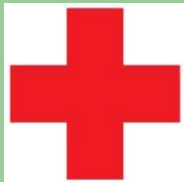




Stanislaus County

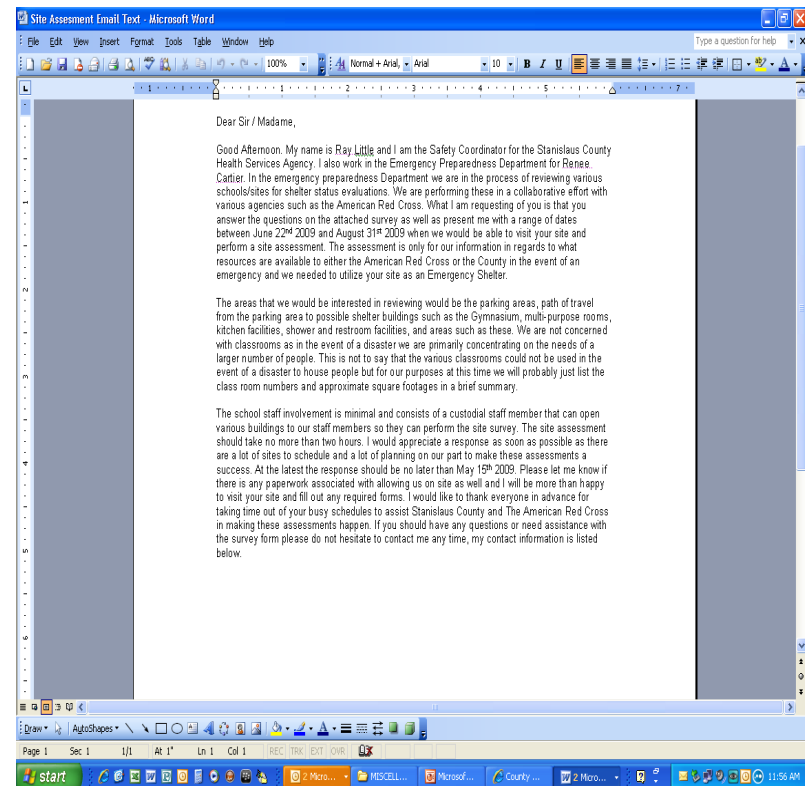
FACILITY USE ASSESSMENT INSTRUCTIONS FOR USE



**American
Red Cross**

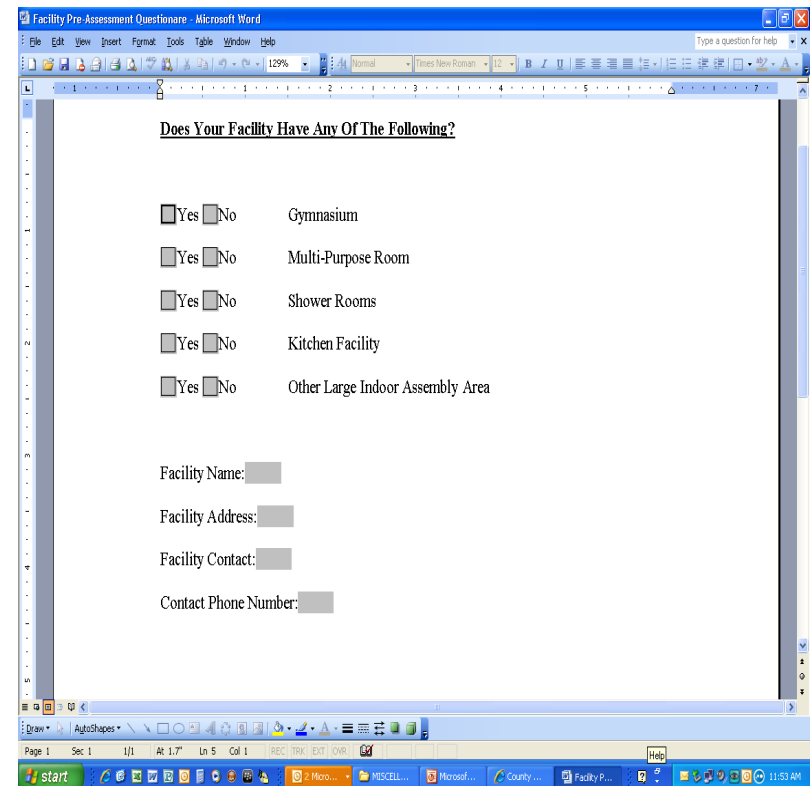
Beginning The Assessment Process

- An initial email was submitted to the various facilities prior to performing the assessments. This email contained an explanation of the assessment process and why we were performing them.



Facility Pre-Assessment Questionnaire

- A Facility Pre-Assessment Questionnaire was attached to the initial email for completion. The response would provide team leads information on the types of facilities to be assessed.



Facility Pre-Assessment Questionnaire - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 12

129%

Does Your Facility Have Any Of The Following?

Yes No Gymnasium

Yes No Multi-Purpose Room

Yes No Shower Rooms

Yes No Kitchen Facility

Yes No Other Large Indoor Assembly Area

Facility Name:

Facility Address:

Facility Contact:

Contact Phone Number:

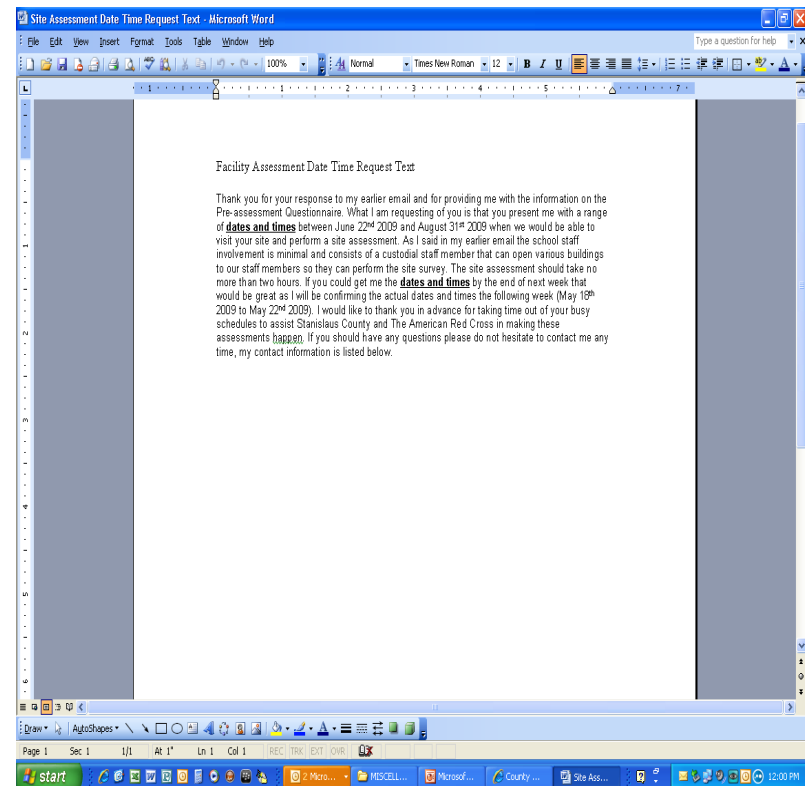
Page 1 Sec 1 1/1 At 1.7" Ln 5 Col 1 RECI TRK EXT OVR

start

2 Mar... MISCELL... Microsoft... County... Facility P... 11:53 AM

Site Assessment Date Time Request

- Assessments were scheduled in advance via email.



