

# **Polling Place Accessibility Survey Form**

COUNTY/CITY/TOWN:

POLLING PLACE NAME/NUMBER:

POLLING PLACE ADDRESS/LOCATION:

**Name**

**Address**

**City, OK Zip**

## INSTRUCTIONS

The purpose of this form is to evaluate the practical accessibility of polling places to the disabled pursuant to the requirements of the Voting Accessibility for the Elderly and Handicapped Act of 1984. This form is designed to facilitate a walk-through inspection of each polling place from the parking area to the voting area. Completing the form should require no more than a yardstick, a tape measure, and approximately 30 minutes.

Please respond to *all* questions in each category by marking either “YES,” “NO,” or “NOT APPLICABLE,” as appropriate. Items with clear boxes are *required* while items with shaded boxes are *recommended*. Thus, a “NO” response in any clear box renders the polling place INACCESSIBLE whereas a “NO” response in any shaded box renders it ACCESSIBLE BUT INCONVENIENT provided that all other responses are “YES” or “NOT APPLICABLE.”

We recognize that a polling place may be inaccessible for more than one reason. It is therefore especially important to respond to every item and to summarize the responses by category on the back page.

1. Name, address, and telephone number of person completing this form:  
**Name**  
**Title**  
**Address**  
**City, OK Zip**  
**Telephone Number**
  
2. Date on which inspection was conducted:
  - A. Was inspection conducted on site? **Yes**





## WALKWAYS OR PATHWAYS TO THE BUILDING (cont'd)

	YES	NO	N/A	ACTUAL MEASUREMENT
c. free of any overhanging objects (such as tree branches, signs, etc.) which hang lower than <b>80</b> inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. free of any slopes or inclines greater than a <b>1</b> foot rise in <b>20</b> feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. free of any grating with openings of over $\frac{1}{2}$ inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are walkways always well lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are provisions made to ensure that walkways are free of such hazards as ice, snow, leaves, or other debris on the day of election?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are there signs which identify the accessible route of travel if that route is different from the primary route of travel to the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**END OF CATEGORY II.  
PLEASE PROCEED TO NEXT CATEGORY.**





## RAMPS AND ELEVATORS ENTERING OR INSIDE THE BUILDING (cont'd)

	YES	NO	N/A	ACTUAL MEASUREMENT
3. With regard to elevators (if elevators are the only accessible route):				
a. Is the elevator cab at least <b>5 2/3</b> deep by <b>4 1/2</b> feet wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Do elevator doors provide at least <b>36</b> inches clear width?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are elevator controls less than 54 inches high (i.e. can a person in a chair operate the controls)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Are control panels marked with raised lettering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Is the elevator in close proximity to the entrance of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**END OF CATEGORY III.  
PLEASE PROCEED TO NEXT CATEGORY.**



**CATEGORY IV:  
OTHER ARCHITECTURAL FEATURES**

	YES	NO	N/A	ACTUAL MEASUREMENT
1. With regard to doors along the route of travel:				
a. Do all doors have an opening which clears at least <b>32</b> inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are all door thresholds less than ½ inch high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are all doors equipped with either arch or lever-type handles, pushplates, or automatic openers (so that twisting a doorknob is not required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Where automatic doors are used, does the door remain open at least <b>3</b> seconds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Are glass doors marked with safety seals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. With regard to stairs along the route:				
a. Do stairs have non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Do stairs have handrails at least <b>30</b> inches above step level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Can handrails be gripped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Do all steps have risers (the little vertical walls at the back of each step)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Do all steps have tread areas at least <b>11</b> inches deep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Are all steps less than <b>8</b> inches in height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Are stairs well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Are stairs free of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## OTHER ARCHITECTURAL FEATURES

	YES	NO	N/A	ACTUAL MEASUREMENT
3. With regard to corridors along the route: a. Is the corridor at least <b>36</b> inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the corridor free of obstacles or protrusions (such as boxes, water fountains, etc.) which extend more than <b>4</b> inches from the wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is there sufficient lighting at all points along the route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Is there a seating or rest area in any corridor longer than <b>100</b> feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Does the corridor have a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Are all rugs and mats securely fastened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**END OF CATEGORY IV.  
PLEASE PROCEED TO NEXT CATEGORY.**



**CATEGORY V:  
FEATURES WITHIN THE VOTING AREA**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>ACTUAL MEASUREMENT</b>
1. Are instructions for voting printed in <b>14</b> point or larger type in simple language, and plainly displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there sufficient unobstructed space for the reasonable movement of voters in wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Can all necessary parts of the voting equipment be reached by a person seated in a chair or, at least, is an alternative means of casting a ballot provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are magnifying devices available for those who request them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there adequate lighting in the voting area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is seating available for elderly or handicapped voters awaiting their turn to vote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**END OF CATEGORY V.**



**OTHER REASONS FOR INACCESSIBILITY (Describe):**

**PLEASE COMPLETE THE SUMMARY  
OF ACCESSIBILITY ON BACK**



## SUMMARY OF ACCESSIBILITY BY CATEGORIES

Please review the responses within each category on the previous pages and indicate below whether each category is:

- **INACCESSIBLE** (if there is a “NO” response in *any* unshaded box in the category)
- **ACCESSIBLE BUT INCONVENIENT** (if all “NO” responses in the category are only in *shaded boxes* and all the responses in the unshaded boxes are either “YES” or “N/A”)
- **FULLY ACCESSIBLE** (if *all* responses in the category are either “YES” or “N/A”)

Category	Inaccessible	Accessible But Inconvenient	Fully Accessible
I. Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Walkways or pathways to building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Ramps and elevators entering or inside of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. Other architectural features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Voting area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OVERALL DETERMINATION OF POLLING PLACE ACCESSIBILITY (mark one box only)

If one or more of the categories above is marked

“INACCESSIBLE,” then the polling place is .....INACCESSIBLE

If no category is marked “INACCESSIBLE” but one or more is marked “ACCESSIBLE BUT INCONVENIENT”

then the polling place is .....ACCESSIBLE BUT INCONVENIENT

If *all* categories above are marked “FULLY

ACCESSIBLE,” then the polling place is ..... FULLY ACCESSIBLE

## DISPOSITION OF INACCESSIBLE POLLING PLACE

If the polling place is INACCESSIBLE

**YES**    **NO**

a. Has an alternative accessible facility been sought?

  

b. Are permanent or temporary alterations planned to render the polling place accessible in the coming general election?