

Introduction

The Pennsylvania Lottery seeks to generate and increase sales to raise funds to support vital programs benefiting older Pennsylvanians through all appropriate means, including the expansion of its retailer network. As the Lottery's retailer network grows, it is important to ensure that licensees provide, to the extent feasible, sales locations easily approached and entered by everyone, including those individuals who may be physically challenged. To achieve this objective, Lottery developed the Retailer Accessibility Program.

This handbook was created to educate both staff and retailers and ensure that the Lottery's accessibility standards are met. Use this handbook to evaluate each retailer's current state of accessibility and their potential to become accessible. This booklet should be used in conjunction with the Pennsylvania Lottery's Retailer Statement of Accessibility Compliance Checklist.

ITVM/PCT Locations (see Figure 22)

Instant Ticket Vending Machine (ITVM) and Play Central Terminals (PCT) must have clear floor space in front of the machine of at least 30 inches wide and 48 inches deep as shown in the graphic below.

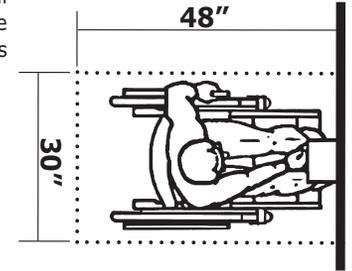
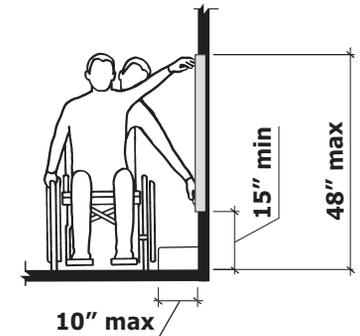


Fig. 22
Forward Approach
Clear Floor Space at ITVM

Highest Operating Controls (see Figure 23)

Any button, switch, coin slot, bill changer or other device needed to operate the machine must be no higher than 48 inches above the floor.

Fig. 23



Sales Counter

- The sales counter where instant and online games are sold must be at least 36" long and no more than 36" above the floor.
- There must be a 30" x 48" area of clear floor space in front of the sales counter.
- If the sales counter does not meet the specified requirements, the sales location may still pass the accessibility survey if the vendor is willing to go around the counter to complete a lottery transaction if necessary.

Outside Sales Window

- The maximum height of an outside sales window is 36".
- There must be a 30" x 48" area of clear floor space in front of an outside window.

VI. Interior Path of Travel

Clear Aisle/Turning Width (see Figure 21)

- The minimum clear width of an accessible route must be 36".
- Clear aisle width is measured from wall-to-wall, or from element-to-wall.
- Displays, goods or other items must not restrict the clear path of travel to less than 36" wide.
- There should not be any changes in level higher than 1/2" on the path of travel to the sales location.
- If a person using a wheelchair must make a turn around a corner or obstacle, the minimum clear width of the accessible route must be 36" at turns and 42" – 48" around an obstacle.

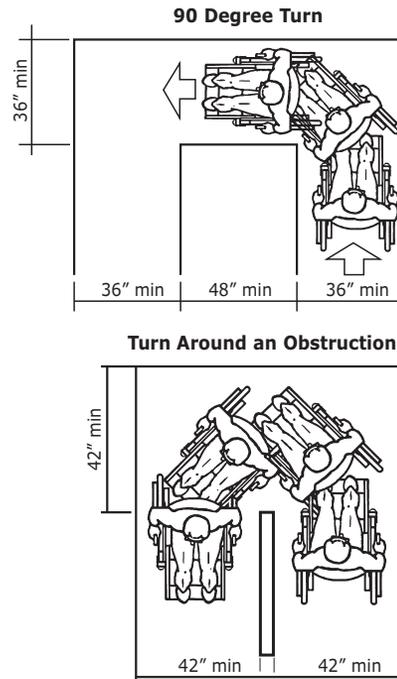


Fig. 21

Carpet

If a carpet or carpet tile is used on a ground or floor surface, it must be securely attached and have a maximum pile thickness of 1/2".

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I. Parking

Location

- Accessible parking spaces must be located closest to the accessible entrance adjacent from car/van parking space(s).
- The surface of an accessible route must be firm, stable and slip-resistant.