Pre Assessment Training

Each Agency contributed personnel and over 30 staff were trained in the proper use of the assessment tool and accompanying forms. Training consisted of instructing team members in the ADA requirements of the various structures and design elements they would encounter.

ADA FAQ's

- Teams received a copy of the ADA FAQ's handout in hopes that this would answer any questions they might have. Team members were also encouraged to ask additional questions if the handout did not answer a particular question.

The screenshot shows a Microsoft Word document titled "Accessibility FAQ's". The document content includes:

Accessibility FAQ's

Q1.) Why Are We Measuring Parking Spaces?

The diagrams illustrate three types of accessible parking spaces, each with an "accessible route" and an "access aisle".

- Accessible Spaces for Cars:** Dimensions are 96" min, 60" max, and 96" min.
- Van-Accessible Spaces:** Dimensions are 96" min, 96" min, and 99" min.
- Universal Parking Spaces:** Dimensions are 132" min, 60" min, and 132" min.

Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle

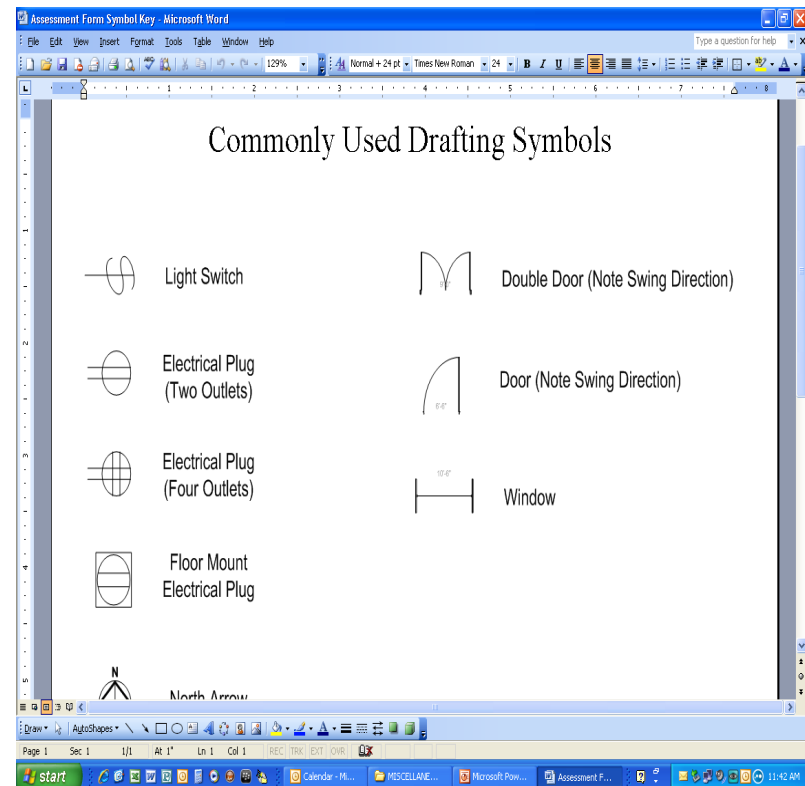
A1.) These measurements insure that people with disabilities who are arriving at shelters in their own vehicles can have a place to park and maneuver safely.

Q2.) What Is Cross Slope?

A2.) Cross slope is the degree or percentage of slope perpendicular to the designated path of travel.

Some Basic Drafting Symbols

- Members were provided a symbol key and given instruction as to what the various symbols were and when to utilize them when performing field sketches of the facility.

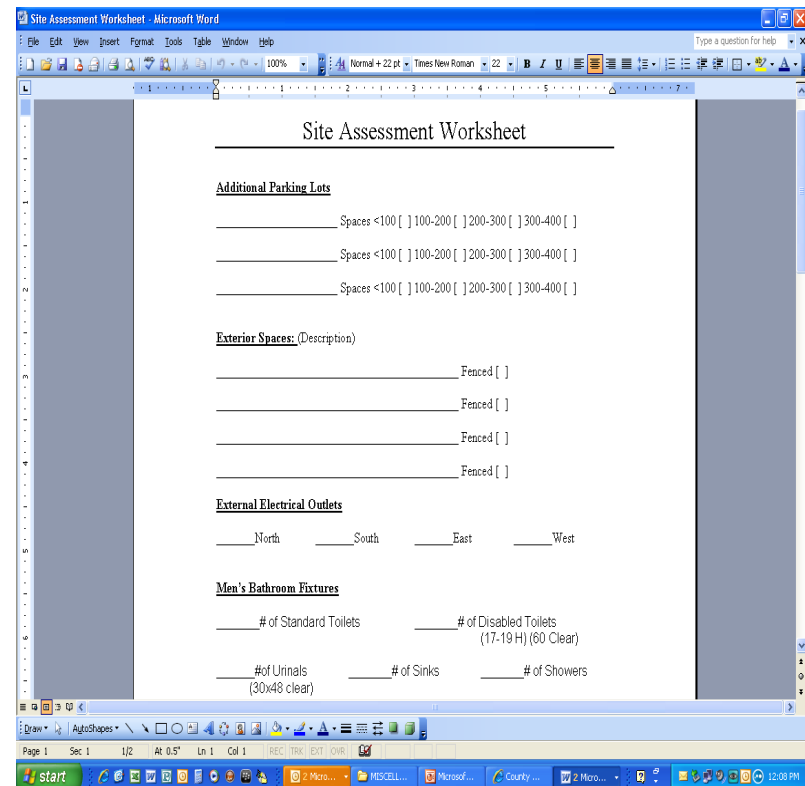


Site Assessment Worksheet

- The teams were composed of at least two people, with three being the ideal number of people to perform the assessment. Teams were structured with one Team Leader and 1-2 runners. The runners would obtain information for the Team Lead utilizing the site assessment worksheet.

Site Assessment Worksheet

- Runners record various information about the facility and return completed worksheet to Team Leader to record on the Facility Resource Survey.



