

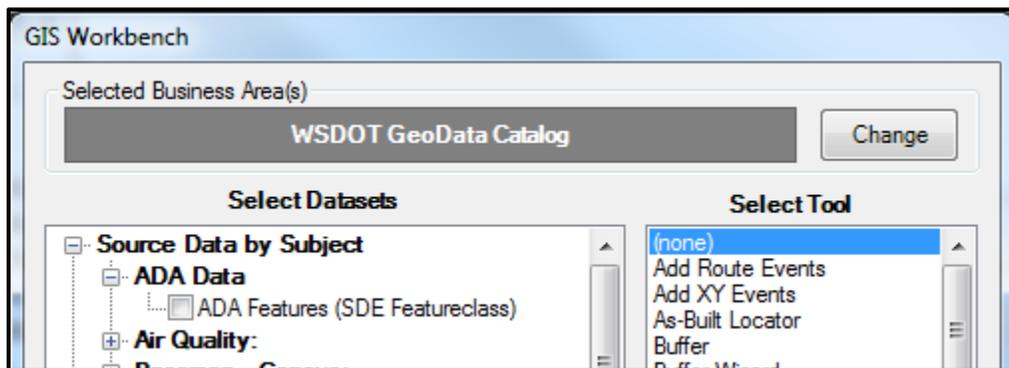
ADA Scoping Instructions

I. Basic Information

ADA Feature identification must be completed on each project and that information needs to be recorded and send to the ADA Data Steward for further processing and reporting.

A. Available Data

There is a GIS dataset in ArcMap's WSDOT GeoData Catalog, "ADA Features" that contains all of the ADA that have been collected to date.



1. Gaps In Data

Many of these features were collected between 2009 and November 2012, but the collection effort was not completed due to funding issues and therefore be aware there are a lot of gaps in the available ADA feature data (the vast majority of the "gap" of collected features is found on the west side of the state and in the urban areas).

Additionally, since the time the collection effort was started (2009), there have been many projects completed that may have upgraded or added new ADA features that have not been re-measured, or located and measured (i.e. new features added in a project, or by Maintenance, a local agency, or by a developer, etc.) and will not be found in the ADA dataset.

B. Scoping ADA Features

The Project Delivery Memo dated _XX-XX-XX_____ provides direction on timing, type of projects, and when ADA Features need to be addressed in project.

1. Features to be Collected at Scoping

When scoping a project, the following ADA Features need to be field reviewed and measurements performed (if not found in the ADA Feature dataset discussed above) for the following ADA Features:

Record the measurements for the ADA Features identified above using the **ADA Scoping Design Measurement Forms** (print the pdf file), which can be downloaded from the ADA Guidance website located at:

<http://www.wsdot.wa.gov/Design/ADAGuidance.htm>.

2. Equipment Needed for Measurements

Smart Level – Slope Measurement

- Minimum of 2.0 feet in length
- Inclinometer capable of slope accuracy measurements of maximum of 1/16" per foot
- Display slope measurements to two-significant figures
- Display slope in degrees
- Ability to calibrate the level

Steel Tape Measure – Dimension Measurements

- Capable of measuring to 0.01 foot

3. Forms

The forms require some basic information for each Feature measured.

Information to be provided includes:

- Some of the forms are site specific, and will need to be completed separately for each ADA Feature constructed, while other forms provide the capability to record more than one ADA Feature location on the same form.
- All the forms provide basic information to be filled-out and a have a section where notes can be added that may provide more details on a measurement or about the feature.
- Identifying the feature by a Feature ID number. Provide a schematic plan that shows the ADA Features and the associated Feature ID Code (this can be any system to identify each location separately (sequentially, alphabetically, etc) for the ADA Data Steward to see where the feature is located so it can be added to the ADA Database in the correct location).
- Project stationing (if this is applicable)
- Identifying if the feature is left or right of centerline
- Provide the State Route (SR) Mile Post (MP). The MP can be calculated or maybe use SR View to determine the contract plan information found on the vicinity map (this is important for the Data Steward to have this information).

