FHAct ACCESSIBILITY CHECKLIST

PRE-ON-SITE INSTRUCTIONS

1. Before you do an on site review, make sure you have established jurisdiction. For example, if the final building permit(s) for any building in the project was obtained on or before June 15, 1990 and was NOT later renewed, then the building would not be covered. This is a building by building determination.

   A Building is **NOT** covered by the Fair Housing Act new construction requirements **IF**:

   (1) it was occupied on or before March 13, 1991

   OR

   (2) the last building permit or renewal of such permit was issued by a state, county, or local government on or before June 15, 1990.

   For a building to be considered occupied, the following criteria must be met:

   1. a certificate of occupancy must have been issued;

      AND

   2. at least one dwelling unit actually must be occupied.

      (a) for **rental units**, this means that a resident has signed a lease and taken possession of a unit; the resident must have the legal right to occupy the premises, but need not have physically moved in.

      (b) for **for sale units**, this means that a new owner has completed settlement and taken possession of a unit and has the legal right to occupy the premises, but need not have physically moved in.

Date(s) of all building permits:

Building ID	Date of Permit or Renewal Date if Applicable	Covered? (Yes/No)

2. Complete a review of the building plans before you go on site. Have a HUD architect assist with this review if possible. Make notes from the building plans of anything in the plans that is not in compliance, and that will need to be verified when on site.

3. Tools and other Documents: Bring with you for the on-site (check off each item; bring more than one of each as needed, depended on how many staff will be taking measurements):

_____clipboard

_____camera and plenty of film

_____door pressure gauge

_____30" x 48" burlap cloth

_____60" circular cloth

_____measuring tape (one at least 15 feet long; one 25 feet long

_____smart level

_____wood blocks (1/4" thick and 1/2" thick and 3/4" thick)

_____copy of the Site Plan

_____copy of the complaint (or notes regarding the issues raised in the complaint)

_____Building Plans reviewed? _____ Yes _____No

How many floor plans are involved? _____

_____Copy of each floor plan? _____ Yes _____ No

FHAct ACCESSIBILITY CHECKLIST

Complete whatever information below is appropriate before going on site, based on information received from the data request letter. Once on site, remember to take photographs and check off the boxes in this form labelled "Photographs" to confirm that photos were taken.

Project Identification

Case Name:

Case Number:

Date of the On-site:

Investigators:

Project Name:

Address:

HUD Architect:

HUD Attorney for the Project:

Developer/Builder:

Architect/Designer:

Total Number of Buildings in the project:

With Elevators:

Total # of Units per building:

# of floors

# of units on each floor:

Total # of units covered by the Act:

Without Elevators:

Total # of units per building

# of floors:

# of ground floors (note: there can be more than one ground floor):_____

# of units on each floor:

Total # of units covered by the Act:

If the project includes both **multi-story and single-story dwelling units**:

how many units are multi-story?

How many units are single-story?

How many units are single-story with a loft?

Are there any **multi-story units in a building with an elevator(s)**?
_____Yes ____No

If yes:

how many elevator buildings have multi-story units?

how many multi-story units in each building?

MULTI-STORY UNITS IN BUILDINGS WITH ELEVATOR(S):

If there are elevator buildings with multi-story units, answer the following questions:

1. Is the floor of the unit that is served by the building's elevator the main entry floor to the unit?

2. Check the rooms on the main entry floor of the unit using applicable sections of this checklist. Do the rooms on this floor meet Requirements 3-7 of the Guidelines?

3. Is there a usable bathroom or powder room on this floor?

PHOTOGRAPHS_____

CARRIAGE UNITS

Are there any units that may be considered to be "carriage units"?

If yes, describe, and if possible, sketch a rough drawing of the building showing where all primary and any secondary entrances are located, and where the grade (ground) is located. See next page for description of some types of "carriage houses" (there is no formal or legal definition) and diagrams.

For any carriage house units/buildings:

1. Is the level where the garage is located at grade or below grade? _____

2. If below grade, is there an accessible route (no steps) in either the front or back, or on either side? _____Yes

   _____No

3. Describe how a person enters the carriage house type dwelling unit:

4. List all types of spaces on the lowest (garage) level (that is, is there just a parking garage, or is there a garage and a place for laundry appliances; or is there a garage and the dwelling unit entry and foyer?):

   _____

   _____

   _____

5. How do you get from the garage level to the dwelling unit entrance and living level?

6. Is there only one floor (a single-story unit) above the garage level?

7. List all types of living spaces found on the floor above the garage?

8. Is there a loft or other space above the living level? If yes, describe:

9. Is the carriage unit multi-story? If yes, what are the living spaces on the upper level above the main living level? List all:

_____

_____

_____

PHOTOGRAPHS_____

Comments:

U. S. Department of Housing and Urban Development
Washington, D.C. 20410-0500

December 16, 1991

OFFICE OF GENERAL COUNSEL

MEMORANDUM FOR: Gordon Mansfield, Assistant Secretary for Fair Housing and Equal Opportunity, E

FROM: Frank Keating, General Counsel, G

SUBJECT: Carriage House Units

You have inquired about the application of the accessibility requirements under the Fair Housing Amendments Act ("Act") to carriage house unit designs.

In the examples which you provided, stacked housing units are designed to incorporate parking for each unit into the dwelling unit design in non-elevator buildings. Specifically, you have indicated that the garage footprint is used as the footprint for the remaining floor or floors of the units.

Since these carriage houses are located in buildings without elevators, the remaining question is whether they are ground floor units. See Section 804(f)(7) of the Act.

The Preamble to the regulations implementing the Act discusses the applicability of the Act to townhouses. Because the accessiblity provisions of the Act "extend only to ground floor units in buildings without elevators," and a townhouse of more than one story is not a ground floor unit, multistory townhouses were not required to be made accessible in buildings where there was no elevator. 24 CFR Ch. 1, Subch. A., App. 1, P. 702 (1991).

Because this carriage house design does not include the entire dwelling unit on the ground floor, it is not a covered multifamily dwelling within the meaning of the Act.

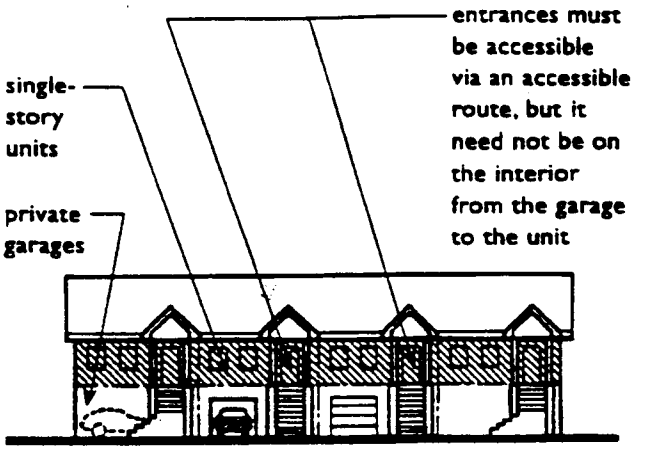
Buildings with Separate Ground Floor Unit Entrances Over Private Garages (Carriage Units)

Carriage House Units

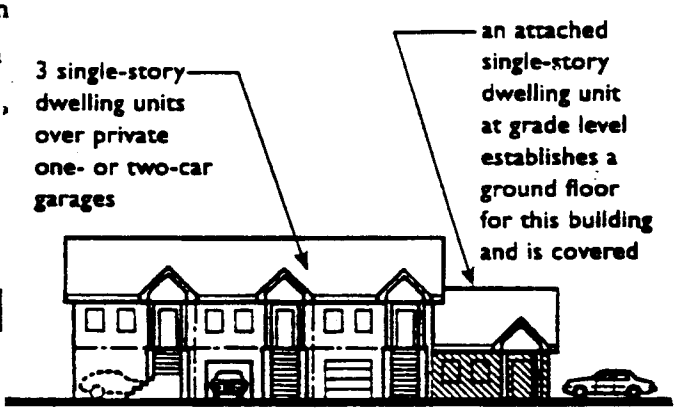
When single-story units are located above one- or two-car garages (carriage houses), the covered units are considered to be ground floor units and their entrances must be on an accessible route from a public street or sidewalk or other pedestrian arrival point.

If buildings containing carriage units have one or more units at grade level with an entrance on an accessible route, the grade level unit establishes a ground floor for the building and is covered. There is no requirement for there to be more than one ground floor nor for other units in the building on the second or elevated floor to be accessible.

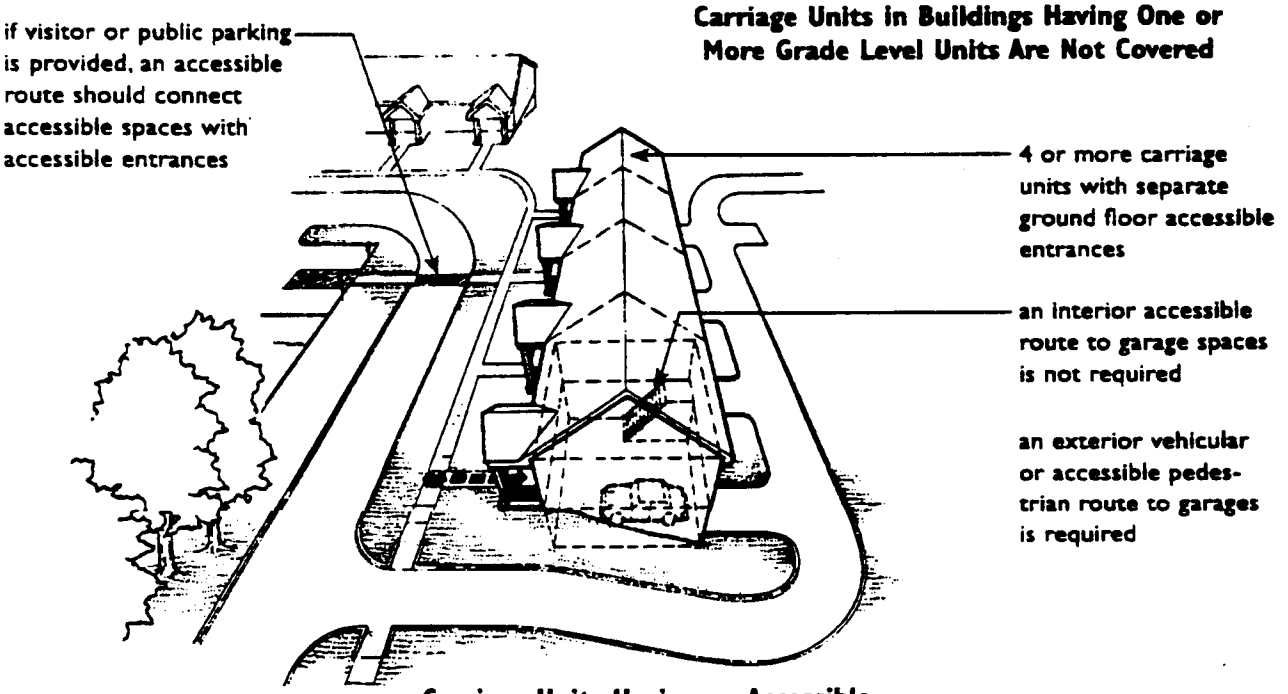
covered units =



Carriage Units Are Covered In Buildings Having No Other Grade Level Units



Carriage Units in Buildings Having One or More Grade Level Units Are Not Covered



Carriage Units Having an Accessible Route to an Entry Are Covered

SURVEY CHECKLIST FOR DWELLING UNITS

Use this checklist for the parking, the route to the each covered building/dwelling unit and the covered dwelling units. You may also use the parts of this checklist dealing with parking and accessible route, for those parking areas and accessible routes that serve public and common use facilities.

Note: On all sheets, use Y for Yes, N For No, and N/A for not applicable.

A. PARKING (Minimum 2% of units shall have accessible spaces)

1. **Resident Parking:**

Total # of parking spaces for **residents**/building: (assigned or unassigned)

_____

2% of the above number:_____

Number of accessible spaces? _____

For each accessible space:

at least 96" wide?

If no, measurement_____

access aisle at least 60"?

If no, measurement_____

connects to a curb cut/ramp:

appropriate signage:

Is there more than one type of resident parking offered (e.g., surface parking, covered stalls, garage stalls)?

If yes, is there accessible resident parking for each type?

PHOTOGRAPHS_____

1. **Resident Parking (Continued)**

If covered stall parking is provided (covered stalls are open at the sides, front and back), do the spaces meet the requirements for #1 above?

If parking garages are available for use by residents that are intended for a single car or two cars and are not attached to the unit they serve, answer question #3 below.