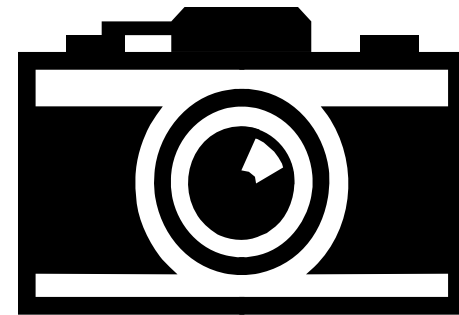
The screenshot shows a Microsoft Word document titled "Site Assessment Worksheet". The document contains the following sections and fields:

- Additional Parking Lots**
 - _____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []
 - _____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []
 - _____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []
- Exterior Spaces: (Description)**
 - _____ Fenced []
 - _____ Fenced []
 - _____ Fenced []
 - _____ Fenced []
- External Electrical Outlets**
 - _____ North _____ South _____ East _____ West
- Men's Bathroom Fixtures**
 - _____ # of Standard Toilets _____ # of Disabled Toilets (17-19 H) (60 Clear)
 - _____ # of Urinals (30x48 clear) _____ # of Sinks _____ # of Showers

The document is displayed in a Microsoft Word window with a standard menu bar and toolbar. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Word and County...

Facility Resource Survey - Symbols

- Throughout the Facility Resource Survey there were three symbols utilized. There was a Camera symbol that indicated what photographs were needed.



Facility Resource Photographs

- Camera symbols throughout the Facility Resource Survey were to indicate the minimum photographs that were to be taken.



Facility Resource Survey - Symbols

- In addition to the Camera symbol there was a Running Man symbol utilized to signify that this information was to be gathered by the runner(s).



Facility Resource Survey - Symbols

- And finally, a Telephone symbol utilized to signify that this information was to be gathered at a later date by telephone communication.



Facility Resource Survey

The Facility Resource Survey form was developed through a multi-agency collaborative effort with key personnel as subject matter experts in ADA requirements, who trained the team members on ADA Standard requirements. Facilities were not eliminated or reported for not meeting these standards, however it was simply noted on the assessment form that there was an existing condition that may pose an accessibility issue.

Facility Resource Survey Page 1

- Page one of the Facility Resource Survey has basic Facility information most of which was gathered in the initial emails to the facilities. There is a header that indicates what the facility is to be utilized as. This was determined by a committee after the assessments were completed.

Stanislaus Collaborative Facility Resource Survey w ADA (PH - CAM Icon) - Microsoft Word

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

DIRECTIONS: Print legibly. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. **Record only usable space.** If a room is 600 square feet, but has furniture or fixtures occupying half that space that can't or won't be removed, the usable space is 300 square feet. Data fields not appropriate to your application may be left blank or contain "N/A". Phone numbers should include area codes.

SITE INSPECTED AND ACCEPTABLE FOR:

Shelter: Primary Shelter Secondary Shelter Respite Site Only
 Client Service Center Pet Shelter

Medical: Alternate Care Site Mass Vaccination/Point of Distribution

Safe Schools: (see attachment)

FACILITY AVAILABILITY: Available any time Blackout dates: _____

FACILITY CONTACT(S) - (Include Facility Maintenance and/or Custodial Contacts):

Contact #1 _____ Title: _____ E-mail: _____
Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

Contact #2 _____ Title: _____ E-mail: _____
Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

Contact #3 _____ Title: _____ E-mail: _____
Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

ADDRESS INFORMATION:

Site Name: _____ Thomas Guide Map Page#: _____ Grid#: _____
Street Address: _____ Cross Street: _____
City/State/Zip: _____ Mailing Address (if different): _____

Facility Resource Survey Page 4-9

- Pages 4-9 addresses the majority of the ADA requirements such as parking, path of travel and bathrooms etc.

Stanislaus Collaborative Facility Resource Survey w ADA (PH - CAM Icon) - Microsoft Word

Restrooms	Yes	No	N/A	Min/Max	Actual
1. Is there sufficient clearance area on the floor in the direction of the door swing for a wheelchair user to maneuver?				60" diameter turning space or 56" x 63" clear space	
2. a. Is there an accessible toilet area? b. Stall door automatic closing device? c. Handle below latch on door? d. Grab bars? e. Toilet seat height? f. Sufficient clearance?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	c. loop or U-shaped handle below the latch d. on one side and behind the toilet e. 17" - 19" high f. 60" in width	
3. Sufficient floor clearance in the room?				60" diameter or a T-turn clearance	
5. Where urinals are provided, is there sufficient clear floor space in front of the urinal for a wheelchair user to approach?				30" x 48"	
6. a. Is there a clear floor space in front of and underneath the sink area to accommodate a wheelchair user to approach? b. Is there a clear floor space in front of and underneath the sink area to accommodate a wheelchair user to approach?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	a. 30" x 48" b. 34" from the floor max	

Facility Resource Survey Page 4-9

- Also contained within these pages are sections for Food preparation and sanitation.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

FOOD PREPARATION FACILITIES:

None on site Warm-up oven kitchen Full-service kitchen with a capacity of _____ meals a day

Facility representative required on site when using kitchen? Contact name/phone _____

Equipment	Quantity/Size	Equipment	Quantity/Size	Equipment	Quantity/Size
Refrigerator		Walk-in Refrig		Ice Machine	
Freezer		Walk-in Freezer		Braising Pan	
Burner		Griddle		Warmer	
Oven		Convection Oven		Microwave	
Steamers		Steam Kettles		Sinks	
Dishwasher		Deep Fryer		Coffee Maker	

Comments:

SANITATION:

Potable water source: City Small Public Water System Private Well

Solid waste collection service/company: _____

Sewer: City Aerobic Onsite Wastewater Septic Onsite Wastewater

Fixture Name	Men	Women	Unisex	Disabled Access?	Hot Water?
# of Standard Toilets					
# of Disabled Toilets					
# of Urinals					

Facility Resource Survey Page 4-9

- Building furniture and exterior spaces etc. can also be recorded.

Can you describe the furniture or any obstacle (e.g., wall mounted boxes, signs, etc.) that a person with a visual impairment or disabled person would not bump into them?

Furniture	Approximate Number	Description/Size
Tables		
Chairs		
Tables/Benches		
Cases		
Portable Room Dividers		

Revised 01/15/09 Page 6 of 10

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

Comments:

BUILDING EXTERIOR

Access Ramp? Accessible Stairs/300,300,300? Auto doors or appropriate door handles?

Structure: PERMANENT STRUCTURE MODULAR BUILDING TRAILER

Construction Year: _____ Earthquake Retrofit? If checked, date of last retrofit: _____

Loading Dock? - Description: _____ Staging Area? - Description: _____

External Electrical Subject? Sufficient Lighting?

