



# Americans with Disabilities Act (ADA)

## Training for Polling Place Accessibility

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Dear Reader:

This guide is being provided to assist in the efforts being undertaken to ensure that New Jersey's polling locations are accessible to all voters.

The Division of Elections continues to work closely with county election officials, public officials, and advocates to improve polling place accessibility. Over the past several years this collaboration has yielded many positive results.

Our gratitude goes out to David M. Millstein, Asst. Deputy Director & ADA Administrator, NJ Department of Treasury, for his work with the Division of Elections in producing this quick guide.

Robert F. Giles  
*Director, Division of Elections*

**Problem:**

One or two steps at entrance

**Solution:**

Install a short temporary ramp to provide a smooth transition



**Problem:**

Entrance door to building is heavy and difficult to open

**Solution:**

Keep the door propped open or assign someone near the door to open it

**Problem:**

Door handle and/or latch is not accessible

**Solutions:**

Leave door propped in an open position

Add an accessible pull or handle to the outside of the door and leave door unlatched

Install an accessible door handle and hardware

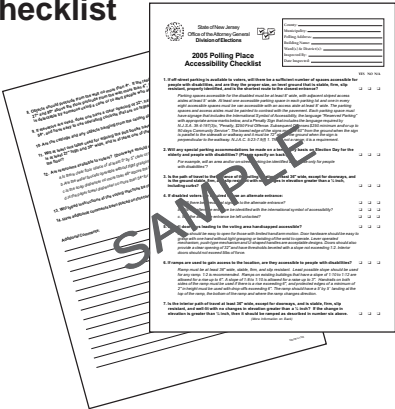
*The information contained in this polling place accessibility survey tools quick guide has been created by the NJ Division of Elections to provide informal assistance and guidance to individuals designated to evaluate the accessibility status of polling places in New Jersey and does not constitute legal advice.*

# Evaluating Polling Place Accessibility

## Getting Started - Tools Needed

### 1. Polling Place Accessibility Checklist

The checklist is designed to prompt the inspector to check key features by measuring sloped surfaces, evaluate parking accommodations, paths of travel and door entrances to determine whether a polling place is accessible to voters with disabilities.



### Utilizing the Polling Place Accessibility Checklist

Under Public Law 98-435 each county board of elections office is required to complete a "Polling Place Accessibility Checklist" for each polling place located within their jurisdiction.

Members of the county boards of elections, or individuals designated by the board must physically evaluate the accessibility status of each polling place. It is important to note the accessibility status of each area in every section and to provide comments where needed.

### 2. Door Pressure Gauge

The door pressure gauge allows the inspector to insure that an interior door is no more than a 5lbs push.

The gauge can also be used on drinking fountains and sink faucets.



## Operating Instructions:

1. Set the top (small) o-ring located on the plunger rod on zero, down against the instrument's flange; or set the o-ring on the desired force.
2. Holding the instrument firmly, press slowly against door at a point approximately handle-high, and 30 inches toward the handle from the door's hinges.
3. Read the amount of force required to open the door on the plunger scale closest to the bottom of the small o-ring.



## 3. Tape Measure

The tape measure can be used to measure width of a parking space, pathway and door opening.

Measuring the clear opening of an accessible door requires special care.



## Measuring the Opening of a Door



To measure the opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (as shown in the drawing). Stretch the tape across the door opening to the face of the door.

This measurement equals the clear open width of the door, which is typically less than the width of the door. Measuring the clear opening from the face of the doorstop on the frame to the face of the open door.

## Path of Travel (Sidewalks, Walkways & Entrance to Polling Place):

### Problem:

Sidewalk connecting parking to the polling place too steep

### Solutions:

Ascertain if there is an alternate sidewalk that provides an accessible route

Provide the alternate entrance with the international symbol of accessibility

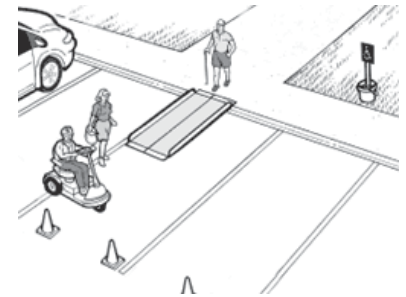
Ensure that the alternate entrance will be left unlocked

### Problem:

Accessible route crosses a curb

### Solution:

Install a portable ramp with edge protection



### Problem:

One or two steps are part of the walkway leading to the entrance

### Solution:

Install a portable ramp that has a slope no steeper than 1:10 to 1:12 with edge protection and handrails.

### Problem:

Objects protrude too far from the wall causing a hazard for people who are blind or have low vision

### Solutions:

Place an object or a barrier below the protruding object that can be easily detectable by someone using a cane or to alert people who are blind or who have low vision

Use traffic cones or other temporary elements to mark the spaces and access aisle

Provide signs to designate each accessible parking space



# Temporary Solutions

## Parking:

### Problem:

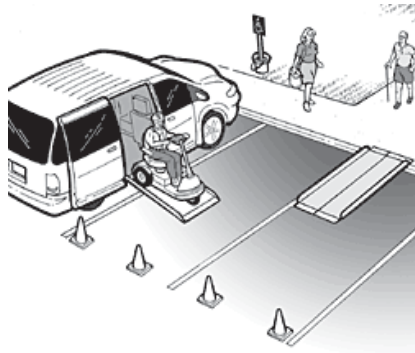
Off street parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces:

### Solutions:

Designate area nearest to entrance for accessible parking

Use traffic cones or other temporary elements to mark the spaces and access aisle

Provide signs to designate each accessible parking space



### Problem:

Accessible parking available, but there are no marked access aisles

### Solutions:

Restripe accessible parking spaces to provide an access aisle.