2. **Visitor Parking:** Total # of spaces for **visitors**/building:

Total number of accessible visitor spaces_____

For each accessible space:

at least 96" wide:

If no, measurement_____

access aisle at least 60":

If no, measurement_____

connects to a curb cut/ramp:

appropriate signage:

3. Are there any public and common use parking garages?

If yes:

Interior of the garage at least 14 feet 2 inches wide?

Width of the garage/vehicle door at least 10 feet wide?

Are the garages single, private garages that are attached to the unit they serve? If yes, DO NOT MEASURE. There is no requirement for private parking garages attached to and serving a single unit to be accessible.

HOWEVER, do check for "multi-story" carriage house situations (see above, and answer questions on that page); that is, situations where the garage is located under the dwelling unit.

PHOTOGRAPHS_____

COMMENTS:

B. Accessible Route to Building

Complete this sheet for <u>each building</u> in the project, including public and common use buildings and spaces.

Type of Building:_____

Building Address:_____

_____.

1. Is the route from the parking, passenger loading zone, public streets or sidewalks, and public transportation stops to the building or dwelling unit entrance (whichever is applicable) accessible?

at least 36" wide:

If no, measurement_____

smooth/unobstructed:

any changes in level 1/4" to 1/2":

any changes > 1/2 inch (steps):

If there are steps, how many?_____

slope > 5%:

If slope is > than 5%, is it a ramp?[1]

If yes, is the slope 8.33% or less?

If no, what is the percentage of the slope (use smart level)? _____

Are there handrails on both sides?

Are handrails between 34 and 38 inches from the ramp surface?

If no, measurement_____

---

[1]A ramp with a slope between 5% and 8.33% at the entrance of a building or a dwelling unit requires handrails and also must meet all other requirements of ANSI 4.8. For situations where you may have a slope along a walk or path of 5% to 8.33%, see the Fair Housing Act Design Manual, pages 1.7 to 1.8.

If handrails are wall mounted, are the handrails 1 1/2" from wall with a diameter of 1 1/4" to 1 1/2"?

If no, measurement_____

If the ramp and/or landing has a drop-off, is there a curb, wall, railing or projecting surface that prevents people from slipping off the side of the ramp or landing? (Note: curbs shall be a minimum of 2 inches high.)

Does the ramp have a landing at the top and the bottom that is at least as wide as the ramp, and at least 60" long?

If no, measurement_____

If the ramp changes directions, is there a landing at the change of direction that is 60" x 60" minimum?

If no, measurement_____

If there is a door at the end of the ramp, does it comply with the requirements for public and common use doors (see below Item C of this checklist).

PHOTOGRAPHS (of steps, ramps, thresholds, handrails, ramps, etc.:

_____

Comments:

C. Building Entrance

IF MORE THAN ONE BUILDING ON THE SITE, NOTE SPECIFIC BUILDING ADDRESS OR OTHER IDENTIFICATION_____

_____

_____.

For **doors in public and common use areas** (including the main entrance to a building) follow #1, 4, 5 and 7 below. For #4, 5 and 7, check BOTH exterior and interior side of the door!

For the **primary entry door to covered dwelling units**, follow #1, 2, 4 and 5; and #7 for the EXTERIOR side of the door only.

For **ALL doors intended for user passage that are interior to the dwelling unit**, including patio or secondary entrance/exit doors follow #6 and only.

1. Doors in public and common use areas

   a. Is the clear opening of the primary entry door to the building at least 32" wide (measured between the face of the door with the door open 90 degrees, to the door stop?

      If no, what is the measurement? _____

   b. Is the door threshold 1/2" or lower?

      If no, what is the measurement? _____

   c. For door thresholds of 1/4" to 1/2", is it beveled?

2. Primary door to dwelling unit (either within a building or with direct exterior access):

   Is the outside landing of the door an "impervious" material, like concrete, brick or flagstone? If yes, go to Number 2 below. For wood or other non-impervious surfaces:

   a. Is the clear opening of the primary entry door to the building at least 32" wide (measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold 3/4" or lower?

      If no, what is the measurement? _____

   c. For door thresholds of 1/4" to 3/4", is it beveled?

PHOTOGRAPHS_____

3. Is the outside exterior landing surface made of and impervious material like concrete, brick or flagstone? If no, go to step 4. If yes:

   a. Is the outside landing surface no more than 1/2 inch below the interior floor level of the unit?

   (Note: this will mean the overall height of the outside of the door threshold can be no higher than 1 1/4" total, and only 3/4" on the interior side.)

   If no, measurement_____

4. Does the exterior side of the door have lever hardware?

4a. If this is a public and common use door, does the interior side of the door have lever hardware?

5. Is the pressure required to open the door 8.5 lbf or less?

6. Doors within the dwelling unit that are intended for user passage:

   a. Is the clear opening of the door at least <u>a nominal</u> 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

   If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

   If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

PHOTOGRAPHS_____

7. Maneuvering Clearance at Door

IMPORTANT NOTES:

-- For public and common use doors, check BOTH sides of the door.

-- For primary entry doors to covered dwelling units, check only the OUTSIDE of the door:

-- Use diagram (a), (b), or (c), depending on direction of approach.

Measurements are length by width: length is measured perpendicular to the doorway; width, parallel to the doorway.

a. If a frontal approach:

Is there at least 48" by 36" of clearance on push side of door (the doorway space from frame to frame] must be 36" wide)?

If no, measurement_____

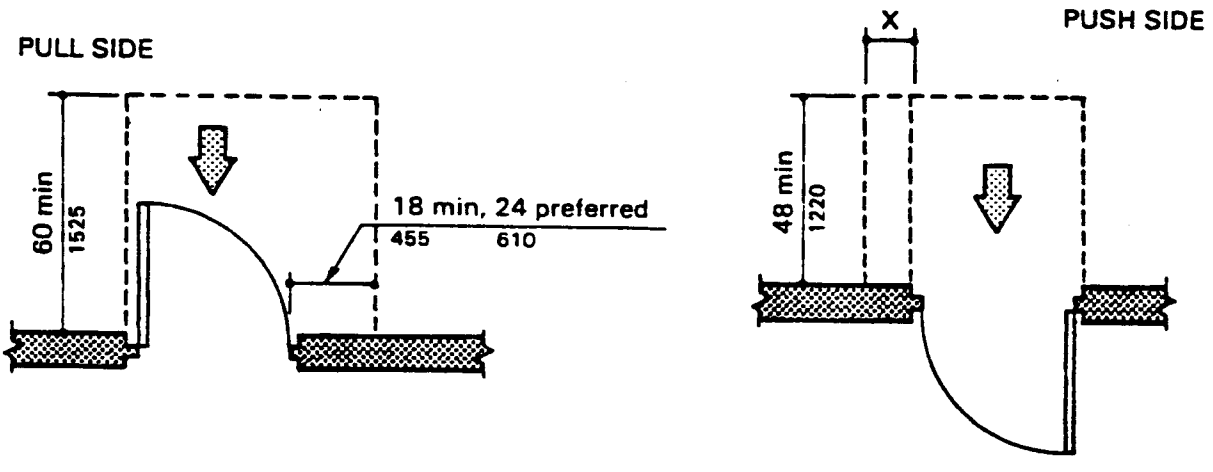
(If the door has a closer and a latch, is there at least 48" by 48" clearance on push side [there must be 12" width out from the latch side frame]?)

If no, measurement_____

Is there at least 60" by 54" clearance on pull side of door (there must be 18" width out from the latch side stop)?

If no, measurement_____

PHOTOGRAPHS_____



NOTE: x = 12 in (305 mm) if the door has both a closer and a latch.

b. If a hinge-side approach:

Is there at least 42" by 54" clearance on push side of door (width measured starting from the latch side frame)?

If no, measurement_____

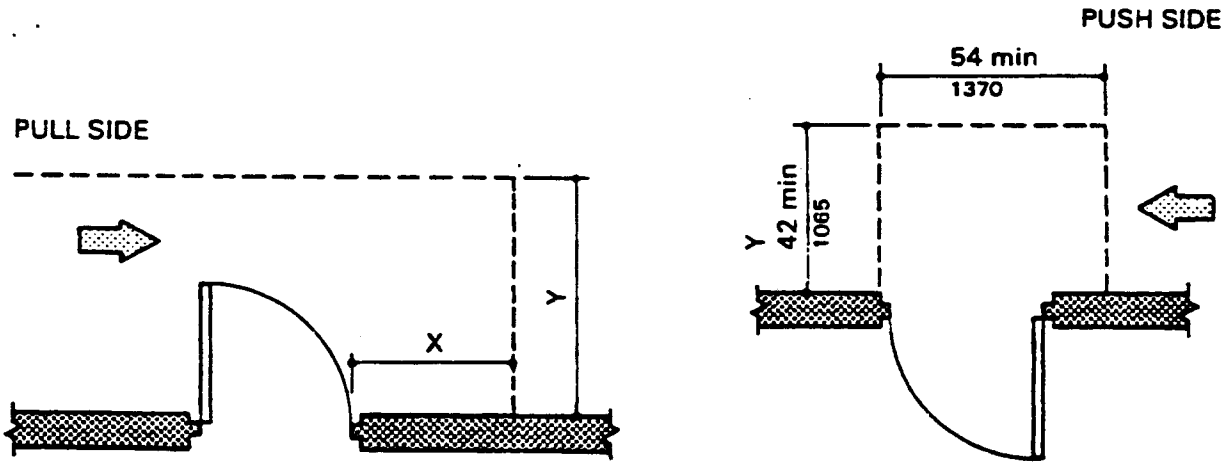
(If the door has a closer and a latch, is there at least 48" by 54" clearance on push side?)

If no, measurement_____

Is there at least 54" by 42" (or 60" by 36") clearance on pull side of door (there must be 42" [or 36"] width out from the latch side stop)?

If no, measurement_____

PHOTOGRAPHS_____



NOTE: x = 36 in (915 mm) minimum if y = 60 in (1525 mm); x = 42 in (1065 mm) minimum if y = 54 in (1370 mm).

NOTE: y = 48 in (1220 mm) minimum if door has both a latch and a closer.

(b) Hinge-Side Approaches — Swinging Doors

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

c. If a latch-side approach:

Is there at least 42" by 60" clearance on push side of door (there must be 24" width out from the latch side frame)?

If no, measurement_____

(If the door has a closer, is there at least 48" by 60" clearance on push side?)

If no, measurement_____

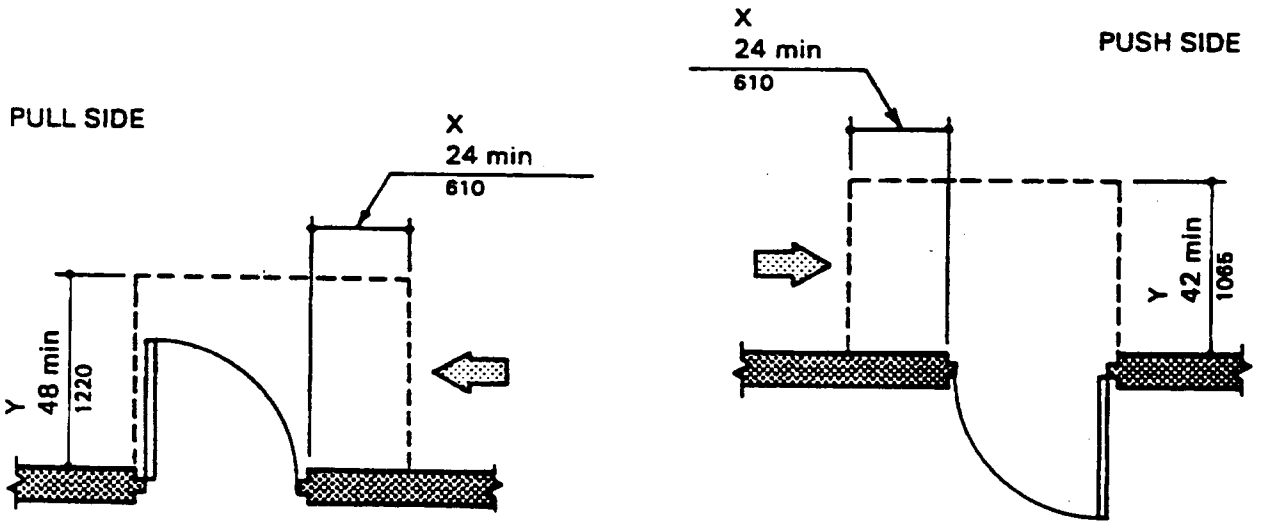
Is there at least 48" by 60" clearance on pull side of door (there must be 24" width out from the latch side frame)?

If no, measurement_____

(If the door has a closer, is there at least 54" by 60" clearance on pull side?)

