## Measure The Ground Space in Front of the ATM

In this section, you will measure the space on the ground in front of the ATM. There must be at least 30 x 48 inches of space for a person who uses crutches, a wheelchair or a walker to get close to the ATM.



1. Place one of the prepared cutouts on the ground in front of ATM, making sure one edge touches the ATM. Or, use a ruler and measure the space on the ground in front of the ATM.

2. Facing the ATM, are there at least 48 inches measured from side to side? **↔**

**Yes No**



3. Place the other cutout on top of the first, making an “L” shape. Or, use a ruler and measure the length of space on the ground in front of the ATM in the other direction. **↨**

4. Facing the ATM, are there at least 48 inches in front of the ATM?

**Yes No**

5. If you said, “yes” to all the questions in this section, there is enough room in front of the ATM for a person who uses a wheelchair, crutches or a walker to approach the ATM from the front or side.

**Survey Materials**

Use a pencil, tape measure, prepared cutouts, blindfold, ATM card, and the picture below to complete this checklist.



ground space in front (#3)

ground space side to side (# 2)

receipt dispenser

card slot

bottom dispenser

head-phone jack

 top control

## Measure the Controls

Can a person using crutches, a wheelchair, a walker, or other mobility devices reach all the buttons, keypads, dispensers, and controls?



6. Measure from the ground to the top key, screen, or dispenser.

7. Is the control 48 inches or less?

### Yes No



8. Measure from the ground to the bottom key, screen, or dispenser.

9. Is this control at least 15 inches from the ground?

### Yes No



10. Measure the distance between the key, dispenser, or screen that is the farthest back from the front edge of the ATM.

11. Is this distance 20 inches or less?

### Yes No

12. If you answered, “yes” to all the questions in this section, a person using a wheelchair or crutches can reach the controls on the ATM.

###### Use the ATM

In this section, you will investigate whether someone who has difficulty seeing can use the ATM without asking for help. Also, you will see whether all the buttons and other controls are easy to use for a person who has a difficulty using their hands.

13. Insert the ATM card and follow the instructions to check the account balance.

14. Are the words and letters on the screen easy to see and read?

### Yes No

15. Can you use the ATM with only one hand without pinching, grasping or a twisting motion?

### Yes No

16. Plug the headphones in and put the blindfold on. Try to withdraw money from the account.

17. Can you withdraw money without asking for help?

### Yes No

18. Do Braille or other instructions tell you how to make the ATM “talk”?

### Yes No

19. If you answered, “yes” to all the questions in this section, people who have difficulty seeing or reading should be able to operate the controls.

If you answered “no” to any questions on this survey, talk to your bank or local business about making sure that *everyone* can use the ATM.

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ATM Guidelines

This checklist uses standards from the Americans with Disabilities Act Accessibility Guidelines adopted by the U.S. Department of Justice, and guidelines proposed by the U.S. Access Board available at: [www.access-board.gov](http://www.access-board.gov) and 1-800-872-2253. Detailed checklists are also available at http://wdsc.doleta.gov/disability/htmldocs/efc.html.

#### **Special Thanks To**

● Johnson County Coalition for

 Persons with Disabilities

● Wells Fargo Bank

● Liberty Bank

● Iowa Program for Assistive

 Technology

● Great Plains ADA & IT Center

**ADA Festival 2003 Iowa City, Iowa**

**How Does Your ATM Measure Up Against the ADA Guidelines?**



What makes an ATM easy to use for a person with a vision, hearing, mobility, or physical impairment?

● Sufficient clear space in front of the ATM to enable a person who uses a wheelchair, walker or crutches to use the machine.

● Buttons, touch pads, keys, dispensers and screens that are easy to see, reach and operate.

● Instructions that are simple for a person who has difficulty seeing, learning or reading to understand.