



# ***THE AMERICANS WITH DISABILITIES ACT***

**(REVISED FACILITY ASSESSMENT 2012)**



## 2012 ADA REVISED PUEBLO COUNTY FACILITY ASSESSMENT SUMMARY

### Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services; and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that structural architectural and communication barriers be removed in public areas of existing facilities when their removal is readily achievable; in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirements include a broad range of establishments (both for-profit and nonprofit) that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA

regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later.

### Purpose of this Assessment

This assessment will help identify accessibility problems and solutions in existing facilities in order to meet obligations under the ADA. The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements Pueblo County will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply..."

### Technical Requirements

The checklists detail some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by Department of Justice (DOJ), became the Standards. The Standards are part of the DOJ Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability...Final Rule*)

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide

to help determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, Pueblo County may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, Pueblo County complies with local codes and uses the more stringent technical requirement for every modification recommended; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

### **What the Checklists are Not**

The checklists do not cover all of the requirements of the Standards; therefore, it is not for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulations cover more than barrier removal, but this checklist does not cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication

features covered are those that are structural in nature.

### **Priorities**

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible approach and entrance

Priority 2: Access to goods and services

Priority 3: Access to restrooms

Priority 4: Any other measures necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

### **Make Decisions and Set Priorities:**

Review the assessment with the BOCC and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items decided upon and make a time line for carrying them out to create an implementation plan. Where the removal of barriers is not readily achievable, you must consider whether there are alternative methods for providing access that are readily achievable.

### **Follow Up:**

Review the Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

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(719)-583-4674

## PUEBLO COUNTY ADA INDEX (REVISED 2012)

TAB	BUILDING	SQ. FT.
1	Avondale Health Center, 328 Avondale Blvd., Avondale	2,736
2	City-County Health Dept., 101 West 9th Street (new 2009)	46,781
3	Courthouse, 215 West 10th Street	115,280
4	Department of Emergency Mgmt. Warehouse #1, 411 Bell	6,000
5	Department of Emergency Mgmt. Warehouse #2, 411 Bell	4,000
6	Department of Social Services, 212 W. 12th Street	46,000
7	Department of Social Services Visitation Center, 1426 Grand	4,320
8	Desert Hawk Golf Course, 251 S. McCulloch Blvd. (2005)	15,089
9	District Attorney's Office, 701 Court Street (2005)	31,150
10	Election Storage Building, 1028 N. Main (Health Food Store)	4,080
11	Fleet Management, 1107 N. Main	4,400
12	Fulton Heights Recreation Center, 1331 Santa Rosa	3,780
13	Housing and Human Services, 2631 E. 4th Street	2,800
14	Justice Plaza (Jail), 909 Court Street	70,652
15	Justice Plaza (Dorm), 909 Court Street (2006)	51,110
16	Judicial Building, 320 West 10th Street	88,928
17	Liberty Point Park, 1399 S. Liberty Point Blvd.	
18	McHarg Park, 409 2nd Lane, Avondale	1,200
19	McHarg Park Community Center, 409 2nd Lane, Avondale (2000)	5,700
20	Planning and Development, 229 W. 12th Street	6,878
21	Probation Offices, 1120 Court	10,800
22	Public Works Road & Bridge - Airport, 33601 United Avenue	35,840
23	Public Works Road & Bridge - Colorado City, 3416 Riddell Place	2,246
24	Pueblo Community Animal Shelter, 4600 Eagleridge Place (2001)	20,507
25	Pueblo County Conference Room, 1001 Santa Fe Avenue (2001)	4,000
26	Runyon Field Sports Complex, 400 Stanton Avenue	9,903
27	Rye Mountain Park, 400 Stanton Avenue	
28	Sangre De Cristo Arts & Conference Center, 210 N. Santa Fe Avenue (Conference/HTW/Buell Children Museum (2000))	84,000
29	Sheriff's Sub-Station - Pueblo West, 320 E. Joe Martinez Blvd.	4,903
30	Sheriff's Investigation Annex, 920 North Main Street (2005)	16,190
31	Department of Social Services Family Services Center, 805 Desert Flower Blvd.	
	Title II Technical Assistance Manual	



