

**Town of Needham Conservation Properties and Recreation Facilities
ADA Accessibility Self-Evaluation Survey**

Thank you for participating in the Town of Needham self-evaluation survey of the ADA accessibility of our conservation and recreation facilities. Completion of the surveys will allow our community to recognize any shortcomings of the existing programs and develop a plan to remedy them.

SITE NAME: _____

DATE OF SURVEY: _____

SURVEYOR NAME(S): _____

To conduct the survey, you will need:

- ADA facility inventory forms
- A clipboard
- Pens or pencils
- A camera
- A measuring tape
- A buddy

Before you begin the survey, please answer a few quick questions:

1. Are you a first time visitor to the conservation property or recreational facility that you are surveying? Please circle your response.
 - a. Yes
 - b. No

2. If you answered "yes" to question 1, what are your expectations about the conservation property or recreational facility that you are surveying? What are your first impressions of the conservation property or recreational facility?

3. If you answered "no" to question 1, what is your overall opinion about the state or quality of the conservation or recreational facility that you are surveying?

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Location: _____

ACTIVITY	EQUIPMENT	ADA REQUIREMENT	YES	NO	NOTES
Picnic Facilities	Tables	Located adjacent to accessible paths			
		Access to Open Spaces			
		Back and Arm Rests			
		Adequate number			
	Benches	Located adjacent to accessible paths			
		Access to Open Spaces			
		Back and Arm Rests			
		Adequate number			
	Grills	Height of cooking surface			
		Located adjacent to accessible paths			
	Trash cans	Located adjacent to accessible paths			
	Picnic shelters	Located adjacent to accessible paths			
Located near accessible water fountains, trash can, restroom, parking, etc.					

ACTIVITY	EQUIPMENT	ADA REQUIREMENT	YES	NO	NOTES
Trails	Not applicable	Surface material			
		Dimensions			
		Rails			
		Signage (for visually impaired)			
		Trailhead signage (length of trail, typical and minimum width, typical and maximum slope)			
Swimming Facilities	Beaches	Location from accessible path into water			
		Handrails			
		Location from accessible parking			
		Shade provided			
Play Areas (tot lots)	All play equipment i.e. swings, slides	Same experience provided to all			
	Access routes	Located adjacent to accessible paths			
		Enough space between equipment for wheelchair (3 feet)			
Game Areas: *ballfield *basketball *tennis	Access routes	Located adjacent to accessible paths			
		Berm cuts onto courts			
	Equipment	Height			
		Dimensions			
		Spectator seating is accessible			

ACTIVITY	EQUIPMENT	ADA REQUIREMENT	YES	NO	NOTES
Boat Docks	Access Routes	Located adjacent to accessible paths			
		Handrails			
Fishing Facilities	Access Routes	Located adjacent to accessible paths			
		Handrails			
	Equipment	Arm Rests			
		Bait Shelves			
		Handrails			
		Fish Cleaning Tables			
Programming	Are special programs at your facilities accessible?	Learn-to-Swim			
		Guided Hikes			
		Interpretive Programs			
Services and Technical Assistance		Information available in alternative formats i.e. for visually impaired			
		Process to request interpretive services (i.e. sign language interpreter) for meetings			

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PARKING				
<i>Total Spaces</i>	<i>Required Accessible Spaces</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Up to 25	1 accessible space required			
26-50	2 spaces			
51-75	3 spaces			
76-100	4 spaces			
101-150	5 spaces			
151-200	6 spaces			
201-300	7 spaces			
301-400	8 spaces			
401-500	9 spaces			
<i>Specification for Accessible Spaces</i>		<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Accessible space located closest to accessible entrance				
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft				
Minimum width of accessible space is 13 ft				
Width of accessible space includes 8 ft of space plus 5 ft access aisle				
Minimum of 1 van space, 8 ft wide with 8 ft access aisle, for every accessible space provided				
If van space is not provided, all accessible spaces are 11 ft wide with 5 ft aisle				
Sign with international symbol of accessibility at each space or pair of spaces				
Sign minimum 5 ft, maximum 8 ft to top of sign				
Surface evenly paved or hard-packed (no cracks)				
Surface slope less than 1:20 (5%)				
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present				
Curbcut is a minimum 3 ft wide, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12 (8%), and textured or painted yellow				

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RAMPS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Slope maximum 1:12 (8%)			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1¼" and 2"			
Clearance of 1½" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) every 30 ft			
Level platforms (4 ft x 4 ft) at top and bottom			
Level platforms (4 ft x 4 ft) at change of direction			

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SITE ACCESS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Accessible path of travel from passenger disembarking area and parking area to accessible entrance			
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed			
No ponding of water			

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PATH OF TRAVEL, TRAILS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Path does not require the use of stairs			
Path is stable, firm, and slip resistant			
Minimum width of 3 ft			
Slope maximum 1:20 (5%) and maximum cross pitch is 1:50 (2%)			
Continuous common surface, no changes in level greater than ½ inch			
Any objects protruding onto the pathway able to be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from wall are either within 27" of the ground, or higher than 80" from the ground			
Trailhead sign identifies length of path, average and minimum width, average and minimum slope			
Tread obstacles (roots, rocks, gaps between boards) are less than ½" high on concrete, boards, or asphalt, or less than 2" high on any other surface			
Curbs on the pathway have curbcuts at drives, parking, and drop-offs			

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PICNICKING, DRINKING FOUNTAINS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
<i>Picnicking</i>			
At least 5% of the total tables are accessible with clear space under the table top being at least 30" wide and 48" deep per seating space and not less than 27" clear from the ground to the underside of the table			
For tables without toe clearance, the knee space under the table is at least 28" high, 30" wide, and 24" deep			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table is stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills and fire rings have clear ground space of at least 36" around the perimeter			
<i>Drinking Fountains</i>			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			

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ENTRANCES, FLOORS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Entrances			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction to accessible entrance			
Emergency egress – alarms with flashing lights and audible signals, sufficiently lighted			
Floors			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) only protrude 4" into the path of travel from a height of 27" to 80" above the floor			

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STAIRS and DOORS			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stairs			
No open risers			
Nosings (stair edges) not projecting			
Treads at least 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if not a safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1¼" and 1½"			
1½" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Interior doors have a maximum 5 lbs pressure			
Threshold maximum ½" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that has a roughened surface			

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RESTROOMS – also see Doors and Vestibules			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
5 ft turning space measured 12" from the floor			
<i>At least one sink:</i>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<i>At least one stall:</i>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<i>Toilet</i>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<i>Grab Bars</i>			
On back and side wall closest to toilet			
1¼" diameter			
1½" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<i>Fixtures</i>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			

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Switches, Controls, & Signs			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Switches and Controls			
Switches and controls for light, heat, windows, ventilation, fire alarms, thermostats, thermostats, etc., are a minimum of 36" and a maximum of 48" above the floor for a forward reach, and a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals are visual as well as audible			
Signs			
Mounting height is 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and numbers at least 1¼" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			

Notes: