



Duke University and Duke University Health System
Accessibility Survey/Reasonable Accommodation Request

Date: _____
 Location: _____
 Completed by: _____

Applicable Elements	Yes	N/A	Accessibility Requirements
SURVEY ORIGATION			
Student			
DOJ/New Construction/Alterations/Additions/ Historical Preservations/Leased Property/Facilities			Duke University's obligation under 42 U.S.C. §12182(b)(2)(A)(ii), 42 U.S.C. §12182(b)(2)(A)(iii), 42 U.S.C. §12182(b)(2)(A)(iv), 42 U.S.C. §12183(a); ADAAG Standards New Construction §4.1.3 , Additions §4.1.5, Alterations §4.1.6 ; Historic Preservation § 4.1.7 ; General Statutes of North Carolina 168A-6, North Carolina State Building Code (N.C.B.C) 143-138; Duke University Design Guidelines , Section I, Date:2001, Pages 11, 13, Section II Pages 26, 31, 57, 58, 74, 75, 77, 80, 84, 85, 86, Appendices D, J, Duke University Medical Center Design Guidelines, and Settlement Agreement Between the United States of America Department of Justice and Duke University
Building Number			
Building/Area Name			
Division			
BUILDING			
Contact Person			
Contact Telephone Number			
Lower Floor 2 Master Plan			
Lower Floor 1 Master Plan			
1st Floor			
2nd Floor			
3rd Floor			
4th Floor			
Higher			

Applicable Elements	Yes	N/A	Accessibility Requirements
ACCESSIBLE PARKING			
Van/Regular			ADAAG Standards §§ 4.1.2(5), 4.1.2(7)(a), 4.6; N.C.B.C. 4.1.2, 4.2.1, 4.2.3, 4.3.3.1, 4.4.4, 4.4.5, 4.4.6, 4.5.2, 4.6.1, 4.6.1.1; Recommendation: Refer to University's Accessible Path of Travel Map (www.access.duke.edu) for appropriate accessible parking spaces location identification.
Passenger Loading Zones			N.C.B.C 4.11.3, 4.11.5.1, 5.1.2
BUS SHELTERS			ADAAG Standards § 10.2.1; N.C.B.C. 24.2.4.1. Ensure that sheltered bus stop is on accessible path of travel. See accessible path of travel maps at www.access.duke.edu
ACCESSIBLE PATHWAY			General Guidance: Duke University/Health System strives to make all exterior routes accessible except where this is not possible.
From Parking Lot to Accessible Entrance			Striped paving as an accessible route in a parking lot except to cross driveways is strongly discouraged. ADAAG Standards 4.1.3(8), 4.13, 4.14; DOJ Settlement 12.e, 15.h; Duke University Design Guidelines , Appendix J Date:2001
Circulation Paths			New construction guidance: All exterior routes are to be accessible except where this is not possible. In practice, this means that where barriers exist, an equally direct parallel route is clearly visible. ADAAG Standards §§ 4.1.2(1), 4.1.2(2), 4.1.2(4), 4.1.3(1), 4.2, 4.3, 4.4, 4.5, 4.7; N.C.B.C. 3.2.1, 3.2.2, 3.3.2, 3.3.3, 3.3.6; DOJ Settlement 12.e, 15.b2; Duke University Design Guidelines Section II pages 26, 30
Curb ramp			ADAAG Standards §§ 4.1.2(2), 4.1.2(4), 4.1.3(1), 4.3, 4.7; DOJ Settlement 12.e.2, 13.I; Duke University Design Guidelines Section II pages 26, 30
Tactile Warnings			On reserve. Currently awaiting Final Guidelines on Accessible Public Rights. ADAAG Standards § 4.4; N.C.B.C. 10.3.1, 10.4.1, 10.5.1
Signage			ADAAG Standards §§ 4.1.2(7), 4.1.3, 4.11; N.C.B.C.18.1.1, 18.3.1, 18.3.3, 18.4.1.1, 18.4.1.2, 18.4.3.1, 18.5; DOJ Settlement 15.a.3; Duke University Design Guidelines, Appendix L, Date:2001; Office of the University Architect Exterior Sign Standards C. Campus Signage

