

Attachment A

WISCONSIN STATE ELECTIONS BOARD POLLING PLACE ACCESSIBILITY SURVEY FORM

This form can be completed online by going to the State Elections Board web site <http://elections.state.wi.us> and clicking on the link Polling Place Accessibility Survey

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| Municipality: (Circle one) Town Village City | County: |
| Date Conducted: | HINDI Number: (five digit number on your mailing label) |
| Person(s) conducting survey: Name: _____ Phone: _____ Email: _____ | |
| Name of Polling Place: | Ward(s): |
| Address of Polling Place: | |
| Is it a government building? (Circle one) yes no | |
| Description of location: (type of building: rural, urban, historic, county building, church, school, etc.) | |
| Description of voting area: (gym, community room, etc.) | |

Instructions:

1. Please complete one survey for each Polling Place
2. Each of the following questions should be answered with a check mark for a YES, NO or NOT APPLICABLE answer. NOT APPLICABLE is an appropriate answer where the question asked does not apply to a feature of your polling place. For example, if the polling place does not require a ramp, mark N/A for questions regarding ramps. **Please answer all questions.**

Questions should be directed to the Elections Board at (608) 266-8005 or email: seb@seb.state.wi.us

| I. Parking | | | |
|---|-----|----|-----|
| | Yes | No | N/A |
| 1. Are there permanent or temporary off-street parking spaces designated as accessible parking? | | | |
| 2. Is there at least one van accessible space, defined as at least 8 feet wide with an 8 foot adjacent aisle? Note: Two spaces can share one aisle and two standard spaces will make one van accessible space | | | |

| | Yes | No | N/A |
|---|------------|-----------|-----|
| 3. Are any other accessible spaces at least 12 feet wide or standard size with an accessible aisle? | | | |
| 4. Are the spaces on level and paved ground? | | | |
| 5. If there is a curb, is there a ramp or curb-cut connecting these parking spaces to an accessible walkway or directly to the building entrance? | | | |
| 6. Are the parking spaces designated by clearly visible signs bearing the symbol of accessibility? (Signs may be erected especially for election day) | | | |
| 7. Are the parking spaces located nearest the accessible entrance? | | | |
| 8. Is there an accessible passenger drop-off area if off-street parking is unavailable? | | | |
| Is the parking accessible (answer "No" if any "No" responses)? Circle one. | Yes | No | |
| Comments: | | | |
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| II. Pathways to the building | Yes | No | N/A |
| 1. Are the curbs from the parking lot to the path to the building cut or ramped with 48 inches clear width and slopes of no more than 1:12 feet (one foot high for every twelve feet in length)? | | | |
| 2. Is the pathway to the building at least 48 inches wide and free from any protrusions or obstacles that would narrow the passage to less than 36 inches? | | | |
| 3. Is the pathway free of any overhanging object (such as a tree branch, signs etc.) lower than 80 inches? (objects can be tied back or removed during election to provide clearance for a person with visual disabilities) | | | |
| 4. Is the surface of the pathway free of breaks or edges where the difference in height is over 1/2 inches? | | | |
| 5. Is the pathway from the parking area to the building paved? | | | |
| 6. Is the rest of the path free of inclines greater than 1:20 feet? | | | |

| | Yes | No | N/A |
|---|------------|-----------|-----|
| 7. Are any stairs along the pathway ramped with a non-slip surface and a slope of no more than 1:12 feet or provided with an alternative means of access? (please describe) | | | |
| 8. If the ramp is higher than 6 inches, does it have a handrail that is between 32 and 36 inches from the ramp surface? | | | |
| 9. If the accessible route to the building is different from the primary route to the building, is that route well marked by large print signs? | | | |
| 10. Are walkways well-lit? | | | |
| 11. On Election Day, are provisions made to ensure paths are free of hazards such as ice, snow, leaves and other such debris? | | | |
| Is the pathway accessible? (answer "No" if any "No" responses) Circle one. | Yes | No | |
| Comments: | | | |
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| III. Entrance to the Building | Yes | No | N/A |
| 1. Does the entrance to the building have a ramp or an elevator or is it free of any stairs or steps, such that a person in a wheelchair could enter unassisted? | | | |
| 2. Do all ramps have a slope no greater than 1:12 feet? | | | |
| 3. Are ramps and landing areas with drop-offs provided with a curb of 2 inches or greater to prevent anyone from slipping off the ramp? | | | |
| 4. If there is a door at the top of a ramp, is there a level space of at least 5 x 5 feet where a wheelchair can maneuver to open the door or rest while the door is opened? | | | |
| 5. Are entrance doors and all other doors along the accessible route to the voting area at least 36 inches wide? | | | |
| 6. Exterior doors are often too heavy for some people with disabilities to open. Can the doors be opened without excessive force or are they equipped with automatic openers (such as a push button) or are provisions made for a poll worker to assist those who require assistance? | | | |
| Is the entrance accessible? (answer "No" if any "No" responses) Circle one. | Yes | No | |

If doors cannot be readily opened, please describe how the poll worker will know when to assist people: (i.e. poll worker posted at door or door bell that rings within the polling place etc.)

