

**POLLING PLACE AND REGISTRATION SITE**  
**ACCESS SURVEY**

**Early Voting or Election Day**

**LOCATION:**

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**DATE:** \_\_\_\_\_

**WARD:** \_\_\_\_\_ - \_\_\_\_\_

**PRECINCT(S):**

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**IS THIS A CONSOLIDATED VOTING SITE?**

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**

**SURVEYOR NAME:**

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**SURVEYOR PHONE/EMAIL:**

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**Signed:**

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**What type of location was this:**

- School**
  - Fire Station**
  - House of Worship**
  - Community Center**
  - Other:** (explain)
- 

This checklist is based on the Secretary of the Commonwealth's regulations for polling place accessibility 950 CMR 51:00 and also seeks to address some concerns identified by voters. Please specify in the "Comments" section, below, any issues which need further clarification.

**1. SITE ACCESS (Check mark in left column box is a "yes")**

|  |   |
|--|---|
|  | a) The paths of travel to the polling place from the parking lot and from the street are clear, reasonably lit, and unobstructed. |
|--|---|

|           |   |
|-----------|---|
|           | (b) The paths have continuous common surfaces, not interrupted by steps or abrupt changes in level greater than ½ inch. |
|           | (c) The path of travel is the same or a substantially similar distance for all persons entering the polling place.      |
|           | (d) Curb cuts provided have a center running slope no greater than 8.3% (2":24")  |
| Comments: |   |

**2. PARKING (Check mark in left column box is a “yes”)**

**(a) The required number of handicapped parking spaces is provided as follows:**

|  | <u>Total # of parking spaces<br/>spaces required</u> | <u># of HPV</u>    |
|--|--|--------------------|
|  | 1 - 25   | 1                  |
|  | 26 - 50  | 2                  |
|  | 51 - 75  | 3                  |
|  | 76 - 100   | 4                  |
|  | 101 - 150  | 5                  |
|  | 151 - 200  | 6                  |
|  | 201 - 300  | 7                  |
|  | 301 - 400  | 8                  |
|  | 401 - 500  | 9                  |
|  | 501 - 1,000  | 2% of total        |
|  | 1,001 and over<br>100<br>over 1,000                  | 20 plus 1 for each |

**(b) for parking lots striped prior to 9/1/96:**

- |  |  |
|--|--|
|  | (1) The handicapped parking spaces are 8 feet wide and have an adjacent 4 foot access aisle which is painted or striped yellow. The parking lot is reasonably lit. |
|  | (2) The handicapped parking spaces are identified by a sign at each space or pair of spaces containing the International Symbol of                                 |

|   |   |
|---|---|
|   | Accessibility, with the top of the sign between 5 and 8 feet high above the ground.   |
| <b>(c) for parking lots striped after 9/1/96:</b> |   |
|   | (1) The handicapped parking spaces are 8 feet wide and have an adjacent 5 foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The parking lot is reasonably lit.   |
|   | (2) Is there at least one “van accessible” space. (One in every eight accessible spaces must be van accessible, but no less than one.) This space is 8 feet wide and has an adjacent 8-foot-wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The parking lot is reasonably lit. |
|   | (3) Each handicapped parking space is identified by a sign containing the International Symbol of Accessibility, with the top of the sign between 5 and 8 feet high above the ground. Van accessible spaces shall include the words “Van Accessible.”   |
|   | (d) Any sidewalk provided at the handicapped parking spaces has a curb cut (sidewalk ramp), with a slope no greater than 1:12 (8.3%), at each space or pair of spaces.  |
|   | (e) If no parking lot is available, there is at least one on-street parking space which is at least   |

|           |  |
|-----------|--|
|           | temporarily designated as a handicapped parking space during the election in front of the polling place. |
| Comments: |  |

**3. ENTRANCE (Check mark in left column box is a “yes”)**

|  |   |
|--|---|
|  | (a) At least one entrance to the building is accessible.  |
|  | (b) The approach to the accessible entrance is a paved walk or ramp with a non-slip surface uninterrupted by steps or changes in level greater than ½ inch. There is a level space 60 inches from the door on both the exterior and interior sides. |
|  | (c) Lever handles or other accessible hardware are provided on doors, so that they may be operated with a closed fist.  |

|                  |  |
|------------------|--|
|                  | (d) Doorways are at least 32 inches clear width. Door thresholds are no higher than 1/2 inch above the floor.  |
|                  | (e) If the main entrance is not accessible, signs direct people to the accessible entrance.  |
|                  | (f) If the accessible entrance is not the main entrance, it is unlocked and able to be used without assistance during the same hours as the main entrance. |
| <p>Comments:</p> |  |