Applicable Elements	Yes	N/A	Accessibility Requirements
EXTERIOR DOORS			
General			Entrance door should be at least 32" wide. The University makes all public entrances accessible in new construction. When an entrance is being altered, either it will be made accessible or a determination that it is not feasible or necessary to make it accessible must be justified. Duke University Design Guidelines Section II, page 58
Automatic Door Opener			Strongly recommend a power operated door at least one primary entrance in new buildings or in major retrofits. ADAAG Standards § 4.13.12; N.C.B.C. 7.1.3, 7.1.4, 7.2.4; DOJ Settlement 15 b.1; Duke University Design Guidelines Section II pages 57
Signage			When all entrances are not accessible, inaccessible entrances shall have directional signage to indicate the route to the nearest accessible entrance. ADAAG Standards §§ 4.1.2(7)(c), 4.1.3(16)(b); N.C.B.C.18.1.1.1, 18.3.1, 18.3.3; DOJ Settlement 15.b; Duke University Design Guidelines, Appendix L,
Lever Hardware			Entrance door must be easy to open with the handle or pull. ADAAG Standards § 4.13.9; DOJ Settlement 15.b
Mounting heights			Mounted no higher than 48 ". ADAAG Standards § 4.13.9; N.C.B.C 7.9.2;
Door Pressure			Must be @ 8lbs or less. DOJ Settlement Agreement 11.d.(1), 15.b.1; ADAAG Standards § 4.13.12; N.C.B.C. 7.6.2
Thresholds			Must be no higher than 1/2 ". ADAAG Standards § 4.13.8; DOJ Settlement 15.b
Turnstiles			An accessible gate or door shall be provided adjacent to the turnstile or revolving door and shall be designed as to facilitate the same use pattern. ADAAG Standards § 4.13.2
Maneuvering Clearances			ADAAG Standards §§ 4.13.4, 4.13.5, 4.13.6; DOJ Settlement 11.d.2, 3, 4, 5, 6, 15.b
Tactile warnings			Currently awaiting Final Guidelines on Accessible Public Rights. N.C.B.C 7.10
Remote Control			Automatic doors should be configured with remote control capability conduit, in the event of future automatic door opener installation.