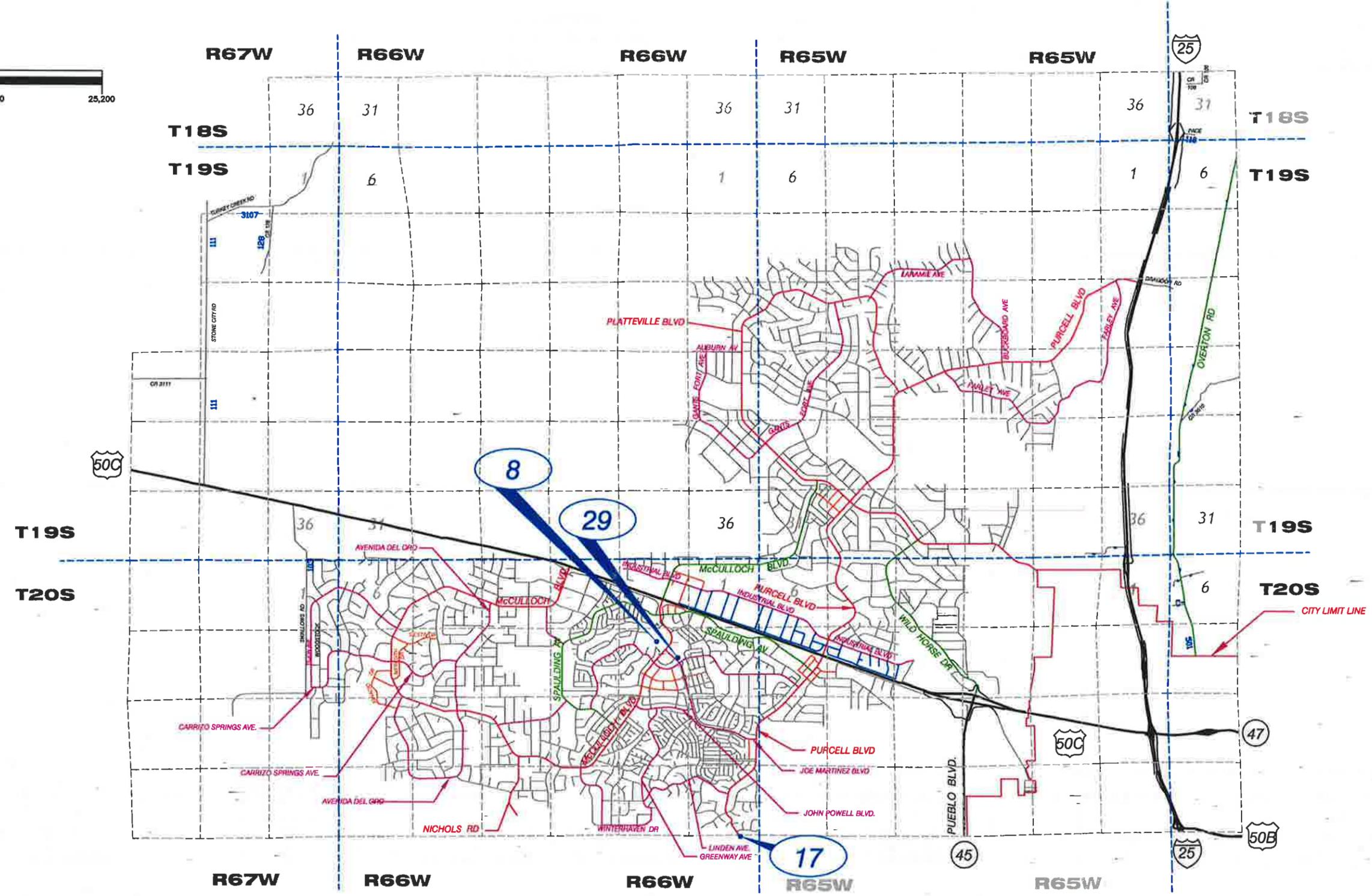




# PUEBLO COUNTY PUBLIC WORKS ENGINEERING DIVISION PUEBLO WEST AREAS

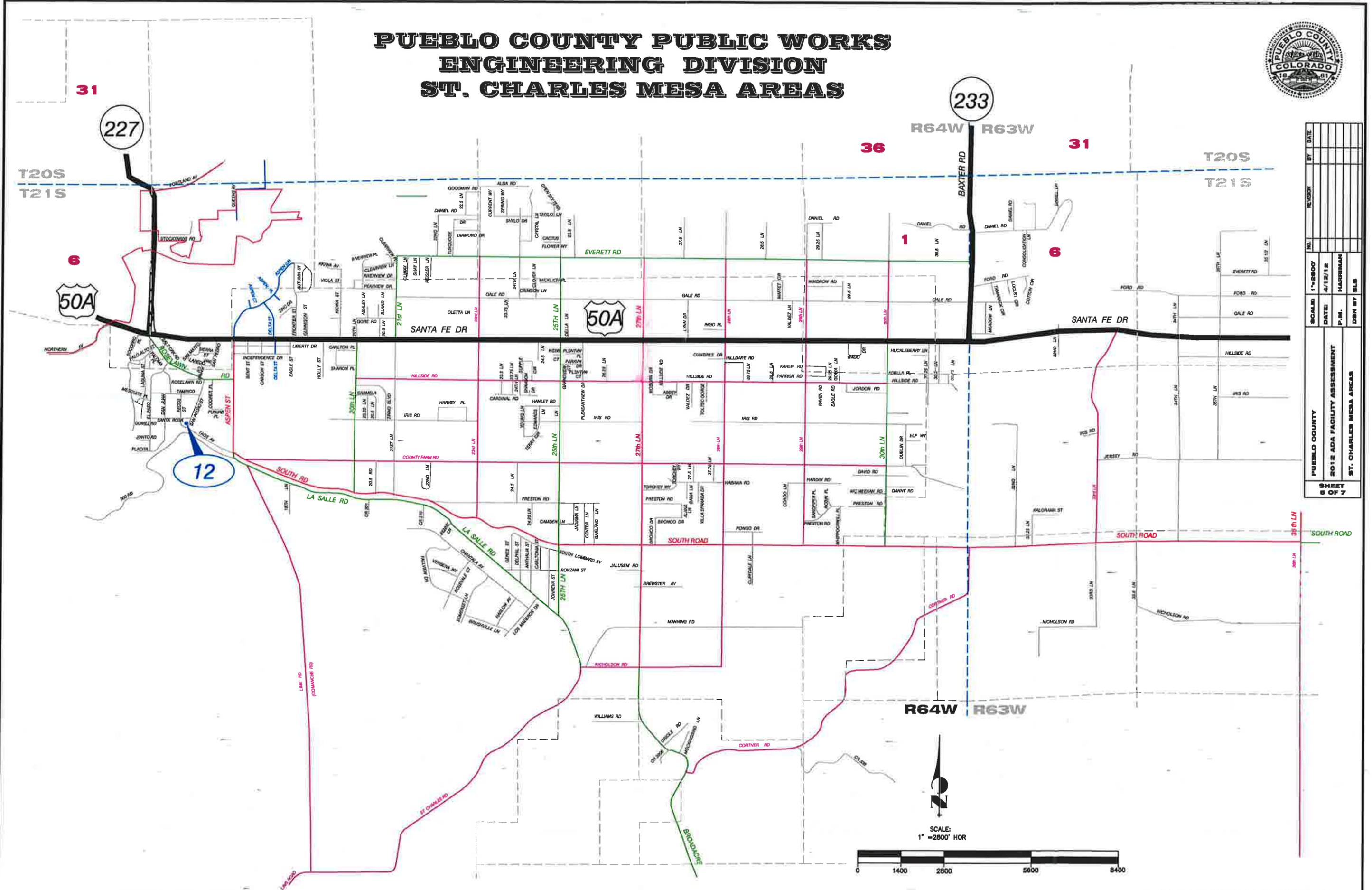


SCALE:  
1" = 8,400' HOR



SCALE:	1" = 8,400'
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P. M.:	HARRIMAN
DESIGNED BY:	SLJ
PUEBLO COUNTY 2012 ADA FACILITY ASSESSMENT PUEBLO WEST AREAS	
SHEET 4 OF 7	

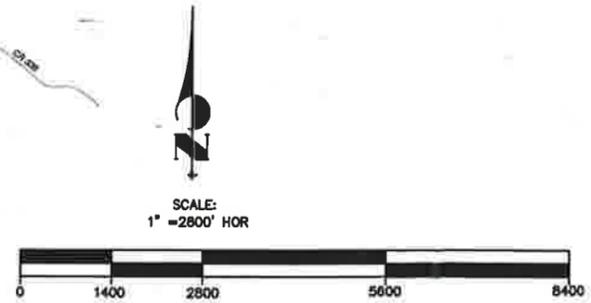
# PUEBLO COUNTY PUBLIC WORKS ENGINEERING DIVISION ST. CHARLES MESA AREAS



SCALE	DATE	P.M.	DRN BY	REVISION	BY	DATE
1"=2800'	4/12/12	MARRIMAN				

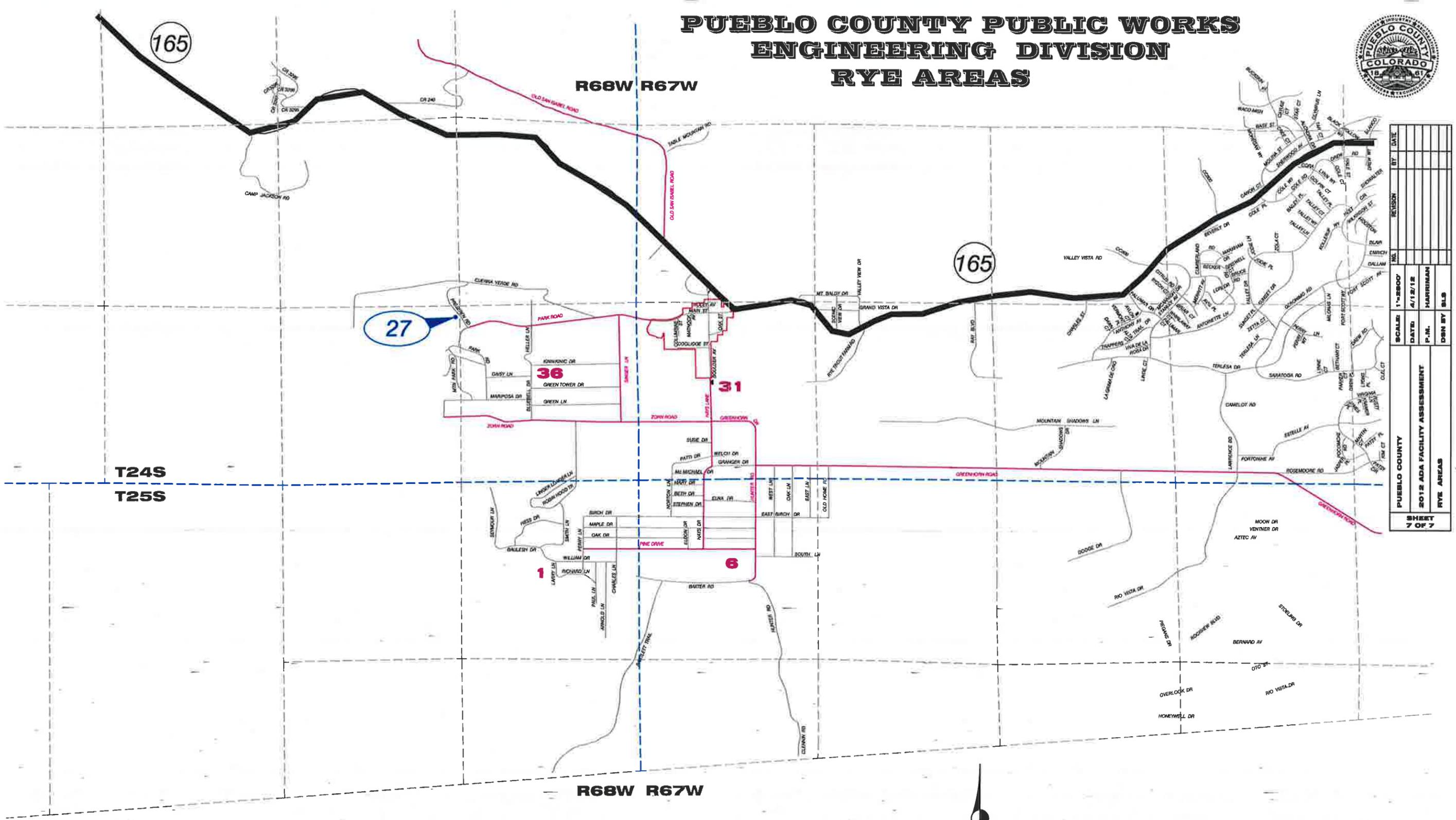
**PUEBLO COUNTY**  
**2012 ADA FACILITY ASSESSMENT**  
**ST. CHARLES MESA AREAS**

**SHEET**  
**6 OF 7**





# PUEBLO COUNTY PUBLIC WORKS ENGINEERING DIVISION RYE AREAS



PUEBLO COUNTY		SCALE: 1"=2800'		DATE: 4/12/12		BY: DATE	
2012 ADA FACILITY ASSESSMENT		P. J.M.		HARRISMAN		BY: DATE	
RYE AREAS		DSN BY: SLS		BY: DATE		BY: DATE	
SHEET 7 OF 7							



SCALE:  
1" = 2800' HOR





## **Avondale Health Center, 328 Avondale Blvd., Avondale**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

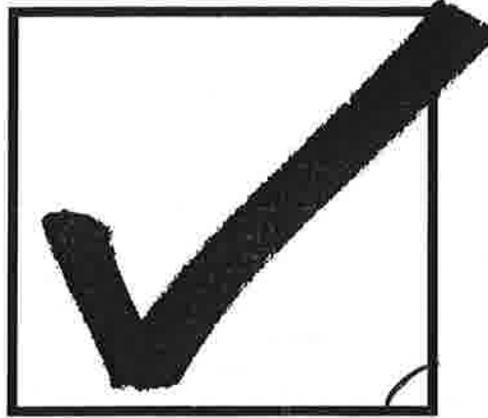
- A) Existing door thresholds and locksets not complying with ADA guidelines where replaced.
- B) ADA approved drinking fountain was installed.
- C) Interior door hardware was replaced with lever style ADA recommended hardware.
- D) Public accessible toilet rooms where converted to ADA guidelines.
- E) Visual alarms where installed.
- F) Installed ADA signage at misc locations.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide TDD public phone.
- C) Implement policy to enforce handicap parking violations.
- D) Provide additional directional signage.
- E) Secure all carpeting and mats.
- F) Install power-assisted automatic door opener.
- G) Replace or lower public service counters.

# Checklist for Existing Facilities version 2.1

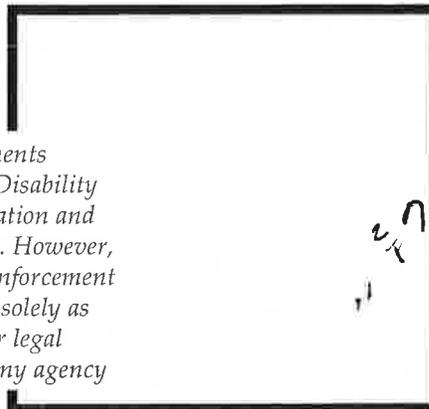
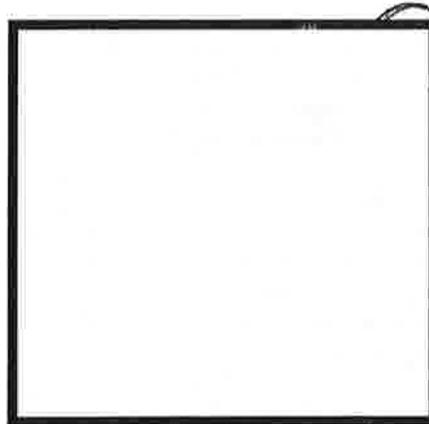
Avondale  
Health Center



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

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The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

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However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

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The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

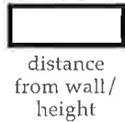
- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 42"  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

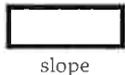
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces** must be van-accessible (with a minimum of one van-accessible space in all cases).

