Unit 11 Lesson 1: Submitting Curb Ramp, Closure, Ramp Removal and Push Button Inspection Forms

Course Navigation Tips:

- To complete each lesson, you must interact with the audio narration at the top of each section.
- You may drag the toggle on the playback bar to the last 5 seconds and let it play. This will allow the system to note it as complete.
- You are encouraged to complete the entire unit before closing in case your progress is not saved.

You must click on all images before moving on to next Lesson.

03:24

Start Audio Narration

ADA Inspection Forms Process Overview

This guidance is intended to assist certified inspectors with the submittal process for ODOT ADA Curb Ramp, Closure/Ramp Removal and Push Button Inspection Forms. **Only fully passing ADA Inspection Forms are ready for submittal**.

After a curb ramp, curb ramp closure, curb ramp removal, or push button inspection is complete, the respective inspection form will need to be submitted by an ODOT Certified ADA inspector. It is submitted to the ODOT Standards inbox via the email link on the inspection form. Once the form is reviewed and accepted by the Asset Inventory Unit with all necessary information, it will be processed into the ODOT systems. If you have any questions on the ODOT ADA inspection forms or process, please contact, the Statewide Asset Specialist.

Do not submit ODOT ADA Curb Ramp and Push Button Inspection Forms to the ODOT Standards inbox until the curb ramp passes inspection. A failing inspection form may be retained and used by Construction for the project's records and corrective action work.

For additional reference and detailed instructions on submitting the form, there is an ADA Curb Ramp Inspection Form Submittal Guide and an ADA Push Button Inspection Form Submittal Guide available on the ODOT Asset and Inspection webpage.

You will need a SmartSheet application account to review the status of your submitted inspection forms.

Step 1: Locating Inspection Forms

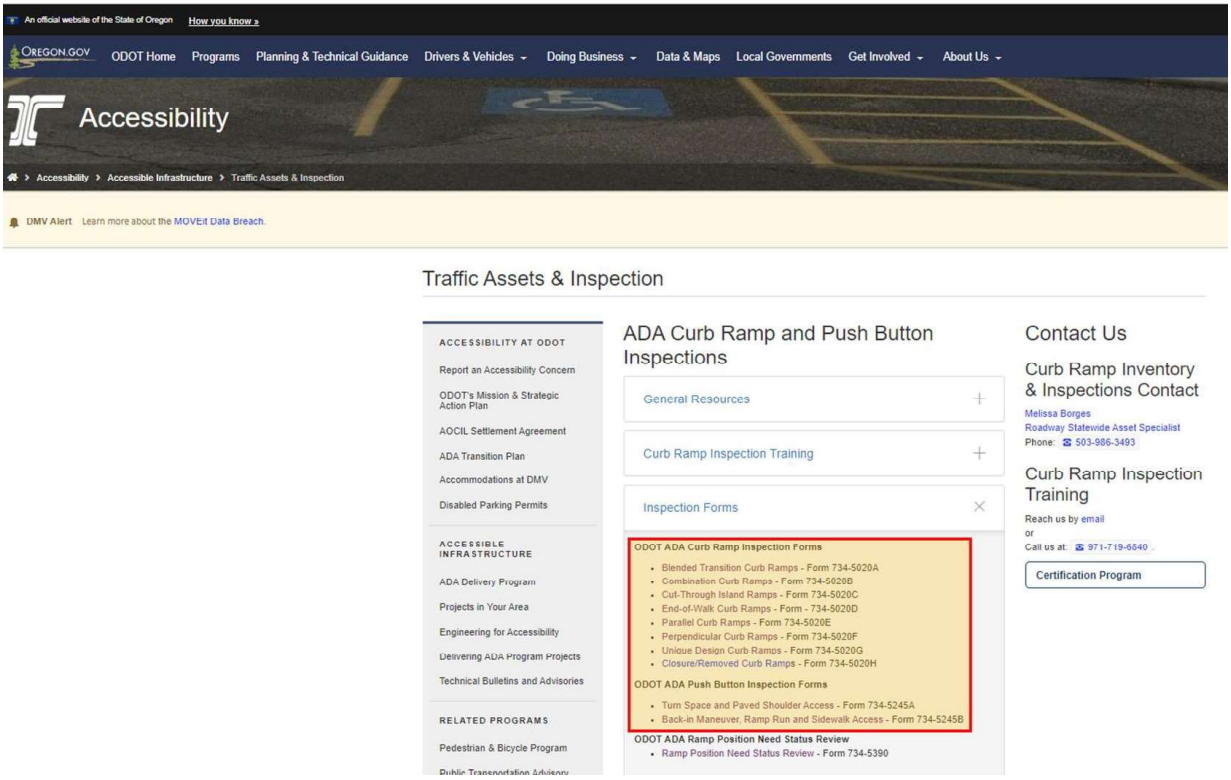
Always download a new, fresh copy of the current version of the inspection form via the ODOT website. These forms are subject to regular maintenance and updates. Although the form may appear unchanged, there may be changes to the underlying code in the smart pdf.

