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 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:

<table>
<thead>
<tr>
<th>Building ID</th>
<th>Date of Permit or Renewal Date if Applicable</th>
<th>Covered? (Yes/No)</th>
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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
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:
Exhibit 8-5

# 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:
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 accessibility 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 =

If visitor or public parking is provided, an accessible route should connect accessible spaces with accessible entrances.

Carriage Units Having an Accessible Route to an Entry Are Covered

Entrances must be accessible via an accessible route, but it need not be on the interior from the garage to the unit.

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

An attached single-story dwelling unit at grade level establishes a ground floor for this building and is covered.

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

4 or more carriage units with separate ground floor accessible entrances

An interior accessible route to garage spaces is not required

An exterior vehicular or accessible pedestrian route to garages is required.

Exhibit 8-5
ACCESSIBLE BUILDING ENTRANCE ON AN ACCESSIBLE ROUTE
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?
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 each building 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_________________

¹A 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 7 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?
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 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?
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

![Diagram of maneuvering clearance at door]

NOTE: \( x = 12 \text{ in} (305 \text{ mm}) \) 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_________

(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 48" or lower?
   
   If higher than 48", measurement ______

5. Are outlets 15" from floor or higher?
   
   If lower than 15", measurement ______

Comments:

PHOTOGRAPHS ______

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 if required by the local code. 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.
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? 

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.
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_________________
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.
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.
**Clear Floor Space at Ovens, Dishwashers, Refrigerators, 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.
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. Maneuvering space within the bathroom: 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?
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

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

Fig. 7 Clear Floor Space for Adaptable Bathrooms

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.
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

① 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 where 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:
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 theilet 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
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
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.
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 exactly 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

*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.
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 approach) 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 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. If only a forward approach is possible, are dispensers and other operating controls no more than 48\" from the floor ___yes___ no  What is the measurement________
   b. For a side approach, 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__________________

Men'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  (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 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. If only a forward approach is possible, are dispensers 
      and other operating controls no more than 48" from the floor  ____yes____no  What is the measurement____________________
   b. For a side approach, 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: ___________________________________________________