Comments: _____

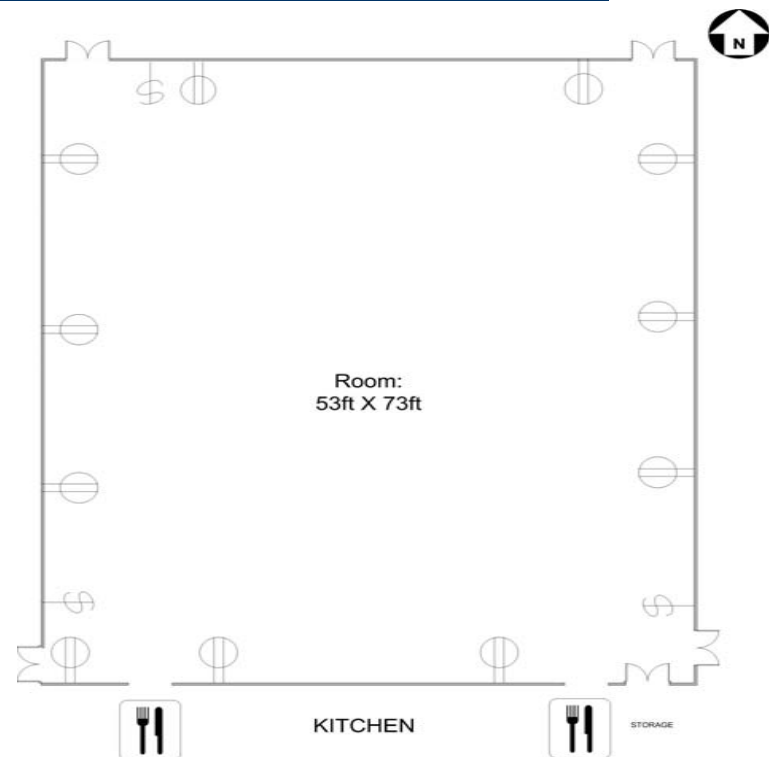
BUILDING INTERSPACES

of Elevators: _____ Elevator? Movement Between Rooms ADA Accessible?

Elevators	Yes	No	N/A	Min/Max	Actual
1. If an elevator is required to reach the visiting area, is the elevator doorway wide enough for a wheelchair user?				At least 36 inches clearance	

Facility Resource Drawings

- The Team Leader was responsible for creating a sketch utilizing the Facility Resource Diagram using the drafting symbols. These field drawings were converted into Visio digital drawings and subsequently converted into PDF files.



HIDAHL ELEMENTARY SCHOOL
MULTIPURPOSE ROOM
OCCUPANCY
601 ASSEMBLY
281 DINNING



Stanislaus County

Facility Use Assessment :
Assessment Kits



There are certain tools that will need to be assembled into kits for the assessment teams. Below is a list of the items that were assembled into our assessment kits. We added pencils, pens and extra assessment forms in each assessment kit.

Qty	Description	Unit Price	TOTAL
1	25' Tape Measure (Harbor Freight Tools)	\$ 3.99	\$ 3.99
1	100" Tape Measure (Harbor Freight Tools)	\$ 4.99	\$ 4.99
1	1000' Measuring Wheel (Harbor Freight Tools)	\$ 7.99	\$ 7.99
1	Craftsman Digital Level W/Soft Case (Sears)	\$ 79.99	\$ 79.99
1	19" Denier Nylon Fabric Tool Bag (Harbor Freight Tools)	\$ 7.99	\$ 7.99
1	Plastic Clipboard (County Stock)	\$ -	\$ -
		SubTotal	\$ 104.95
		Shipping	
		Tax Rate(s)	
		TOTAL	\$ 104.95

Select One...	
Comments	N/A
Name	N/A
CC #	N/A
Expires	N/A

Office Use Only



Stanislaus County

Facility Use Assessment:
Training Your Personnel



Training Personnel

Training personnel to effectively perform assessments is one of the most critical aspects to ensure complete and accurate assessments. The personnel to receive training should be considered as team leaders as they will coordinate the team members during the actual assessment.

Included in this assessment module are resources to assist you in answering questions that may arise during the training process. They include but are not limited to the following:

ADA Shelter Checklist

ADA Glossary

Accessibility FAQ's

Assessment Form Symbol Key

U.S Department of Justice

ADA Checklist for Emergency Shelters



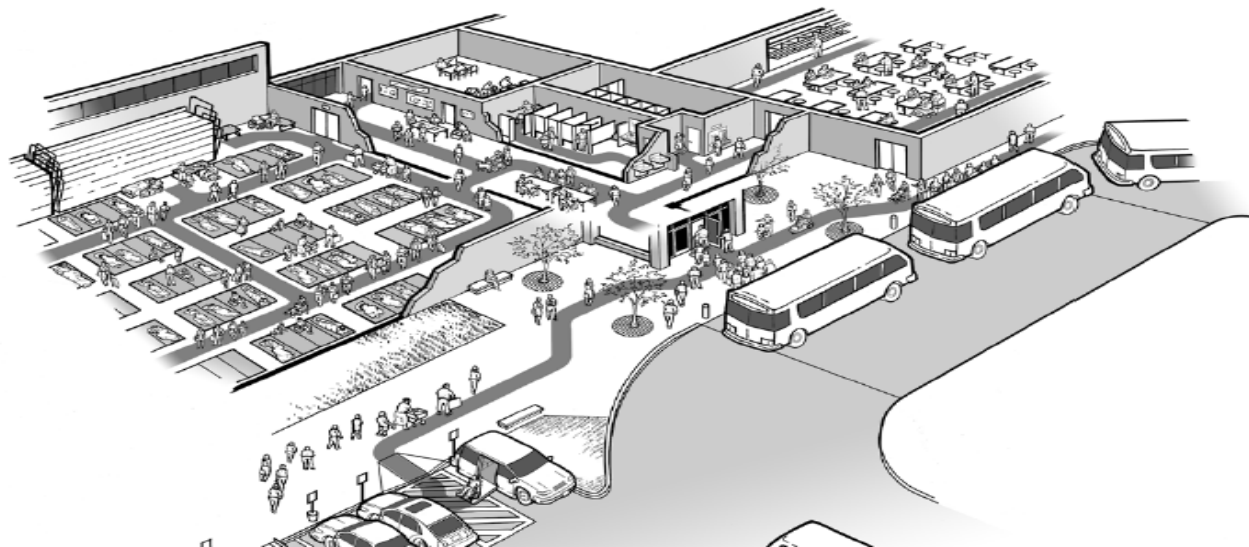
This is the United States Department of Justice's ADA Checklist for Emergency Shelters. There is substantial information for your assessment teams to review in this document. The better they know this information the easier the assessments will be.

U.S. Department of Justice
Civil Rights Division
Disability Rights Section



Americans with Disabilities Act

ADA Checklist for Emergency Shelters

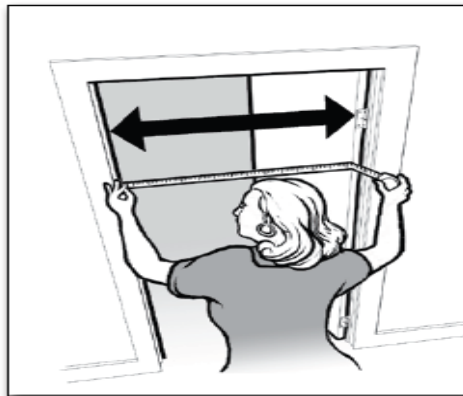


The United States Department of Justice's ADA Checklist for Emergency Shelters demonstrates various procedures such as how to perform critical measurements of doorways. This is just one example of the useful information contained in this document.

