

Municipal Self-Certification for Voting Place Accessibility

Municipality: _____

Ward/Precinct: _____

Building surveyed: _____

Location (physical address) of building surveyed:

Purpose of building: Used as voting place on Election Day

Used for absentee voting

Municipal property: Yes No

If not municipal property, list owner, address and contact phone number:

Owner	Address	Phone
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Instructions:

Perform a self-assessment on each accessibility category listed. Answer the questions with a “Yes” or “No”. For “No” answers, please provide the actual measurement(s). Additional comments may be included for clarification. Refer to the booklet "Ensuring Accessibility" and the FAQ list provided by the Secretary of State. A responsible municipal official (town manager, code enforcement officer, selectman, etc.) must sign and date the certification form in the spaces provided at the bottom of the report.

A. Parking Spaces
1. Is parking available (on-street, off-street, or both)?
2. Is the surface of the parking area stable, firm and slip resistant? Please describe.
3. Is any accessible parking identified?
4. Is the minimum number of accessible parking spaces with proper access aisles provided? Min. of 1 van space and additional spaces as required.
5. Do van-accessible space(s) provide proper vertical clearance (8'2")?
6. Does each accessible parking space have proper signage?
7. Are all accessible parking spaces and access aisles relatively level (1:50 or 2%) in all directions?
<p>8. If there is a curb between the access aisle and the accessible route is there a curb ramp (as described below)?</p> <p>a. Is the ramp surface at least 36" wide, excluding flared sides?</p> <p>b. Is the slope no more than 1:12?</p>
9. Are the accessible parking spaces on the shortest accessible route to the accessible entrance?

Other comments:

B. Sidewalks & Walkways

1. Is there an accessible route and accessible entrance at a primary entrance used by other voters?
2. Is there signage to indicate the route to the accessible entrance?
3. Is the accessible route at least 36" wide? List measurement.
4. Is the accessible route free of steps and abrupt level changes over 1/2 inch?
5. If the accessible route crosses a curb is a curb ramp provided (as described below)?
 - a. Is the ramp surface at least 36" wide, excluding flared sides?
 - b. Is the slope (up or down the curb ramp) no more than 1:12?
6. If the slope of part of the accessible route is greater than 1:20, does this part meet the following requirements for an access ramp?
 - a. Is the ramp slope no greater than 1:12?
 - b. If the vertical rise is more than 6", are handrails provided?
 - c. Are the tops of the handrails mounted between 34 and 38 inches above the ramp surface?
 - d. Are the handrails grippable (less than 2" diameter) and stable within fittings?
 - e. Is the ramp width at least 36"? (Measure between handrails when provided.)
 - f. Are proper top and bottom landings (60" long) provided for each ramp section?
 - g. If a ramp is more than 30 feet long, is a proper level landing (60" long) provided every 30 feet?
 - h. Is a proper level landing (60" x 60") provided where a ramp changes direction?
 - i. If the ramp or landing has a vertical drop off on either side, is 2" edge protection provided?
 - j. Is the cross-slope less than 2%?

7. Are all sidewalks and walkways to the voting area free of any undetectable objects?
8. Are all objects that hang over the pedestrian routes 80" or more above the route?
9. Are the undersides of exterior stairs enclosed or protected with a cane detectable barrier?
10. Is an accessible route provided from public sidewalks and public transportation stops on the polling site to the accessible entrance of the building?

Other comments:

C. Passenger Drop Off Areas

1. Is a passenger drop-off area provided? If not, is there an area available that could meet the following requirements?
2. Is the vehicle space relatively level (1:50 or 2% max slope in any direction)?
3. Is a relatively level (1:50 or 2% max slope in any direction) access aisle provided?
4. Is the area for the access aisle at least 60" wide and 20-feet long?
5. Is there proper vertical clearance (9' 6") for the vehicle route to the loading zone, the drop off area, and the exit?
6. If a curb ramp is provided between vehicle pull up area and the access aisle, and/or access route to the accessible entrance does it meet the requirements described below?
 - a. Is the slope of the curb ramp surface no more than 1:12?
 - b. Is the width of the curb ramp surface at least 36 inches?
7. Does an accessible route connect the drop off area to the accessible entrance?

Other comments:

D. Building Entrance

1. Is there signage to indicate the accessible entrance?
2. Does the door at the accessible entrance provide proper passage (32" width)?
3. Does the door have an accessible handle (inside and outside)?
4. Is the door handle located no more than 48" from the floor (measured from center of handle)?
5. Is proper clearance provided on the pull side of the door (18")?
6. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? (Max threshold without beveled edge is 1/2".)
7. Is the force of the door for pushing or pulling easy to operate? Specify force.
8. Is there proper floor space provided if the entry has a vestibule (30" x 48" beyond swing of door)?
9. If vestibule, is second door accessible? Repeat questions 2-7 (9a – 9f).