Examples of usable surfaces include:

- Cement
- Asphalt
- Small, tightly packed gravel
- Parking spaces intended for use by people with disabilities must be indicated by two vertical stripes on the ground.

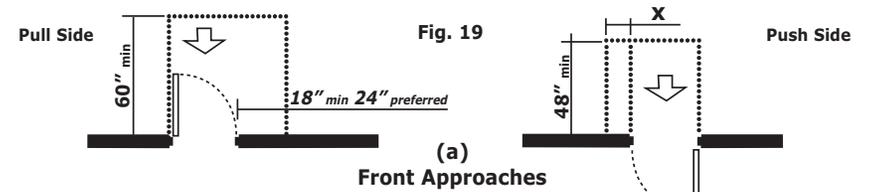
Number of Accessible Spaces

- If the parking lot does not have marked parking, or if there are fewer than five marked parking spaces, mark N/A on the parking section of the checklist.
- When parking spaces are marked, install the required number of car-accessible parking spaces as shown in Table 1.
- When parking spaces are marked, install at least one van-accessible parking space for every eight car-accessible parking spaces.
- If only one accessible space exists, it must be a van-accessible parking space.

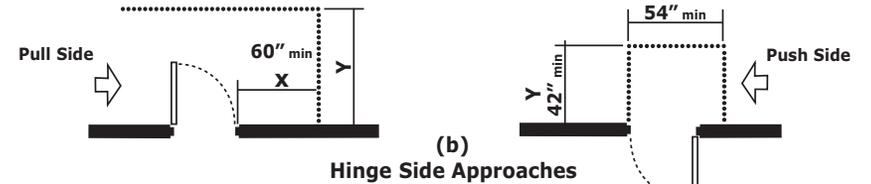
Table 1

Total Parking Spaces in Lot	Required Minimum Number of Car Accessible Spaces
5 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100 over 100

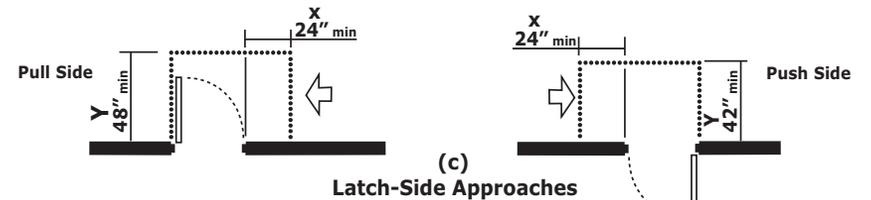
Do not attempt to count all of the parking spaces in a mall parking lot or any similar situation. In malls, shopping centers and other shared parking situations, simply ensure that there is adequate accessible parking near the entrance closest to the Lottery retailer.



- Fig. 19**
- At least 18" of clear floor space on the latch side of the door, next to the door handle
 - 60" clear floor space perpendicular to the doorway
 - At least 12" of clear wall space on the latch side of the door, next to the door handle
 - 48" clear floor space perpendicular to the doorway
- NOTE: x = 12 in. if door has both a closer and a latch.**



- NOTE: x = 36 in. minimum if y = 60 in. x = 42 in. minimum if y = 54 in.**
- At least 36" of clear floor wall space on the latch side of the door
 - 60" of clear floor space perpendicular to the doorway
 - OR**
 - At least 42" of clear floor wall space on the latch side of the door
 - 54" of clear floor space perpendicular to the doorway
- NOTE: y = 48 in. minimum if door has both latch and closer.**
- With Closer and Latch**
- At least 54" parallel to doorway (from latch side extending beyond the hinge side)
 - 48" of clear floor space perpendicular to the doorway
- Without Closer and Latch**
- At least 54" parallel to doorway (from latch side extending beyond the hinge side)
 - 42" of clear floor space perpendicular to the doorway



- NOTE: x = 54" minimum if door has closer.**
- With Closer**
- At least 24" of clear floor space beyond the latch side of the door next to the door handle
 - 54" of clear floor space perpendicular to the doorway
- Without Closer**
- At least 24" of clear floor space beyond the latch side of the door next to the door handle
 - 48" of clear floor space perpendicular to the doorway
- NOTE: y = 48" minimum if door has closer.**
- With Closer**
- At least 24" of clear floor space beyond the latch side of the door next to the door handle
 - 48" of clear floor space perpendicular to the doorway
- Without Closer**
- At least 24" of clear floor space beyond the latch side of the door next to the door handle
 - 42" of clear floor space perpendicular to the doorway

NOTE: all doors in alcoves shall comply with the clearances for front approaches.

