

# ADA Glossary and Acronyms

## Glossary

### A

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#### Accessible

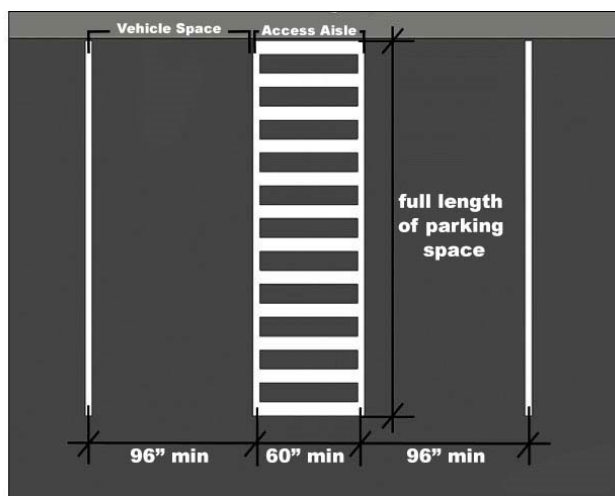
Describes programs and physical spaces that are accessible to and usable by people with disabilities and complying with the accessibility requirements of federal accessibility standards and state accessibility codes.

#### Access Aisle

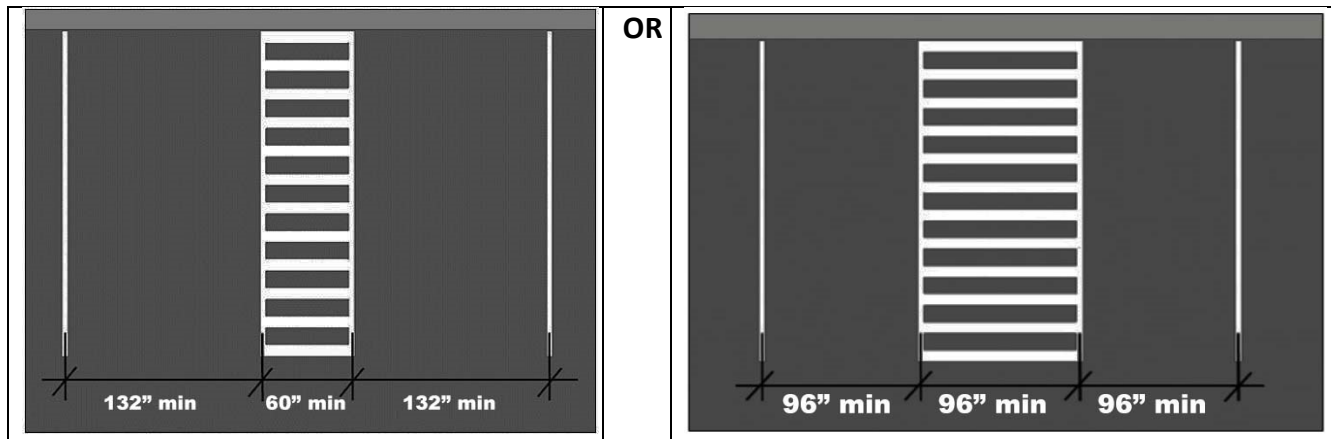
A clearly striped area next to an accessible parking space. A parking access aisle must be on an accessible route and be five feet wide minimum for car accessible parking spaces, and eight feet wide minimum for van accessible parking spaces (when the van parking space is eight feet wide) and five feet wide minimum wide for van accessible parking spaces (when the van parking space is eleven feet wide). Two accessible parking spaces may share an access aisle. Access aisles must be level with surface slopes and not exceeding 1:50 (2%) in all directions. A passenger loading zone requires a 60 inch wide access aisle to be the full length of the vehicle and clearly marked. There can be no changes in level between the access aisle and the pull-up space.

#### Car Accessible Space

An access aisle at least 60" wide and at least as long as the parking space is required on either side of the parking space and must be marked to discourage parking in it. Two spaces can share one aisle. Access aisles cannot overlap vehicular ways.



### Van Accessible Space – Two Designs Options



### Accessible Means of Egress

A continuous and unobstructed way of exiting from any point in a building or facility that provides an accessible route to an area of refuge, a horizontal exit, or a public way.

### 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. The width of an accessible route must be 36 inches min. Accessible routes shall coincide with or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior.

### (ADA) Americans with Disabilities Act of 1990, as Amended

Federal law, based on the 1964 Civil Rights Act, prohibits discrimination and stipulates equal participation for people with disabilities in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications.

### ADA Coordinator

Designated employee responsible for coordinating the efforts of the government entity to comply with ADA Title II, and investigating any complaints that the entity has violated Title II. Also called "Accessibility Coordinator" or "504 Coordinator" (for entities receiving federal funds who must comply with Section 504 of the Rehabilitation Act).

**ADA Notice**

The obligation of a state and local government and recipients of federal funds to publicly communicate to the public their commitment to comply with the American with Disabilities Act (ADA).

**Adaptability**

The ability of certain building spaces and elements, such as vending machine, counters, restrooms, gates, and grab bars, to be added or altered to accommodate the needs of people with or without functional limitations or to accommodate the needs of persons with different types or degrees of disability.

**Administrative Authority**

A governmental agency that adopts or enforces regulations for the design, construction, or alteration of buildings, facilities, vehicles.

**Alteration**

A change to a *building* or *facility* that affects or could affect the usability of the *building* or *facility* or portion thereof. *Alterations* include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of *circulation paths* or *vehicular ways*, changes or rearrangement of the structural parts or *elements*, and changes or rearrangement in the plan configuration of walls and full-height partitions. Normal maintenance, reroofing, painting or wallpapering, or changes to mechanical and electrical systems are not *alterations* unless they affect the usability of the *building* or *facility*.

**Ambient Light**

The light that is already present in a space, before any additional lighting is added. It usually refers to natural light, either outdoors or coming through windows as well as light reflected from all surfaces in that space. It can also mean artificial lights such as normal room lights.

**Area of Rescue Assistance/Areas of Refuge**

An area, which has direct access to an exit or an area adjacent to an exit discharge, where people who are unable to use stairs or are unable to travel more than 100 feet to a public way may remain temporarily in safety to await further instructions or assistance during emergency evacuation.

**Assistive Listening**

A technology in which a transmitter broadcasts the wanted sound and minimizes background noise and reverberation to the user's receiver and improves the volume and clarity of speech and other sound relative to noise.

**Assistive Listening Device (ALD)**

An audio enhancement system that brings sound directly into the ear of someone with hearing

limitations (people with or without hearing aid(s)/cochlear implant(s)). It helps to overcome the problems of distance and surrounding noise. Refer to ADA 2010 Standards to determine the number of ALDs that must be hearing-aid compatible:

<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm#pgfId-1010597>

#### Assistive Listening Systems (ALS)

An amplification system utilizing transmitters, receivers, and coupling devices to bypass the acoustical space between a sound source and a listener by means of audio loop, radio frequency, infrared, or direct-wired equipment.

### **Assistive Technology**

Devices used by people with disabilities - including physical, sensory, or cognitive limitations -- in order to perform functions that might otherwise be difficult or impossible. Assistive technology can include mobility devices such as walkers, scooters, and wheelchairs, as well as hardware, software, and peripherals that assist people in increasing, maintaining, or improving functional capacities.

### **Audio Loop (Induction Loop)**

Device that uses electromagnetic waves for transmission of sound. The sound from an amplifier is fed into a wire loop at customer information kiosks or ticketing windows, which broadcasts to a telecoil that serves as a receiver. Those with a telecoil can hear automatically. Those using hearing aids without a telecoil can use a special induction receiver to pick up the sound.

### **Automatic Door**

A door equipped with a power-operated mechanism and controls, which open and close the door automatically. The switch that begins the automatic cycle may be a photoelectric device, floor mat, or manual switch (see *power-assisted door*).

### **Auxiliary Aids and Services**

Services and equipment that provide persons with sensory or speech disabilities equal opportunity to participate in and enjoy the benefits of programs or activities. The following examples are not exhaustive.

### **Addition**

An expansion, extension, or increase in the gross floor area or height of a building or facility.

### **Area of Sports Activity**

Portion of a room or space where the play or practice of a sport occurs.

## Assembly Area

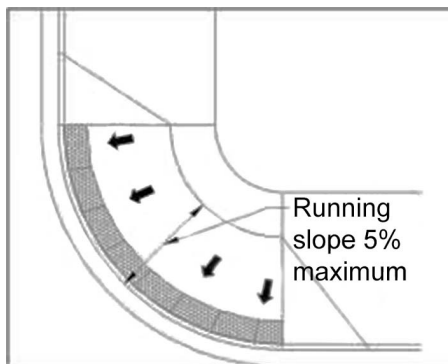
A building or facility, or portion thereof, used for the purpose of entertainment, educational or civic gatherings, or similar purposes. Assembly areas include, but are not limited to, classrooms, lecture halls, public meeting rooms, public hearing rooms, auditoria, or stadiums.

## B

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### Blended Transitions

Raised crossings, depressed corners, or similar connections between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of 5% or less because they are not ramps and they needn't have a perpendicular relationship with the street.



### Boarding Pier

Portion of a pier where a boat is temporarily secured for the purpose of embarking or disembarking.

### Boat Launch Ramp

A sloped surface designed for launching and retrieving trailered boats and other water craft to and from a body of water. There are no provisions that address access to launch ramps without boarding piers. The Department of Justice advises that if there are no applicable scoping requirements (i.e., how many features must be accessible), then a reasonable number, but at least one, must be accessible. It is recommended that an accessible route serve at least one launch ramp.

### Boat Slip

Portion of a pier, main pier, finger pier, or float where a boat is moored for the purpose of berthing, embarking, or disembarking.

### Braille

A system of touch reading and writing for blind persons, in which raised dots represent the letters of the alphabet. Braille also contains equivalents for punctuation marks and provides symbols to show letter groupings.

