



# Polling Place Accessibility Diagnostic Tool For Informational Purposes Only

Note that the solution examples are not a comprehensive list. They are only a sample of possible solutions.

The authority under which each item is derived is listed with each question.

Polling places are, by their nature, temporary, but the standards for temporary facilities are the same as for other facilities, Minnesota Rules 1341.0401, Subp. 4.

This tool uses standards for complete accessibility under Chapter 1341 of the State Building Code and the ADAAG. It is designed to identify gaps in full accessibility and is not intended to be a test of whether a facility is acceptable under the law. If you believe that a polling place does not require alteration but it does not appear to meet the standards set forth in this tool, you may wish to consult a building code or accessibility specialist to confirm that belief. Changes made to a polling place facility as part of any grant under HAVA must fully comply with chapter 1341 of the State Building Code.

## A. Parking

Complete this section if parking is available for voters at the polling site.

### 1. Required

Is disability parking the closest available parking to the accessible entrance? *(MR 1341.0428, Subp.2, ADAAG 4.6.2, MR 1341.0403(A), ADAAG 4.1.2(1))* Yes    No

Solution Example:

- Make disability parking space(s) closest to the accessible entrance. Move signs and paint space(s).

Improvement Ideas/Solutions:

### 2. Required

Are there adequate numbers of disability parking spaces provided in a parking lot or on the side of the street? Yes    No  
*(MR 1341.0403(E), ADAAG 4.1.2(5)(a))*

**Explanation or graphic:** Disability parking spaces must be provided at a ratio of 1 per 25 or a fraction thereof; therefore, if the lot has a total of 37 parking spaces, two spaces must be accessible and identified as disability parking.

**Solution Example:**

Total Parking in Lot	Required Number of Accessible Spaces
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

401 to 500	9
501 to 1,000	2 percent of total
1,001 and over	20 plus 1 for each 100 over 1,000

- Using the table, determine correct number of disability parking spaces. Obtain signs and paint space(s) and adjoining access aisle. Note: The State of MN does not provide signs. Contact local sign company to order signs.

**Improvement Ideas/Solutions:**

**3. Required**

**Are disability-parking spaces the required width?**

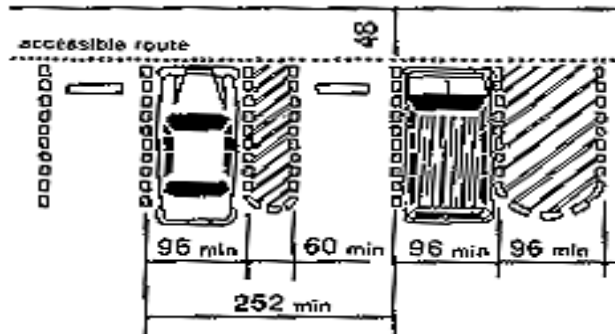
*(MR 1341.0428, Subp.3, ADAAG 4.6.3, and Subp.6, ADAAG 4.6.6, MR 1341.0403(E), ADAAG 4.1.2(5) and (b))*

Yes No

**Explanation or graphic:** The first disability parking space in every instance must be van accessible and at least 16 feet wide, consisting of an 8-foot parking space and an 8-foot access aisle. This space accommodates a van with a side lift.

If additional spaces are needed, they must be 13 feet wide, with an 8-foot parking space and a 5-foot access aisle.

Disability parking spaces can share the same access aisle.



**Solution Example:**

- Make disability parking space(s) proper width. Move signs and paint space(s).

**Improvement Ideas/Solutions:**

#### 4. Required

Does each disability parking space have a permanently mounted disability parking sign?  
(MS 169.346, MR 1341.0403(G), ADAAG 4.1.2.7(a),  
MR 1341.0476, ADAAG 4.30)

Yes No

**Explanation or graphic:** Each disability parking space must be identified with a disability parking sign. This sign must incorporate the international wheelchair symbol in white on blue and be visible from inside the parked vehicle.