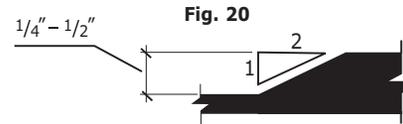
V. Entrances (continued)

Maneuvering Clearance at Swinging Doors (see Figure 19 facing page)

- The maneuvering space in front of doors must be clear and level.
- Automatic/power-assisted doors are not evaluated for maneuvering clearance.
- Most doors can be approached from several directions. For evaluation purposes, use the most common approach as indicated by the directional arrows in the diagrams.
- The most common approaches from the outside are the front approach to the pull side, and the latch side approach to the pull side. The most common approach from the inside is the front approach to the push side (see directional arrows).

Thresholds (see Figure 20 below)

- A threshold is a strip directly under a door. It is not any of the different kinds of steps in the front of the door.
- A step is not a threshold. If you have to lift your foot to step over it, it is a step.
- Thresholds complicate wheelchair maneuvering through doors, especially at doors with closers.
- It is often difficult to negotiate the level change of the threshold while resisting the force of the closer.
- High thresholds are also a trip hazard for people using walkers and even for people with no mobility impairments.
- Thresholds at doorways must not exceed $\frac{1}{2}$ ".
- Raised thresholds at doorways must be beveled or slanted on both ends with a slope no greater than 1:2.



Door Hardware

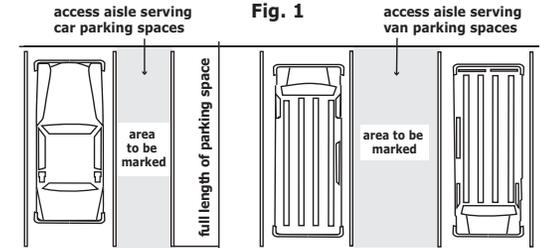
- Door hardware refers to the various devices used to open a door: doorknobs, mortise locks, etc.
- If a person has to twist the device to open the door, tightly grasp the device to make it work or if the door cannot be opened using the "closed fist" method, it is not accessible.
- Five pounds of force is the maximum force allowable for pushing and pulling a door open.
- The door hardware must be 48" or less above the ground.

Door Closer

- If a door has a closer, then the sweep period of the closer must be adjusted so that from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3" from the latch, measured to the leading edge of the door.

Size of Parking Spaces (see Figure 1)

- Parking lines should be measured from centerline to centerline. Place the tape measure at the center of each parking line to obtain the width of the space.
- Car-accessible spaces must have the following minimum dimensions:
 - Width of parking space: 96"
 - Width of access aisle: 60"
- Van-accessible spaces should be placed at the end of a row and must have the following minimum dimensions:
 - Width of parking space: 96"
 - Width of access aisle: 96"



Note: Van-accessible does not mean van-only. Cars may use van-accessible parking spaces.

Access Aisles

- A parking access aisle is a space intended for people with disabilities.
- The parking access aisle ensures that a person will have room to get into a wheelchair beside the vehicle.
- Parking access aisles must be marked off with horizontal stripes to alert drivers that this is not a parking space.
- Accessible parking spaces may share an access aisle (see Figure 1).

Some municipalities allow, and some retailers use, a "wide" parking space that does not have a separate, marked parking access aisle. Although such space may be wide enough to meet the total width requirements of a parking space plus access aisle (192 inches or 16 feet for a van-accessible space; 156 inches or 13 feet for a standard space), such configurations are **not** acceptable for Lottery compliance.

Signage (see Figure 2)

- A vertical sign that displays the symbol of accessibility – 60 inches high (the PennDOT standard) – is required at each car and/or van-accessible parking space (see Figure 2).
- Signs must be installed so that they are not hidden or blocked by parked vehicles.
- Signs painted on the ground are not acceptable, as these are often difficult to identify in the dark and may be hidden by snow.
- Van-accessible spaces must have an additional sign stating "van accessible" below the vertical sign that displays the symbol of accessibility.



