504/ADA SELF-EVALUATION

504/ADA General Information

Federal and state laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that King County and all organizations and firms contracting with King County, except those providing tangible goods, comply with the 504/ADA accessibility requirements.

Under 504 and ADA, a "qualified individual with a disability" is anyone who has, has a history of, or is perceived as having a physical or mental impairment which substantially limits one or more major life activities. Disabilities include, but are not limited to: mobility, visual, hearing, or speech disabilities; mental illness; epilepsy; learning disability; brain injury; HIV/AIDS; arthritis; cerebral palsy; multiple sclerosis; developmental disability; and alcohol and/or drug addiction.

Instructions

504/ADA Self-Evaluation Questionnaire and "Quick Look" Barriers Checklist

This form will help you self-evaluate your company's or organization's programs and services, employment, and facilities to ensure they are accessible to people with disabilities. Complete the 504/ADA Self-Evaluation Questionnaire and keep it on file for your records. King County government does not need a copy of this form.

If you have questions regarding these forms, or if you require this material in an alternate format, please contact the King County 504/ADA Disability Compliance Specialist at 206-296-7592 or TTY Relay 711, or by e-mail at Civil-Rights.OCR@kingcounty.gov.

504/ADA SELF-EVALUATION QUESTIONNAIRE

General Access Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation. **If you have fewer than 15 employees, please skip the first section and start with "Program Access."**

	YES	NO	N/A
1. Do you have a 504/ADA coordinator? If so, who?	❑	❑	❑

Name_____

Title_____ Phone_____

	YES	NO	N/A
2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with 504/ADA?	❑	❑	❑
3. Do you have a policy that provides for notifying participants, applicants, employees, unions, and professional organizations holding collective bargaining or professional agreements that you do not discriminate on the basis of disability?	❑	❑	❑
4. Have you notified these individuals of your nondiscrimination policy?	❑	❑	❑
5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination on the basis of disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities?	❑	❑	❑

Program Access

	YES	NO	N/A
1. Do you notify the public and other interested parties that agency meetings, board of director meetings, hearings, conferences, public appearances by elected officials, and interviews will be held in accessible locations?	❑	❑	❑
2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to participants with disabilities?	❑	❑	❑
3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with individuals who use TTYs for communication purposes?	❑	❑	❑
4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities?	❑	❑	❑

Program Access (continued)

	YES	NO	N/A
5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes)	❒	❒	❒
6. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair?	❒	❒	❒
7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups?	❒	❒	❒
8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public?	❒	❒	❒
9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)?	❒	❒	❒

Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:
   - the information requested is intended for use solely in connection with reporting requirements;
   - the information is voluntary;
   - the information will be kept confidential; and
   - refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?   ❒ ❒ ❒

2. If you make pre-employment medical inquiries or conduct pre-employment medical examinations:
   - Is the inquiry related to the applicant's ability to perform the job?   ❒ ❒ ❒
   - Do you condition offers of employment on the results of these examinations?   ❒ ❒ ❒
   - Is the examination required for all employees in the same job classification?   ❒ ❒ ❒
   - Are all applicants in the same job classification asked the same medical and/or interview questions?   ❒ ❒ ❒

3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities?   ❒ ❒ ❒

Employment and Reasonable Accommodation (continued)

	YES	NO	N/A

4. Do you have a written policy stating the following?

> 504/ADA requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:
> (1) supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s);
> (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and
> (3) government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.   ❐   ❐   ❐

Physical Accessibility

Complete the "Quick Look" Barriers Checklist and then answer the following questions:

1. Is the building(s) where your business is located barrier-free?   ❐   ❐   ❐

2. If you checked <u>NO</u> to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)?   ❐   ❐   ❐

If access would be impacted, describe on the Corrective Action Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Corrective Action Plan.