4. **ADA Features**

1) **Curb Ramps**

Forms to Record Data:

- Parallel Curb Ramp
- Parallel 1-Direction
- Perpendicular
- Combination
- No Curb Ramp Present

Consider the following:

- a) Is there a ramp at the corner? If no, then complete the **No Curb Ramp Present** form and move on to next feature
- b) Does the existing ramp meet ADA compliance? If by visually looking at the ramp it is obvious that there are ADA compliance issues (i.e. steep slopes, no landing is present, poor condition, etc.) then don't perform any measurements; Complete the upper portion of the curb ramp form outlined by the red boxes below (by completing this information, the location of the curb is identified)

ADA Feature - Combination Curb Ramp Measurements	
PIN or WIN	
Date Measured	
Measured By	
Feature ID Code	
Plan Sheet Reference	
Type of DWS * <small>(List Number)</small>	
Diagonally Orientated? Y / N	Clear Space Achieved? N / Y
Landing	Measurement

SR	
MP	
Station	
Lt or Rt	

- i. Also, in the NOTES box, identify that the ramp needs replacing and no measurements were taken.
- c) If, as measurements are being recorded, any of the measurements are outside the compliance limits, stop recording and, note in the NOTES: box note that stopped checking feature as measurement was outside compliance requirement. Move onto the next feature.

Data Fields Explanation:

- 1) Parallel:
 - a) Type of DWS – Identify the type of DWS found (the list is found on the bottom right side of the form)
 - b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved
- 2) Parallel-One Direction:
 - a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)

- b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved
- 3) Perpendicular:
 - a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)
 - b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved
- 4) Combination:
 - a) Type of DWS – List the number in this column (the list is found on the bottom right side of the form)
 - b) For each of the fields listed below identify whether or not the attribute applies:
 - i) Diagonally orientated
 - ii) Clear Space Achieved

2) APS Button and Signals

Forms to Record Data:

- Accessible Pedestrian System Measurements

Consider the following:

- a) Is an APS Signal and button present? If not then there's nothing to record, move on to next feature.
- b) Does the existing APS signal or button meet ADA compliance? If by visually looking at the button or signal display it is obvious that there are ADA compliance issues (i.e. old style button, no audio, reach issues, etc.) then don't perform any measurements; Complete the upper portion of the Accessible Pedestrian System form outlined by the red boxes below (by completing this information, the location of the curb is identified)

ADA Feature - Accessible Pedestrian System Measurements		Completed By: WSDOT REQ	
PIN or WIN		SE	
Date Measured		MD	
Measured By		Station	
Feature ID Code		Lt or R	
Plan Sheet			
Reference			

- i. In the NOTES box identify that the APS needs replacing no measurements taken.

- c) If, as measurements are being recorded any of the measurements are outside the compliance limits stop recording and, note in the NOTES: box and move onto the next feature

Data Fields Explanation:

This form is to be used for each APS installed (one per corner or possibly at traffic island). Along with the form there are two other reference sheets for this Feature that provides additional details about the APS Button location, what measurements are needed, etc. to aid in completing this form.

- (a) For each of the fields listed below circle the correct attribute:
- ii) Button Support Pole
 - iii) APS Clr Space Size
 - iv) Button Housing
 - v) Button Contrasts With Housing
 - vi) Button Vibrate
 - vii) Button Arrow Tactile
 - viii) Sign on Housing
 - ix) Sign – Street Name
 - x) Sign – StName Braille
 - xi) Sign – St Name ParCrw
 - xii) Arrow on Sign
 - xiii) Sign – StName Audio
 - xiv) Sign – StName Vibro
 - xv) Signal Support Pole
 - xvi) Signal Audible Walk
 - xvii) Signal Audible Type
 - xviii) Signal Type

3) Sidewalk – Includes sidewalks along the highway Driveways, End Ramps for Bridges and sidewalk.