If no, measurement_____

PHOTOGRAPHS_____



(c) Latch-Side Approaches — Swinging Doors

D. DWELLING UNIT

Covered Unit Address (e.g., apartment or unit number, building address: _____

_____.

If the unit survey is identical to other units, list other units:

_____

_____

_____.

Front Hallway (or Foyer):

1. Is the route at least 36" wide?

   If no, measurement_____

2. Are the light switches 48" from the floor, or lower?

   If higher than 48", write in measurement_____

3. Are the 15" from the floor, or higher?

   If lower than 15", write in measurement_____

Comments:

PHOTOGRAPHS_____

E. Living Room

1. **Doors** to closets, storage, or other doors intended for user passage (except patio/sliding door -- see Item G, 1 and 2, below).

   a. Is the clear opening of the door at least a nominal 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

      If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

2. Is the **route** at least 36" wide?

   If no, measurement_____

3. Are **light switches** 48" from the floor, or lower?

   If higher than 48", measurement _____

4. Is the **thermostat**[2] 48" or lower?

   If higher than 48", measurement _____

5. Are **outlets** 15" from floor or higher?

   If lower than 15", measurement _____

Comments:

PHOTOGRAPHS_____

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[2]If **thermostat** is not in the living room, locate it and measure. If more than one thermostat in the unit, measure all and indicate room where the thermostat(s) is/are located in the comments section for the living room.

F. Dining Room

1. **Doors** to closets, storage, or other doors intended for user passage (except patio/sliding door -- see G. below.

   a. Is the clear opening of the door at least a nominal 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

      If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

2. Is the **route** at least 36" wide?

   If no, measurement_____

3. Are **light switches** 48" from the floor, or lower?

   If higher than 48", measurement _____

4. Is the **thermostat** (if any) 48" or lower?

   If higher than 48", measurement _____

5. Are **outlets** 15" from floor or higher?

   If lower than 15", measurement _____

Comments:

PHOTOGRAPHS_____

G. Patio/Deck/Balcony

1. Is the clear opening of the patio/deck/balcony door at least a nominal 32" (at least 31 5/8") wide?

   If not, what is the measurement_____?

2. Is door threshold (including sliding door tracks) 3/4" or lower?

   If not, what is the height? _____

3. Is the 3/4" threshold beveled?

4. If the exterior deck, patio or balcony surface is constructed of a pervious material, e.g., wood, is the outside landing 1/2" or less below the interior floor of the dwelling unit?

   If more than 1/2", what is the measurement? _____

4. If exterior deck, patio or balcony surface is constructed of impervious material such as concrete, brick or flagstone, is the outside landing 4" or less below the interior floor of the dwelling unit?

   If more than 4", what is the measurement?_____

   IMPORTANT NOTE: The above measurement may be more than 4 inches <u>if required by the local code</u>. Therefore, remember to check the local code when returning to HUD.

PHOTOGRAPHS_____

H. Kitchen

1. **Door** to the kitchen, and any other doors intended for user passage: (except patio/sliding door -- see G. above.

   a. Is the clear opening of the door at least a nominal 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

      If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

2. Is the **route** at least 36" wide?

   If no, measurement_____

3. Are **outlets** and **light switches** that are not located above an obstruction, located between 15" and 48" from the floor?

   Write in measurements and locations for any switches or outlets that do not comply_____

   _____

   _____

   _____.

4. Are **outlets** and **light switches** located above an obstruction (e.g., kitchen cabinet), and reachable by a forward approach-- i.e., WHERE THERE IS KNEE CLEARANCE BELOW THE OBSTRUCTION--- no higher than 44" from the floor?

   Write in measurements/locations for any that do not comply:

   _____

   _____

   _____.

PHOTOGRAPHS_____

5. Are outlets and light switches located above an obstruction (e.g., kitchen cabinet), and reachable by a side approach, 46" or lower?

Write in measurements/locations for any that do not comply:

_____

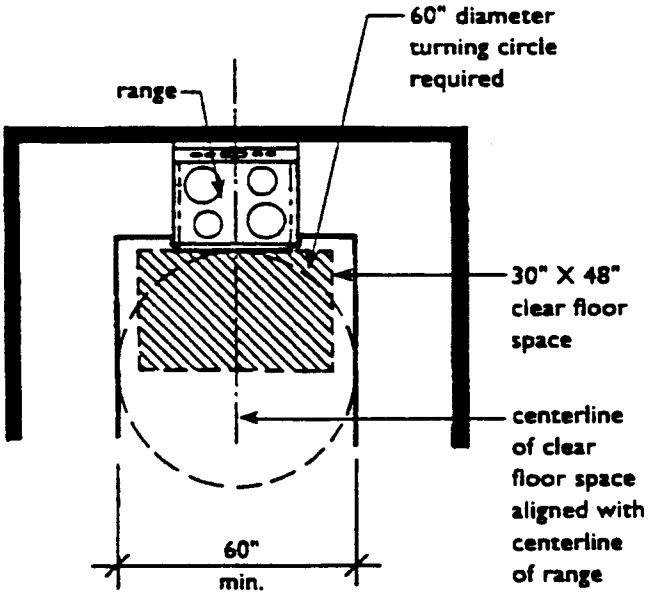
_____

6. Is the kitchen U-shaped, with the sink or range/cooktop at the base of the U?

If yes, is there a 60" by 60" turning circle of clear floor space at the base of the U (see diagram for how to measure)?

If no, are the base cabinets removable?

If no, what is measurement from counter to opposing counter or wall)?

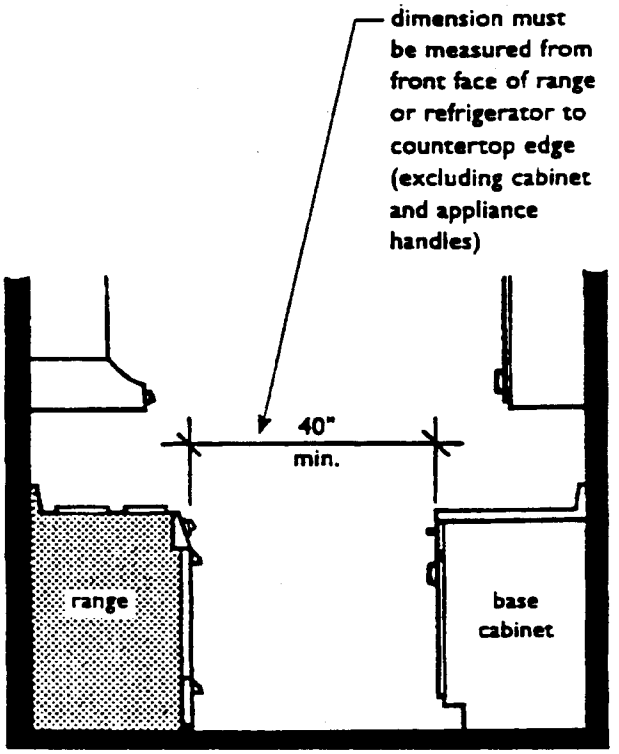


NOTE: The above diagram is a sample only to show how to measure the clearance. Measure from one leg of the "U" to the other. If refrigerator or other appliance is INSIDE the 60-inch turning circle, measure off of the face of the refrigerator door to opposing countertop or appliance face. For appliances, always measure off the face of the appliance, excluding handles/controls.

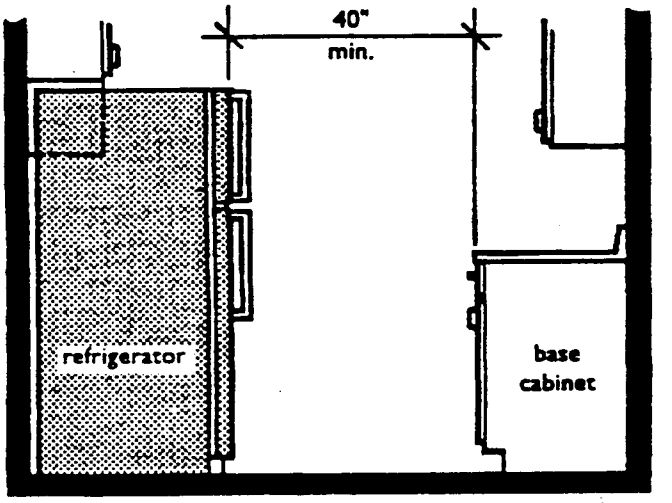
PHOTOGRAPHS_____

7. In **L-shaped, galley-type**, etc. kitchens, is there at least 40" clearance between counters and all opposing base cabinets, appliances or walls (see diagram below for how to measure)?

If no, what is measurement?_____



Minimum Clearance between Range and Opposing Base Cabinet



Minimum Clearance between Refrigerator and Opposing Base Cabinet

NOTE: The above diagrams are examples for the purpose of showing how to measure the clearance. Take the 40" measurement from where the clearance is the most narrow. In other words, measure off the face of appliances that project the most from the wall (such as the refrigerator), to the opposing wall, base cabinet or appliance.

PHOTOGRAPHS_____

Clear Floor Space at Kitchen Appliances/Fixtures:

SEE DIAGRAMS AND EXAMPLES ON PAGES 23-a, 23-b, and 23-c

8. For both the **sink and the range/cooktop**, is there 30" by 48" clear floor space in front of the sink, and the range/cooktop, allowing for a side approach (measure from the centerline of the sink and the range, 24" out on each side from the centerline)?

   If no, explain or write in measurements:

   _____

   _____.

9. For the **oven, dishwasher, refrigerator or trash compactor**, is there 30" by 48" clear floor space for either a side or frontal approach?

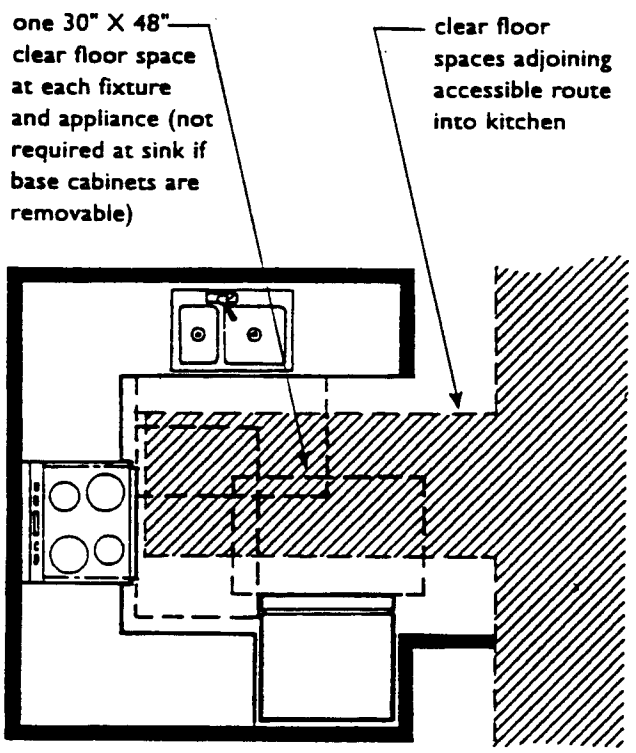
   If no, explain or write in measurements:

   _____

   _____.

Comments:

