ADA Compliance Checklist Guidance [APS]

(Accessible Pedestrian Signals)

<u>All</u> 2014 and future ADA work including carryover projects need to follow this guidance and compliance forms need to be entered electronically.

Contents

INTRODUCTION

The **APS Compliance Checklist** form runs complementary to the Curb Ramp Compliance Checklist forms. The primary purpose of moving the checklist forms to an online database is to reduce **processing error**, **paper waste,** and **staff hours** repetitively filling out forms. For more thorough explanation, steps to access the SharePoint form library, and the Frequently Asked Questions (FAQ) section, please refer to http://www.dot.state.mn.us/ada/pdf/adacompliancechecklistguidanceforcurbramps.pdf

Key Points

a) **Only** MnDOT employees are able to access the ADA SharePoint Library. Local Agency Staff or Consultants will have to use the offline form supplied on ADA Construction webpage: http://www.dot.state.mn.us/ada/construction.html

b) **Submit forms electronically for all compliant AND noncompliant checklists including their redo's**. **Turn in copies of all noncompliant APS forms to the project engineer as well.**

c) The online compliance form can only be used with an internet connection. If forms are to be used in the field, ensure there will be a signal at project location before utilizing mobile devices/tablet (e.g. iPad) for form submission.

d) Compliance checklists should be done daily as project progresses and submitted to SharePoint or email to ADAComplianceChecklists.dot@state.mn.us (for Non-MnDOT staffs) at least monthly.

e) For projects located in areas with limited connectivity (weak signal/no internet), print out the PDF compliance checklist forms http://www.dot.state.mn.us/ada/construction.html* and fill it out on site. Enter all the acquired information from field onto SharePoint when internet is available.

f) DO NOT use **Safari** browser (the default browser for Apple devices) on iPads (or any other tablet that uses Safari) to fill out the compliance checklist form. The form may work but any attempt at uploading attachment(s) will crash the form. Alternatively, you can download Google Chrome (tested) or any other browser of your preference off App Store.

g) Refer to http://www.dot.state.mn.us/ada/construction.html for sample filled forms. Do not submit incomplete forms as it will be deleted and you will be asked to submit another one.

Quick Links

QUICK LINK TO **CURB RAMP CHECKLIST FORM LIBRARY**:

https://connect.mn.gov/sites/mndot-teams3/ADA/Compliance%20Checklist/Forms/AllItems.aspx

QUICK LINK TO **APS FORM LIBRARY**:

https://connect.mn.gov/sites/mndot-teams3/ADA/APS%20Compliance%20Form/Forms/AllItems.aspx

QUICK LINK TO **PROJECT SUBMITTAL FORM** (PROJECT ENGINEERS ONLY):

https://connect.mn.gov/sites/mndot-teams3/ADA/Project%20Compliance%20Primary%20Form/Forms/AllItems.aspx

QUICK LINK TO **PROJECT DESIGNER SUBMITTAL** (PROJECT DESIGNER ONLY):

https://connect.mn.gov/sites/mndot-teams3/ADA/ADA%20Designer%20Submittal/Forms/AllItems.aspx

Figure 1 - APS Form Header

1. Filling out the right SP Number

Depending on the plan sheet, key in the relevant SP number that has the intersection associated with it. If it is a state aid project, enter the SAP number.

2. Determine the intersection names

State the intersection by combining the name of the street and trunk highway where the curb ramp is located. If there are no intersections, place the nearest landmark for easier identification through the use of Google Maps or similar web map services. Refer to Appendix for visual aid on how the intersections are named.

3. City

Fill in the name of the city the ramp is located in.

4. District

Put in the district number here depending on where the project is situated. For Metro, key in "M".

5. Construction Year

Enter the year that the APS was installed/constructed on in "yyyy" format.

6. Quadrant

Determine the quadrant of the related curb ramp by facing True North. For Island/Pork Chop, Median, or Mid-block put <Quadrant Here>"Island/Median/Midblock" e.g. SE Island. Exception is allowed for mid-block along loop or roundabout that is difficult to be assigned a specific ordinal (NW, NE, SW, and SE) or cardinal direction (N, W, E, and S). In this situation, numbers are applicable should it compliment the intersection description. Refer to Appendix for visual aid on how the quadrants are determined.

Figure 2 – APS Compliance Form (cont. 1)

7. Push Button Orientation

When facing the intersection, the push button for the crosswalk on your left should also be located to your left on the outside edge of the crosswalk, and the push button for the crosswalk on your right should be located to your right on the outside edge of the crosswalk. The push button face should also be aligned parallel with the direction of travel. Refer to Appendix for visual clarity.