# QUESTIONS

# POSSIBLE SOLUTIONS

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

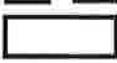
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

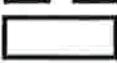
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No  
   
  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes No  
   
  
 height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

Yes No

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

Yes No  
   
  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

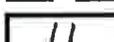
 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Yes No  
   
  
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes No  
   
  
 seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes No

Are all public spaces on an accessible route of travel?

 Is the accessible route to all public spaces at least 36 inches wide?

width

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Add ramps or lifts.
- Make another entrance accessible.
- Provide access to all public spaces along an accessible route of travel.
- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.
- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

37 1/2  
clear opening

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

 Are door handles 48 inches high or less and operable with a closed fist?

48  
height

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

1/4  
height

- Install offset (swing-clear) hinges.
- Widen doors.
- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.
- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.
- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

**111111** Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

**111111** Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

**111111** In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

**111111** If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high? *Counters*

  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? *NO TABLES*

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

**TTTTT** At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

**NA** Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

**NA** On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

**NA** Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

*NO elevators*

**NA** Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

**TTTTT** Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

NA

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

TTTTT

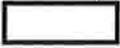
Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
clear space

Rearrange furnishings and equipment to clear more space.

TTTTT

Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width  
 36

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

*NO PHONES*

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

- Move furnishings.
- Replace booth with open station.

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

- Lower telephone.

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Add signage.

**WORK WRITE-UP**

**AVONDALE-BOONE HEALTH CENTER**

**328 Avondale Boulevard**

**Avondale, Colorado 81022**

**SCHEDULE OF DRAWINGS**

AB-1 Site Plan and Details

AB-2 Floor Plan

Site Vicinity Map

1. PARKING SPACES AND AREA: The existing van accessible parking space located in south parking area is 9'-4" wide, has an access aisle 8'-6" wide, and has "Van Accessible" signage. No additional new work is required in this area. Not in contract.
2. CURB RAMP: There is an existing 36" wide curb ramp on the corner of Avondale Boulevard and First Lane. No additional new work is required in this area. Not in contract.
3. EXTERIOR ACCESSIBLE ROUTE:
  - o Remove existing 4'-0" wide x 14'-0" long concrete sidewalk/ramp and saw-cut and remove 6'-0" wide x 2'-0" long portion of concrete sidewalk at main entrance. See Drawing AB-1.
  - o Install 7'-0" wide x 6'-0" long concrete landing at entry. Install 4'-0" wide x 7'-0" long concrete ramp, slope 1:12, with pipe handrail on both sides. Install pipe handrail on both sides of step at east sidewalk. See Drawing AB-1.
4. ENTRANCE AND EXTERIOR DOORS:
  - o Replace existing thresholds at door D-1 and D-18 with new  $\frac{1}{2}$ " high beveled aluminum threshold. See Drawing AB-2 and specifications.
  - o Replace existing locksets on doors D-1 and D-18 with new "Schlage" D-Series entrance locksets with lever handles. See Drawing AB-2 and specifications.
5. EXTERIOR SIGNAGE: Install signage identifying the building and the handicapped accessible entrance. This work shall be performed by others and shall not be part of this contract.
6. INTERIOR ACCESSIBLE ROUTE:
  - o Remove existing drinking fountain and cap-off water line and waste line.
  - o Install new handicapped drinking fountain at 36" AFF to top edge. Connect to existing water line and waste line. See Drawing AB-2 for new location, and specifications for model number and plumbing requirements.
  - o Re-install existing fire extinguisher at 27" AFF to bottom edge of extinguisher.
7. INTERIOR DOORS:
  - o Replace 21 existing locksets at doors D-3, D-4, D-5, D-6, D-7, D-9, D-12, D-13, D-14, D-15, D-17, D-19, D-20, D-21, D-23, D-24, D-27, D-28, D-29, D-30, and D-31 with "Schlage" A-Series office lockset with lever handles.
  - o Replace 1 existing lockset at door D-8 with "Schlage" A-Series privacy lockset with lever handles.
  - o Replace 6 existing locksets at doors D-10, D-11, D-16, D-22, D-25, and D-26 with "Schlage" A-Series passage sets with lever handles.
8. INTERIOR SIGNAGE: Install interior signage identifying rooms and handicapped accessible toilets throughout the building. This work shall be performed by others and shall not be part of this contract.

WORK WRITE-UP (CONT'D)  
AVONDALE-BOONE HEALTH CENTER

9. TOILET ROOMS:

MENS - See Drawing AB-2 for location of items listed below.

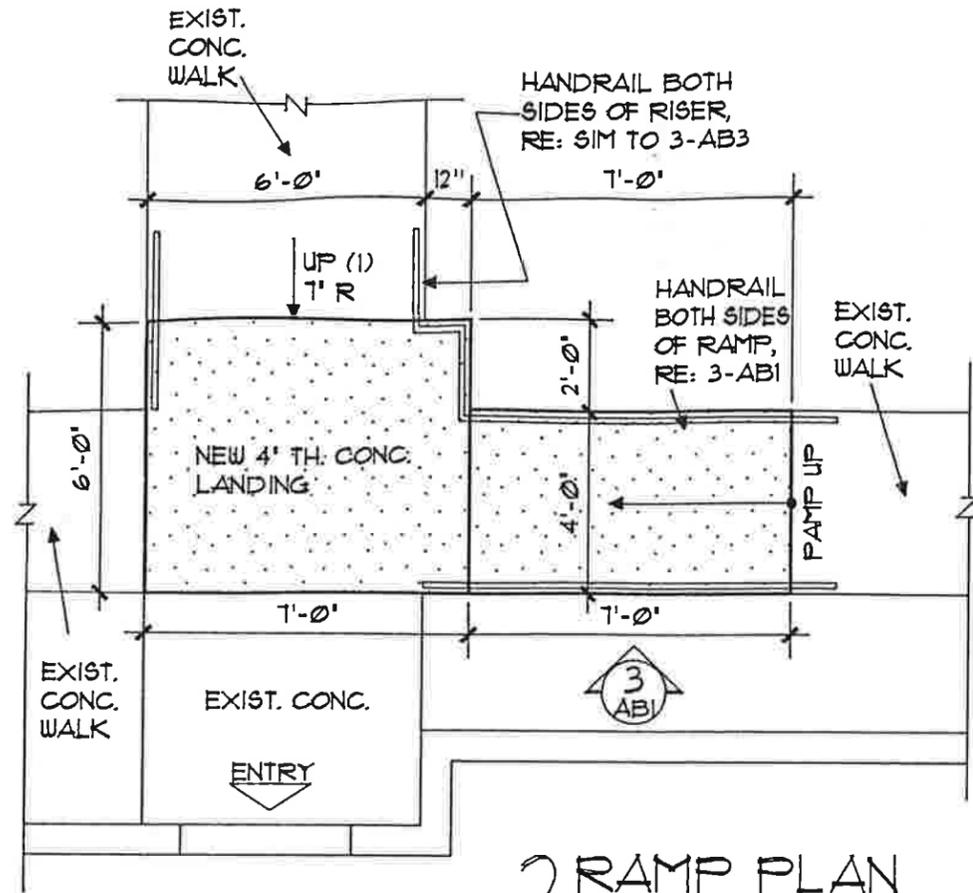
- o Remove existing wall-hung sink, urinal screen, and toilet stall grab bars.
- o Install new drain with perforated strainer, angle supplies with stops, p-trap, "Kohler" wall-hung sink or approved equivalent, Model - Jamestown, No. K-2054, and "Moen" gooseneck faucet with 4" centers, No. 8938 with wrist blade handles. Mount sink at 34" from finish floor to top of sink with minimum of 29" clearance from finish floor to bottom edge of sink front.
- o Install new 30" high x 24" deep overhead braced metal urinal screen mounted at 18" AFF to bottom of screen.
- o Install 2 new 1½" diameter x 42" long grab bars, one on each side of handicapped stall. Mount grab bars at 12" from wall corner to end of grab bar, with 1½" width clearance from wall to bar, between end returns, and at 34" from finish floor to center of grab bar.
- o Remove and re-install existing toilet paper dispenser at 36" from end wall to dispenser and at 19" from finish floor to center of dispenser.
- o Remove and re-install existing urinal mounted at 17" from finish floor to elongated rim. Mount flush valve 44" from finish floor.
- o Remove and re-install existing paper towel dispenser at 48" from finish floor to top of dispenser.
- o Drywall patch existing gypsum board walls damaged by new work listed above. Paint north, south, and east walls of Men's toilet from ceiling to rubber base. Match existing color and sheen.

WOMENS - See Drawing AB2 for location of items listed below.