**4. RAMPS (Check mark in left column box is a “yes”)**

|  |   |
|--|---|
|  | (a) If the entrance has stairs, is there either a permanent or portable ramp. |
|  | (b) If permanent, the ramp has a slope no steeper than 1:12 (8.3%).           |

|                  |   |
|------------------|---|
|                  | (c) The ramp is at least 48 inches wide.  |
|                  | (c) The ramp has two pairs of handrails along both sides that are round or oval in shape and are set in pairs, one at a height between 34 and 38 inches and a lower one at a height between 18 and 20 inches. |
|                  | (d) If the ramp is portable, it is as close to 1:12 (8.3%) as possible, and either handrails or wheel guards at least two inches high on both sides are provided.   |
|                  | (e) If the main entrance is not accessible, signs direct people to the accessible entrance.   |
|                  | (f) Please describe the portable ramp (if applicable):  |
| <p>Comments:</p> |   |



**5. BUILDING INTERIOR (Check mark in left column box is a “yes”)**

|                  |   |
|------------------|---|
|                  | <p>(a) All interior doors, approaches, and ramps necessary to obtain access to the polling places comply with 3 and 4 above.</p>  |
|                  | <p>(b) An accessible route which provides a continuous unobstructed path at least 36 inches wide is maintained inside the polling place and shall coincide with the route for the general public.</p> |
|                  | <p>(c) Does the accessible route have at least one area that’s at least 48 inches wide which can be used for turnaround space?</p>  |
| <p>Comments:</p> |   |

**6. VOTING AREA (Checkmark in left column box is a “yes”)**

|           |  |
|-----------|--|
|           | (a) Has the voting line been arranged so it does not create a barrier that someone using a mobility device has to get around?  |
|           | (b) Is there a place to rest while waiting in line?  |
|           | (c) Is voting information posted in an area where everyone, including voters using a wheelchair, can see it without being blocked by a barrier such as a line of voters? |
| Comments: |  |

**7. VOTING EQUIPMENT (Checkmark in left column box is a “yes”)**

|                  |   |
|------------------|---|
|                  | <p>(a) All Polls – A sample ballot has been posted on the wall no higher than 48 inches above the floor.</p>  |
|                  | <p>(b) Paper ballots – At least one marking shelf provides a clear space under it at least 30 inches wide, at least 27 inches clear to the underside, and no more than 32 inches high to the top.</p> |
|                  | <p>(c) Voting Machines – At least one machine has a sample ballot posted inside, not higher than 48 inches.</p>   |
|                  | <p>(d) Voting levers are no higher than 48 inches above the floor, or a “reacher” is available for the upper levels.</p>  |
| <p>Comments:</p> |   |

## 8. ACCESSIBLE VOTING EQUIPMENT (Checkmark in left column box is a “yes”)

Federal and state law require that voting systems be available for voters with disabilities to allow them the same opportunity to vote privately and independently. For every state, federal, municipal election, preliminary or primary, either regular or special, each polling place shall have at least one accessible voting unit that is usable by people with disabilities. Accessible voting units shall be located within a polling place so as to be readily available for use by voters during voting hours.

Massachusetts polling places use AutoMARK Voter Assist Terminals to provide access. The AutoMARK is a ballot marking device that can assist voters who are blind or have a visual, mobility, dexterity, or other disability or impairment that makes it difficult to privately and independently mark a standard print paper ballot. The AutoMARK provides multiple ways for voters to access and mark their ballots, including audio content review, magnification, contrast adjustment, touch screen interface, a Braille touch pad, and a port to allow use of other assistive devices such as a sip/puff.

|  |  |
|--|--|
|  | (a) There is at least one AutoMARK machine that is readily available and accessible for use by voters. |
|--|--|

|                  |  |
|------------------|--|
|                  | (b) Staff have been trained on the AutoMARK machine and understand who may use the machine (anyone can ask to use it). |
|                  | (c) An AutoMARK privacy shield is available for use.   |
|                  | (d) The location of the AutoMARK machine affords the voter the same privacy that non-disabled voters are afforded.     |
| <p>Comments:</p> |  |

\_\_\_\_\_ Total Number of Polling Machines

\_\_\_\_\_ Number of Accessible Polling Machines  
(e.g. headphones, up/down arrow keys)

**OVERALL STATUS OF POLLING PLACE:**

\_\_\_\_\_ All Elements Compliant

\_\_\_\_\_ Non-Compliant Elements Not Remediable with Temporary Measures (e.g., physical access barriers require polling place relocation)

**\*REQUIRES immediate follow up with the Secretary of State's Office**

\_\_\_\_\_ Non-Compliant Elements Remediable with Available Temporary Measures

**\*REQUIRES post-election follow up**

Please describe any temporary measures used:

