



Accessibility Screening Tool for Places of Lodging

adapted from the

**ADA Checklist for New Lodging Facilities
U. S. Department of Justice**

and the

**2010 ADA Standards for Accessible Design
U. S. Department of Justice**

This screening tool was developed to: 1. provide owners/operators with a general understand of the degree to which they comply with accessibility standards for places of lodging, and 2. to determine if the basic accessibility elements are present that would enable people with disabilities to have some degree of accessibility to the functions and services of the lodging entity. It is not intended to be used as a comprehensive tool that examines all aspect and requirements related to accessibility at places of lodging.

In addition, the requirements identified in this tool reference the minimum requirement for accessibility design as set forth for new construction. As such, they are often less than what people with disabilities and advocates would recognize as “best practices”, or efforts by owners and operators to achieve maximum accessibility. In addition, while this tool is based on requirements for new construction, existing facilities can use the tool as part of a comprehensive effort to identify and correct barriers to equal access that customers with disabilities might encounter.

Parking

Does the parking lot have the minimum number of standard and van accessible parking spaces (see chart below)?

Is the location of the accessible spaces the ones nearest to the accessible entrance?

Are there access aisles adjacent to the accessible parking spaces? (Standard aisle width of 5’ and van access isle of 8’)?

Are there signs that identify each accessible space that can be seen when a vehicle is parked in the space?

If a parking garage serving the lodging facility, does it allow at least 98" of vertical clearance for vehicles with raised roofs to approach, use and exit the accessible parking spaces?

If there is a covered passenger pickup/drop-off area, does it have at least 9'-6" clearance to allow vans with raised roofs to use such area?

Accessible Parking Spaces (Minimum Requirements)

Total Spaces in Lot	Acc. Spaces Required
1-25	1
26-50	2
51 – 75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total spaces*
1001 and over	20 + (1 per 100 over 1000)*
	Standard Accessible (std.) parking space is 8 foot min.. + 5 foot access aisle
	One in every 6 accessible parking spaces must be a van accessible space (8' wide parking space and 8' access aisle, or 11' parking space and 5' access aisle.

Path of Travel

Is the path of travel from the parking to the facility 36" wide and barrier free with no abrupt level changes?

Are all walkways, including the path of travel to the facility, free of any objects that protrude into the walkway more than 4"?

Are curb ramps and interior ramps at least 36" wide with the least slope possible, and slopes of no greater than 1:12?

Do all doors have a clear opening space of at least 32" with no hardware protruding into the clear opening space?

Can door hardware be operated with a closed fist?

Is there at least 7' between sets of doors (such as in a vestibule) where doors are not fully automated?

Common Areas

Do registration and serving counters have a lowered portion no higher than 36", or do they have a folding shelf attached that is no higher than 36"?

Do elevators have:

Inside dimensions of at least 54" x 80"?

Raised letter and braille signs on the door jambs located on both sides of the elevator that identify the floor?

Audible tones that identify the direction and passage of floors?

An emergency communication system that doesn't rely on just voice (telephone and emergency signaling device)?

Operating controls that are no higher than 48"?

Control buttons with raised character and braille designations to the left of the control buttons?

Control buttons with visible signals to indicate when calls are registered and answered?

Do stairs have "closed" risers (if no elevator)?

Are all public/common use bathrooms accessible with:

A 5' in diameter circle or T space for turning in which the door does not swing into?

An accessible stall at least 56" X 60"?

Toilets with rims that are between 17" and 19" high?

Grab bars next to and behind the accessible toilet?

Urinals with a clear floor space of 30" X 48"?

Urinals with a rim no higher than 17"

Lavatories:

With 24" knee clearance under the counter top?

That have counter tops no higher than 34"?

That have insulated hot water and drain pipes under the lavatories?

Faucet handles that can be operated with a closed fist?

Do rooms with a fixed function have interior signs in braille with raised characters?

Does the facility have an alarm system with both visual and auditory signals?

Do all public phones have volume controls?

Are TTY phones available where public phones are available?

Do meeting rooms and functional spaces have:

32" door clearances?

Door hardware that can be operated with a closed fist?

A 36" path of travel through the space and around tables with chairs pulled out?

Tables with at least 27" of clearance underneath?

An assistive listening system in assembly areas?

Is there 18" of clear floor space on the latch side of doors?

Accessible exercise equipment, swimming pool, golf courses, spas, play areas, boating facilities (recreational spaces). These were added in 2010 and went into effect in 2012.

Guest Rooms

Does the facility have the minimum number of accessible rooms (see the chart below)?

Does the facility have the minimum number of accessible rooms with roll in showers (see the chart below)?

Does the facility have the minimum number of accessible rooms with communication features (visual alarms, door knock devices, and telephone accommodations (TTY, volume control, visual ringer) for guests who have hearing impairments (see the chart below)?