II. Exterior Path of Travel

Location

- An accessible route must be available within the boundary of the building from public transportation stops, accessible parking and public streets or sidewalks to the accessible building entrance.
- The accessible route must coincide with the route for the general public as much as possible.
- The minimum clear width of an accessible route must be at least 36 inches, except at doors.
- A marked crosswalk should be used if the accessible route crosses a vehicular route.

Surfaces

- The surface of an accessible route must be firm, stable and slip-resistant.
- The accessible route must be free from steps and abrupt level changes over 1/2".
- There are many gravel parking lots, especially in rural areas, that present certain difficulties such as not meeting the requirement of being firm, stable and slip-resistant. Large gravel are an uneven surface and difficult to negotiate for people using mobility aids. They can easily throw a person using crutches, for example. Small gravel, tightly packed, may be firm and stable. It is up to the evaluator to use his or her best judgment.
- Dirt surfaces, even packed earth, often become unusable in wet weather and are not acceptable.

Grates (see Figure 3)

- If grates are located in walking surfaces, spaces no greater than 1/2" wide in one direction must be present.
- The long dimension of the openings in a grate must go across the main directions of travel.

Security Bollards (See Figure 4)

- Security bollards (also known as theft-protection barriers) are the posts or other obstructions used to prevent people from removing shopping carts from stores. In some cases you may see a double-wing type of barrier similar to the illustration below that is intended to allow the passage of people using wheel chairs while preventing the removal of carts.
- These and other such devices are not acceptable for compliance unless the path of travel is at least 36 inches wide for a height of at least 80 inches.

Security Scanners

- Security scanners are found at many entrances and are considered part of the entrance, not part of the path of travel.
- Security scanners must provide a minimum clear width of 32 inches, not 36 inches.

Two Doors in Series (see Figure 17)

- Two doors in series means two doors in a straight line, as in the illustration below.
- Doors in a series must swing in either the same direction or away from the space between the doors.
- The minimum space between two hinged or pivoted doors in a series must be 30" x 48" plus the width of any door swinging into the space.
- If the doors are not in a straight line, they are not doors in series. In this instance, the individual doors are evaluated for the standard maneuvering clearance at swinging doors.

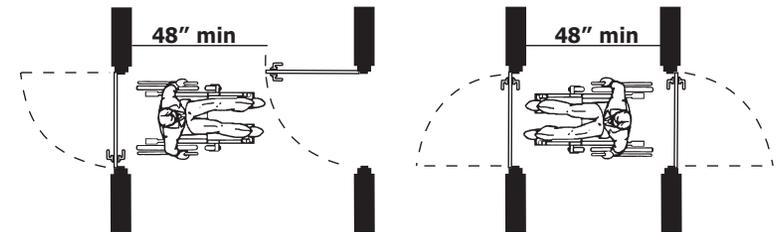


Fig. 17
Two Hinged Doors in Series

Double-Leaf Doors (see Figure 18)

- If there is a post or mullion between two doors, they are not double-leaf doors. Instead, they are considered two single-leaf doors side-by-side. Below is a typical example, with the doors swinging in different directions.
- Evaluate double-leaf doors where each leaf had a different swing and/or where there is a post between them, as single-leaf doors.

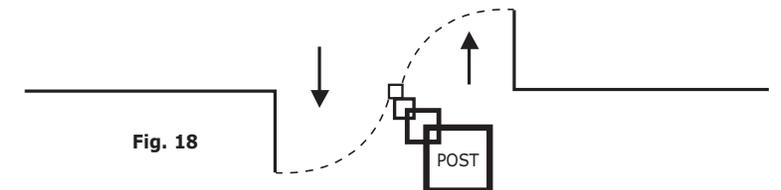
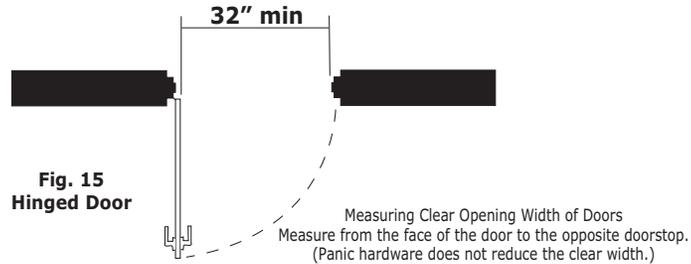


