A	43	Y	2	Y	Y	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
16	24th Ave/25 Ave & Kent Des Moines Rd	NE	A	46.5	Y	2	Y	Y	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	24th Ave/25 Ave & Kent Des Moines Rd	SW	A	47	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	46.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
16	24th Ave/25 Ave & Kent Des Moines Rd	SE	A	46	Y	2	Y	Y	Y	Y	Y	N	N	N	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17	SR 99 & Kent Des Moines Rd	NW	A	38	Y	2.5	N	N	Y	Y	Y	N	N	N	N	36	Y	Clear space has a slope exceeding the 2% maximum.
			B	38	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
17	SR 99 & Kent Des Moines Rd	NE	A	37	Y	2	Y	Y	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
			B	32	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
17	SR 99 & Kent Des Moines Rd	SW	A	35	Y	2	Y	Y	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
			B	35	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
17	SR 99 & Kent Des Moines Rd	SE	A	35.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
			B	38	Y	2.5	N	N	Y	Y	Y	N	N	N	N	38	Y	Clear space has a slope exceeding the 2% maximum.
18	Wesley Garden Rd & S 216th St	NE	A	38	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	Wesley Garden Rd & S 216th St	SE	A	38	Y	2	Y	Y	Y	Y	Y	Y	Y	More than 10 degrees from parallel.	N	29	Y	None
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ID	Cross Streets	Signal Location	Push Button A/B	Height of Push Button (in)	Height of Push Button ADA Compliant (Y/N)	Diameter of Push Button (in)	Pressure to Operate Push Button Less than 5 LB	Pressure to Operate Push Button Less than 5 LB ADA Compliant (Y/N)	Diameter of Push Button ADA Compliant (Y/N)	Accessible Signal Operation (Y/N)	Accessible Signal Operation ADA Compliant (Y/N)	Locator Tone Operational (Y/N)	Locator Tone Operational ADA Compliant (Y/N)	Push Button Parallel to Direction of Travel (Y/N)	Push Button Parallel to Direction of Travel ADA Compliant (Y/N)	Pedestrian Clearance Time (s)	Pedestrian Clearance Time ADA Compliant (Y/N)	Additional Notes
19	SR 99 (between Kent Des Moines Rd & S 226th St)	W	A	36	Y	2.5	N	N	Y	Y	Y	N	N	N	N	34	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	SR 99 (between Kent Des Moines Rd & S 226th St)	E	A	38.5	Y	2.5	N	N	Y	Y	Y	N	N	N	N	34	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	24th Ave S & S 216th St	NW	A	41	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	Clear space has a slope exceeding the 2% maximum.
			B	45.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	Clear space has a slope exceeding the 2% maximum.
21	24th Ave S & S 216th St	NE	A	41.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	None
			B	44.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	None
21	24th Ave S & S 216th St	SW	A	44.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	None
			B	43.5	Y	2	Y	Y	Y	Y	Y	Y	Y	More than 10 degrees off of parallel.	N	28	Y	None
21	24th Ave S & S 216th St	SE	A	44	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	None
			B	43	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	28	Y	None
22	20th Ave S & S 216th St	NW	A	41.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	42	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
22	20th Ave S & S 216th St	NE	A	41.5	Y	2	Y	Y	Y	Y	Y	Y	Y	More than 5 degrees from parallel.	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	42.5	Y	2	Y	Y	Y	Y	Y	Operational, but volume needs to be higher.	N	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
22	20th Ave S & S 216th St	SW	A	43.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	43.5	Y	2	Y	Y	Y	Y	Y	Y	Y	Y	Y	29	Y	Clear space has a slope exceeding the 2% maximum.
22	20th Ave S & S 216th St	SE	A	40.5	Y	2	Y	Y	Y	Y	Y	Operational, but volume needs to be higher.	N	More than 5 degrees from parallel.	N	29	Y	Clear space has a slope exceeding the 2% maximum.
			B	37	Y	2	Y	Y	Y	Y	Y	Operational, but volume needs to be higher.	N	More than 5 degrees from parallel.	N	29	Y	Clear space has a slope exceeding the 2% maximum.
23	Marine View Dr & S 219th St	SW	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 219th St	SE	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 220th St	SW	A	40.5	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 220th St	SE	A	42	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 222nd St	NW	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	None
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 222nd St	NE	A	42	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 222nd St	SW	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 222nd St	SE	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 225th St	NW	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 225th St	NE	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 225th St	SW	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 225th St	SE	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 226th St	NW	A	43	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Marine View Dr & S 226th St	NE	A	41	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	23	Y	Clear space has a slope exceeding the 2% maximum.
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	11th Ave S & S 216th St	NW	A	42	Y	2	Y	Y	Y	Y	Y	N	N	Y	Y	28	Y	None
			B	N/A	N/A	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	11th Ave S & S 216th St	SW	A	46	Y	2	Y	Y	Y	Y	Y	N	N	N	N	28	Y	None
			B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Appendix F

City of Des Moines Building Inventory

Site Address:		22030 Cliff Ave S		
Building Name:		Auditorium		
Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 5 Accessible #: 2	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	Y	Parking Spot Width: 10'6" Aisle Width: 5'10"	None
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	Y	Parking Spot Width: 10'6" Aisle Width: 5'10"	None
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	No Vertical Obstructions	None
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Slope Maximum: 3.5%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	Height: 54"	None
11	Are there signs reading "van accessible" at van accessible spaces?	Y	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 73"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	N	Slope Maximum: 5.4%	None
18	Is the cross slope no steeper than 1:48?	Y	Slope Maximum: 0.6%	None
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Door Width: 72"	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Exceeds minimum requirement greatly.	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
		Y	0.5"	None
		N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y	N/A	None
	Lock (if provided)?	N/A	N/A	None
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Handle Height: 37"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 6 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Thickness: 0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: Exceeds minimum requirement greatly.	Open auditorium, clear space spans entire building when empty.
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.2%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.6%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?	Y	Maximum Protrusion: 2"	None
	Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor?	N/A	N/A	N/A
	Or Is the bottom leading edge at 80 inches or higher above the floor?	N/A	N/A	N/A
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp:	N/A	N/A	N/A
	At the top of the ramp?			
14	At the bottom of the ramp?	N/A	N/A	N/A
	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?			
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y Y Y Y	All signs in building meet criteria.	None
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
45	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
49	If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	Y	Exceeds minimum requirement greatly.	None
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	Height: 42"	None
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
Toilet Rooms (Men's and Women's are identical)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y Y Y	Exceeds minimum requirement greatly.	None
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y Y	N/A	None
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Exceeds 5 lbs. Not easy to open.	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 4 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	All criteria met.	None
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Path Width: 46"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 62"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	Y	Height: 39"	N/A
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	All criteria met.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 23.5"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 34"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 29"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	40"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	38"	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 17.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Meets requirements.	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 17"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 54"	Only obstruction is vertical grab bar which is for added stability.
	Is it located no more than 12 inches from the rear wall?	Y	Length: 3"	
	Does it extend at least 54 inches from the rear wall?	Y	Length: 57"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 36"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 4"	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 4.5"	
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 1.5"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 42"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 15"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 27"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 36:	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstructions.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y		
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 27"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	None	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 9"	None
39	Is the outlet of the dispenser:	Y	Height: 20"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y	N/A	
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	Y	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
47	Is the compartment at least 60 inches wide?	Y	Width: 62"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 105"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	Y	Area: 70"x62"	Door swings in from the side of the stall.

Site Address:	21800 20th Ave S
Building Name:	Main Building

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 94 Accessible: 4	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'8" Aisle Width: 5'4"	Total width equals 13 ft, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N	Parking Spot Width: 7'9" Aisle Width: 8'3"	Total width equals 16 ft, but individual widths do not meet requirements.
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstruction.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 4.8%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N N/A	N/A	Symbol is only painted on ground, no vertical sign.
11	Are there signs reading "van accessible" at van accessible spaces?	N	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 120"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N N	Width: 1" N/A	None
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 2.0%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.5%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	Y	Maximum Slope: 8.0%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	Y	Maximum Slope: 1.3%	None
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 36"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp?	N	Width: 48"	Enough clear space at top of ramp, but slope is too steep.
	If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	
24	If the landing at the top is less than 36 inches long, are there curb ramp flares?	N/A	N/A	N/A
	Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp:	N/A	N/A	N/A
	At the top of the ramp?			
	At the bottom of the ramp?			
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
	If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?			
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6½ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp?	N/A	N/A	N/A
	Return to a wall, guard, or landing surface?			
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?	N/A	N/A	N/A
	Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?			

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	N/A	N/A	No main building, just bathrooms. Look at bathroom sheet for further data on entrance to bathrooms.
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	N/A	N/A	N/A
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	N/A	N/A	N/A
3	Is the route stable, firm and slip-resistant?	N/A	N/A	N/A
4	Is the route at least 36 inches wide?	N/A	N/A	N/A
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	N/A	N/A	N/A
7	Is the cross slope no steeper than 1:48?	N/A	N/A	N/A
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	N/A	N/A	N/A
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	N/A
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?			

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
45	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	N/A	N/A	N/A
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Toilet Rooms (Men's and Women's are identical)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	Only bathrooms.
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y	Height: 57"	Door swings in.
	Are text characters raised?	Y		
	Is there Braille?	Y		
	Is the sign mounted: On the wall on the latch side of the door?	Y		
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *	N/A		
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y		

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	None
		Y	Maximum Slope: 0.5%	
8	If the threshold is vertical is it no more than ¼ inch high?	Y	Completely flat.	None
	Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
	Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y	N/A	None
		Y		
		N/A		
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	37"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs.	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 7 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 55"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 79"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N	40"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 63.5" Length: 120"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 22"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33.5"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N	Height: 28.5" Length: 7"	Does not extend far enough under sink.
25	Is there toe clearance at least 9 inches high?	N	Height: 5"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	Y	N/A	N/A
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N/A	N/A	No soap dispenser.
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	41" N/A N/A	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 17.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 57" Length: 104"	Width does not meet requirements.
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	Y Y Y Y N Y Y	Length: 43" Distance: 12" Length: 55" Height: 34" Distance: 4.5" Distance: 2" Distance: 1.5"	Only vertical obstruction is a vertical grab bar.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	Vertical obstruction is flush pushbutton.
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 12"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 25"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 36"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 6"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: Greatly exceeds minimum requirement.	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 43"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	N	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 0"	Overlaps with the front edge of the toilet.
39	Is the outlet of the dispenser:		Height: 23.5"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y		
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 36"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 35" Length: Greatly exceeds minimum requirement.	None
43	Is the door self-closing?	Y	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 40"	None
47	Is the compartment at least 60 inches wide?	Y	Width: 63.5"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 104"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		21650 11th Ave S		
Building Name:		Public Works		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 3 Accesible #: 1	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	Y	Parking Spot Width: 8'9" Aisle Width: 6'2"	None
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N	Parking Spot Width: 8'9" Aisle Width: 6'2"	None
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstruction.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	M	Maximum Slope: 9.0%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	Height: 38"	None
11	Are there signs reading "van accessible" at van accessible spaces?	Y	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 73"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	N	Maximum Slope: 11.5%	None
18	Is the cross slope no steeper than 1:48?	N	Maximum Slope: 11.1%	None
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Entrance				
37	Is the main entrance accessible?	Y	N/A	N/A
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	Only one public entrance.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 32.5"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Area: Exceeds minimum requirements greatly.	None
		N	Maximum Slope: 11.5%	
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	N/A		
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 38"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 3 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Thickness: 1/4"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 73"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.8%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.3%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	N/A	No significant protrusions.
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	No signs, just one room.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?			
45	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	Y Y	Area: 49.5" x 73" Height: 46.5"	None
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	Y	Area: 49.5"x73"	Space can be created if chair is moved.
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?	N/A	N/A	N/A
	Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?			
	Does the bench have back support or is it affixed to a wall?			
	Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?			
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is:			Height is constant across entire counter.
	No higher than 36 inches above the floor?	N	Height: 42"	
	At least 36 inches long?	N/A		
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	Y	Width: 56" Length: 73"	None
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	Y	Width: 56"	None
80	For a forward approach:			None
	Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter?	N	Length: 11"	
	Is there at least 27 inches clearance from the floor to the bottom of the counter?	Y	Height: 41"	
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (No public restroom)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	N/A	N/A	N/A
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	N/A	N/A	N/A
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	N/A
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
11	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	N/A	N/A	N/A
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	N/A	N/A	N/A
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N/A	N/A	N/A
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	N/A	N/A	N/A
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	N/A	N/A	N/A
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	N/A	N/A	N/A
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N/A	N/A	N/A
25	Is there toe clearance at least 9 inches high?	N/A	N/A	N/A
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N/A	N/A	N/A
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	N/A	N/A	N/A
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N/A	N/A	N/A
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	N/A	N/A	N/A
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N/A	N/A	N/A
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N/A	N/A	N/A
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	N/A	N/A	N/A
34	Is there a grab bar at least 36 inches long on the rear wall? Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)? Does it extend at least 24 inches on the other (open) side? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Are there at least 12 inches clearance between the grab bar and protruding objects above?* Are there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1½ inches?	N/A	N/A	N/A
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	N/A	N/A	N/A
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds?	N/A	N/A	N/A
37	Is the flush control on the open side of the water closet?	N/A	N/A	N/A
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N/A	N/A	N/A
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars?	N/A	N/A	N/A
40	Does the dispenser allow continuous paper flow?	N/A	N/A	N/A
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		22030 Cliff Ave S		
Building Name:		Picnic Shelter		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 20 Accessible #: 1	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required. One van accessible space is required per 6 accessible spaces.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'8" Aisle: 5'6"	Total width meet requirement of 13 feet, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	N/A	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 2.5%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N N/A	N/A	Sign only painted on pavement in parking spot.
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N/A	N/A	Parking lot serves multiple buildings.
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 62"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.5%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.8%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	Only one entrance.
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	Only one entrance.
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	Only one entrance.
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 91.5"	No doors. Open to outside. Only obstruction are columns.
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat.	N/A
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 88.5"	None
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.2%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.1%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion Distance: 41"	Protrusion is a brick platform that is on the ground.
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power-operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	N/A
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?			
45	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ¼ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	N/A	N/A	N/A
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (No restroom in structure)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	N/A	N/A	N/A
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	N/A	N/A	N/A
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	N/A
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
11	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	N/A
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	N/A	N/A	N/A
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	N/A	N/A	N/A
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N/A	N/A	N/A
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	N/A	N/A	N/A
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	N/A	N/A	N/A
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	N/A	N/A	N/A
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N/A	N/A	N/A
25	Is there toe clearance at least 9 inches high?	N/A	N/A	N/A
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	N/A	N/A	N/A
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N/A	N/A	N/A
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	N/A	N/A	N/A
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N/A	N/A	N/A
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N/A	N/A	N/A
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	N/A	N/A	N/A
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?*	N/A	N/A	N/A
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1 ½ inches?			

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall? Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)? Does it extend at least 24 inches on the other (open) side? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Are there at least 12 inches clearance between the grab bar and protruding objects above?* Are there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1½ inches?	N/A	N/A	N/A
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	N/A	N/A	N/A
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds?	N/A	N/A	N/A
37	Is the flush control on the open side of the water closet?	N/A	N/A	N/A
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N/A	N/A	N/A
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars?	N/A	N/A	N/A
40	Does the dispenser allow continuous paper flow?	N/A	N/A	N/A
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		2045 S 216th St		
Building Name:		Activity Center (Senior Center)		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 74 Accessible #: 6	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	Y	Parking Spot Width: 9'1" Aisle Width: 5'0"	None
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	Y	Parking Spot Width: 11'0" Aisle Width: 5'0"	None
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Slope exceeds 2% in multiple portions of the accessible parking area.	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N	N/A	Symbol is painted on ground in parking spot.
11	Are there signs reading "van accessible" at van accessible spaces?	N	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 72"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 2.6%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.5%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	Only one public entrance.
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	Only one public entrance.
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	Only one public entrance.
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	Only one public entrance.
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A Y	N/A Slope Maximum: 0.6%	Door is an automatic double door.
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5" with appropriate slope.	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	Automatic sliding doors.
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	N/A	N/A	Automatic sliding doors.
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	Automatic sliding doors.
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Thickness: 0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	N/A	Open room with mobile tables and chairs.
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.7%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.4%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: Not into circulation path.	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	Only one story.
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6½ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power-operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater than 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y N Y N	Exceeds minimum requirement greatly. Height: 66"	No braille on Des Moines Creek room sign.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 36"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Exceeds minimum requirement greatly. Maximum Slope: 0.3%	None
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5" with correct slope.	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	Y		
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
45	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Much less than 5 lbs.	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet:	N/A	N/A	N/A
	Is it no higher than ¼ inch?			
	Is it securely attached along the edges?			
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	Not for public use. Staff use only.
	Are the operable parts no higher than 48 inches above the floor?*			
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	Tables and chairs can all be moved to accommodate any needs.
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	Tables and chairs can all be moved to accommodate any needs.
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	Y	Height: 30"	None
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	Tables and chairs can all be moved to accommodate any needs. Tables are circular with large openings for wheelchairs.
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N	N/A	None
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	Y	N/A	None
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y		
	Are text characters raised?	Y		
	Is there Braille?	Y		
	Is the sign mounted: On the wall on the latch side of the door?	N		
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A		Door swings in away from the sign.
		N	Height: 65"	

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33.5"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 52.5"	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Length: 68"	
8	If the threshold is vertical is it no more than ¼ inch high?	Y	Height: 0.25"	None
	Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
9	Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	N/A	None
	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?			
10	Door handle?	Y	N/A	None
	Lock (if provided)?	Y		
11	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 36.5"	None
12	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Much less than 5 lbs.	None
13	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
14	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
16	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
17	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 40"	None
18	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	T-shaped space which is depicted in ADA Toilet Room packet.	None
19	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Area requirement is met and exceeded.	None
20	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?	Y	Height: 39.5"	None
	Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*			
21	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N	Height: 53"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 69" Length: 48.5"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 17"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33.5"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 28" Depth: 11"	None
25	Is there toe clearance at least 9 inches high?	N	Height: 7.5"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y N	Force: Exceeds 5 lbs. Difficult to activate.	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 38.5"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 39.5"	Sensor is motion activated.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Height: 18"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Exceeds requirements greatly.	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 19"	None
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 43"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 3"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 46"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34.5"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstructions	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 4"	
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 1.5"	
		Y		
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 46"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 10"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 33"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 5"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 2.5"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
		Y		
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 30"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?	Y	Force: Much less than 5 lbs to activate.	
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 7"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 26.5"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	No stall.
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		21900 11th Ave S		
Building Name:		Police Service Center		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 8 Accessible #: 2	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required as there are only 2 accessible parking spots.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking spot width: 10'10" & 11'10" Aisle Width: 3'5"	Two spots share one aisle.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 2.4%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y & N	Height: 59"	Only one spot has sign.
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 74"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 4.3%	None
18	Is the cross slope no steeper than 1:48?	N	Maximum Slope: 3.2%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N	Maximum Slope: 11.0%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	Y	Maximum Slope: 1.1%	None
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 36"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	Y N	Maximum Slope: 20.0%	None
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	Only one entrance.
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 71"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Exceeds clear space requirements greatly. Maximum slope: 0.3%	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 36.5"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 3 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Thickness: 0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 53.5"	None
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.1%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.1%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: 2" or less.	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	One Story.
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
31	If there is a full size or LULA elevator:	N/A	N/A	N/A
	Is there a sign on both door jambs at every floor identifying the floor?			
	Is there a tactile star on both jambs at the main entry level?			
	Do text characters contrast with their backgrounds?			
	Are text characters raised?			
	Is there Braille?			
	Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*			
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?			
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs:		Width: 20" Length: Exceeds requirement greatly. Height: 50"	None
	Do text characters contrast with their backgrounds?	Y		
	Are text characters raised?	Y		
	Is there Braille?	Y		
	Is the sign mounted: On the wall on the latch side of the door?	Y		
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?*	Y		
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y		
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?	Y	Greatly exceeds requirements.	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.1%	
42	If the threshold is vertical is it no more than ¼ inch high?	Y	Flat	None
	Or			
	No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
	Or			
	No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?			
		N/A		
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 38"	None
45	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Much less than 5 lbs.	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 8 sec	None
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet:	N/A	N/A	N/A
	Is it no higher than ¼ inch?			
	Is it securely attached along the edges?			
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	Staff use only.
	Are the operable parts no higher than 48 inches above the floor?*			
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	Y	N/A	Tables and chairs can easily be moved to accommodate any needs.
65	Is there a route at least 36 inches wide to accessible seating?	Y	N/A	Tables and chairs can easily be moved to accommodate any needs.
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	Y	Height: 29"	None
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach?	Y	Nothing blocking legs. Greatly exceeds requirement.	None
	Does it extend no less than 17 inches and no greater than 25 inches under the surface?	Y		
	Is there knee space at least 27 inches high and at least 30 inches wide?	Y		
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N/A Y Y N/A Y	Door swings in, but clear space greatly exceeds requirement. Height: 58"	There are no text characters on the sign.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.1%	
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	Y		
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 38.5"	None
11	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Opens very easily.	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 10 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 67"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Radius: 66"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Width: 49" Length: 73"	None
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N	Height: 43"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N	Height: 62"	None
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 67" Length: 101"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18.5"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 16"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 45"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 40"	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 18"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Width: 67" Length: 101"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 17"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 54"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 3"	
	Does it extend at least 54 inches from the rear wall?	Y	Length: 57"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstructions.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 3"	
		Y	Distance: 1.5"	
34		Y	Length: 36"	
	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 16"	
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?			
	Does it extend at least 24 inches on the other (open) side?	N	Length: 20"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstruction.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 3.5"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 15"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 27.5"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 3.5"	None
39	Is the outlet of the dispenser:		Height: 21"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y		
	Not located behind grab bars?	Y		