ADA Emergency Shelter Checklist

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly

identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either "Yes" or "No." If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when "No" is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is "No" and an alternative way to provide accessibility is not readily apparent.

ADA Accessibility

Accessibility FAQ's



The Accessibility FAQ document contains some of the most common questions regarding accessibility. The questions are very informative and can be used as a quick reference document.

Accessibility FAQ's

Q1.) Why Are We Measuring Parking Spaces?



A1.) These measurements insure that people with disabilities who are arriving at shelters in their own vehicles can have a place to park and maneuver safely.

Q2.) What Is Cross Slope?

A2.) Cross slope is the degree or percentage of slope perpendicular to the designated path of travel.



Stanislaus County

Facility Use Assessment:
Utilizing The Facility
Resource Survey
Assessment Form

FACILITY RESOURCE SURVEY ASSESSMENT FORM

Glossary



The Facility Resource Survey Assessment Form contains some of the terminology contained in the form. This document is included as a quick reference for personnel who might not be familiar with the various terminology used in the form.

Glossary

Access Aisle

An accessible pedestrian space between elements, such as parking spaces, seating, and desks, which provides clearances appropriate for use of the elements.

Accessible Route

A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Prefabricated Building

Is a type of building that consists of several factory-built components or units that are assembled on-site to complete the unit.

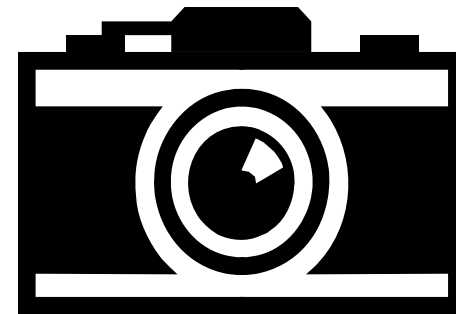
FACILITY RESOURCE SURVEY ASSESSMENT FORM

Assessment Symbols



Facility Resource Survey Assessment Form - Symbols

- Throughout the Facility Resource Survey Assessment Form there are three symbols utilized. There is a Camera symbol that indicates where and how many photographs need to be taken.



Facility Resource Photographs

- Camera symbols throughout the Facility Resource Survey Assessment Form indicate the minimum photographs that need to be taken by the presence of an X4 marking. In this instance the “4” indicates the number of photographs that should be obtained. These numbers can vary as required by your needs. Keep in mind “A Picture is Worth a Thousand Words”



Facility Resource Survey Assessment Form - Symbols

- In addition to the Camera symbol there is a Running Man symbol utilized to signify that this information is to be gathered by the runner(s).



The Site Assessment Worksheet is the document that the runners utilize to record various information about the facility. After the information is obtained the runners return the completed worksheet to the Team Leader to record the information on the Facility Resource Survey Assessment Form .

Site Assessment Worksheet

Additional Parking Lots

_____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []

_____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []

_____ Spaces <100 [] 100-200 [] 200-300 [] 300-400 []

Exterior Spaces: (Description)

_____ Fenced []

_____ Fenced []

_____ Fenced []

_____ Fenced []

External Electrical Outlets

_____ North

_____ South

_____ East

_____ West

Facility Resource Survey Assessment Form - Symbols

- The telephone symbol is utilized to signify that this information may be gathered at a later date via a telephone or email communication.



This is an example of a section of the Facility Resource Survey Assessment Form and the information that may be gathered at a later date via a telephone or email communication.



SAFETY/SECURITY:

- Facility grounds are securable (gates, fences) Full-time emergency vehicle access (*police, fire, ambulance*)
- Building areas are securable (gates, fences) Buildings have key-card or other access method
- Security Alarm System if checked, Automatically alerts Police
- Fire Alarm if checked, Manual (pull station) Automatic Automatically alerts Fire Department
- Sprinkler system Fire Extinguishers on site
- Alarm Systems are regularly maintained and tested Alarm systems are easily used by facility staff

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 1**

Facility Usage Determination



This is the header area that indicates what the facility is to be utilized as. The facility usage possibilities were determined by a committee after the assessments were completed with many factors being taken into consideration.

SITE INSPECTED AND ACCEPTABLE FOR:

- Shelter:** Primary Shelter Secondary Shelter Respite Site Only
 Client Service Center Pet Shelter
- Medical:** Alternate Care Site Mass Vaccination/Point of Distribution
- Safe Schools:** (see attachment)

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 1

Facility Information



This is the section of the form that is utilized to record facility availability and contact information. This information in this section can be obtained via email during the pre-assessment request process.

FACILITY AVAILABILITY: Available any time Blackout dates: _____

FACILITY CONTACT(S) – (Include Facility Maintenance and/or Custodial Contacts):

Contact #1: _____ Title: _____ E-mail: _____

Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

Contact #2: _____ Title: _____ E-mail: _____

Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

Contact #3: _____ Title: _____ E-mail: _____

Daytime Phone: () _____ Alternate Phone: () _____ After Hours: () _____

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 1

Facility Address Information



This is the section of the form that is utilized to record the facility address and if utilizing the Thomas Map Books you can record the pertinent information. Access to major roads and Public Transportation is recorded here as well.



ADDRESS INFORMATION:

Site Name: _____ Thomas Guide Map Page#: _____ Grid#: _____

Street Address: _____ Cross Street: _____

City/State/Zip: _____ Mailing Address (if different): _____

SITE INFORMATION:

- Access to more than one major road or highway from site (+2 lanes)
- Access to public transit – Distance from nearest public bus or train stop _____

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 1

Parking & Exterior Space Information



This is the section of the form that is utilized to record the facility parking and usable exterior spaces. This information is useful in the facility usage determination process.



Parking: List any available parking lots on site (e.g. Parking Lot 1, Parking Lot 2, etc.)

List Parking Lot	# of Spaces (Use Range)	# of Disabled Spaces	Type of Surface	Trucks OK?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



Exterior Spaces: List any usable space on the site (e.g. athletic field, courtyard, playground, etc.)