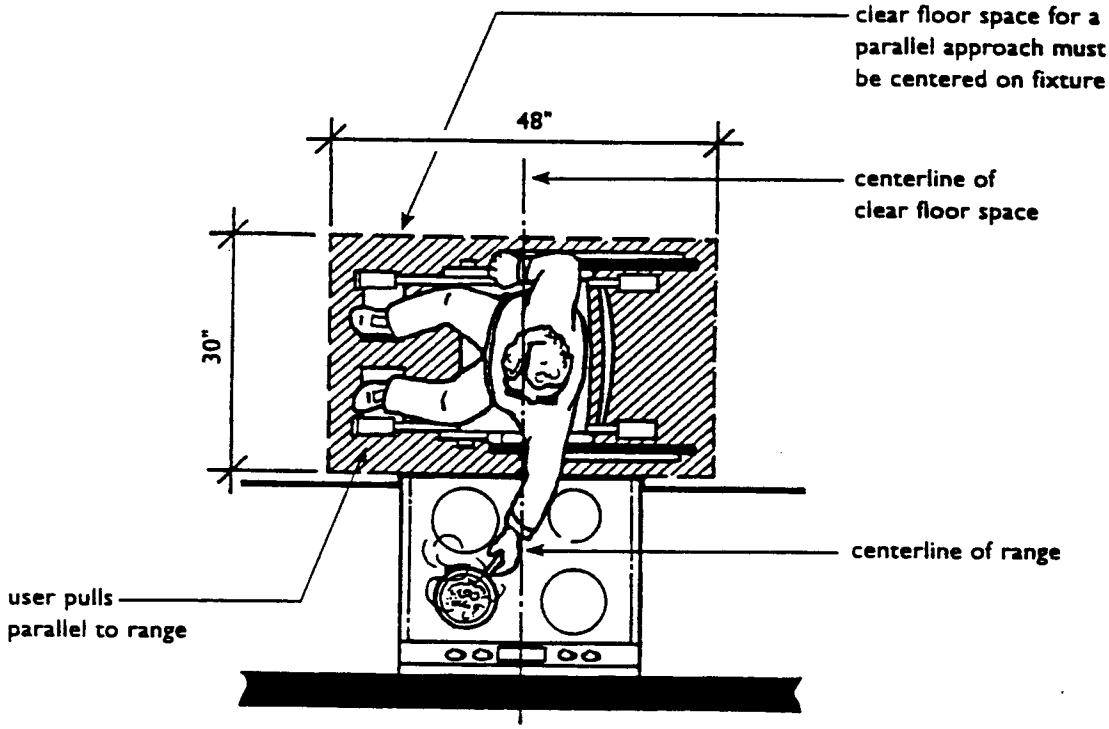
PHOTOGRAPHS_____



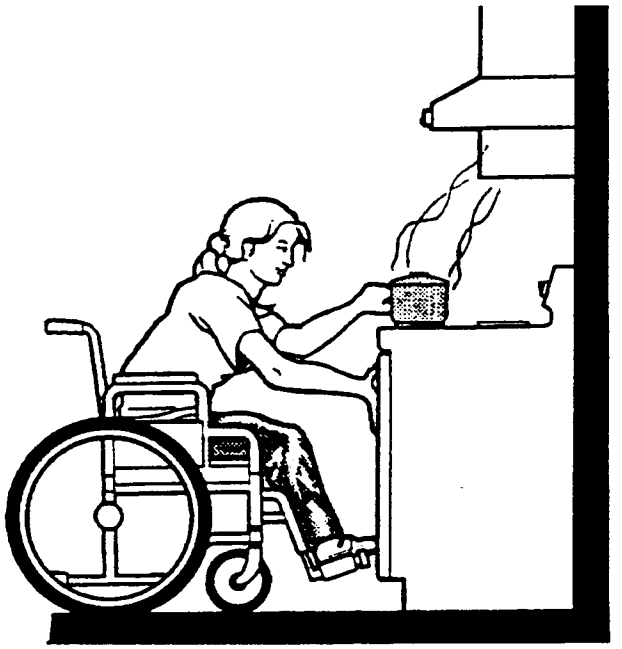
Overlapping Clear Floor Spaces and Accessible Route Provide Maneuvering Space

Clear Floor Space at Ranges, Cooktops, and Sinks

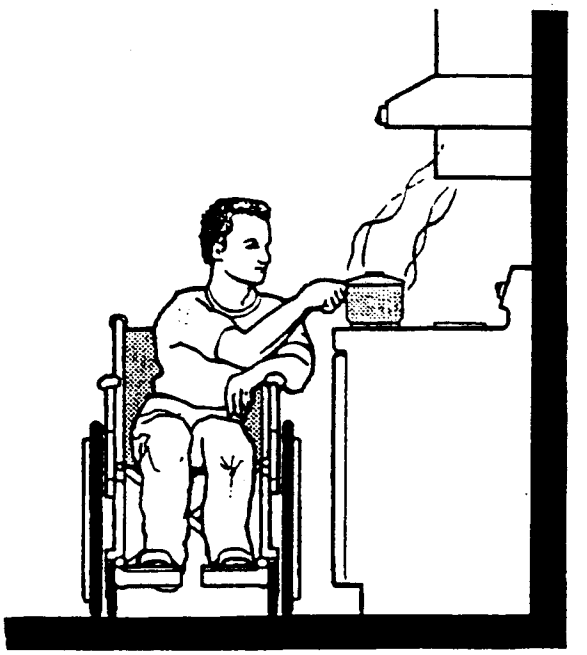
Unless knee space is provided, space to execute a parallel approach must be provided at ranges, cooktops, and sinks. The clear floor space in this parallel orientation allows the wheelchair user to make a close side approach permitting safer and easier reach to controls and cooking surfaces. A forward approach, on the other hand, is difficult and unsafe, especially when controls are located at the back, because it requires seated users to lean forward over their feet and knees to reach not only hot pots and pans but the controls as well. See pages 7.11 through 7.16 for required clear floor space at cooktop or sink when knee space is provided.



Space for Parallel Approach Required at Range and Cooktop



Forward Approach at Range is Difficult and Unsafe

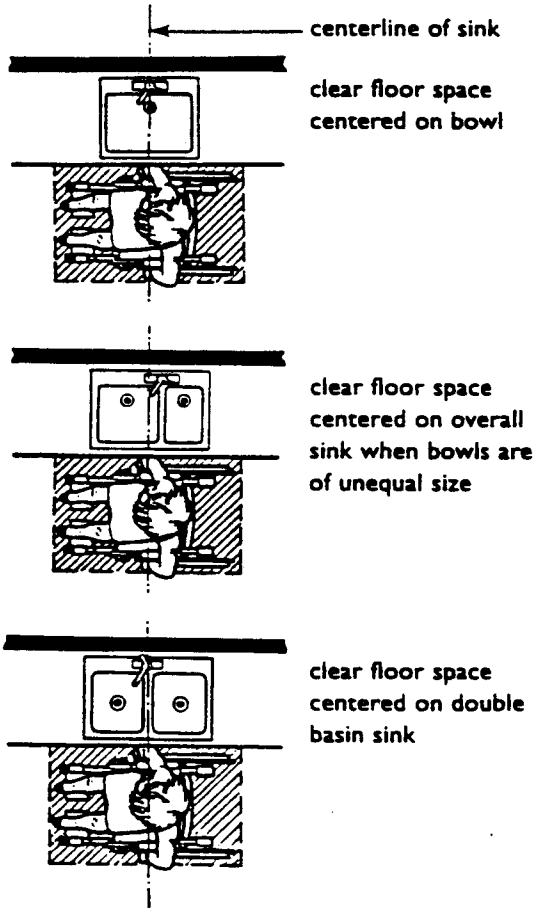


Parallel Approach to Range Specified in Guidelines

A **parallel** approach also must be provided at sinks so a seated user can reach down into the bowl. A forward approach with kneespace below the sink may be required in some very small U-shaped kitchens. See page 7.11.

The parallel clear floor space at sinks, as at ranges and cooktops, must be centered on the bowl or appliance. At single bowl sinks the centerline of the clear floor space must align with the centerline of that bowl. Where there are multiple bowl sinks the clear floor space must be centered on the overall sink itself.

Faucets usually are placed at the center of or within six inches of the center of the sink, regardless of the number of basins. Since the clear floor space is centered on the sink, users are still afforded access to faucet controls.



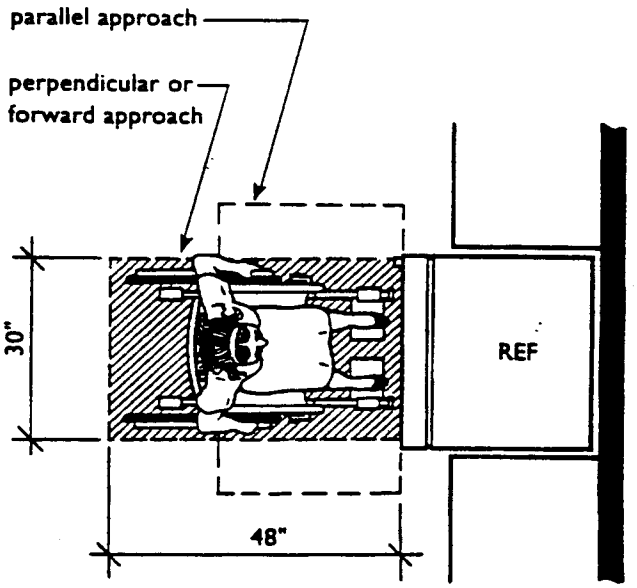
Space for Parallel Approach Required at Sinks

Clear Floor Space at Ovens, Dishwashers, Regrigerators, Freezers, and Trash Compactors

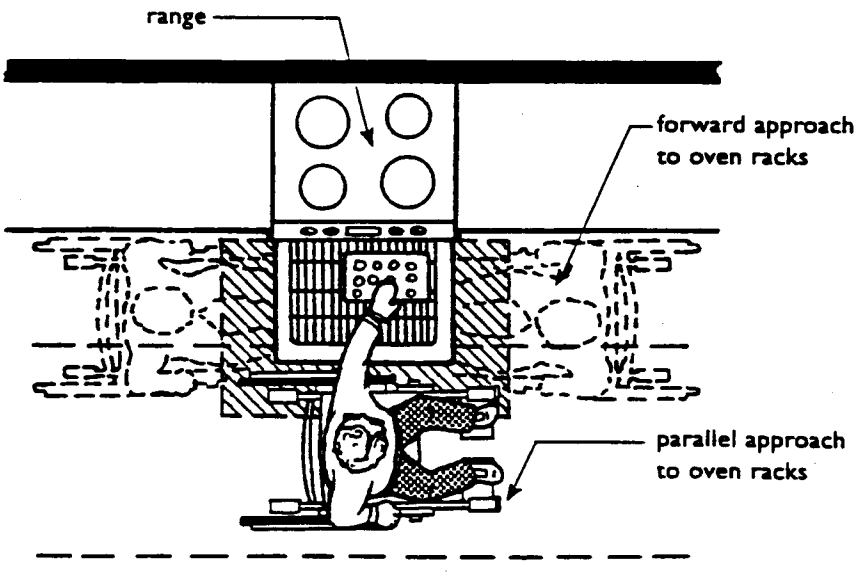
The 30-inch x 48-inch clear floor space oriented in either one of two positions—parallel or perpendicular—is required at the oven, dishwasher, refrigerator, freezer, and trash compactor. Wall-mounted and microwave ovens, like ovens in ranges, also must have either a parallel or perpendicular clear floor space adjacent to the appliance.

Even though this group of appliances has operable doors that require the user to be able to get out of the way of the door swing, for purposes of design and room layout the clear floor space must be centered on the appliance itself. However, the clear floor space for the specific appliance and the clear floor space for adjacent appliances and fixtures, combined with the 36-inch wide accessible route into the room, provide the functional space necessary to open a door and maneuver close to the appliance to be able to reach into it.

clear floor space for at least one type of approach (forward or parallel) must be centered on the refrigerator; this applies to side-by-side as well as over/under models



Space for Either a Forward or Parallel Approach Must be Provided



Functional Use of Oven Could Be From Any One of These Positions

I. Bedrooms

Bedroom #1 (Master Bedroom, if there is one)

1. Door to the bedroom, and any other doors intended for user passage: (except patio/sliding door -- see G. above).

   a. Is the clear opening of the door at least a nominal 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

      If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

2. Is the route at least 36" wide?

   If no, what is measurement?_____

3. Are light switches 48" from the floor, or lower?

   If higher than 48", measurement _____

4. Is the thermostat (if any) 48" or lower?

   If higher than 48", measurement _____

5. Are outlets 15" from floor or higher?

   If lower than 15", measurement _____

Comments:

PHOTOGRAPHS_____

Other Bedrooms (If any)

Identify the bedrooms other than the Master Bedroom as Bedroom #2, #3, etc.:

Bedroom # _____.

1. Door to the bedroom, and any other doors intended for user passage, such as walk-in closets: (except patio/sliding door -- see G. above).

   a. Is the clear opening of the door at least a nominal 32" wide (that is, 31 and 5/8 to 32"), measured between the face of the door with the door open 90 degrees, to the door stop)?

      If no, what is the measurement? _____

   b. Is the door threshold (if any) no higher than 1/4 to 1/2"?

      If no, what is the measurement? _____

   c. Is the door threshold (if any) beveled?

2. Is the route at least 36" wide?

   If no, what is measurement?_____

3. Are light switches 48" from the floor, or lower?

   If higher than 48", measurement _____

4. Is the thermostat (if any) 48" or lower?

   If higher than 48", measurement _____

5. Are outlets 15" from floor or higher?

   If lower than 15", measurement _____

Comments:

PHOTOGRAPHS_____

J. Bathrooms - PARAGRAPH "a" TYPE BATHROOMS

Important Notes:

--The FHAct Accessibility Guidelines allow architects/builders to follow either one of two options for usable bathrooms. These are identified in the Guidelines at Requirement 7, Guideline 2, Paragraph (a) and Paragraph (b). They MUST follow one or the other--they cannot combine the options in any way. If they choose to follow paragraph (a), then ALL of the bathrooms in the dwelling unit must meet all of the requirements for that paragraph. If they choose to follow paragraph (b), then only one bathroom needs to meet the requirements listed under that paragraph, but ALL other bathrooms must meet all of the other requirements of the Guidelines, that is be on an accessible route, have usable doors, have switches, outlets in accessible locations and have reinforced walls for later installation of grab bars.

