



COMMERCIAL ACCESSIBILITY PLAN REVIEW CHECKLIST

A. GROUP M OCCUPANCIES

NOTE: General sales, display and office areas together with toilet rooms shall be made accessible. (1110B.1.1)

1. Sales employee workstations shall be located on accessible levels. Employee work areas shall be sized and arranged to provide access to employees in wheelchairs. (1110B.1.2)
2. The customer side of sales or check-out stations shall be accessible. (1110B.1.2)
3. In new construction, provide accessible check stands. Check stands, including service counters requiring a surface for transactions, shall be made accessible by providing a 36" minimum clear aisle width on the customer side of the check stand. In new and existing construction, provide an adjoining counter height not exceeding 38" above the finish floor and with the top of the counter lip not to exceed 40" above the finish floor. (1103B.1.3 & T11B-2)
4. Accessible check stands shall be identified by a sign clearly visible to those in wheelchairs which displays the International Symbol of Accessibility in white on a blue background and shall state "This check stand to be open at all times for customers with disabilities." (1110B.1.3)
5. Where "quick" check stands are provided, at least one shall be accessible. (1110B.1.3)
6. In existing buildings being remodeled, at least one checkout aisle shall be accessible in facilities with less than 5,000 sq. ft. of selling space. In existing buildings with 5,000 or more sq. ft. of selling space, at least one of each design of checkout aisle shall be made accessible when altered until the number of accessible checkout aisles of each design equals the number required in new construction. (1110B.1.3)
7. Where fitting or dressing rooms are provided for male or female customers, patients, employees, or the general public, 5%, but never less than one, of dressing rooms for each type of use in each cluster of dressing rooms shall be accessible by providing the following: (1117B.8)
 - a. Entry doors conforming to the requirements of Section 1133B.2 and aisles leading to such doors conforming to Section 1133B.6.1 & 1133.6.2.
 - b. Full-length mirrors at least 18" wide by 54" high, the bottom of which is no higher than 20" from the floor, and mounted in a position affording a view to a person on the bench as well as to a person in a standing position.
 - c. Clothing hooks located no higher than 48" from the floor.
 - d. A 24" by 48" bench mounted to the wall along the longer dimension of the room 17" to 19" above the floor with a clear space alongside the bench to allow a person using a wheelchair to make a parallel transfer onto the bench. The structural strength of the bench and attachments shall comply with Section 1115B.7.2.
 - e. The minimum clear space within the room shall be 60" in width and length. No door shall encroach into the required space.
8. Where shopping cart theft prevention barriers are utilized, they shall conform to the requirements of Section 1110B.1.6.

Total # of check stands	Total # of check stands required to be accessible
1-4	1
5-8	2
9-15	3
Over 15	3 plus 20% of additional check stands over 15



B. AUTOMATIC TELLER MACHINES AND POINT OF SALE MACHINES

NOTE: Automated Teller Machine (ATM) means any electronic information processing device, including a point-of-sale machine, used by a financial institution or other business entity and its customers for the primary purpose of executing financial transactions between itself and its customers. For the purpose of this section, “automated teller machine” includes point-of-sale machines used in grocery stores, ticket sales facilities, and other business entities, but does not include card reading devices located on fuel pump islands at gasoline service stations and motor vehicle fuel facilities. (1117B.7.1)

NOTE: ATM Site means that immediate area which is within or made or to be made part of an existing building or a building to be constructed, and to which one or more ATMs is or shall be affixed. (1117B.7.1)

NOTE: ATM Installation means a single ATM structurally affixed to a building or other structure. (1117B.7.1)