### Building

Any structure used or intended for supporting or sheltering any use or occupancy.

## C

### Cane-Detectable Barrier

A barrier used to warn blind or low-vision people of a hazard. The barrier is equal to or less than 27 inches detectable by cane users before they reach the obstruction or hazard with their bodies.

### Captioning (Open)

Open captioning translates the audio portion of a video or film program into visible subtitles in real time. Viewing does not require special equipment; captions are present on the screen at all times.

### CART – Computer Assisted Real-Time Transcription

A service in which an operator transcribes verbal communication into a computer that displays the typed words on a screen (either a computer screen for one person or a large screen for a group).

### Catch Pool

A pool or designated section of a pool used as a terminus for water slide flumes.

### Characters

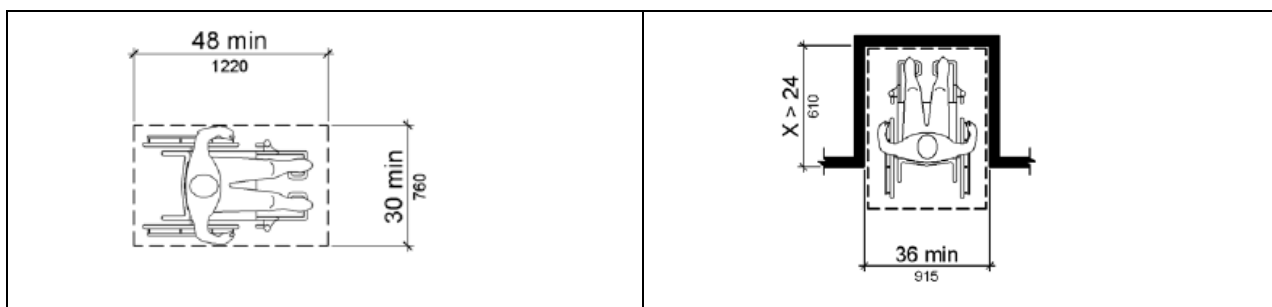
Letters, numbers, punctuation marks and typographic symbols.

### Children's Use

Spaces and elements designed for use primarily by people 12 years old and younger.

### Clear Floor Space

The minimum unobstructed floor or ground space required to accommodate a single, stationary wheelchair. The dimensions of the clear floor space must be 30 inches min. by 48 inches min. For a forward approach, if the depth of the alcove is greater than 24 inches, the clear floor or ground space within the alcove must be 36 inches wide minimum.



### Closed-Circuit Telephone

A telephone such as a house phone, courtesy phone or phone that must be used to gain entry.

**Circulation Path**

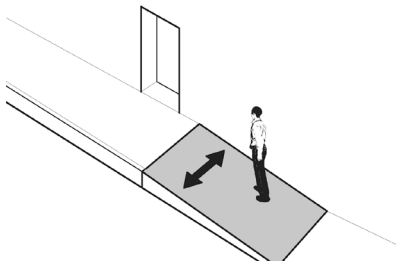
An exterior or interior way of passage provided for pedestrian travel, including but not limited to walks, hallways, courtyards, elevators, platform lifts, ramps, stairways, and landings.

**Common Use**

Interior or exterior circulation paths, rooms, spaces, or elements that are not for public use and are made available for the shared use of two or more people.

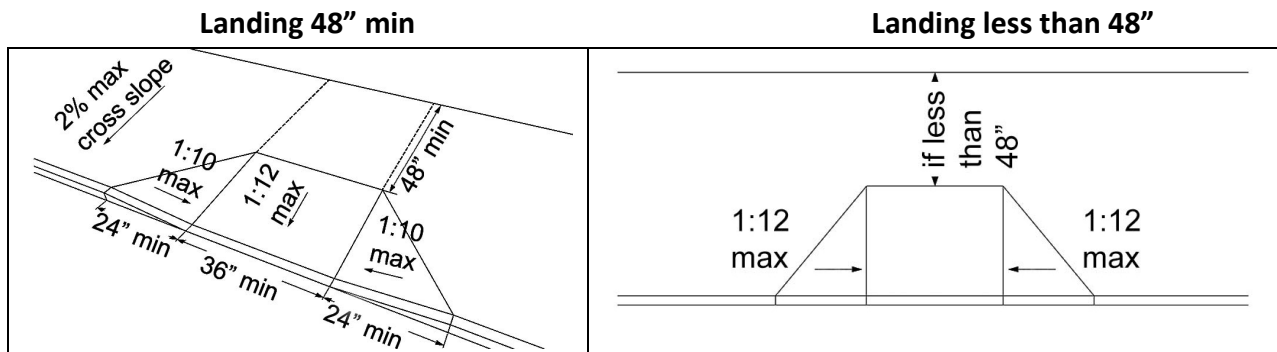
**Cross Slope**

The slope that is perpendicular to the direction of pedestrian travel (running slope). For the cross slope of an accessible route, the maximum cross slope allowed is 1:50.



**Curb Ramp**

A short ramp cutting through a curb.



**D**

**Detectable Warning**

A standardized textured surface with a pattern of truncated domes built in or applied to walking surfaces or other elements that warn of hazards on a circulation path, such as track crossings, platforms, and curb cuts.



### **Detention Facilities and Correction Facilities**

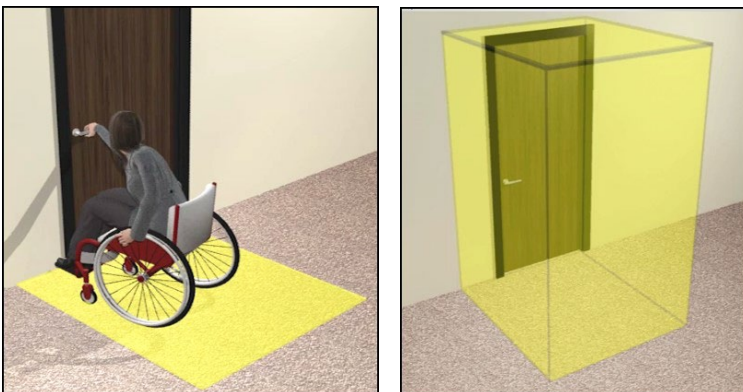
Buildings, facilities, or portions thereof, in which people are detained for penal or correction purposes. Detention facilities include, but are not limited to, jails, detention centers, and holding cells in police stations. Correctional facilities include, but are not limited to, prisons, reformatories, and correctional centers.

### **Disability/Individual With a Disability**

The ADA defines a person with a disability as physical, sensory or mental impairment that substantially limits one or more major life activities, has a record of such a condition, or is regarded as having such a condition. NOTE: Major life activities now include the operation of major bodily functions, such as functions of the neurological, digestive, or respiratory systems. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

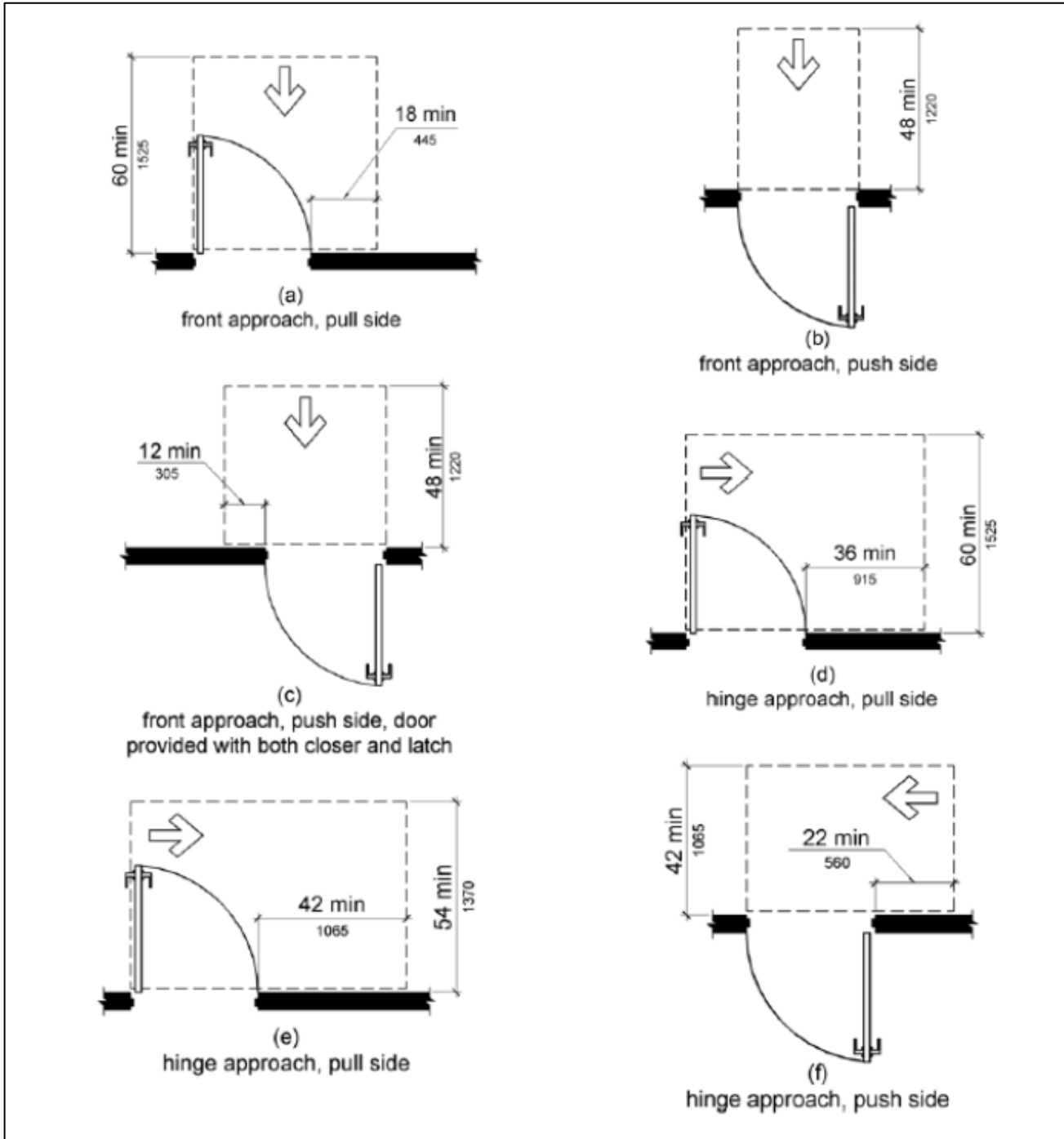
### **Door Maneuvering Clearance**

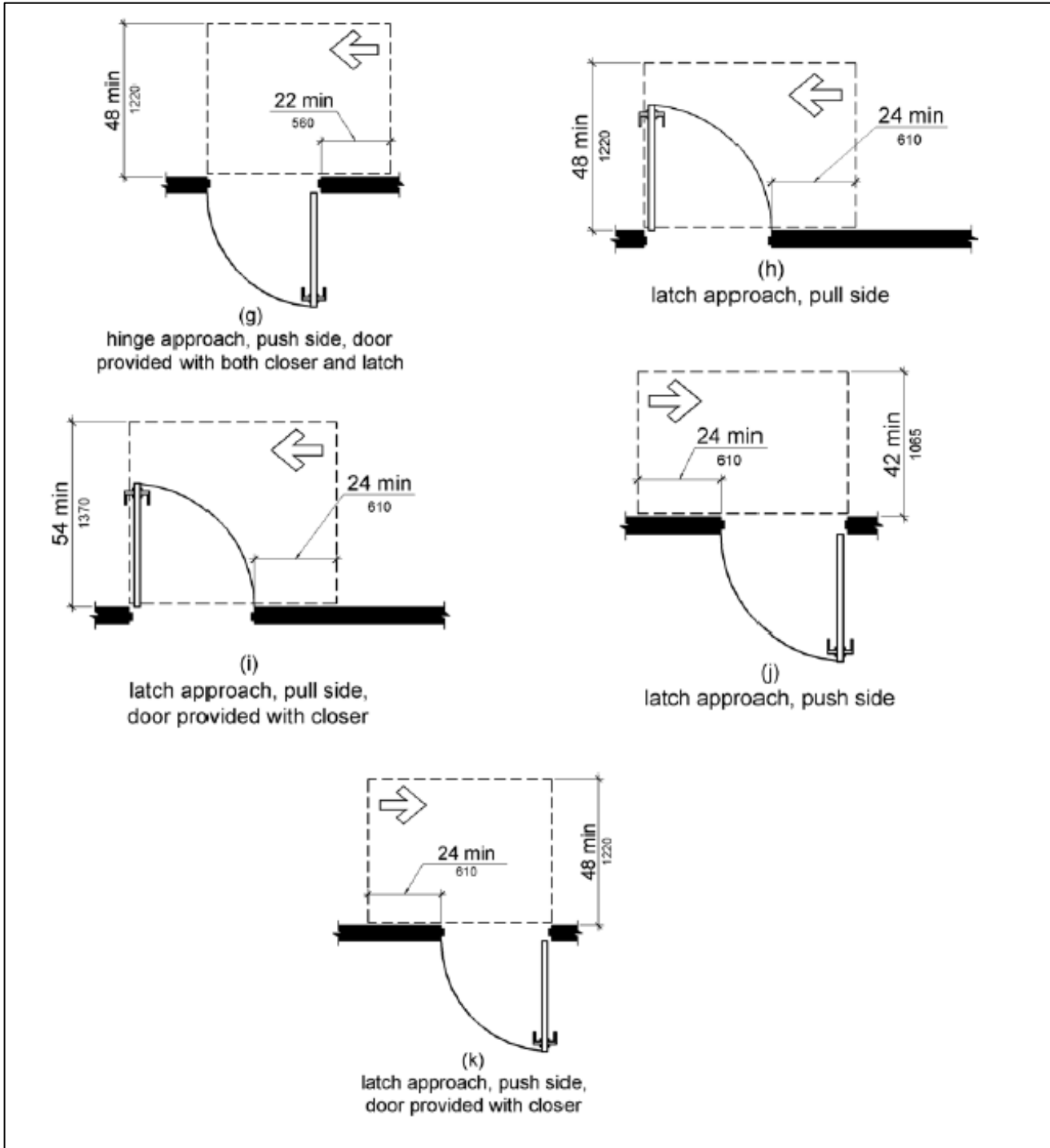
A space for opening and proceeding through doors, doorways, and gates using wheelchairs and other mobility aids.



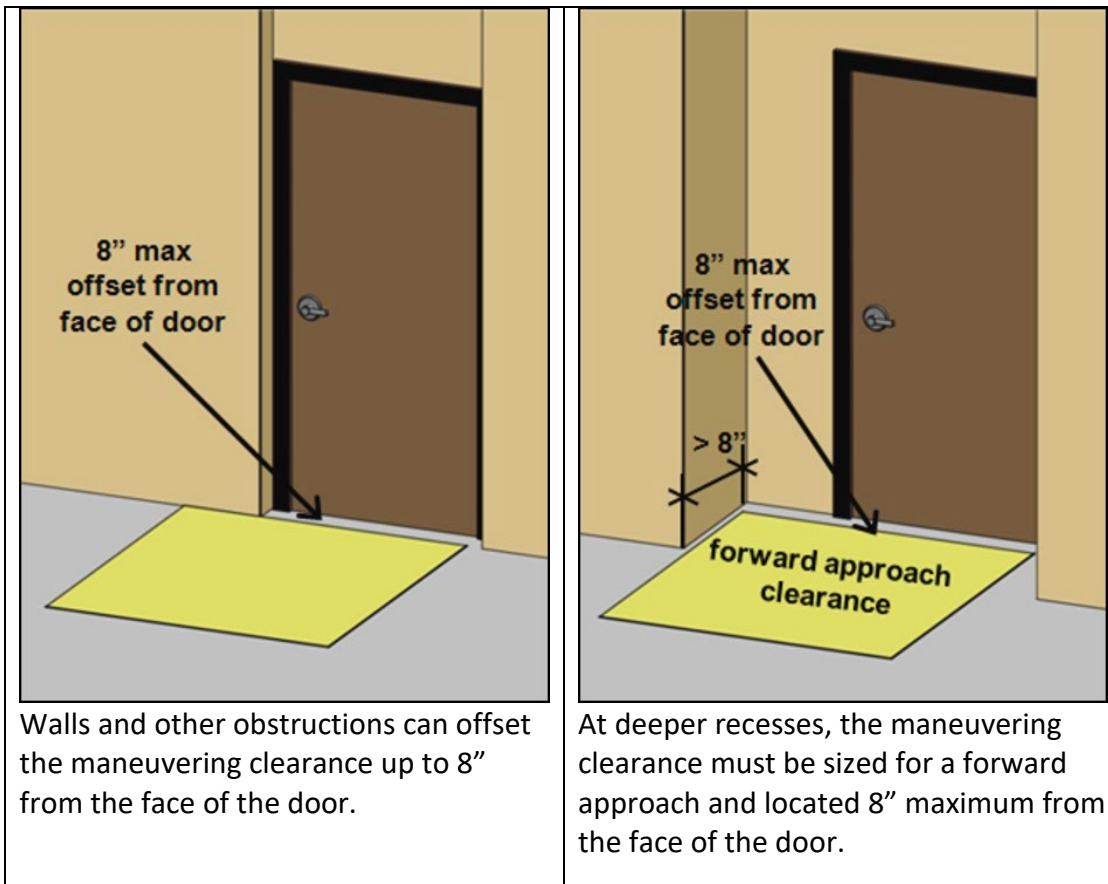
**Note:** The size of the maneuvering clearance depends on the approach to the doorway.







### Doors Recessed



**Note:** 521 CMR (MAAB) permits only **6"** max. offset, not 8".

**E**

**Edge Protection (Ramps)**

A protection along ramp runs and landings that keeps wheelchair casters and crutch tips on the surface that can be provided by curbs, barriers, or extended surfaces. Edge protection must be provided on each side of ramp runs and at each side of ramp landings.

<p>Curbs if used must be at least 4" high.</p>	<p>Rails or other barriers must prevent passage of a 4" diameter sphere.</p>
<p>Vertical pickets used for edge protection must prevent passage of a 4" diameter sphere.</p>	<p>Run and landing surfaces that extend at least 12" beyond the inside face of handrails will provide adequate edge protection by preventing wheelchair casters and crutch tips from slipping off the edge.</p>

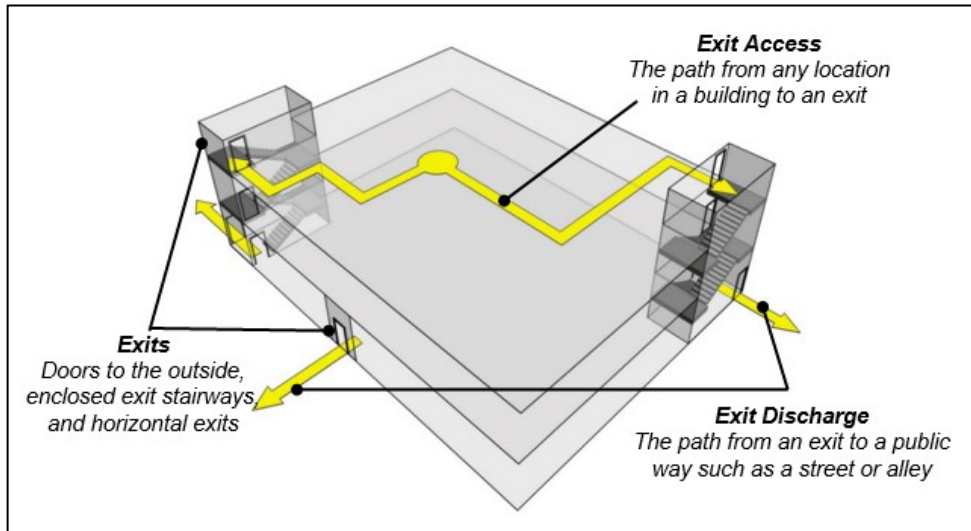
**Effective Communication**

A practice in which written, spoken, and visual information is clear and understandable to people with disabilities as it is for people who do not have a disability. This applies to private and public entities. Public entities have an additional obligation to give primary consideration to the individual's choice when determining what is "effective."

