

# Instructions to PEO to Transmit Contractor Provided ADA Data to Data Steward

## Basic Information

Upon receiving the certified measurement forms from the Contractor, the Project Engineer's Office (PEO) needs to transfer the information onto an Excel Spreadsheet and email the spreadsheet to the WSDOT ADA Data Steward where the measurements will be uploaded into the ADA Database.

Note, Section SS 8-14.3 in the Construction Manual is being updated to reflect these instructions.

When filling out the spreadsheet it is critical that the data be consistent and no other formatting be added to or performed on the spreadsheet in order for the ADA Data Steward to compile the data quickly.

Open the Excel spreadsheet **ADA\_Contractor\_Measurement\_Form.xlsx**. Across the bottom of the spreadsheet, there is a Tab for each type of ADA Feature. Select the Tab and fill out the information transferring the data from the Contractor form to the spreadsheet. If there are more forms of the same type of feature, right-click on the Tab and select Move/Copy command; select copy and copy into the same spreadsheet working on. Suggestion: Identify each tab by naming the tab with the MP and/or Stationing of the ADA Feature.

## Details for completing the Spreadsheet Tabs:

- 1) Obstruction:
  - a) Obstruction Location Column: Delete the reference not circled (i.e. if SW was circled delete CW) so there is only one selection
  - b) SWJoint – Bevel: Delete the reference not circled (i.e. If No was circled delete Yes) so there is only one selection
- 2) Driveway:
  - a) Driveway Type: Delete the references not circled so there is only one selection
- 3) APS Button\_Signal
  - a) For each of the fields listed below delete the references not circled so there is only one selection:
    - i) Button Support Pole
    - ii) APS Clr Space Size
    - iii) Button Housing
    - iv) Button Contrasts With Housing
    - v) Button Vibrate
    - vi) Button Arrow Tactile
    - vii) Sign on Housing
    - viii) Sign – Street Name
    - ix) Sign – StName Braille

- x) Sign – St Name ParCrw
  - xi) Arrow on Sign
  - xii) Sign – StName Audio
  - xiii) Sign – StName Vibro
  - xiv) Signal Support Pole
  - xv) Signal Audible Walk
  - xvi) Signal Audible Type
  - xvii) Signal Type
- 4) Parallel-One Direction:
- a) Type of DWS – Select from the Drop Down List
  - b) For each of the fields listed below delete the references not circled so there is only one selection:
    - i) Diagonally orientated
    - ii) Clear Space Achieved
- 5) Combination:
- a) Type of DWS – Select from the Drop Down List
  - b) For each of the fields listed below delete the references not circled so there is only one selection:
    - i) Diagonally orientated
    - ii) Clear Space Achieved
- 6) Parallel:
- a) Type of DWS – Select from the Drop Down List
  - b) For each of the fields listed below delete the references not circled so there is only one selection:
    - i) Diagonally orientated
    - ii) Clear Space Achieved
- 7) Perpendicular:
- a) Type of DWS – Select from the Drop Down List
  - b) For each of the fields listed below delete the references not circled so there is only one selection:
    - i) Diagonally orientated
    - ii) Clear Space Achieved

### **Email Data to Data Steward**

After completing the entry of all the forms, email the following to the “WSDOT ADA Data Steward” found in the Global Address List:

- 1) Contractor’s hand written forms (pdf format)
- 2) Excel Spreadsheet

Include in the email the following:

- 1. Contract Number
- 2. Date Measurements Completed
- 3. Name of Individual who took the Measurements
- 4. Prime Contractor’s Name who certified the Measurements

5. Sub-Contractor's Name performing the Work
6. Project Engineer's Name
7. PEO's representative name and phone number who completed the data transfer to the Excel Spreadsheet, in case there are questions to be resolved.