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		1000 S 220th St		
Building Name:		Fieldhouse		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 40 Accessible #: 2	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required as there are not 6 accessible spaces.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	Y	Parking Spot Width: 10'8" Aisle Width: 5'5"	None
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	N/A	N/A	N/A
7	Are the access aisles marked so as to discourage parking in them?	N	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 7.7%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	Height: 30"	None
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 60"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 2.0%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.8%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	Y	Maximum Slope: 7.6%%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N	Maximum Slope: 2.3%	None
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 60"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp?	Y	Maximum Slope: 0.5%	None
	If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N	Maximum Slope: 16.4%	
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	Y	Width: 48.5"	None
26	Is the surface stable, firm and slip resistant?	Y	N/A	None
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N	Maximum Slope: 9.4%	None
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N	Length: 47"	None
		Y	Length: 82"	
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	Y	Height: 8"	None
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	Y	Height: 36"	None
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	Y	N/A	None
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	Y	Diameter: 2"	None
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N Y	See comments	All extend more than the minimum requirement except for the West corner at the top.
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	Y	Distance: 26"	None
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	N Y	Depth: 47" Maximum Slope: 0.5%	Enough clearance, but not enough depth.
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N	Height: 0.5" Maximum Slope: Exceeds 1:2	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 36"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 3 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Thickness: 0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	N	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	N/A	Doorway to gymnasium is 33.5" wide. Only narrow space.
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.3%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.2%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	N/A	No obstacles in walking path of gym.
9	Are there elevators or platform lifts to all public stories?	N	N/A	N
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	Y Y	Height: 85"	None
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33.5"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	See comments. Maximum Slope: 0.3%	Door pulls into gym, so clear space exceeds requirement greatly.
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N	Height: About 1"	None
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 42"	None
45	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Less than 5 lbs.	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	N/A	N/A	Staff use only.
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N	N/A	None
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	Y	N/A	None
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y N N/A Y	Height: 53.5"	Door swings in.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	Door swings in.
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y Y	N/A	N/A
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 46"	None
11	Can the door be opened easily (5 pounds maximum force)?	Y	N/A	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 55"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 73"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N	Width: 21"	None
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	Y	Height: 40"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N	Height: 65"	None
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: No obstructions. Spans entire room. Length: 55"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33.5"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N	Height: 26" Depth: 8"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 15.5"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	Y	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 40"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y	Height: 42"	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N	Distance: 21"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Width: No obstructions. Spans entire room. Length: 73.5"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 17.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 49"	Vertical grab bar is the only vertical obstruction.
	Is it located no more than 12 inches from the rear wall?	Y	Length: 2"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 51"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	N	See comments.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 2.5"	
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 1.5"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	36"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	19"	
	Does it extend at least 24 inches on the other (open) side?	N	17"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstructions.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 3"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	N/A	N/A	Motion sensor.
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	Motion sensor.
	Is the force required to activate the flush control no greater than 5 pounds?			
37	Is the flush control on the open side of the water closet?	N/A	N/A	Motion sensor.
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 12.5"	None
39	Is the outlet of the dispenser:			
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 20"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		22030 Cliff Ave S		
Building Name:		Restrooms		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 20 Accessible #: 1	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required. One van accessible space is required per 6 accessible spaces.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'8" Aisle: 5'6"	Total width meet requirement of 13 feet, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	N/A	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 2.5%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N N/A	N/A	Sign only painted on pavement in parking spot.
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N/A	N/A	Parking lot serves multiple buildings.
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 94"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	N	Maximum Slope: 9.5%	None
18	Is the cross slope no steeper than 1:48?	N	Maximum Slope: 7.3%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	N/A	N/A	Building is just restrooms. See toilet room portion of spreadsheet for more data.
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	N/A
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	N/A	N/A	N/A
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	N/A
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	N/A	N/A	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A

Toilet Rooms (Men's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y	Greatly exceeds required space.	None
	Are text characters raised?	Y		
	Is there Braille?	Y		
	Is the sign mounted: On the wall on the latch side of the door?	Y		
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *	Y		
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y	Height: 56.5"	
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	Maximum Slope: 0.6%	Door swings in.
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y		
8	If the threshold is vertical is it no more than ¼ inch high?	Y	Flat	None
	Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
	Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	Y		
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 46"	None
11	Can the door be opened easily (5 pounds maximum force)?	N/A	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Length to Privacy Wall: 55" Other lengths exceed requirement greatly.	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 55"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Greatly exceeds size requirement.	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Greatly exceeds size requirement.	None
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N/A	N/A	N/A
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Greatly exceeds size requirement.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 22"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 32"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 27"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 17"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	Y	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N/A	N/A	No soap dispenser.
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 44"	Hand dryer is motion activated.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 16.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Length: 60" Width: 60"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	Y Y Y Y N Y Y	Length: 42" Length: 12" Length: 54" Height: 36" Distance: 3" Distance: 1.5" Distance: 1.5"	Only vertical obstruction is vertical grab bar.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 10"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 27"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	N	Height: 37"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 3"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 15"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 40"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	N	N/A	Mounted on wall in center of toilet.
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 9"	None
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 25"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: Greatly exceeds requirement. Length: 63"	None
43	Is the door self-closing?	Y	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
47	Is the compartment at least 60 inches wide?	Y	Width: 60" Length: 60"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	Y	Length: 60"	None
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	Door swings out.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Toilet Rooms				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y Y N/A Y	Height: 58"	Door swings in.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A N	Maximum Slope: 9.5% near door.	Door swings in.
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat.	None.
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y Y	N/A	None
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 43"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Width: Greatly exceeds requirement. Length to Privacy Wall: 50"	None
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 50"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 61"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N/A	N/A	N/A
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Greatly exceeds requirement.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 22"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 32"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 27"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 17"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	Y	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N	N/A	No soap dispenser.
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 43"	Paper towel dispenser is motion activated.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 18"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Length: 60" Width: 60"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 19"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1½ inches?	Y Y Y Y N Y Y	Length: 43" Length: 12" Length: 55" Height: 36" Distance: 3" Distance: 1.5" Distance: 1.5"	Vertical grab bar is only vertical obstruction.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	Vertical obstruction is flush pushbutton.
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 12"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 25"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 36"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 4"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 15"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 40"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	N	N/A	Mounted on wall at the center of the toilet.
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 9"	None
39	Is the outlet of the dispenser:		Height: 25"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y		
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Greatly exceeds requirement.	None
43	Is the door self-closing?	Y	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 37"	None
47	Is the compartment at least 60 inches wide?	Y	Width: 60"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	Y	Length: 60"	None
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		21630 11th Ave S		
Building Name:		Municipal Court		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 19 Accessible #: 2	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'11" Aisle Width: 8'2"	Overall required width is exceeded, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N	Parking Spot Width: 7'11" Aisle Width: 8'2"	Overall required width is exceeded, but individual widths do not meet requirements.
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstruction.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 3.1%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	Height: 42"	None
11	Are there signs reading "van accessible" at van accessible spaces?	Y	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 60"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	Y Y	Width: 0.25"	None
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 1.9%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.7%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	Y	Maximum Slope: 7.0%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	Y	Maximum Slope: 1.8%	None
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 60"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	Y N/A	Width: 60" Maximum Slope: 1.3%	None
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 71"	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Greatly exceeds requirements. Maximum Slope: 0.3%	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 36"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 52"	None
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.3%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.2%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: 0"	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 1/2 inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y N/A Y Y	Width: 35" Length: Greatly exceeds requirement. Height: 59"	Double doors. Sign cannot be on latch side.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 71"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Width: 41" Length: 83" Maximum Slope: 0.2%	None
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat	None
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
45	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 8 sec	None
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	Y	Greatly exceeds requirements.	None
48	Are floor surfaces stable, firm and slip resistant?	Y	N/A	None
49	If there is carpet: Is it no higher than 1/8 inch? Is it securely attached along the edges?	Y Y	Flat	None
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	N/A	N/A	N/A
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	N/A	N/A	N/A
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	Y	N/A	Chairs and desks can be moved to accommodate needs.
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	Y	N/A	Chairs and desks can be moved to accommodate needs.
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	Y	N/A	Chairs and desks can be moved to accommodate needs.
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	Y	N/A	Chairs and desks can be moved to accommodate needs.
56	If there is a single wheelchair space, is it at least 36 inches wide?	Y	N/A	Chairs and desks can be moved to accommodate needs.
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	Y	N/A	Chairs and desks can be moved to accommodate needs.
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	Y	N/A	Chairs and desks can be moved to accommodate needs.
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	Y	N/A	Chairs and desks can be moved to accommodate needs.
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	Y	N/A	Chairs and desks can be moved to accommodate needs.
61	Is there at least one companion seat for each wheelchair space?	Y	N/A	Chairs and desks can be moved to accommodate needs.
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	Y	N/A	Chairs and desks can be moved to accommodate needs.
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	Y	N/A	Chairs and desks can be moved to accommodate needs.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	Y	N/A	Chairs and desks can be moved to accommodate needs.
65	Is there a route at least 36 inches wide to accessible seating?	Y	N/A	Chairs and desks can be moved to accommodate needs.
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	Y	Height: 29"	None
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach?	Y	Greatly exceeds requirements.	None
	Does it extend no less than 17 inches and no greater than 25 inches under the surface?	Y	Length: 25"	
	Is there knee space at least 27 inches high and at least 30 inches wide?	Y	Height: 28" Width: 70"	
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	Y	N/A	Chairs and desks can be moved to accommodate needs.
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?	N/A	N/A	N/A
	Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?			
	Does the bench have back support or is it affixed to a wall?			
	Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?			
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is:	N/A	N/A	N/A
	No higher than 36 inches above the floor?			
77	At least 36 inches long?	N/A	N/A	N/A
	Does the accessible portion of the counter extend the same depth as the counter top?			
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach:	N/A	N/A	N/A
	Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter?			
	Is there at least 27 inches clearance from the floor to the bottom of the counter?			

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (Men's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N Y N/A Y	Height: 59"	Sign is laminated piece of paper hung on wall with thumbtack. Door swings in.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A Y	N/A Maximum Slope: 0.3%	Door swings in.
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs.	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 2 seconds	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Width: 55" Length: 88"	None
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 54"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 61"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	Y	Height: 40"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 32" Length: 84"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 14"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y N	 Force: Exceeds 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 38"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	N Y Y	Height: 55"	Dispenser is activated by motion sensor.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Length: 17"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 55" Length: 87"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	Y Y N Y Y Y N	Length: 37" Length: 6" Length: 43" Height: 34" No obstruction. Distance: 5.5" Distance: 2.25"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 11"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 26"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y		
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 3.5"	
		N	Distance: 2.25"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 25"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?	Y	Force: Less than 5 lbs.	
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 8"	None
39	Is the outlet of the dispenser:			None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 26"	
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 32.5"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 49"	None
			Length: 130"	
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
47	Is the compartment at least 60 inches wide?	N	Length: 55"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 87"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Toilet Rooms (Women's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N Y N/A Y	Height: 59"	Sign is laminated piece of paper hung on wall with thumbtack. Door swings in.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A Y	N/A Maximum Slope: 0.3%	Door swings in.
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs.	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	NM	Time Interval: 2 seconds	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Width: 55" Length: 88"	None
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 87"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 87"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Width: 67" Length: 68"	None
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	Y	Height: 40"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 87" Length: 94"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 14"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y N	Force: Exceeds 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 42"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	N Y Y	Height: 55"	Dispenser is activated by motion sensor.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N	Length: 14"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 55" Length: 87"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	N Y N Y Y Y N	Length: 37" Length: 7" Length: 44" Height: 35" No obstruction. Distance: 5" Distance: 2.25"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 0"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 37"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y		
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
		N	Distance: 2.25"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 28"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?	Y	Force: Less than 5 lbs.	
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 8"	None
39	Is the outlet of the dispenser:			None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 26.5"	
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 32.5"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 49"	None
			Length: 130"	
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N	N/A	Handle is broken.
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 40"	None
47	Is the compartment at least 60 inches wide?	N	Length: 55"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 88"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		21630 11th Ave S		
Building Name:		Building Department		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 19 Accessible #: 2	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'11" Aisle Width: 8'2"	Overall required width is exceeded, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N	Parking Spot Width: 7'11" Aisle Width: 8'2"	Overall required width is exceeded, but individual widths do not meet requirements.
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	N/A	No vertical obstruction.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 3.1%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	 Height: 42"	None
11	Are there signs reading “van accessible” at van accessible spaces?	Y	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 60"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	Y Y	Width: 0.25"	None
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 1.9%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.7%	None
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	Y	Maximum Slope: 7.0%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	Y	Maximum Slope: 1.8%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 60"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	Y N/A	Width: 60" Maximum Slope: 1.3%	None
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 71"	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Greatly exceeds requirements.	None
		Y	Maximum Slope: 0.3%	
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y	N/A	None
		Y		
		N/A		
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 36"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 5 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A

Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 46"	None
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	Y	12' x 20'	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	flat	None
7	Is the cross slope no steeper than 1:48?	Y	flat	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: 2"	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y Y Y N/A Y Y	Width: 35" Length: Greatly exceeds requirement. Height: 59"	Double doors. Sign cannot be on latch side.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 71"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Width: 41" Length: 83" Maximum Slope: 0.2%	None
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat	None
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
45	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	Y	Time Interval: 8 sec	None
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	Y	~12'	None
48	Are floor surfaces stable, firm and slip resistant?	Y	N/A	None
49	If there is carpet:			
	Is it no higher than ½ inch?	Y	Flat	None
	Is it securely attached along the edges?	Y		
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	Y	48" x 12'	N/A
	Are the operable parts no higher than 48 inches above the floor?*			
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	N/A
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	Y	N/A	Chairs and desks can be moved to accommodate needs.
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	Y	N/A	Chairs and desks can be moved to accommodate needs.
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	Y	N/A	Chairs and desks can be moved to accommodate needs.
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	Y	N/A	Chairs and desks can be moved to accommodate needs.
56	If there is a single wheelchair space, is it at least 36 inches wide?	Y	N/A	Chairs and desks can be moved to accommodate needs.
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	Y	N/A	Chairs and desks can be moved to accommodate needs.
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	Y	N/A	Chairs and desks can be moved to accommodate needs.
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	Y	N/A	Chairs and desks can be moved to accommodate needs.
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	Y	N/A	Chairs and desks can be moved to accommodate needs.
61	Is there at least one companion seat for each wheelchair space?	Y	N/A	Chairs and desks can be moved to accommodate needs.
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	Y	N/A	Chairs and desks can be moved to accommodate needs.
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	Y	N/A	Chairs and desks can be moved to accommodate needs.
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	Y	N/A	Chairs and desks can be moved to accommodate needs.
65	Is there a route at least 36 inches wide to accessible seating?	Y	N/A	Chairs and desks can be moved to accommodate needs.
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	Y	Height: 29"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach?	Y	Greatly exceeds requirements.	None
	Does it extend no less than 17 inches and no greater than 25 inches under the surface?	Y	Length: 25"	
	Is there knee space at least 27 inches high and at least 30 inches wide?	Y	Height: 28" Width: 70"	
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	Y	48' x 48'	None
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?	N/A	N/A	N/A
	Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?			
	Does the bench have back support or is it affixed to a wall?			
	Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?			
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is:	Y	35.5" Varies 40" to 80"	N/A
	No higher than 36 inches above the floor?			
	At least 36 inches long?			
77	Does the accessible portion of the counter extend the same depth as the counter top?	Y	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	Y	Parallel, 40" x 54" Forward, 54" x 40"	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	Y	48"	N/A
80	For a forward approach:	Y	33" (no bump in)	N/A
	Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter?			
	Is there at least 27 inches clearance from the floor to the bottom of the counter?			
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (Men's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N Y N/A Y	 Height: 59"	Sign is laminated piece of paper hung on wall with thumbtack. Door swings in.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	Door swings in.
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.3%	
8	If the threshold is vertical is it no more than ¼ inch high?			
	Or			
	No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Or			
	No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y		
10	Door handle?	Y	N/A	None
	Lock (if provided)?	Y		
		N/A		
11	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
12	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs.	None
13	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 2 seconds	None
14	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
16	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Width: 55" Length: 88"	None
In the Toilet Room				
17	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 54"	None
18	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 61"	None
19	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
20	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?	Y	Height: 40"	None
	Or			
21	If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*			
22	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
23	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 32" Length: 84"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 14"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?	Y	Force: Exceeds 5 lbs	None
	Is the force required to activate the faucet no greater than 5 pounds?	N		
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 38"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N Y Y	Height: 55"	Dispenser is activated by motion sensor.
	Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?			
	Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?			
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Length: 17"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 55"	None
			Length: 87"	
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 37"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 6"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 43"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 5.5"	
	Is the space between the wall and the grab bar 1 ½ inches?	N	Distance: 2.25"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 11"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 26"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 3.5"	
	Is the space between the wall and the grab bar 1½ inches?	N	Distance: 2.25"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 25"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?	Y	Force: Less than 5 lbs.	
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 8"	None
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 26"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 32.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 49" Length: 130"	None
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 39"	None
47	Is the compartment at least 60 inches wide?	N	Length: 55"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 87"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A
Toilet Rooms (Women's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N Y N/A Y	 Height: 59"	Sign is laminated piece of paper hung on wall with thumbtack. Door swings in.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	Door swings in.
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.3%	
8	If the threshold is vertical is it no more than ¼ inch high?			
	Or			
	No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
9	Or			
	No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y		
10	Door handle?		N/A	None
	Lock (if provided)?	Y		
		N/A		
11	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
12	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs.	None
13	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	NM	Time Interval: 2 seconds	None
14	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
16	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	Y	Width: 55" Length: 88"	None
In the Toilet Room				
17	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 87"	None
18	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 87"	None
19	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Width: 67" Length: 68"	None
20	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?	Y	Height: 40"	None
	Or			
21	If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*			
22	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 87" Length: 94"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 14"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y N	 Force: Exceeds 5 lbs	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 42"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	N Y Y	Height: 55"	Dispenser is activated by motion sensor.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N	Length: 14"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 55" Length: 87"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	N	Length: 37"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 7"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 44"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 5"	
	Is the space between the wall and the grab bar 1 ½ inches?	N	Distance: 2.25"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 0"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 37"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No obstruction.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 1.5"	
	Is the space between the wall and the grab bar 1½ inches?	N	Distance: 2.25"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 28"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?	Y	Force: Less than 5 lbs.	
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	Y	Distance: 8"	None
39	Is the outlet of the dispenser:			None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 26.5"	
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 32.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 49" Length: 130"	None
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N	N/A	Handle is broken.
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 40"	None
47	Is the compartment at least 60 inches wide?	N	Length: 55"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	Y	Length: 88"	None
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		22030 Cliff Ave S		
Building Name:		Dining Hall		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 20 Accessible #: 1	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required. One van accessible space is required per 6 accessible spaces.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'8" Aisle: 5'6"	Total width meet requirement of 13 feet, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	N/A	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 2.5%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N N/A	N/A	Sign only painted on pavement in parking spot.
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N/A	N/A	Parking lot serves multiple buildings.
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 49"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	Less than 200 ft long.
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 2.6%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.6%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	Y	Width: 51"	None
26	Is the surface stable, firm and slip resistant?	Y	N/A	None
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	Y	Maximum Slope: 8.2%	None
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	Y Y	Length: 69" Greatly exceeds required length of 60".	None
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	Y	Width: 64" Length: 117"	None
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	Y	N/A	None
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	Y	Height: 36"	None
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	Y	N/A	None
33	If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter?	Y	Diameter: 1.5"	None
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N Y	Bottom of ramp: 6" Top of ramp: Exceeds requirement.	None
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	Y	Height: 3.25"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 69"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Area: Greatly exceeds requirement. Maximum Slope: 0.3%	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 34.5"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 3 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ¼ inch thick?	Y	0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: greatly exceeds requirement.	Large open room. No hallways.
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.1%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.1%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: 19" Height: 25.5"	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	Only sign is for restrooms. Look at restroom spreadsheet for data.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	Width: 28"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Area: Greatly exceeds requirements.	None
		Y	Maximum Slope: 0.1%	
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¼ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y Y	N/A	None
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 37"	None
45	Can the door be opened easily (5 pounds maximum force)?	Y	Force: Less than 5 lbs	N/A
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ¼ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	Y Y	Area: Greatly exceeds requirements. Height: 46.5"	None
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (Men's and Women's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y		
	Are text characters raised?	Y		
	Is there Braille?	Y		
	Is the sign mounted: On the wall on the latch side of the door?	Y		None
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *	Y	Width: 90" Length: 80"	
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y	Height: 48"	
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33.5"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: 90" Length: 80"	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.1%	
8	If the threshold is vertical is it no more than ¼ inch high?	N	Height: 0.5"	None
	Or			
	No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
9	Or	N/A	N/A	None
	No more than ¼ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?			
	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y		
10	Door handle?	Y	Height: 34"	None
	Lock (if provided)?	Y		
		N/A		
11	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 34"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 4 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	Width: 45"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	T-shape criteria met.	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	Y	Height: 40"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Width: 39" Length: 63"	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 18"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33.5"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 13"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	Y	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	 Force: Less than 5 lbs	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 46"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 41"	Dispenser has motion sensor activation.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 18"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Width: 61" Length: 64"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18.5"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1 ½ inches?	Y N Y Y N Y Y	Length: 43" Length: 13" Length: 56" Height: 36" Distance: 5" Distance: 3" Distance: 1.5"	Only vertical obstruction is vertical grab bar.