**Egress, Means of**

A continuous and unobstructed path of travel from any point in a building or structure to a public way and consisting of three separate and distinct parts: (a) the exit access, (b) the exit, and (c) the exit

discharge. A means of egress comprises the vertical and horizontal means of travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, horizontal exits, courts and yards.



### Element

An architectural or mechanical component of a building, facility, space, or site.

### Elevated Play Component

A play component that is approached above or below grade and that is part of a composite play structure consisting of two or more play components attached or functionally linked to create an integrated unit providing more than one play activity.

### Employee Work Area

Areas within any kind of employment setting used exclusively by employees.

All or any portion of a space used by employees and used only for work. Corridors, toilet rooms, kitchenettes and break rooms are not employee work areas.

### Entrance

Any access point to a building or portion of a building or facility used for the purpose of entering. An entrance includes the approach walk, the vertical access leading to the entrance platform, the entrance platform itself, vestibule if provided, the entry door or gate, and the hardware of the entry door or gate.

### Equivalent Facilitation

Use of designs, products, or technologies as alternatives to those prescribed, provided they result in substantially equivalent or greater accessibility and usability.

**Existing Facility**

A physical structure in existence on any given date, regardless of whether the building has been in place for a period of time, is newly constructed, or has been altered.

**Exit**

That portion of the means of egress system between the exit access and the exit discharge or public way. Exit components include exterior exit doors at the level of exit discharge, interior exit stairways and ramps, exit passageways exit stairways and ramps and horizontal exits.

**F**

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**Facility**

Any or all portion(s) of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located.

**Fundamental Alteration**

A change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered.

**G**

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**Gangway**

A variable-sloped pedestrian walkway that links a fixed structure or land with a floating structure. Gangways that connect to vessels are not addressed by this document.

**Golf Car Passage**

A continuous passage on which a motorized golf car can operate.

**Grievance Procedures**

A formal system for making and resolving complaints of disability discrimination (by employees or anyone who uses an organization's programs, services, or activities) in a prompt and fair manner, required by those with responsibilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

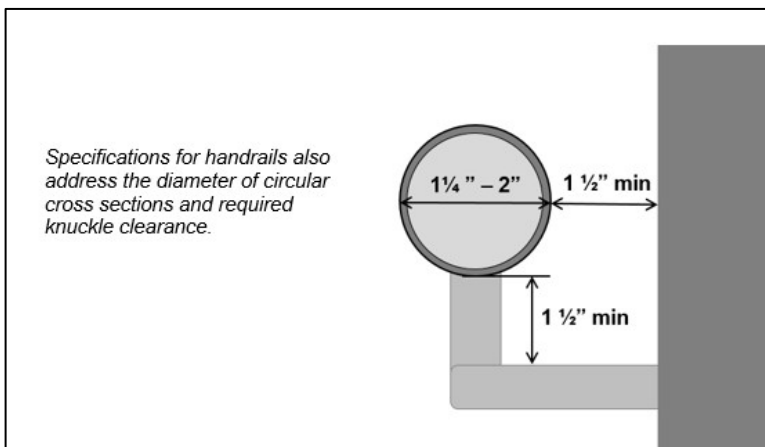
**Ground Level Play Component**

A play component that is approached and exited at the ground level.

## H

### Handrails

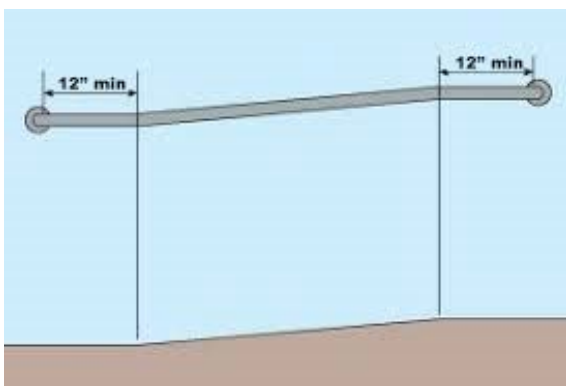
A rail serving as a support or guard along walking surfaces, stairs, ramp, platforms. They are required to be on both sides of stairs or ramps. For stairs, they must be 34 to 38 inches above stair nosings. For ramps, handrails must be provided in pairs with one 34 to 38 inches measured vertically from the surface of the ramp to the handrail. The lower one is between 18 and 20 inches. They should be continuous within the full length of each stair flight or ramp run. Inside handrails on switchback or dogleg stairs or ramps must be continuous between flights or runs.



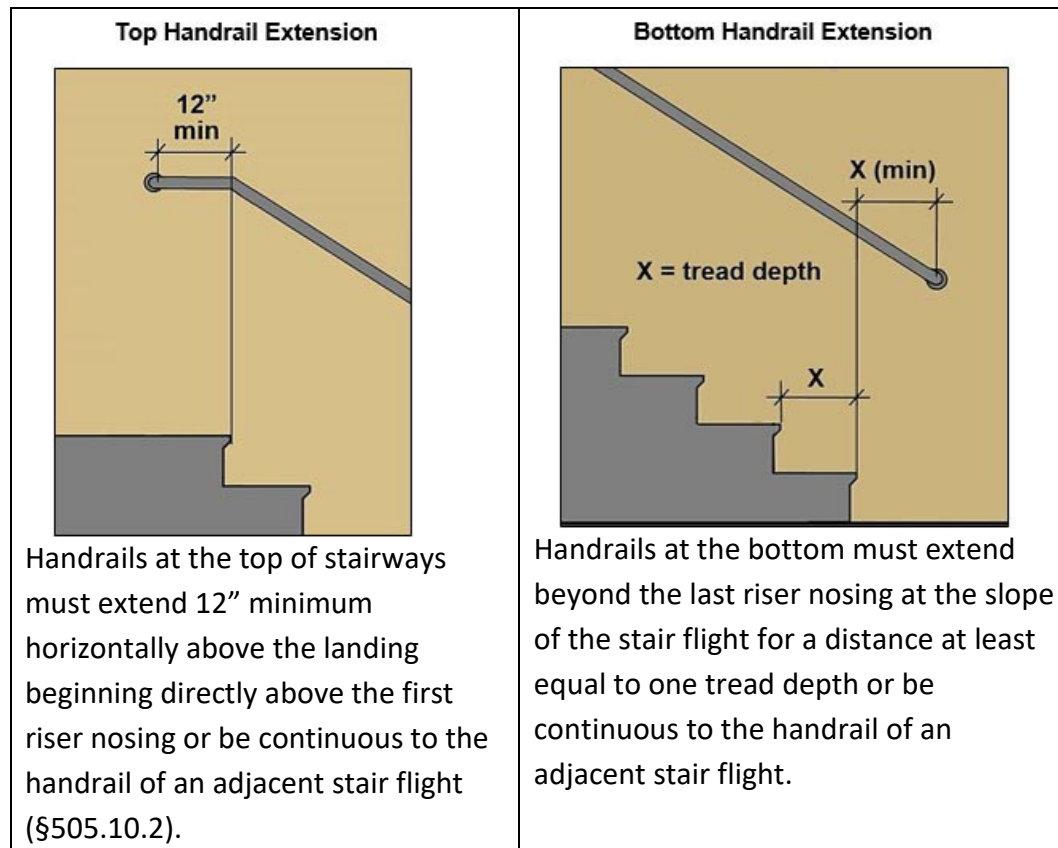
### Handrail Extensions – Ramps and Stairs

Handrail gripping surfaces are required to extend beyond and in the same direction of stair flights and ramp runs a distance of 12 inches long minimum.

### Handrail Extensions: Ramp



## Handrail Extensions: Stairs



## I

### Impracticable/Impracticability

- (a) Compliance with codes and requirements would be technologically infeasible; or
- (b) Compliance with codes and requirements would result in excessive and unreasonable costs without any substantial benefit to persons with disabilities.

### Integrated Setting

An integrated setting enables people with disabilities to interact with nondisabled persons to the fullest extent possible. *Separate programs are permitted where necessary to ensure equal opportunity.* A separate program must be appropriate to the particular individual.

### International Symbol of Accessibility (ISA)

Icon indicating building features that is suitable for people with disabilities. The ADA Standards of 2010 require that a standard icon only be used where it is required. Standards issued under the ADA require that the ISA label certain accessible elements, spaces, including parking spaces, entrances, and toilet rooms.



The symbol and its background must have a non-glare finish. The symbol shall contrast with its background with either a light symbol on a dark background or a dark symbol on a light background.



International Symbol of Accessibility (ISA)

### **Inclusive Design**

A framework for the design of places, things, information, communication, and policy to be usable by the widest range of people operating in the widest range of situations, without special or separate design.

### **International Symbol of Access for Hearing Loss**

Icon indicating the availability of an assistive listening system in the building. The ADA Standards of 2010 require that a standard icon only be used where it is required.

The symbol and its background must have a non-glare finish. The symbol shall contrast with its background with either a light symbol on a dark background or a dark symbol on a light background.



