

Poll Supervisor Accessibility Checklist for New York Polling Sites

Please assist us in making your assigned poll site barrier-free for people with disabilities.

- 1) In the morning when you set up your polling place please go through the following checklist to make sure that people with disabilities are able to enter your polling site and cast a ballot.
- 2) During the day, please also refer back to this checklist to make sure that signs, ramps, and paths of travel have all remained usable and barrier-free throughout the course of the election.
- 3) If your polling site is lacking in any accessibility equipment such as a temporary ramp, or if there are any technological issues like an elevator that has broken down, please call the Board of Elections immediately so that they can respond quickly to access issues that arise.
- 4) Please review the power point handouts you received at your training and have it available for other poll workers so that all election workers at your site can effectively help everyone in your neighborhood to vote.
- 5) Please fill in the form below each time you check the site.

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Exterior Signage for Accessibility

- Each site must have an accessible entrance: A wheelchair-accessible entrance is one that does not require someone to climb stairs.
- If main entrance is accessible, the international sign of access must appear there.
- If the main entrance is **not** accessible, there must be signage directing voters with disabilities to the accessible entrance.
- Signs must be secured to protect against weather or vandalism.
- Signs should be checked regularly to ensure they are securely in place.

1) Are there signs indicating the location of a wheelchair-accessible entrance?

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2) If the main entrance is not the accessible entrance, are there signs pointing to the accessible entrance?

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
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3) Are signs firmly posted and not blowing in the wind or damaged by rain or snow?

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments

Exterior Path of Travel

- The path of travel must be no steeper than 1:50 or a 2% grade.
- If the path is too steep for someone using a wheelchair, you should try to identify a flatter route to reach the accessible entrance.
- Any new route must be marked by using accessible entrance signs to direct disabled voters to the alternate route.
- If you cannot identify an alternate route, please call the Board of Elections for assistance.
- Paths of travel must be smooth free of cracks, holes, crumbling concrete or other obstructions higher than ¼ inch. Cones must be placed by any hazards along the pathway to alert a voter with a disability.
- Window guards or other objects that protrude more than 4" from the wall and between 80" high and 27" above the floor must be made cane detectable with cones.

4) Is the path leading to the accessible entrance smooth, and free of cracks, holes or crumbling concrete?

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments

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5) **Is the path of travel free of any objects, like window guards, signs, or overhangs that a person who has a vision disability might run into?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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RAMPS (If there are no ramps, you can skip questions 6-8)

- *Ramps must be stable and safe with slopes no greater than 12:1 (this measurement should have been made when the site was surveyed).*
- *Temporary ramps must be securely and correctly installed.*
- *Ramp landings must be at least 5' (or 60") including any swing of a door on to the ramp.*
- *All ramps must have continuous hand and guard rails.*

6) **Is there a ramp set up at your location that is stable and safe?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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7) **If the door opens out toward the ramp, is the landing 5 ft or 60" even when the door is open?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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8) **Is the ramp free from breaks in the handrails or guardrails?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
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_____	_____	_____
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Entryways

- All doorways leading to the voting area must be at least 32 inches wide.
- Any materials/objects reducing the width of the door or pathway must be removed.
- Any lip between 1/4" and 1/2" must be beveled (smooth or rounded).
- Any door that is difficult or impossible to open with a closed fist must have a door monitor or must be secured open.

9) Are all doorways leading to the voting area at least 32 inches wide?

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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10) If there is a lip at the front door is it beveled and no higher than 1/2 inch?

N/A- The entry is completely flat.

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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11) Can all doors be opened easily with a closed fist?

- YES
- NO

Action taken: _____ Time: _____

Board of Elections Notified Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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Interior Signage

- *Signs directing voters from the accessible entrance should be easy to read and hung all along the pathway.*

12) Are there signs directing voters from the accessible entrance to the voting area?

- N/A- Accessible entrance opens directly into polling area.
- YES
- NO

Action taken: _____ Time: _____

Board of Elections Notified Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
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Interior Path of Travel

- *The interior hallway leading to the voting area must be 36" wide.*
- *Interior pathways to the voting area must be clear of any objects that narrow the path below 32" wide for more than 2 feet.*
- *Any objects that protrude more than 4" from the wall and between 80" high and 27" above the floor must be made cane detectable with cones.*

13) **Is the interior hallway leading from the accessible entrance to the voting booths at least 36" wide?**

N/A- Accessible entrance opens directly into polling area.

YES

NO

Action taken: _____ Time: _____

Board of Elections Notified Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments

14) **Is the hallway clear of protruding objects, debris, furniture, or other items that would make it too narrow for a wheelchair or cane user to navigate?**

N/A- Accessible entrance opens directly into polling area.

YES

NO

Action taken: _____ Time: _____

Board of Elections Notified Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments

Poll Supervisor Accessibility Checklist for New York Polling Sites

Voting Area

- *Aisles and pathways must be at least 36" wide to allow for people using wheelchairs.*
- *Aisle and pathways must be free of all debris, furniture or other items that can narrow the space.*
- *All electrical cords must be securely fixed to the ground to avoid tripping hazards.*
- *There should be 5' circumference around the Ballot Marking Device and the ADA Accessible voting booth to allow wheelchair users access to them.*
- *BMD screens and voting booths should be facing the wall or away from the public spaces to ensure privacy.*

15) **Is there at least a 36 inch wide aisle between voting booths?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
_____	_____	_____
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16) **Are all electrical cords securely fixed to the ground?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
_____	_____	_____
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Poll Supervisor Accessibility Checklist for New York Polling Sites

17) **Is there a 5' circumference around the Ballot Marking Device and the ADA Accessible voting booth to allow wheelchair users access to the machine?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
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18) **Do the screens for the BMDs and the accessible voting booths face the wall to ensure voters privacy?**

YES

NO

Action taken: _____

Time: _____

Board of Elections Notified

Time: _____

Comments: _____

Follow Up

Time	Change (YES/NO)	Comments
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