1. All point-of-sale machines used by customers for the primary purpose of executing transactions between the business entity and the customer shall be fully accessible and comply with Section 1117B.7 and Section 1110B.1.4.
2. Where ATMs are provided for the public, they shall comply with Section 1117B.7 & Section 1117B.7.2.
3. Controls for user activation shall comply with the requirements of Section 1117B.6, Item 4, which states that controls and operating mechanisms shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. The force required to activate controls shall be no greater than 5 lbf. (1117B.7.3)
4. Instructions and all information for ATM use shall be made accessible to and independently usable by persons with vision impairments. (1117B.7.6)
5. Free standing or built-in units not having a clear space under them shall comply with the following as to reach and range. (1117B.7.4) NOTE: ATMs allowed to be unregulated as to height in Section 1117B.7.4 through Section 1117B.7.4.3 are also exempt from requirements of Section 1117B.7.5.
6. Where one ATM is provided at a location, it shall meet the specifications of Section 4.34 of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), as follows: (1117B.7.4.1)
 - a. The ATM shall be located so that a clear floor space of 30" by 48" is provided to allow a person using a wheelchair to make a forward approach, a parallel approach, or both (48"x48"), to the machine. (1117B.7.4.1.1)
 - b. If only a forward approach is possible, operable parts of all controls shall be placed within 15" to 48" of the floor. See Section 1118B.5 for forward reach over an obstruction. (1117B.7.4.1.2)
 - c. If only a parallel approach is possible, operable parts of controls shall be placed as follows:
 - i. Reach depth not more than 10": Where the reach depth to the operable parts of all controls as measured from the vertical plane perpendicular to the edge of the unobstructed clear floor space at the farthest protrusion of the automated teller machine or surround is not more than 10", the maximum height from the floor shall be 54". (1117B.7.4.1.3.3.1)
 - ii. Reach depth more than 10": Where the reach depth to the operable parts of any control as measured from the vertical plane perpendicular to the edge of the unobstructed clear floor space at the farthest protrusion of the ATM or surround is more than 10", the maximum height from the floor shall be as shown in Table 11B-5. (1117B.7.4.1.3.3.2)

Table 11B-5
 MAZIMUM REACH DEPTH FOR ATM's

Reach Depth (x) (inches)	Maximum Height (Y) (inches)
10	54
11	53.5
12	53
13	52.5
14	51.5
15	51
16	50.5
17	50
18	49.5
19	49
20	48.5
21	47.5
22	47
23	46.5
24	46



- d. If both a forward and parallel approach are possible, operable parts of controls shall be placed within at least one of the reach ranges specified in Sections 1117B.7.4.1.2 or 1117B.7.4.1.3.
 - e. Where bins are provided for envelopes, waste paper, or other purposes, at least one of each type provided shall comply with the applicable reach ranges specified in Sections 1117B.7.4.1.2 & 1117B.7.4.1.3 & 1117B.7.4.1.4.
 - f. Where two ATMs are provided at a location, one shall comply with Section 1117B.7.4.1 except that the highest operable part shall be 48" maximum. The second ATM is not regulated as to height, including height of display. (1117B.7.4.2)
 - g. Where three or more ATMs are provided, two shall be used to satisfy Section 1117B.7.4.2. For the additional ATMs beyond the first two, at least 50% shall comply with Section 1117B.7.4.1. The remainder is not regulated as to height, including height of display. If features provided differ from ATM to ATM, all features shall be equally represented among the accessible ATMs. (1117B.7.4.3)
7. LED, cathode ray, or other screen devices intended to be viewed by the user shall be positioned so they are readily visible to and usable by a person sitting in a wheelchair with approximate eye level of 45", and shall comply with the following requirements: (1117B.7.5)
- a. If mounted vertically or tipped no more than 30 degrees away from the viewer, the center line of screen and other screens devices shall be located a maximum of 52" above grade. (1117B.7.5.1)
 - b. If mounted at an angle between 30 degrees and 60 degrees tipped away from the viewer, the center line of screens and other screen devices shall be located a maximum of 44" above grade. (1117B.7.5.2)
 - c. If mounted at an angle between 60 degrees and 90 degrees tipped away from the viewer, the center line of screens and other screen devices shall be located a maximum of 34" above grade. (1117B.7.5.3)

C. FACTORIES AND WAREHOUSES

- 1. In factories, major or principal floor areas, office areas, and sanitary facilities serving these areas shall be made accessible. (1107B.1.1 through 1107B.1.3)