Applicable Elements	Yes	N/A	Accessibility Requirements
INTERIOR			
Accessible Pathway			ADAAG Standards §§ 4.1.2(1), 4.1.2(2), 4.1.2(4), 4.1.3(1), 4.2, 4.3, 4.4, 4.5, 4.7; DOJ Settlement 12.f, 13.a, b. Alterations made to provide an accessible path of travel to the altered area may be deemed disproportionate to the overall alteration when the cost exceeds 20% of the cost of the alteration to the Area of Primary Function. USDOJ 36.403(f)(1)
Interior Room Signage			ADAAG Standards §§ 4.1.2(7), 4.1.2 (7)(c), 4.1.3(16), 4.1.3(16) b), 4.30, 4.30.4, 4.30.6; DOJ Settlement 11.b, 15.a; Duke University Design Guidelines, Appendix L, Date:2001
Egress			N.C.B.C. 6.3.1
Carpeting			Must be securely attached to the floor. Carpet pile must be 1/2" maximum. ADAAG Standards §§ 4.5.3* and 4.5.2
Protruding Objects			Please pay particular attention to this requirement. Objects projecting from walls (ex. telephones, fire extinguishers, AEDs, water fountains) with their leading edges between 27" and 80" above the finished floor shall protrude no more than 4 " into walks, halls, corridors, passageways, or aisles. Free-standing objects on posts or pylons overhang 12" maximum from 27" to 80" above the ground or finished floor. ADAAG Standards § 4.4.1.
Doors			ADAAG Standards §§ 4.1.3(7), 4.13
RESTROOMS			
Unisex			Where bathing facilities are provided and in larger facilities, use of uni-sex facilities are desirable to allow for attendants of the opposite gender. N.C.B.C. 11.9.1
Water Closets			ADAAG Standards §§4.1.3(11), 4.16.4, 4.22, 4.26, 11.3.1.2, 11.3.1.3; DOJ Settlement 11.c
Located on accessible route			ADAAG Standards §§ 4.1.3(11), 4.21, 4.22, 9.1.2; N.C.B.C. 11.2.2
Toilet Stalls			ADAAG Standards §4.17; N.C.B.C.11.2.2, 11.3.1, 11.3.1.2, 11.3.1.3, 11.4.1, 11.4.2, 11.4.3(1) 11.5.3, 11.6.1(5); DOJ Settlement 15.g
Urinals			ADAAG Standards §4.18; N.C.B.C.11.6.3(2)
Portable Toilet			Many accessible portable toilets do not comply with the requirements for landings at doors. Please make sure that temporary landings are provided if this is a problem.
Lavatories and Mirrors			ADAAG Standards § 4.19; N.C.B.C. 11.6.2(1), 11.6.2(4), 11.6.2(6), 11.7.1, 11.7.2, 11.7.4.1, 11.7.4.2.1, 11.7.4.2.2, 11.7.4.2.3, 11.7.4.2.4, 11.7.4.3.2; Duke University Design Guidelines Section II page 74

Applicable Elements	Yes	N/A	Accessibility Requirements
SHOWER ROOMS			
General			N.C.B.C. 12.1.3.1, 12.1.3.2, 12.1.5, 12.1.9, 12.2.3
Located on accessible route			ADAAG Standards §§ 4.1.3 (11), 4.21, 4.22, 9.1.2
Shower Stalls			ADAAG Standards § 4.21; N.C.B.C. 12.3.1.5, 12.3.1.6(4), 12.3.2.1, 12.3.2., 12.3.2.3, 12.3.2.4
Bathtubs			ADAAG Standards § 4.20; N.C.B.C.12.4.1.2, 12.4.1.3, 12.4.1.5, 12.4.3.2
LIBRARY			
General			At least 5% or a minimum of one of each element fixed seating, tables, or study carrels shall be accessible. If seating for people in wheelchairs is provided at tables or counter, knee spaces at least 27 inches high, 30 inches wide and 19 in deep is necessary. ADAAG Standards §§7.2, 8.3, 8.1, 8.5, 8.4, 4.2, 4.32, 4.30.7; N.C.B.C. 25.1.2, 25.3.1.3, 25.4.1, 25.4.1.1
Carrels			ADAAG Standards §§ 4.1.3(18), 4.32, 8.2; <i>DOJ Settlement 10.e</i>
			Shall have a minimum clear width of 36 in, with a preferred width of 42 in to allow passage around a person using a wheelchair. Tray slides shall be no higher than 34 inches above the finished floor. ADAAG Standards §§ 4.2.5, 4.2.6, 5.0, 5.5
FOOD SERVICE LINES			
			Where fixed tables are provided (without service) at least 5% , but not less than one of the fixed tables or portion of the counter shall be accessible. Where food or drink is served at counters exceeding 34 inches in height for consumption by customers seated on stools or standing at the counter, a portion of the main counter which is 60 in in length min. shall be between 28 in to 34 in above the finished floor or ground or service shall be available at accessible tables within the same area. ADAAG Standards § 5.1; N.C.B.C. 23.1.1, 23.3.1, 23.3.2
RESTAURANTS, CAFETERIAS, DINING AREAS			
			Sales and Services Counters, Teller Windows, Information Counters must have a portion of the counter which is at least 36 in. in length with a maximum height of 36 inches above the finish floor. In alterations, an auxiliary counter with a maximum height of 36 in in close proximity to the main counter is needed. ADAAG Standards § 7.1, 7.2; N.C.B.C. 26.1.1, 26.2.2, 26.3.3.1, 26.3.4.3
BUSINESS AND MERCANTILE			
			ADAAG Standards §§ 4.1.3, 4.35; N.C.B.C. 27.1.3.1, 27.1.4.1, 27.1.5, 27.1.5.1
DRESSING/FITTING ROOMS			
MEDICAL CARE FACILITIES			
			ADAAG Standards §§ 6.1, 6.2, 6.3, 4.3, 4.3.9, 4.3.2(e)