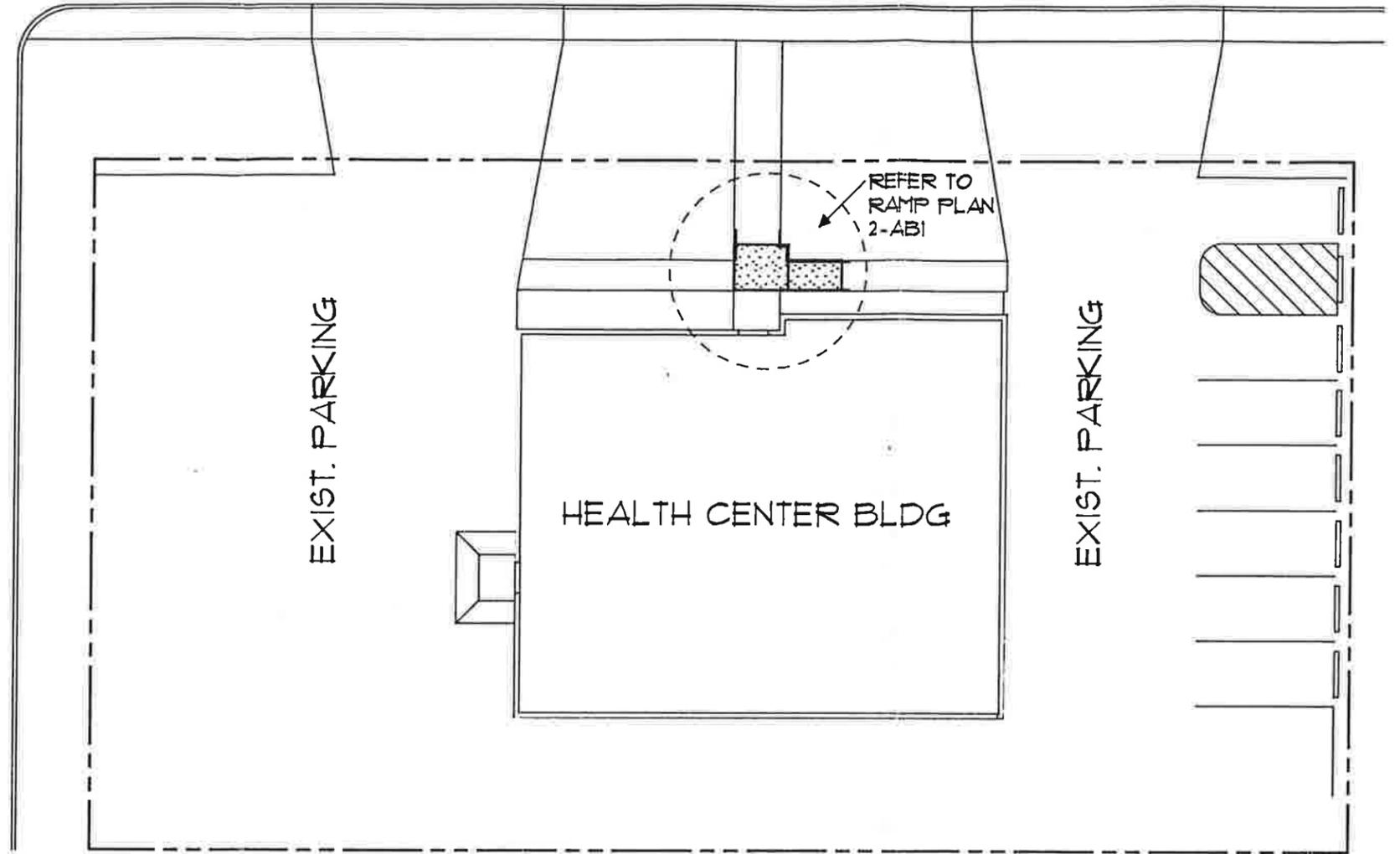
- o Remove existing wall-hung sink and handicapped toilet stall grab bars.
- o Install new drain with perforated strainer, angle supplies with stops, p-trap, "Kohler" wall-hung sink or approved equivalent, Model - Jamestown, No. K-2045, and "Moen" gooseneck faucet with 4" centers, No. 8938 with wrist blade handles. Mount sink at 34" from finish floor to top of sink with minimum of 29" clearance from finish floor to bottom edge of sink front.
- o Install 2 new 1½" diameter x 42" long grab bars, one on each side of handicapped stall. Mount grab bars at 12" from wall corner to end of grab bar with 1½" width clearance from wall to bar between end returns, and at 34" from finish floor to center of grab bar.
- o Remove and re-install existing toilet paper dispenser at 36" from finish floor to center of dispenser.
- o Remove and re-install existing paper towel dispenser at 48" from finish floor to top of dispenser.
- o Drywall patch existing gypsum board walls damaged by new work listed above. Paint north, south, and east wall of Women's toilet from ceiling to rubber base. Match existing color and sheen.

10. ALARM: Install visual alarms connected to existing audio alarm system.

AVONDALE BLVD.

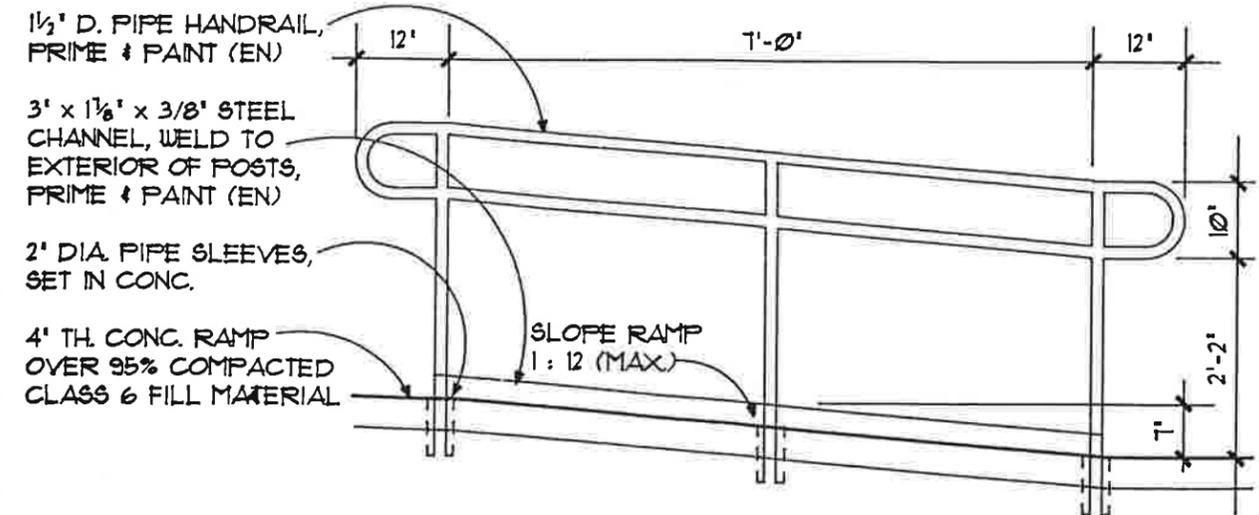


2 RAMP PLAN  
SC: 1/4"=1'-0" RE: 1-AB1



1 AVONDALE-BOONE HEALTH CENTER SITE PLAN

SC: 1"=20'-0"



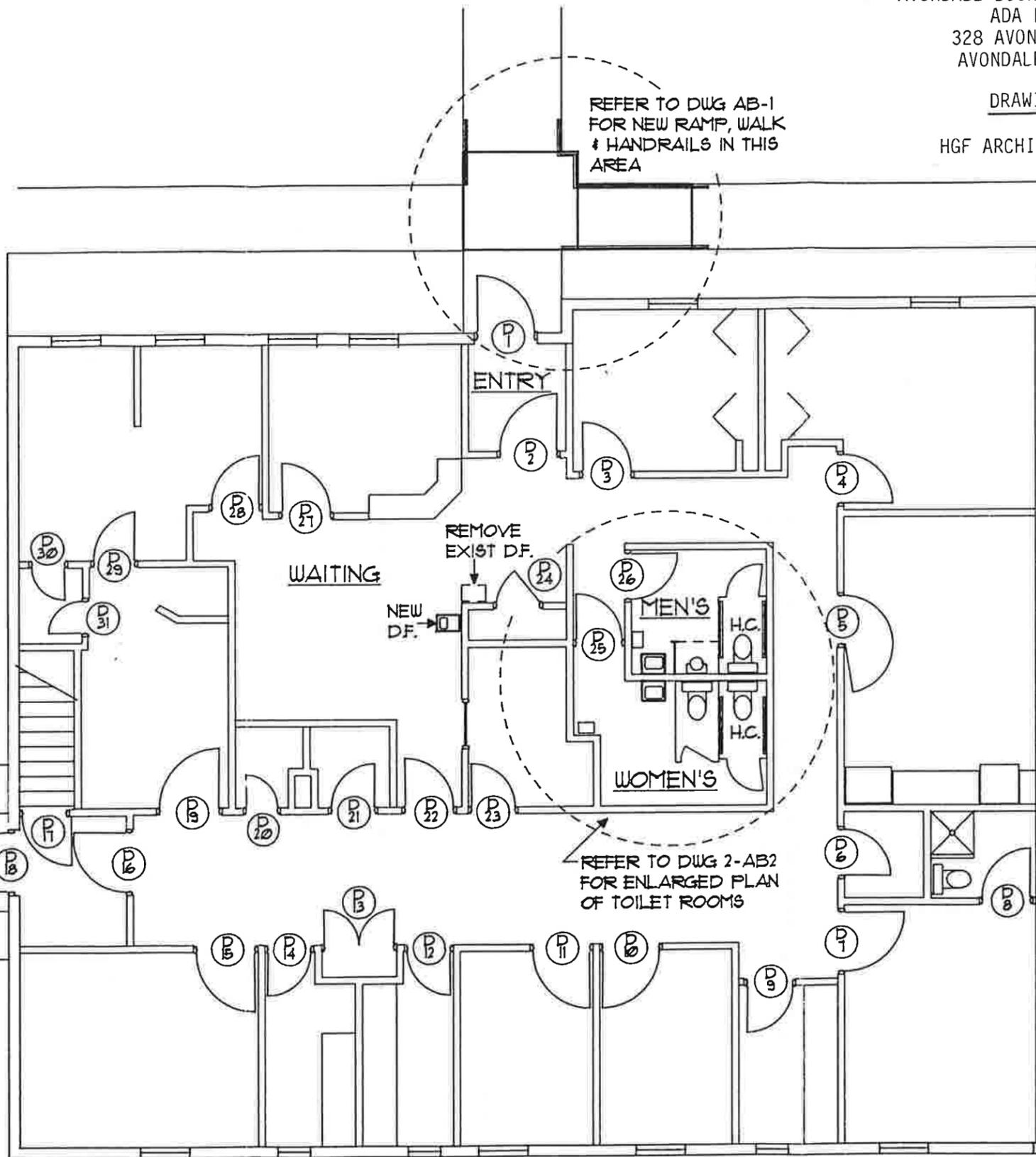
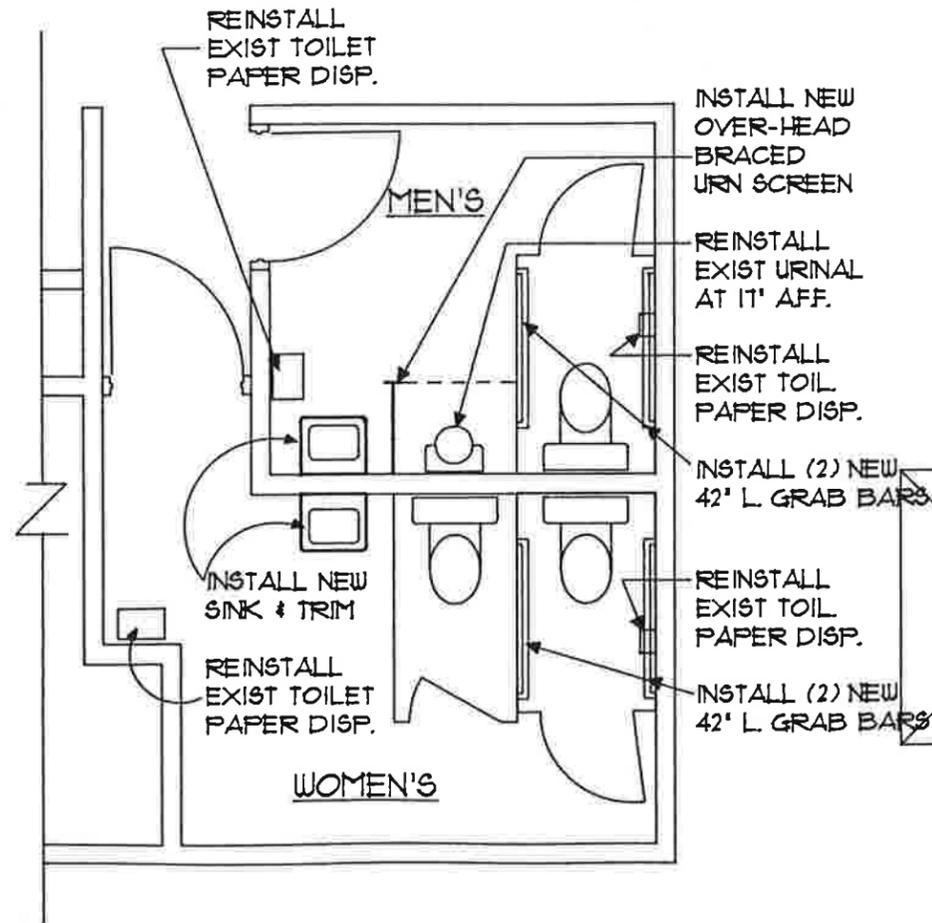
3 RAMP ELEVATION  
SC: 1/2"=1'-0"

