



LOSS CONTROL TOPIC

BUILDING ACCESSIBILITY

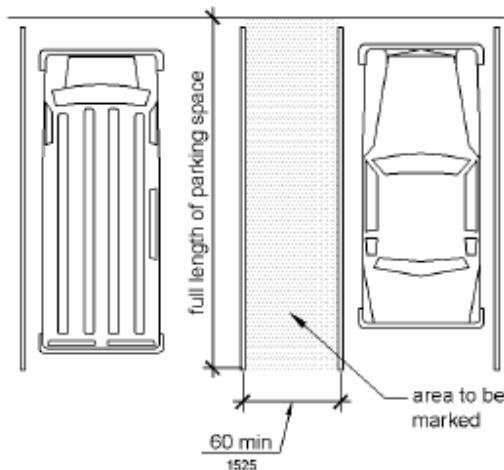
Making a business location accessible to the physically challenged can be a demanding task for a financial institution, particularly for older branches or locations acquired through acquisition or merger. All branch locations need to be checked for compliance with the Americans with Disabilities Act (ADA). While it is not feasible here to recount all of the provisions of the ADA, we would like to highlight those standards that are of particular interest to financial institutions. For a complete list of all of the ADA guidelines, please visit www.access-board.gov/ada-aba

There should be at least one accessible route within the boundary of the premises from; accessible parking, public transportation, public streets, sidewalks and passenger loading/discharge areas. It should be the shortest accessible route possible and have priority over non-accessible routes. A minimum of 36 inches in width is recommended.

Parking Lots

Accessible parking spaces should likewise be in a location closest to the accessible route. The guidelines suggest minimum number of accessible parking spaces based on the total number of parking spaces as follows; 1-25 (1), 26-50 (2), 51-75 (3), 76-100 (4), etc..

Accessible spaces should be a minimum of 96 inches wide with at least a 60 inch accessible aisle. Access aisles for vehicle pull up spaces need to be at least 60 inches in width and the length of an average parking space. There has to be at least one van accessible space for every six regular accessible spaces that have minimum width and aisle space of 96 inches each. International accessible parking signs must be prominently displayed at each space.



Van accessible parking space

Ramps and Walkways

The general guideline for walkway slopes and inclines is that the slope/incline ratio should not exceed 1:20. The ratio for ramps is no more than 1:12. The rise for any ramp run should not exceed 30 inches. Rises in excess of this can be accomplished by using 60 inch square landings. Sixty inch square landings must also be incorporated at the beginning and end of any ramp. Handrails, 36 inches high, need to be provided for any rise above 6 inches and 12 inch side barriers are needed for any ramp of 4 inches or more above ground level.



Handicap ramp entrance

Doors

Accessible doors should not require more than 5 foot pounds of force to open and have at least 32 inches of clear space when open. If there are two doors in series, a minimum of 48 inches must be provided between them. Handles should be lever, push or U-shaped and no higher than 48 inches from the floor. Beveled thresholds of $\frac{3}{4}$ inches or less are recommended. Power assisted doors

should be slow opening and close no faster than 1.5 seconds. Revolving doors should not be a part of an accessible route.