Forms to Record Data:

- Sidewalk Adjacent Measurements
- Driveway Measurements
- Bridge End Ramp Measurements
- Sidewalk End Ramp Measurements

Consider the following:

- a) Does the existing sidewalk, driveway, or end ramp feature meet ADA compliance? If by visually looking at the feature that it is obvious that there are ADA compliance issues (i.e. cross slope, run slope, width, etc.) then don't perform any measurements; Complete the upper

portion of the appropriate form outlined by the red boxes below (by completing this information the location of the sidewalk is identified)

ADA Feature - Sidewalk Adjacent Measurements

PIN or WIN _____
 Date Measured _____
 Measured By _____
 Feature ID Code _____
 Plan Sheet Reference _____
 Are Sidewalk Obstructions Present? N / Y 1. If obstruction remains, document in "Obstruction" form

_____ 8

CURB

SR	_____
Lt or Rt	_____

Database Schema - SWA

Location		Measurements	
Station	MP +	SWW	CS

ADA Feature - Driveway Measurements

PIN or WIN _____
 Date Measured _____
 Measured By _____
 Feature ID Code _____

SR	_____
MP	_____
Station	_____
Lt or Rt	_____

Database Schema - CS

ADA Feature - Bridge End Ramp Measurements

PIN or WIN _____
 Date Measured _____
 Measured By _____
 Feature ID Code _____
 Plan Sheet Reference _____

SR	_____
MP	_____
Station	_____
Lt or Rt	_____

Database Schema - Bridge End Ramp

ADA Feature - Sidewalk End Ramp Measurements

PIN or WIN _____
 Date Measured _____
 Measured By _____
 Feature ID Code _____
 Plan Sheet Reference _____

SR	_____
MP	_____
Station	_____
Lt or Rt	_____

Database Schema - Sidewalk End Ramp

- b) If, as measurements are being recorded, any of the measurements are outside the compliance limits stop recording and, note in the NOTES: box and move onto the next feature
- c) Identify where there is a break in the connectivity between sidewalk segments.

Data Fields Explanation:

- 1) Sidewalk Adjacent
 - a) If a section of sidewalk is present, measurements are needed at the beginning and end of the sidewalk walk section, and at every 50-ft interval in between.
 - b) Are Sidewalk Obstructions Present? → If “Yes” is circled, then note in the Notes box and complete the information in the Obstruction Location
 - c) If a bridge structure sidewalk is included in the improvements include a reference in the Notes box
- 1) Driveway:
 - a) Driveway Type → Identify the type of driveway constructed

4) Obstructions

Forms to Record Data:

- Obstruction Measurements

Consider the following:

- a) During the field review identify any obstruction found in the walkway (i.e. tree or bush overgrowth onto the sidewalk, [refer to the list found on the form to identify the type of obstruction encountered]). This can be either a vertical or horizontal obstruction that is found.
- b) A Surface Discontinuity (#25. “Surface Discont”) is where the surfaces are not flush and there is a vertical difference of more than ¼ inch between the concrete surfaces (i.e. caused by a tree root upheaval, settlement, etc.).

Data Fields Explanation:

- a) Obstruction Location Column → Identify if the obstruction is located along a SW (Sidewalk) or CW (Crosswalk)
- b) Obstruction Type → List the number in this column (the list is found on the right side of the form)
- c) SWJoint – Bevel →: If a vertical discontinuity is present between two surfaces, circle whether or not the edge was beveled to make it ADA compliant

II. **Transmitting Collected Data to ADA Data Steward**

The information from the scoping survey needs to be incorporated into the ADA Features database. After completing the collection effort, the information needs to be entered in to the **ADA Scoping Design Measurement Form** Excel spreadsheet (the tabs in the spreadsheet correspond to the form name).

Email the completed spreadsheet to the ADA Data Steward at the following email address:
WSDOT ADA Data Steward.

Include the following information in the Email:

1. PIN or WIN Number
2. Date Measurements Completed
3. Name of Individual who took the Measurements (for contact purposes if the ADA Data Steward has a question regarding the data provided)
4. Name who Completed the data transfer to the Excel Spreadsheet (for contact purposes if the ADA Data Steward has a question regarding the data provided)