Other comments:

E. Hallways & Corridors

1. Is there an accessible route (36" width) that connects the accessible entrance to the voting area?
2. Is the accessible route free of steps and abrupt, unbeveled level changes over 1/2"?
3. Does the route from the accessible entrance to the voting area change levels using a ramp, lift or elevator? If yes, complete appropriate section.
4. At each location on the way to the voting area where the accessible route passes through a door or doors, does the door meet the following requirements (at least one door for double doors)?
 - a. Is clear width at least 32" when door is open 90 degrees?
 - b. Does the door have an accessible handle? (Shape and height)
 - c. Is proper clearance provided on the pull side of the door (18")?
 - d. Is no more than 5 pounds force needed to push or pull open the accessible door?
 - e. If the answers to any of questions (b) thru (d) are "No", can the door be propped open to provide an accessible route on Election Day?
 - f. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? (Max threshold without beveled edge is 1/2" .)
5. Are pedestrian routes leading to or serving the voting area free of any undetectable objects? (Bottom edge no higher than 27" or protruding from wall more than 4")
6. Are all objects that hang over the pedestrian routes 80" or more above the route?
7. Are the undersides of interior stairs enclosed or protected with a cane detectable barrier?

Other comments:

F. Ramps

1. Where the slope of the accessible route is greater than 1:20, does this part of the route meet the following requirements for an access ramp?
2. Is the slope no greater than 1:12?
3. If the vertical rise is more than 6", are handrails provided?
4. Are the handrails grippable (less than 2" diameter) and stable within fittings?
5. Are the tops of the handrails mounted between 34 and 38 inches above the ramp surface?
6. Is the ramp width at least 36"? (Measure between handrails when provided)?
7. If a ramp is more than 30 feet long, is a proper level landing (60" long) provided every 30 feet?
8. Are proper top and bottom landings (60" long) provided for each ramp section?
9. Is a proper level landing (60" x 60") provided where a ramp changes direction?
10. If the ramp or landing has a vertical drop-off on either side of the ramp, is 2" edge protection provided?

Other comments:

G. Elevators

1. If an elevator is provided, does it meet the following requirements?
2. Are the elevator call buttons mounted in an accessible location (centered 42" above floor)?
3. Are raised letters and Braille characters used to identify each floor button and each control?
4. Are signs mounted on both sides of the elevator hoistway door opening that designate the floor with 2" minimum-height raised letters and Braille characters centered at 60" above the floor?
5. Does the floor area of the elevator car provide space for wheelchair users to enter, reach the controls, and exit the car?
 - a. Provide side door interior floor measurements: _____
 - b. Provide center door interior floor measurements: _____
6. Are the highest floor control buttons in the elevator cab mounted no more than 54" above the floor for a side reach or 48" for forward reach?
7. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed?
8. Do the elevator doors stay open long enough to enter safely?
 - a. Indicate time: _____

Other comments:

H. Lifts

1. If a wheelchair lift is provided, does it meet the following requirements?
2. Is the lift operational at the time of the survey?
3. Is the change in level from the floor to the lift surface ramped or beveled or less than 1/2 inch?
4. Is there at least a 30" by 48" clear floor space on the wheelchair lift?
5. Does the lift allow a wheelchair user unassisted entry, operation, and exit?
6. Are the controls and operating mechanisms mounted no more than 54" above the floor for a side reach or 48" for a forward reach?
7. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting?

Other comments:

I. Voting Area

1. Is there an accessible entrance to the voting area as described below?
 - a. Is clear width at least 32" when door is open 90 degrees?
 - b. Does the door have an accessible handle? (Shape and height)
 - c. Is proper clearance provided on the pull side of the door (18")?
 - d. Is no more than 5 pounds force needed to push or pull open the accessible door?
 - e. If the answers to any of questions (b) thru (d) are no, can the door be propped open to provide an accessible route on Election Day?
 - f. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? (Max threshold without beveled edge is 1/2".)
2. Within the voting area, is adequate space available on the accessible level for check-in tables, a voting demonstration area (if provided), and at least one accessible voting station? Describe briefly.
3. Is the voting area free of any undetectable objects?
4. Are all objects that hang over the voting area 80" or more above the ground?
5. Are interior floor surfaces relatively level and free from abrupt level changes? Please describe the floor surface of hallways and voting area.

Other comments:

J. Second Voting Area/Other Area (if applicable)

1. Is there an accessible entrance to the voting area as described below?
 - a. Is clear width at least 32" when door is open 90 degrees?
 - b. Does the door have an accessible handle? (Shape and height)
 - c. Is proper clearance provided on the pull side of the door (18")?
 - d. Is no more than 5 pounds force needed to push or pull open the accessible door?
 - e. If the answers to any of questions (b) thru (d) are no, can the door be propped open to provide an accessible route on Election Day?
 - f. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? (Max threshold without beveled edge is 1/2".)
2. Within the voting area, is adequate space available on the accessible level for check-in tables, a voting demonstration area (if provided), and at least one accessible voting station? Describe briefly.
3. Is the voting area free of any undetectable objects?
4. Are all objects that hang over the voting area 80" or more above the ground?
5. Are interior floor surfaces relatively level and free from abrupt level changes? Please describe the floor surface of hallways and voting area.

Other comments:

By signing this Self-Certification form, the municipality is verifying that each accessibility category has been reviewed for compliance with the guidelines under the American's with Disabilities Act (ADA) and either meets the requirements defined therein or will be addressed within a reasonable timeframe to provide accommodation to individuals with disabilities.

Prepared by: _____ Title: _____
(print name)

Contact information:

Address	Phone	Fax
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Email address: _____

Signature: _____ Date: _____

Mail the completed and signed certification to:
Bureau of Corporations, Elections, and Commissions
Division of Elections
101 State House Station
Augusta, ME 04333-0101