Exterior Space	Fenced?	Equipment (seating, play, etc.)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 2

Parking Area ADA Information



This is the section of the form that is utilized to record the facility parking areas ADA Accessibility. Department of Justice ADA standard requirements are provided for each item on the form eliminating the need to research the ADA standards.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

**NOTE: SHOW ACTUAL MEASUREMENT IF MINIMUM IS NOT MET

Section 1: Parking - If off street parking is available	Yes	No	N/A	Min/Max	Actual
<i>If off street parking is N/A, skip to Number 8</i>					
1. Is there one or more off-street parking spaces either permanently or temporarily designated for people with disabilities? (1 van accessible space for every 25 regular spaces, eg, 1-25 = 1 van accessible space).				Car 9 ft wide 18 ft long 5 ft aisle	
2. Is there at least one parking space that is van accessible for every 25 spaces?				Van 9 ft wide 18 ft long 8 ft aisle	
3. Are parking spaces on level ground?				Max: 2 % slope	
4. Is the parking area surface stable, firm and slip resistant?				Concrete, asphalt, no gravel	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 2

Parking Area ADA Information (Continued)



This is the remainder of the section of the form that is utilized to record the facility parking areas ADA Accessibility. There is a comment section for additional note regarding possible ADA issues with parking areas identified

5. Is the disabled parking space in the closest location to the accessible entrance/pathway to the Shelter?				N/A	
6. Is there signage at the front of the parking stall that identifies the space as reserved, by displaying the international symbol of accessibility so that it is readily visible to passing traffic even if the space is occupied?				80" at the lowest edge of the sign	
7. Is there an accessible route from the parking area to an accessible path of travel (continuous common surface)?				48" min wide 36" min at a single point	
8. Grates – (If the walking space has grating) (Perpendicular to the path of travel)				No greater than 1/2 " wide	

Comments:


FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 3

Path Of Travel ADA Information (From Parking Area To Shelter Entrance)



This is the section of the form that is utilized to record the path of travel ADA Accessibility from the facility parking areas to the facility entrance. Once again the Department of Justice ADA standard requirements are provided for each item on the form.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

 Path of Travel - Parking Area to the Shelter Entrance.	Yes	No	N/A	Min/Max	Actual
1. Is an accessible route provided from accessible parking spaces to the accessible entrance to the building?				48" wide 36" wide at a single point	
2. Is an accessible route provided from public sidewalks and public transportation stops on the emergency shelter to the accessible entrance of the building? (If provided) (You must survey the surrounding block where the shelter is located.)				48" wide 36" wide at a single point	
3. Is the surface of the path of travel stable, firm and slip resistant?				Concrete, asphalt, no gravel	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 3

Path Of Travel ADA Information (From Parking Area To Shelter Entrance)



This is the continuation of the section of the form that is utilized to record the path of travel ADA Accessibility from the facility parking areas to the facility entrance.

4. Is the path of travel to the building an accessible width?				48" wide 36" wide at a single point	
5. Is there a continuous common surface not interrupted by un-ramped steps or by abrupt changes in level in the path of travel to the entrance?				¼ " high or beveled from ¼ " to ½ " high.	
6. Is the path of travel to the building entrance free of obstructions (fire hydrants, tree trunks etc.)?				Min of 36" wide	
7. Is the path of travel to the emergency shelter free of any objects (e.g., wall mounted boxes, signs, tree branches, etc.) 7a. If no, can the object be lowered, removed or modified?				Bottom edge lower than 27" high or higher than 80" extending no more than 4 inches into the path of travel.	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 4

Path Of Travel ADA Information (From Parking Area To Shelter Entrance)



This is the remainder of the section of the form that is utilized to record the path of travel ADA Accessibility from the facility parking areas to the facility entrance.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

Path of Travel - Parking Area to the Shelter Entrance. (Continued)	Yes	No	N/A	Min/Max	Actual
8. If there is an alternative path of travel for accessibility, is there a sign to identify the accessible route?				Bottom edge lower than 27" high or higher than 80" extending no more than 4 inches into the path of travel.	
9. Alternate Accessible Entrance Signage: If the main entrance is inaccessible, is the accessible alternate entrance clearly marked?				Same as Item #8	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 4

Path Of Travel ADA Information (Access Ramps)



This is the section of the form that is utilized to record any handicap access ramps that may be encountered either along the path of travel or at the facility entrance. Department of Justice ADA standard requirements are provided for access ramp applications.

Ramps	Yes	No	N/A	Min/Max	Actual
1. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?				N/A	
2. Do all ramps have a slope no greater than 1-inch rise in 12 inches of horizontal run?				1:50 or 2% max slope	
3. Ramp Width?				48" min.	
4. Does the ramp have edge protection in the form of walls on each side, or wheel guides, or raised curbs?				N/A	

FACILITY RESOURCE SURVEY ASSESSMENT FORM PAGE 4

Path Of Travel ADA Information (Access Ramps)



This is the remainder of the section of the form that is utilized to record any handicap access ramps that may be encountered either along the path of travel or at the facility entrance.

5. Do ramps have a slip-resistant surface?				N/A	
6. If a ramp rises more than 6 inches, or if it is longer than 72 inches, does it have handrails on both sides?				Between 34 – 38” above the surface of the ramp	
7. Is there a landing at both the top and bottom of the ramp? **NOTE – Requirement also needed at every change of direction				5’x5’ level landing at the top & bottom & at every 30” of rise	

**FACILITY RESOURCE SURVEY
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PAGE 5**

Facility Exterior Features



This is the section of the form that is utilized to record the exterior features of the facility. This also is where the interior features section of the form begins.

 **BUILDING EXTERIOR:**

Access ramps? Accessible doorways (min 36" wide)? Auto-doors or appropriate door handles?

Structure: PERMANENT STRUCTURE MODULAR BUILDING TRAILER

 Construction Year: _____ Earthquake Retrofit? If checked, date of last retrofit _____

 Loading Dock? - Description: _____  Staging Area? - Description: _____

 External electrical outlets? Sufficient lighting?

Comments: _____

 **BUILDING INTERIOR SPACES:**

of Stories: _____ Elevator(s)? Movement between floors ADA accessible?

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 5**

Facility Elevator Features



This is the section of the form that is utilized to record the elevator ADA Information for facility elevators if any are utilized. Department of Justice ADA standard requirements are provided for each item on the form eliminating the need to research the ADA standards.

Elevators	Yes	No	N/A	Min/Max	Actual
1. If an elevator is required to reach the voting area, is the elevator doorway wide enough for a wheelchair user?				At least 36 inches clearance	
2. Is the elevator cab size?				68" wide x 51" deep	
3. Are elevator controls clearly marked with raised lettering for visually impaired persons?				Braille Lettering	
4. Are the elevator controls low enough for a person in a wheelchair to reach them?				No higher than 54" from the elevator floor	
Comments: <hr/> <hr/> <hr/> <hr/>					

**FACILITY RESOURCE SURVEY
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PAGE 6**

Facility Interior Features



This is the beginning of the section of the form that is utilized to record the interior ADA Information. Department of Justice ADA standard requirements are provided for each item on the form eliminating the need to research the ADA standards.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

Features inside the shelter area	Yes	No	N/A	Min/Max	Actual
1. Is there a provision for people to fill out paperwork in a seated position at a table that is accessible to a wheelchair user?				Table 28 -34" high max Knee Space 27" high, 30" wide & 19" deep.	
2. If filling out paperwork in a seated position, is adequate privacy guaranteed?				N/A	

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 6**

Facility Interior Features
(Continued)



This is the continuation of the section of the form that is utilized to record the interior ADA Information. Department of Justice ADA standard requirements are provided for each item on the form eliminating the need to research the ADA standards.