--For either paragraph (a) or paragraph (b) bathrooms, required clear floor space for one fixture may overlap with that of adjacent fixtures.

Paragraph (a) Bathrooms:

Use this sheet if the option chosen by the architect/builder was Requirement 7, Guideline (2), **Paragraph (a)**. Under Paragraph (a), **ALL** of the bathrooms in the dwelling unit comply with the provisions of Paragraph (a). SEE YOUR INSTRUCTION SHEET!

Bathroom Identification (e.g., master bath, bath #1, bath #2):

_____

1. <u>Maneuvering space within the bathroom</u>: Is there a 30" x 48" clear floor space inside the bathroom that is clear of the swing of the door (as it is closed)--for a person in a wheelchair to enter, close the door, use the fixtures, reopen the door and exit?

PHOTOGRAPHS_____

2. **Water closet (toilet):**

There must be a clear floor space at the water closet as shown in one of the three diagrams in Fig. 7 (a) **(SEE DIAGRAMS, PAGE 28-A)**. The area inside the solid and dashed lines that has been shaded using diagonal lines must be clear.

a. Door across from water closet - [see diagram on **left** in Fig. 7(a)]. Is the depth from the back wall behind the water closet to the opposite wall (where the door is located) at least 66"?

If no, what is measurement?_____

b. Is the width of the clear floor space at least 48 inches?

If no, what is measurement?_____

c. Side approach to water closet - [see the **center** diagram in Fig. 7(a)]. Is the depth from the wall behind the water closet to the opposite wall (or fixture) at least 56 inches?

If no, what is measurement?_____

d. Is the width of this clear floor space at least 48 inches?

If no, what is measurement?_____

e. Door opposite the water closet and the depth from the wall behind the water closet to the opposing wall/door is only 56 inches - [See **right** hand diagram in Fig. 7(a)]. Is the depth from the wall behind the water closet to the opposite wall (or fixture) at least 56 inches?

If less than 56", what is measurement?_____

Is the width of the clear floor space at least 60 inches with no lavatory or other fixtures occupying this space?

If no, what is measurement?_____

PHOTOGRAPHS_____

f. In bathrooms where either the left or center diagram of Fig. 7(a) applies:

(1) is there at least 18 inches from the centerline of the water closet to the side where there is either a wall or a bathtub? NOTE: If a wall, the measurement must be exactly 18 inches; if a bathtub or other fixture, the measurement must be at least 18 inches.

If no, what is measurement?_____

(2) is there at least 15 inches from the centerline of the water closet to the edge of the lavatory or vanity?

If no, what is measurement?_____

g. In bathrooms where the water closet is located as shown in the right diagram of Fig. 7(a):

(1) is there 18 inches from the centerline of the water closet to the adjacent wall or fixture? NOTE: If a wall, the measurement must be exactly 18 inches; if a bathtub or other fixture, the measurement must be at least 18 inches.

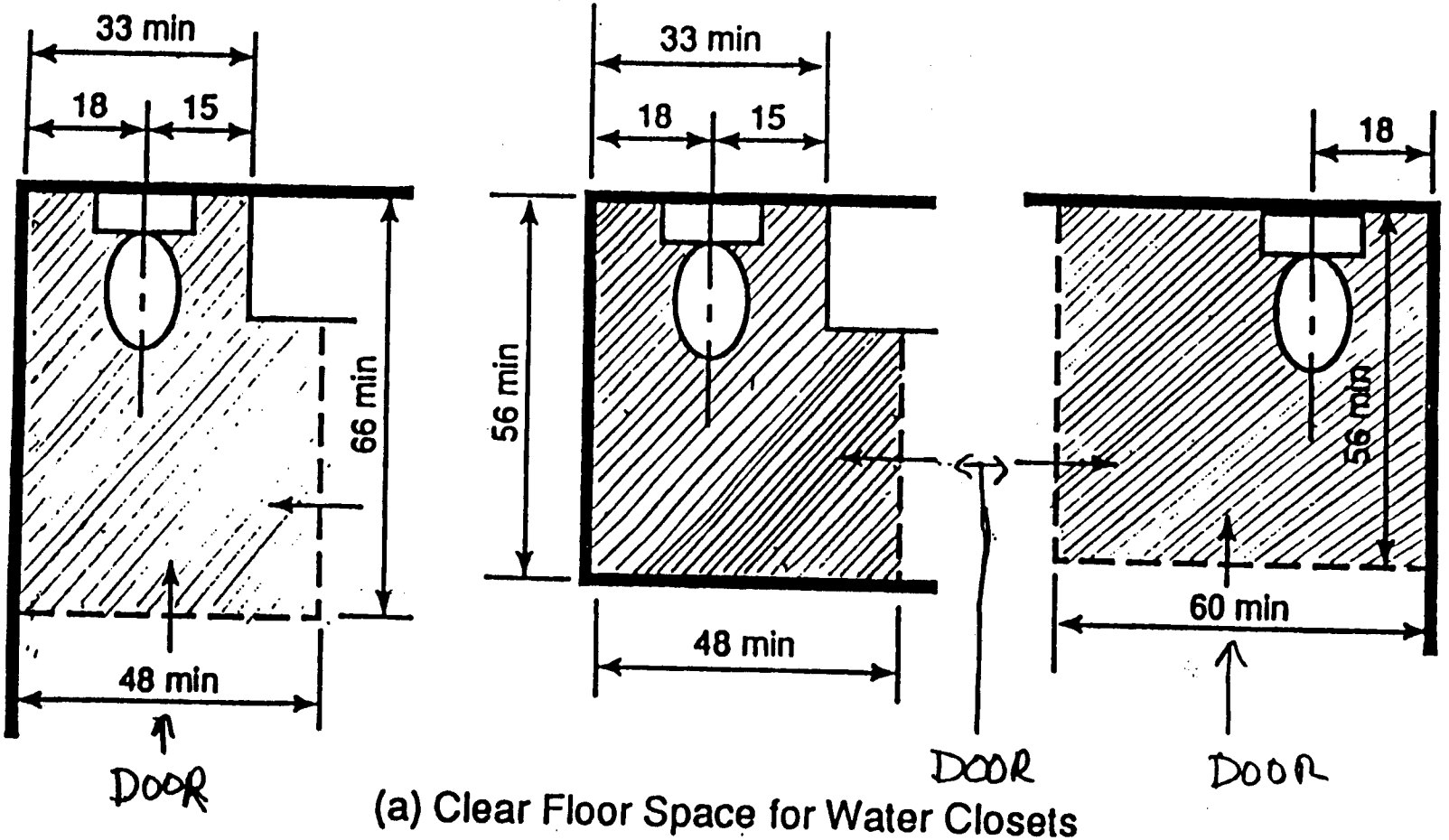
If no, what is measurement?_____

(2) on the other side, is there at least 42 inches from the centerline of the water closet to the edge of any fixtures located next to the water closet?

If no, what is measurement?_____

PHOTOGRAPHS_____

Clear Floor Space - areas below w/diagonal lines must be clear.



(a) Clear Floor Space for Water Closets

Exhibit 8-5

28-a

IF DOOR IS OPPOSITE THE WATER CLOSET, THE clear floor space MUST MEET THIS DIAGRAM

In The center Diagram THE Approach + The DOOR ARE FROM THE SIDE

In ABOVE Diagram the door/approach can be either from The side OR From opposite the water

3. **Bathtub:**

Use diagrams on page 29-a as a guide.

a. Lavatory with clear floor space beneath located next to the bathtub - [see Fig. 7(b) on the left]. Is there a clear floor space at least 30 inches wide by 60 inches long in front of the bathtub?

If no, what is measurement?_____

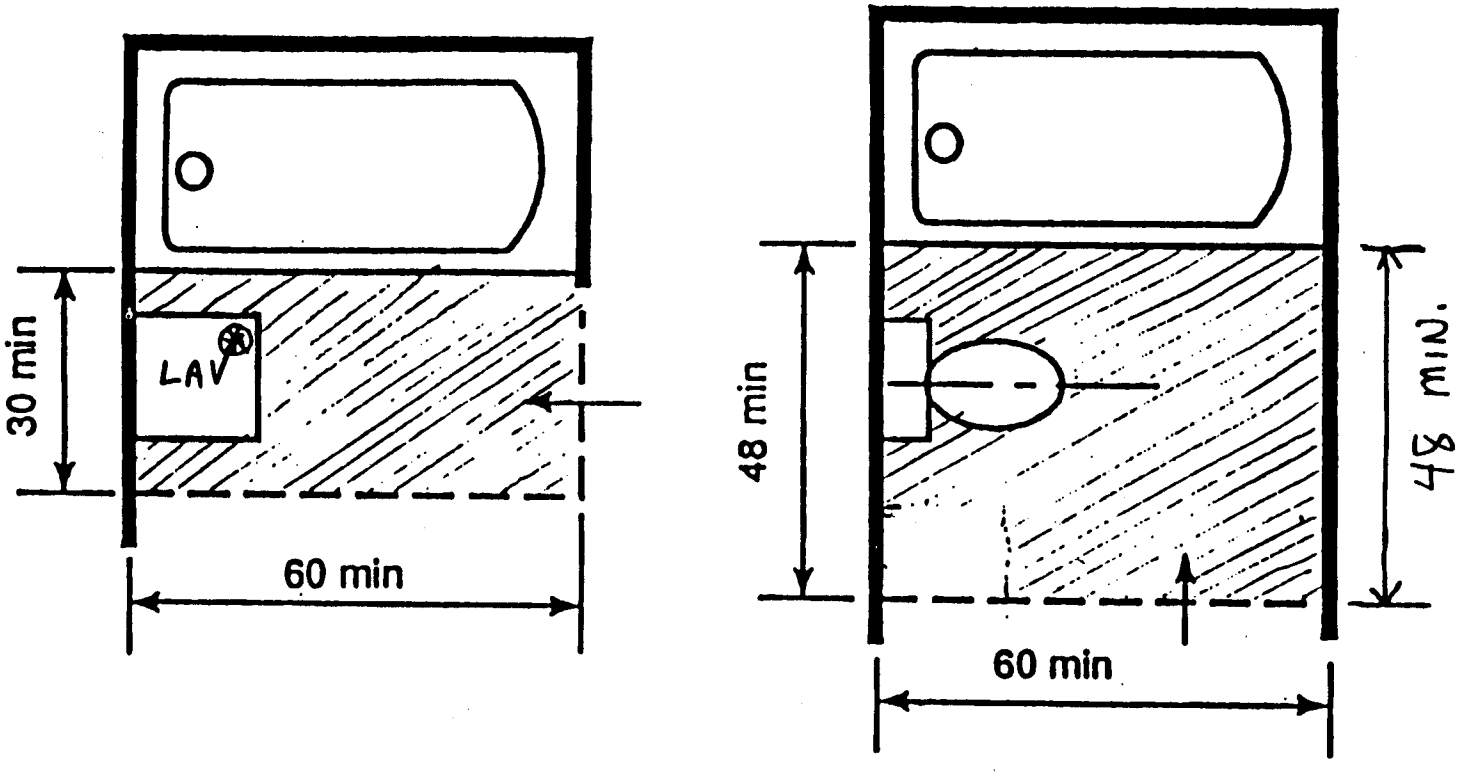
b. Lavatory located next to the bathtub and it does NOT have clear floor space beneath it nor does it have removable vanity cabinets: Is there a clear floor space at least 48 inches by 60 inches in front of the bathtub?

If no, what is measurement?_____

c. Water closet located next to the bathtub - Is there a clear floor space at least 48 inches by 60 inches in front of the bathtub? See Fig. 7(b), diagram on the right.

If no, what is measurement?_____

PHOTOGRAPHS_____



(b) Clear Floor Space at Bathtubs

⊛ In this diagram, the lav shown must have clear floor space below.

In diagram on the right (above) a lav that meets the requirements for a LAV (Fig 7(c)) may be located next to the water closet.

Fig. 7 Clear Floor Space for Adaptable Bathrooms

Exhibit 8-5

4. **Lavatory (sink):**

Use diagrams on page 30-a as a guide.