**Solution Example:**

- Contact local sign company to order signs.

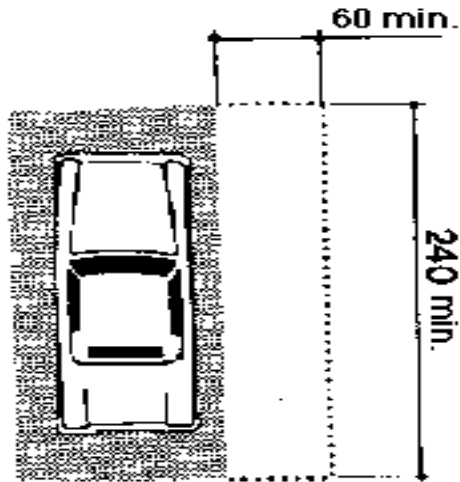
**Improvement Ideas/Solutions**

#### 5. Recommended

Is a designated drop-off area available for individuals with disabilities? (MR 1341.0428, Subp.6, ADAAG 4.6.6, MR 1341.0403(E)(3), ADAAG 4.1.2(5)(C))

Yes No

**Explanation or graphic:** A drop-off area otherwise known as a passenger loading zone, when provided, should have an access aisle at least 60 inches wide with a 20 foot long space adjacent and parallel to the vehicle pull-up space. A curb cut must be provided if there is a curb.



**Solution Example:**

Determine drop-off area and post proper signs.

**Improvement Ideas/Solutions:**

**6. Recommended**

Is there a designated parking area for motor voter/curbside voting? (MS 204C.15, 1341.0403)

Yes No

**Solution Example:**

- Determine motor voter/curbside area, post proper signs, and notify election judges.
- If possible, determine a location that is visible from inside the polling place, or post a schedule of when the area will be checked.

**Improvement Ideas/Solutions:**

## B. Exterior Access

### 7. Required

Is the accessible path of travel to the accessible building entrance from the parking area or bus stop a firm, stable, slip-resistant surface? (*MR 1341.0426, Subp.1, ADAAG 4.5.1, MR 1341.0444, Subp.1, ADAAG 4.14.1, MR 1341.0403(D), ADAAG 4.1.2(4), MR 1341.0422 Subp.6, ADAAG 4.3.6.*)

Yes    No

**Solution Example:**

- Provide a concrete surface. Keep it clear of ice and snow.

**Improvement Ideas/Solutions:**

### 8. Required

Is the accessible path of travel free of obstructions? (*MR 1341.0424, Subp.1, ADAAG 4.4.1, MR 1341.0403(C), ADAAG 4.1.2(3)*)

Yes    No

**Solution Example:**

- Remove obstruction (e.g., signs, ashtrays) to a more suitable location.

**Improvement Ideas/Solutions:**

### 9. Required

Is the sidewalk slope leading to the accessible entrance

- no steeper than 1:20 (or a 5% slope)? (*MR 1341.0430, ADAAG 6.4.7.2*)
- at least 4 feet wide? (*MR 1341.0422, Subp.3, ADAAG 4.3.3*)
- with no sudden change in grade? (*MR 1341.0426, Subp.2, ADAAG 4.5.2*)

Yes    No

**Solution Example:**

- Identify and move path of access to a more accessible entrance to the building.

**Improvement Ideas/Solutions:**

## 10. Required

Do inaccessible entrances have directional signs indicating where the accessible entrance is located? Yes No

And, do accessible entries have signs indicating accessibility? (MR 1341.0403(G)(3), ADAAG 4.1.2(7)(c), MR 1341.0405H(4), ADAAG 4.1.3(8)(d))

**Explanation or graphic:** It may be difficult to locate the accessible entrance without getting out of one's vehicle or walking/wheeling an extra distance. If all entrances are not accessible, then there must be directional signs posted indicating where the accessible entrance is located.