Fig. 18

V. Entrances

Types (see Figure 15)

- Single-leaf doors.
- Double-leaf doors (with at least one active leaf).
- Airlock doors (vestibule type).
- Power-assisted or automatic doors.
- Please note that revolving doors or turnstiles must not be the only means of passage at an accessible entrance.



Location

- An accessible entrance must coincide with that of the general public to the maximum extent possible.
- If the main entrance is not accessible, directional signage with the International Symbol of Accessibility indicating the location of the nearest accessible entrance must be present.

Clear Opening Width (see Figure 16)

- Minimum of 32" of clear opening width for all entrances.
- Swinging doors are measured with the door open 90 degrees.
- Clear opening width is measured from the face of the door to the opposite stop (the part of the door that stops the door from swinging too far open).
- Panic bars and other hardware are not considered to reduce the clear opening width.

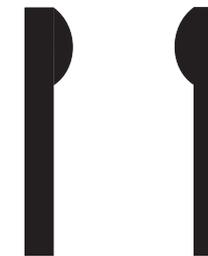
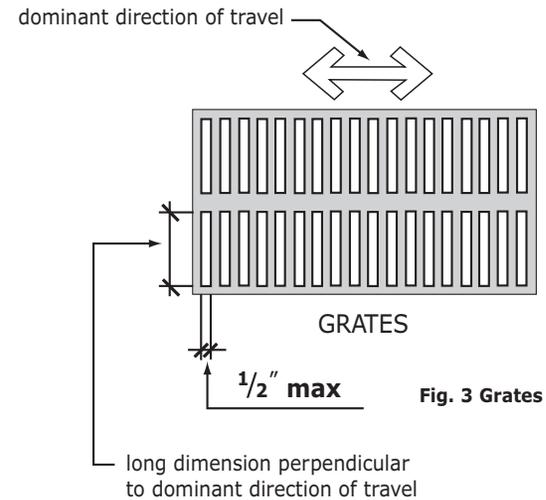
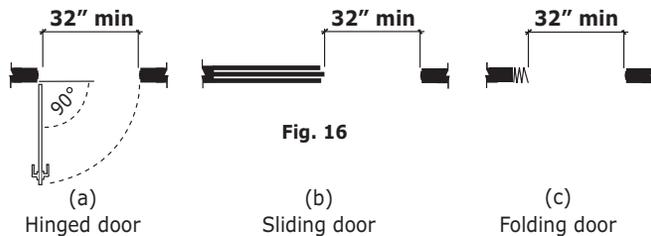


Fig. 4 Security Bollards

III. Curb Ramps

Location

A curb ramp is a short ramp cutting through a curb or built up to it. A curb ramp usually takes you from a street or parking lot to a sidewalk. A ramp usually takes you from the sidewalk to an entrance.

- Curb ramps must be provided wherever an accessible route crosses a curb.
- Curb ramps never require handrails.
- Only measure curb ramps on private property. Those on public land are not being evaluated.
- Curb ramps must not be blocked by illegally parked vehicles/trucks.

Width

- The curb ramp should be at least 36" in width.
- The width of a curb ramp is measured exclusive of flared sides (if applicable).

Slope (see Figure 5)

Ramp slope is expressed as a ratio. For instance, 1:12 means that for every one inch of rise, there must be one foot (12 inches) of horizontal run. For example, a 3-inch high curb would require a 3-foot curb ramp.

- New curb ramps and curb ramps with rises over 6" must have a slope no greater than 1:12.
- For existing curb ramps with rises of 6" or less, a slope of 1:10 is acceptable for accessibility.
- For existing curb ramps with rises of 3" or less, a slope of 1:8 is acceptable for accessibility.