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	N	Length: 10.5"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 26.5"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 35"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	Distance: 12"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 3.5"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 27"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	Force: Less than 5 lbs	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 6"	None
39	Is the outlet of the dispenser:	Y	Height: 21"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?			
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34.5"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N	Width: 10"	None
			Length: 86"	
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	Y	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 35"	None
47	Is the compartment at least 60 inches wide?	Y	Width: 61"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	Y	Length: 63"	None
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		22030 Cliff Ave S		
Building Name:		Founders Lodge		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 20 Accessible #: 1	None
3	Of the accessible spaces, is at least one a van accessible space?*	N	N/A	Not required. One van accessible space is required per 6 accessible spaces.
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 7'8" Aisle: 5'6"	Total width meet requirement of 13 feet, but individual widths do not meet requirements.
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	N/A	N/A	N/A
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	N/A	N/A	No vertical obstructions.
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	N	Maximum Slope: 2.5%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	N N/A	N/A	Sign only painted on pavement in parking spot.
11	Are there signs reading "van accessible" at van accessible spaces?	N/A	N/A	N/A
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	N/A	N/A	Parking lot serves multiple buildings.
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 49"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	Less than 200 ft long.
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 2.6%	None
18	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 1.6%	None
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	N/A	N/A	N/A
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N/A	N/A	N/A
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	N/A	N/A	N/A
22	Is the curb ramp, excluding flares, at least 36 inches wide?	N/A	N/A	N/A
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	Y	Width: 38.5"	None
26	Is the surface stable, firm and slip resistant?	Y	N/A	None
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	Y	Maximum Slope: 8.2%	None
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	Y Y	Length: Greatly exceeds requirement.	None
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	Y	Height: 26"	None
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	Y	Height: 34.5"	None
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	Y	N/A	None
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	Y	Diameter: 2"	None
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N Y	Top of ramp: 15" Bottom of ramp: 8"	None
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	Y	Length: 16"	None
Entrance				
37	Is the main entrance accessible?	Y	N/A	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Area: Greatly exceeds requirements. Maximum Slope: 0.5%	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.5"	None
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N N N/A	N/A	Door is equipped with door opening pushbutton only from the inside.
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 40"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 4 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	Y	Height: 0.25"	None
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N	N/A	None

Access to Goods & Services				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Does the accessible entrance provide direct access to the main floor, lobby and elevator?	Y	N/A	None
Interior Accessible Route				
2	Are all public spaces on at least one accessible route?	Y	N/A	None
3	Is the route stable, firm and slip-resistant?	Y	N/A	None
4	Is the route at least 36 inches wide?	Y	Width: 42.5"	None
5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y	Maximum Slope: 0.5%	None
7	Is the cross slope no steeper than 1:48?	Y	Maximum Slope: 0.2%	None
8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? Or Is the bottom leading edge at 80 inches or higher above the floor?	Y	Protrusion: 1.25"	None
9	Are there elevators or platform lifts to all public stories?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Ramps				
10	If there is a ramp, is it at least 36 inches wide?	N/A	N/A	N/A
11	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
15	If the ramp has a rise higher than 6 inches are there handrails on both sides?	N/A	N/A	N/A
16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
17	Is the handrail gripping surface continuous and not obstructed along the top or sides?	N/A	N/A	N/A
18	If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?	N/A	N/A	N/A
20	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
21	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Elevators - Full Size & LULA				
22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor?	N/A	N/A	N/A
23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*	N/A	N/A	N/A
24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated?	N/A	N/A	N/A
25	If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at least 32 inches?	N/A	N/A	N/A
26	If there is a LULA elevator, is the interior: At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?	N/A	N/A	N/A
27	If there is a full size or LULA elevator, are the in-car controls: No less than 15 inches and no greater 48 inches above the floor? Or Up to 54 inches above the floor for a parallel approach?	N/A	N/A	N/A
28	If there is a LULA elevator, are the in-car controls centered on a side wall?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
29	If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille?	N/A	N/A	N/A
30	If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor?	N/A	N/A	N/A
31	If there is a full size or LULA elevator: Is there a sign on both door jambs at every floor identifying the floor? Is there a tactile star on both jambs at the main entry level? Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*	N/A	N/A	N/A
Platform Lifts				
32	If a lift is provided, can it be used without assistance from others?	N/A	N/A	N/A
33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?	N/A	N/A	N/A
34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift?	N/A	N/A	N/A
36	If there is an end door, is the clear opening width at least 32 inches?	N/A	N/A	N/A
37	If there is a side door, is the clear opening width at least 42 inches?	N/A	N/A	N/A
Signs				
38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?* So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N/A	N/A	Only signs are for bathrooms. See bathroom spreadsheet for data.
39	If there are signs that provide direction to or information about interior spaces: Do text characters contrast with their backgrounds? Is the sign mounted so that characters are at least 40 inches above the floor?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Interior Doors - to classrooms, medical exam rooms, conference rooms, etc.				
40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33.5"	None
41	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A	N/A	No door, just doorway.
42	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Flat	None
43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	N/A	N/A	No door, just doorway.
44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	No door, just doorway.
45	Can the door be opened easily (5 pounds maximum force)?	N/A	N/A	No door, just doorway.
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N/A	N/A	No door, just doorway.
Rooms and Spaces - stores, supermarkets, libraries, etc.				
47	Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide?	N/A	N/A	N/A
48	Are floor surfaces stable, firm and slip resistant?	N/A	N/A	N/A
49	If there is carpet: Is it no higher than ¼ inch? Is it securely attached along the edges?	N/A	N/A	N/A
Controls - light switches, security and intercom systems, alarm boxes, etc.				
50	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? Are the operable parts no higher than 48 inches above the floor?*	Y Y	Area: Greatly exceeds requirement. Height: 42.5"	None
51	Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	N/A	None
Seating: Assembly Areas - theaters, auditoriums, stadiums, theater style classrooms etc.				
52	Are an adequate number of wheelchair spaces provided?	N/A	N/A	N/A
53	Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities?	N/A	N/A	N/A
54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them?	N/A	N/A	N/A
56	If there is a single wheelchair space, is it at least 36 inches wide?	N/A	N/A	N/A
57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide?	N/A	N/A	N/A
58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep?	N/A	N/A	N/A
59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
60	Do wheelchair spaces adjoin, but not overlap, accessible routes?	N/A	N/A	N/A
61	Is there at least one companion seat for each wheelchair space?	N/A	N/A	N/A
62	Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair?	N/A	N/A	N/A
63	Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area?	N/A	N/A	N/A
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) & non-employee work surfaces (libraries, conference rooms, etc.)				
64	Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs?	N/A	N/A	N/A
65	Is there a route at least 36 inches wide to accessible seating?	N/A	N/A	N/A
66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? Does it extend no less than 17 inches and no greater than 25 inches under the surface? Is there knee space at least 27 inches high and at least 30 inches wide?	N/A	N/A	N/A
Seating: General - reception areas, waiting rooms, etc.				
68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?	N/A	N/A	N/A
Benches - In locker rooms, dressing rooms, fitting rooms				
69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?	N/A	N/A	N/A
70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep? Does the bench have back support or is it affixed to a wall? Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?	N/A	N/A	N/A
Check-Out Aisles - supermarkets, large retail stores, etc.				
71	Is the aisle at least 36 inches wide?	N/A	N/A	N/A
72	Is the counter surface of at least one aisle no higher than 38 inches above the floor?	N/A	N/A	N/A
73	Is the top of the counter edge protection no higher than 2 inches above the counter surface?	N/A	N/A	N/A
74	If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A
75	If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle?	N/A	N/A	N/A
Sales & Service Counters - banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
76	Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long?	N/A	N/A	N/A
77	Does the accessible portion of the counter extend the same depth as the counter top?	N/A	N/A	N/A
78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?	N/A	N/A	N/A
79	For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
80	For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? Is there at least 27 inches clearance from the floor to the bottom of the counter?	N/A	N/A	N/A
Food Service Lines - in cafeterias, salad bars, eat-in fast food establishments, etc.				
81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach?	N/A	N/A	N/A
82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor?	N/A	N/A	N/A
85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor?	N/A	N/A	N/A
87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 44 inches above the floor?	N/A	N/A	N/A
88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor?	N/A	N/A	N/A

Toilet Rooms (Men's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N N N/A N	 Mounted on door. No braille. Height: 63"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	Width: 30"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	Door swings in.
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Maximum Slope: 0.4%	
8	If the threshold is vertical is it no more than ¼ inch high?			
	Or No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
	Or No more than ¼ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.75"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y		
	Door handle?	Y	N/A	None
	Lock (if provided)?	N/A		
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 37.5"	None
11	Can the door be opened easily (5 pounds maximum force)?	N/A	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 4 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	N	Width: 34"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 79"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?	Y	Height: 40"	None
	Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*			
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Area: Greatly exceeds requirements.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 21"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 31"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N	Height: 24"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 13"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	N N/A	N/A	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 41"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 46"	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N	Distance: 15"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Area: Greatly exceeds requirements.	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	N	Height: 16"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	N	Length: 31"	None
	Is it located no more than 12 inches from the rear wall?	N	Length: 21"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 52"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	N	Height: 32"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstruction	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 4.5"	
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 1.5"	
34	Is there a grab bar at least 36 inches long on the rear wall?	N/A	N/A	N/A
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?			
	Does it extend at least 24 inches on the other (open) side?			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?			
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*			
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*			
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 25.5"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	Force: Less than 5 lbs	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	Y	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Length: 17"	None
39	Is the outlet of the dispenser:	Y	Height: 25"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?			
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A
Toilet Rooms (Women's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds? Are text characters raised? Is there Braille? Is the sign mounted: On the wall on the latch side of the door? With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	Y N N N N/A N	Height: 56"	None Mounted on door. No braille.
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	Width: 34"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	N/A Y	N/A Maximum Slope: 0.4%	Door swings in.
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.75"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 37"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 2 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	N	Width: 39"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	N	Widest Point in Room: 58"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	Y	Area: Greatly exceeds requirements.	None
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N	Height: 42"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Area: Greatly exceeds requirements.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 21"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 34"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	N	Height: 29"	None
25	Is there toe clearance at least 9 inches high?	Y	Height: 13"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	N N/A	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 42"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 39.5"	None
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	N	Distance: 13.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	N	Width: 58" Length: 87"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	N	Height: 15"	None
33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? Is there at least 12 inches clearance between the grab bar and protruding objects above?* Is there at least 1½ inches clearance between the grab bar and projecting objects below?* Is the space between the wall and the grab bar 1½ inches?	Y Y Y N Y Y Y	Length: 49" Length: 5" Length: 54" Height: 31.5" No vertical obstruction Distance: 4" Distance: 1.5"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 37"	
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 12"	
	Does it extend at least 24 inches on the other (open) side?	Y	Length: 25"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 36"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	N	Distance: 5"	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	Y	Distance: 6"	
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 26"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y	Force: Less than 5 lbs	None
	Is the force required to activate the flush control no greater than 5 pounds?	Y		
37	Is the flush control on the open side of the water closet?	N	N/A	None
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Length: 17"	None
39	Is the outlet of the dispenser:		Height: 25"	None
	Located no less than 15 inches and no greater than 48 inches above the floor?	Y		
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	N/A	N/A	N/A
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	N/A	N/A	N/A
43	Is the door self-closing?	N/A	N/A	N/A
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	N/A	N/A	N/A
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N/A	N/A	N/A
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	N/A	N/A	N/A
47	Is the compartment at least 60 inches wide?	N/A	N/A	N/A
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	N/A	N/A	N/A
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A

Site Address:		22307 Dock Ave S		
Building Name:		Marina		

Approach and Entrance				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there at least one route from site arrival points that does not require the use of stairs?	Y	N/A	None
Parking				
2	If parking is provided for the public, are an adequate number of accessible spaces provided?	Y	Total #: 200 Accessible #: 6	None
3	Of the accessible spaces, is at least one a van accessible space?*	Y	N/A	None
4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide?	N	Parking Spot Width: 8'6" Aisle Width: 4'6"	None
5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide?	Y	Parking Spot Width: 8'6" Aisle Width: 15'6"	None
6	Is at least 98 inches of vertical clearance provided for the van accessible space?	Y	No vertical obstruction.	None
7	Are the access aisles marked so as to discourage parking in them?	Y	N/A	None
8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions?	Y	Maximum Slope: 1.0%	None
9	Do the access aisles adjoin an accessible route?	Y	N/A	None
10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground?	Y N	 Height: 36"	 None
11	Are there signs reading "van accessible" at van accessible spaces?	Y	N/A	None
12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?	Y	N/A	None
Exterior Accessible Route				
13	Is the route stable, firm and slip-resistant?	Y	N/A	None
14	Is the route at least 36 inches wide?	Y	Width: 120"	None
15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches?	N/A	N/A	N/A
16	If there are grates or openings on the route, are the openings no larger than ½ inches? Is the long dimension perpendicular to the dominant direction of travel?	N/A	N/A	N/A
17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run?	Y & N	Maximum Slope Going to Marina: 1.0% Maximum Slope Going to Harbor Master's Building: 9.0%	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
18	Is the cross slope no steeper than 1:48?	N	N/A	Cross slope exceeds 1:48 in many areas on pathway to Harbor Master's building.
Curb Ramps				
19	If the accessible route crosses a curb, is there a curb ramp?	Y	N/A	None
20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run?	N	Maximum Slope: 9.1%	None
21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48?	Y	Maximum Slope: 0.6%	None
22	Is the curb ramp, excluding flares, at least 36 inches wide?	Y	Width: 48"	None
23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run?	Y	Maximum Slope: 1.0%	None
24	If the landing at the top is less than 36 inches long, are there curb ramp flares? Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run?	N/A	N/A	N/A
Ramps				
25	If there is a ramp is it at least 36 inches wide?	N/A	N/A	N/A
26	Is the surface stable, firm and slip resistant?	N/A	N/A	N/A
27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run?	N/A	N/A	N/A
28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp?	N/A	N/A	N/A
29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?	N/A	N/A	N/A
30	If the ramp has a rise higher than 6 inches, are there handrails on both sides?	N/A	N/A	N/A
31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface?	N/A	N/A	N/A
32	Is the handrail gripping surface continuous and not obstructed along the top or sides? If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%?	N/A	N/A	N/A
33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter?	N/A	N/A	N/A
34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
35	Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface?	N/A	N/A	N/A
36	To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?	N/A	N/A	N/A
Entrance				
37	Is the main entrance accessible?	Y	N/a	None
38	If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	N/A	N/A	N/A
39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	N/A	N/A	N/A
40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?	N/A	N/A	N/A
41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y Y	Width: 37" Maximum Slope: 0.2%	None
43	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.75"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)?	Y Y N/A	N/A	None
45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	Y	Height: 40"	None
46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 2 sec	None
47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick?	N/A	N/A	N/A
49	Are edges of carpets or mats securely attached to minimize tripping hazards?	N/A	N/A	N/A
50	Extra Notes			There is no method of getting to the second level of the building which is the main level. Add notification system (bell, buzzer, etc.) for occasion when someone needs assistance but can not get upstairs to talk to employee.
Toilet Rooms (Men's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y		Mounted on door.
	Are text characters raised?	N		
	Is there Braille?	N		
	Is the sign mounted: On the wall on the latch side of the door?	N		
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *	N/A		
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N	Height: 66"	
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: Greatly exceeds requirements.	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Length: 63" Maximum Slope: 0.7%	
8	If the threshold is vertical is it no more than ¼ inch high?			None
	Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?			
	Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.75"	
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	N/A		

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 42"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 1 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	width: 63"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 77"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N	Height: 41"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Area: Greatly exceeds requirements.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	N	Length: 25.5"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 34"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 28.5" Length: 13"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
25	Is there toe clearance at least 9 inches high?	Y	Height: 13"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	 Force: Less than 5 lbs	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	N	Height: 50"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 46"	Dispenser is motion activated.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 16.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Width: 61" Length: 59"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 48"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 2"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 50"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstructions.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 2"	
		Y	Distance: 1.5"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 36"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 17"	
	Does it extend at least 24 inches on the other (open) side?	N	Length: 19"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstructions.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 2.5"	
		Y	1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 28"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?			
		Y	Force: Less than 5 lbs	
37	Is the flush control on the open side of the water closet?	N	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 0"	Overlaps with the edge of the toilet.
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 21"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Area: Greatly exceeds requirements.	None
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 40"	None
47	Is the compartment at least 60 inches wide?	N	Width: 58.5"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	Y	Length: 61"	None
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A
Toilet Rooms (Women's)				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)	Y	N/A	None
2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms?	N/A	N/A	N/A
3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility?	N/A	N/A	N/A
Accessible Route				
4	Is there an accessible route to the accessible toilet room?	Y	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
Signs at Toilet Rooms				
5	Do text characters contrast with their backgrounds?	Y		Mounted on door.
	Are text characters raised?	N		
	Is there Braille?	N		
	Is the sign mounted: On the wall on the latch side of the door?	N		
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *	N/A		
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?	N	Height: 66"	
Entrance				
6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 33"	None
7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Width: Greatly exceeds requirements.	None
	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?	Y	Length: 63" Maximum Slope: 0.7%	
8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)?	Y	Height: 0.75"	None
9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	Y	N/A	None
	Door handle?	Y		
	Lock (if provided)?	N/A		

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 42"	None
11	Can the door be opened easily (5 pounds maximum force)?	N	Force: Exceeds 5 lbs	None
12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?	N	Time Interval: 1 sec	None
13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	N/A	N/A	N/A
14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall?	N/A	N/A	N/A
15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer?	N/A	N/A	N/A
In the Toilet Room				
16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide?	Y	width: 63"	None
17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square?	Y	Circle Diameter: 77"	None
18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door?	N/A	N/A	N/A
19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*	N	Height: 42"	None
20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*	N/A	N/A	N/A
Lavatories				
21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?	Y	Area: Greatly exceeds requirements.	None
22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?	Y	Length: 25"	None
23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor?	Y	Height: 33.5"	None
24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance?	Y	Height: 28" Length: 13"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
25	Is there toe clearance at least 9 inches high?	Y	Height: 14"	None
26	Are pipes below the lavatory insulated or otherwise configured to protect against contact?	N	N/A	None
27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds?	Y Y	 Force: Less than 5 lbs	None
Soap Dispensers and Hand Dryers				
28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor?	Y	Height: 42"	None
29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds?	Y Y Y	Height: 45"	Dispenser is motion activated.
Water Closets in Single-User Toilet Rooms and Compartments (Stalls)				
30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?	Y	Distance: 16.5"	None
31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*	Y	Width: 61" Length: 59"	None
32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?	Y	Height: 18"	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
33	Is there a grab bar at least 42 inches long on the side wall?	Y	Length: 48"	None
	Is it located no more than 12 inches from the rear wall?	Y	Length: 2"	
	Does it extend at least 54 inches from the rear wall?	N	Length: 50"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Is there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstructions.	
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1 ½ inches?	Y	Distance: 2"	
		Y	Distance: 1.5"	
34	Is there a grab bar at least 36 inches long on the rear wall?	Y	Length: 36"	None
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	Y	Length: 17"	
	Does it extend at least 24 inches on the other (open) side?	N	Length: 19"	
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?	Y	Height: 34"	
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	Y	No vertical obstructions.	
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*			
	Is the space between the wall and the grab bar 1½ inches?	Y	Distance: 2.5"	
		Y	1.5"	
35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor?	Y	Height: 28"	None
36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	Y		None
	Is the force required to activate the flush control no greater than 5 pounds?			
		Y	Force: Less than 5 lbs	
37	Is the flush control on the open side of the water closet?	N	N/A	None