**Solution Example:**

- Post-temporary signs indicating accessible entrance. Ensure they are visible from common access points or parking area.

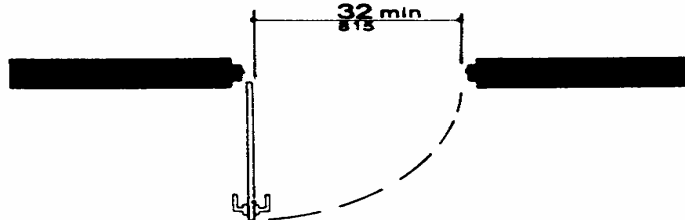
**Improvement Ideas/Solutions:**

## 11. Required

With the entrance door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side doorstop? Yes No

(MR 1341.0442, Subp.5, ADAAG 4.13.5, MR 1341.0405(G), ADAAG 4.1.3(7). MS 204B.16)

**Explanation or graphic:**



**Solution Example:**

- Widen entrance and replace door.
- Install swing-away hinges to provide additional clearance.
- Enlist volunteer greeters to open doors.

**Improvement Ideas/Solutions:**

## 12. Required

Is the threshold no higher than ½ inch in height and beveled on both sides? (MR 1341.0442, Subp.8, ADAAG 4.13.8, MR 1341.0426, Subp.2, ADAAG 4.5.2)

Yes No

### Solution Example:

- Install wood or metal beveled edge to threshold.

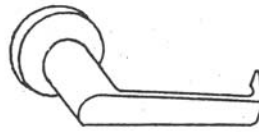
### Improvement Ideas/Solutions:

## 13. Required

Is the door hardware either a lever handle or loop style type? (MR 1341.0442, Subp.9, ADAAG 4.13.9)

Yes No

### Explanation or graphic:



Lever Handle

### Solution Example:

- Replace door hardware with handle or loop style.
- Install door hardware adapters.
- If thumb latch door hardware, lock down latch with duct tape.

### Improvement Ideas/Solutions:

## 14. Recommended

Is there an automatic door opener? (MR 1341.0442, Subp.11, ADAAG 4.13.11 and Subp.12, ADAAG 4.13.12)

Yes No

**Explanation or graphic:** Doors leading into buildings may be heavy and difficult to open. It has been determined that many people with disabilities and older individuals have difficulty with doors that have more than 5 pounds of pressure.

### Solution Example:

- In some instances, the door closure can be adjusted to lessen the pressure.
- Install an automatic door opener.

### Improvement Ideas/Solutions:

## C. Interior

### 15. Required

Is there an uninterrupted path of travel

Yes    No

- without steps? (*MR 1341.0422, Subp.2, ADAAG 4.3.2, MR 1341.0350, ADAAG 6.3.5*)
- at least 3 feet wide (except for doorways) from the accessible entrance to the voting area? (*MR 1341.0422, Subp.3, ADAAG 4.3.3*)

**Solution Example:**

- Relocate objects (e.g., furniture, plant stands) that block access to the voting area.

**Improvement Ideas/Solutions:**

If no interior ramp is needed, skip question #16.

### 16. Required

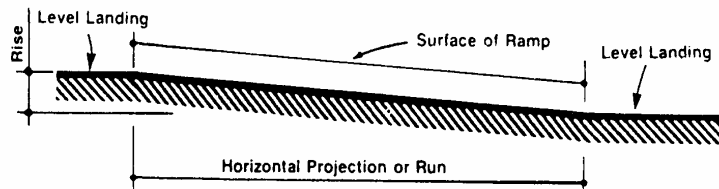
If there is an interior ramp,

Yes    No

- is the slope of the ramp no greater than 1:12 (or an 8.3% slope)? (*MR 1341.0411, Subp.3, ADAAG 4.1.6(3), MR 1341.0432, Subp.2, ADAAG 4.8.2*)
- does it have handrails on both sides? (*MR 1341.0432, Subp.5, ADAAG 4.8.5*)
- is it at least 3 feet wide between handrails? (*MR 1341.0432, Subp.3, ADAAG 4.8.3*)
- are the top and bottom landings at least 5 feet in length? (*MR 1341.0432, Subp.4, ADAAG 4.8.4*)

