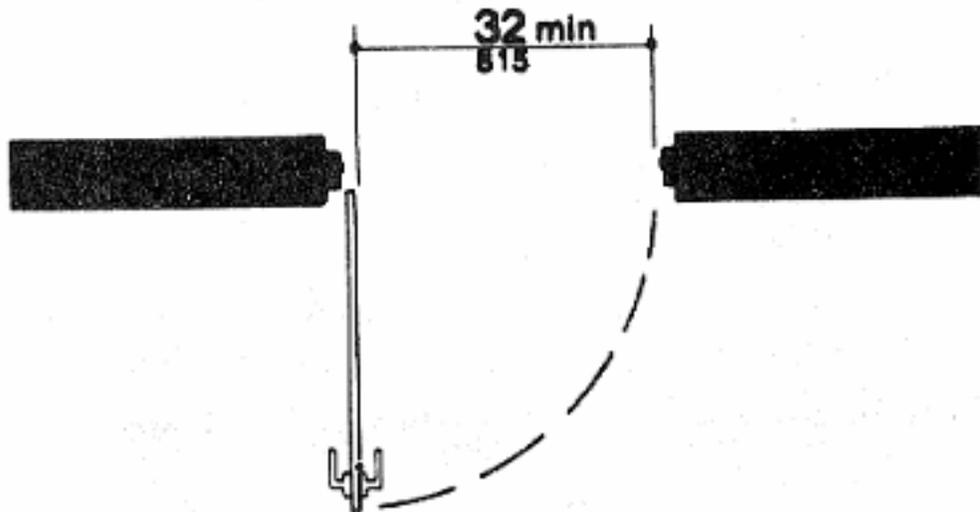


## Guidelines For Polling Place Accessibility

The Help America Vote Act of 2002 requires each unit of local government make “polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities.” To help assist you in making your polling places accessible, the Secretary of State as Chief Election Official is issuing the following guidelines addressing the most common issues. For a complete description of the requirements for accessibility, please refer to the U.S. Department of Justice ADA Standards for Accessible Design. You can see these standards at the following web site: <http://www.usdoj.gov/crt/ada/stdspdf.htm>. For guidance in assessing your polling place accessibility, please refer to the U.S. Department of Justice, ADA Checklist for Polling Places. You can see this checklist at the following website: <http://www.usdoj.gov/crt/ada/votingck.htm>.

### 1. A designated handicapped parking space.

**Location.** Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances.

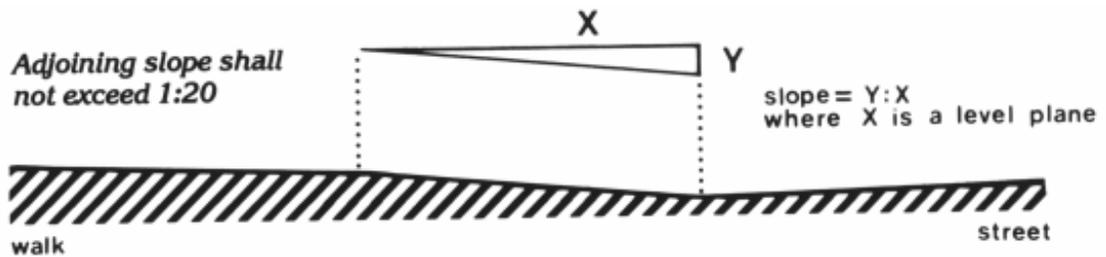


**Parking Spaces.** Accessible parking spaces shall be at least 96 inches wide. Parking access aisles shall be part of an accessible route to the building or facility entrance. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions.

**Signage.** Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility.

**2. Curb cuts or 5 degree ramps at sidewalks; can be temporary if necessary.**

**Slope.** Slopes of curb ramps shall be measured as shown:



Transitions from ramps to walks, gutters, or streets shall be flush and free of abrupt changes. Maximum slopes of adjoining gutters, road surface immediately adjacent to the curb ramp, or accessible route shall not exceed 1:20.

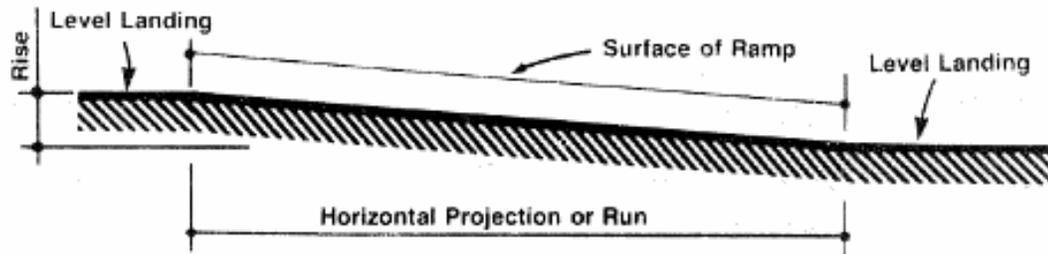
**Width.** The minimum width of a curb ramp shall be 36 inches exclusive of flared sides.