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*	N	Distance: 0"	Overlaps with the edge of the toilet.
39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	Y	Height: 21"	None
	Not located behind grab bars?	Y		
40	Does the dispenser allow continuous paper flow?	Y	N/A	None
Toilet Compartments (Stalls)				
41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?	Y	Width: 34"	None
42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?	Y	Area: Greatly exceeds requirements.	None
43	Is the door self-closing?	N	N/A	None
44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*	Y	N/A	None
45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?	N	N/A	None
46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?	Y	Height: 40"	None
47	Is the compartment at least 60 inches wide?	N	Width: 58.5"	None
48	If the water closet is wall hung, is the compartment at least 56 inches deep?	N/A	N/A	N/A
49	If the water closet is floor mounted, is the compartment at least 59 inches deep?	Y	Length: 61"	None
50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)?	N/A	N/A	N/A
Recreational Boating Facilities				
Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
1	Is there an accessible route to the entrance of the boating facility?	Y	N/A	None
2	Where boat slips are provided are there an adequate number of accessible slips?	Y	Total Slips: 15 Accessible Slips: 1	None
3	Are the accessible boat slips dispersed among the different types of boat slips?	N/A	N/A	Only one accessible slip.
4	Is there an accessible route to the accessible boat slips?	Y	Gangway Length: 84 ft	Since the gangway is longer than 80 ft, the slope restrictions do not apply.
5	If there are transition plates is the slope of transition plates no greater than 1:20?	Y	Maximum Slope: 4.7%	None
	If the slope is greater than 1:20 is there a landing at the end of the transition plate?	N/A		

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
6	Is there clear pier space at the accessible boat slips that is: At least as long as the slip by at least 60 inches wide? Or At least 36 inches wide for length no greater than 24 inches, if multiple 36 inch wide segments are separated by segments that are at least 60 inches wide and at least 60 inches long?	Y	Width: 60"	None
7	For every 120 inches (10 feet) of linear pier edge serving the slips, is there a continuous clear opening at least 60 inches wide? If there is edge protection at the clear opening, is it no higher than 4 inches and no wider than 2 inches?	Y N/A	See comments.	Distances vary, but all are greater than 60".
8	If there are controls and operating mechanisms, such as hose bibbs, water supply hoses, outlets for electrical power, telephones, or cable TV: Are they on an accessible route? Is there a clear floor space next to each that is at least 30 inches by at least 48 inches? Are operable parts no higher than 48 inches and no lower than 15 inches above the surface?*	Y Y Y	Clear space extends across dock. Height: 38.5"	None
9	If there are cleats or other securement devices serving the accessible boat slips: Are they on an accessible route? Is there a clear floor space next to each that is at least 30 inches by at least 48 inches?	Y Y	Clear space spans across dock.	None
10	BOARDING PIERS AT BOAT LAUNCH RAMPS Where boarding piers are provided at boat launch ramps, are at least 5 percent, but no fewer than one, accessible?	N/A	N/A	Not near the boat launch.
11	Is there an accessible route to and connecting the accessible boarding piers?	N/A	N/A	N/A
12	Is there clear pier space at the boarding pier that is the full length of the boarding pier and: At least 60 inches wide? Or At least 36 inches wide for a length of no greater than 24 inches if there are multiple 36-inch-wide segments that are separated by segments measuring at least 60 inches wide and at least 60 inches long?	N/A	N/A	N/A
13	For every 120 inches (10 feet) of linear pier edge, is there a continuous clear opening at least 60 inches wide? If there is edge protection at the clear opening, is it no higher than 4 inches and no wider than 2 inches?	N/A	N/A	N/A

Number	Requirement	Requirement Met? (Y/N)	Measurement	Comments
14	If there are controls and operating mechanisms, such as hose bibbs, water supply hoses, outlets for electrical power: Are they on an accessible route? Is there a clear floor space next to each that is 30 inches by 48 inches minimum? Are operable parts no higher than 48 inches and no lower than 15 inches above the surface?*	N/A	N/A	N/A
15	If there are cleats or other securement devices serving boarding piers at boat launch ramps: Are they on an accessible route? Is there a clear floor space next to each that is at least 30 inches by at least 48 inches?	N/A	N/A	N/A
16	Extra Comment			Multiple joints between the segments of the dock have lip that exceeds 0.25" and are not beveled.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Parks, Recreation and Senior Services
Facility Rental Rates

ATTACHMENTS:

1. Draft Resolution No. 18-143
2. Resolution No. 1298

FOR AGENDA OF: March 14, 2019

DEPT. OF ORIGIN: Parks, Recreation and Senior Services

DATE SUBMITTED: March 7, 2019

CLEARANCES:

☐ Community Development _____

☒ Marina *Scot*

☒ Parks, Recreation & Senior Services *SNC*

☐ Public Works _____

CHIEF OPERATIONS OFFICER: *DOB*

☒ Legal *VB*

☐ Finance _____

☐ Courts _____

☐ Police _____

**APPROVED BY CITY MANAGER
FOR SUBMITTAL:** *[Signature]*

Purpose and Recommendation

The purpose of this agenda item is to recommend City Council pass Draft Resolution No. 18-143 superseding Resolution No. 1298 relating to reduced facility rental rates where certain criteria are met.

Suggested Motion

Motion 1: "I move to approve Draft Resolution No. 18-143, superseding Resolution No. 1298 to provide for uniformity in the continued reduced resident, governmental entity and non-profit facility rental rates, and to require a written agreement prior to a further reduced rental rate."

Background

The City's facility rental fees are based on current market rates for "like" facilities in King County and are approved annually by the City Manager. In 2014, the City Council approved Resolution 1298 which provided for a 20% discount for residents, City employees and non-profits, as well as a 50% and 75% discount for non-profits that return a large percentage of the funds raised to the Des Moines community.

Discussion

Under the current policy, organizations seeking additional discounts above the standard 20% discount must provide City staff with proof of where the organizations net revenues from events are being spent in order to qualify for reduced rates. It also creates a situation where net revenues from an event need to be audited after the event to ensure they were spent appropriately. This obligation for City staff is unrealistic and is not currently practiced.

Under the proposed Resolution, if a qualifying organization sought a discount above the standard 20% rate reduction, the organization would submit an application stating the purpose for the request and where the funds raised from the event will be spent. The City, subject to Council approval, could then enter into a contract with the organization to ensure that all obligations are being fulfilled and the public's interest is being met.

Alternatives

Approve as written.

Approve with amendments.

Take no action.

Financial Impact

The City's cost for the management of facility rentals include but are not limited to: application processing, applicant meetings and correspondence and event management factors such as the day of the week, time and duration of the activity, the size of the group and potential risks or other impacts related to the activity. Users are required to pay a facility rental fee, facility deposits, and facility labor and equipment costs to cover City expenses. Users must also provide proof of insurance naming the City as an additional insured and supply proof of any permits required for the activity to reduce City risk.

These costs are present whether the facility is rented at market rate or at a discounted rate. By requiring an agreement for a reduced rental rate, the City can ensure that sufficient safeguards are in place to allow for cost recovery as well as a benefit to the community.

Recommendation

Parks, Recreation and Senior Services, Legal and Administration recommend approval of this Resolution.

CITY ATTORNEY'S FIRST DRAFT 2/27/2019**DRAFT RESOLUTION NO. 18-143**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, authorizing reduced resident, governmental entity and non-profit facility rental rates and listing conditions under which such permission is granted, and superseding Resolution No. 1298.

WHEREAS, the City Council finds that the City's park and recreation buildings and parking lot rental facilities have become popular venues for many public and private activities and meetings, and

WHEREAS, the City Council finds that partnering with governmental entities and non-profit organizations serving Des Moines and others whose programs or services help to further the mission of the City especially in the areas of parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities enhances the quality of life for residents of the City of Des Moines, and

WHEREAS, the City of Des Moines wishes to permit its residents, governmental and non-profit organizations serving Des Moines the use of its facilities at a reduced rate and at the same time, cover any direct cost to the City and to be held harmless from any liability arising from such use, and

WHEREAS, qualifying organizations seeking additional rental fee reductions should do so pursuant to an application process whereby the terms of the reduction is memorialized in writing, and

WHEREAS, the City Council wishes to establish a policy and criteria for the use of City rental facilities at a reduced rate by its residents, governmental and non-profit organizations serving Des Moines; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Permission to reduce the City's rental facility rates to residents, governmental and non-profit organizations serving Des Moines is granted, subject to the following conditions:

Draft Resolution No. 18-143

Page 2 of 2

(1) A twenty percent (20%) reduction of the City's rental fees may be provided to City residents with proof of residency, City employees and Des Moines and South King County non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address including those raising funds to support the organization's mission. The user would provide proof of insurance and pay any regular fees for permits, deposits, labor and equipment.

(2) Additional rental fee reductions may be granted to non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address pursuant to a rental fee reduction application submitted to the City Manager and an agreement approved by the City Council.

(3) Subsection (2) does not apply to weekend (Friday, Saturday and Sunday) facility use during the months of April through October.

ADOPTED BY the City Council of the City of Des Moines, Washington this 14th day of March, 2019 and signed in authentication thereof this _____ day of March, 2019.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

RESOLUTION NO. 1298

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, authorizing reduced resident, governmental entity and non-profit facility rental rates and listing conditions under which such permission is granted, and superseding Resolution No. 1281.

WHEREAS, the City Council finds that the City's park, recreation building and parking lot rental facilities have become popular venues for many public and private activities and meetings and a growing number of requests are being made to City Council for free or reduced City facility rental fees, and

WHEREAS, the City Council finds that partnering with governmental entities and non-profit organizations serving Des Moines and others whose programs or services help to further the mission of the City especially in the areas of parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities enhances the quality of life for residents of the City of Des Moines, and

WHEREAS, the City of Des Moines wishes to permit its residents, governmental and non-profit organizations serving Des Moines the use of its facilities at a reduced rate and at the same time, cover any direct cost to the City and to be held harmless from any liability arising from such use, and

WHEREAS, the City Council wishes to establish a policy and criteria for the use of City rental facilities at a reduced rate by its residents, governmental and non-profit organizations serving Des Moines; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Permission to reduce the City's rental facility rates to residents, governmental and non-profit organizations serving Des Moines is granted, subject to the following conditions:

(1) A twenty percent (20%) reduction of the City's rental fees may be provided to City residents with proof of residency, City employees and Des Moines and South King County non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address

Resolution No. 1298
Page 2 of 3

including those raising funds to support the organization's mission. The user would provide proof of insurance and pay any regular fees for permits, deposits, labor and equipment.

(2) A fifty percent (50%) reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

(c) The non-profit must provide proof that the organization returns a minimum of sixty percent (60%) of their net revenues to support parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities or other charities in the City of Des Moines. Except for Marina parking lots which would have a 50% fee reduction year-round, this policy would not apply to weekend (Friday, Saturday and Sunday) facility use during the months of April through October; during those times a twenty percent (20%) fee reduction would apply. The user would provide proof of insurance and be required to pay any regular fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Des Moines Rotary Club fund raising activities, Des Moines PSTA school fund raising activities, Des Moines Waterfront Farmers Market activities and other similar activities.

(3) A seventy-five percent 75% reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

Resolution No. 1298
Page 3 of 3

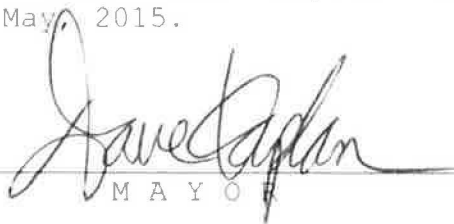
(c) Must be an annual event of not more than three days duration and work in partnership with the City to provide public activities, special events, economic development projects or community betterment projects;

(d) Must provide proof that the organization reinvests 100% percent of the net revenues from any fees and/or charges raised at City venues back into the public activities, special events, economic development projects or community betterment project;

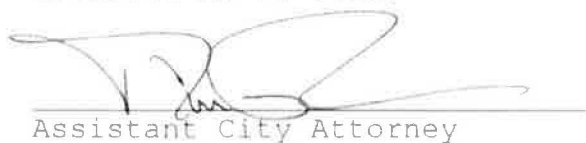
(e) The user would provide proof of insurance and be required to pay any normal fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Annual Destination Des Moines fund raising activities for City celebrations, Annual Des Moines Legacy Foundation fund raising activities to support City Parks, Recreation and Senior Services programs and other similar activities.

ADOPTED BY the City Council of the City of Des Moines, Washington this 21st day of May, 2015 and signed in authentication thereof this 21st day of May, 2015.


MAYO

APPROVED AS TO FORM:


Assistant City Attorney

ATTEST:


City Clerk

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AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 2019 Surface Water Management
Project Task Assignments

ATTACHMENTS:

1. Parametrix Task Assignment 2018-04
2. Parametrix Task Assignment 2018-05
3. Parametrix Task Assignment 2018-06
4. Parametrix Task Assignment 2018-07
5. SWM CIP Project Worksheets

FOR AGENDA OF: March 14, 2019

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: March 7, 2019

CLEARANCES:

- ☐ Community Development _____
- ☐ Marina _____
- ☐ Parks, Recreation & Senior Services _____
- ☒ Public Works RBC

CHIEF OPERATIONS OFFICER: DSS

- ☒ Legal AG
- ☒ Finance Baw
- ☐ Courts _____
- ☐ Police _____

**APPROVED BY CITY MANAGER
FOR SUBMITTAL:** [Signature]

Purpose and Recommendation

The purpose of this agenda item is to seek Council approval of four Task Order Assignments with Parametrix (Attachments 1-4) that will provide design and permitting services associated with the following projects, respectively.

- North Fork McSorely Creek Diversion Project
- Soundview/Redondo Beach Drive Pipe Project
- 8th Avenue (264th to 265th) Pipe Project
- 6th Ave S and S 239th St Pipe Project

The following motions will appear on the consent calendar:

Suggested Motions

Motion 1: “I move to approve the changes to the 2019 SWM CIP Budget to include the increased design costs and direct administration to include such changes in the next available budget amendment ordinance.”

Motion 2: “I move to approve the Task Order Assignment 2018-04 with Parametrix, that will provide design and permitting services for the North Fork McSorely Creek Diversion Project in the amount of \$169,088.23, plus a contingency in the amount of \$17,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.”

Motion 3: “I move to approve the Task Order Assignment 2018-05 with Parametrix, that will provide design and permitting services for the Soundview/Redondo Beach Drive Pipe Project in the amount of \$89,876.59, plus a contingency in the amount of \$9,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.”

Motion 4: “I move to approve the Task Order Assignment 2018-06 with Parametrix, that will provide design and permitting services for the 8th Avenue (264th to 265th) Pipe Project in the amount of \$53,526.38, plus a contingency in the amount of \$6,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.”

Motion 5: “I move to approve the Task Order Assignment 2018-07 with Parametrix, that will provide design and permitting services for the 6th Ave S and S 239th St Pipe Project in the amount of \$76,518.07, plus a contingency in the amount of \$8,000.00, and authorize the City Manager to sign said Task Order Assignment, substantially in the form as submitted.”

Background

In conjunction with Des Moines Surface Water Management Division, Parametrix has submitted four proposed 2019 task assignments for Council approval. Three of the four projects, the North Fork McSorely Creek Diversion Project, the 8th Avenue (264th to 265th) Pipe project, and the 6th Ave S and S 239th St Pipe Project, are listed in the 2015 SWM Comprehensive Plan as high-ranking projects. The capital program as described in the 2015 Comprehensive Plan plans to fund all high-ranked projects by 2025.

The fourth project, Soundview/Redondo Beach Drive Pipe Project, however is an addition to the CIP list that occurred after the 2015 Comprehensive Plan update. The project was given a high-priority because of the seasonal flooding and maintenance challenges that the existing system creates, particularly the storm system below Redondo Beach Drive near the storm outfall whereby a backwater condition has previously caused pavement damage.

Discussion

- **North Fork McSorely Creek Diversion Project**

The North Fork McSorely Creek Diversion Project scope entails installing a diversion structure on the west end of the North Fork McSorley Creek culvert on 20th Ave S, between S 244th Pl and S 245th Pl. From the new diversion structure, a new 24-inch high flow bypass pipeline will be installed on the west side of 20th Ave S, it will turn west and follow the south side of S 245th Pl. This will discharge to the creek west of the S 245th Pl cul-de-sac. The project also includes the removal of accumulated gravels and restoration of disturbed stream and stream buffer.

The project is needed to reduce seasonal flooding of nearby properties and to reduce continual dredging maintenance of the creek in this area.

- **Soundview/Redondo Beach Drive Pipe Project**

The Soundview/Redondo Beach Drive Pipe Project will construct a new storm sewer system from Soundview Drive down to Redondo Beach Drive that will discharge runoff to an existing outfall. The new storm system will bypass the existing system which currently conveys storm flows through private properties and has a history of creating flooding impacts. There will also be minor improvements to an adjacent system to improve hydraulics, including a new storm sewer manhole on Soundview Drive and realignment immediately upstream of the outfall on Redondo Beach Drive.

- **8th Avenue (264th to 265th) Pipe Project**

The 8th Avenue (264th to 265th) Pipe Project will install approximately 910 feet of new 12-inch storm pipe, 9 catch basins, and 1 storm drain manhole along the west side of 8th Ave S. The new pipe system will capture runoff along 8th Ave S and convey storm flows to the existing storm drain manhole at the intersection of S 265th Pl and 8th Ave S, where the new storm drain connect to the existing storm drain system. The project is needed to capture storm runoff that would otherwise drain to the properties on the west side of 8th Ave S which sit on top of a bluff that is a landslide hazard area.

- **6th Ave S and S 239th St Pipe Project**

The 6th Ave S and S 239th St Pipe Project will replace an existing 8-inch PVC drainage system along the west side of 6th Ave S with approximately 210 feet of new storm pipe, 4 catch basins, and 1 storm drain manholes. The new storm drain system will connect to the storm system at S 239th St. The project will also include the replacement of approximately 190 feet of existing 12-inch pipe to new 18-inch storm pipe along S 239 St to the outfall location to the Puget Sound. This project will mitigate flooding impacts from the current undersized drainage system and establish a permanent outfall at this location.

Financial Impact

A copy of the current CIP Project worksheets are provided in Attachment 5. The total cost for the four projects (Motions 2-5) entering the design phase is approximately \$389,000, not including contingency funds. Currently the 2019 CIP budget provides only \$169,000 for the design of these projects. Original cost estimates for these projects were exceeded due to the rise and demand of costs in the region.

Additionally, the North Fork McSorely Diversion Project and the 6th Ave S/S 239th St Pipe Project have substantial environment compliance and permitting fees that added additional costs of approximately \$74,552 to the total.

Project construction costs and schedules will be evaluated again once the design estimates are complete. However, a budget amendment will be needed to increase the design budget line item for all four

projects due to the significant unanticipated increase for the design work. The total budget amendment request for the four projects referenced above, is for the following additional amounts:

- North Fork McSorely Creek Diversion \$107,588.23 External Design
- Soundview Drive/Redondo Beach Drive \$57,376.59 External Design
- 8th Avenue (264th to 265th) \$16,626.38 External Design
- 6th Avenue/239th Pipe Repl. \$37,518.07 External Design

Total Budget Request	\$219,109.27
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A portion of this difference in actual vs. projected costs will be recovered by pushing back the 14th Ave S (268th-272nd) Pipe Project to a later year. This project is currently scheduled for design in 2019 at a total projected cost of \$84,600. The remainder of the funds will be recovered from the SWM enterprise ending fund balance. The SWM fund has seen an increase balance due to increased growth in the utility greater than what was forecasted as well as increased development hookup fees.

Alternatives

The Council could decide not to approve all the motions and instead only approve a portion of the recommended projects. This alternative is not recommended because combining the recommended projects provides a greater project savings versus doing these projects individually.

Recommendation/Conclusion

Staff requests that Council approve the proposed motions.

Concurrence

Legal, Public Works and the Finance Departments concur.

Formal Task Assignment DocumentTask Number 2018-04

The general provisions and clauses of Agreement On-Call Svcs. shall be in full force and effect for this Task Assignment

Location of Project: 20th Avenue South to South 245th Place, Des Moines, WA 98198Project Title: Capital Improvement Project (CIP) 30 - North Fork McSorley Creek DiversionMaximum Amount Payable Per Task Assignment: \$169,088.23Completion Date: March 31, 2020**Description of Work:**

(Note attachments and give brief description)

See attached Scope of Work and Budget Estimate.