Use traffic cones or other temporary elements to mark off the access aisle and curb ramp area

Provide signs to designate each accessible parking space

Designate the first accessible parking space a van accessible space.

### Problem:

No sign with the international symbol of accessibility or penalty signed installed

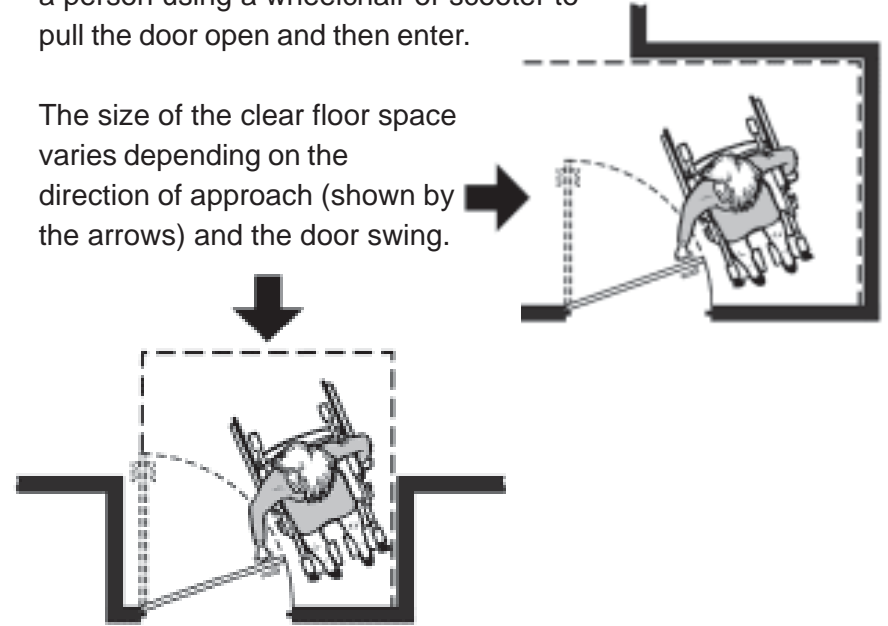
### Solution:

Place temporary signs in front of each accessible parking space.

## Accessible Door Openings

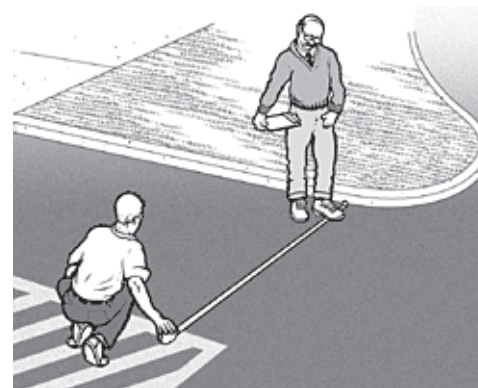
A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter.

The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.



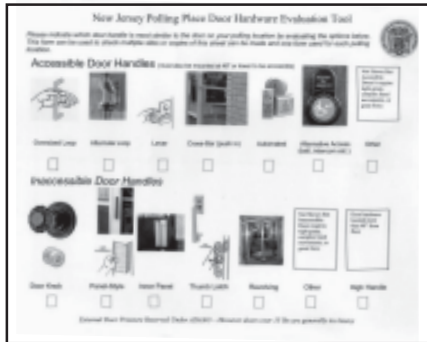
## Measuring Width of Parking Space or Access Aisle

When measuring the width of a parking space or access aisle, the width of an accessible route or the height of an object above the floor, for example, try to keep the tape from sagging or bending.



If the tape is not straight, try to support the tape in the middle or pull it tight and take the measurement again.

## 4. Door Hardware Evaluation Sheet



Many polling places have inaccessible door hardware or heavy doors that people with disabilities cannot open.

The door hardware evaluation sheet is used to help the inspector identify accessible door handles.

Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.



## 5. Smart Tool

The Smart Tool is based around an electronic module which can display angle over a full 360° range with a resolution of 0.1°. The module can be used as supplied, or it can be panel mounted into your product or equipment. The Smart Tool levels can be used in a variety of applications as both a conventional level and as an angle setting or measuring tool.



### Utilizing the Smart Tool

#### Simple to use

SmartTool permits you to find level and plumb in two ways. For quick references, use the sensitive bubble vials. For highly precise work, use the digital display on the Sensor Module. It provides accuracy to 1/10 of a degree.

So when you are not dealing with level or plumb, SmartTool quickly tells what the angle is and what the angle needs to be. It allows you to measure angles three different ways: degrees, percent slope, and pitch (rise over run).

#### Percent Slope and Pitch

In the percent slope mode the SmartTool allows you to read angles to meet requirements for sewer connections ADA ramps, and grading. And showing compliance is merely a matter of pointing to the display. SmartTool also gives you roof pitch readings in inches of rise per foot of run right on the display. No two-handed measurements, no conversion calculations, and no mistakes.

#### Listen and Level Audio Feature

Have tasks where you really can't see the SmartTool but need instant feedback? Then turn on the audio beeper. When turned on with a single button, SmartTool lets you hear when your task is at level or plumb.

#### Hold

The hold button makes it easy to measure in areas where the digital display is not visible. Take the measurement, push the hold button, and then bring the SmartTool in front of you to see your reading.