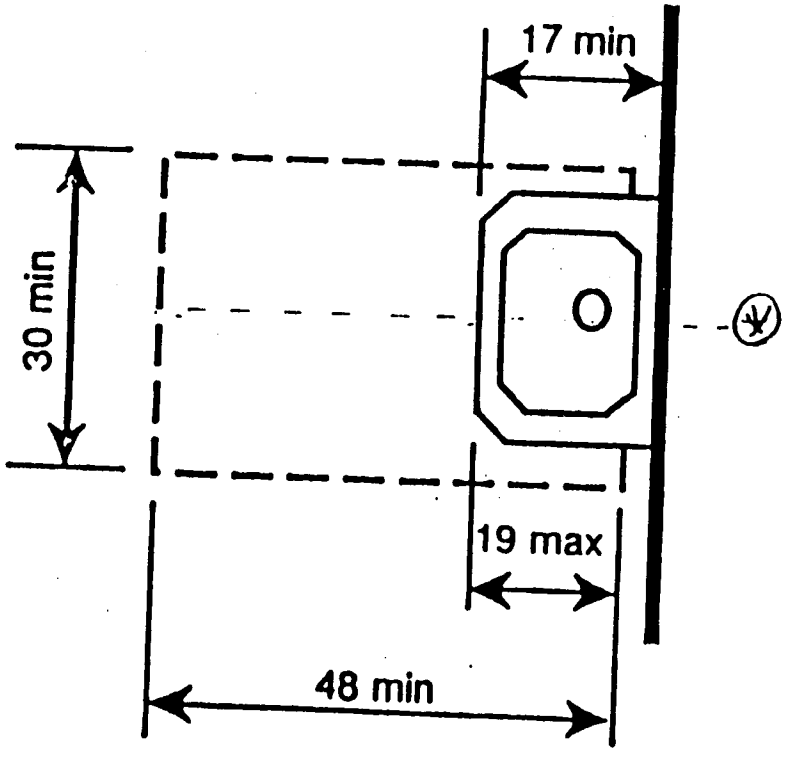
a. Lavatory with no base cabinets, frontal (forward) position as shown in Fig. 7(c) on the left - Is there a clear floor space 30 inches wide by 48 inches long extending a maximum of 19 inches under the lavatory?

If no, what is measurement?_____

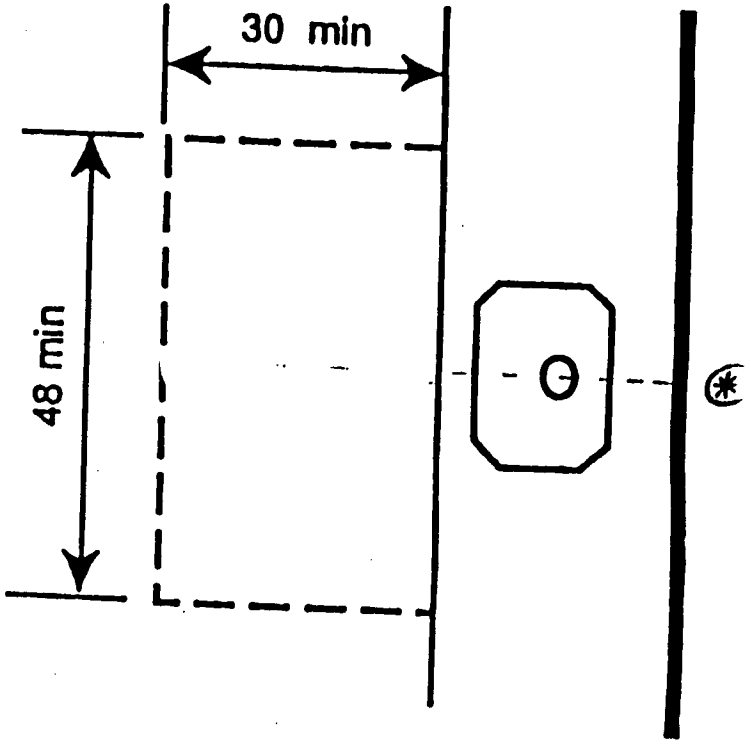
b. Lavatory with base cabinets, parallel (side) position as shown in Fig. 7(c) on the right - Is there a 30" x 48" clear floor space in front of the lavatory, centered on the centerline of the basin (bowl)?

If no, what is measurement?_____

PHOTOGRAPHS_____



Lavatory With Knee Space



Lavatory Without Knee Space

(c) Clear Floor Space at Lavatories

Exhibit 8-5

⊛ Centerline added

5. **Shower:**

Use the diagram on Page 31-a as a guide.

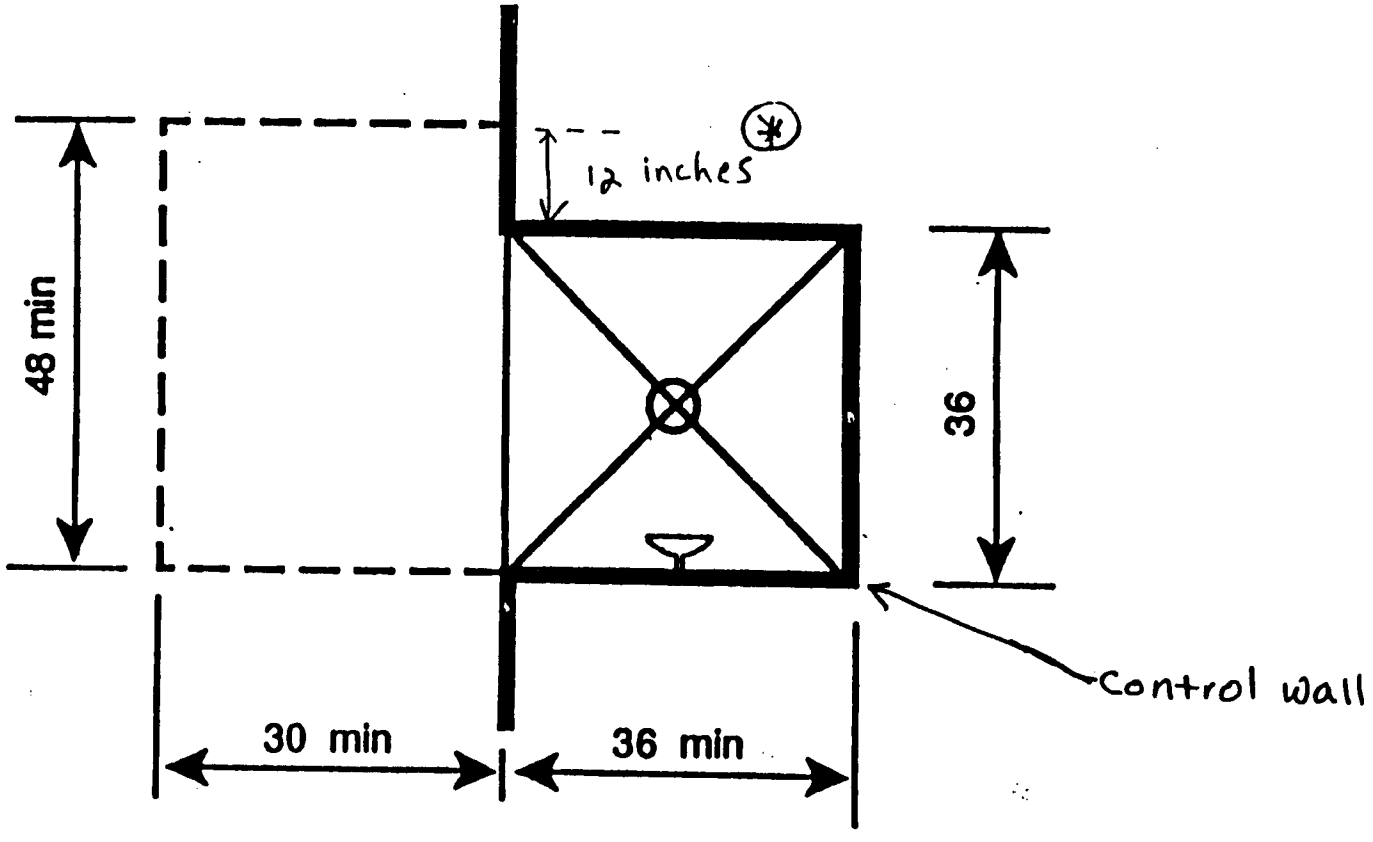
a. If shower is 36" x 36" - Is there a 30" x 48" clear floor space outside of the shower positioned exactly as shown in Fig. 7(d).

If no, what is measurement?_____

b. If the shower is the ONLY bathing facility provided in the covered dwelling unit, does it measure at least 36 inches by 36 inches?

NOTE: When the shower is the only bathing facility in the covered unit: it may be larger than 36" by 36", but it cannot be smaller than 36" by 36". In those cases were the shower IS 36" by 36", make a note in the comments column for 4(a) above that it is the only shower in the covered unit. If the shower is larger than 36" x 36" (such as 30" by 60"), make a note in the comments column for 4(c) below that it is the only shower in the covered unit.

If no, what is measurement?_____



(d) Clear Floor Space at Shower

* The above 12-inch offset area must be behind the shower wall that is opposite the control wall.

c. If shower is a size other than 36" x 36": measure the shower and draw a diagram of the shower and the clear floor space available outside the shower, in the space below; then compare it to the diagrams and discussion of showers in the Fair Housing Act Design Manual and note findings on this page.

Measurements _____

Diagram:

PHOTOGRAPHS_____

K. Bathrooms - PARAGRAPH (b) TYPE BATHROOMS

SEE EXPLANATION ABOUT PARAGRAPH (a) and PARAGRAPH (b) THAT APPEARS IN ITALICS UNDER "J. Bathrooms" ABOVE!

Paragraph (b):

Use this sheet if the option chosen by the architect/builder was Requirement 7, Guideline (2), **Paragraph (b)**. Under Paragraph (b), one bathroom complies with all of the provisions of Paragraph (b), and all other bathrooms in the dwelling unit are on an accessible route, have usable doors, have light switches, electrical outlets and environmental controls in usable locations and have reinforced walls for later installation of grab bars.

Bathroom Identification (e.g., master bath, bath #1, bath #2):

_____

1. If the bathroom has an in swinging door, Is there a 30" x 48" clear floor space inside the bathroom to position a wheelchair clear of the swing of the door as it is closed.

2. If the door swings out, is there a 30" x 48" clear floor space to allow maneuvering to use the fixtures?

3. Water Closet (Toilet) - The toilet must be positioned in a manner which permits a grab bar to be installed on one side of the fixture.

   Important Note: In order to meet paragraph (b), there must be a clear floor space next to the **bathtub** exactly as shown in Fig. 8 of the Guidelines. See the diagram on page _____ of this checklist.

   a. If the toilet is located next to a **wall**:

      (1) is there a minimum of 18 inches (1' 6") from the centerline of the toilet to the wall? See Fig. 7(a) of the Guidelines.

      If no, what is measurement?_____

PHOTOGRAPHS_____

(2) on the other side of the toilet, is there a minimum of 15 inches (1' 3") from the centerline of the toilet to the edge of a vanity or lavatory? **IMPORTANT NOTE: The bathtub cannot be located here unless it is 48 inches from the centerline of the water closet.**

If no, what is measurement?_____

b. If the toilet is located next to the **bathtub**:

(1) is there a minimum of 48 inches from the centerline of the toilet to the edge of the bathtub?

If no, what is measurement?_____

(2) on the other side of the toilet, is there a minimum of 15 inches (1' 3") from the centerline of the toilet to the edge of a vanity or lavatory?

If no, what is measurement?_____

Clear Floor Space at Water Closet: There must be a clear floor space at the water closet as shown in one of the three diagrams in Fig. 7 (a). **[See diagrams on page 35-a].** The area inside the solid and dashed lines must be clear. Use the attached marked sheet as a guide.

c. Door located directly across from the water closet [see diagram on **left** in Fig. 7(a)], is the depth from the back wall behind the water closet to the opposite wall (where the door is located) at least 66"?

If no, what is measurement?_____

d. Is the width of the clear floor space at least 48 inches?

If no, what is measurement?_____

e. Side approach to the water closet [see the **center** diagram in Fig. 7(a)]. Is the depth from the wall behind the water closet to the opposite wall (or fixture) at least 56 inches?

If no, what is measurement?_____

f. Is the width of this clear floor space at least 48 inches?