late 10-10-94

AVONDALE-BOONE HEALTH CENTER  
ADA PROJECT  
328 AVONDALE BLVD.  
AVONDALE, CO 81022

DRAWING AB-1

HGF ARCHITECTS, INC.



2 FLOOR PLAN - TOILET RMS

SC: 1/4" = 1'-0"

date 10-10-94

AVONDALE-BOONE HEALTH CENTER FLOOR PLAN

SC: 1/8" = 1'-0"





**AVONDALE HEALTH DEPT.**



**FRONT ENTRANCE RAMP**



FRONT ENTRANCE RAMP





MEN'S ADA RESTROOM





ADA RESTROOMS



**City-County Health Dept., 101 West 9th Street**

## **SYNOPSIS**

### **WORK COMPLETED IN 2010**

Building was constructed 2009 & completed in 2010. All Uniform Building Codes and adopted ADA guidelines have been met and inspected/accepted by the Regional Building Department.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.

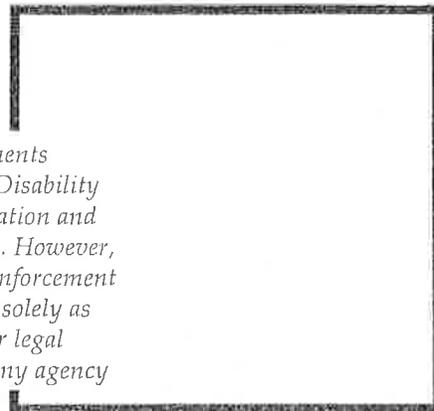
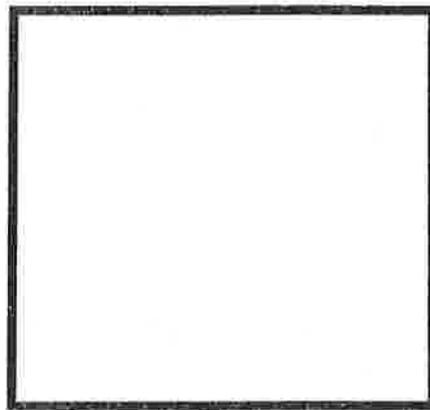
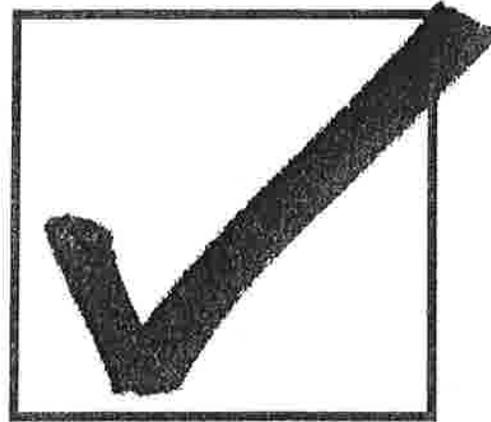
# Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply..."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is not for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does not cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

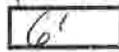
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Ramps, continued

*NA*

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

*NA*

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

?

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

*NA*

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

**111111** Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

33 1/2  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

**111111** Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

5'  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Yes No

Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

1/4  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

*NA*

   
 height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

36 1/2  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

*automatic*

   
 force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

 If the door has a closer, does it take at least 3 seconds to close?

10  
 seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

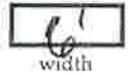
Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

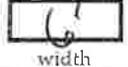
- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

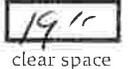
**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

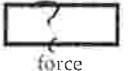
- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

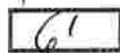
Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

  
 width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

  
 width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

  
 height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

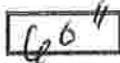
Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N    
  
 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

  
 character  
 height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

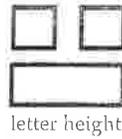
**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

**PRIORITY** If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish? *NA*



Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

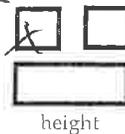


Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

*Automatic*

**PRIORITY** Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?



Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

*NA*

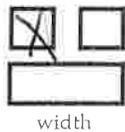
Are they operable with a closed fist?



Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

**PRIORITY** Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?



Rearrange chairs or tables to provide 36-inch aisles.

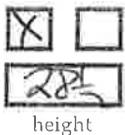
Are the spaces for wheelchair seating distributed throughout?



Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

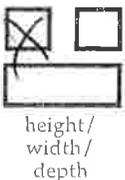
Remove some fixed seating.

**PRIORITY** Are the tops of tables or counters between 28 and 34 inches high?



Lower part or all of high surface.  
 Provide auxiliary table or counter.

**PRIORITY** Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?



Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**



At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

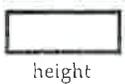
Yes No



- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.



Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter? *N/A*



- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

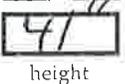
**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.



Are the call buttons in the hallway no higher than 42 inches?



- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

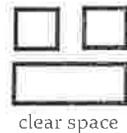
**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

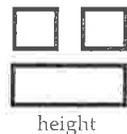
*NA*

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?



Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?



Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

34

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

3.4

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

65

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

43

width

- Remove obstructions.

## Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

5x5

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

x  clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Drinking Fountains, continued

 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

- Replace the controls.

 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

  
 height/  
 protrusion

- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

*NA*

  
 clear space

- Move furnishings.
- Replace booth with open station.

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

  
 height

- Lower telephone.

 Does the phone protrude no more than 4 inches into the circulation space?

  
 protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Add signage.



**Courthouse, 215 West 10<sup>th</sup> St.**

## **SYNOPSIS**

### **WORK COMPLETED IN 1995**

- A) Revised parking lot striping at Main & 11<sup>th</sup> identifying handicapped parking.
- B) Rebuilt curb ramp at 10<sup>th</sup> & Main per ADA guidelines.
- C) Installed power assisted door operator at east entrance.
- D) Rebuilt reception area per ADA guidelines.
- E) Extended fire cabinet bottoms for sight impaired.
- F) Remodeled first floor restrooms to comply with ADA guidelines.
- G) Replaced drinking fountains with ADA compliant drinking fountains.
- H) Replaced elevator controls with ADA approved controls.
- I) Installed TDD telephone on 1<sup>st</sup> floor.
- J) Replaced fire alarms with audible/visual fire alarms.
- K) Installed ADA signage at misc locations.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

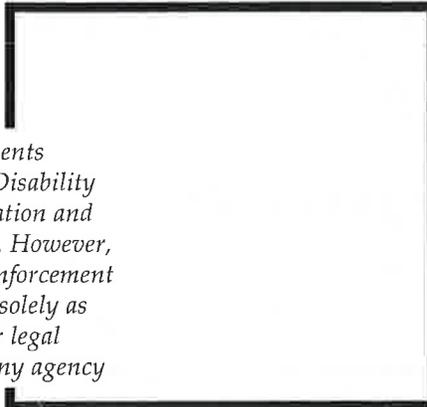
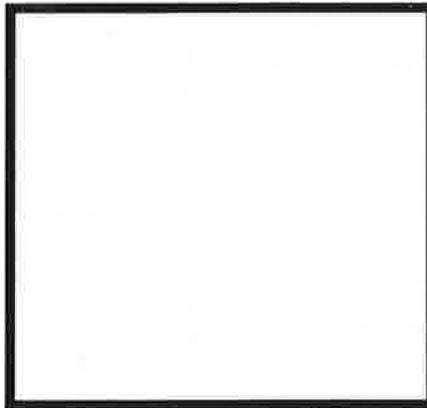
- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide ADA directional signage at parking areas and repaint parking.
- C) Provide/Replace signage that does not comply with accessibility standards
- D) Several countertops do not meet ADA heights or clearances. However, it is not recommended to modify (due to historic significance & feasibility). It is recommended to provide accessible tables or alternate means to serve the public where violations exist.
- E) Department managers need to enforce rules that paths of travel remain clear with a minimum of 36" clearance to all public services with a 5' diameter turnaround space.
- F) Reconfigure/Remove a 60" portion of one bench in the chambers area to provide an ADA seating in spectator area with a minimum 5 ft diameter space.
- G) Reconstruct microphone podium to meet guidelines or provide alternate microphone.
- H) Provide 2 curb ramps @ Main Street nearest to ADA (East) entrance.
- I) Provide ADA accessible counter at basement snack bar.
- J) Elevators lack ADA guidelines for clear space by 3" (width 45" VS 48") Not feasible to replace or structurally modify.
- K) Replace restroom stall handles to comply with ADA guidelines.
- L) TDD Telephones have been removed. Provide new TDD Telephones.
- M) Provide ADA seating at BOCC Conference room and chamber table.