**Explanation or graphic:**

Ramps must be no steeper than 1:12. So for every unit of vertical rise, there are 12 units of horizontal run. For example, a 4 inch vertical rise requires a 48 inch ramp with a landing at least 3 feet wide with handrails on both sides.



**Solution Example:**

- Install a temporary ramp for small changes in elevation that meet the 1:12 requirement and provide suitable landings.
- Install handrails 3 inches from wall and allow at least 3 feet between handrails.

**Improvement Ideas/Solutions:**



**17. Required**

With the door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side doorstop?  
(MR 1341.0442, Subp.5, ADAAG 4.13.5)

Yes No

**Solution Example:**

- Install swing-away hinges to provide additional clearance.
- Widen the door.

**Improvement Ideas/Solutions:**

If no interior doors exist, skip question #18.

**18. Required**

Do interior doors require no more than 5 pounds of pressure to open?  
(MR 1341.0442, Subp.11, ADAAG 4.13.11)

Yes No

**Explanation or graphic:** Interior doors can impede access if they are too heavy or difficult to open. Many times, 2 or 3 pounds of pressure are adequate to close a door securely.

**Solution Example:**

- Adjust the door closures to less than 5 pounds of pressure.
- Replace door closures.

**Improvement Ideas/Solutions:**

If no elevators are needed, skip question #19.

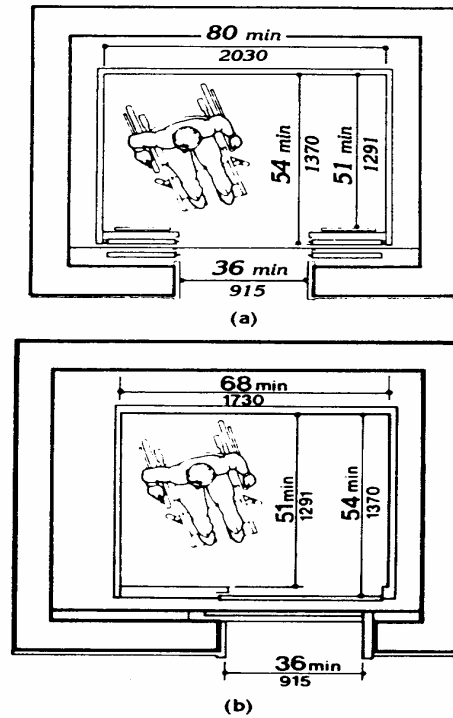
**19. Recommended**

Regarding elevators:

- 1) Are the hall call buttons centered at 42 inches above the floor? (MR 1341.0436, Subp.3, ADAAG 4.10.3)
- 2) Are the floor buttons inside the elevator a maximum of 48 inches above the floor? (MR 1341.0436, Subp. 12(C), ADAAG 4.10.12(3))
- 3) Do the minimum inside elevator dimensions comply with the diagrams?
- 4) Do you need a key to operate the elevator? If yes, do you know whom to contact, how to obtain the key and if the key will be made available to voters on Election Day? (MS 204C.15)

Yes No

**Explanation or graphic:** A minimum car dimension of 48" by 48" is allowed if it is not feasible to install a compliant car size.



**Solution Example:**

- If elevator access is needed and not accessible, consider if there is another site more accessible and available as a polling place that either has elevator access or does not involve use of an elevator.
- Enlist and assign a volunteer to help run the elevator during the time that the polling place is open.