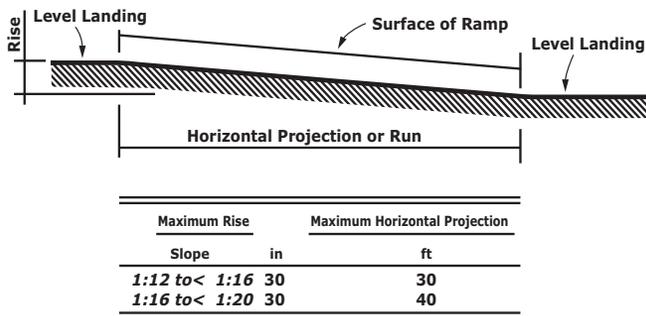


Fig. 5

Components of a single Ramp Run and Sample Ramp Dimensions

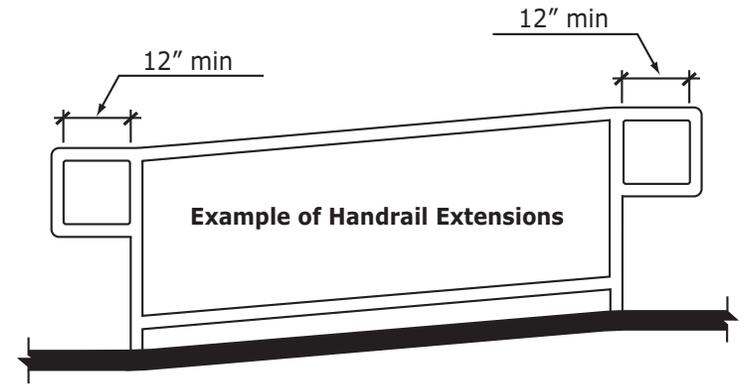


Fig. 12

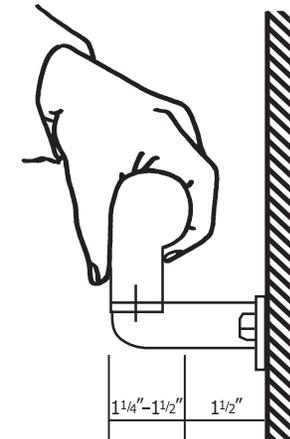


Fig. 14

IV. Exterior and Interior Ramps (continued)

Handrails (see Figures 12-14)

- If a ramp has a rise greater than 6" or is longer than 72", it must have handrails on both sides.
- Handrails must be rounded and connected to the wall, floor or post.
- Handrails must be provided on both sides of the ramp.
- Handrail gripping surfaces must be continuous on the inside leg, and free of posts or other barriers.
- Handrails should be mounted so the top of the handrail is between 34" and 38" above the ramp surface.
- Handrail gripping surfaces must have a diameter of 1 ¼" – 1 ½".
- If handrails do not extend the entire segment of the ramp, they must extend at least 12" beyond the top and bottom of each ramp segment and must be parallel with the floor or ground surface.
- The clear space between the handrail and the wall must be 1 ½" to prevent injuries from arms slipping through the openings.
- Treated wooden 2" x 4"s are not acceptable as handrails. They are too big to grasp and can give someone a splinter.

Surface

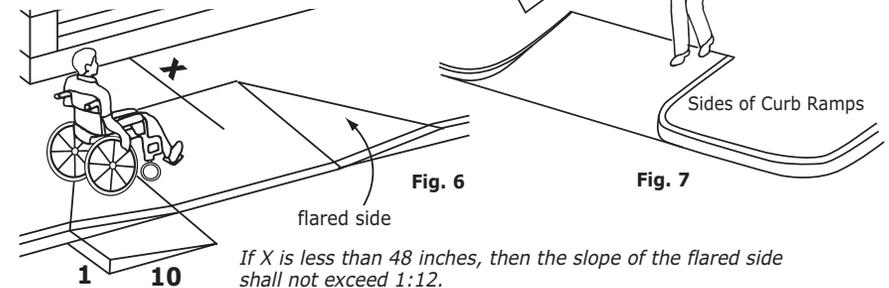
A curb ramp must be free of "abrupt changes". Abrupt changes include:

- Cement breakage at the base of the curb
- Separation of cement or asphalt
- A raised edge greater than ¼" high

The surface of a curb ramp should not be egg- or saucer-shaped. It should be as even a surface as is feasible.