Agency Project Manager Signature: _____

Date: _____

Oral Authorization Date: _____

See Letter Dated: _____

Consultant Signature: DRateDate: 2.28.19

Agency Approving Authority: _____

Date: _____

SCOPE OF WORK

City of Des Moines CIP 30 North Fork McSorley Creek Diversion Project

The City of Des Moines (City) has requested that Parametrix provide civil engineering and environmental services to obtain permits and prepare construction bidding documents for Surface Water Capital Improvement Project (CIP) 30. CIP 30 will construct a diversion structure and bypass storm sewer system to route seasonal high runoff flows from the North Fork of McSorley Creek from 20th Avenue South south to South 245th Place where the higher flows will be discharged back to the creek downstream of the reach between existing residential homes. The project includes the removal of accumulated gravels and restoration of disturbed stream and stream buffer. The project is needed to reduce seasonal flooding of nearby homes and to reduce continual dredging maintenance of the creek in this area. The CIP 30 sheet is attached for reference.

Task 1 – Survey

Goal

The goal of Task 1 is to prepare a base map for use in design and permitting.

Approach

Parametrix will perform surveying work associated with topographic mapping of the area within those limits as shown in the attached CIP Project 30 sheet, more specifically being:

- 250 linear feet of hard surface on 20th Avenue South.
- 700 linear feet of hard surface on South 245th Place with two additional swaths in private properties located at the west end of the roadway.
- 900 linear feet following along a stream near the rear property lines.

This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, fences, and visible surface utility features. Storm and sanitary sewer structures in the vicinity of the project work will have accessible invert elevation data measured. Conductible underground utilities marked by others will also be mapped. In addition, significant trees with a diameter of 6 inches and above will be gathered and incorporated into the base mapping.
- Collect sufficient monumentation to accurately depict the road rights-of-way. Parcel lines in the immediate area will be shown per available GIS data.
- A topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a 1-foot contour interval map. The field data will be collected and processed in a Civil 3D CAD base map.

Assumptions

- Survey will be developed using Parametrix's symbols, layers, and linetype standards.
- Parametrix survey crews will have unrestricted access to make measurements.

SCOPE OF WORK (continued)

- Datums will be NAD 83/11 Horizontal, and NAVD 88 Vertical.
- Setting of property corners and/or a Record of Survey is not included.
- Extent of survey data may be limited based on access to backyards and will be revised if necessary.

Deliverables

- Survey topographic base map provided in Civil 3D format.

Task 2 – Environmental Compliance and Permitting

Goals

The goals of Task 2 are to assist the City in completing the required project review for compliance with the City's Critical Areas and Environmental Regulations and assist the City with preparing applications in support of state and federal permits, where applicable. North Fork McSorley Creek is not anticipated to be a fish-bearing stream. Construction of the proposed stormwater bypass, including inlet and outlet facilities, is assumed to require work below the ordinary high-water mark of the stream.

Approach

Parametrix will:

- Conduct a site visit to delineate regulated critical areas in the vicinity of the proposed inlet and outlet of the high-flow bypass and gravel removal areas. Regulated critical areas that may be present in the area include streams and wetlands. Critical areas will be flagged in the field.
- Prepare a brief Critical Areas Technical Memorandum describing the findings of the field study.
- Prepare a Critical Areas Mitigation/Restoration Plan to meet the requirements of the City's Critical Areas regulations.
- With WillametteCRA as a subconsultant, conduct a field survey to identify potential cultural impacts with pedestrian survey transects and subsurface probes in accessible places along the project corridor that have the highest potential to contain buried archaeological resources.
- Prepare a brief Cultural Resources Technical Report describing the findings of the cultural resource assessment.
- Prepare a SEPA Environmental Checklist for the project.
- Prepare a Joint Aquatic Resource Project Application (JARPA) form and figures to support application for a Corps of Engineers Section 404 Nationwide Permit.
- Prepare a Biological Assessment "No Effect" letter for submittal with the Corps JARPA.
- Prepare an application and submit to the Washington Department of Fish and Wildlife for a Hydraulic Project Approval.
- Prepare for and attend on-site meetings with regulatory agencies to review the project (three site visits).
- Assist the City with responding to comments and/or requests for additional information by regulatory agencies during the review of permit applications and other environmental documents.

Assumptions

- The City will review the SEPA environmental checklist and issue a SEPA determination pursuant to City Code.
- The SEPA environmental checklist can be prepared using information developed as part of this scope of work or publicly available resource information. No additional technical studies will be required.
- The project can be designed to qualify for a Corps of Engineers Nationwide Permit with a preauthorized Ecology 401 water quality certification. Support for a Corps of Engineers Individual Permit or Individual Water Quality Certification is not included.
- The same materials prepared to support the application of a Corps Permit will be submitted to Ecology for a 401 Water Quality Certification.
- The stream does not provide habitat for species listed under the endangered species act and the project will qualify for a determination of “no effect” pursuant to the federal Endangered Species Act.
- The project will not directly impact jurisdictional wetlands beyond the ordinary high-water mark of the North Fork McSorley Creek.
- Project impacts will be limited to the inlet and outlet locations at the North Fork McSorley Creek. Proposed mitigation will include restoration of critical areas affected by construction and/or restoration of existing stream buffer near the outlet location. No compensatory wetland mitigation will be required.
- No historic built-environment resources will require documentation or evaluation.
- No additional documentation and evaluation of archaeological resources will be needed. No archaeological material will be found.
- The City will provide all rights of access to private property.
- All deliverables will be electronic. The City is responsible for distribution and the publication of any required notices and/or design and installation of required signage.
- The City will pay all permit and review fees.
- Agency coordination and assistance during permit reviews will be completed within the budget provided for this subtask (up to 80 hours).

Deliverables

- Critical Areas Technical Memorandum.
- Areas Mitigation/Restoration Plan.
- SEPA Environmental Checklist.
- Cultural Resources Technical Report.
- JARPA form and figures for 404 permit and 401 water quality certification.
- Biological Assessment “No Effect” letter.
- Hydraulic Project Approval application (on-line).

Task 3 – Preliminary Design

Goal

To develop preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Approach

Parametrix will prepare preliminary plans to approximately a 30% design level. The design will establish the “footprint” of the project ensuring the project can be constructed within the existing right-of-way; include sufficient detail to provide information for environmental documentation and permits; and provide a basis for an opinion of cost. The approach for completing this task includes the following:

- The preliminary plans will be prepared by the Engineer and may include the following plan sheets, although the plan sheets may be revised if warranted and agreed to by both parties:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 2 sheets).
 - Storm Sewer Plan/Profile (assume 3 sheets).
 - Culvert Replacement (assume 1 sheet).
 - Stream Sediment Removal and Grading Plans (assume 2 sheets).
 - Landscape Restoration Plans/Details (assume 3 sheets).
 - Miscellaneous Details (assume 2 sheets).
- Parametrix will prepare a Stormwater Technical Memorandum documenting how the project will meet the minimum requirements of the City’s adopted Stormwater Manual.
- Parametrix will prepare an opinion of cost based on the preliminary plans.

Assumptions

- Documents and figures will be prepared using Parametrix’s internal company production standards.
- No new impervious surfaces are anticipated, and the project will be exempt from LID, flow control, and water quality treatment requirements.

Deliverables

- Half-size (11”x17”) preliminary plans in electronic format (PDF).
- Preliminary opinion of cost in Microsoft (MS) Excel format.
- Stormwater Technical Memorandum in electronic format (PDF).

Task 4 – Final Design and Contract Documents

Goal

To prepare 100% design-level plans, contract documents, and opinion of cost for review by the City, and subsequently prepare final plans, contract bid documents, and opinion of cost for bidding.

Approach

The approach for completing this task includes the following:

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.
- Anticipated plan sheets include:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 2 sheets).
 - Storm Sewer Plan/Profile (assume 3 sheets).
 - Culvert Replacement (assume 1 sheet).
 - Stream Sediment Removal and Grading Plans (assume 2 sheets).
 - Landscape Restoration Plans/Details (assume 3 sheets).
 - Miscellaneous Details (assume 2 sheets).
- Parametrix will prepare the contract documents (plans and specifications) to approximately a 100% level of completion and prepare an opinion of cost based upon the work included in the plans. The City will review the 100% submittal and return written comments to Parametrix for incorporation into the final bidding documents.

Assumptions

- The City will provide their legal documents and contract boilerplate to Parametrix in electronic format (MS Word format assumed).
- The contract documents will be prepared using the 2018 WSDOT Standard Specifications.

Deliverables

- Draft 100% plans, contract documents (includes half-size plans) and opinion of cost in electronic (PDF/MS Excel) format for review by the City.
- Final bidding documents will include five (5) sets of contract documents including contract specifications and half size (11"x17") plans and an electronic (PDF) copy of the same for use by online bidding centers.
- Parametrix will provide an electronic copy of the final opinion of cost (MS Excel format) for use in preparing bid tabulations.

Task 5 – Public Involvement and Meetings

Goals

Parametrix will work with City staff to facilitate up to two (2) public meetings. The first meeting will be held shortly after starting the project to gather public input and information that may aid the design of the project. The second meeting will be after completion of the DRAFT final plans.

Parametrix will prepare meeting materials and will prepare a meeting summary and comment log following the meetings.

Assumptions

- City staff will assist Parametrix in reserving appropriate and available public spaces near the affected neighborhood.
- Notification of the meetings will be made using door hangars in the affected neighborhoods.
- Meeting preparation and materials will include sign-in sheets, boards, and/or presentation and comment sheets.
- Up to two (2) Parametrix staff will attend the meeting, and City staff will participate and assist with set-up, answering questions during the meeting, and cleaning up following the meeting.

Deliverables

- Meeting materials as described above.
- Meeting summary and comment logs.

Task 6 – Task Administration

Goals

Parametrix will be responsible for continuous tracking and contract administration of this task including preparing monthly invoices and coordination of work efforts with the City's project manager.

Assumptions

- The budget estimate assumes that the project will be completed within 12 months of the Notice to Proceed.

Deliverables

- Monthly invoices and progress reports.

Exhibit A

Limits of CIP 30

Legend

 limits

244th Pl

S 245th Pl

20th Ave S

Google Earth

© 2013 Google

300 ft



PROPOSAL

To: Benn Burke, Parametrix

From: Robert Kopperl, Ph.D., RPA

Date: February 7, 2019

Re: Proposed scope of work, City of Des Moines McSorley Creek Diversion Project

Thank you for contacting Willamette Cultural Resources Associates (WillametteCRA) regarding the need for a cultural resources assessment for the City of Des Moines (City) Surface Water Comprehensive Plan Capital Project 30, North Fork McSorley Creek Diversion Project. It is our understanding that the project will entail ground disturbance that includes excavation along the bypass pipeline alignment along 20th Ave S and S 245th Pl west to McSorley Creek and installation of a diversion structure at the creek. It is our understanding that a cultural resources assessment is required to comply with Washington State cultural resource regulations; also, if the requires a US Army Corps of Engineers (USACE) permit, it will also be subject to Section 106 of the National Historic Preservation Act.

Our proposed scope of work to assist the City with compliance with agency cultural resources regulations consists of completing three tasks. The first includes background research, coordination with the City and Parametrix staff, and mobilization for fieldwork. The second task involves field survey of the project area. The third task includes preparation of draft and final versions of a report of results to support the permit process for this project. These tasks are described in greater detail below:

- 1) *Background Research, Coordination, and Mobilization.* WillametteCRA will conduct background research on the natural and cultural setting of the project area to help guide field efforts and provide context to any archaeological resources that may be identified during the field survey (Task 2). WillametteCRA will coordinate with the City to ensure access to the project area and complete any require buried utility location services that may be needed prior to the survey.
- 2) *Cultural Resources Field Survey.* WillametteCRA will conduct a field survey of the project area that documents existing conditions, covers the entire project area with pedestrian survey transects, and excavates subsurface probes in accessible places along the project corridor that have the highest potential to contain buried archaeological resources. Given the relatively low-sensitivity landform and prior development of 20th Ave S and S 245th Pl, we anticipate this task to take one project archaeologist no more than one day to complete and excavate of up to 4 hand-dug shovel probes near the west end of the corridor near the existing retention pond.
- 3) *Reporting.* Draft and final versions of a brief technical report of results will be prepared by the project manager and project archaeologist that include a summary of the natural and cultural setting of the project, expectations derived from that background research, the methods and results of the field survey, and recommendations for any further management measures or mitigation that may be required if significant cultural resources are identified. The principal investigator will review the draft and final report versions prior to submittal to the client.

Cost

The total projected not-to-exceed cost is \$5,409.28. This amount will not be exceeded without written approval from the City. Details of this cost are given below.

McSorley Creek						
Staff	Wage	OH (166.14%)	Fee (30%)	Total Hours	Miles	Cost
R. Kopperl	\$ 49.00	\$ 81.41	\$ 14.70	4		\$ 580.44
A. Taylor	\$ 30.00	\$ 49.84	\$ 9.00	38		\$3,375.92
F. Scott Pierson	\$ 22.00	\$ 36.55	\$ 6.60	22		\$1,433.30
Mileage (\$0.54/m)					36	\$ 19.62
					Total:	\$5,409.28

The cost estimate includes the following assumptions:

- No historic built-environment resources will require documentation or evaluation;
- Geotechnical data that can supplement the field survey task (#2) described above, if available, will be provided to WillametteCRA prior to the survey;
- Review of the draft report will entail one round of review and comment by the City prior to production of the final version;
- Any further documentation and evaluation of archaeological resources, if found, or archaeological monitoring of construction that may be an outcome of this assessment would be scoped and budgeted separately.

This scope and cost estimate are valid for 90 days from receipt. If you have any questions about this scope or need additional information, please do not hesitate to ask.

Sincerely,



Robert Kopperl, Ph.D., R.P.A.

Client: City of Des Moines
Project: CIP 30 North Fork McSorley Diversion

Task	Description	Labor & Overhead	Hours	Surveyor III	Sr Consultant	Sr Project Control Specialist	Designer IV	Sr Engineer	Sr Publications Specialist	Technical Lead	Survey Supervisor	Planner I	Surveyor II	Sr Consultant	Scientist/Biologist I	268 - Sr Graphic Designer-12	Scientist/Biologist IV	Project Accountant	Sr Planner
01	Survey	\$9,628.10	94	36						18	10		30						
02	Environmental Comp. & Permitting	\$47,813.17	344		8							62		72	68		90		44
03	Preliminary Design	\$31,386.10	204		40		120	40	4										
04	Final Design	\$43,198.53	300		48	4	180	32	36										
05	Public Involvement & Meetings	\$8,316.55	40		20									10		10			
06	Task Administration	\$5,945.47	46		8	16			6									16	
Direct Salary & Overhead Totals:		\$146,287.92	1,028	36	124	20	300	72	46	18	10	62	30	82	68	10	90	16	44

Subconsultants	
Applied Professional Services Inc	\$720.00
Willamette Cultural Resource	\$5,409.28
Subconsultants Total:	\$6,129.28

Other Direct Expenses	
Mileage	\$750.00
Other Direct Costs	\$250.00
Survey Equipment	\$420.00
Other Direct Expenses Total:	\$1,420.00

Project Total **\$169,088.23**

Formal Task Assignment DocumentTask Number 2018-05

The general provisions and clauses of Agreement On-Call Svcs. shall be in full force and effect for this Task Assignment

Location of Project: Soundview Drive/Redondo Beach Drive, Des Moines, WA 98198Project Title: Capital Improvement Project (CIP) - Soundview Drive/Redondo Beach Drive Storm SewerMaximum Amount Payable Per Task Assignment: \$89,876.59Completion Date: March 31, 2020**Description of Work:**

(Note attachments and give brief description)

See attached Scope of Work and Budget Estimate.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: DR _____ Date: 2.28.19

Agency Approving Authority: _____ Date: _____

SCOPE OF WORK

City of Des Moines CIP Sound View Drive/Redondo Beach Drive Storm Sewer Project

The City of Des Moines (City) has requested that Parametrix provide civil engineering and environmental services to obtain permits and prepare construction bidding documents for Surface Water Capital Improvement Project (CIP) on Soundview Drive/Redondo Beach Drive. This CIP will construct a new storm sewer system from Soundview Drive down to Redondo Beach Drive that will discharge runoff to an existing outfall. There will also be minor improvements to an adjacent system to improve hydraulics, including a new storm sewer manhole on Soundview Drive and realignment immediately upstream of the outfall on Redondo Beach Drive. The CIP sheet for this project is attached for reference.

Task 1 – Survey

Goal

The goal of Task 1 is to prepare a base map for use in design and permitting.

Approach

Parametrix will perform surveying work associated with topographic mapping of the area within those limits as shown on the attached CIP project sheet, more specifically being:

- A 100-foot by 100-foot area on 4th Place South at approximately the east end of the guard rail.
- Right-of-way section from the curve of 4th Place South north between two houses and encompassing an 80-foot section of Redondo Beach Drive South just west of the crosswalk.
- A 60-foot by 60-foot area on Redondo Beach Drive South just east of the crosswalk beginning approximately 40 feet east of the crosswalk.

This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, fences, and visible surface utility features. Storm and sanitary sewer structures in the vicinity of the project work will have accessible invert elevation data measured. Conductible underground utilities marked by others will also be mapped. In addition, significant trees with a diameter of 6 inches and above will be gathered and incorporated into the base mapping.
- Collect sufficient monumentation to accurately depict the road rights-of-way. Parcel lines in the immediate area will be shown per available GIS data.
- Topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a 1-foot contour interval map. The field data will be collected and processed in a Civil 3D CAD base map.

Assumptions

- Survey will be developed using Parametrix's symbols, layers, and linetype standards.

SCOPE OF WORK (continued)

- Parametrix survey crews will have unrestricted access to make measurements.
- Datums will be NAD 83/11 Horizontal, and NAVD 88 Vertical.
- Setting of property corners and/or a Record of Survey is not included.

Deliverables

- Survey topographic base map provided in Civil 3D format.

Task 2 – Environmental Compliance and Permitting

Goals

The goals of Task 2 are to assist the City in completing the required project review for compliance with the City's Critical Areas and Environmental Regulations and assist the City with preparing applications in support of state and federal permits, where applicable. The project area contains two small drainages which may meet the criteria as regulated streams under City Code. Neither stream is anticipated to be a fish-bearing stream. The project is located within 200 feet of Puget Sound and is anticipated to trigger the need for review under the City's Shoreline Management Act. The project does not appear to include regulated wetlands.

Approach

Parametrix will:

- Conduct a site visit to delineate regulated critical areas in the vicinity of the proposed CIP project elements. Regulated critical areas that may be present in the area include streams. Critical areas will be flagged in the field.
- Prepare a brief Critical Areas Technical Memorandum describing the findings of the field study.
- Prepare a Critical Areas Mitigation/Restoration Plan to meet the requirements of the City's Critical Areas regulations.
- Prepare a SEPA Environmental Checklist for the project.
- With WillametteCRA as a subconsultant, conduct a field survey to identify potential cultural impacts with pedestrian survey transects and subsurface probes in accessible places along the project corridor that have the highest potential to contain buried archaeological resources.
- Prepare a brief Cultural Resources Technical Report describing the findings of the cultural resource assessment.
- Prepare an application for a City Shoreline permit or letter of exemption.
- Prepare an application and submit to the Washington Department of Fish and Wildlife for a Hydraulic Project Approval.
- Prepare for and attend on-site meetings with regulatory agencies to review the project (two site visits).
- Assist the City with responding to comments and/or requests for additional information by regulatory agencies during the review of permit applications and other environmental documents.

SCOPE OF WORK (continued)

Assumptions

- The project will not impact regulated wetlands.
- The project will not involve modification of outfalls or other work waterward of the existing waterfront walkway and bulkhead.
- The City will review the SEPA environmental checklist and issue a SEPA determination pursuant to City Code.
- The SEPA environmental checklist can be prepared using information developed as part of this scope of work or publicly available resource information. No additional technical studies will be required.
- The project can be designed to avoid the need for a Corps of Engineers Nationwide Permit or Ecology 401 water quality certification.
- Affected drainages are non-fish bearing and the proposed culvert or inlet modifications will not need to meet WDFW fish passage criteria.
- The project will not involve any federal permit triggers or include federal funding. No review pursuant to the federal Endangered Species Act will be required.
- No historic built-environment resources will require documentation or evaluation.
- No additional documentation and evaluation of archaeological resources will be needed. No archaeological material will be found.
- Project impacts will be limited to the north inlet at Sound View Drive South. Proposed mitigation will include restoration of critical areas affected by construction. No compensatory wetland mitigation will be required.
- The City will provide all rights of access to private property.
- All deliverables will be electronic. The City is responsible for distribution and the publication of any required notices and/or design and installation of required signage.
- The City will pay all permit and review fees.
- Agency coordination and assistance during permit reviews will be completed within the budget provided for this subtask (up to 16 hours).