If no, what is measurement?_____

PHOTOGRAPHS_____

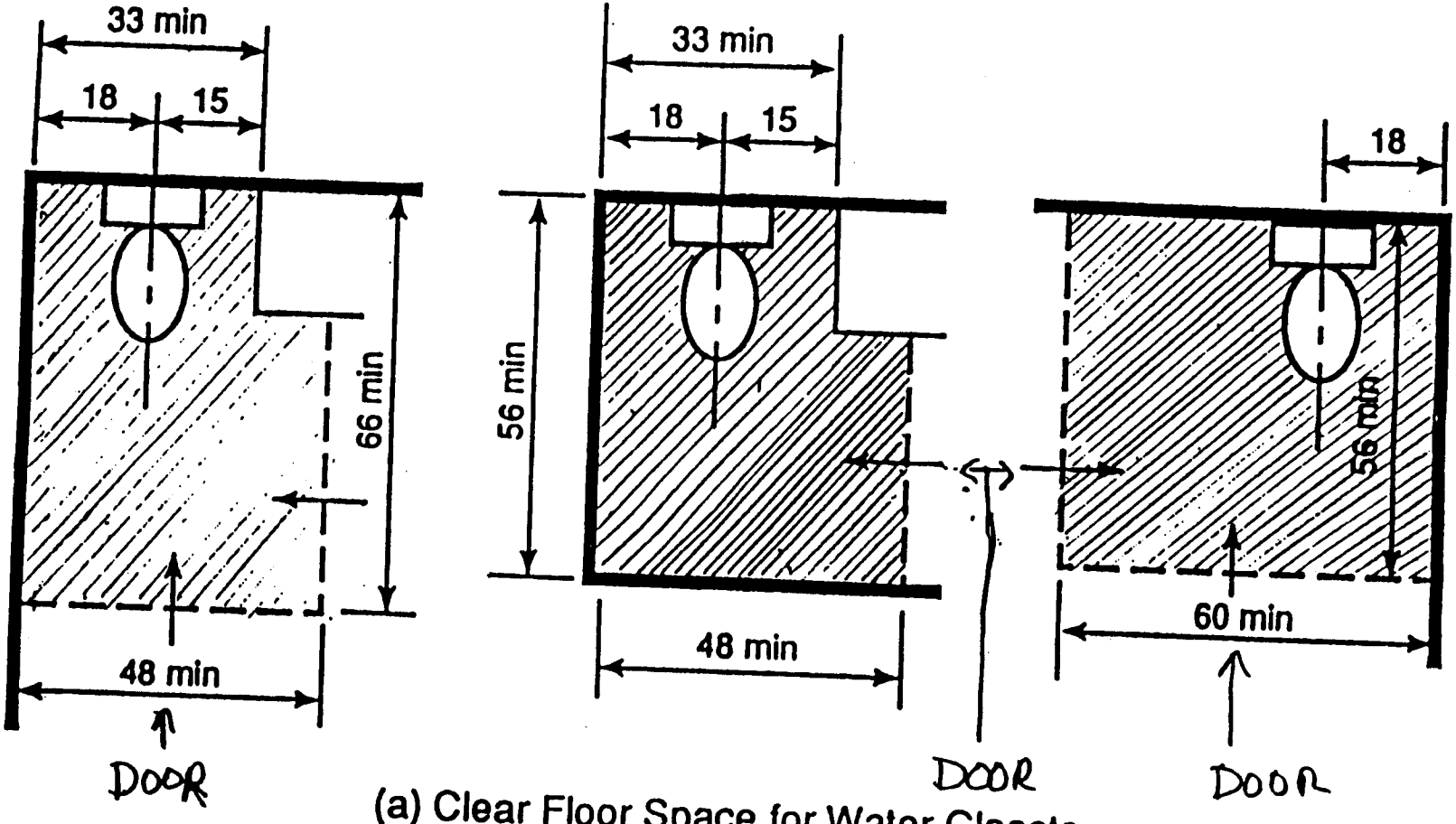
g. Door opposite the water closet and the depth from the wall behind the water closet to the opposing wall/door is at least 56 inches but is less than 66 inches. [See right hand diagram in Fig. 7(1)]. Is the depth from the wall behind the water closet to the opposite wall (or fixture) at least 56 inches?

If no, what is measurement?_____

h. Is the width of the clear floor space at least 60 inches with no lavatory or other fixtures occupying this space?

If no, what is measurement?_____

Clear Floor Space - areas below w/diagonal lines must be clear.



(a) Clear Floor Space for Water Closets

IF DOOR IS OPPOSITE THE WATER CLOSET, THE clear floor space MUST MEET THIS DIAGRAM

In the center Diagram THE Approach + The DOOR ARE FROM THE SIDE

In ABOVE Diagram the DOOR/approach can be either from the side OR From opposite the Water

Exhibit 8-5

35-a

4. **Lavatory or Vanity**

a. For bathrooms with two or more lavatories (sinks), is at least one accessible?

b. Is the top of the fixture rim no higher than 34 inches above the finished floor?

If no, what is measurement?_____

c. If the clear floor space at the lavatory is for a forward position as shown in Fig. 7(c) on the **left** **(See diagrams on page 36-a)** (in this case, the space below is either clear or the base cabinets are designed to be removable), is there a minimum of 15 inches from the centerline of the lavatory to an adjoining wall or fixture?

If no, what is measurement?_____

d. If the clear floor space at the lavatory is for a forward position as shown in Fig. 7(c) on the **left** **(See diagrams on page 36-a)**, is there a clear floor space 30 inches wide by 48 inches long extending a maximum of 19 inches under the lavatory?

If no, what is measurement?_____

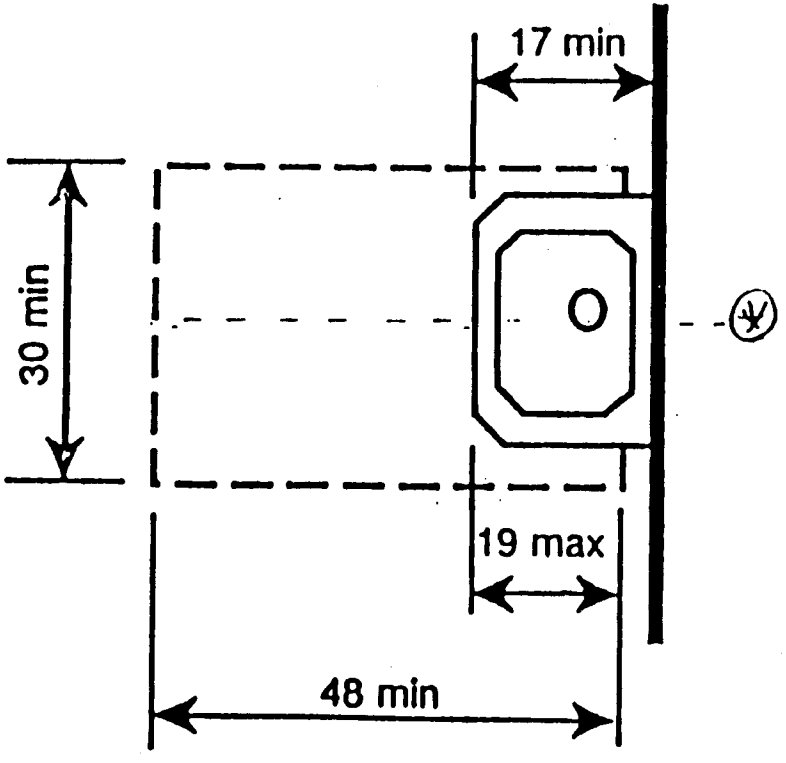
e. If the clear floor space at the lavatory is for a parallel (side) position as shown in Fig. 7(c) on the **right**, **(See diagrams on page 36-a)** is there a minimum of 24 inches from the centerline of the lavatory to an adjoining wall or fixture?

If no, what is measurement?_____

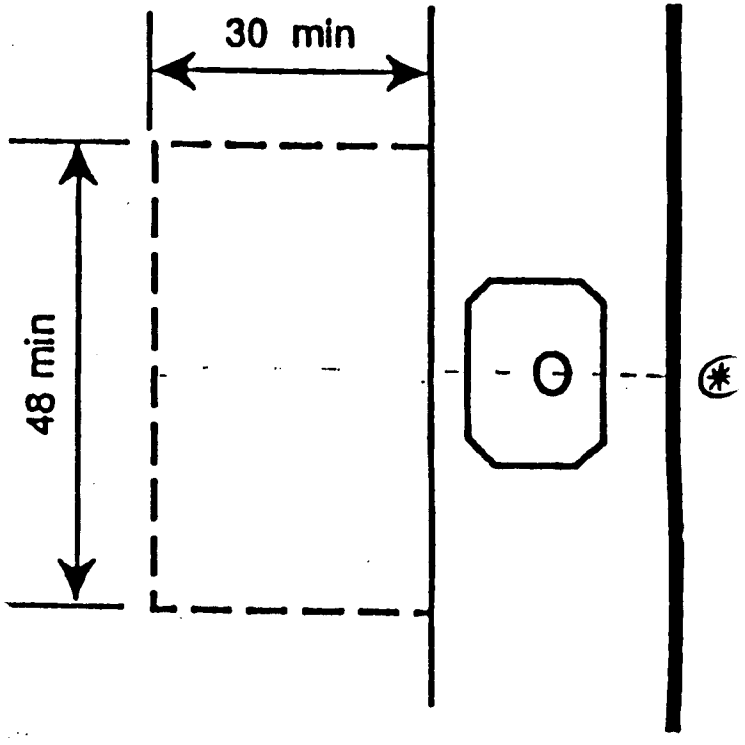
f. If the clear floor space at the lavatory is for a parallel (side) position as shown in Fig. 7(c) on the **right**, **(See diagrams on page 36-a)**, is there a 30" x 48" clear floor space in front of the lavatory, centered on the centerline of the basin (bowl)?

If no, what is measurement?_____

PHOTOGRAPHS_____



Lavatory With Knee Space



Lavatory Without Knee Space

(c) Clear Floor Space at Lavatories

* Centerline added

5. **Bathtub:**

a. For bathrooms with both a bathtub and a shower fixture, is at least one accessible?

b. Is there a clear floor space next to the bathtub that measures 30 inches wide by 48 inches long, measured from the foot of the bathtub exactly as shown in Fig. 8 of the Guidelines, with the 12" of offset located behind the wall that is opposite the controls **(See diagram on Page 37-a)?**

If no, what does the clear floor space measure, and/or what is the problem (or draw a diagram)?

_____

_____

_____.

PHOTOGRAPHS_____

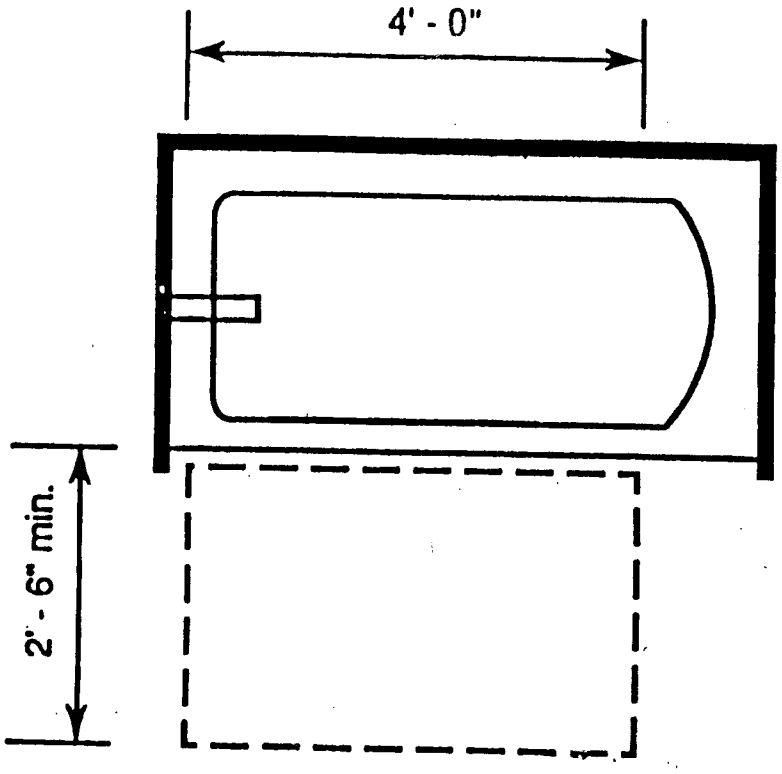


Exhibit 8-5

Fig. 8 Alternative Specification – Clear Floor Space at Bathtub

(*) NOTE: Clear floor space beside tub may overlap with clear floor space beneath adjacent fixtures.

(*) See the Fair Housing Act Design Manual, p. 7.55, discussion

37-a

7. **Shower:**

See diagram on Page 38-a as a guide.

a. If a shower is provided that measures 36" x 36", is there a 30" x 48" clear floor space outside of the shower positioned <u>exactly</u> as shown in Fig. 7(d).

If no, what does the clear floor space measure, and/or what is the problem (or draw a diagram)?

_____

_____

_____.

b. Is the **shower the ONLY bathing facility** provided in the covered dwelling unit (or on the accessible level of a covered multistory unit)?