Comments:

| IV. Travel within the building | Yes | No | N/A |
|--|------------|-----------|------------|
| 1. If the voting area is not directly inside the building, is the route to the voting area indicated and if necessary, is an alternative accessible route clearly marked? | | | |
| 2. Are all doors along the accessible route unlocked for election day? | | | |
| 3. Are door thresholds less than 1/2 inches high or if greater than 1/2 inches are they beveled? | | | |
| 4. Can all doors to the voting area be opened with a closed fist or do they have automatic openers that keep the door open for 8 seconds? (Test this by making one hand into a fist and try to open doors using only that fist) or if doors do not pass the "closed fist test", can they be propped open all day for the election? | | | |
| 5. Is the path of travel free of stairs or steps. If not, is there some means of access for a person in a wheel chair such as a chair lift or an elevator? | | | |
| 6. If elevators provide the only accessible route, is the cab at least 4 x 5 feet wide? | | | |
| 7. Are elevator doors at least 36 inches wide? | | | |
| 8. Are elevator controls less than 56 inches high and are the controls marked with raised lettering? | | | |
| 9. Is the elevator close to the accessible entrance to the building? | | | |
| 10. Are stairways well-lit and free of obstacles? | | | |
| 11. Are all corridors along the accessible route at least 48 inches wide and never narrower than 36 inches? | | | |

| | | | |
|--|-----|----|-----|
| 12. Are corridors free of obstacles or protrusions (such as boxes or water fountains) which extend more than 4 inches from the wall? | | | |
| | Yes | No | N/A |
| 13. Is the route to the voting area free of any hanging objects or overhangs lower than 80 inches from the floor? (a person who is blind cannot detect something that hangs or protrudes without a base) | | | |
| 14. Are all rugs and mats securely fastened or removed? (Mats can be fastened with duct tape for Election Day) | | | |
| 15. Do all rugs, mats and carpet on the accessible route or in the voting area have a low-pile? | | | |
| Is the path of travel within the building accessible? (answer "No" if any "No" responses) Circle one. | Yes | No | |
| Comments: | | | |
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| V. Within the Voting Area | Yes | No | N/A |
| 1. Are instructions for voting printed in 18 point font or larger in simple language and plainly displayed? | | | |
| 2. Is there sufficient unobstructed space for the reasonable movement of voters in wheelchairs (minimum of 5x5 feet)? | | | |
| 3. Is the entrance to the accessible voting booth at least 36 inches wide? | | | |
| 4. Is there at least one voting area where a person in a wheelchair can reach all necessary parts of the voting equipment? | | | |
| 5. If the voter casts the ballot at a table or a counter, is the table top between 28 and 34 inches high in at least one station? | | | |
| Is the voting area accessible? (answer "No" if any "No" responses) Circle one. | Yes | No | |
| Comments: | | | |

Please tally all **No** responses. Number of boxes checked "No" _____

A "No" response indicates an inaccessible aspect of the polling place.

Though the polling place may be inaccessible by the Americans with Disabilities Act (ADA) standards, poll workers and clerks can find simple solutions to get voters in to the voting area on election day. Sensitivity and an open mind are the most essential tools for making the voting process accessible for all voters.

Here are several suggestions that are not required by law but will make the voting process easier for elderly people and people with disabilities.

- Having adequate lighting in the voting area
- Providing magnifying devices and straight edges to those who request them
- Having at least one pad of paper and a pen to communicate with voters who are hard of hearing
- Making seating available for elderly and disabled voters waiting their turn to vote

If your Polling place is **inaccessible**, please use this space to note the specifics of the problems (such as the number of un-ramped stairs or the width and design of a narrow door). Then develop a plan to make the polling place accessible. This can include moving the polling site to a different, accessible location. If you don't know exactly how to solve an issue or wish to have help and advice in coming up with affordable solutions, contact the Coalition of Independent Living Centers or the State Elections Board for advice (contact info below). Attach a separate page if necessary.

Accessibility problems and solutions: (attach additional pages if necessary)

Please return surveys to:
State Elections Board
Attn: Polling Place Accessibility
P.O. Box 2973
Madison, WI 53701-2973

Or complete online at <http://elections.state.wi.us> and click on the Polling Place Accessibility Survey link. Feel free to call the State Elections Board at 608-266-8005 with any additional questions.

Even if the building is compliant according to this survey which is based on the Americans with Disabilities Act, this should not be taken to indicate full ADA compliance. This survey is for use by the State Elections Board only and only assesses accessibility for the purposes of voting. If you would like advice or assistance on making your polling place accessible, please contact Maureen Ryan of the Wisconsin Coalition of Independent Living Centers at (608) 819-1300 (voice/TTY). If you want more information on accessibility check the Americans with Disabilities Act Accessibility Guidelines (ADAAG) Manual, which is available from the Access Board at <http://www.access-board.gov/index.htm>, or by writing to:

The Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111

Thank you for your help on this valuable project.