Deliverables

- Critical Areas Technical Memorandum.
- Areas Mitigation/Restoration Plan.
- SEPA Environmental Checklist.
- Cultural Resources Technical Report.
- Shoreline Permit Application/Exemption.
- Hydraulic Project Approval application (on-line).

Task 3 – Preliminary Design

Goal

To develop preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Approach

Parametrix will prepare preliminary plans to approximately a 30% design level. The design will establish the “footprint” of the project ensuring the project can be constructed within the existing right-of-way; include sufficient detail to provide information for environmental documentation and permits; and provide a basis for an opinion of cost. The approach for completing this task includes the following:

- The preliminary plans will be prepared by the Engineer and may include the following plan sheets, although the plan sheets may be revised if warranted and agreed to by both parties:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 2 sheets).
 - Storm Sewer Plan/Profile (assume 2 sheets).
 - Miscellaneous Details (assume 2 sheets).
- Parametrix will prepare a Stormwater Technical Memorandum documenting how the project will meet the minimum requirements of the City’s adopted Stormwater Manual.
- Parametrix will prepare an opinion of cost based on the preliminary plans.

Assumptions

- Documents and figures will be prepared using Parametrix’s internal company production standards.
- No new impervious surfaces are anticipated, and the project will be exempt from LID, flow control, and water quality treatment requirements.

Deliverables

- Half-size (11”x17”) preliminary plans in electronic format (PDF).
- Preliminary opinion of cost in Microsoft (MS) Excel format.
- Stormwater Technical Memorandum in electronic format (PDF).

Task 4 – Final Design and Contract Documents

Goals

To prepare 100% design-level plans, contract documents, and opinion of cost for review by the City, and subsequently prepare final plans, contract bid documents, and opinion of cost for bidding.

Approach

The approach for completing this task includes the following:

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.
- Anticipated plan sheets include:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 2 sheets).
 - Storm Sewer Plan/Profile (assume 2 sheets).
 - Miscellaneous Details (assume 2 sheets).
- Parametrix will prepare the contract documents (plans and specifications) to approximately a 100% level of completion and prepare an opinion of cost based upon the work included in the plans. The City will review the 100% submittal and return written comments to Parametrix for incorporation into the final bidding documents.

Assumptions

- The City will provide their legal documents and contract boilerplate to Parametrix in electronic format (MS Word format assumed).
- The contract documents will be prepared using the 2018 WSDOT Standard Specifications.

Deliverables

- Draft 100% plans, contract documents (includes half-size plans) and opinion of cost in electronic (PDF/MS Excel) format for review by the City.
- Final bidding documents will include five (5) sets of contract documents including contract specifications and half-size (11"x17") plans and an electronic (PDF) copy of the same for use by online bidding centers.
- Parametrix will provide an electronic copy of the final opinion of cost (MS Excel format) for use in preparing bid tabulations.

Task 5 – Task Administration

Goals

Parametrix will be responsible for continuous tracking and contract administration of this task including preparing monthly invoices and coordination of work efforts with the City's project manager.

Assumptions

- The budget estimate assumes that the project will be completed within 12 months of the Notice to Proceed.

Deliverables

- Monthly invoices and progress reports.

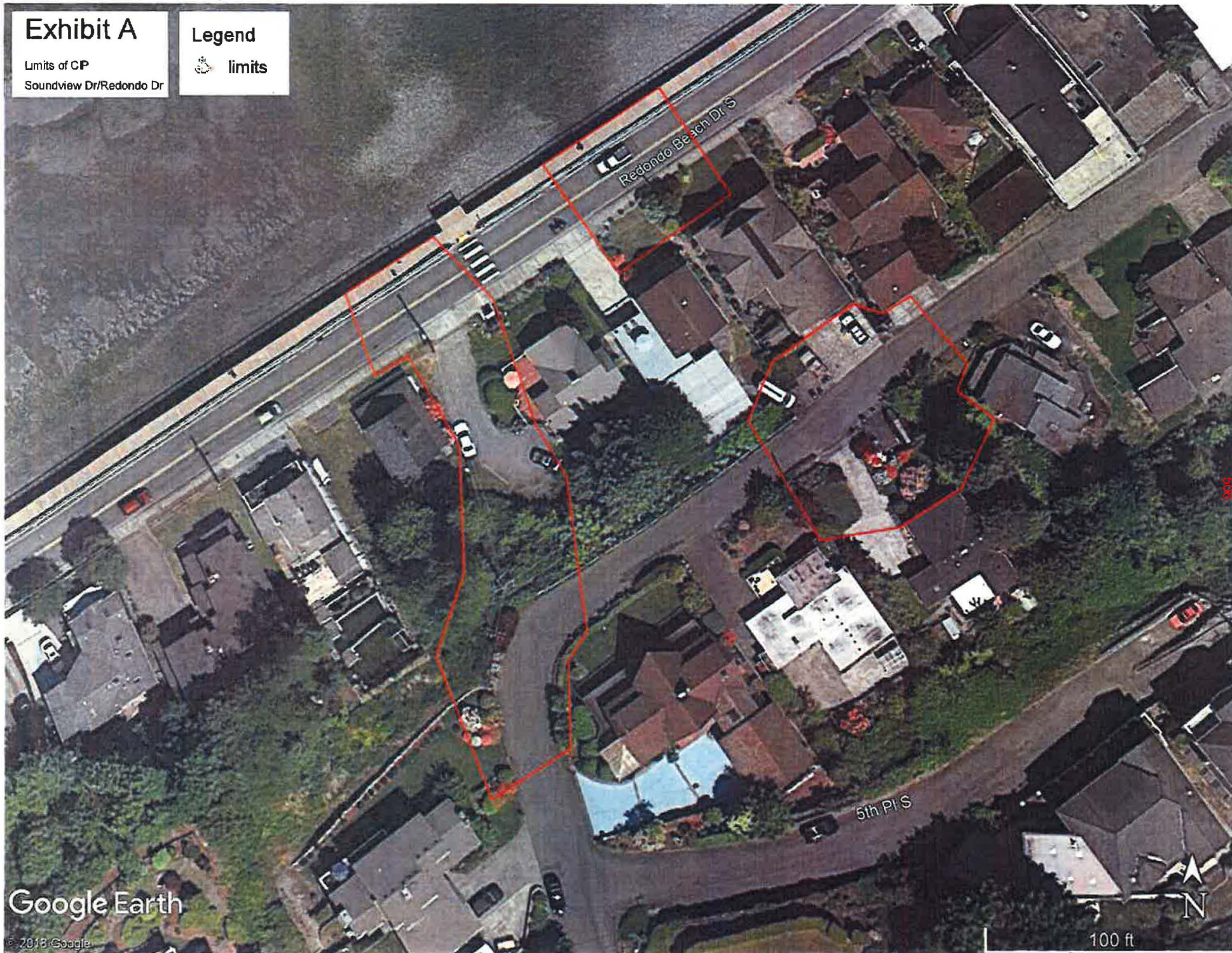
Exhibit A

Limits of CP
Soundview Dr/Redondo Dr

Legend



limits



**PROPOSAL**

To: Benn Burke, Parametrix

From: Robert Kopperl, Ph.D., RPA

Date: February 7, 2019

Re: Proposed scope of work, City of Des Moines Soundview Dr/Redondo Beach Dr Pipe Upgrade

Thank you for contacting Willamette Cultural Resources Associates (WillametteCRA) regarding the need for a cultural resources assessment for the City of Des Moines (City) Surface Water Comprehensive Plan Soundview Drive/Redondo Beach Drive Pipe Upgrade project. It is our understanding that the project will entail ground disturbance that includes excavation for new pipe and for installation of several new outfall features between Soundview Drive S and Redondo Beach Drive S. It is our understanding that a cultural resources assessment is required to comply with Washington State cultural resource regulations; also, if the requires a US Army Corps of Engineers (USACE) permit, it will also be subject to Section 106 of the National Historic Preservation Act.

Our proposed scope of work to assist the City with compliance with agency cultural resources regulations consists of completing three tasks. The first includes background research, coordination with the City and Parametrix staff, and mobilization for fieldwork. The second task involves field survey of the project area. The third task includes preparation of draft and final versions of a report of results to support the permit process for this project. These tasks are described in greater detail below:

- 1) *Background Research, Coordination, and Mobilization.* WillametteCRA will conduct background research on the natural and cultural setting of the project area to help guide field efforts and provide context to any archaeological resources that may be identified during the field survey (Task 2). WillametteCRA will coordinate with the City to ensure access to the project area and complete any require buried utility location services that may be needed prior to the survey.
- 2) *Cultural Resources Field Survey.* WillametteCRA will conduct a field survey of the project area that documents existing conditions, covers the entire project area with pedestrian survey transects, and excavates subsurface probes in accessible places along the project corridor that have the highest potential to contain buried archaeological resources. Given the extent of development along both roads, we anticipate this task to take one project archaeologist no more than one day to complete and excavate of up to 6 hand-dug shovel probes.
- 3) *Reporting.* Draft and final versions of a brief technical report of results will be prepared by the project manager and project archaeologist that include a summary of the natural and cultural setting of the project, expectations derived from that background research, the methods and results of the field survey, and recommendations for any further management measures or mitigation that may be required if significant cultural resources are identified. The principal investigator will review the draft and final report versions prior to submittal to the client.

Cost

The total projected not-to-exceed cost is \$5,411.46. This amount will not be exceeded without written approval from the City. Details of this cost are given below.

Soundview Redondo Pipe Upgrade						
Staff	Wage	OH (166.14%)	Fee (30%)	Total Hours	Miles	Cost
R. Kopperl	\$ 49.00	\$ 81.41	\$ 14.70	4		\$ 580.44
A. Taylor	\$ 30.00	\$ 49.84	\$ 9.00	38		\$3,375.92
F. Scott Pierson	\$ 22.00	\$ 36.55	\$ 6.60	22		\$1,433.30
Mileage (\$0.54/m)					40	\$ 21.80
Total:						\$5,411.46

The cost estimate includes the following assumptions:

- No historic built-environment resources will require documentation or evaluation;
- Geotechnical data that can supplement the field survey task (#2) described above, if available, will be provided to WillametteCRA prior to the survey;
- Review of the draft report will entail one round of review and comment by the City prior to production of the final version;
- Any further documentation and evaluation of archaeological resources, if found, or archaeological monitoring of construction that may be an outcome of this assessment would be scoped and budgeted separately.

This scope and cost estimate are valid for 90 days from receipt. If you have any questions about this scope or need additional information, please do not hesitate to ask.

Sincerely,



Robert Kopperl, Ph.D., R.P.A.

Client: City of Des Moines
Task: CIP Soundview Dr Redondo Dr Storm Sewer

				Scott D. Spees	Austin Fisher	Christy Pope	John M. Betzvog	Amanda B. Lucas	Steven N. Sharpe	Jared M. Kemnitz	Jason J. Geralde	Joshua M. Kelly	Benn C. Burke	Kaylee M. Moser	Steve R. Krueger	Kassie N. Babcock	Kathleen A. Stephanick
				Surveyor III	Sr Consultant	Sr Project Control Specialist	Designer IV	Sr Publications Specialist	Technical Lead	Survey Supervisor	Planner I	Surveyor II	Sr Consultant	Scientist/Biologist I	Scientist/Biologist IV	Project Accountant	Sr Planner
Task	Description	Labor & Overhead	Hours														
01	Survey	\$7,443.87	74	25					18	6		25					
02	Environmental Comp. & Permitting	\$26,234.74	194		4						30		28	48	24		60
03	Preliminary Design	\$16,266.95	110		20		88	2									
04	Final Design	\$22,014.09	152		28	2	104	18									
05	Task Administration	\$3,589.24	32		2	12		6								12	
Labor Totals:		\$75,548.89	562	25	54	14	192	26	18	6	30	25	28	48	24	12	60

Fee of 30% on Direct Salary	\$7,876.24
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Subconsultants	
Applied Professional Services Inc	\$540.00
Willamette Cultural Resource	\$5,411.46
Subconsultants Total:	\$5,951.46

Other Direct Expenses	
Mileage	\$220.00
Survey Equipment	\$280.00
Other Direct Expenses Total:	\$500.00

Project Total **\$89,876.59**

Formal Task Assignment DocumentTask Number 2018-06

The general provisions and clauses of Agreement On-Call Svcs. shall be in full force and effect for this Task Assignment

Location of Project: 8th Avenue South (264th to 265th), Des Moines, WA 98198Project Title: Capital Improvement Project (CIP) 40 - 8th Avenue (264th to 265th) Storm Sewer PipeMaximum Amount Payable Per Task Assignment: \$53,526.38Completion Date: March 31, 2020**Description of Work:**

(Note attachments and give brief description)

See attached Scope of Work and Budget Estimate.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: DP _____ Date: 2.28.19

Agency Approving Authority: _____ Date: _____

SCOPE OF WORK

City of Des Moines CIP 40 8th Avenue South (264th to 265th) Pipe Project

The City of Des Moines (City) has requested that Parametrix provide civil engineering and environmental services to obtain permits and prepare construction bidding documents for Surface Water Capital Improvement Project (CIP) 40. CIP 40 will construct between 900 and 1,000 feet of new 12-inch-diameter storm sewer main with up to 10 catch basins to collect runoff from 8th Avenue South and discharge it to the downstream system near South 265th Place. The CIP 40 sheet is attached for reference.

Task 1 – Survey

Goal

The goal of Task 1 is to prepare a base map for use in design and permitting.

Approach

Parametrix will perform surveying work associated with topographic mapping of the area within those limits as shown in the attached CIP Project 40 sheet, more specifically being:

- 1,100 linear feet of right-of-way on 8th Avenue South.
- Includes intersections at South 265th Place and South 264th Street.

This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, fences, and visible surface utility features. Storm and sanitary sewer structures in the vicinity of the project work will have accessible invert elevation data measured. Conductible underground utilities marked by others will also be mapped. In addition, significant trees with a diameter of 6 inches and above will be gathered and incorporated into the base mapping.
- Collect sufficient monumentation to accurately depict the road rights-of-way. Parcel lines in the immediate area will be shown per available GIS data.
- A Topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a 1-foot contour interval map. The field data will be collected and processed in a Civil 3D CAD base map.

Assumptions

- Survey will be developed using Parametrix's symbols, layers, and linetype standards.
- Parametrix survey crews will have unrestricted access to make measurements.
- Datums will be NAD 83/11 Horizontal, and NAVD 88 Vertical.
- Setting of property corners and/or a Record of Survey is not included.

Deliverables

- Survey topographic base map provided in Civil 3D format

Task 2 – Environmental Compliance and Permitting

Goal

The goal of Task 2 is to document the lack of regulated environmental features within the project area. The proposed project will not affect critical areas and is not located in the City's shoreline management zone. The project appears to qualify as minor construction and is anticipated to be exempt from SEPA.

Approach

Parametrix will:

- Conduct a site visit.
- Prepare a brief memorandum documenting existing conditions and confirming no Critical Areas will be affected by the project.

Assumptions

- The project is exempt from SEPA.
- The project will not affect Critical Areas.
- The project is beyond the limits of the City's shoreline jurisdiction.
- The project will not require local, state, or federal environmental permits or approvals.

Deliverables

- Existing Conditions Technical Memorandum.

Task 3 – Preliminary Design

Goal

To develop preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Approach

Parametrix will prepare preliminary plans to approximately a 30% design level. The design will establish the "footprint" of the project ensuring the project can be constructed within the existing right-of-way; include sufficient detail to provide information for environmental documentation and permits; and provide a basis for an opinion of cost. The approach for completing this task includes the following:

- The preliminary plans will be prepared by the Engineer and may include the following plan sheets, although the plan sheets may be revised if warranted and agreed to by both parties:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).

SCOPE OF WORK (continued)

- Demolition and TESC Plans (assume 2 sheets).
- Storm Sewer Plan/Profile (assume 2 sheets).
- Miscellaneous Details (assume 1 sheet).
- Parametrix will prepare a Stormwater Technical Memorandum documenting how the project will meet the minimum requirements of the City's adopted Stormwater Manual.
- Parametrix will prepare an opinion of cost based on the preliminary plans.

Assumptions

- Documents and figures will be prepared using Parametrix's internal company production standards.
- No new impervious surfaces are anticipated, and the project will be exempt from LID, flow control, and water quality treatment requirements.

Deliverables

- Half-size (11"x17") preliminary plans in electronic format (PDF).
- Preliminary opinion of cost in Microsoft (MS) Excel format.
- Stormwater Technical Memorandum in electronic format (PDF).

Task 4 – Final Design and Contract Documents

Goals

To prepare 100% design-level plans, contract documents, and opinion of cost for review by the City, and subsequently prepare final plans, contract bid documents, and opinion of cost for bidding.

Approach

The approach for completing this task includes the following:

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.
- Anticipated plan sheets include:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 2 sheets).
 - Storm Sewer Plan/Profile (assume 2 sheets).
 - Miscellaneous Details (assume 1 sheet).
- Parametrix will prepare the contract documents (plans and specifications) to approximately a 100% level of completion and prepare an opinion of cost based upon the work included in the plans. The City will

SCOPE OF WORK (continued)

review the 100% submittal and return written comments to Parametrix for incorporation into the final bidding documents.

Assumptions

- The City will provide their legal documents and contract boilerplate to Parametrix in electronic format (MS Word format assumed).
- The contract documents will be prepared using the 2018 WSDOT Standard Specifications.

Deliverables

- Draft 100% plans, contract documents (includes half-size plans) and opinion of cost in electronic (PDF/MS Excel) format for review by the City.
- Final bidding documents will include five (5) sets of contract documents including contract specifications and half-size (11"x17") plans and an electronic (PDF) copy of the same for use by online bidding centers.
- Parametrix will provide an electronic copy of the final opinion of cost (MS Excel format) for use in preparing bid tabulations.

Task 5 – Task Administration**Goals**

Parametrix will be responsible for continuous tracking and contract administration of this task including preparing monthly invoices and coordination of work efforts with the City's project manager.

Assumptions

- The budget estimate assumes that the project will be completed within 12 months of the Notice to Proceed.

Deliverables

- Monthly invoices and progress reports.

Exhibit A

Limits of CIP 40

Legend

 limits

Google Earth

© 2013 Google



Client: City of Des Moines
Task: CIP 40 8th Ave (264th to 265th) Pipe Project

				Surveyor III	Sr Consultant	Sr Project Control Specialist	Designer IV	Sr Publications Specialist	Technical Lead	Survey Supervisor	Surveyor II	Sr Consultant	Scientist/Biologist I	Scientist/Biologist IV	Project Accountant
				Scott D. Spees	Austin Fisher	Christy Pope	John M. Betzvog	Amanda B. Lucas	Steven N. Sharpe	Jared M. Kennitz	Joshua M. Kelly	Benn C. Burke	Kaylee M. Moser	Steve R. Krueger	Kassie N. Babcock
Task	Description	Labor & Overhead	Hours												
01	Survey	\$6,536.70	64	20					18	6	20				
02	Environmental Comp. & Permitting	\$967.59	9									1	6	2	
03	Preliminary Design	\$15,263.70	102		20		80	2							
04	Final Design	\$21,010.85	144		28	2	96	18							
05	Task Administration	\$3,589.24	32		2	12		6							12
Labor Totals:		\$47,368.08	351	20	50	14	176	26	18	6	20	1	6	2	12
Fee of 30% on Direct Salary		\$4,938.30													
Subconsultants															
Applied Professional Services Inc		\$720.00													
Subconsultants Total:		\$720.00													
Other Direct Expenses															
Mileage		\$220.00													
Survey Equipment		\$280.00													
Other Direct Expenses Total:		\$500.00													
Project Total		\$53,526.38													

Formal Task Assignment DocumentTask Number 2018-07

The general provisions and clauses of Agreement On-Call Svcs. shall be in full force and effect for this Task Assignment

Location of Project: 6th Avenue South and South 239th Street, Des Moines, WA 98198Project Title: Capital Improvement Project (CIP) 39 - 6th Avenue S and S 239th Street Pipe ReplacementMaximum Amount Payable Per Task Assignment: \$76,518.07Completion Date: March 31, 2020**Description of Work:**

(Note attachments and give brief description)

See attached Scope of Work and Budget Estimate.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Letter Dated: _____

Consultant Signature: D. R. [Signature] Date: 2.28.19

Agency Approving Authority: _____ Date: _____

SCOPE OF WORK

City of Des Moines CIP 39 6th Ave S/S 239th St Pipe Replacement Project

The City of Des Moines (City) has requested that Parametrix provide civil engineering and environmental services to obtain permits and prepare design and an opinion of cost for Surface Water Capital Improvement Project 39 on 6th Avenue South and S 239th Street. This CIP will construct a new storm sewer system on 6th Avenue South to collect runoff from the roadway and will replace the existing 12-inch diameter outfall in S 239th Street with a new 18-inch diameter outfall. The Capitol Project sheet is attached for reference.