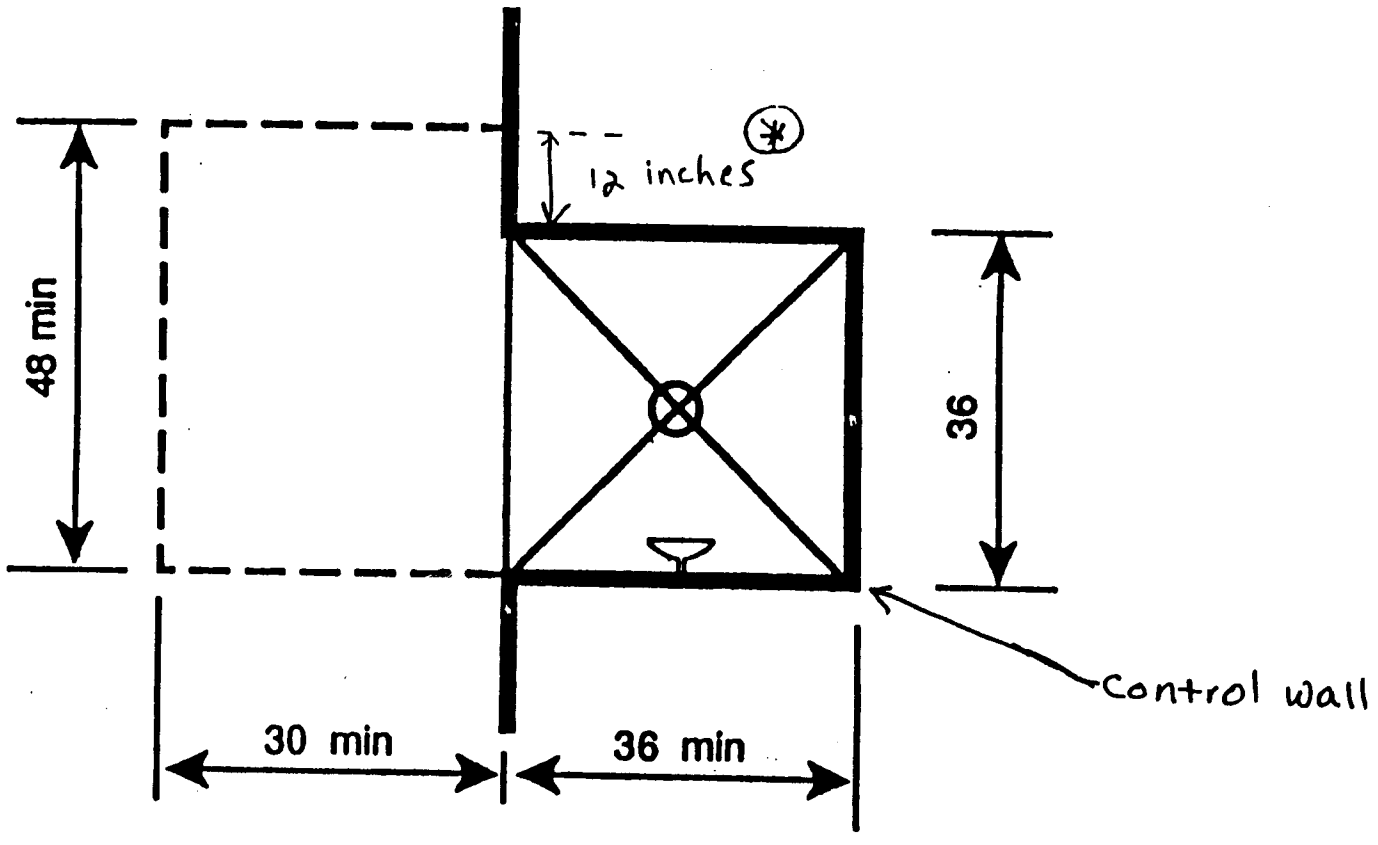
If yes, does it measures a nominal 36" x 36"?

If it does measure a nominal 36" x 36:, does the shower stall have reinforcing for later installation of an optional wall hung bench seat?

If it does not measure a nominal 36" x 36", what are measurements:

_____

PHOTOGRAPHS_____



(d) Clear Floor Space at Shower

Exhibit 8-5

(*) The above 12-inch offset area must be behind the shower wall that is opposite the control wall.

c. If a shower is provided that is a size other than 36" x 36", measure the shower and draw a diagram of the shower and the clear floor space available outside the shower (USE THE SPACE BELOW). When you get back to the office, compare your diagram to the diagrams and discussion of showers in the Fair Housing Act Design Manual and note findings on this page.

PHOTOGRAPHS_____

N. Additional Information/Comments Related to Dwelling Units:

PROJECT ACCESSIBILITY CHECKLIST

SURVEY CHECKLIST FOR

PUBLIC/COMMON USE AREAS

Important Note: Use this checklist for surveying public and common use areas. ALSO USE the dwelling unit checklist to review the parking areas serving public and common use spaces, and the accessible routes to the public and common use buildings and spaces.

REMEMBER TO TAKE PHOTOGRAPHS AND CHECK OFF THE PHOTOGRAPH BOXES TO CONFIRM THAT PHOTOS HAVE BEEN TAKEN!

A. COMMUNITY BUILDING/CLUB HOUSE

1. Is there a community building or club house? ____yes____no
   If yes, how many____

2. Is the only way to enter the community building or club house(s) by stairs? ____yes_____no

   (Photograph_____)

3. Are there public telephones? ____yes____no How many____

4. What is the height of the highest operable part?_____

5. Is there a kitchen?____yes____no How many_____

6. Is there a 32" clear opening (doorway) into the kitchen?
   ____yes____no What are the measurements_____

7. Is there a 30" x 48" clear floor space in the kitchen?
   ____yes____no What are the measurements_____

8. If the community building has any counters for seating or working, is at least one counter between 28" and 34" from the floor? _____Yes _____No

   Is there knee clearance at least 27" high, 30" wide, and 19 inches deep? _____Yes _____No

   If no, what are measurements?_____

Other:_____

PHOTOGRAPHS _____

B. PUBLIC AND COMMON USE LAUNDRY

1. Are there laundry facilities? ____yes____no

   If so, how many washers? _____ How many dryers? _____

   other_____

2. Are there any front loading: washers? _____ dryers? _____

   If no, does management have assistive devices to provide to residents as needed?_____Yes _____No

   Note: Front loading washers and dryers are not required by the Fair Housing Accessibility Guidelines, however, management is required to provide assistive devices. However, if there are front loading washers and dryers, assistive devices would not be needed.

3. Are the controls mounted between 15" and 48" from the floor (for a forward apprpach) or 9" to 54" from the floor for a side approach? ____yes____no

   What is the measurement?_____

Other:_____

PHOTOGRAPHS _____

C. POOL:

1. Is there a swimming or wading pool on site? _____yes_____no

   If so, how many: swimming pools_____ wading pools____

2. Does the gate/entrance provide at least a 32" clear opening _____yes _____no What is the measurement_____

3. Is the latch or the highest operable part of the gate no higher than 54" ____yes____no

   What is the measurement_____

PHOTOGRAPHS _____

D. TENNIS COURT:

1. Is there a tennis court on site? _____yes_____no

   If so, how many:_____

2. Does the gate/entrance provide at least a 32" clear opening? _____yes _____no

   What is the measurement_____

3. Is the latch or the highest operable part of the gate no higher than 54" ____yes____no

   What is the measurement?_____

PHOTOGRAPHS _____

E. MAIL BOXES

1. Are there common use mail boxes on site as opposed to mail slots in the door to each unit? _____yes_____no

   If yes, how many:_____

2. Are 50% of the boxes no higher than 54" from the floor/ground? ____yes____no

   Total # of Mailboxes _____

   Total # of accessible mailboxes (those within 54" from ground)_____

3. Does the route/entrance to the mail boxes provide at least a 32" clear opening? _____yes _____no

   What is the measurement? _____

PHOTOGRAPHS _____

F. PUBLIC/COMMON USE SHOWER STALLS/BATHROOMS

Women's Room

Shower Stalls

1. Are there any public/common use shower stalls?____yes____no
   If yes, how many____

2. Is the only way to the shower stalls by stairs?
   ____yes_____no **(If yes, include Photograph_____)**

3. Is one shower stall at least 36" x 36"?____yes____no

   What are the measurements_____

4. Is the shower seat mounted 17"-19" from the from the floor?____yes____no What is the measurements_____

5. Does the shower seat extend the full depth of the stall?
   ____yes____no What is the measurements_____

6. Is the seat on the wall opposite from the controls?
   ____yes____no If no, where_____

7. Are grab bars in the shower stall mounted 33"-36" from the floor? ____yes____no

   What is the measurement_____

8. Are the shower controls mounted 38" to 48" from the floor?
   ____yes____no

   What is the measurement_____

PHOTOGRAPHS_____

Bathrooms

1. Are there any public/common use bathrooms?____yes____no

   If yes, how many_____

2. Is the only way to the bathroom by stairs? ____yes_____no
   (Photograph_____)

3. Is there an accessible toilet stall that meets one of the diagrams in ANSI 4.17?

   Write in measurements of stall_____

4. Are grab bars in the stall mounted 33"-36" from the floor____yes____no What is the measurement_____

5. For operating controls in the bathroom:

   a. <u>If only a forward approach is possible</u>, are dispensers and other operating controls no more than 48" from the floor ____yes____no What is the measurement_____

   b. <u>For a side approach</u>, are dispensers and other operating controls no more than 54" from the floor ____yes____no

      What is the measurement_____

Lavatories/Sinks

1. Do the lavatories/sinks meet the requirements of ANSI 4.19?

   What are the measurements?

   Height of the countertop of lavatory_____

   Height of knee clearance under the lavatory_____

   Depth of knee clearance under the lavatory_____

Bathtubs (if any provided)

1. Do the bathtubs (if provided) meet the requirements of ANSI 4.20?

   Measurements of clear floor space outside of the bathtub?

   _____

   Height of grab bars_____

   Location of grab bars (e.g. back wall and side wall at head of tub)_____

   Height of operating controls_____

   How many inches in from edge of bathtub are the operating controls located?_____

PHOTOGRAPHS_____

<u>Men's Room</u>

Shower Stalls

1. Are there any public/common use shower stalls?____yes____no
   If yes, how many____

2. Is the only way to the shower stalls by stairs? ____yes____no (Photograph_____)

3. Is one shower stall at least 36" x 36"?____yes____no

   What are the measurements_____

4. Is the shower seat mounted 17"-19" from the from the floor?____yes____no What is the measurements_____

5. Does the shower seat extend the full depth of the stall? ____yes____no What is the measurements_____

6. Is the seat on the wall opposite from the controls? ____yes____no If no, where_____

7. Are grab bars in the shower stall mounted 33"-36" from the floor? ____yes____no

   What is the measurement_____

8. Are the shower controls mounted 38" to 48" from the floor? ____yes____no

   What is the measurement_____

PHOTOGRAPHS_____

Bathrooms

1. Are there any public/common use bathrooms?____yes____no

   If yes, how many_____

2. Is the only way to the bathroom by stairs? ____yes____no (Photograph_____)

3. Is there an accessible toilet stall that meets one of the diagrams in ANSI 4. 17?

   Write in measurements of stall_____

4. Are grab bars in the stall mounted 33"-36" from the floor____yes____no What is the measurement_____

5. For operating controls in the bathroom:

   a. <u>If only a forward approach is possible</u>, are dispensers and other operating controls no more than 48" from the floor ____yes____no What is the measurement_____

   b. <u>For a side approach</u>, are dispensers and other operating controls no more than 54" from the floor ____yes____no

      What is the measurement_____

Lavatories/Sinks

1. Do the lavatories/sinks meet the requirements of ANSI 4.19?

   What are the measurements?

   Height of the countertop of lavatory_____

   Height of knee clearance under the lavatory_____

   Depth of knee clearance under the lavatory_____

Bathtubs (if any provided)

1. Do the bathtubs (if provided) meet the requirements of ANSI 4.20?

   Measurements of clear floor space outside of the bathtub?

   _____

   Height of grab bars_____

   Location of grab bars (e.g. back wall and side wall at head of tub)_____

   Height of operating controls_____

   How many inches in from edge of bathtub are the operating controls located?_____

Urinals

1. Do the urinals meet the requirements of ANSI 4.18?

2. What is the height of the elongated rim, from the floor?_____

3. Is there a clear floor space for a forward approach provided in front of the urinal? _____Yes _____No

   If no, what are the dimensions of the clear floor space in front of the urinal? _____

4. Are flush controls no higher than 44" from the floor?

   Height of controls_____

PHOTOGRAPHS_____

G. MISCELLANEOUS ITEMS

Fire extinguisher height:_____ Emergency phone height:_____

Drinking fountain/water cooler spout height:_____

Elevator door clear width:_____ Call button height:_____

Picnic areas:_____yes _____no Accessible:_____yes _____no

Playground:_____yes _____no Accessible:_____yes _____no

Dumpster:_____yes _____no Accessible:_____yes _____no

Comments:_____

_____