All ODOT ADA curb ramp inspection forms can be found on the Traffic Assets & Inspection webpage. **Under the ADA Curb Ramp and Push Button Inspections** heading, click on the **Inspection Forms** drop down for access to the current version of the curb ramp, closure/removal and push button inspection forms.

Traffic Assets & Inspection Website

This is where you can access the latest ADA Inspection Forms

WEBSITE

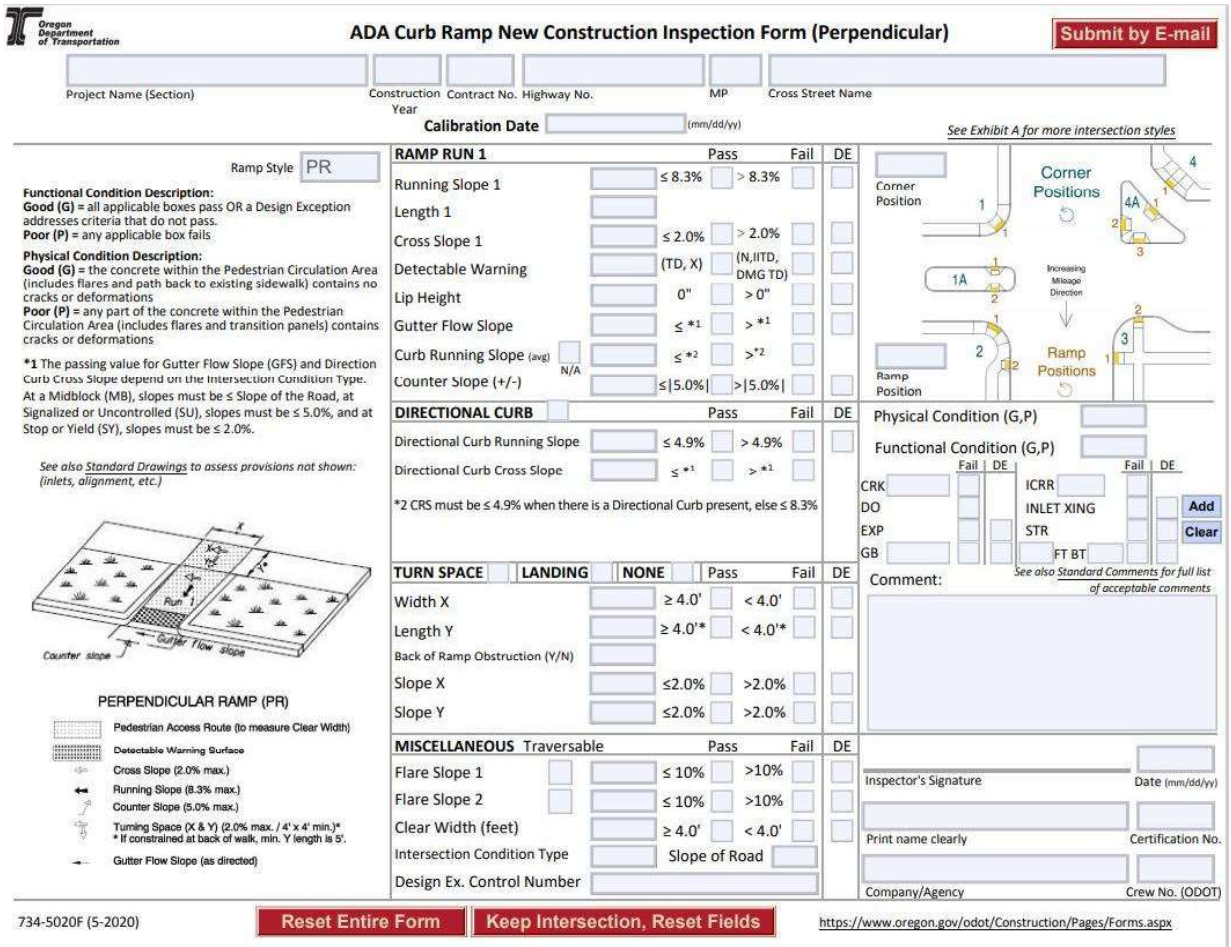


Location of the Latest Inspection Forms on the Traffic Assets & Inspection Page

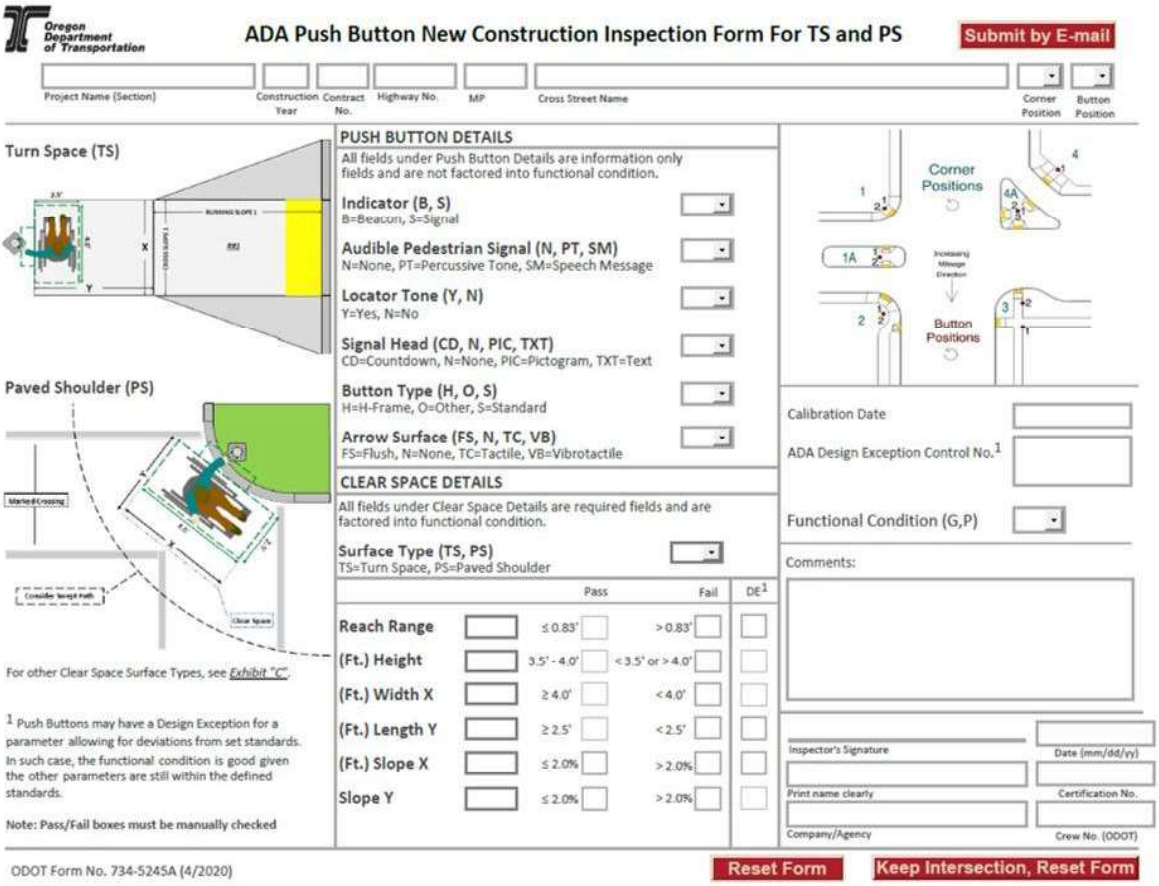
Step 2: Download Inspection Forms

- A separate inspection form is needed for each curb ramp inspected.
- If it has a pedestrian activated push button, a separate push button inspection form will also be needed for every location.
- **The form cannot be submitted through the PDF reader in the web browser. All information placed in the form prior to downloading will be lost.**
- Do not fill out the form online. Download and save it to your project files first.
- You may make multiple blank copies to fill out inspection data.

Scroll through the Inspection form examples.



Curb Ramp Inspection Form Example



Oregon Department of Transportation

ADA Push Button New Construction Inspection Form For TS and PS

Submit by E-mail

Project Name (Section) | Construction Year | Contract No. | Highway No. | MP | Cross Street Name | Corner Position | Button Position

Turn Space (TS)

Paved Shoulder (PS)

For other Clear Space Surface Types, see *Exhibit "C"*.

[1] Push Buttons may have a Design Exception for a parameter allowing for deviations from set standards. In such case, the functional condition is good given the other parameters are still within the defined standards.