International Symbol of Access for Hearing Loss

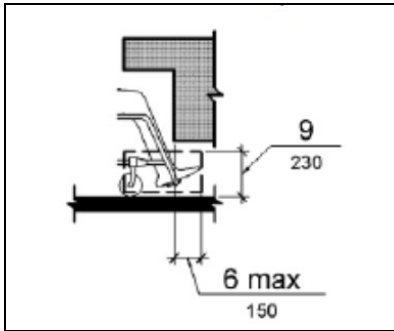
## **K**

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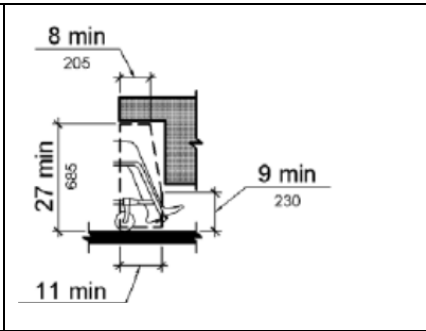
### **Knee and Toe Clearance**

Minimum required height under an element (e.g., work surface, lavatory, dining surface) that allows a person in a wheelchair to sit at the element. The height must be 27 inches min.

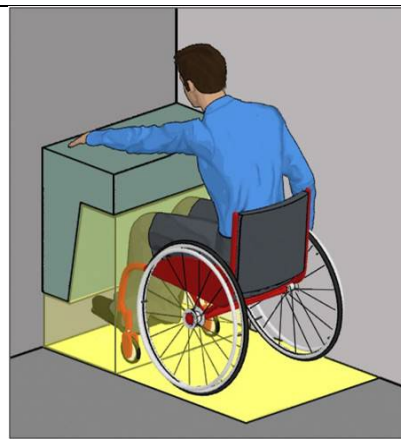
**Toe Clearance**



**Knee Clearance**

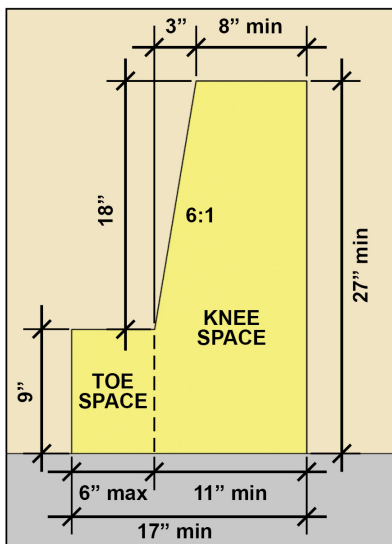


Objects that provide clearance for toes can overlap a portion of the clear floor space.



Objects that provide clearance for knees and toes can overlap a greater portion of the clear floor space (up to a depth of 25").

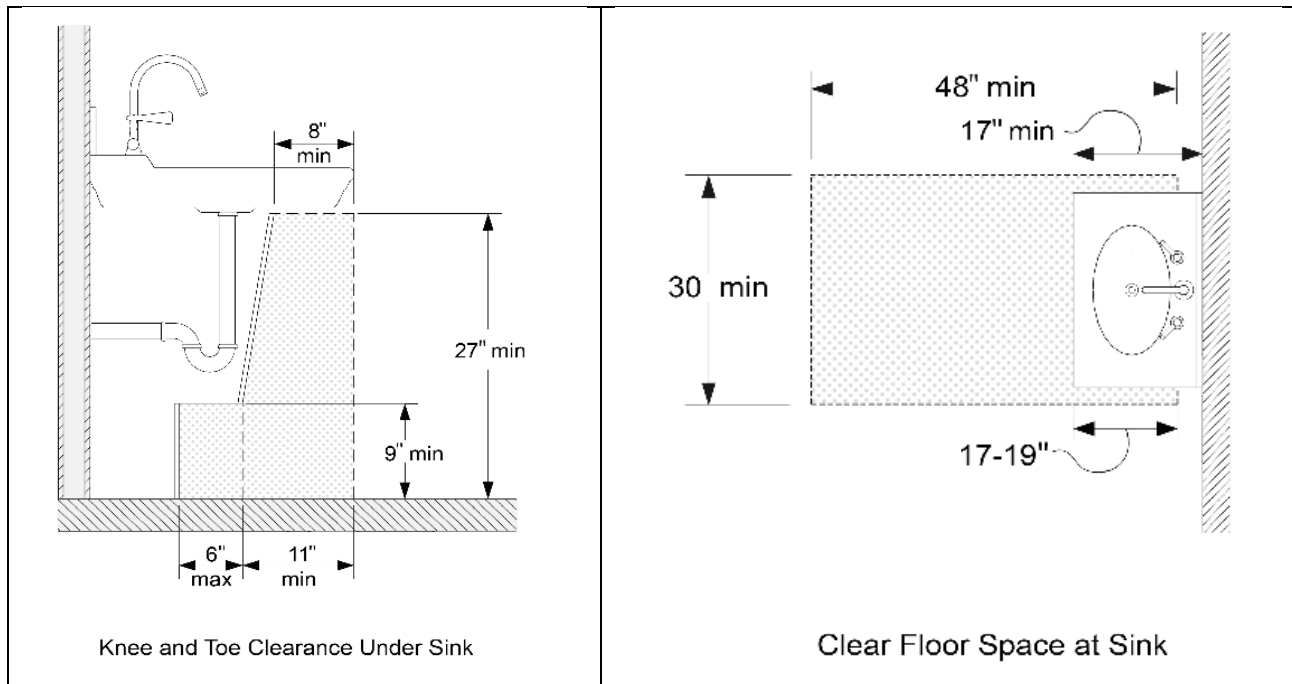
**Knee and Toe Clearance Together**



## L

### Lavatories (Sinks)

Sinks used for handwashing in toilet and bathing facilities.



### Large Print

A sans serif font (e.g., Arial, Helvetica) and type size (minimum 18 - 20 points) commonly used by people with visual impairments or who are legally blind.

### Level Landing

Level landings are required at the top and bottom of each ramp run. Changes in level greater than 1:50 are not permitted at landings. Landings must be designed to prevent the accumulation of water.

## M

### Mailboxes

Receptacles for the receipt of documents, packages, or other deliverable matter. Mailboxes include, but are not limited to, post office boxes and receptacles provided by commercial mail-receiving agencies, apartment facilities, or schools.

### Maintenance of Accessible Features

The requirement that certain features of facilities and equipment be readily accessible to and usable by persons with disabilities and be kept in operable working condition. Accessible features cannot be reversed. This does not prohibit isolated or temporary interruptions in service or access due to maintenance of accessible features and/or repairs.

**Major Life Activity**

Activities that an average person can perform with little or no difficulty, including functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and bodily functions. The ADA Amendments Act of 2008 clarified that major life activities also include major bodily functions.

**Marked Crossing**

A crosswalk or other identified path intended for pedestrian use in crossing a vehicular way.

**Maximum Extent Feasible**

The occasional case where the nature of an existing facility makes it virtually impossible to comply fully with applicable accessibility standards through a planned alteration. When a public entity undertakes an alteration to an existing facility that could affect the usability of the facility, the alteration must be made accessible to the maximum extent feasible.

**Mezzanine**

An intermediate level or levels between the floor and ceiling of any story with an aggregate floor area of not more than one-third of the area of the room or space in which the level or levels are located. Mezzanines have sufficient elevation that space for human occupancy can be provided on the floor below.

**Modification of Policies and Procedures**

Changes to existing policies and procedures to accommodate the needs of people with disabilities and ensure equal access to all goods, services, and activities offered to others.

**O**

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**Occupant Load**

The number of persons for which the means of egress or portion of a building is designed.

**Operable Part**

A component of an element used to insert or withdraw objects, or to activate, deactivate, or adjust the element.

**Other Power-Driven Mobility Devices (OPDMD)**

"A mobility device powered by batteries, fuel, or other engines... that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices... such as the Segway® Personal Transporter, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair."

## **P**

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### **Path of Travel**

A continuous, unobstructed pedestrian route for reaching, entering, or exiting a destination within a building that connects to the external path of travel including sidewalks, streets, and parking areas.

### **Pictogram**

A pictorial symbol that represents activities, facilities, or concepts.

### **Play Area**

A portion of a site containing play components designed and constructed for children.

### **Play Component**

An element intended to generate specific opportunities for play, socialization, or learning. Play components are manufactured or natural; and are stand-alone or part of a composite play structure.

### **Play Surface**

Ground surfaces along accessible routes, clear floor or ground spaces, and maneuvering spaces, must comply with the American Society for Testing and Materials (ASTM) F 1951-99 Standard Specification for Determination of Accessibility to Surface Systems Under and Around Playground Equipment.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

### **Power-Assisted Door**

A door with a mechanism that helps to open the door or that reduces the opening resistance of a door, upon the activation of a switch or a continued force applied to the door itself.

