

# ADA Compliance Inspection for ATMs

Date of Inspection				
Time of Inspection				
Location Name				
Location Address				
Venue Type				
Financial Institution				
ATM Processor/Platform				
Date of ATM Installation				
Photos Taken	Area:	Face:	Notices:	Keypad:
Performed by				



Contact: (877) 247-4182

## ATM Specifications

ATM Type	
ATM Serial Number	
ATM Make	
ATM Model	

## Accessibility Requirements

1991 ADA Standards				
Forward Approach (4.34)	Yes	No	Actual	Comments
Available Floor Space (30"Wx48"D min)				
Lowest Functional Point (15" min)				
Highest Functional Point (48"max)*				
Forward Reach Depth (10"max)*				
Parallel Approach (4.34)				
Available Floor Space (48"Wx30"D min)				
Lowest Functional Point (9" min)				
Highest Functional Point (54" max)*				
Forward Reach Depth (10"max)*				
If > 10", refer to separate chart				
2010 ADA Standards				
Forward & Parallel Approach (305/308)	Yes	No	Actual	Comments
Available Floor Space (30"Wx48"D min.)				
Carpet Pile Height (1/2" max)				
Carpet Edge Fastened to Floor				
Lowest Functional Point (15"min)				
Highest Functional Point (48"max)*				
Forward Reach Depth (10"max)*				

**Special Note:** If the ATM meets the 1991 ADA Standards, safe harbor is provided for 2010 ADA Standards as it relates to Accessibility Guidelines. Drive up ATMs are excluded from Accessibility Requirements.

\*functional point may be on the display if a touch-screen monitor is available

# ADA Compliance Inspection for ATMs

## Input & Output Controls Requirements

### 2010 ADA Standards

Privacy (707.4)	Yes	No	Comments
Option for Blank Screen			
<b>Speech Output (707.5)</b>			
Headset Jack			If no, skip to Input (707.6)
Operating Instructions & Orientation			
Transaction Prompts			
User Input Verification			
Error Messages			
Additional Functions Available			If yes, list:
Audible for Additional Functions			
Capable of Being Repeated/Interrupted			
Audible Receipt Information			
Audible Balance Inquiry			
Volume Control			
<b>Input (707.6)</b>			
1 Tactilely Discernible Input per Function			
Numeric Key 12-Key Arrangement			Ascending or descending
Number Five Key Tactilely Distinct			
Function Key Contrast with Background			
Enter Key: Raised Circle			
Clear Key: Raised Left Arrow			
Cancel Key: Raised "X"			
Add Value Key: Raised Plus Sign			
Decrease Value Key: Raised Minus			
<b>Display Screen (707.7)</b>			
Visible from 40" Above Center of Floor			
Characters: Sans Serif Font			
Characters Size (3/16" min for letter "I")			
Characters: Contrast with Background			
<b>Braille Instructions (707.8)</b>			
Instructions for Initiating Speech Mode			

## Other Compliance Requirements

	Yes	No	Comments
Fee Disclosure Displayed Prominently			
Fee Disclosure On-Screen w/Opt Out			
Fee Printed on Receipt			
Network Logo Grid/Decals			

**Special Note:** Recently, some financial institutions have become the target of class-action lawsuits for failure to provide ATM fee disclosures. Under Regulation E, every ATM operator must provide certain specific disclosures at each ATM regarding fees for ATM transactions.  
*Bankers Digest, September 20, 2010*