Note: Pass/Fail boxes must be manually checked

PUSH BUTTON DETAILS

All fields under Push Button Details are information only fields and are not factored into functional condition.

- **Indicator (B, S)** — B=Beacon, S=Signal
- **Audible Pedestrian Signal (N, PT, SM)** — N=None, PT=Percussive Tone, SM=Speech Message
- **Locator Tone (Y, N)** — Y=Yes, N=No
- **Signal Head (CD, N, PIC, TXT)** — CD=Countdown, N=None, PIC=Pictogram, TXT=Text
- **Button Type (H, O, S)** — H=H-Frame, O=Other, S=Standard
- **Arrow Surface (FS, N, TC, VB)** — FS=Flush, N=None, TC=Tactile, VB=Vibrotactile

CLEAR SPACE DETAILS

All fields under Clear Space Details are required fields and are factored into functional condition.

- **Surface Type (TS, PS)** — TS=Turn Space, PS=Paved Shoulder

		Pass		Fail	DE[1]
Reach Range		≤ 0.83'		> 0.83'	
(Ft.) Height		3.5' - 4.0'		< 3.5' or > 4.0'	
(Ft.) Width X		≥ 4.0'		< 4.0'	
(Ft.) Length Y		≥ 2.5'		< 2.5'	
(Ft.) Slope X		≤ 2.0%		> 2.0%	
Slope Y		≤ 2.0%		> 2.0%	

Corner Positions

Button Positions

Calibration Date

ADA Design Exception Control No.[1]

Functional Condition (G,P)

Comments:

Inspector's Signature | Date (mm/dd/yy)

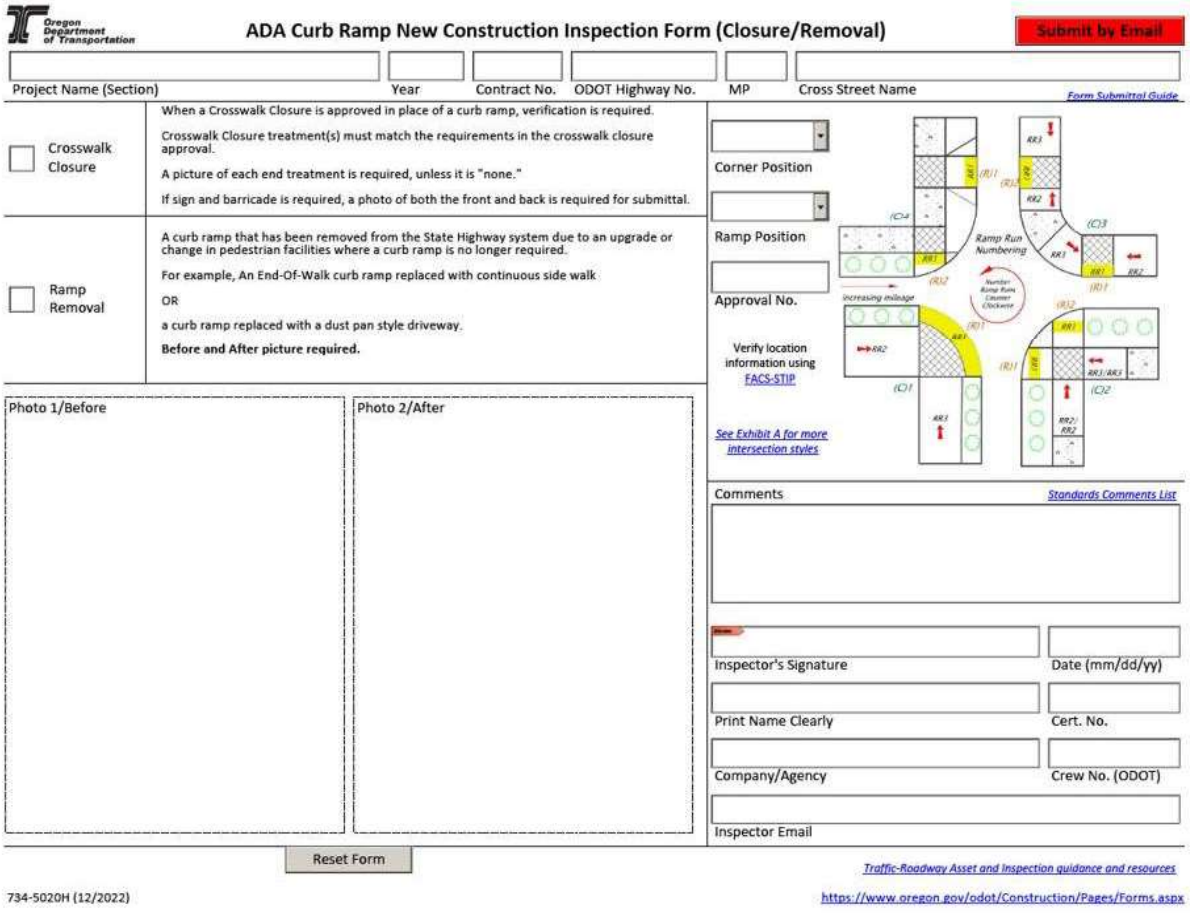
Print name clearly | Certification No.