### **Primary Function Area**

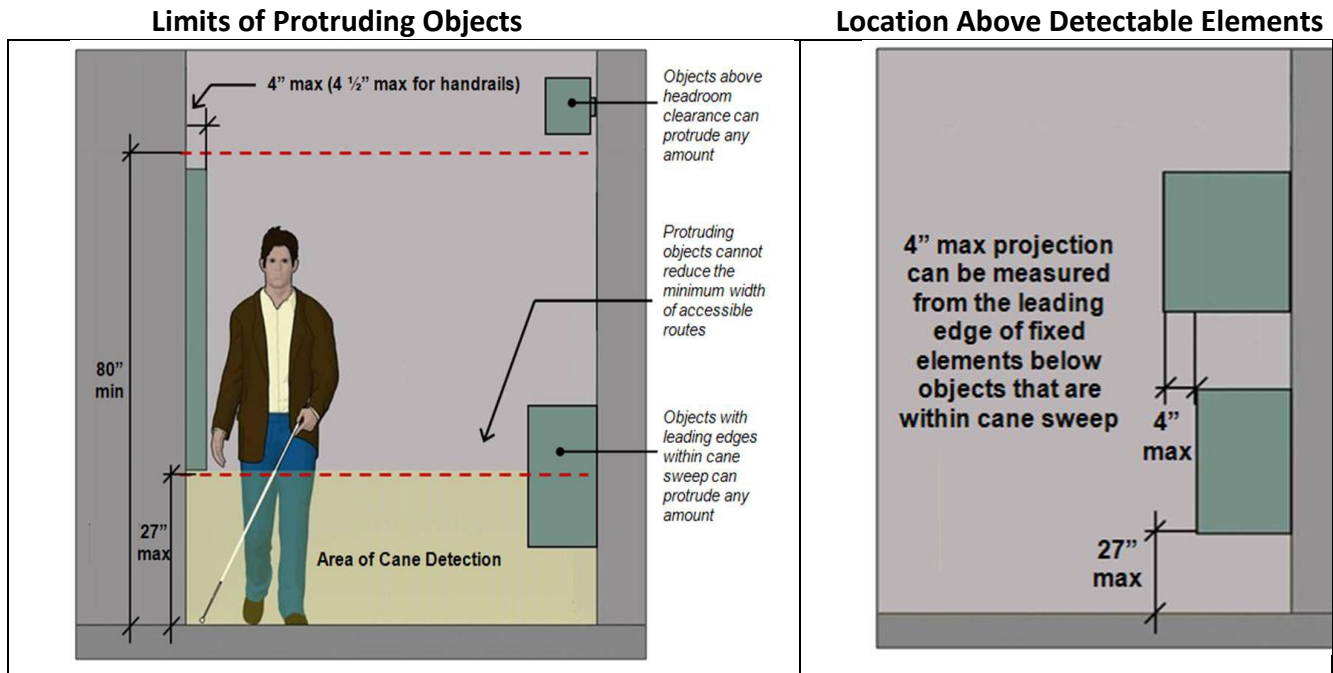
A major activity for which the facility is intended. Areas that contain a primary function include, but are not limited to: the customer services lobby, ticketing, platforms or boarding areas.

### **Program Accessibility**

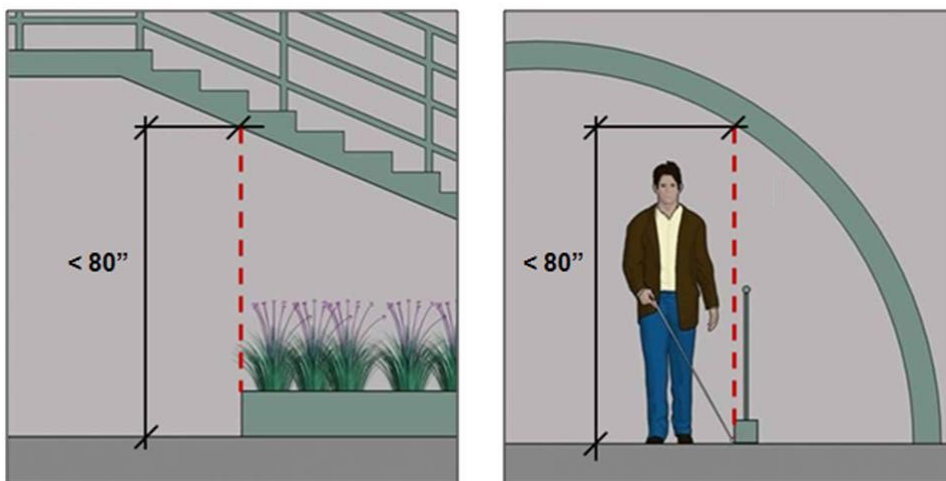
The extent to which programs and activities as well as services and benefits are readily accessible to and usable by persons with disabilities when each type is viewed in its entirety.

### Protruding Objects

Solid materials that extend into circulation paths from the side or from posts or objects that overhang circulation paths and do not provide clear headroom. Objects with a leading edge more than 27" and not more than 80" above the finished floor or the ground should not extend more than 4" horizontally into the circulation path.



An unprotected area underneath a stairway or a sloped wall is a protruding object.



### Public Entrance

An entrance that is not a service entrance or a restricted entrance.

**Public Right of Way**

Public land or property, usually in interconnected corridors, that is acquired for or dedicated to transportation purposes.

**Public Use**

Interior or exterior rooms, spaces, or elements that are made available to the public. Public use may be provided at a building or facility that is privately or publicly owned.

**Q**

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**Qualified Historic Building or Facility**

A building or facility that is listed in or eligible for listing in the National Register of Historic Places, or designated as historic under an appropriate state or local law.

**Qualified Interpreters**Sign Language Interpreter

A person who is trained in American Sign Language (ASL) or other visually interactive language that uses a combination of hand motions, body gestures, and facial expressions. Specially trained people perform sign language interpretation. There are several different types of sign language including American Sign Language and Signed English.

Oral Interpreter

Interpreters specially trained to articulate speech silently and clearly, sometimes rephrasing words or phrases to give higher visibility on the lips. Natural body language and gestures are also used. Not all people who are deaf or hard of hearing are trained in sign language. Some are trained in speech reading (lip reading) and can understand spoken words more clearly with assistance from an oral interpreter.

Cued Speech Interpreter

A cued speech interpreter functions in the same manner as an oral interpreter except that he or she also uses a hand code, or cue, to represent each speech sound.

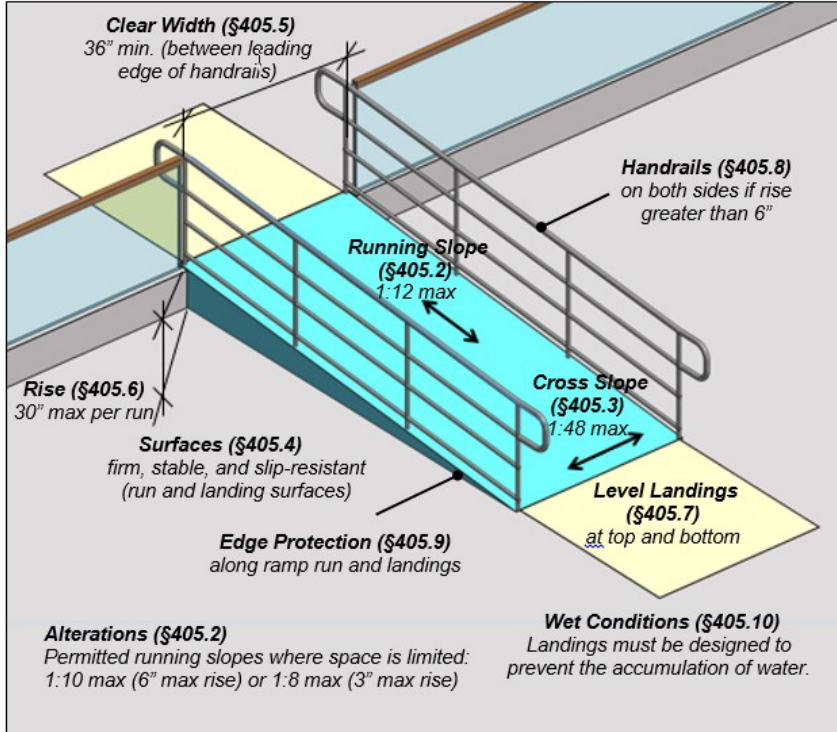
**Qualified Reader**

A person who is able to read effectively, accurately, and impartially for a person with a disability using any necessary specialized vocabulary.

# R

## Ramp

A walking surface that has a running slope greater than 1:20 (5%) but no greater than 1:12 (8.33%).

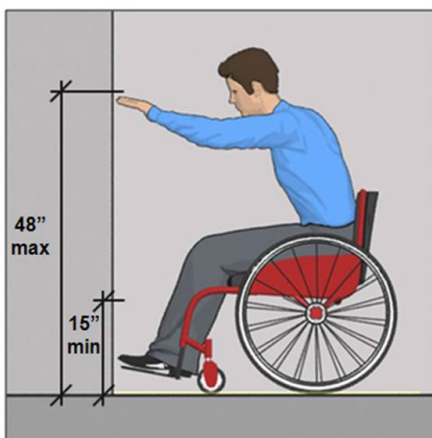


**Note:** 521 CMR (MAAB) requires 48" minimum between handrails, not 36" min. and all ramps in 521 CMR (MAAB) require handrails.

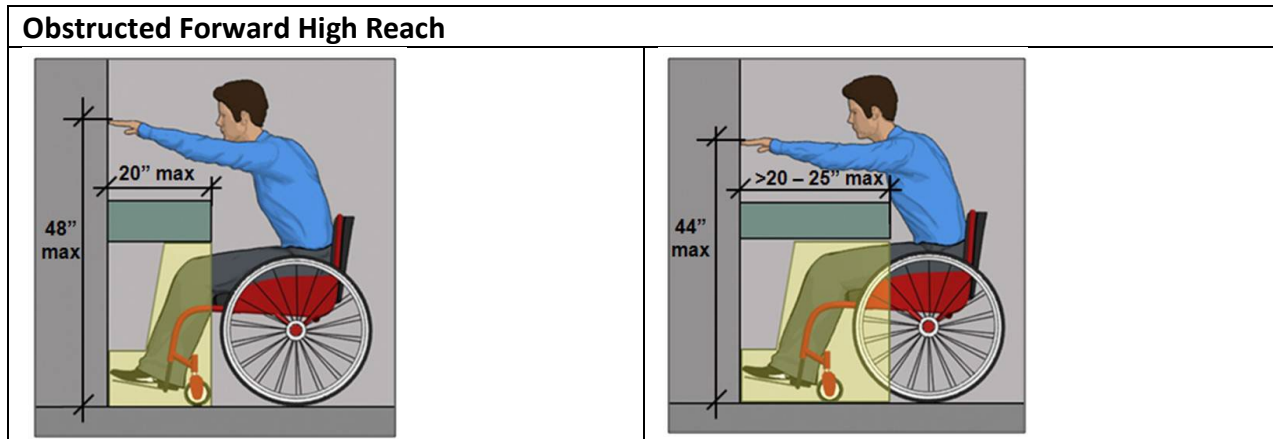
## Reach Ranges

Maximum and minimum height allowed to reach an element.