This 504/ADA Self-Evaluation Questionnaire was completed by:

_____
Print name

_____
Title

_____
Date

"QUICK LOOK" BARRIERS CHECKLIST

This checklist may be used to conduct a quick appraisal of potential problem areas for accessibility. For detailed review standards, refer to IBC 2003, ANSI A117.1-2003, and the Washington State Administrative Code (WAC) 51-50. If you are not located in State of Washington, you may refer to federal ADA Accessibility Standards, state or local laws and regulations.

Building Access   YES   NO   N/A

- Garage/lot has required number of accessible parking spaces? ☐ ☐ ☐
- Are accessible parking spaces near main building entrance? ☐ ☐ ☐
- Walkways are level (44" wide min.) or ramped (max. 1:12)? ☐ ☐ ☐
- Does the entrance doorway have at least 32" wide clearance? ☐ ☐ ☐
- Is the door threshold maximum ¼" high (½" if beveled)? ☐ ☐ ☐
- Door hardware is lever handles, pulls, or push-pull activating bars? ☐ ☐ ☐
- Are the doors easy to open (exterior doors max. 8.5 lbs. opening force, interior doors 5 lbs. max.)? ☐ ☐ ☐
- If revolving doors used, alternate accessible entrance available? ☐ ☐ ☐

Building Corridors

- Is path of travel free of obstruction and at least 36" wide? ☐ ☐ ☐
- Is floor surface stable, firm and slip resistant? ☐ ☐ ☐
- Do obstacles (phones, fountains, etc.) protrude no more than 4"? ☐ ☐ ☐
- If provided, minimum one public phone or water fountain accessible? ☐ ☐ ☐
- Are elevator controls no higher than 48"? ☐ ☐ ☐
- Are elevator markings in Braille and raised letters/numbers? ☐ ☐ ☐
- Does elevator provide audible and visible signals? ☐ ☐ ☐
- Floor of elevator cab is min. 51" x 68" (door offset) or 51" x 80" (door centered)? ☐ ☐ ☐

Restrooms

- Door hardware is lever handles, pulls, or push-pull activating bars? ☐ ☐ ☐
- Do restroom entrance doors have at least 32" wide clearance? ☐ ☐ ☐
- Is restroom large enough for wheelchair turnaround (5' diameter)? ☐ ☐ ☐
- Does accessible stall door have at least 32" wide clearance? ☐ ☐ ☐
- Are grab bars provided in accessible toilet stalls? ☐ ☐ ☐
- Toilet seat top is 17-19" above floor? ☐ ☐ ☐
- Sink has clear knee space under basin; exposed pipes are insulated? ☐ ☐ ☐
- Faucets are lever-operated or push-type? ☐ ☐ ☐
- Are soap and towel dispensers no more than 40" from the floor? ☐ ☐ ☐

Reception and Personnel Office

- Lower counter space in reception, customer service areas? ☐ ☐ ☐
- Do doors have at least 32" wide clearance? ☐ ☐ ☐
- Is the door easy to open (max. 5 lbs. opening force)? ☐ ☐ ☐
- Door threshold is maximum ¼" high (½" if beveled)? ☐ ☐ ☐
- Is the path of travel between furniture at least 36"? ☐ ☐ ☐

Required Number of Accessible Parking Spaces

Total Garage/Lot Parking Spaces	Minimum No. of Accessible Spaces
1-25	1 (van accessible)
26-50	2 (including one van space)
51-75	3 (including one van space)
76-100	4 (including one van space)
101-150	5 (including one van space)
151-200	6 (including one van space)
201-300	7 (including two van spaces)
301-400	8 (including two van spaces)
401-500	9 (including two van spaces)
501-1000	2% of total spaces (every six accessible spaces include one van space)
More than 1000	20, plus 1 for each 100 over 1000 (every six accessible spaces include one van space)
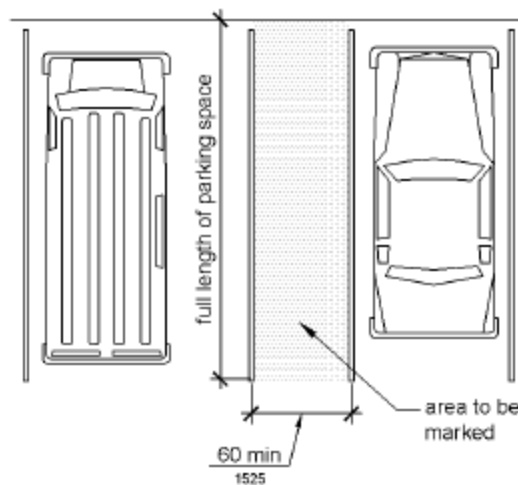
Locate accessible parking spaces on the shortest accessible route of travel to an accessible building entrance (where practical, not crossing traffic lanes).