Company/Agency | Crew No. (ODOT)

ODOT Form No. 734-5245A (4/2020)

Reset Form | Keep Intersection, Reset Form

Push Button Inspection Form Example



Oregon Department of Transportation

ADA Curb Ramp New Construction Inspection Form (Closure/Removal)

Submit by Email

Project Name (Section) | Year | Contract No. | ODOT Highway No. | MP | Cross Street Name

Form Submittal Guide

Crosswalk Closure

When a Crosswalk Closure is approved in place of a curb ramp, verification is required.

Crosswalk Closure treatment(s) must match the requirements in the crosswalk closure approval.

A picture of each end treatment is required, unless it is "none."

If sign and barricade is required, a photo of both the front and back is required for submittal.

Ramp Removal

A curb ramp that has been removed from the State Highway system due to an upgrade or change in pedestrian facilities where a curb ramp is no longer required.

For example, An End-Of-Walk curb ramp replaced with continuous side walk

OR

a curb ramp replaced with a dust pan style driveway.

Before and After picture required.

Photo 1/Before

Photo 2/After

Corner Position

Ramp Position

Approval No.

Verify location information using FACS-STIP

See Exhibit A for more intersection styles

Comments

Standards Comments List

Inspector's Signature | Date (mm/dd/yy)

Print Name Clearly | Cert. No.

Company/Agency | Crew No. (ODOT)

Inspector Email

Reset Form

Traffic-Roadway Asset and Inspection guidance and resources

734-5020H (12/2022)

https://www.oregon.gov/odot/Construction/Pages/Forms.aspx

Curb Ramp Closure/Removal Inspection Form

03:07

Continue Audio Narration

Step 3: Fill out the Form

Use Adobe Reader to fill out the form.

Note: Do not use Bluebeam to fill out Inspection Forms. It corrupts the forms as the software is not compatible with each other. Adobe Reader is a free software.

Obtaining information used to populate the location fields of the form will require access to the following items, including but not limited to

- Contract Plans
- Crosswalk Closures Approvals (If applicable)
- Approved Design Exceptions (If applicable)
- Internet for the use of the FACS-STIP mapping tool. Refer back to Unit 4 for instructions on retrieving information on the FACS-STIP Mapping tool.

FACS-STIP

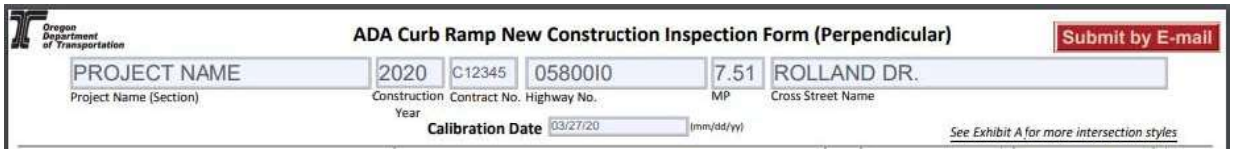
For Internal ODOT Users

FACS-STIP INTERNAL

FACS-STIP

For Users External to ODOT

FACS-STIP EXTERNAL



Inspection Form Title Sample

In addition to the inspection measurement values, data required on the ODOT ADA curb ramp inspection form include items found in FACS-STIP along with contract documents.

This information can be found in the FACS-STIP web application.