**Improvement Ideas/Solutions:**

## D. Polling Place Access

### 20. Required

Is there an accessible table (5 feet from other booths, lines, poll workers) or booth available where the writing surface is no higher than 34 inches & knee clearance no lower than 27 inches & at least 19 inches deep for voters to vote in a seated position or in a wheelchair?  
*(MR 1341.0480, Subp.4, ADAAG 4.32.4 and Subp.3, ADAAG 4.32.3, MR 1341.0420, Subp. 4, ADAAG 4.2.4.1 and Subd.3, ADAAG 4.2.3)*

Yes    No

**Explanation or graphic:**

The voting booth used by persons needing assistance to complete their ballots must be at least 5 feet from other booths, lines, or poll workers to allow for sufficient turnaround clearance for a wheelchair. This also allows voters who are unable to read or mark a ballot and persons assisting these individuals to converse in private. The writing surface in the voting booth should be at a standard table height with enough room for a person in a wheelchair to easily access the writing surface.

**Solution Example:**

- Acquire suitable tables to meet measurements to be positioned at least 5 feet from other booths, lines, or poll workers.
- Provide more space within the voting booth to make wheelchair maneuverability easier.

**Improvement Ideas/Solutions:**

### 21. Required

When voting in a seated position, is adequate privacy guaranteed? *(MS 204B.18)*

Yes    No

**Explanation or graphic:**

The voting booth should be positioned a suitable distance from other booths in order to allow voters who are unable to read or mark a ballot and persons assisting these individuals to converse in private. Also, the booth should have proper privacy guards to eliminate eavesdropping.

**Solution Example:**

- Provide privacy guards.

**Improvement Ideas/Solutions:**

### 22. Required

When voting in a standing position, is adequate privacy guaranteed? *(MS 204B.18)*

Yes    No

**Solution Example:**

- Provide privacy guards.

**Improvement Ideas/Solutions:**

**23. Required**

With advance notice, are voter registration instructions available in audiotape or grade 2 Braille? (MS 201.071, MS 203B.07, Subd.1)

Yes No

**Solution Example:**

Provide requested document in audiotape or grade 2 Braille.

**Improvement Ideas/Solutions:****24. Required**

Are large-print Voting Instruction Signs, which are provided in the polling place materials, conspicuously displayed at each polling place? (MR 1341.0476, Subp.1, ADAAG 4.30.1, MR 1341.0401, Subp.4, ADAAG 4.1.1(4), MS 204B.17, MS 204B.18)

Yes No

**Solution Example:**

- Post instructions at eye level in a location that individuals with low vision can approach and use the magnifier to read.

**Improvement Ideas/Solutions:****25. Required**

Are chairs available for voters who cannot stand for long periods of time? (MS 204B.18, Subd. 1)

Yes No

**Solution Example:**

- Provide chairs.

**Improvement Ideas/Solutions:****26. Recommended**

Does the polling place provide adequate lighting near voting surfaces?

Yes No

**Solution Example:**

- Provide lighting.

**Improvement Ideas/Solutions:**

**27. Recommended**

Is a magnifier of 2x or 3x power or greater available for individuals with low vision?

Yes No

**Solution Example:**

- Obtain at least one magnifier of 2x or 3x power or greater.

**Improvement Ideas/Solutions:****28. Recommended**

Is a signature guide available?

Yes No

**Solution Example:**

- Obtain signature guide.

**Improvement Ideas/Solutions:****29. Recommended**

Are there provisions for voters to vote in a standing position at a table approximately 42 inches high or at a voting booth accessible to someone with a back injury or unable to bend?

Yes No

**Solution Example:**

- Acquire tables to meet measurements.

**Improvement Ideas/Solutions:****30. Recommended**

Is the ballot box accessible to persons both in a standing and seated position?

Yes No

**Explanation or graphic:** If the ballot box is adjustable, feeder mouth (receptor) must be 36 inches in height.**Solution Example:**

- Adjust height of ballot box.