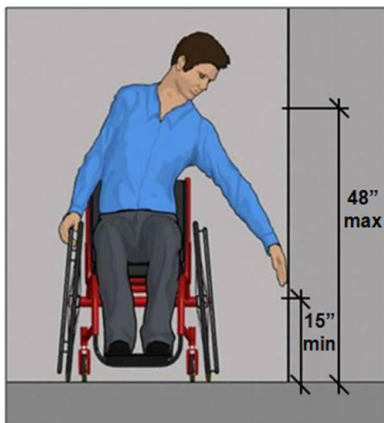
### Forward Reach







### Side Reach

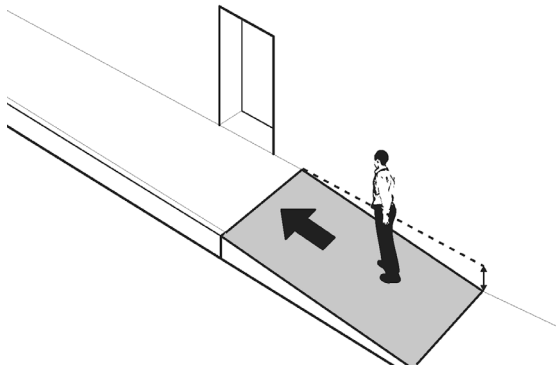


### Restricted Entrance

An entrance that is made available for common use on a controlled basis but not public use and that is not a service entrance.

**Running Slope**

The slope that is parallel to the direction of travel.

**S**

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**Safe Harbor**

A provision within ADA 2010 Standards that clarifies that an entity that has met previous federal design standards for accessible design does not need to update to the ADA 2010 Standards unless there is an alteration to the facility.

**Screen Reader**

A computer program that speaks written text and allows a person to listen to the written text on a webpage or in a computer program. Screen readers read only text; they cannot describe pictures or other images, including images that are pictures of text.

**Self-Service Storage**

Building or facility designed and used for the purpose of renting or leasing individual storage spaces to customers for the purpose of storing and removing personal property on a self-service basis.

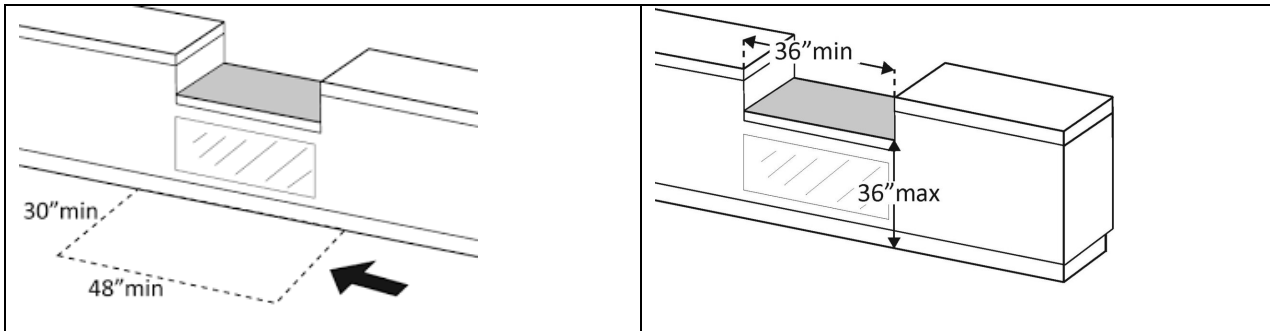
**Service Animal**

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with physical, sensory, or brain-based functional limitations (disabilities). Other species of animals, whether wild or domestic, trained or untrained, are not service animals under the ADA. Note that miniature horses are *not* considered service animals, but an individual may request a reasonable modification to use a miniature horse in some circumstances.

**Service and Sales Counters**

The accessible portion of the counter top shall extend the same depth as the sales or service counter top.

### Service Counters



### Service Entrance

An entrance intended primarily for delivery of goods or services.

### Shared Use Path

A multi-use trail or other path, physically separated from motorized vehicular traffic by an open space or barrier, either within a highway right-of-way or within an independent right-of-way, and usable for transportation purposes. Shared use paths may be used by pedestrians, bicyclists, skaters, equestrians, and other nonmotorized users including motorized and manual wheelchairs.

### Sidewalk

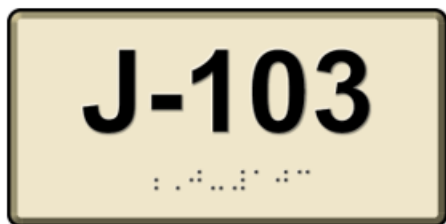
A paved walk within a street right of way.

### Signage

Architectural element composed of displayed audio, symbolic, tactile, and/or pictorial information.

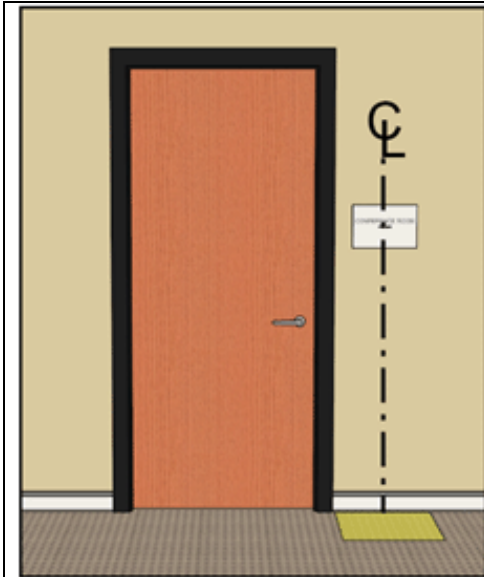
#### Designation Sign

Interior and exterior signs identifying permanent rooms and spaces, e.g. restrooms, room numbers and room names. Designation signs must have contrast, be non-glare, use uppercase characters sans serif characters and have raised characters that are repeated in Grade 2 braille.

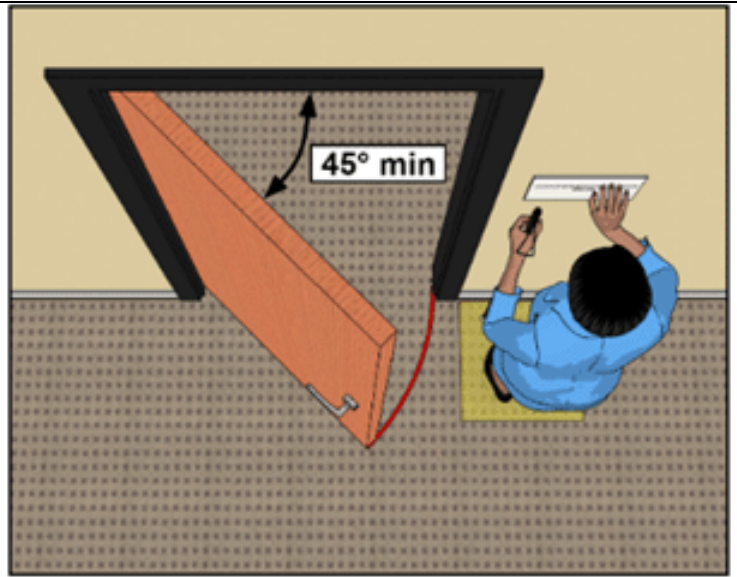


**Note:** Braille is located below raised characters, including when text is multi-lined.

**Location of Designation Signs (signs that have raised characters and braille).**

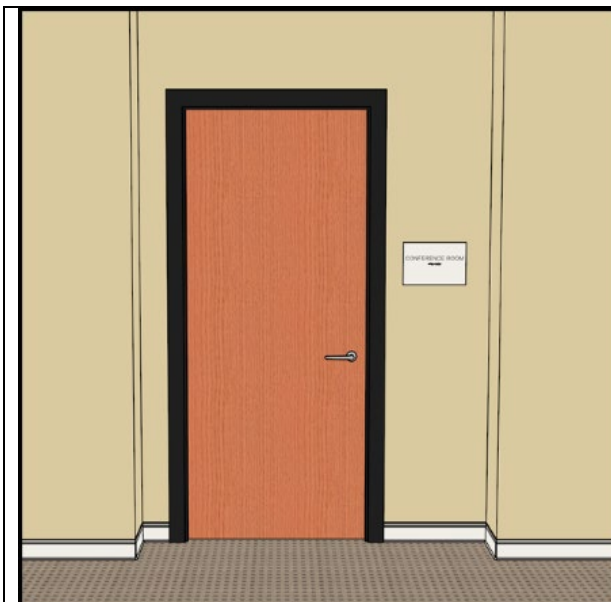


18" x 18" clear floor space centered on tactile characters.



This clear floor space must be beyond the swing of any door from a closed position to a 45 degree open position.

**Note:** If there is no wall space on the latch side, signs must be located on the nearest adjacent wall.



Recessed door with space for latch side placement.



Recessed door with sign on adjacent wall.



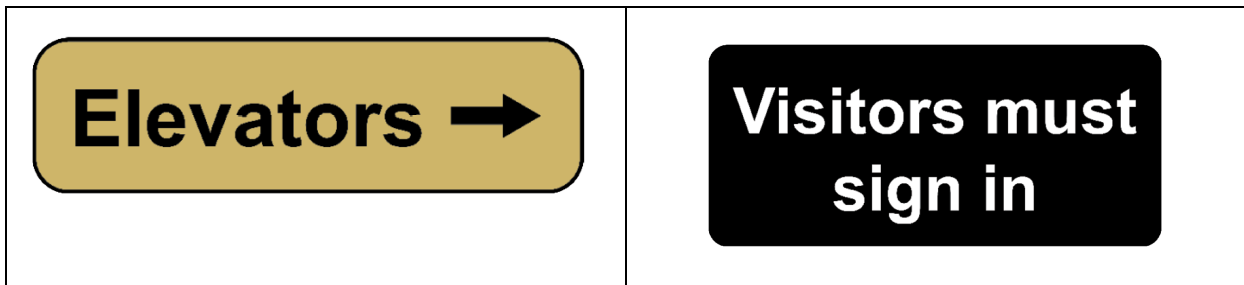
**Note:** Sign is located at the right side of double-door entry with two active leaves.