8. Push Button Landing

The push button shall have a 4' X 4' landing with less than a 2% cross slope in all directions. Center the push button on the landing if possible to do so without violating any of the requirements in the Special Provisions. The landing must be connected to the pedestrian access route. Refer to Appendix No.1 for visual clarity.

9. Distance from Crosswalk Edge

The push button shall be offset up to 5 feet maximum from the lateral projection of the outside edge of the cross walk. Refer to Appendix No. 1 for visual clarity.

10. Distance from Push Button to Back of Curb

The push button shall be 1.5 feet to 10 feet from the back of curb and ideally it will be approximately 6 feet from the back of curb. Refer to Appendix No. 1 for visual clarity.
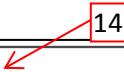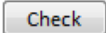
11. Distance between Push Buttons

The push buttons should have at least 10 feet of separation between them. If located on a pork chop/island, the minimum separation between the push buttons should be at least 6'. Refer to Appendix No. 1 for visual clarity.

12. Push Button Height

The push button(s) shall be at a height of 42". With MnDOT approved extension bracket, the push button height on signal poles shall be 42". Refer to Appendix No. 3 for visual clarity.

13. Push Button Side Reach

The push button side reach measured perpendicular to the button face unobstructed at ground level should be 0" but is allowed up to 10".

Figure 3 – APS Compliance Form (cont. 2)

14. APS Compliance

If any of these standards are violated and the compliance shows up as "Non-Compliant" after clicking the "Check" button, provide an explanation describing which parameters were violated and why. Provide additional attachment as needed (file size **does not exceed 6MB**) but make sure to NOT use Safari browser on tablet such as iPad to upload attachment.

15. Non-Compliant Explanation/Reason

If APS system shows up as non-compliant, provide explanation here and check the necessary box(es) located below (Topography, Utilities, Structure, Contractor, MnDOT). The following are details for each failure option.

i) **Topography**

The landing couldn't be constructed to compliance because of the surrounding topography such as elevated road slopes or steep existing flow line.

ii) **Structure(s)**

Push button couldn't be constructed to compliance due to existing structure such as doorways, buildings, steps, street sign and etc. One example would be walkway attempting to tie in the nearby entrance/step and reducing space for compliant push button construction.

iii) **Utilities**

Existing utilities in the area that could not be moved as part of the project prevented the push button from being installed/constructed compliantly. Example of utilities could be from both surface or underground utilities such as power poles, fire hydrants, traffic signal poles, manholes, vaults, and etc.

iv) **Contractor**

The push button could have been constructed compliantly, but the contractor did not properly construct the push button in accordance with provision 1803 Special Project ADA Requirements. If any compliance standards are not met due to contractor performance, **REWORK IS REQUIRED** before the project is substantially complete. See Specification 1503 (Conformity with Plans and Specifications) for further justification.

v) **MnDOT**

Gave guidance that resulted in a noncompliant facility (Plans, Inspection or Surveys). **REWORK IS REQUIRED.**

16. Maintenance Access Route

The Maintenance Access Route (MAR) has been mentioned in bubble note No.2 in the Appendix Figure No. 2. Provide a MAR wherever possible for snow removal purposes. A MAR requires minimum 6' clear distance along the PAR between a push button station and any obstructions, including buildings, v-curb, electrical foundations, signal cabinets, or another push button.

17. Push Button Placement

The button should be placed 2 feet minimum from both ramp grade break and back of walk for accessibility purposes. For visual on how the push button should be placed, please refer to the Appendix Figure No. 2.

18. Hand Holes

Newly constructed hand-hole(s) should always be placed outside of the PAR.

Figure 4 - APS Compliance Form (cont. 3)

19. Push Button According to Plan

Determine if the push buttons are placed according to plan details or changed in the field to meet compliance.

20. Printed Name

Fill in the name of the person who gathered/filled out the information.

21. Printed Date

Fill in the date when the form was filled.

22. Information Accuracy

Check the box to indicate that all information entered is gathered as is from the field without any unauthorized modification.

23. Submission

Click the button "Submit to SharePoint Library" to upload the form to ADA Form Library.

APPENDIX

The bubble note in each figure represents the required data on the APS compliance checklist form.