Task 1 – Survey

The goal of Task 1 is to prepare a base map for use in design and permitting.

Approach

Parametrix will perform surveying work associated with topographic mapping of the area within those limits as shown on the attached CIP project sheet, more specifically being:

- 180 linear feet of S. 239th Street west of 6th Avenue S., down to the shoreline.
- 170 linear feet of 6th Avenue S. directly south of S. 239th Street.
- Intersection of 6th Avenue S. and S. 239th Street.

This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, fences, and visible surface utility features. Storm and sanitary sewer structures in the vicinity of the project work will have accessible invert elevation data measured, and conductible underground utilities marked by others will also be mapped. In addition, significant trees with a diameter of 6" and above will be gathered and incorporated into base mapping.
- Collect sufficient monumentation to accurately depict the road rights-of-way. Parcel lines in the immediate area will be shown per available GIS data.
- Topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a one (1) foot contour interval map. The field data will be collected and processed in a Civil 3D CAD base map.

Deliverables:

- Survey topographic base map provided in Civil 3D format

Assumptions:

- Survey will be developed using Parametrix' symbols, layers and linetype standards
- Parametrix survey crews will have unrestricted access to make measurements
- Datums will be NAD 83/11 Horizontal, and NAVD 88 Vertical
- Setting of property corners and/or a Record of Survey is not included

Task 2 – Environmental Compliance & Permitting

The goal of Task 2 is to assist the City complete the required review of the project pursuant to the City's Critical Areas and Environmental Regulations and assist the City to prepare applications in support of state and federal permits, where applicable. The project is located within 200' of Puget Sound and is anticipated to trigger the need for review under the City's Shoreline Management Act. The project does not appear to include regulated wetlands or streams.

Approach

Parametrix will:

- Conduct a site visit to delineate regulated critical areas in the vicinity of the proposed CIP project elements. Regulated critical areas that may be present in the area include the slope and bluff along Puget sound.
- Prepare a brief Critical Areas Technical Memorandum describing the findings of the field study.
- Prepare a Critical Areas Mitigation/Restoration Plan to meet the requirements of the City's Critical Areas regulations.
- Prepare a SEPA Environmental Checklist for the project.
- Prepare and application for a City Shoreline permit or letter of exemption.
- Prepare for and submit an application to the Washington Department of Fish and Wildlife for a Hydraulic Project Approval.
- Prepare for and attend on-site meetings with regulatory agencies to review the project (two site visits)
- Assist the City respond to comments and/or requests for additional information by regulatory agencies during the review of permit applications and other environmental documents.

Assumptions

- The project will not impact regulated wetlands or streams.
- The project will not require construction of a new outfall below the ordinary high water mark of Puget Sound. Impacts to the beach or shoreline below the OHWM will be temporary.

SCOPE OF WORK (continued)

- The City will review the SEPA environmental checklist and issue a SEPA determination pursuant to City Code.
- The SEPA environmental checklist can be prepared using information developed as part of this scope of work or publicly available resource information. No additional technical studies will be required.
- The project can be designed to avoid Corps of Engineers Nationwide Permit or Ecology 401 water quality certification.
- The project will not involve any federal permit triggers or include federal funding. No review pursuant to the federal Endangered Species Act will be required.
- The City will provide all rights of access to private property.
- All deliverables will be electric. The City is responsible for distribution and the publication of any required notices and/or design and installation of required signage.
- The City will pay all permit and review fees.
- Agency coordination and assistance during permit reviews will be completed within the budget provided for this subtask (up to 16 hours).

Deliverables:

- Critical Areas Technical Memorandum.
- Areas Mitigation/Restoration Plan
- SEPA Environmental Checklist
- Shoreline Permit Application/Exemption
- Hydraulic Project Approval application (on-line)

Task 3 – Preliminary Design**Goal**

To develop preliminary plans and an opinion of cost for review by the City and for use in obtaining permits.

Approach

Parametrix will prepare preliminary plans to approximately a 30% design level. The design will establish the “footprint” of the project ensuring the project can be constructed within the existing ROW, include sufficient detail to provide information for environmental documentation and permits; and provide a basis for an opinion of cost.

- The preliminary plans will be prepared by the Engineer and may include the following plan sheets, although the plan sheets may be revised if warranted and agreed to by both parties:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 1 sheet).

- Storm Sewer Plan/Profile (assume 2 sheets).
- Outfall Plan and Details (assume 1 sheet).
- Miscellaneous Details (assume 1 sheet).
- Parametrix will prepare a stormwater technical memorandum documenting how the project will meet the minimum requirements of the City's adopted stormwater manual.
- Parametrix will prepare an opinion of cost based on the preliminary plans.

Deliverables

- Half-size (11"x17") preliminary plans in electronic format (PDF).
- Preliminary opinion of cost in MS Excel format.
- Stormwater technical memorandum in electronic format (PDF).

Assumptions

- Documents and figures will be prepared using Parametrix's internal company production standards.
- No new impervious surfaces are anticipated, and the project will be exempt from LID, flow control and water quality treatment requirements.

Task 4 – Final Design and Contract Documents

Goal

To prepare 100% design-level plans, contract documents, and opinion of cost for review by the City, and subsequently prepare final plans, contract bid documents, and opinion of cost for bidding.

Approach

- Following acceptance of the Preliminary Design and delivery of comments from the City to Parametrix, Parametrix will prepare 100% plans and contract documents in accordance with the City's design guidelines.
- Anticipated plan sheets include:
 - Cover Sheet and Legend (assume 2 sheets).
 - Typical Sections and Details (assume 1 sheet).
 - Demolition and TESC Plans (assume 1 sheet).
 - Storm Sewer Plan/Profile (assume 2 sheets).
 - Outfall Plan and Details (assume 1 sheet).
 - Miscellaneous Details (assume 1 sheet).
- Parametrix will prepare the contract documents (plans and specifications) to approximately a 100% level of completion and prepare an opinion of cost based upon the work included in the plans. The City will

review the 100% submittal and return written comments to Parametrix for incorporation into the final bidding documents.

Deliverables

- Draft 100% plans, contract documents (includes half-size plans) and opinion of cost in electronic (PDF/MS Excel) format for review by the City.
- Final bidding documents will include five (5) sets of contract documents including contract specifications and half size (11"x17") plans and an electronic (PDF) copy of the same for use by online bidding centers.
- Parametrix will provide an electronic copy of the final opinion of cost (MS Excel format) for use in preparing bid tabulations.

Assumptions

- The City will provide their legal documents and contract boilerplate to Parametrix in electronic format (MS Word format assumed).
- The contract documents will be prepared using the 2018 WSDOT Standard Specifications.

Task 5 - Task Administration

Parametrix will be responsible for continuous tracking and contract administration of this task including preparing monthly invoices and coordination of work efforts with the City's project manager.

Assumptions

- The budget estimate assumes that the project will be completed within 12 months of the Notice to Proceed.

Deliverables

- Monthly invoices and progress reports.

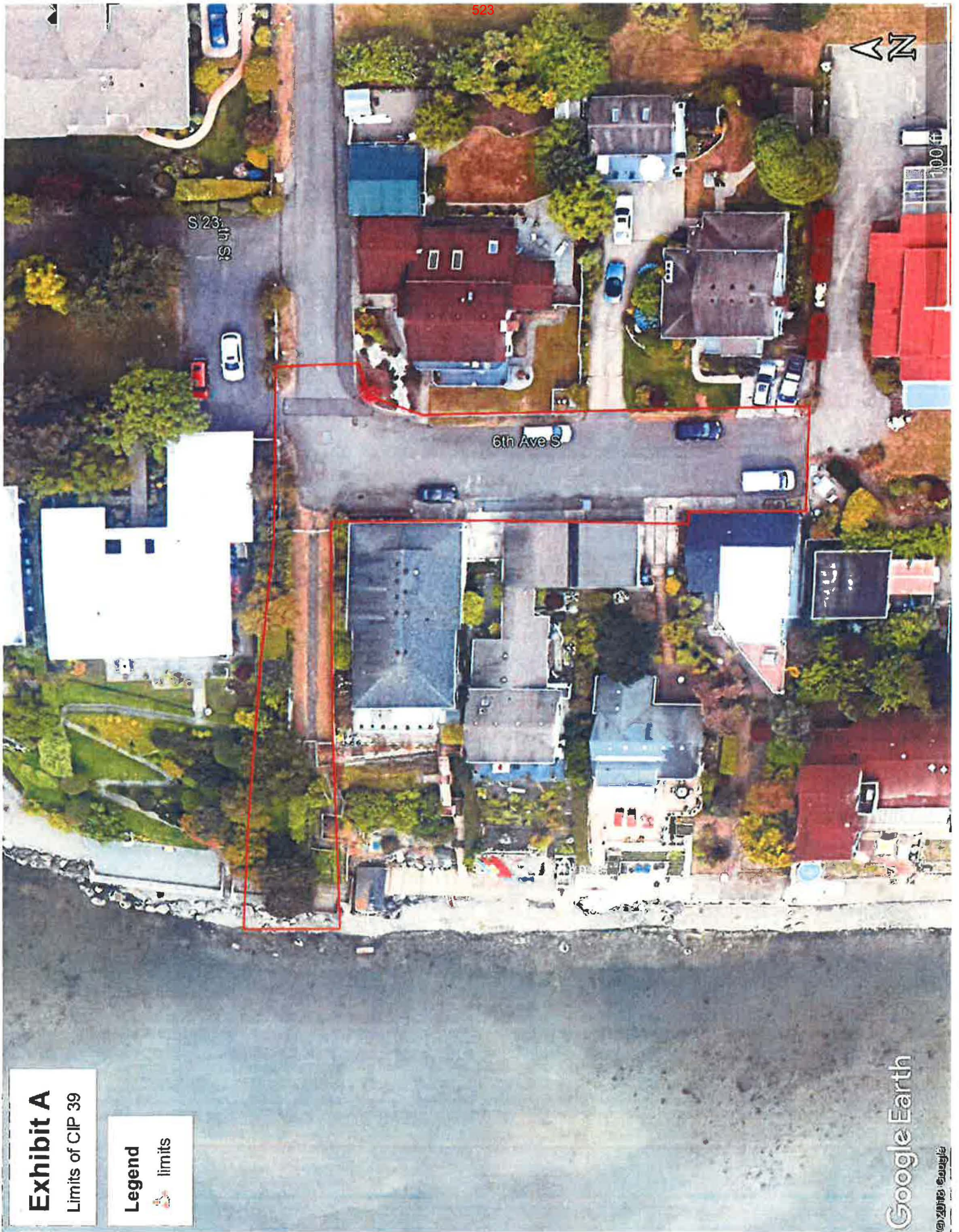
Exhibit A

Limits of CIP 39

Legend



limits



Google Earth

© 2012 Google

				Surveyor III	Sr Consultant	Sr Project Control Specialist	Designer IV	Sr Publications Specialist	Technical Lead	Survey Supervisor	Planner I	Surveyor II	Sr Consultant	Scientist/Biologist I	Scientist/Biologist IV	Project Accountant	Sr Planner
				Scott D. Spees	Austin Fisher	Christy Pope	John M. Betzvog	Amanda B. Lucas	Steven N. Sharpe	Jared M. Kemnitz	Jason J. Ceralde	Joshua M. Kelly	Benn C. Burke	Kaylee M. Moser	Steve R. Krueger	Kassie N. Babcock	Kathleen A. Stephanick
Task	Description	Labor Dollars	Hours														
01	Survey	\$6,796.72	66	22					14	8		22					
02	Environmental Comp. & Permitting	\$26,739.29	196		6						30		28	48	24		60
03	Preliminary Design	\$12,755.60	82		20		60	2									
04	Final Design	\$17,803.71	126		20	2	88	16									
05	Task Administration	\$4,093.79	34		4	12		6								12	

Direct Salary & Overhead Totals:	\$68,189.11	504	22	50	14	148	24	14	8	30	22	28	48	24	12	60
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Fee of 30% on Direct Salary	\$7,108.96
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Subconsultants	
Applied Professional Services Inc	\$720.00
Subconsultants Total:	\$720.00

Other Direct Expenses	
Mileage	\$220.00
Survey Equipment	\$280.00
Other Direct Expenses Total:	\$500.00

Project Total	\$76,518.07
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N. Fork McSorley Ck Diversion		Project #		451.836		Summary Project Description:										
TOTAL PROJECT SCOPE				ACTUAL EXPENDITURES			BUDGET	PROJECT BUDGET ALLOCATIONS BY YEAR PER ADOPTED 6 YEAR PLAN								
Expenditure Categories	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project To Date 11/30/2018	2018 Year to Date 11/30/2018	2018 Remaining Budget	Estimated Year End 2018	2018 Appropriated Budget	Planned Year 2019	2019 Appropriated Budget	Planned Year 2020	Planned Year 2021	Planned Year 2022	Planned Year 2023	Planned Year 2024
Design																
External Engineering	85,000	(23,500)	61,500	-	-	-	-			61,500						
Internal Engineering/Project Mgmt		4,500	4,500	-	-	-	-			4,500						
PropROW/Easements																
Construction																
External Engineering	281,000	(235,900)	45,100	-	-	-	-					45,100				
Internal Engr-Proj Mgmt/ Inspect		7,500	7,500	-	-	-	-					7,500				
Construction Contract 1		235,900	235,900	-	-	-	-					235,900				
Other																
Interfund Financial Services		-	-	-	-	-	-									
Contingencies	66,000	(22,100)	43,900	-	-	-	-			9,000		34,900				
Total Project Expense Budget:	432,000	-	432,000	-	-	-	-	-	-	85,000	85,000	347,000	-	-	-	-

Funding Sources	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project to Date 11/30/2018	2018 YTD 11/30/2018	2018 Remaining Budget	Scheduled Year 2018	2018 Appropriated Budget	Scheduled Year 2019	2019 Appropriated Budget	Scheduled Year 2020	Scheduled Year 2021	Scheduled Year 2022	Scheduled Year 2023	Scheduled Year 2024
Surface Water Utility	432,000	-	432,000	-	-	-	-			85,000	85,000	347,000				
Total Project Revenue Budget:	432,000		432,000	-	-	-	-	-	-	85,000	85,000	347,000	-	-	-	-
Committed Cash:				-	-	-	-	-	-	-	-	-	-	-	-	-
				- Cash on hand				-	-	-	-	-	-	-	-	-
				A/R outstanding				-	-	-	-	-	-	-	-	-

Soundview Dr./Redondo Beach Dr. Pipe Upgrade Project				Project # 451.837		Summary Project Description:										
TOTAL PROJECT SCOPE				ACTUAL EXPENDITURES				PROJECT BUDGET ALLOCATIONS BY YEAR PER ADOPTED 6 YEAR PLAN								
Expenditure Categories	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project To Date 11/30/2018	2018 Year to Date 11/30/2018	2018 Remaining Budget	Estimated Year End 2018	2018 Appropriated Budget	Planned Year 2019	2019 Appropriated Budget	Planned Year 2020	Planned Year 2021	Planned Year 2022	Planned Year 2023	Planned Year 2024
Design																
External Engineering	35,000	(2,500)	32,500	-	-	-	-			32,500						
Internal Engineering/Project Mgmt		2,500	2,500	-	-	-	-			2,500						
PropROW/Easements																
Construction																
External Engineering -	125,000	(106,500)	18,500	-	-	-	-					18,500				
External Proj Mgmt/Inspect #2		4,000	4,000	-	-	-	-					4,000				
Internal Engr-Proj Mgmt/ Inspect		-	-	-	-	-	-									
Construction Contract 1		104,500	104,500	-	-	-	-					104,500				
Const Contract 1 - Contingency		10,500	10,500	-	-	-	-					10,500				
Other																
Interfund Financial Services		-	-	-	-	-	-									
Contingencies	45,000	(12,500)	32,500	-	-	-	-			10,000		22,500				
Total Project Expense Budget:	205,000	-	205,000	-	-	-	-	-	-	45,000	45,000	160,000	-	-	-	-
Funding Sources	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project to Date 11/30/2018	2018 YTD 11/30/2018	2018 Remaining Budget	Scheduled Year 2018	2018 Appropriated Budget	Scheduled Year 2019	2019 Appropriated Budget	Scheduled Year 2020	Scheduled Year 2021	Scheduled Year 2022	Scheduled Year 2023	Scheduled Year 2024
Surface Water Utility	205,000	-	205,000	-	-	-	-			45,000	45,000	160,000				
Total Project Revenue Budget:	205,000	-	205,000	-	-	-	-	-	-	45,000	45,000	160,000	-	-	-	-
Committed Cash:				- Cash on hand A/R outstanding												

TOTAL PROJECT SCOPE				ACTUAL EXPENDITURES			BUDGET	PROJECT BUDGET ALLOCATIONS BY YEAR PER ADOPTED 6 YEAR PLAN								
Expenditures	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project To Date 11/30/2018	2018 Year to Date 11/30/2018	2018 Remaining Budget	Estimated Year End 2018	2018 Appropriated Budget	Planned Year 2019	2019 Appropriated Budget	Planned Year 2020	Planned Year 2021	Planned Year 2022	Planned Year 2023	Planned Year 2024
Design																
External Engineering	39,000	-	39,000	-	-	-	-			39,000						
Internal Engineering/Project Mgmt		-	-	-	-	-	-									
Surveying Services		-	-	-	-	-	-									
Other Professional Services		-	-	-	-	-	-									
Permits		-	-	-	-	-	-									
Other Misc (Advertise, Postage, Etc.)		-	-	-	-	-	-									
Prop/ROW/Easements																
Construction																
External Engineering		-	-	-	-	-	-									
Internal Engr-Proj Mgmt/ Inspect		-	-	-	-	-	-									
Reed Trucking and Exc Construction Contract 1		-	-	-	-	-	-									
Const Contract 1 - Construction Contract	159,000	-	159,000	-	-	-	-			159,000						
Other Miscellaneous		-	-	-	-	-	-									
Other																
Interfund Financial Services	2,490	-	2,490	-	-	-	-			2,490						
Contingencies	56,510	-	56,510	-	-	-	-			56,510						
Total Project Expense Budget:	257,000	-	257,000	-	-	-	-			257,000	257,000					

Funding Sources	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project to Date 11/30/2018	2018 YTD 11/30/2018	2018 Remaining Budget	Scheduled Year 2018	2018 Appropriated Budget	Scheduled Year 2019	2019 Appropriated Budget	Scheduled Year 2020	Scheduled Year 2021	Scheduled Year 2022	Scheduled Year 2023	Planned Year 2024
SWM Rate Transfer	257,000	-	257,000	-	-	-	-			257,000	257,000					
Total Project Revenue Budget:	257,000		257,000							257,000	257,000					

Committed Cash:

8th Ave (264th to 265th)				Project #		451.834		Summary Project Description:								
TOTAL PROJECT SCOPE				ACTUAL EXPENDITURES			BUDGET	PROJECT BUDGET ALLOCATIONS BY YEAR PER ADOPTED 6 YEAR PLAN								
Expenditure Categories	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project To Date 11/30/2018	2018 Year to Date 11/30/2018	2018 Remaining Budget	Estimated Year End 2018	2018 Appropriated Budget	Planned Year 2019	2019 Appropriated Budget	Planned Year 2020	Planned Year 2021	Planned Year 2022	Planned Year 2023	Planned Year 2024
Design																
External Engineering	29,000	7,900	36,900	-	-	-	-			36,900						
Internal Engineering/Project Mgmt		4,600	4,600	-	-	-	-			4,600						
PropROW/Easements																
Construction																
External Engineering	200,000	(172,300)	27,700	-	-	-	-			27,700						
Internal Engr-Proj Mgmt/ Inspect		4,600	4,600	-	-	-	-			4,600						
Construction Contract 1		144,600	144,600	-	-	-	-			144,600						
Other																
Interfund Financial Services		-	-	-	-	-	-									
Contingencies	29,000	(3,900)	25,100	-	-	-	-			25,100						
Total Project Expense Budget:	258,000	-	258,000	-	-	-	-	-	-	258,000	258,000	-	-	-	-	-

Funding Sources	7/26/18 Current CIP Budget	CIP Supplemental Request	Revised CIP Budget Estimate	Project to Date 12/31/17	Project to Date 11/30/2018	2018 YTD 11/30/2018	2018 Remaining Budget	Scheduled Year 2018	2018 Appropriated Budget	Scheduled Year 2019	2019 Appropriated Budget	Scheduled Year 2020	Scheduled Year 2021	Scheduled Year 2022	Scheduled Year 2023	Scheduled Year 2024
Surface Water Utility	258,000	-	258,000	-	-	-	-	-	-	258,000	258,000					
Total Project Revenue Budget:	258,000		258,000							258,000	258,000					
Committed Cash:				-												

Interim Zoning Regulations

SUSAN CEZAR

CHIEF STRATEGIC OFFICER

A solid orange horizontal bar spanning the width of the slide at the bottom.