<p>3. Is seating available for people waiting their turn to enter the shelter who cannot stand for long periods of time? (not required)</p>				<p>N/A</p>	
<p>4. Is the inside of the shelter area free of any objects (e.g., wall mounted boxes, signs, etc.) that a person with a visual impairment or disabled person would not bump into them?</p>				<p>Bottom edge lower than 27" high or higher than 80" extending no more than 4 inches into the path of travel.</p>	

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 6**

Facility Available Furniture



This is the section of the form that is utilized to record information regarding the available furniture in the facility. Inquiring with the facility custodial staff can be helpful in locating additional items that may not be visible at the time or location of the assessment.



BUILDING FURNITURE:

Furniture	Approximate Number	Description/Size
Tables	<input type="text"/>	
Chairs	<input type="text"/>	
Cafeteria Tables/Benches	<input type="text"/>	
Desks	<input type="text"/>	
Portable Room Dividers	<input type="text"/>	

**FACILITY RESOURCE SURVEY
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Facility Food Preparation Area
(If Available)



This is the section of the form that is utilized to record information regarding any food preparation areas available in the facility. The various available food preparation equipment is listed here.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY



FOOD PREPARATION FACILITIES:

None on site Warming oven kitchen Full-service kitchen with a capacity of _____ meals a day



Facility representative required on site when using kitchen? Contact name/phone _____

Equipment	Quantity/Size	Equipment	Quantity/Size	Equipment	Quantity/Size
Refrigerator		Walk-in Refrig.		Ice Machine	
Freezer		Walk-in Freezer		Braising Pan	
Burner		Griddle		Warmer	
Oven		Convection Oven		Microwave	
Steamers		Steam Kettles		Sinks	
Dishwasher		Deep Fryer		Coffee Maker	

Comments:

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 7**

Facility Sanitation & Restrooms



This is the section of the form that is utilized to record information regarding the sanitation and restrooms of the facility. The ADA Information in regards to the restrooms will be recorded on subsequent pages.



SANITATION:

Potable water source: City Small Public Water System Private Well

Solid waste collection service/company: _____

Sewer: City Aerobic Onsite Wastewater Septic Onsite Wastewater



Fixture Name	Men	Women	Unisex	Disabled Access?	Hot Water?
# of Standard Toilets					
# of Disabled Toilets					
#of Urinals					
# of Sinks					
# of Showers					
# of Diaper Changing Stations					

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 8**

Facility Restrooms



This is the section of the form that is utilized to record information regarding the ADA accessibility of the restrooms in the facility. Department of Justice ADA standard requirements are provided for each item located in the restroom.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

Restrooms	Yes	No	N/A	Min/Max	Actual
1. Is there sufficient clearance area on the floor in the direction of the door swing for a wheelchair user to maneuver?				60" diameter turning space or 56" x 63" clear space	
2. a. Is there an accessible toilet area? b. Stall door automatic closing device? c. Handle below latch on door? d. Grab bars? e. Toilet seat height? f. Sufficient clearance?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	c. loop or U-shaped handle below the latch d. on one side and behind the toilet e. 17" – 19" high f. 60" in width	

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 8**

Facility Restrooms
(Continued)



This is the continuation of the section of the form that is utilized to record information regarding the ADA accessibility of the restrooms in the facility. Department of Justice ADA standard requirements are provided for each item located in the restroom.

3. Sufficient floor clearance in the room?				60" diameter or a T-turn clearance	
5. Where urinals are provided, is there sufficient clear floor space in front of the urinal for a wheelchair user to approach?				30" x 48"	
6. a. Is there a clear floor space in front of and underneath the sink area to accommodate a wheelchair user? b. Counter Height? c. Knee space? d. Faucet Hardware?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	a. 30" x 48" b. 34" from the floor max c. 29" reducing to 27" high at 8" back d. Shall be operable with a single effort.	

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
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Facility Accessibility Information



This is the section of the form that is utilized to record various information regarding the ADA accessibility throughout the facility. Department of Justice ADA standard requirements are provided for each item.

Other building features	Yes	No	N/A	Min/Max	Actual
1. Door Widths: Are doorways in the path of travel sufficiently wide enough to accommodate a wheelchair?				36" with door open at 90 degrees	
2. Is there adequate space for a person in a wheelchair to turn around at the entrance?				5' diameter circle	
3. Are doorway thresholds no more than ½ inch in height?				¼ " high or beveled from ¼ " to ½ " high.	

**FACILITY RESOURCE SURVEY
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Facility Accessibility Information
(Continued)



This is the continuation of the section of the form that is utilized to record various information regarding the ADA accessibility throughout the facility. Department of Justice ADA standard requirements are provided for each item.

4. Are all doors equipped with either arch or lever-type handles, push plates or automatic openers that can be used with a closed fist and are all handles no higher than 48 inches?				Door handle to be no more than 48" high	
4a. If no, will the doors remain open?				N/A	
5. Hallways and corridors in the path of travel?				44" wide min	
6. Is there an adequate maneuvering clearance for a wheelchair on each side of the doorway?				60" on the pull side 48" on the push	

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 10**

Facility Utility Information



This is the section of the form that is utilized to record various information regarding the utilities in the facility. This information can usually be obtained with a follow up telephone or email communication.

STANISLAUS COUNTY FACILITY RESOURCE SURVEY

Laundry facilities available for shelter use? # of Washers _____ # of Dryers _____



UTILITIES:

Generators? If generators are portable, list type and location: _____

Generator fuel type: _____ Fuel capacity: _____ Kilowatt capacity: _____

What does the generator power? _____ Operating time: _____ hours at rated capacity.

Usage	Utility Provider	Energy Source			
Heating		<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Fuel Oil
Cooling		<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Fuel Oil
Cooking		<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Fuel Oil

Comments: _____

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 10**

**Facility Communication System
Information**



This is the section of the form that is utilized to record various information regarding the communication systems available in the facility. This information can usually be obtained with a follow up telephone or email communication.



COMMUNICATIONS:

Item	Location	How Many	Phone Number
Office Phone			
Pay Phone			
TTY Phone			
Fax			
Network/Internet Access			
PA System			
Audio Visual Equipment			

Comments: _____

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 10**

Facility Security Information



This is the section of the form that is utilized to record various information regarding the security systems utilized in the facility. A portion of this information can be obtained while performing the assessment and the items that cannot can usually be obtained with a follow up telephone or email communication.