- Linear reference method
- LRM/highway number
- Milepoint
- Cross street name (Copy and paste this exactly as it is in FACS-STIP).
- Corner position
- Ramp/Button position
- Design Exceptions (If applicable)
- Crosswalk Closures (If applicable)

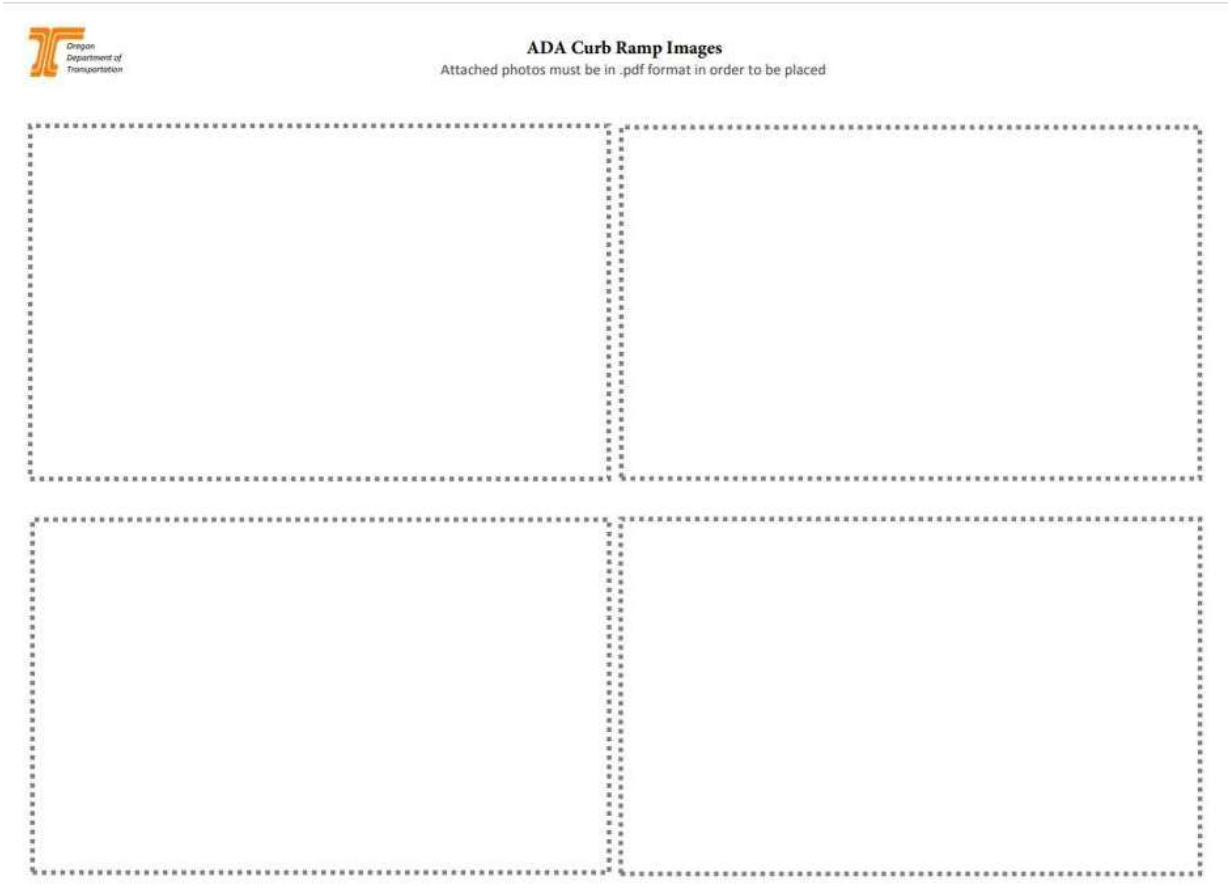
The items below are not found in the FACS-STIP web application.

- Project name
- Construction year
- Contract number
- Smartool calibration Date
- Inspection Date
- Completed Comments
- Photos

Complete the inspection and populate the form until all information has been entered. **Calibration date and inspection date are required to be the same for submittal and acceptance receipt.** If all required fields have been entered, the Functional Condition will auto populate for you.

Step 4: Construction Photos

At least one photo showing the completed construction of the curb ramp system is required. These are inserted on the last page of the form. Click in a blank space within the photo square boundary and select the photo to be entered from your device. Click on the figures for the full image to be expanded.



Second Page of Inspection Form for Uploading Images

Step 5: Quality Assurance

Check the form for incorrect/missing information:

Project name

- Contract number
- Location information
- Cross street
- Corner position
- Ramp/Push Button position
- All slopes are passing values.
- All dimensions are passing values.
- Functional condition is GOOD.
- Calibration and inspection date match
- Comments are entered using standard comments conventions.
- Inspector name and certification number are typed. (A digital Signature is not required, and not recommended.)