Applicable Elements	Yes	N/A	Accessibility Requirements
ELEVATORS			
General			ADAAG 4.1.3(5), 4.10.1; N.C.B.C. 15.1.4, 15.2.8, 15.5.2.1
Cab			ADAAG Standards §§ 4.1.3(5), 4.1.6(3)(c)(ii), 4.10; DOJ Settlement 12.I.1, 2
Communication			ADAAG Standard § 4.10.14*; N.C.B.C. 15.10.1; Two-way communication/emergency elevator phones should be compatible with University/Health System Emergency/Help Phone Standards. Consult with Duke Police for specifications.
Controls			ADAAG Standards §§ 4.1.3(5), 4.10.12; N.C.B.C. 15.5.1.1, 15.9.5; DOJ Settlement 11.e
RAMPS			
Edge Protection			ADAAG Standards § 4.8.7; N.C.B.C.5.5.1, 5.5.2; DOJ Settlement 11.f.1, 15 d.1
Slope			ADAAG Standards § 4.8.2; DOJ Settlement 11.f.2, 15.d.2, 15.d.5
Threshold			ADAAG Standards §§ 4.1.2(1), 4.1.2(2), 4.1.2(4), 4.1.3(1), 4.5.2; DOJ Settlement 11.f.3, 12. J, 15.d
Handrails			ADAAG Standards §§4.8.5, 4.26; N.C.B.C.5.4(7), 5.4(8), 5.4.3; DOJ Settlement 11.f.4, 15 d.4
Outdoor conditions			ADAAG Standards § 4.8.8; N.C.B.C.4.7.1.2, 4.7.1.3, 4.8.3, 5.1.3, 5.1.4, 5.2.3, 5.3.3, 5.3.6; DOJ Settlement 12.k, 15.d.6

Applicable Elements	Yes	N/A	Accessibility Requirements
AREAS OF ASSEMBLY			
Fixed aisle seating			Ratio - Capacity of Seating in Assembly Areas: Number of Required Wheelchair Locations - 4-25:1, 26-50:2, 51-300:4, 301-500:6, >500:6, plus 1 additional space for each total seating capacity increase of 100. In addition, 1%, but not less than one, of all fixed seats shall be aisle seats with no armrests on the aisle side, or removable or folding armrests on the aisle side. ADAAG Standards § 4.1.3(19)(a); N.C.B.C. 21.2.2.1; Duke University Design Guidelines Section II page 80; DOJ Settlement 12.c, 13.c, 15e
Signage			Signage notifying patrons of the availability of such seats shall be posted. ADAAG Standards § 4.1.3(19)(a); N.C.B.C. 22.4.3.1
Types of Seats			ADAAG Standards §§4.1.3(18), 4.1.3(19), 4.32, 4.33; N.C.B.C. 22.1.1.1, 22.1.2, 22.1.2.2, 22.1.3, 22.1.5, 22.2.2, 22.3.2, 22.4.1.3
Assistive Listening System(s)			ADAAG Standards §§ 4.1.(19)(b), 4.33.6, 4.33.7; Recommendation: Permanent systems should be compatible with currently permanent and portable University/Health System assistive listening systems. Consult with Disability Management System (919-684-8231).
FM/Infrared			
Wheelchair Seating Dispersed			Wheelchair areas shall be an integral part of any fixed seating plan. When seating capacity > 300, wheelchair spaces shall be provided in more than one location. Where it is technically infeasible to disperse accessible seating throughout an altered assembly area, accessible seating areas may be clustered. ADAAG Standards §§4.1.3(19)(a), 4.33.3
Wheelchair Companion Seating			At least one companion fixed seat shall be provided at each wheelchair seating area. ADAAG Standards §§4.1.3(19)(a), 4.33.3
Wheelchair Line of Sight			ADAAG Standards §§4.1.3(19)(a), 4.33.3, 13.d
LIFTS			
Use and Features			Important Note: 2002 NC Accessibility Code Section 15.11.2.1 requirement "lift operation shall be controlled by a key" is no longer being enforced by N.C. Department of Insurance or Department of Labor. ADAAG Standards §§ 4.1.3(5)(4), 4.11.3, 4.2.3, 4.27.4; N.C.B.C. 15.11.1, 15.11.2.2, 15.11.2.4, 15.11.2.5, 15.11.2.6, 15.11.2, 15.11.2.8, 15.11.2.9; Duke University Design Guidelines Section II pages 84, 85, 86
Exterior			
Interior			