Interim Zoning Regulations

Provided for under the State Growth Management Act

Can be adopted and effective immediately (emergency)

Generally in effect for a term of six months, unless renewed

Provides time for further review of appropriate permanent regulations

Public hearing required within 60 days of adoption

After public hearing, City Council can decide to:

- Extend the effective date to continue staff work
- Make the interim regulations permanent, with or without revisions
- Let the interim regulations lapse

Background

City adopted regulations for identifying and siting Essential Public Facilities (EPF) in 2018 - Chapter 18.255 DMMC

A recent new type of EPF called an Enhanced Services Facilities (ESF) is provided for under state licensing provisions

City has received inquiries and request for code interpretation related to Enhanced Services Facilities

Appropriate to provide additional clarity regarding this use and where it is allowed on an interim basis

Provide clarity to potential applicants and time for further evaluation of appropriate permanent regulations

Enhanced Services Facilities

2014

- Washington State Department of Social and Health Services (DSHS) enacted rules establishing Enhanced Services Facilities under Chapter 70.97 RCW
- What are Enhanced Services Facilities?
 - A new category of licensed residential care facility for individuals “whose complicated personal care and behavioral challenges” require complex behavioral, medical, chemical dependency and/or mental health attention on a daily basis.

2016

- The ESF initiative gained traction when the State awarded over \$14 million in grants to increase the number of psychiatric care beds, including ESFs

ESF Admission Criteria

- A person has a mental disorder, chemical dependency disorder, or both; an organic or traumatic brain injury; or a cognitive impairment that results in symptoms or behaviors requiring supervision and facility service, and
- Requires daily care by or under the supervision of a mental health professional, chemical dependency professional, or nurse; or assistance with three or more activities of daily living, and
- Two or more of the following:
 - Self-endangering behaviors that are frequent or difficult to manage;
 - Aggressive, threatening, or assaultive behaviors that create a risk to the health or safety of other residents or staff, or a significant risk to property and these behaviors are frequent or difficult to manage;
 - Intrusive behaviors that put residents or staff at risk;
 - Complex medication needs and those needs include psychotropic medications;
 - A history of or likelihood of unsuccessful placements in either a licensed facility or other state facility or a history of rejected applications for admission to other licensed facilities based on the person's behaviors, history, or security needs;
 - A history of frequent or protracted mental health hospitalizations; a history of offenses against a person or felony offenses that created substantial damage to property

Interim Regulations

- Adds a definition for Enhanced Services Facility
- Clarifies which zones allow Enhanced Services Facilities
- Additional provisions:
 - Revises definition of nursing homes (clarity)
 - Revises allowed zones for:
 - Essential Public Facilities not specifically listed in the use chart
 - Mental Hospitals
 - Eliminates duplicate definition for mental hospitals
- Sets public hearing date for May 9, 2019

Passage of the ordinance requires a majority plus one of the Council

Suggested Motions

Motion 1: “I move to suspend Rule 26(a) in order to enact Draft Ordinance No 19-029 on first reading.”

Motion 2: “I move to enact Draft Ordinance No. 19-029 enacting an interim zoning Ordinance relating to land use, amending the use table in DMMC 18.52.010B, adding and revising definitions in DMMC 18.01.050, setting a public hearing, and declaring an emergency.”

[illegible]



ADA Transition Plan

CITY OF DES MOINES

March 14, 2019

Americans with Disabilities Act (ADA)

- ▶ Comprehensive civil rights protections for individuals with disabilities from discrimination within:
 - ▶ Employment
 - ▶ Public accommodations
 - ▶ State and local governments
 - ▶ Telecommunications
- ▶ Title II of the ADA applies to public entities to ensure physical and program access to all and broadly covers:
 - ▶ Services (sidewalks, curb ramps, building access etc.)
 - ▶ Programs (council meetings, website etc.)
 - ▶ Activities (parks and recreation, senior services etc.)



ADA Transition Plan Requirement

- ▶ Public entities with 50 or more persons shall adopt an ADA Transition Plan
 - Plan Core Requirements
 - ▶ Identification of physical obstacles in public facilities (Buildings, ROW, etc.)
 - ▶ Identification of detailed methods to make facilities accessible
 - ▶ Identification of schedule and steps to achieve full ADA compliance
 - ▶ Identification of official for ADA Transition Plan implementation
- ▶ Des Moines ADA Transition Plan
 - ▶ Core requirements
 - ▶ Policy & Procedures (customer service, public meetings, hearings, events, printed materials, website, contracting, staff training etc.)



ADA Transition Plan Process

- ▶ Public Process & Participation
 - ▶ Public meetings, online surveys, transportation committee, City Currents
 - ▶ Self-evaluation & Inventory – Programs, services, activities, City facilities, streets, parks
- ▶ Prioritization
 - ▶ Recognize limited resources should be aligned with most crucial items for providing access
 - ▶ Examples: Location of special request/complaint, high pedestrian generators, high-intensity customer service, specific population centers such as schools etc.
- ▶ ADA Coordinator
 - ▶ Communications Director – ADA Coordination & Public Outreach
 - ▶ Public Works Director – Transition Plan Implementation



ADA Transition Plan Next Steps

- ▶ ADA Improvements
 - ▶ Approximately \$13,000,000 in physical improvement needs
 - ▶ Administrative actions (ADA flyer postings, teletypewriter (TTY) numbers on all City communications, staff training etc.)
 - ▶ Periodically update Transition Plan (3-5 year basis)
- ▶ Resource Allocation & Public Process
 - ▶ Annual Transportation Improvement Plan (TIP)
 - ▶ Annual Capital Improvement Plan (CIP)
 - ▶ ADA does not require action that would result in undue burden to City, but careful consideration and selection of alternative must be found.
 - ▶ Example: Public program in non-ADA compliant facility could be held in alternate location.



ADA Transition Plan

▶ 3/14/19 Consent Calendar

Resolution Adopting the City of Des Moines ADA Transition Plan

Questions ?





Sound Transit

Operations and Maintenance Facility (OMF) - South

***City Council Briefing – March 14, 2019
Dan Brewer, P.E., Chief Operations Officer***

Background - FWLE

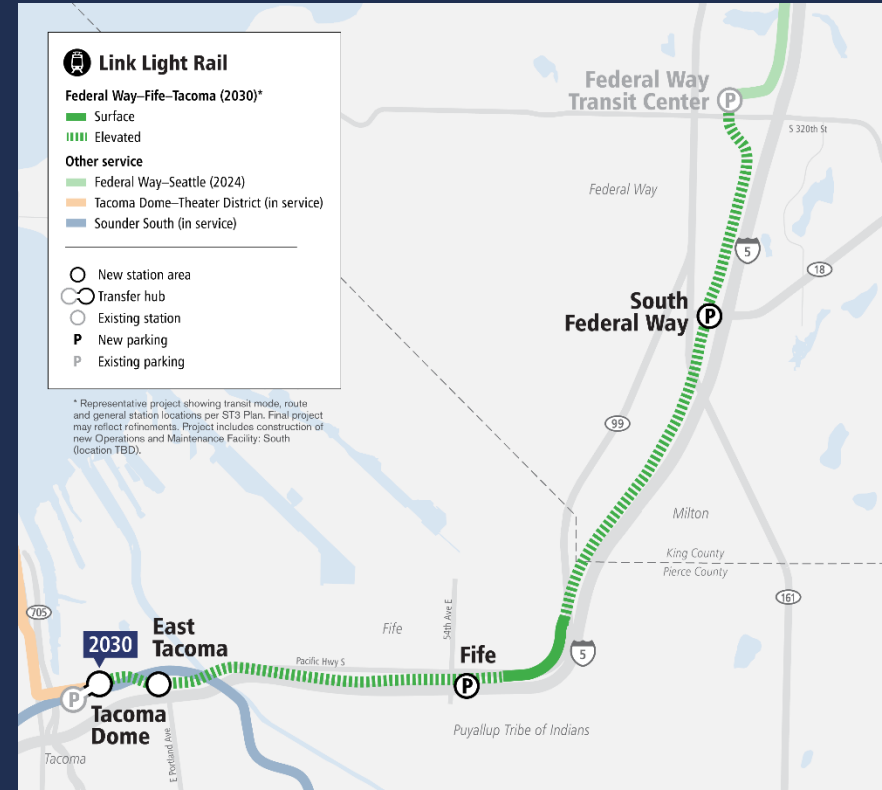
Federal Way Link Extension (FWLE):

- Through Des Moines – Highline College
(Approved by Voters in 2008 – ST2)
- Extension to Federal Way
(Approved by Voters in 2016 - ST3)
- Design-Build Proposals - March 20th
- Construction: Early Notice to Proceed – June 1st
- Construction through 2023
- Open for Service 2024

Background - TDLE

Tacoma Dome Link Extension (TDLE):

- Federal Way to Tacoma
- Part of ST3
- Planning and Permitting
- Scheduled to open in 2030



Background - Operations and Maintenance Facility

OMF-S Included in ST3 Plan

One of four OMF's Planned for the Region

Clean and Maintain Link Vehicles



©Scott Areman

OMF South Requirements

Accommodate 130 Vehicles

30+ Acres

Located in South King County

Able to connect to Operating Track by 2026
(Federal Way Link Extension)



Existing OMF - Central (Seattle)



OMF South Timeline

Preliminary schedule



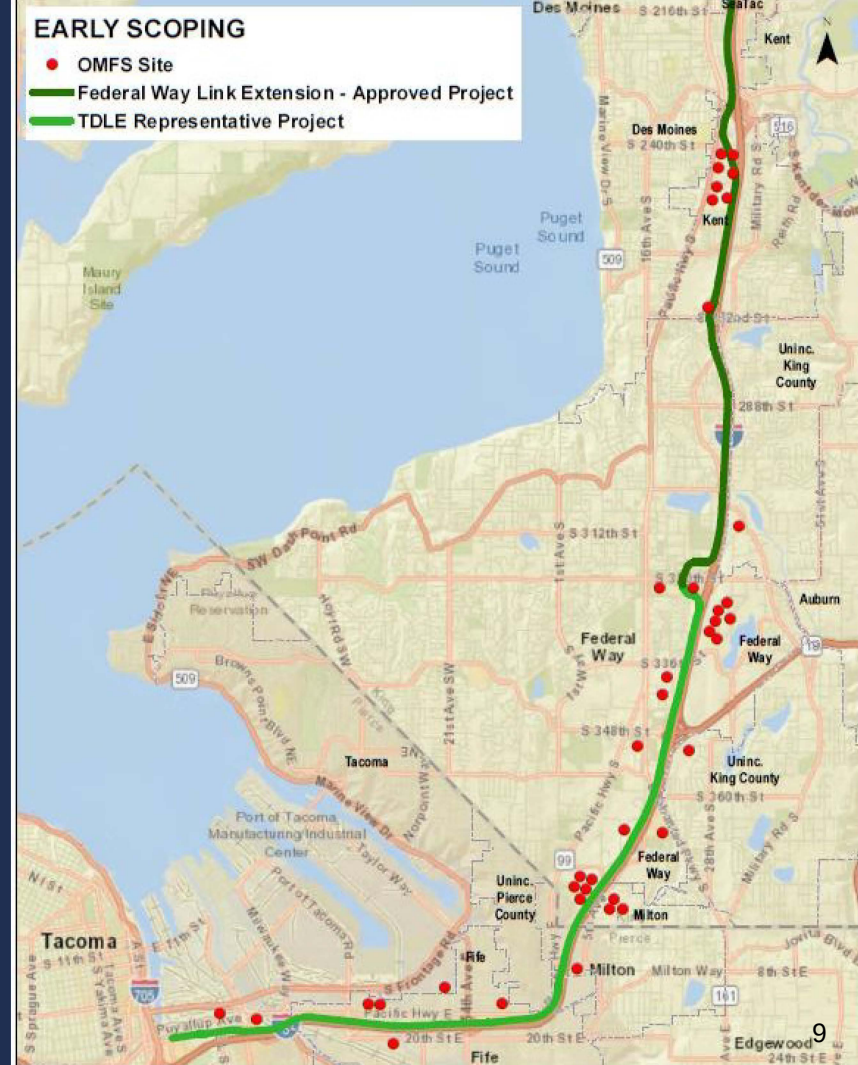
Early scoping

April 2018: 24 sites identified

Pre-screening

July 2018: Narrowed to 20 sites

- Did not meet minimum size and shape
- Precluded funded roadway improvements
- Regulatory constraints
(cultural resources, wetlands, and sensitive areas)



Results of Alternatives Evaluation

Narrowed to 6 sites

Sites under consideration are included in the EIS scoping

- 3 Sites in Kent
- 1 Site in unincorporated King County
- 2 Sites in Federal Way

Legend:

- Orange circle: Operations and Maintenance Facility (OMF) site options*
- Green line: Federal Way Link Extension (2024) (Angle Lake–Federal Way)
- Other light rail service
- Green line: Angle Lake–Seattle (in service)
- Green line: Tacoma Dome Link Extension (2030)
- Green line: Federal Way–Fife–Tacoma route alternatives under consideration
- Black circle: New station
- White circle: Existing station

Map Labels:

- Angle Lake
- S 200th St
- Pacific Hwy S
- Military Rd S
- Des Moines
- Kent/Des Moines
- S 240th St
- 300th Ave S
- South 272nd Street
- S 272nd St
- Star Lake
- Kent
- Lake Fernick Park
- Federal Way
- Steel Lake
- Steel Lake Park
- Military Rd S
- S 316th St
- S 320th St
- Federal Way Transit Center
- Celebration Park
- S 336th St
- Enclave Way S
- S 346th St

The map shows the intersection of Kent/Des Moines and S 240th St. A dashed orange rectangle highlights the area between S 240th St and S 246th St, and between 26th Ave S and 27th Ave S. Inside this rectangle, Lowe's is located north of Dick's Drive-In. To the right of the rectangle, S 240th St and S 246th St are shown, along with 35th Ave S and Military Rd S. Highway shields for 99 and 5 are also visible.

A map of the Midway Landfill area in Chicago. The landfill is outlined with a dashed orange line and labeled "Midway Landfill" with a black square icon. To the north of the landfill are two black square icons representing "Lowe's" and "Dick's Drive-In". The map shows several streets: S 244th St, S 246th St, S 248th St, and S 252nd St running east-west. Running north-south are 26th Ave S, 26th Pl S, 27th Ave S, 35th Ave S, 35th Pl S, and Military Rd S. Highway shields for 99 and 5 are shown. A green line representing a river or canal runs along the right side of the map.

A map of the Federal Way Transit Center area. The map shows a grid of streets including 22nd Ave S, 23rd Ave S, 24th Ave S, 26th Ave S, 32nd Ave S, S 312th St, S 315th Ln, and S 316th St. A green line represents the transit line, with a station icon at the bottom left labeled "Federal Way Transit Center". A large green area is labeled "Steel Lake Park". A road with a shield icon and the number "5" is labeled "Military Rd S". A dashed orange line outlines a specific area within the grid.

Near-term Schedule for OMF South 2019

Feb. 19 – April 1

EIS scoping
public comment
period

*April**

Evaluation of scoping
results & preparation
of summary report

*May**

Sound Transit Board
identifies alternative
sites for EIS

**dates are subject to change*

EIS Review Schedule for OMF South



Public Open Houses & Opportunity for Comment

- ✓ Federal Way Performing Arts and Events Center
March 12, 6:00-8:00 PM
- Highline College: Building 8 – Mt. Olympus Room
March 20, 6:00 to 8:00 PM 2400 S
240th St., Des Moines

How to comment on OMF South (by April 1)

Visit: omfsouth.participate.online

Email: OMFSouthScoping@soundtransit.org

Phone: 206-398-5453

Sound Transit Documents Available on-Line:

- [OMF - South Scoping Information Report](#)
- [OMF – South Alternatives Evaluation Technical Memorandum](#)
- [OMF – South SEPA Determination of Significance \(DS\)](#)

<https://www.soundtransit.org/system-expansion/operations-maintenance-facility-south>

City of Des Moines - Actions

Joint Letter Sent to Sound Transit Board

- Requested that the Lowes/Dicks Site be removed from the EIS

Continued Coordination with City of Kent Staff

EIS should include analysis of:

- Consistency with Envision Midway Sub-Area Plan
- Consistency with ST's Transit Oriented Development Policy
- Impact on Highline College Master Plan and campus operations
- Impacts of future commercial and mixed use developments along SR 99 corridor south of KDM Road
- Impact on property and sales tax loss on municipal services
- KDM Road and SR 99 operations
- Impacts on neighborhoods of loss of convenient retail businesses

COORDINATING DRAFT - 2

March __, 2019

Sound Transit
401 S. Jackson Street
Attn: Perry Weinberg, SEPA Responsible Official
Seattle, WA 98104

Subject: *EIS Scoping for the Operations and Maintenance Facility South Project*

Dear Mr. Weinberg:

The City of Des Moines is pleased to provide our Environmental Impact Statement (EIS) scoping comments for the *Sound Transit Operations and Maintenance Facility (OMF) South (OMFS) Project*.

The Des Moines City Council and City staff are committed to working with Sound Transit and the cities of Kent and Federal Way to ensure the *OMFS* supports Federal Way Link Extension and the expansion of light rail to Tacoma, balances local and regional interests, does not adversely affect Highline College or the neighborhoods in the South Des Moines/Midway area, does not compromise a developing vibrant business district along SR 99, minimizes impacts on existing businesses and residents, supports municipal services through maintenance and growth of sales and property taxes, and maintains the living, working and shopping convenience and livability of our respective Midway neighborhoods.

The cities of Des Moines and Kent and Sound Transit share an interest in the redevelopment of Midway and the success of the expanded light rail system and transit supportive development within one-half mile of the planned Highline Station in accordance with Sound Transit transit-oriented development (TOD) policy and the *Envision Midway*-inspired Kent's Midway Subarea Plan—success that can only come from the maximization of TOD potential on every parcel possible in the station area as memorialized in the FWLE preliminary engineering and development agreements between the cities and Sound Transit.

Kent's Midway Subarea Plan, based on the state grant-supported *Envision Midway* extensive planning public engagement with stakeholders from the cities of Des Moines and Kent, Highline College and other King County and State agencies, distinguishes between the Midway area north of approximately South 245th Street, where the intended uses are categorized as Transit-Oriented Community, and south 245th Street, where the intended uses are categorized as Highway Commercial Corridor where both Kent and Des Moines specifically allowed for uses like an OMF. An OMF reaching as far north as South 240th Street and encompassing the existing Lowe's property and the new Dick's Drive In restaurant, new businesses that now support a historically underserved South Des Moines and adjacent Kent neighborhoods would be wholly inappropriate in the Transit Oriented Community area north of South 245th.

The potential for transit-oriented development in the Midway Area of Kent and Des Moines is limited to less than 130 acres given the eastern boundary of I-5, the Highline College campus and Highway 99. Using 30 of those potential TOD acres—a quarter of the land—for a large, single use light industrial site that is incompatible for residential adjacency and Des Moines' development across SR 99 and would significantly diminish the development potential of the entire Midway area, including Sound Transit's

own TOD-designated surplus property at the light rail station, which is less than six hundred feet from South 240th Street. Highline College would also be potentially negatively affected.

In summary, the OFMS EIS should include the following:

- Evaluate consistency with Sound Transit's transit-oriented development policies.
- Evaluate consistency with both Des Moines' and Kent's Comprehensive Plans and zoning.
- Assess impact on Highline College's City-approved Comprehensive Long-Range Development Plan and campus operations.
- Evaluate impacts on future commercial and mixed-use redevelopment of the SR 99 corridor south of Kent Des Moines Road.
- Evaluate the property and sales tax base impacts on municipal services.
- Assess impacts on neighborhood convenience of retail businesses along this corridor.
- Evaluate cumulative impacts on already failing SR 99/Kent Des Moines Road intersection and SR 99 performance of SR 509 improvements, light rail station operations and OFMS operations.

We understand that Sound Transit has narrowed the list of 24 potential OMFS sites to 6 including 3 in Midway for come clearly obvious reasons, but it is not clear why the largely vacant Weyerhaeuser site was not on the short list for further EIS evaluation. We recommend it be added and further evaluated during the draft EIS.

We look forward to our continued collaboration with Sound Transit. Please feel free to contact us if you have questions about our comments.

Sincerely,

Matt Pina, Mayor

Michael Matthias, City Manager

C: Vic Pennington, Deputy Mayor
Traci Buxton, Councilmember
Matt Mahoney, Councilmember
Jeremy Nutting, Councilmember
Robert K. Back, Councilmember
M. Luisa Bangs, Councilmember
Dan Brewer, Chief Operations Officer