02:47

Continue Audio Narration

Step 6: Save a Copy of the Form

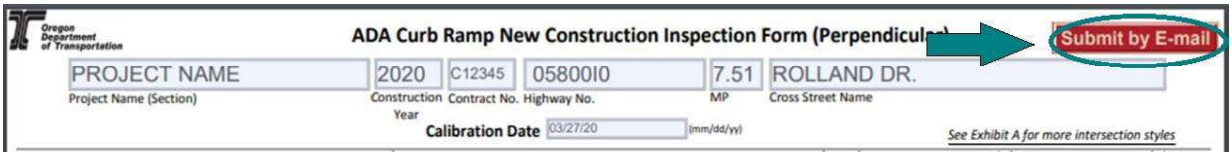
Only forms that have the live data are submitted to the ODOT Standards Inbox. If you need an un-editable copy, save a copy with a different name of the form to your device. Save a flattened

(un-editable) copy of the completed form for measurements and payment in your contract project records. **Do not submit a flattened form to the asset team.** Both copies should be exactly the same in the permanent records.

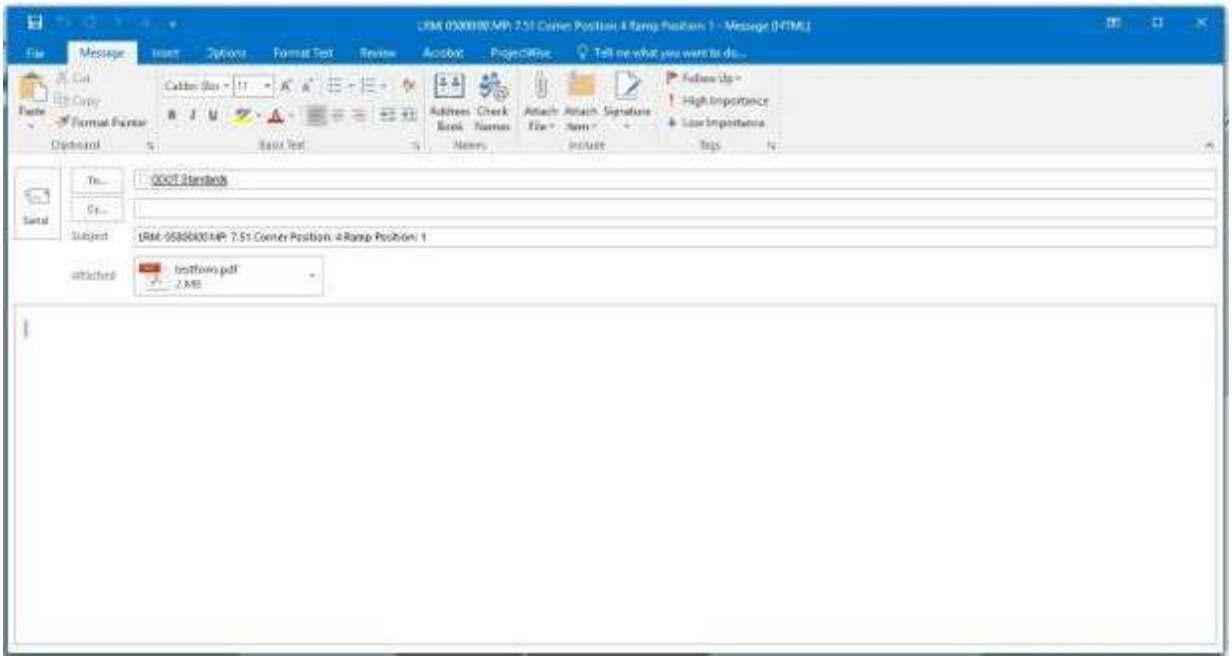
Step 7: Submit Passing Form

When the curb ramp inspection is completed and passing, and the Curb Ramp Inspection Form has been reviewed for quality assurance, use the Submit by E-mail button located in the upper right corner of the form.

An email will be generated with the form automatically attached. It is addressed to the ODOT Standards.



Submit by E-mail Button on the Curb Ramp Inspection Form



Email generated by Clicking on Submit E-mail Button on the Inspection Form

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In the submittal email generated:

1. Verify that the inspection form is attached.
2. Attach a copy of the contract plans.
    - If you are sending a batch of curb ramp inspection forms at once, it is only necessary to attach the contract plans to the first submittal.
3. Attach Design Exception(s) (DE) associated with the ramp or push button, if applicable.
4. Attach Crosswalk Closure Approval documentation for the intersection, if applicable.
    a. Attach pictures of the crosswalk closure treatment used on both sides of the highway, if applicable.

Step 8: Confirmation of Receipt Email

Once you send the email you will receive a confirmation receipt. This will only occur for the first instance on that day. Subsequent submittals on the same day will not send a receipt. The received form(s) will then be reviewed.