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The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall / height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Ramps, continued

NA

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

## Parking and Drop-Off Areas (ADAAG 4.6)



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

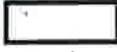
**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes  No   
  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes  No   
  
 height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

Yes  No

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

Yes  No   
  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)? *Automatic*

Yes  No   
  
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes  No   
  
 seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

Is the accessible route to all public spaces at least 36 inches wide?

70" width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

*CHAMBERS LACKING SPACE*  
   
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

Can doors be opened without too much force (5 lbf maximum for interior doors)?

*DOORS REMAIN OPEN DURING REGULAR HOURS*  
   
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

Are door handles 48 inches high or less and operable with a closed fist?

20-30 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

*MARBLE THRESHOLDS EXCEED*  
   
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

  
 width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

*Chairs Lacking*

  
 width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

  
 height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

  
 character  
 height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

- Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

- Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**



Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

- Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

- Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**  
 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?



*Chambers does not comply*

width

- Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

- Rearrange tables to allow room for wheelchairs in seating areas throughout the area.
- Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

~~Handwritten scribble~~

height

- Lower part or all of high surface.
- Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
width/  
depth

- Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

~~**Stairs (ADAAG 4.9)**~~

~~The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.~~

~~Do treads have a non-slip surface?~~

- ~~Add non-slip surface to treads.~~

~~Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?~~

- ~~Add or replace handrails if possible within existing floor plan.~~

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.



Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

45x45  
 clear space

Rearrange furnishings and equipment to clear more space.



Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

20'  
 height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes  No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

*PUBLIC ACCESS DOORS REMAIN OPEN DURING BUSINESS HOURS.*

  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

 Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

 **Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

**MIN** Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

### Lavatories (ADAAG 4.19, 4.24)

**MIN** Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

**MIN** Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

**MIN** Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? *check plumbing installation interference*

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

**MIN** Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

## Priority

### 4 Additional Access

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

### Drinking Fountains (ADAAG 4.15)

**MIN** Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**TTTTT** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes No**

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**TTTTT** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**TTTTT** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**TTTTT** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**TTTTT** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

TDD PHONES INSTALLED 1995 HAVE BEEN REMOVED

**WORK WRITE-UP**  
**PUEBLO COUNTY COURTHOUSE**  
**215 W. 10th Street**  
**Pueblo, Colorado 81003-2992**

**SCHEDULE OF DRAWINGS**

PCC-G Ground Floor Plan  
PCC-1 1st Floor Plan  
PCC-2 2nd Floor Plan  
PCC-3 3rd Floor Plan  
PCC-4 Revised Parking Layout  
PCC-5 Fire Hose Cabinet Extensions  
PCC-6 Women's Restroom Remodel, Ground Floor  
PCC-7 Men's Restroom Remodel, Ground Floor  
PCC-8 Elevator Call Button Detail

1. Revise parking lot striping at corner of Main St. and 11th St. as per Drawing PCC-4. Remove signs, striping, and painting identifying handicapped parking spots along Main St. (4.6 ADAAG)
2. Remove existing curb ramp at corner of 10th St. and Main St. Install 36" wide concrete curb ramp with flared sides (4.7 ADAAG).
3. NOT USED
4. At accessible entrance provide power assisted door operator equivalent to HORTON "EASY ACCESS," Series 700.
5. Install a building identification sign and accessible entrance sign at location shown on Drawing PCC-G. Signs by others, not in contract.
6. Minimum clearance around reception desk at 3rd floor is maintained except at diagonal between northwest corner of desk and building column. This distance is a 34" clear and no deeper than a doorway. For bidding purposes, no work is required at this area.
7. At all existing fire hose cabinets, extend bottom of cabinet as shown on Drawing PCC-5. (4.41 ADAAG)
- ~~8. All marble thresholds greater than  $\frac{1}{2}$ " high on accessible route shall be ground down to  $\frac{1}{2}$ " high. Edges of marble shall be beveled (1:2 slope). For bidding purposes, 60 lin. ft. shall be ground (4.15.8 ADAAG). CREDIT~~
- \* 9. All interior signage is by others and not in the contract.
10. Remodel existing women's restroom on ground floor as per Drawing PCC-6 (4.16 - 4.24 ADAAG).
11. Remodel existing men's restrooms as per Drawing PCC-7 (4.16 - 4.24 ADAAG).
12. Remove existing call buttons for elevator at each floor. Reinstall new call buttons/brass cover plate as shown on Drawing PCC-8 (4.10 ADAAG).
13. Remove existing elevator control panel and replace with new control panel that meets all A.D.A. regulations (4.10 ADAAG).
14. Install a TDD pay telephone next to existing phone on 1st floor (4.31 ADAAG).

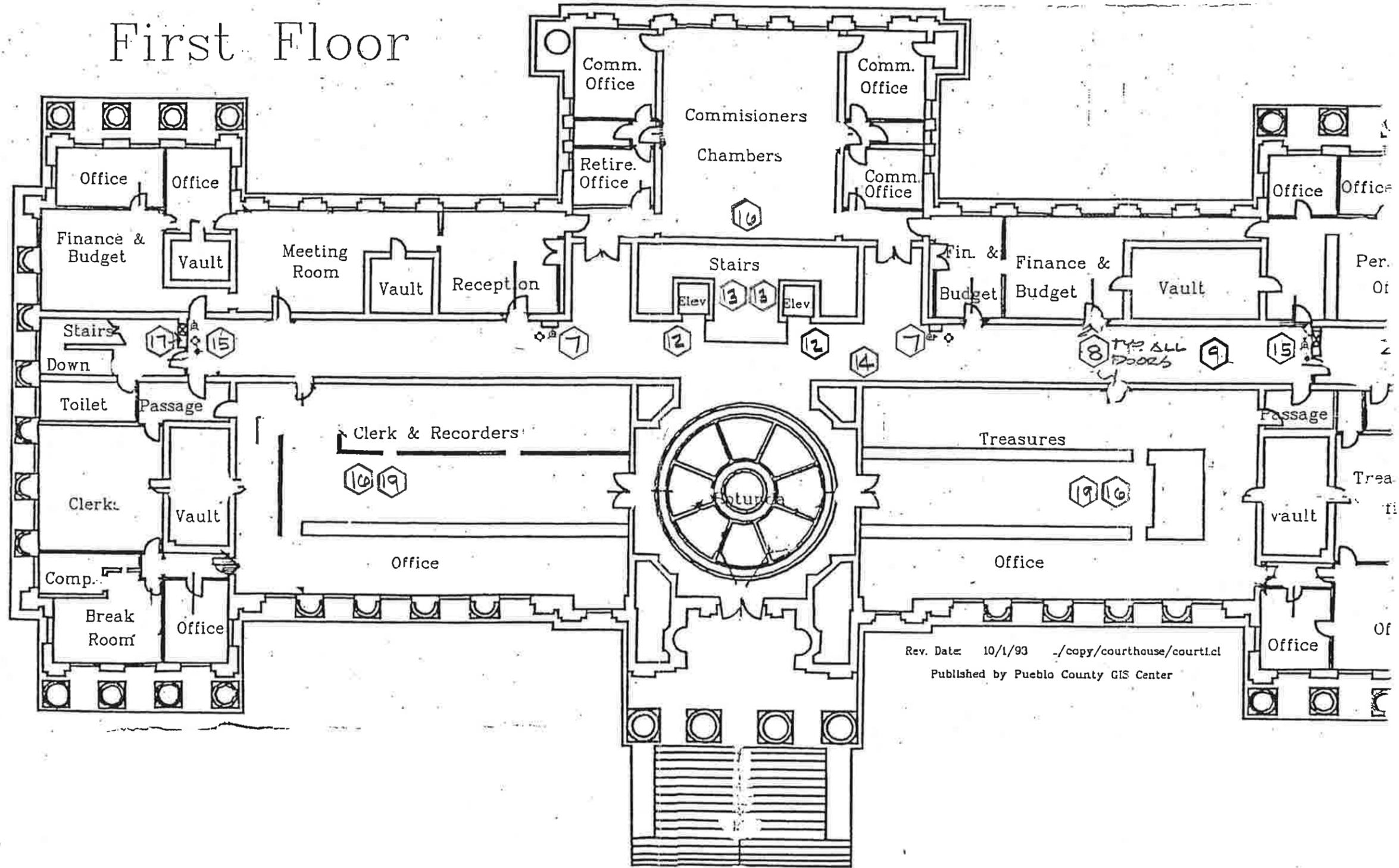
WORK WRITE-UP (CONT'D)  
PUEBLO COUNTY COURTHOUSE

15. Remove and replace existing audible fire alarms and replace with audible/visual fire alarms at locations shown on Drawings PCC-G, PCC-1, PCC-2, and PCC-3 (4.28 ADAAG).
16. Install new audible/visual fire alarms at locations shown on Drawings PCC-G, PCC-1, PCC-2, and PCC-3 (4.28 ADAAG).
- 17. Remove existing water cooler and replace with new one, HAWS HWBFA8L (4.15 ADAAG).
18. Owner shall maintain a 36" clear aisle at cafeteria by moving 3 tables closer to booths along south wall.
- 19. It is infeasible to modify existing countertops. The Owner shall provide an accessible table within the lobby of the County Clerk and Record's office, Treasurer's office, and Assessor's office. Service to handicapped persons shall be provided at these tables by office personnel. This work shall be performed by Owner.
- 20. Owner shall remove 1 bench along south wall of Commissioners Chamber/Meeting Room.