- 2. In warehouses and miscellaneous warehousing areas which are located on the floor nearest grade and those areas on other floors that are otherwise provided with access by level entry, ramp or elevator, and office areas, and sanitary facilities serving these areas shall be made accessible. (1107B.2.1 through 1107B.2.3)

D. STORAGE FACILITIES AND AREAS

- 1. If fixed storage facilities such as cabinets, shelves, closets, or drawers are provided where access is required by Section 109.1, at least one of each type shall be accessible in terms of clear floor space, reach ranges, and hardware. Additional storage may be provided outside of required reach ranges shown in Fig. 11B-5D. (1125B.1)
- 2. A clear floor space at least 30" by 48" that allows either a forward or parallel approach by a person using a wheelchair shall be provided at accessible storage facilities. (1125B.2 & Fig 11B-5A)
- 3. Accessible storage spaces shall be within as least one of the height ranges specified in Sections 1118B.5 and 1118B.6. (1125B.3)
- 4. Hardware for accessible storage facilities shall be within at least one of the reach ranges specified in Sections 1118B.5 and 1118B.6 and shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate the hardware shall be no greater than 5 pounds. Touch latches and U-shaped pulls are acceptable. (1125B.3, 1125B.4, 1125B.5)
- 5. Clothes rods shall be a maximum of 54" from the floor for a side approach. Where the distance from the wheelchair to the clothes rod or shelf exceeds 10", as in closets without accessible doors, the height and depth to the rod or shelf shall comply with Figure 11B-5D. (1125B.3)
- 6. The doorway providing access to storage areas shall be not less than 32" in clear width. Storage areas shall be made accessible as required in Section 1125B. (1105B.3.6.2)
- 7. Hardware for accessible storage facilities shall comply with Sections 1117B.6.2 and 1117B.6.3 for clear spaces and height requirements. (1125B.4)



8. Hardware controls and operating mechanisms shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls shall be no greater than 5 pounds of force. (1117B.6.4)

E. GROUP B OCCUPANCIES

1. Office areas, conference rooms, classrooms, dispatch rooms, and similar areas, along with related sanitary facilities, shall be made accessible. (1105B.3.5.1)
2. Detention-area visitor room shall be made accessible. (1105B.3.5.2)
3. At least one detention cell facility with supporting sanitary facilities shall be made accessible. (1105B.3.5.3)
4. Courtroom areas, including the judge's chambers and bench, counsel tables, jury box, witness stand and public seating area shall be made accessible. (1105B.3.5.4)

F. PUBLIC UTILITY FACILITIES

NOTE: Facilities located in operational areas which would not have any reasonable availability to or usage by persons who use wheelchairs for mobility are not subject to the wheelchair accessibility requirements of these regulations. (1105B.3.4.2. Exception 1)

1. Office areas, meeting rooms, and similar areas together with related toilet rooms, in public utility facilities, shall be made accessible. (1105B.3.4.1)
2. Public tour areas, to the extent that such public tours are conducted through or about a facility, or where the public

is permitted to walk in such areas, shall provide accessibility in those portions of the facility and grounds where this occurs. (1105B.3.4.2)

3. Visitor overlook facilities, orientation areas and similar public use areas, and any sanitary facilities that serve these facilities shall be made accessible. (1105B.3.4.3)
4. Where public parking is provided, spaces shall be provided for persons with disabilities as specified in Section 1129B and 1130B. (1105B.3.4.4)

G. GASOLINE SERVICE STATIONS (REQUIREMENTS ARE STATED IN AB 2073, EFFECTIVE JANUARY 1, 1990)

1. Every new service station within 660' of an accessible right-of way of any interstate or primary highway shall provide permanent public restroom facilities without charge to customers.
2. Restroom facilities shall consist of separate men's and women's room containing water closet and lavatory, and shall be usable by persons with physical disabilities as described in Title 24 of CCR.

H. RETAIL GROCERY STORES (REQUIREMENTS ARE STATED IN AB 179, EFFECTIVE JULY 1, 1984)

1. Toilet rooms must be provided for the public in stores containing more than 20,000 sq. ft. floor space. The toilet rooms for the public may be the same as those provided for the employees.
2. Separate facilities shall be provided for each sex.