SAFETY/SECURITY:

- Facility grounds are securable (gates, fences) Full-time emergency vehicle access (*police, fire, ambulance*)
- Building areas are securable (gates, fences) Buildings have key-card or other access method
- Security Alarm System if checked, Automatically alerts Police
- Fire Alarm if checked, Manual (pull station) Automatic Automatically alerts Fire Department
- Sprinkler system Fire Extinguishers on site
- Alarm Systems are regularly maintained and tested Alarm systems are easily used by facility staff

SUBMITTED BY: _____ DATE: _____

**FACILITY RESOURCE SURVEY
ASSESSMENT FORM
PAGE 10**

Assessment Form Signature



Don't forget to sign and date the assessment form. This is a tracking mechanism for who and when the assessment was performed. The assessment teams that you create in your own organization will improve with every assessment that they perform.

SUBMITTED BY: _____ DATE: _____



Stanislaus County

Facility Use Assessment: Sketching The Facility



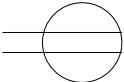
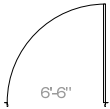
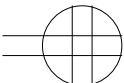

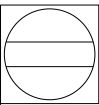
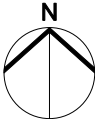


FACILITY RESOURCE SURVEY ASSESSMENT FORM SYMBOL KEY

Common Drafting Symbols



These are some common drafting symbols that the individual that is sketching the facility can utilize. When multiple light switches are present in one switch panel annotate the number by entering the number next to the switch symbol. This is a useful tool to attach to the diagram form as a quick reference tool for the person sketching the location

	Light Switch		Double Door (Note Swing Direction)
	Electrical Plug (Two Outlets)		Door (Note Swing Direction)
	Electrical Plug (Four Outlets)		Window
	Floor Mount Electrical Plug		
	North Arrow		

FACILITY RESOURCE SURVEY ASSESSMENT FORM DIAGRAM FORM

Diagram Page

($\frac{1}{4}$ "x $\frac{1}{4}$ " Graph)



This is the section of the form that is utilized to record the facility space name such as “Cafeteria” etc. There is also a place for the square footage of the space. This can be determined by multiplying the width by the length of the space after measurements are taken.

STANISLAUS COUNTY FACILITY RESOURCE DIAGRAM

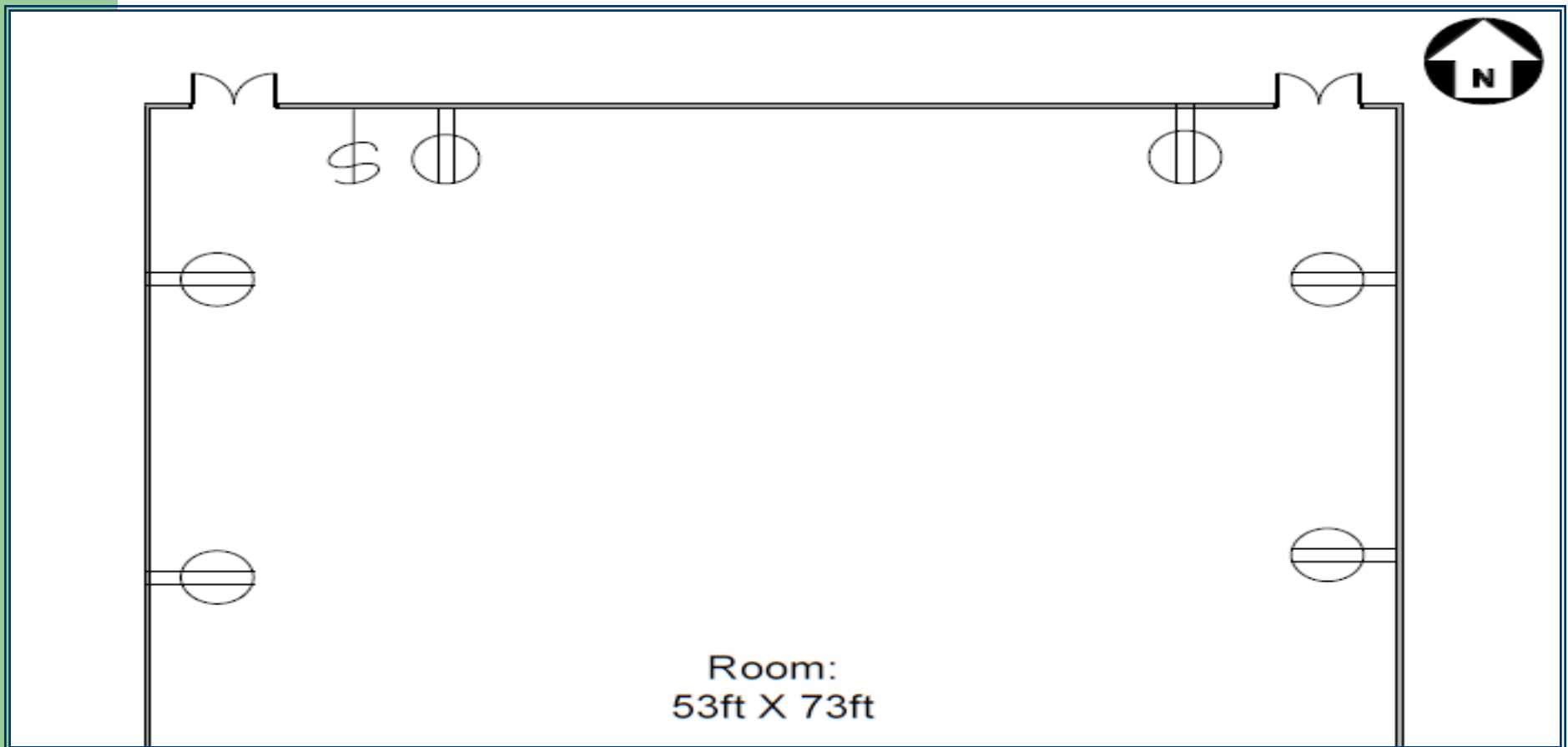
DIRECTIONS: Provide a rough sketch of the space in the area provided below. Include doorways, barriers and any other important features of the space. Check appropriate boxes regarding potential uses for the space and provide as much information as possible about the space. Use extra pages if necessary.

Space Name/Location: _____ Size/Sq. Ft: _____

- Dorm (sleeping or alternate care area) Dining Office(s) Interview Area
- Disaster Health Station (for first aid or medical treatment) Recreation/Meeting Area Client Storage Area
- Staff Break Room Bathroom/Shower Area Other: _____

of Chairs: _____ # of Tables: _____ Seating Capacity: _____

This is an example of the various drafting symbols utilized in the sketch of the facility. Note that the north arrow is present in the sketch. This is an important attribute to note for directional purposes. Note that the length and width of the room was measured to be able to calculate the square footage of the space that was sketched.



FACILITY RESOURCE SURVEY ASSESSMENT PROGRAM

In conclusion, we here at Stanislaus County hope that this Facility Resource Assessment module will provide you with the necessary tools to develop your own Multi-Agency Facility Resource Assessment Program. The collaborative efforts that were expended by all of the involved agencies were enormous and definitely contributed to the overall success in achieving our goal.

We would like to thank the following agencies for making this program a success . . .



**American
Red Cross**