# Pueblo County Courthouse

## First Floor

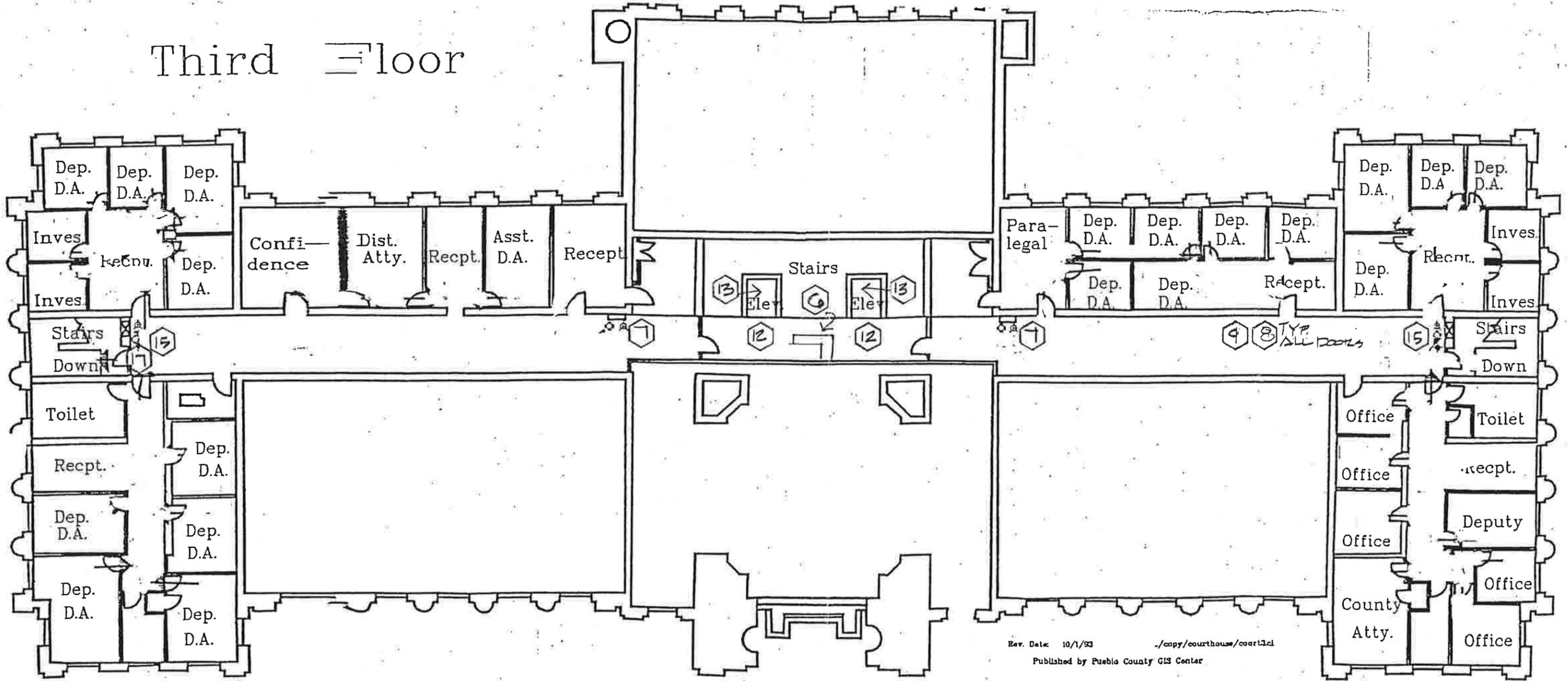


WORK WRITE HP  
PUEBLO COUNTY COURTHOUSE  
215 W 10th ST. PUEBLO, CO.



# Pueblo County Courthouse

## Third Floor

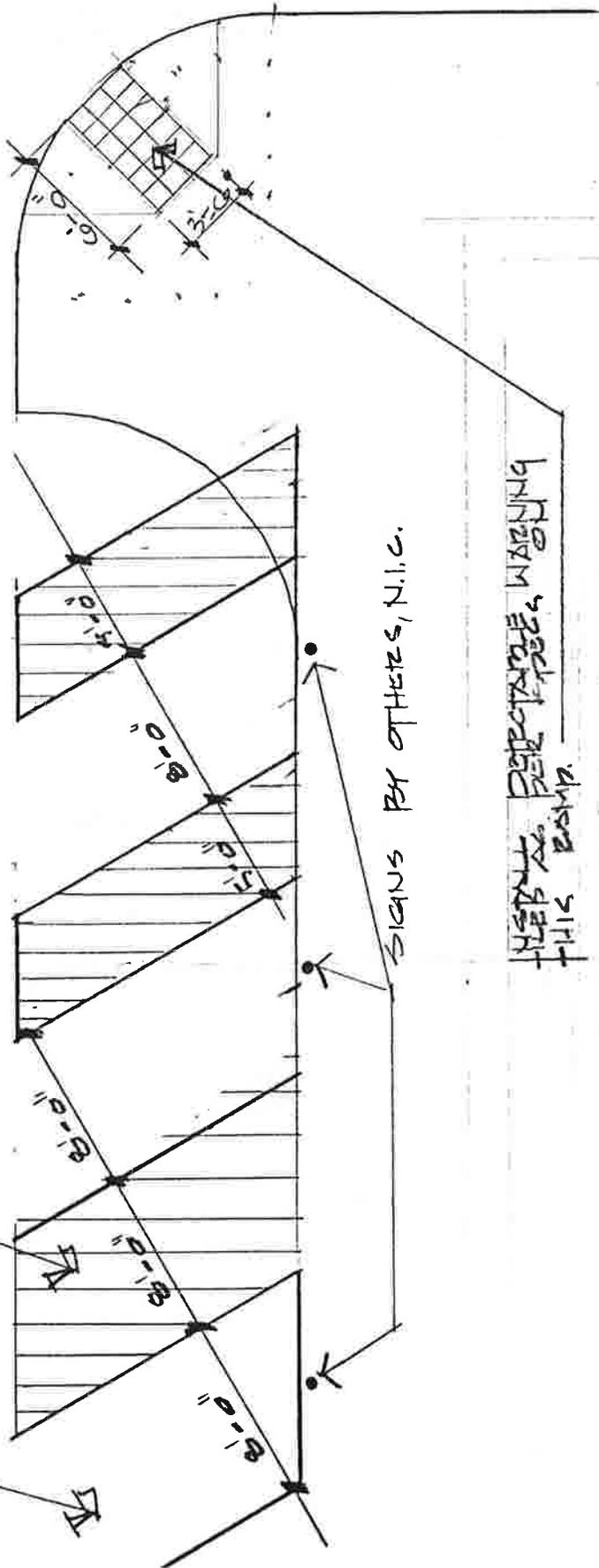


Work written up  
 PUEBLO COUNTY COURTHOUSE  
 215 W 10th ST.  
 PUEBLO, CO.

P.C.E.-3

ADD ADDIT. HANDICAPPED  
PARKING SPACE

THIS SIDE'S SPACE PAINTED  
OUT TO ACCOMMODATE "VAN  
ACCESSIBLE" SIZE

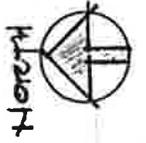


SIGNS BY OTHERS, N.I.C.

HERE AS. REPT. WORKING  
THIS BUMP.

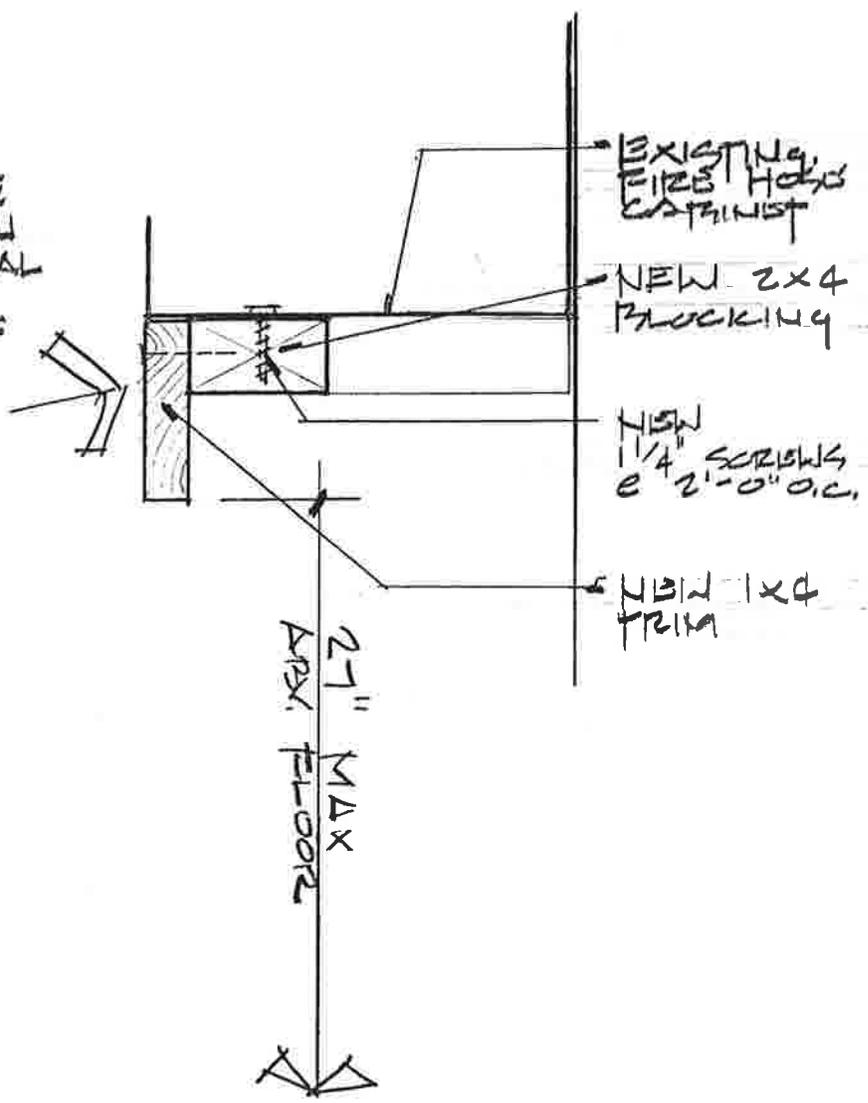
REMOVE EXIST. HANDICAPPED  
PARKING SIGNS ON MAIN  
COURT

WORK WRITE UP  
 PUERTO COUNTY  
 COURT HOUSE  
 215 W 10TH ST. PUEBLO, CO.  
 D.C.C. - A



NEW PARKING SPACES  
 1/8" = 1'-0"