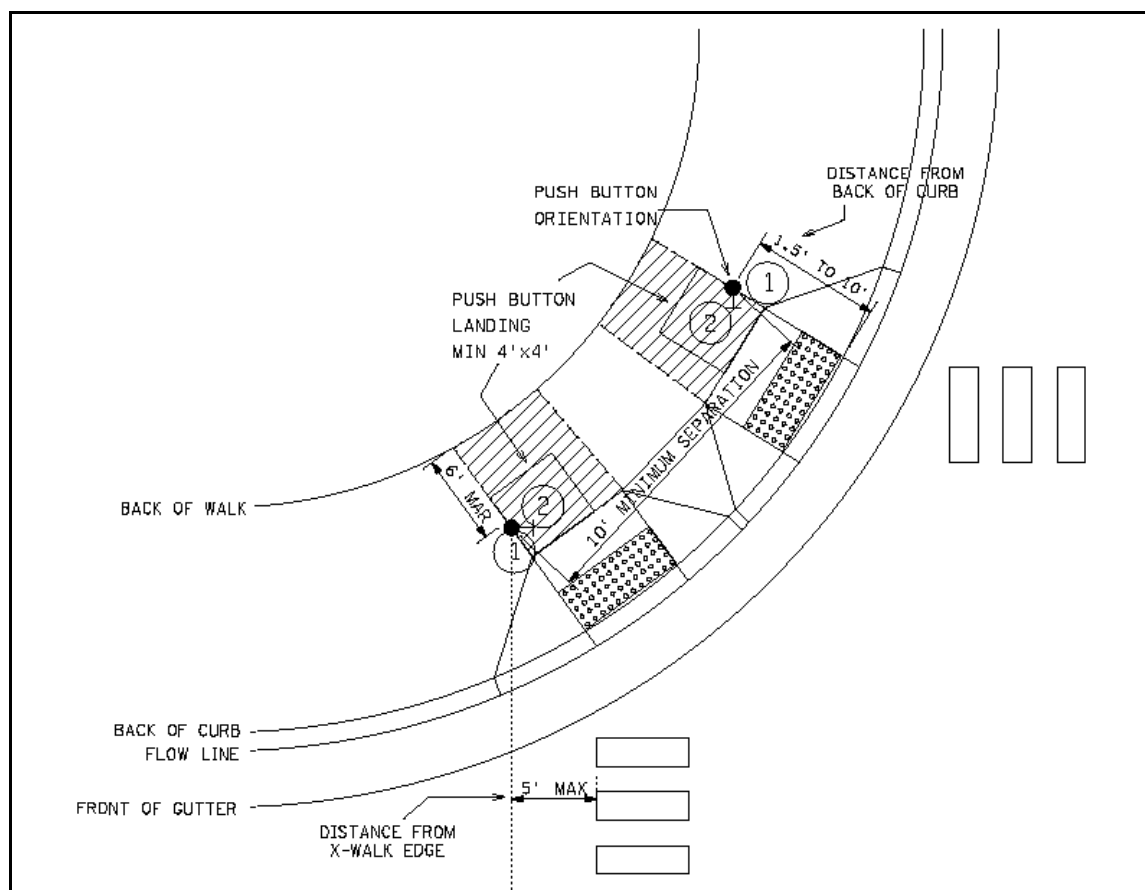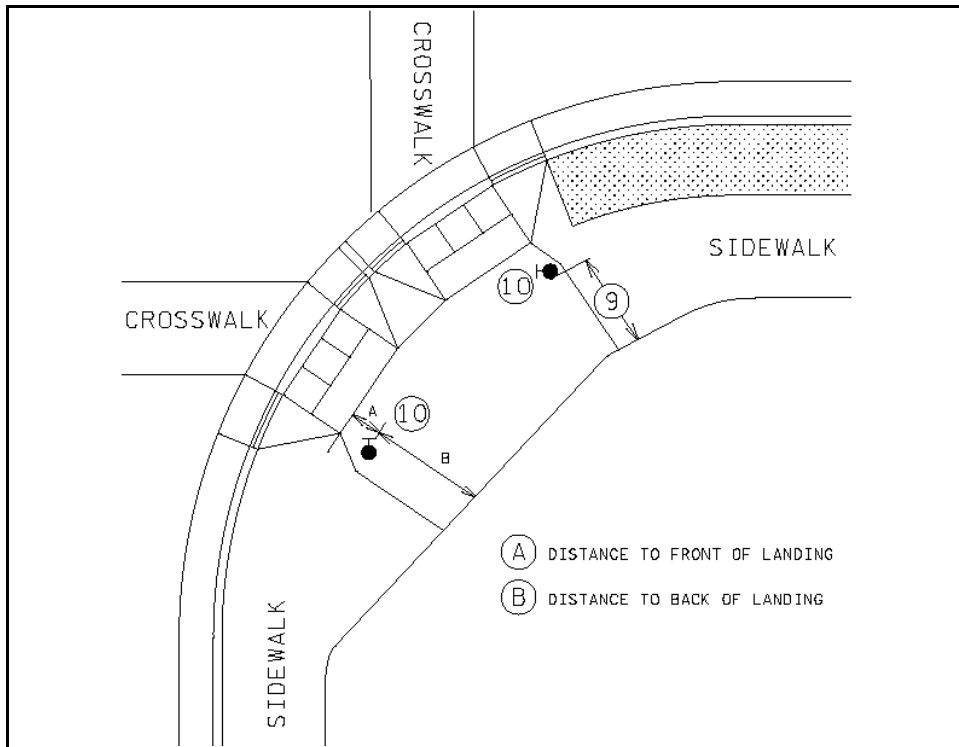| Numbers on figure and on the APS form	DESCRIPTION
1	Push button orientation
2	Push button landing
3	Distance from crosswalk edge
4	Distance from back of curb
5	Distance between push buttons
9	Maintenance access route (MAR)
10	Distance of push button(s) to front and back of landing