Applicable Elements	Yes	N/A	Accessibility Requirements
COMPUTER LAB			
Computer Stations			If provided in public or common areas, at least 5%, but not less than one, of the fixed or built-in seating areas or tables shall comply with 4.32.
EMERGENCY FIRE ALARMS			
Audio Visual			When designing alarms, allow future capacity so that alarms in individual offices, sleeping rooms, etc. to accommodate specific individuals in the future. ADAAG Standards §§ 4.1.3(14), 4.28; N.C.B.C. 17.1.1(3), 17.3.1(4), 17.3.2, 17.3.2.2, 17.3.3.2.1, 17.3.3.3.1, 17.3.3.3.2, 17.3.3.3.3, 17.3.3.3.4, 17.4.1; DOJ Settlement 11.j; Duke University Design Guidelines , Appendix D , Date:2001
EMERGENCY EVACUATION PROVISIONS			
Area of Rescue Assistance			ADAAG Standards § 4.3.11; N.C.B.C. 6.3.2.1.2, 6.3.2.2.1, 6.3.2.3.2, 6.3.2.3.4, 6.3.2.6.1, 6.3.2.6.2, 6.3.2.5. Although these provisions do not apply to existing buildings, fire and safety of building occupants in alteration projects must be addressed via OESO.
Two-Way Communication			ADAAG Standards §§ 4.3.11.4, 4.3.11.5; N.C.B.C. 6.3.2.5.4
EMERGENCY PHONES			
			ADAAG Standards §§ 4.1.3(17), 4.31; DOJ Settlement 13.g, University/Health System Emergency/Help Phone Standards, contact Duke Police for specifications.
STAIRWAYS			
General			ADAAG Standards 4.9; N.C.B.C. 8.1, 8.2.3; Duke University Design Guidelines, Section II page 26, Date:2001
Railings			ADAAG Standards §§ 4.8.5, 4.26; N.C.B.C. 8.3.3, 8.3.4, 8.4.1
ACCESSIBLE PUBLIC TELEPHONES			
			ADAAG Standards §§ 4.1.3(17), 4.31; N.C.B.C. 10.3.1, 10.4.1, 10.5.1, 14.3.2.3, 14.3.3.3; University/Health System Guidelines for Installing New Public Phones, contact OIT for specifications.
COMPUTER LAB			
			If provided in public or common areas, at least 5%, but not less than one, of the fixed or built-in seating areas or tables shall comply with 4.32. ADAAG Standards §§ 4.1.3(13), 4.2.5, 4.2.6, 4.27
WATER FOUNTAINS			
			Ensure that fountains do not become protrusion hazards. ADAAG Standards §§ 4.1.3(1), 4.1.3(10), 4.3, 4.4, 4.15; N.C.B.C. 10.3.1, 10.4.1, 10.5.1, 13.1.5; DOJ Settlement # 10.a, 11.I, 12.g
VENDING MACHINES			
			ADAAG Standards §§ 4.1.3(1), 4.1.3(13), 4.3, 4.27; N.C.B.C. 23.7.1 Ensure that coin slot, selection buttons and retrieval trays are within reach requirements. Also advisable to Braille all selections on public vending machines.