Do accessible guest rooms have:

Guest room number signs in braille with raised characters?

Door handles and faucet hardware that can be operated with a closed fist?

18" of clear floor space on the latch side of doors?

Doors (including guest bathrooms) with a clear opening space of at least 32" with no hardware protruding into the clear opening space?

A 36" path on each side of the bed?

Close-captioning decoders for use by persons who are deaf or hard of hearing or do televisions include built-in captioning features?

Do the accessible guest room bathrooms have:

A 5' in diameter circle or T space for turning in which the door does not swing into?

Toilets with rims that are between 17" and 19" high?

Grab bars next to and behind the accessible toilet?

Do the accessible guest room bathtubs have:

Transfer tub seat that can be securely attached to the bathtub?

An adjustable height hand-held shower wand with at least a 59" long hose?

A grab bar at the foot of the bathtub, at the head of the bathtub, and two grab bars on the side of the bathtub?

Do the accessible guest room roll in showers have:

A securely fastened folding seat at 17"-19" above the floor?

Grab bars on both sides of the shower?

An adjustable height shower wand with at least a 60" long hose

Accessible Guest Rooms (Minimum Requirements)

	Column "A"	Column "B"
<u>Total Rooms in Facility</u>	<u>Accessible Rooms</u>	<u>Rooms with Roll-in Showers</u>
1 to 25	1	0
26 to 50	2	0
51 to 75	3	1
76 to 100	4	1
101 to 150	5	2
151 to 200	6	2
201 to 300	7	3
301 to 400	8	4
401 to 500	9	4
501 to 1000	2% of total rooms	1% of total rooms
1001+	20 plus for each 100, or fraction thereof, over 1,000	10 plus for each 100, or fraction thereof, over 1,000

Note: The number of accessible guest rooms for a given number of rooms in a hotel (left column) is derived by adding together column "A" and column "B".

Guest Rooms for Hearing Impaired Guests (Minimum Requirements)

Number of Rooms in the Hotel	Rooms with Communication Devices for Hearing Impaired Guests
1 - 25	1
26 - 50	4
51 - 75	7
76 - 100	9
101 - 150	12
151 - 200	14
201 - 300	17

301 - 400	20
401 - 500	22
501 - 1000	5% of total rooms
1001 and over	50 plus 3 for each 100 over 1000

Operational Issues

Can persons with disabilities reserve accessible guestrooms/suites in the same ways and on the same terms that other persons can reserve guestrooms/suites?

If guest rooms are made available through third parties, are accessible rooms made available for third party booking, and detailed information about accessibility features provided to third parties?

Do all reservations staff (including staff located on-site at the lodging facility and staff located off-site at a reservations center) have ready access to information about the lodging facility's accessible guestrooms/suites (including specific information on types and sizes of accessible showers, bathtubs and other features such as, tub seats) for use in making reservations and answering questions?

Are accessible guestrooms/suites held for possible use by persons with disabilities until all other rooms in the same price category have been rented?

Are rates for accessible guestrooms/suites the same as rates for guestrooms/suites that are not designated accessible?

Are accessible features inside and outside the lodging facility maintained in good working order? (For example, repairing cracks in sidewalks on exterior routes; placing portable display racks and potted plants so they do not impede exterior and interior routes; snow removal on exterior routes; replacing damaged or stolen room identification signs; tightening or adjusting accessible toilet seat fasteners, grab bars, handrails and door hardware; battery replacement for TTYs, portable visual smoke alarms and door-knock notification devices; trimming tree branches and shrubs that pose safety hazards for blind persons and persons with low vision)

Are fire-safety information, maximum room rate information, telephone and television information cards, guest services guides, restaurant menus, room service menus, and all other printed materials provided for use by guests also available in alternate formats so that blind persons and persons with low vision can read them? (Alternate formats include Braille, large print, and audio recordings)

Does the lodging facility allow persons with disabilities to use service animals, without imposing any extra charges or conditions, in guestroom/suites and all public areas of the facility (e.g.: restaurants, bar areas, facility grounds, vans/shuttle buses, and other areas for meeting or recreation)?

Is there a TTY available at the front desk so that lodging facility personnel can communicate with persons who are deaf or have speech impairments (e.g.: taking room service orders, answering requests for assistance, etc.)?

Are hotel staff available to move furniture, and provide and adjust accessible features in guestrooms when features require installation or adjustment to ensure accessibility (e.g.: installing bathtub seats, lowering adjustable shower wands, placing folding seats in transfer showers in the down position, installing auxiliary fire alarm strobes into the building alarm system, activating the television's closed captioning system)?

Is the hotel staff trained to offer assistance, upon request, to persons with disabilities who cannot transport their luggage to/from their guestrooms/suites and who may need assistance in locating guestrooms and hotel amenities?

If the facility offers transportation services for guests, is accessible transportation readily available for guests who use wheelchairs and other mobility aids without additional charge?



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