**3. “Voter path” which the voter can follow from arrival at the polls until departure (except doorways).**

**Width.** The minimum clear width of an accessible route shall be 36 inches except at doors.

**Passing Space.** If an accessible route has less than 60 inches clear width, then passing spaces at least 60 inches by 60 inches shall be located at reasonable intervals. A T-intersection of two corridors or walks is an acceptable passing place.

**Slope.** An accessible route with a running slope greater than 1:20 is a ramp. Nowhere shall the cross slope of an accessible route exceed 1:50.



Slope	Maximum Rise		Maximum Horizontal Projection	
	in	mm	ft	m
1:12 to < 1:16	30	760	30	9
1:16 to < 1:20	30	760	40	12

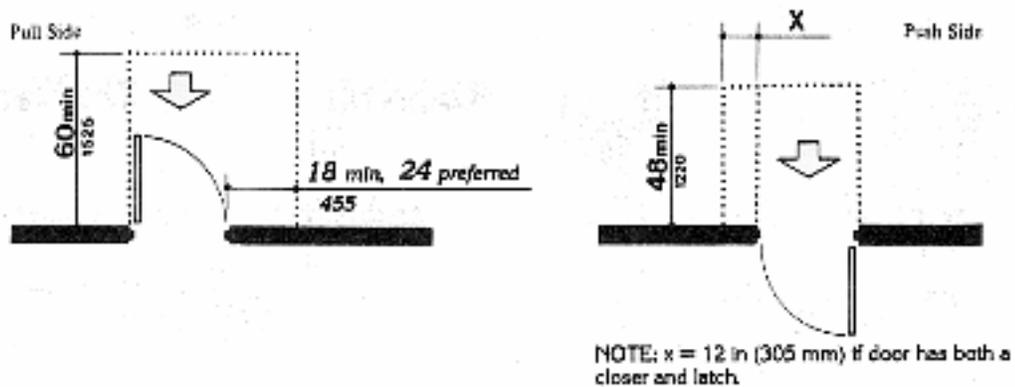
**Ramp.** The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 inches. Curb ramps and interior or exterior ramps to be constructed on sites or in existing buildings or facilities where space limitations prohibit the use of a 1:12 slope or less may have slopes and rises as follows:

- (i) A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches.
- (ii) A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is not allowed.

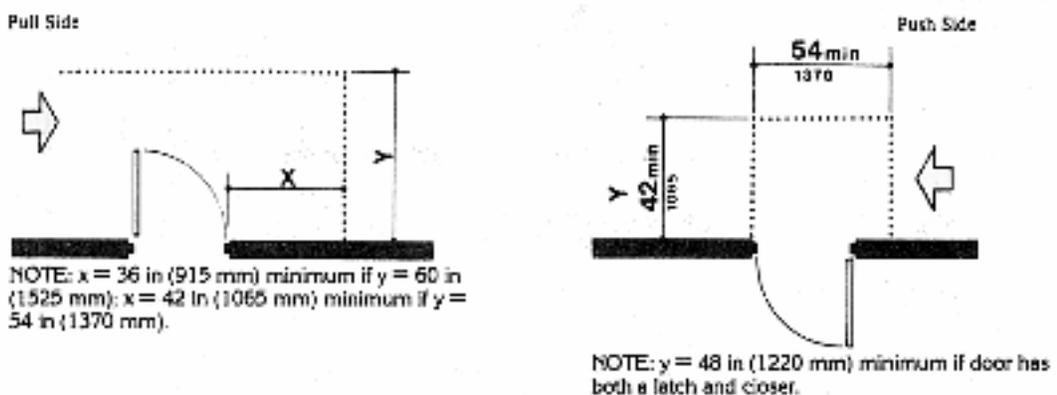
**Clear Width.** The minimum clear width of a ramp shall be 36 inches.

**Landings.** Ramps shall have level landings at bottom and top of each ramp and each ramp run. Landings shall have the following features:

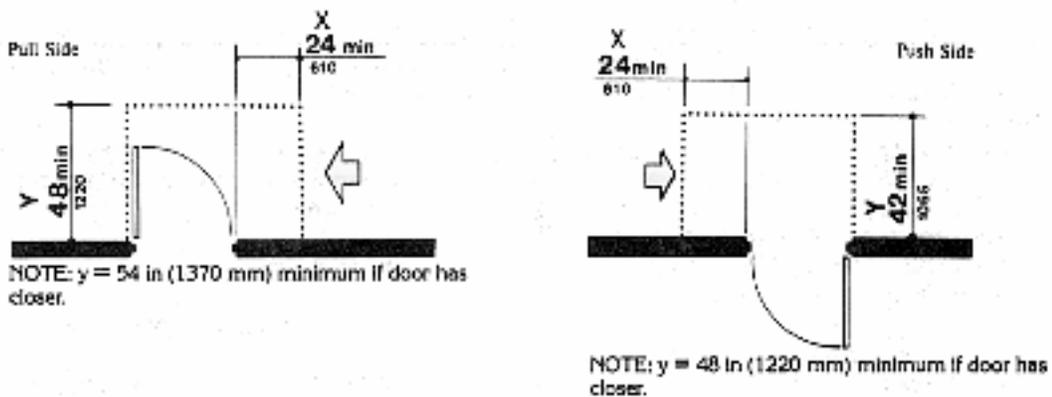
- (1) The landing shall be at least as wide as the ramp run leading to it.
- (2) The landing length shall be a minimum of 60 in clear.
- (3) If ramps change direction at landings, the minimum landing size shall be 60 in by 60 inches.
- (4) If a doorway is located at a landing, then the area in front of the doorway shall comply with the following:



(b)  
Front Approaches — Swinging Doors



(b)  
Hinge Side Approaches — Swinging Doors



(c)  
Latch Side Approaches — Swinging Doors

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

**Handrails.** If a ramp run has a rise greater than 6 inches or a horizontal projection greater than 72 inches, then it shall have handrails on both sides. Handrails are not required on curb ramps. Handrails shall have the following features:

- (1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.

- (2) If handrails are not continuous, they shall extend at least 12 inches beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.
- (3) The clear space between the handrail and the wall shall be 1 - 1/2 inches.
- (4) Gripping surfaces shall be continuous.
- (5) Top of handrail gripping surfaces shall be mounted between 34 inches and 38 inches above ramp surfaces.
- (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall, or post.
- (7) Handrails shall not rotate within their fittings.

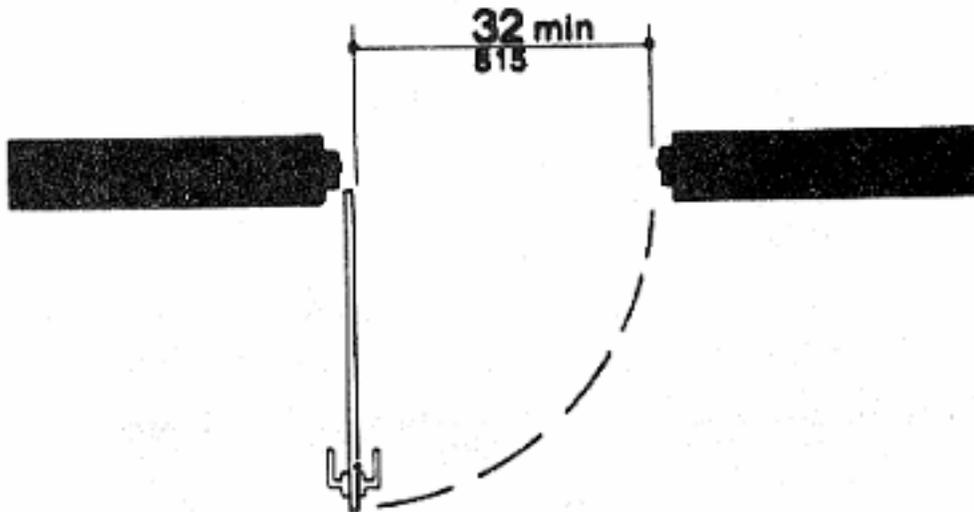
**Cross Slope and Surfaces.** The cross slope of ramp surfaces shall be no greater than 1:50.

**Edge Protection.** Ramps and landings with drop-offs shall have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp. Curbs shall be a minimum of 2 inches high.

**Outdoor Conditions.** Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

**4. Entrance/exit doorways**

**Clear Width.** Doorways shall have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and the opposite stop.



**Door Closers.** If a door has a closer, then the sweep period of the closer shall be adjusted so that from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 in from the latch, measured to the leading edge of the door.

**Door Opening Force.** The maximum force for pushing or pulling open a door shall be as follows:

(1) Fire doors shall have the minimum opening force allowable by the appropriate administrative authority.

(2) Other doors.

(a) interior hinged doors: 5 lbs. of force

(b) sliding or folding doors: 5 lbs. of force

These forces do not apply to the force required to retract latch bolts or disengage other devices that may hold the door in a closed position.

## **5. Flush or low thresholds for doorways**

**Thresholds at Doorways.** Thresholds at doorways shall not exceed 3/4 inch in height for exterior sliding doors or 1/2 inch for other types of doors. Raised thresholds and floor level changes at accessible doorways shall be beveled with a slope no greater than 1:2.

## **6. One booth at each polling place shall meet the following specifications:**

a. A booth that is a minimum of 48 inches wide and 24 inches deep. A portable booth placed upon an accessible table would meet this requirement.

b. A minimum of 27 inch knee clearance and a minimum of 29 inch tabletop height.

c. Standard chair available for those with limited mobility.

d. Ball hand punch for vote-o-matics for those with limited hand function.