Car and van parking spaces shall have an adjacent access aisle. Two parking spaces may share an access aisle. Van parking spaces that are angled shall have access aisles located on the passenger side of the parking space.

If there is only one accessible parking space, then it shall meet the codes for a van accessible parking space: 11' wide vehicle parking space plus a 5' access aisle. (An 8' vehicle parking space with an 8' access aisle is acceptable under code.)

For more detail, consult Washington State Building Code (WAC 51-50).

DISABILITY RESOURCE LIST

Note: Inclusion in this resource list does not constitute endorsement by King County Government, nor does omission imply non-endorsement. Our goal is to provide you with information on some key resources available. Please contact us if you know of a useful resource missing from this list.

King County Office of Civil Rights
Disability Compliance Specialist
Yesler Building, 400 Yesler Way, Room 260, Seattle, WA 98104-2683

206-296-7592, TTY Relay 711
e-mail: Civil-Rights.OCR@kingcounty.gov
web: www.kingcounty/gov/civilrights and
www.kingcounty.gov/exec/CivilRights/DA.aspx

DBTAC Northwest
This Disability Business Technical Assistance Center provides information on the ADA in Alaska, Idaho, Oregon and Washington.
Northwest ADA Center
The Center for Continuing Education in Rehabilitation, 6912 220th St. SW, Suite 105
Mountlake Terrace, WA 98043

425-248-2480 or toll-free 800-949-4232
TTY 425-771-7426, Fax 425-774-9303
e-mail: dbtacnw@u.washington.edu
web: www.dbtacnorthwest.org

Sprint Washington Telecommunications Relay Service (TRS)
Provides free telephone access for TTY users.

500 108th Avenue NE, Suite 800
Bellevue, WA 98004
Relay Services: 711 TTY; 800-833-6384 voice.

ADA Technical Assistance Hotline (U.S. Department of Justice)

Provides free technical assistance and informational materials to people with disabilities, businesses, state and local government agencies, and the general public on rights and responsibilities under Titles II and III of the ADA.

800-514-0301 or TTY 800-514-0383
web: www.ada.gov

Washington Assistive Technology Alliance Program (WATAP)
Information & referral about a broad range of technology resources and services.

800-214-8731 or TTY 866-866-0162
e-mail: uwat@u.washington.edu
web: http://watap.org

Job Accommodations Network (JAN)
An international consulting service that provides information regarding the ADA, job accommodations and the employability of people with disabilities.
P.O. Box 6080
918 Chestnut Ridge Road, Suite 1
Morgantown, WV 26506-6080
JAN ADA Information 800-526-7234 V/TTY;
800-ADA-WORK (232-9675) V/TTY;
web: http://askjan.org/

US Department of Justice (DOJ)
www.usdoj.gov/crt/ada/adahom1.htm

US Department of Transportation
www.fta.dot.gov/civilrights/civil_rights_2360.html

Equal Employment Opportunity Commission
www.eeoc.gov/facts/fs-ada.html

Federal Communications Commission
www.fcc.gov/cgb/dro

Architectural and Transportation Barriers Compliance Board (Access Board)
www.access-board.gov

Office of Disability Employment Policy, U.S. Dept of Labor
(formerly President's Committee on Employment of People with Disabilities)
www.dol.gov/odep