

## ADA Pre-inspection Guidelines

The following guidelines are meant to help potential lottery retailers prepare for their ADA inspection. These guidelines do not replace the actual inspection and report. These guidelines for your use in self-assessing your facility and correcting issues before your actual inspection. If you are in doubt about a requirement, do not make changes until after the inspection is completed and a report has been issued. However, in many cases simple corrections can be made prior to inspection.

### SECTION I--PARKING

If your business location:

- Does not provide a parking area, or
- Has customer parking only on a street or highway,

*Skip this section and go to Section II*

1. If the Retail location provides parking (and is not in a shopping mall or strip mall), count the total number of parking spaces you have available in your parking area and ensure that there is an adequate number of accessible parking spaces. See the table on Page 3 for the number of parking spaces required.
2. Accessible parking spaces are parking spaces that, for cars, are 108 inches wide and 216 inches long with an access aisle that is 60 inches wide. There must be at least one van accessible parking space that must either be 144 inches wide and 216 inches long with an access aisle that is 60 inches wide or 108 inches wide and 216 inches long with an access aisle that is 96 inches wide no matter how many total parking spaces you have. If you have only one accessible parking space, it must be van accessible. One out of every six accessible parking spaces must be a van accessible parking space.
3. Accessible parking space must be located on the shortest accessible route of travel to the building entrance. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces must be located closest to the accessible entrances.
4. Each accessible parking spaces must be designated as reserved by posting the International Symbol of Accessibility Sign. Parking spaces designated as van accessible must have an additional "Van Accessible" sign mounted below the symbol of accessibility. (The international symbol of accessibility sign is not the wheelchair painted on the ground in the parking space; it is the posted sign.). The sign should be mounted 60-inches above the ground.
5. Accessible parking spaces must be level, with no slope greater than 2% (1:48) in any direction.

### SECTION II--CURB RAMPS

Curb ramps are ramps that are incorporated into sidewalks or corners in the path of travel to your business location. Curb ramps must be provided when an accessible route crosses a curb.

1. Slopes of curb ramps must not exceed 8.33% (1:12) except for buildings built and/or altered before March 15, 2012, as stated below:
  - Slopes between 8.33% (1:12) and up to 10% (1:10) are allowed for a maximum rise of six inches.
  - Slopes between 10% (1:10) and up to 12.5% (1:8) are allowed for a maximum rise of three inches.
  - Slopes steeper than 12.5% (1:8) are not allowed.
2. Minimum clearance width must be at least 36 inches.
3. Curb ramps must end in a level platform at least 48 inches deep.
4. Slopes of landings at the top and bottom of the ramp must not exceed 2% (1:48).

### SECTION III--WALKWAYS AND AISLE WAYS

(Paths of Travel)

1. Each walkway or aisle way must be at least 36 inches wide but may narrow at a single point to 32" for a length of 24 inches, then widen back to 36". Each walkway or aisle way must be clear and unobstructed for 80 inches in height. This is required so that persons with physical disabilities using a wheelchair or crutches or persons with visual impairments using a cane can enter the Retail location and have access to Lottery products.
2. The surface of the walkway or aisle way must be stable, firm, and slip resistant.
3. If there is a slope to the walkway or aisle way greater than 5% (1:20), it is considered a ramp and must meet ramp requirements.
4. If there is a cross slope (a side-to-side tilt) along the path of travel, it cannot exceed 2% (1:48).
5. If there are mats located on the interior or exterior walkways they should be in good condition without damaged or curled edges or surfaces. The mat should not protrude more than ½" above the floor and should have a tapered edge. The mat should not be able to slide on the floor. If the mat can slide it needs to be secured to the floor.

### SECTION IV--RAMPS

*If your business location **does not have ramps** in the accessible route,*

***Skip this section and go to Section V.***

Ramps refer to any part of an accessible path of travel, inside or outside your business, with a running slope greater than 5% (1:20).

1. For buildings that began construction after March 15, 2012, if no building permit was required, or for buildings that received a building permit after March 15, 2012, no part of the slope may be greater than 8.33% (1:12).
2. For buildings that began construction before March 15, 2012, if no building permit was required, or for buildings that received a building permit before March 15, 2012, slope must not exceed 8.33% (1:12) except as follows due to space limitations:
  - Slopes between 8.33% (1:12) and up to 10% (1:10) are allowed for a maximum rise of six inches.
  - Slopes between 10% (1:10) and up to 12.5% (1:8) are allowed for a maximum rise of three inches.
  - Slopes steeper than 12.5% (1:8) are not allowed.
3. Maximum rise for any run of ramp without an intermediate landing is 30 inches.
4. Minimum clear width is 36 inches.
5. Level landings must be provided at the top and bottom of each ramp.
6. Ramps and landings with drop-offs must have curbs, walls, railings, or projecting surfaces that prevent people from sliding off the ramp.
7. A ramp with a rise of six inches or more must have handrails on both sides.

### SECTION V--ENTRANCES

Entrance refers to the main doorway into your business location. If that entrance is not accessible, then an alternate unlocked entrance must comply with this section.

1. Minimum clear width must be at least 32 inches for a single door or one side of double doors.
2. Doorway threshold may not exceed 1/2 inch high.

3. Raised thresholds and floor level changes may not have a slope greater than 50% (1:2).
4. Handles, pulls, latches, and locks on accessible doors must have a shape that is easy to grasp with one hand and does not require tight grasping, pinching, or twisting of the wrist to operate.
5. Hardware required to open and close a door must be no more than 48 inches above the floor.
6. The door should not require more than 10 lbs of force to open and should not close in more than 5 seconds. Door opening force and time can be changed by adjusting the door closer.
7. The following maneuvering space must be provided in front of and alongside the doorway to allow a wheelchair user to enter and exit without difficulty. The maneuvering space must be level with a slope of 2% (1:48) or less in all directions.
  - On the pull side of the door, at least 24" of door handle clear space at the side of the door.
  - On the pull side of the door, at least 60" of clear space in front of the door.
  - On the push side of the door, there must be at least 48" of clear space in front of the door.
  - On the push side of the door, there must be at least 12" of door handle clear space at the side of the door.
8. If the main entrance to your business is not wheelchair accessible and you have an alternate accessible entrance, you must post a sign at the main entrance directing customers to the alternate entrance.

**SECTION VI--SALES OR CUSTOMER SERVICE COUNTER**

Sales or customer service counter is the area within your business location where a store clerk sells Lottery products. You will need to use a tape measure for these measurements.

1. A portion of the counter must be at least 36 inches in length with a maximum height of 36 inches above the floor. If a check writing surface is provided, it must be 28 inches minimum and 34 inches maximum above the floor.
  - Note: A clipboard (reserved for persons with disabilities who are purchasing Lottery products) may be used to meet this requirement if the counter height is greater than 36".
2. There must be enough space for a person using a wheelchair to turn around (at least a 60 inch-60inch space)
3. Minimum clear floor space to allow for a forward or parallel approach to the counter must be at least 30 inches by 48 inches. (Note: If there is a forward approach to the counter, the clear space should be between 17-25 inches underneath the counter.)

**Parking Space Requirements**

Total Number of Spaces in Parking Lot	Accessible Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
Greater than 400	Contact Inspector