Directional and informational Signage

Signs that provide direction to or information about interior spaces and facilities of the site must have contrast, be non-glare and have characters that are conventional forms (no italic, oblique or script). Raised characters and braille are not required.

**Directional**

**Informational**



Egress Signage (illuminated)

Illuminated egress signage located at accessible exits are required to have the International Symbol of Accessibility (ISA). Per 521 CMR (MAAB) here is an example of an illuminated exit sign with the International Symbol of Accessibility to be used at accessible exits.



Illuminated exit sign with the International Symbol of Accessibility (ISA)

### Site

A parcel of land bounded by a property line, or a designated portion of a public right-of-way.

### Soft Contained Play Structure

A play structure made up of one or more play components where the user enters a fully enclosed play environment that utilizes pliable materials, such as plastic, netting, or fabric

### Space

A definable area, such as a room, toilet room, hall, assembly area, entrance, storage room, alcove, courtyard, or lobby.

### Story

That portion of a building or facility designed for human occupancy included between the upper surface of a floor and upper surface of the floor or roof next above. A story containing one or more mezzanines has more than one floor level.

### Structural Change

*Structural change* includes major *reconstruction* of walls or partitions or relocation of load bearing walls or partitions. Minor alterations including the opening of sections of walls and/or the relocation of equipment or fixtures may not be considered a *structural change*.

## T

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### Tactile

An object or sign that can be perceived using the sense of touch.

## Technical Infeasibility

With respect to an alteration of a building or a facility, something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements.

## Teeing Ground

In golf, the starting place for the hole to be played.

## TTY

An abbreviation for teletypewriter. Machinery that employs interactive text-based communication through the transmission of coded signals across the telephone network. TTYs may include, for example, devices known as TDDs (telecommunication display devices or telecommunication devices for deaf persons) or computers with special modems. TTYs are also called text telephones.

## Transfer System

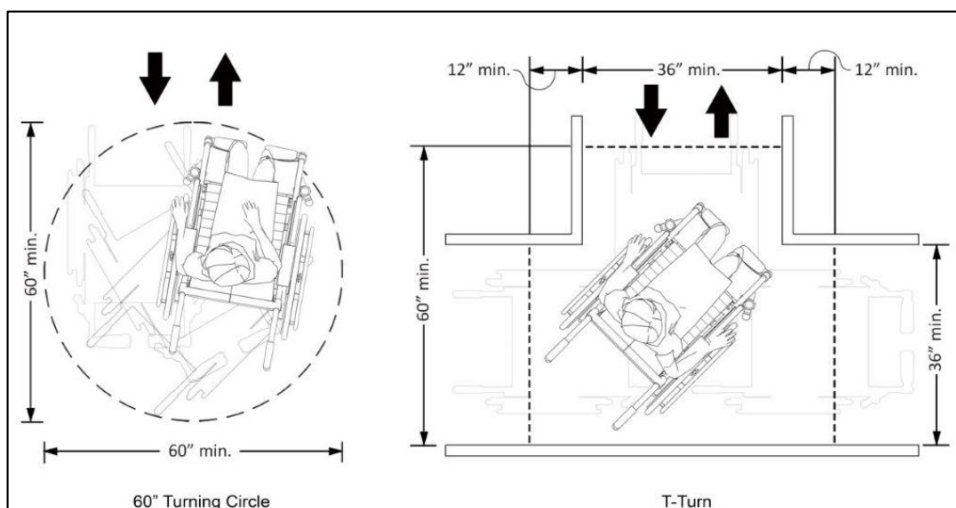
Platforms, steps and supports that allow a person who uses a wheelchair or a mobility device to access an elevated play component.

## Transfer Device

Equipment designed to facilitate the transfer of a person from a wheelchair or other mobility aid to and from an amusement ride seat.

## Turning Space

A circular space that allows a person in a wheelchair to make a 180-degree or 360-degree turn, the Standards require a 60-inch minimum diameter turning space. A T-shaped turning space that allows a three-point turn is also permitted with a 60-inch minimum square with arms and base 36 inches wide.



## U

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### **Unassisted Access**

*Unassisted access* enables a *person with a disability* to obtain information about and to maneuver a path of travel independently and without the assistance of another person, except at those points and under those conditions under which individuals without disabilities would be in need of assistance from another person.

### **Undue Burden**

This term applies to a potential limitation to the obligation of program accessibility and means *significant difficulty or expense*.

### **User/Expert** – Universal Design (See Inclusive Design)

Anyone with lived experience of functional limitation who has developed natural experience in dealing with the challenges of our physical, information, communication, policy, and attitudinal/social environments.

### **Use Zone**

The ground level area beneath and immediately adjacent to a play structure or play equipment that is designated for unrestricted circulation around the play equipment and where it is predicted that a user would land when falling from or exiting the play equipment.

## V

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### **Variance**

Formal request for a modification of or substitution for compliance with a code, standard, regulation, or policy.

### **Vehicular Way**

A route intended for vehicular traffic, such as a streets and driveways. Accessible routes must not overlap the vehicular way.

### **Vertical Clearance**

Vertical clearance must be 80 inches high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches high. The leading edge of such guardrail or barrier shall be located 27 inches maximum above the finish floor or ground. Door closers and door stops may be permitted to be 78 inches minimum above the finish floor or ground.



**Video Remote Interpreting (VRI)**

An interpreting service that uses video conference technology over dedicated lines or wireless technology offering high-speed, wide-bandwidth video connection that delivers high-quality video images. This is an efficient option for short conversations with people who use American Sign Language when the content and length of the exchange doesn't warrant hiring an interpreter or when an interpreter cannot be procured.

**W**

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**Walk (Walkway)**

An interior or exterior path of travel with a paved surface intended for pedestrian use, including but not limited to general pedestrian areas such as sidewalks, plazas, courts and crosswalks.

**Wayfinding**

What people consider, understand, and do in order to find their way from one place to another. It is the result of a complex process involving vision, hearing, cognition, sensory perception, experience, expectations, decision-making, and other factors.

Wayfinding means:

- Knowing where you are
- Knowing your destination
- Knowing and following an effective route
- Recognizing your destination
- Finding your way to your next destination or back to your starting point

**Wayfinding System**

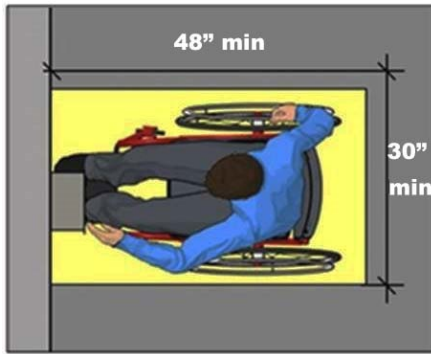
People are able to find their way through complex facilities as a result of environmental design features, operational policies and practices, and their own behavior. These three components – design, operations, and behavior – comprise a wayfinding system.

**Wheelchair**

A manually operated or power-driven mobility aid designed primarily for use by a person with a mobility limitation for the main purpose of indoor, or both indoor and outdoor use.

**Wheelchair Space**

Space for a wheelchair and its occupant.



Wheelchair space diagram

### **Work Area Equipment**

Any machine, instrument, engine, motor, pump, conveyor, or other apparatus used to perform work. As used in this document, this term shall apply only to equipment that is permanently installed or built-in in employee work areas. Work area equipment does not include passenger elevators and other accessible means of vertical transportation.

### **Work Surface**

Examples of work surfaces include writing surfaces, study carrels, student laboratory stations, baby changing and other tables or fixtures for personal grooming, coupon counters.

## **Acronyms**

### **MAAB – Massachusetts Architectural Access Board**

A regulatory agency within the Massachusetts Office of Public Safety. The nine-person board was established under state law, M.G.L. Chapter 22, Section 13A. Its legislative mandate states that it shall develop and enforce regulations designed to make public buildings accessible to, functional for, and safe for use by persons with disabilities. It enforces regulations governing building accessibility, reviews complaints and requests for waivers, and provides training and technical assistance on accessibility issues.

### **ADA – Americans with Disabilities Act of 1990, as Amended**

This federal law, based on the 1964 Civil Rights Act, prohibits discrimination and stipulates equal participation for people with disabilities in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications

### **ALD – Assistive Listening Device**

An audio enhancement system that brings sound directly into the ear of someone with hearing limitations (people with or without hearing aid(s)/cochlear implant(s)). It helps to overcome the problems of distance and surrounding noise.

**ALS – Assistive Listening Systems**

An amplification system utilizing transmitters, receivers, and coupling devices to bypass the acoustical space between a sound source and a listener by means of audio loop, radio frequency, infrared, or direct-wired equipment.

**ASL – American Sign Language**

A visually interactive language that uses a combination of hand motions, body gestures, and facial expressions. Specially trained people perform sign language interpretation. There are several different types of sign language, including American Sign Language and Signed English.

**ASTMF**

American Society for Testing and Materials.

ASTM F 1292-99 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment (see 1008.2.6.2).

ASTM F 1292-04 Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment (see 1008.2.6.2).

ASTM F 1487-01 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (see 106.5).

ASTM F 1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment (see 1008.2.6.1).

**PAR – Pedestrian Access Route**

A pedestrian access route is a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path in the public right-of-way.

**PROW – Public Rights of Way and Shared Use Paths (from US Access Board)**

New design guidelines developed by the US Access Board will cover access to public rights-of-way, including sidewalks, intersections, street crossings, and on-street parking. The Board is also addressing access to shared-use paths providing off-road means of transportation and recreation.