Side Flares (see Figures 6 and 7)

Where a path of travel is less than 48 inches wide, a pedestrian may have to walk across the curb ramp. In such cases, side flares are required with slopes that do not exceed 1:12.



Built-Up Curb Ramps (see Figure 8)

- A built-up curb ramp does not cut through a curb; it is built up from a lower area to the top of the curb.
- Built-up curb ramps commonly seen perpendicular to the entrances of convenience stores with gas pumps are acceptable because they are not projecting into normal traffic lanes.
- A built-up curb ramp cannot stick out into traffic or an access aisle.

IV. Exterior and Interior Ramps

Clear Width (see Figure 9)

- The clear width is the space available to the person as they are traveling on the ramp.
- The minimum clear width of a ramp must be 36".
- The clear width of a ramp is measured between the leading edge of handrails (if present).

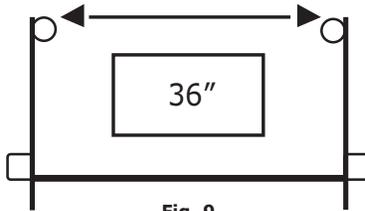


Fig. 9

Slope and Rise

- Ramp slope is expressed as a ratio. For instance, 1:12 means that for every one inch of rise, there must be one foot (12 inches) of horizontal run.
- 1:8 means that for every one inch of rise there must be eight inches of horizontal run.
- A slope of 1:12 or less is preferred for all ramps and necessary for all new ramps.
- For existing ramps with a rise of 6" or less, a slope of 1:8 is acceptable for accessibility.
- For existing ramps with a rise of 3" or less, a slope of 1:8 is acceptable for accessibility.
- A slope steeper than 1:8 is not allowed.
- Any ramp with over a 6" rise must not have a slope steeper than 1:12.
- Ramp slope is measured by measuring the height of the base of the ramp and the horizontal run.

Landings

- Level landings are essential in order to prevent accidents.
- Ramps must have level landings at the bottom and top of each segment.
- The landings must be at least as wide as the ramp segment leading to them, with 60" clear space perpendicular to the doorway.
- A ramp landing that is not level may cause individuals using a wheelchair to tip backwards or bottom out when the ramp is approached.
- A level landing at least 60" long must be provided for every 30 feet of horizontal run of a ramp.

Change of Direction (see Figure 10)

- A change in direction is a ramp run, a landing and another ramp run.
- A ramp run that simply comes up to a landing is not a ramp with a change of direction.
- Switchback ramps are also considered to change direction and require a landing at the change in direction.

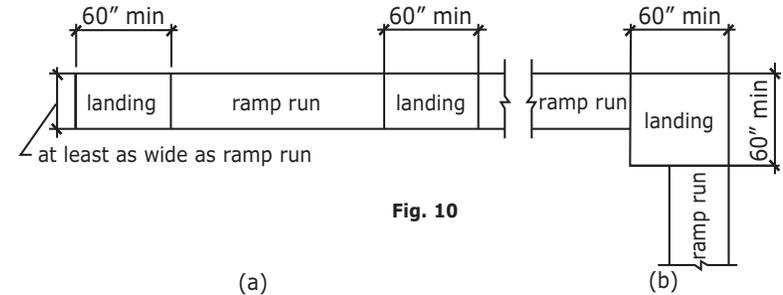


Fig. 10

Edge Protection (see Figure 11)

- Anything that prevents a mobility aid from accidentally going over the edge of the ramp or causes a person to lose their balance.
- Examples of acceptable edge protection include:
 - A 2" high curb or wall
 - A secondary rail 4" high
 - Extending the outside edge of the ramp 12" past the handrail location

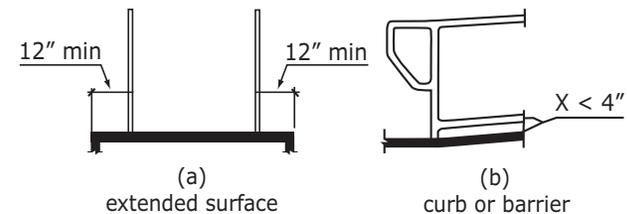


Fig. 11