

**INTER-OFFICE MEMORANDUM**

**TO:** **OFFICE:**  
**FROM:** **OFFICE:**  
**SUBJECT:**

**Date of Visit:**  
**Manager:**

<b>PARKING LOT</b>	<b>STANDARDS</b>	<b>ACTUAL</b>	
Number of Spaces			
Number of Disabled Spaces	Ratio of disabled total spaces = 1:25 (up to 100)		
Are Disabled Spaces Marked	(See Below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Width of Disabled Spaces	8 Feet		
Width of Wheelchair Transfer (Access Aisle)	5 Feet (Car) 8 Feet (Van)		
Distance from Spaces to Entrance	(See Below)		
Obstructions	(See Below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ramp (Ramp run must be less than 30 Ft)	Ratio of total ramp length 1:12 Height/Length :	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ramp	Enclosed <input type="checkbox"/> Open <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ramp Handrails <input type="checkbox"/> /Landing <input type="checkbox"/>	(See Below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Narrative:

- Parking signs shall be permanently installed 60-84 inches above grade.
- Accessible parking shall be on shortest route to an accessible entrance.
- The Access Aisle shall be 5 feet wide.
- There shall be no obstructions on the accessible route (bumps on the road, no building ramps, no curb ramps, no elevators/lifts, inaccessible doors, work surfaces, etc.)
- If the ramp height exceeds 6 inches, handrails are required on both sides.
- The ramp landing should be 5 feet by 5 feet.
- If landing is less than 5 feet, ramp can have an automatic door opener but the opener cannot be located on the slope.

OFFICE	STANDARDS	ACTUAL	
Doors Entrance Width (Outside)	32" minimum	Double Doors <input type="checkbox"/>	
Doors (Inner)	32" minimum		
Corridors	32" minimum		
T-Turn or 180° Wheelchair Access		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Height of Work Surfaces (Computer Tables, etc.)	28 – 34 inches		
Water Fountain (s): Traditional Design Cup Dispenser	36" – 48" maximum	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Modified Design Clearance	27" minimum	Height:	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Extinguisher (s)	48" forward / 48" side	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Telephone (s)	48" forward / 48" side	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vending Machines	48" forward / 48" side	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Narrative:

- Door pressure on outside doors shall not exceed 8.5 lbs.
- Door pressure of inside doors shall not exceed 5 lbs.
- Round door handles are not accessible
- Where there is a series of doors, doors should be a minimum of 48 inches apart.
- An accessible cup holder can make an inaccessible water fountain, accessible

Note: "Forward" or "Side" identifies the type of approach an individual in a wheelchair will take to access fire extinguishers, public telephones or vending machines.

**RESTROOM: PUBLIC**

<b>RESTROOM</b>	<b>STANDARDS</b>	<b>MEN'S ROOM</b> (Unisex) <input type="checkbox"/>		<b>LADIES ROOM</b> (Unisex) <input type="checkbox"/>	
Entrance Width	32" minimum				
Stall Door Width	32" minimum				
Stall Depth*	56" minimum Floor Mounted	Depth:	Width:	Depth:	Width:
	59" minimum Wall Mounted				
Grab Bars Height	33-36 inches				
Toilet Height	17-19 inches				
Urinals	17 inches			Does not apply.	
Sink Height	34" maximum				
Sink Depth	19" minimum				
Sink Pipes	Enclosed <input type="checkbox"/> Wrapped <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Soap Dispenser Height	48" maximum/forward, 48" maximum/side				
Towel Dispenser Height	48" maximum/forward, 48" maximum/side				
Toilet Tissue Dispenser	19 inches minimum				
Mirror Height	40" maximum				
Coat Hooks	48" forward/side				
Shelf	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Narrative:

- Signage for bathrooms shall be on the latch side of the exterior door.
- Bathroom stalls shall have a minimum clearance of 60 inches from the side-wall of the toilet, and 56 inches (wall-hung), or 59 inches (floor-mounted) from the water-wall of the toilet.\*
- Bathroom stalls shall not have inward swinging doors unless the room meets the required minimum dimensions beyond the swing of the door.
- The clearance width of the door is measured from door jamb to door jamb, minus the thickness of the door.
- Where provided, at least one type of each fixture, element, control or dispenser shall be accessible (urinals, sinks, toilets, mirror, shelves, etc.).
- Mirrors should be 40 inches above grade or full length.
- Faucet handles shall be accessible, meaning they can be operated with a closed fist.
- Exposed pipes should be foam insulated or covered with a panel. (PVC is not sufficient).
- Toilet paper must be free-flowing (No toilet paper compartments).
- If available, changing tables shall be 34 -36 inches from the floor.

**RESTROOM: STAFF**

RESTROOM	STANDARDS	MEN'S ROOM (Unisex) <input type="checkbox"/>		LADIES ROOM (Unisex) <input type="checkbox"/>	
		Depth:	Width:	Depth:	Width:
Entrance Width	32" minimum				
Stall Door Width	32" minimum				
Stall Depth*	56" minimum Floor Mounted				
	59" minimum Wall Mounted				
Grab Bars Height	33-36 inches				
Toilet Height	17-19 inches				
Urinals	17 inches			Does not apply.	
Sink Height	34" maximum				
Sink Depth	19" minimum				
Sink Pipes	Enclosed/Wrapped	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Soap Dispenser Height	48" maximum/forward, 48" maximum/side				
Towel Dispenser Height	48" maximum/forward, 48" maximum/side				
Toilet Tissue Dispenser	19 inches minimum				
Mirror Height	40" maximum				
Coat Hooks	48" – 48" forward/side				
Shelf	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Narrative:

- Doors to unisex bathrooms shall be lockable from within the room and the locks must be accessible.
- Where toilets are provided, at least one shall be wheelchair accessible.
- Where a toilet and urinal are provided in a unisex bathroom, the toilet must be accessible.

\*Above stall depth reference depends on toilet being floor mounted or wall mounted.

## ELEVATORS

BUILDING	STANDARDS	ACTUAL
Visible: Hall lanterns Audible: sound 1-up 2-down	Height: 72" Max	Height: YES <input type="checkbox"/> NO <input type="checkbox"/>
Dimension of Lanterns	2 1/2" Min	
Raised & Braille Characters on Hoistway Entrance		YES <input type="checkbox"/> NO <input type="checkbox"/>
Raised & Braille floor Designations - both sides	60" Max	Height: YES <input type="checkbox"/> NO <input type="checkbox"/>
Character size & permanently placed	2" Min	Size: YES <input type="checkbox"/> NO <input type="checkbox"/>
Doors open and close automatically		YES <input type="checkbox"/> NO <input type="checkbox"/>
Car control buttons in Tactile, Braille, Audio/Visual indicators	Height: 48" Max	Height: YES <input type="checkbox"/> NO <input type="checkbox"/>
Door Opening	36" Min	
Elevator Depth	51" Min From Back to Front	
Elevator Width	54" Min From Side to Side	

### Narrative:

- Visible and Audible signals shall be in the hoistway entrance to indicate which car is answering the call.
- Audible signals shall sound once for up and twice for down or have verbal annunciators that state "up" or "down".
- Visual lanterns shall be a minimum of 72 inches (measured centerline) from the floor and be a minimum of 2 and 1/2 inches in size.
- Elevator call buttons shall be a minimum of 35 inches and a maximum of 48 inches (centerline between the buttons), from the floor/ground.
- Raised and braille characters designating the floor shall be located on both jambs of the hoistway elevator entrances and shall be 60 inches from the floor/ground.
- The interior clearance space of the elevator shall be a minimum of 42 inches wide on new construction and a minimum of 36 inches wide on existing buildings, with a minimum depth of 54 inches.
- Elevator car control buttons shall be a minimum of 3/4 inches in dimension, ascending from left to right.