Applicable Elements	Yes	N/A	Accessibility Requirements
CONTROLS AND OPERATING MECHANISMS			If self-service above accessible reach ranges is provided, a prominent sign offering assistance must be provided at the entrance and/or at the checkout area. ADAAG Standards §§ 4.1.3(13), 4.2.5, 4.2.6, 4.2.7; N.C.B.C. 16.3.1, 16.4.9.1; DOJ Settlement 12.m, 15.f
			Ensure a 30" x 48" clear floor space in front of controls i.e., thermostats, light switches, soda dispensers, lecterns, circuit breakers etc. Ensure that storage, shelving, and display units are functional for people with disabilities and not blocked. This provision also applies to departmental mailboxes, lockers and similar installations.
			Controls should be no higher than 54" for side reach and low side reach shall be no less than 9" above the floor. If side reach is over an obstruction, the reach and clearances shall be 34" high maximum and 24 " maximum reach over obstruction such as a sink or counter.
			Controls must be operable with one hand.
IMPORTANT MISCELLANEOUS ISSUES			ADAAG Standards §§ 4.1.3(1) 4.1.3(11), 4.2.3, 4.30 Figure 43(a) 9.1, 9.2; N.C.B.C. 29.2.1, 29.2.4, 29.4.5.2, 29.4.5.3, 29.4.5.4, 29.4.5.5
DESKS/TABLES			Desks and tables - knee clearance at seating must be at least 27" high and 19" deep.
DOORS			Entrance door must be at least 32" wide.
			Entrance door must be easy to open with the handle or pull.
			Permanent door signage must be 54" to 66" from the floor and mounted to the latch side.
PROTRUDING OBJECTS			Wall mounted accessories must not protrude > 4" maximum from the wall.
			Knee clearance at seating must be at least 27" high and 19" deep.
CIRCULATION AREAS			Wheelchair users must have maneuvering clearances for circulation. Configure room furniture and appliances to ensure.
KITCHENS/KITCHENETTES			ADAAG Standards § 9.2.2(7)
FLOOR SPACE			In kitchen areas, there must be clearance between all opposing cabinets, appliances or walls at least 40" except in U-shaped kitchens where clearance must be 60".
			Ensure 30" x 48" clear space at appliances.

Applicable Elements	Yes	N/A	Accessibility Requirements
COUNTERS			Kitchen counter must be no higher than 34".
			Kitchen counters have at least 30" wide section with 19" deep clear knee
			The sink and counter must be no higher than 34" from the floor.
			Ensure that faucets are operable with one hand.
RANGE/STOVE			The range, cook top and oven must have a clear floor space approach of at least 30" x 48".
			If there is a knee clearance under the cook top, there must be protection against burns, abrasions or electrical shock.
			The location of the controls must allow them to be used without reaching across the burners.
			Range, cook top and oven controls must be operable with one hand.
REFRIGERATOR			At least 50% of the refrigerator freezer space must be within 54" of the floor.
			Refrigerator controls must be within 54" of the floor.
			Refrigerator must have a clear floor space of 30" x 48".
DISHWASHER			Dishwasher must have a clear floor space of 30" x 48".
			Dishwater controls must be operable with one hand.
STORAGE			Kitchen storage have a clear floor space of 30" x 48".