Figure 1: APS Guidance (1)
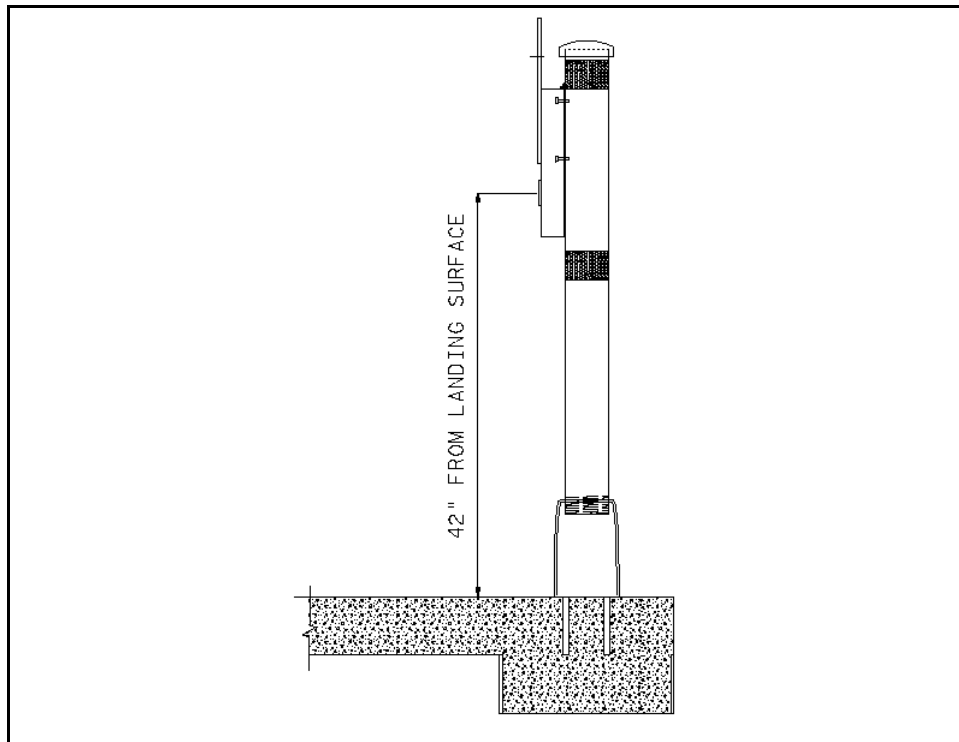
Figure 2: APS Guidance (2)
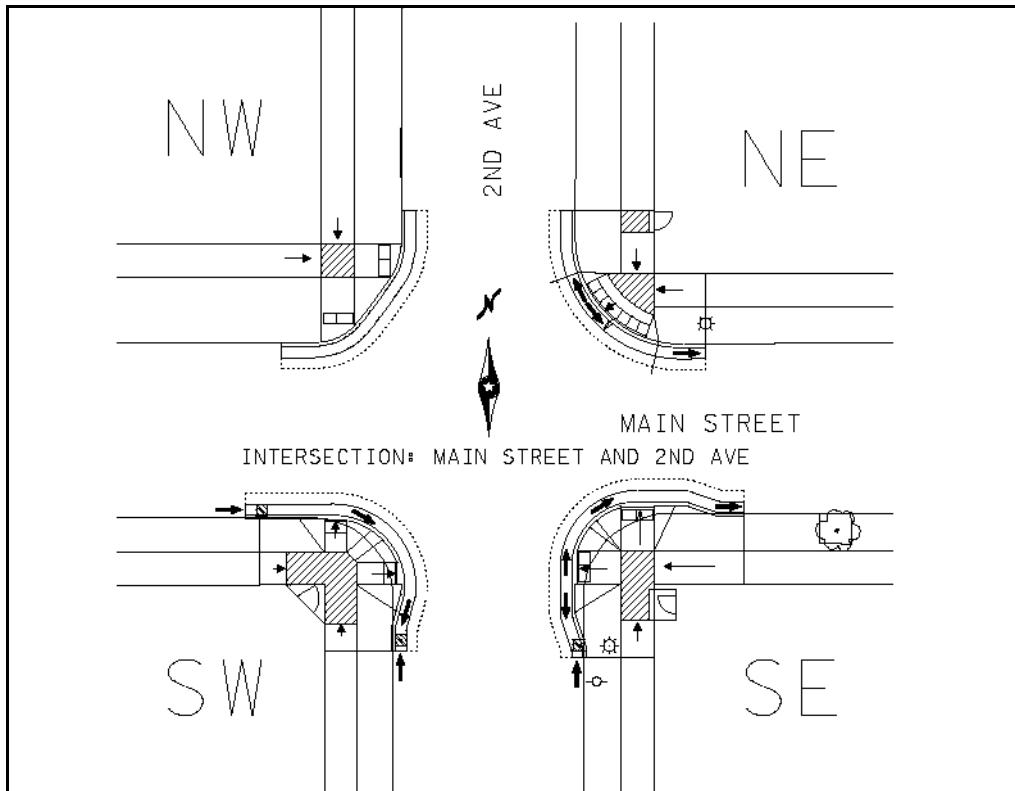