**Improvement Ideas/Solutions:**

## E. Restroom Access

**Public buildings should have accessible public restrooms. If restrooms are provided, please complete the following section.**

### 31. Required

	Men's Room	Yes	No	Women's Room	Yes	No
--	------------	-----	----	--------------	-----	----

**With the restroom door in a 90-degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side doorstop? (MR 1341.0442, Subp.5, ADAAG 4.13.5)**

**Solution Example:**

- Install swing-away hinges to provide additional clearance.
- Replace doors.

**Improvement Ideas/Solutions:**

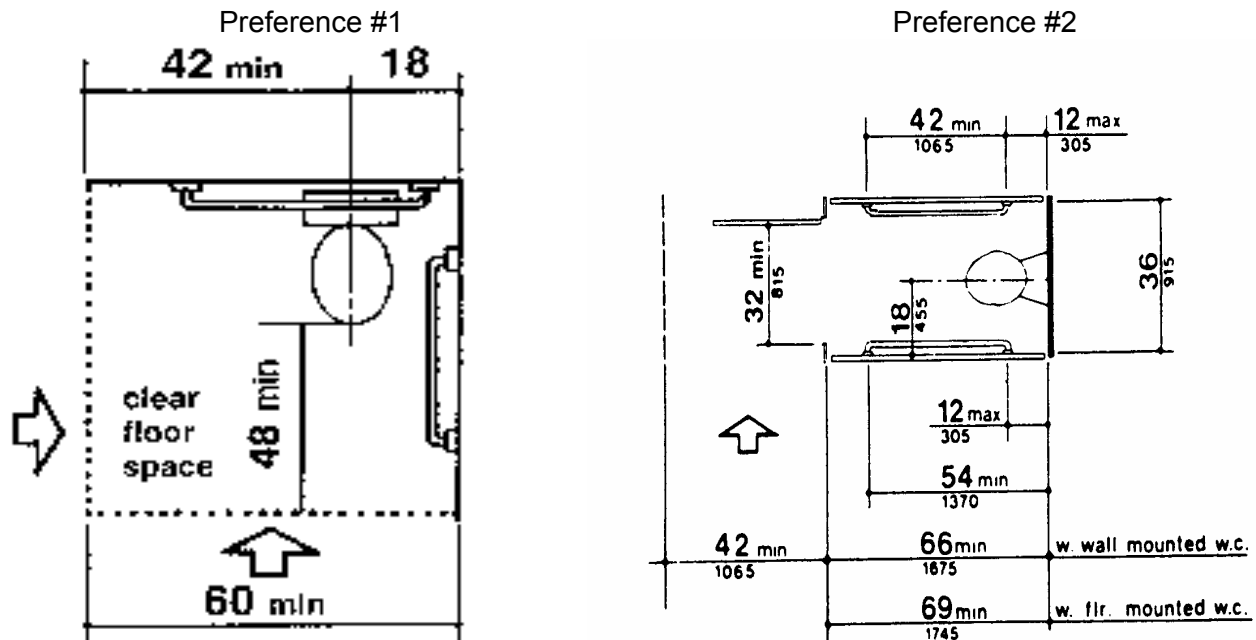
### 32. Required

	Men's Room	Yes	No	Women's Room	Yes	No
--	------------	-----	----	--------------	-----	----

**Does the restroom provide access for individuals using wheelchairs? (MR 1341.0420, MR 1341.0448, MR 1341.0450))**

**Explanation or graphic:**

The restroom should provide basic access and clearances around the toilet area should be as shown.



**Solution Example:**

- Swing restroom or stall (compartment) door outward.
- Remove unnecessary partitions in single-use restrooms.
- Remove chairs, cots, planters, and other objects and furniture from restroom area.

**Improvement Ideas/Solutions:**

### 33. Required

Men's Room Yes No Women's Room Yes No

Is accessible bathroom easily located and on an accessible path of travel? (MR 1341.0460, Subp.1, ADAAG 4.22.1, MR 1341.0422)

**Solution Example:**

- Provide signs for bathroom location.

**Improvement Ideas/Solutions:**

### 34. Required

Men's Room Yes No Women's Room Yes No

Is the height of the accessible toilet seat between 17 inches and 19 inches above the floor? (MR 1341.0448, Subp.3, ADAAG 4.16.3)

**Solution Example:**

- Securely install plastic riser seat.
- Replace toilet.

**Improvement Ideas/Solutions:**

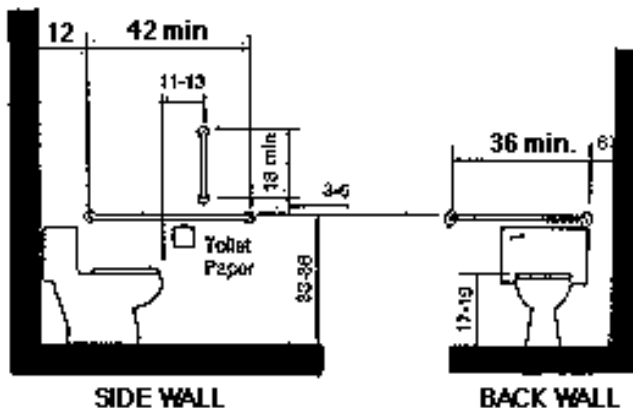
### 35. Required

Men's Room Yes No Women's Room Yes No

Are horizontal and vertical grab bars installed in the accessible restroom? (MR 1341.0448, Subp.4, ADAAG 4.16.4)

**Explanation or graphic:** The grab bars should be installed as shown. Note: Back wall grab bar is not required.

Preference #1



Preference #2

Same as preference #1 but doesn't have a back wall grab bar configuration.

**Solution Example:**

- Install grab bars.

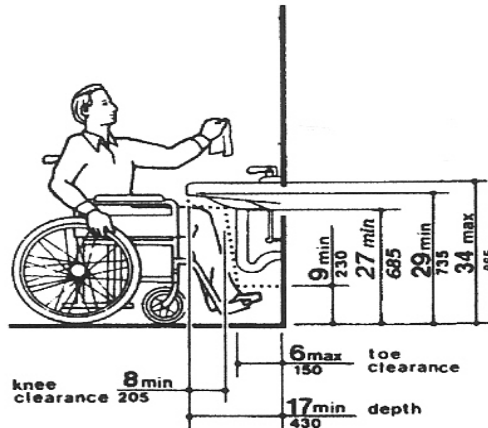
**Improvement Ideas/Solutions:**

**36. Required**

Men's Room Yes No Women's Room Yes No

Is there an accessible sink in the restroom? (MR 1341.0464, MR 1341.0454)

Explanation or graphic: Access dimensions are as shown.

**Solution Example:**

- Adjust sink heights.
- Provide portable toilet facility with proper measurements.

**Improvement Ideas/Solutions:****37. Required**

Men's Room Yes No Women's Room Yes No

Are restroom accessories associated with the accessible lavatory mounted with the highest operating control no higher than 48 inches? Examples include:

- Soap dispensers
- Towel dispensers
- Hand dryers (MR 1341.0420, Subp.5, ADAAG 4.2.5, MR 1341.0448, MR 1341.0470)

**Solution Example:**

- Relocate existing accessories so one of each type is mounted at a compliant height.
- Add accessories, as needed, so one of each type is mounted at a compliant height.
- Place loose towels at the accessible lavatory.
- Provide bar or liquid soap at the accessible lavatory.

**Improvement Ideas/Solutions:****F. Alternate Location**

If after completing this survey you find there are insurmountable access barriers, please answer the following question.

**38.**

Is there another building located within the designated boundaries that is more accessible and available as a polling place? (MS 204B.16, Subds. 4 and 5)

Yes No