From: ODOT Standards <ODOTStandards@odot.state.or.us>
Sent: Tuesday, October 6, 2020 5:39 AM
To: BORGES Melissa <Melissa.BORGES@odot.state.or.us>
Subject: Automatic reply: Hello

Thank you for your submittal, this acknowledges receipt of your inspection form(s).
The next step, you will receive notification that we either need additional information or that your forms have been accepted.
If you have any questions please feel free to contact us.

Brian Parker
ODOT ADA Inventory Team
Brian.A.Parker@odot.state.or.us
503-986-3334

Example of Confirmation Email Curb Ramp Inspection Form Submittal

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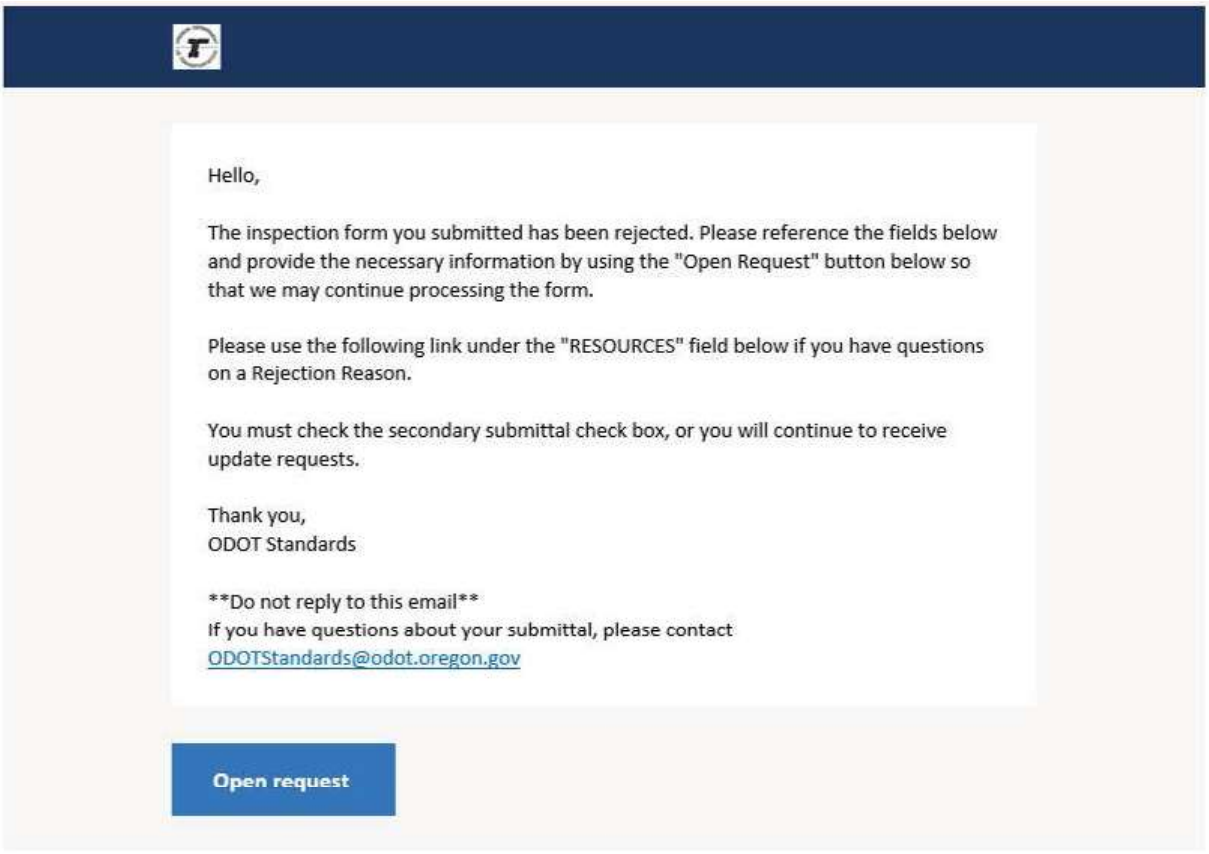
ODOT ADA Inspection Forms with missing/incorrect information will be rejected. When rejected, the form will be need to be corrected and resubmitted.

If there are errors on a submittal, a rejection email will be sent to you with a description of the errors to correct.



Inspection Form Rejection Email

You will continue to get email reminders for corrected information requests until the issue is resolved. You may check the status of submitted forms via your Smartsheet account.

Note: Submit all contract plan sheets involving ADA work to ODOT Maps and Plans for a "V" number to retain an electronic copy of the design plans for the settlement agreement.