Figure 3: Push Button Height
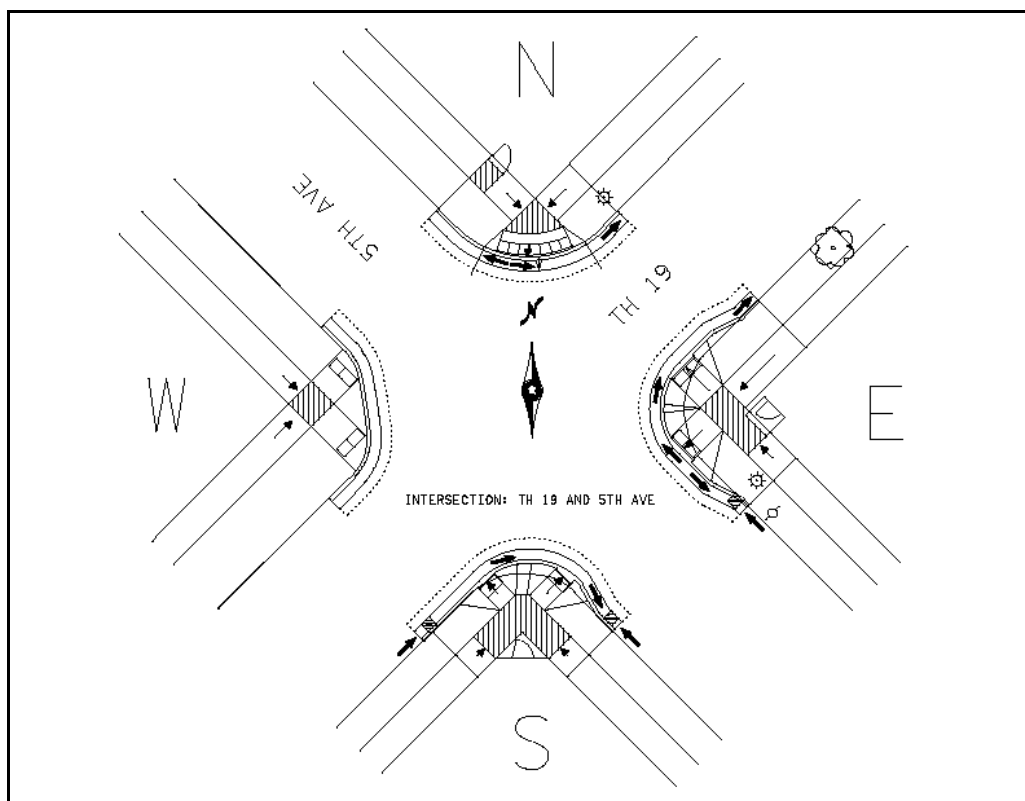
Figure 4 – Intersection and Quadrant identification (1)

Figure 5 – Intersection and Quadrant identification (2)