Accessible entry doors

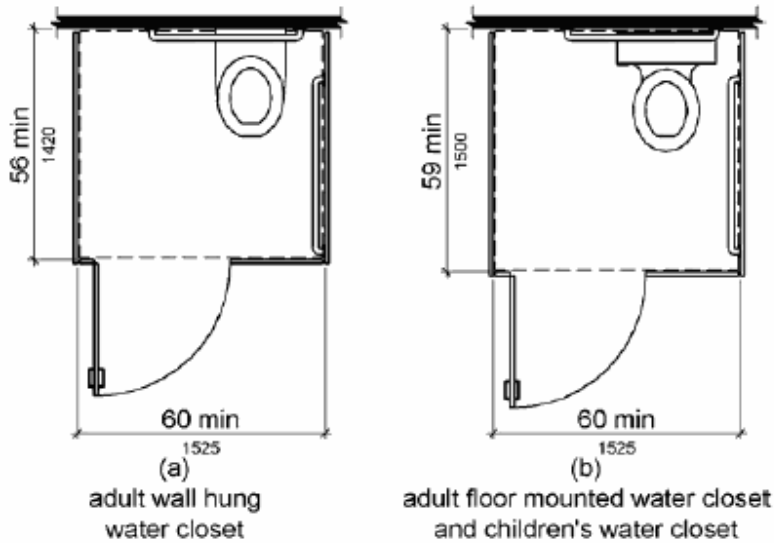
Interior Spaces

There should be no changes in surface levels of more than $\frac{1}{4}$ inch without a ramp. The maximum slope ratio should not exceed 1:2. Carpeting should be secure and free of protruding seams or bulges and have a maximum pile of $\frac{1}{2}$ inch. Stairs should have risers with minimum heights of 4 inches and maximum heights of 11 inches. Treads should have a minimum of 11 inches of depth. Visual contrast on tread nosing is recommended. Open risers are not permitted. Dual handrails between 32 and 38 inches in height should be provided. They should not be more than 48 inches apart and should extend at least 12 inches horizontally beyond the start of each landing. Lighting intensity of at least 75 watts per 2 square feet of floor space is recommended.

Bathrooms

The ADA guidelines for accessible bathroom facilities are extensive due to the many variations possible in design. This is covered under section 603 of the guidelines. There are, however, some general guidelines that may be helpful. Clearance around accessible water closets should be 60 inches. Seats of water closets should be between 17 and 19 inches from floor level (children 11-12 inches). Grab bars should be installed at both side walls and the rear wall between 33 and 36 inches from floor level (children 18-20 inches). They should be a minimum of 36 inches for the rear grab bar and 42 inches for each side bar. Urinals should be a maximum of 17 inches above floor level (children 12 inches). It is highly recommended that stall type urinals be used as they are accessible to everyone.

Figure 604.8.1.1 Size of Wheelchair Accessible Toilet Compartment

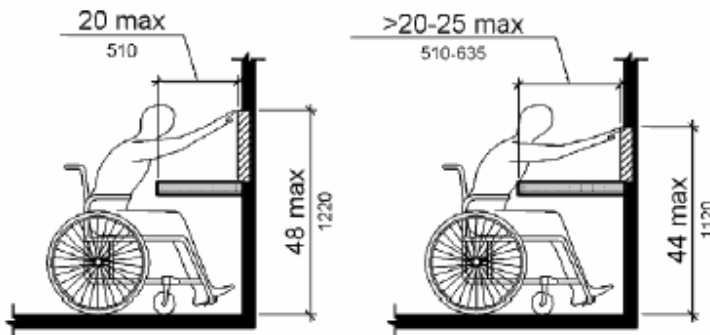


ADA toilet compartment guidelines

ATM's and Teller Stations

Walk up automatic teller machines, whether internal or external, have the same requirement for accessibility. The maximum unobstructed high forward or side reach to operate the machine from a seated position cannot exceed 48 inches and the maximum low unobstructed forward or side reach cannot exceed 15 inches. This also holds true for drive-through machines. Key layout guidelines can be found in section 707. For internal teller stations, it is recommended that at least on teller window have a maximum counter height of 36 inches and be at least 36 inches wide. Toe clearance should be at least 9 inches in height and 25 inches in depth. A voice communication device should also be provided.

Figure 308.2.2 Obstructed High Forward Reach



ADA teller station/ATM guidelines

Elevators

The guidelines for elevators are quite technical and can be found in section 407. Most elevator maintenance companies are well versed in the requirements and can assure compliance. Some basic rules are that there must be audible tones for car arrival and for floor arrivals. Call buttons and internal controls should be no more than 42 inches from floor level and have raised Braille numbering and lettering.

Source Materials

ADA and ABA Accessibility Guidelines for Buildings and Facilities

www.access-board.gov/ada-aba

Figures and illustrations can be found in section 1010

American Society for Testing and Materials (ASTM)

www.astm.org

International Code Counsel (ICC)

www.intlcode.org

These guidelines are not intended to represent a comprehensive review of the ADA building accessibility guidelines and it is highly recommended that you seek the professional advice of a qualified architect or engineer to assure complete compliance.

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