AT EACH FIRE HOSE CABINET SCREW THROUGH BOTTOM OF SHEET METAL TO 2x4 BLOCKING ENTIRE PERIMETER OF CABINET - NAIL 1x4 OSG TRIM TO BLOCKING & STAIN.



FIRE HOSE CABINET DETAIL  
3'-0"

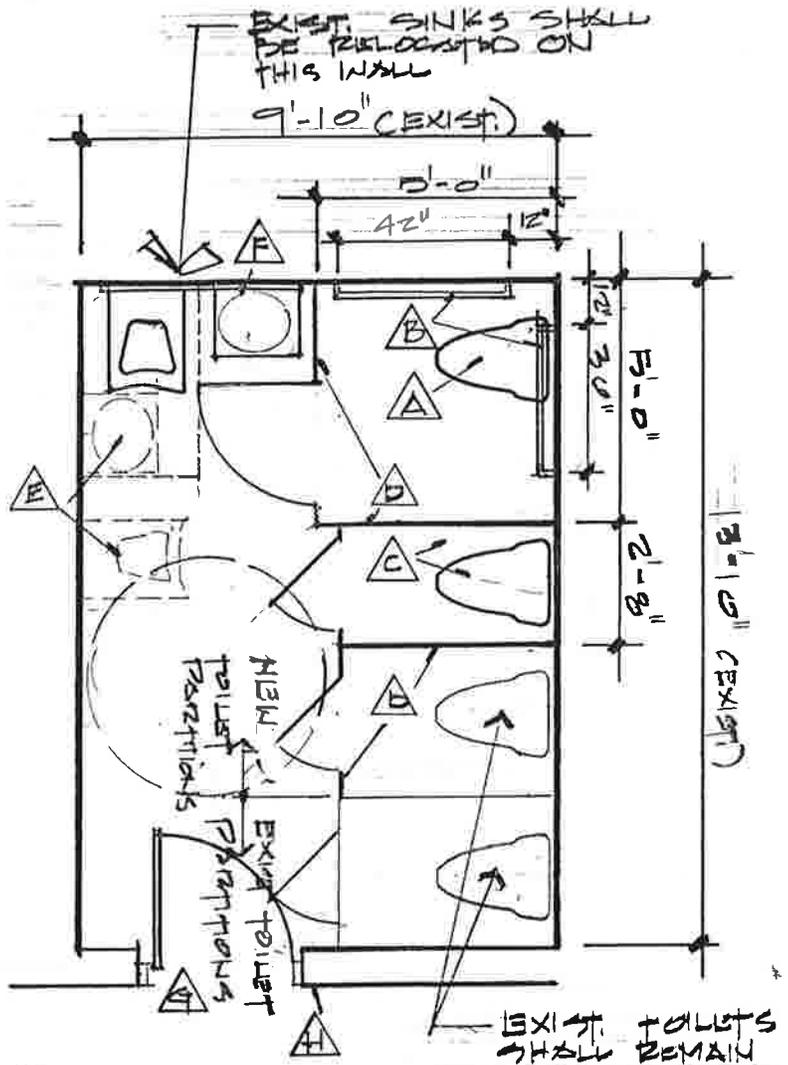
WORK WRITE UP  
**PUEBLO COUNTY**  
**COURT HOUSE**  
 215 W 10TH ST. PUEBLO CO.  
**P.C.C.-5**

GENERAL NOTES:

- o ; sewer and water lines to below finished floor and/or walls at all disconnect lines.
- o Contractor is responsible for verification of all existing conditions prior to submitting bid.
- o Contractor is responsible for reconnecting all plumbing, waste, and vent lines as necessary to ensure a complete working system.

CONSTRUCTION NOTES:

- A. Remove existing water closet and replace with new accessible water closet WC-1.
- B. Provide and install new grab bars 36" AFF.
- C. Relocate existing water closet as shown.
- D. Provide and install new toilet partitions as shown. Remove existing toilet partitions and discard.
- E. Remove and relocate existing sinks as shown.
- F. Relocate new wall-mounted 4' x 4' mirror; bottom edge 40" AFF.
- G. Remove existing door and frame, and replace with a 3'-0" x 6'-8" hollow metal door with push/pull latch in hollow metal frame. Needle-in new lintel as necessary to accommodate new opening.
- H. Carefully remove existing casework around door. Store and protect during construction. Patch around new opening and paint.



WOMEN'S RESTROOM  
REMODEL PLAN  
1/4" = 1'-0"

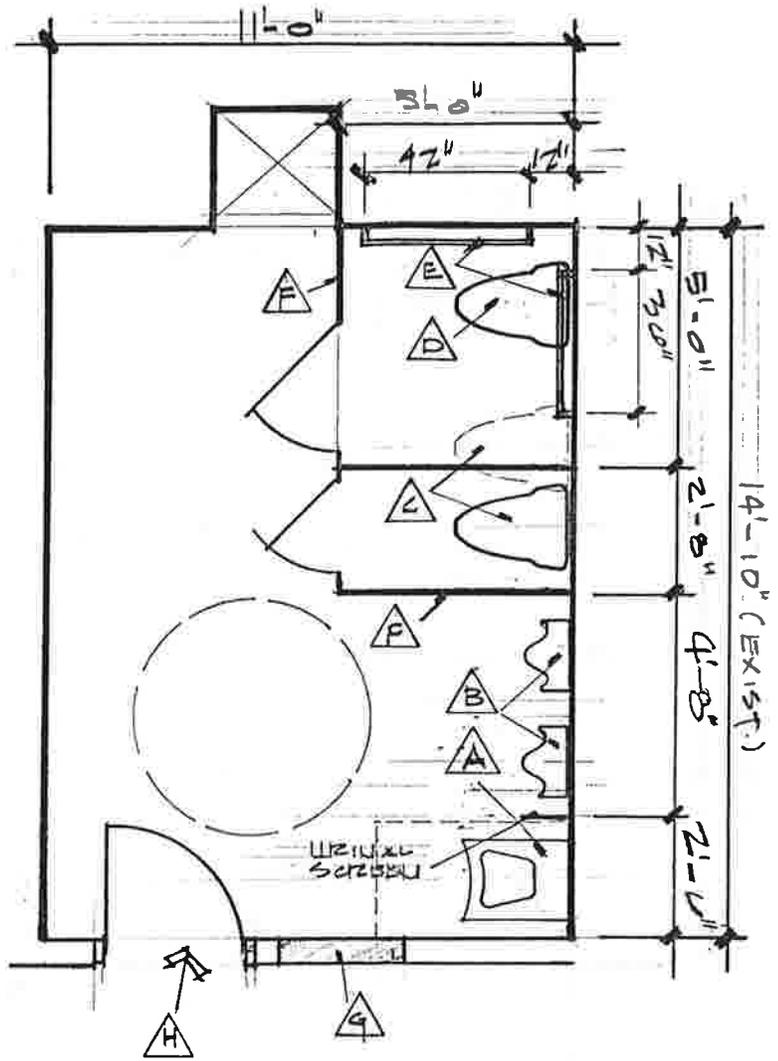
WORK WRITES UP  
PLEBLO COUNTY  
COURT HOUSE  
215 W 10th ST. PLEBLO CO.  
P.C.C.-6

**GENERAL NOTES:**

- Contractor is responsible for verifying all existing conditions prior to submitting bid.
- o Contractor is responsible for reconnecting all plumbing, waste, and vent lines to ensure a complete working system.
- o Cap sewer and water lines to below finished floor and/or walls at all disconnected lines.

**CONSTRUCTION NOTES:**

- A. Remove 2 existing sinks and discard. Install new accessible lavatory L-1.
- B. Remove 2 existing urinals and discard. Replace with new accessible urinals U-1 to NEW location shown.
- C. Remove and relocate water closet to location shown.
- D. Remove existing water closet and replace with new toilet partitions as per Spec's.
- E. Provide and install new grab bars 36" AFF.
- F. Remove all existing toilet partitions and replace with new toilet partitions as per Spec's.
- G. Remove existing door and frame. Infill existing opening and patch to match adjacent surfaces. NOTE: Existing casework around door shall be carefully removed, protected, and stored on site. Reinstall around new door, and paint.
- H. Provide new 3'-4" x 6'-10" opening in framed wall to accommodate new 3'-0" x 6'-8" hollow metal door and hollow metal frame.



**MENS RESTROOM  
REMODEL PLAN**

14'-21'-0"

WORK WRITE UP  
**PLERBLO COUNTY  
 COURT HOUSE**  
 215 W 10th St. Pueblo, CO  
**P.C.C.-7**

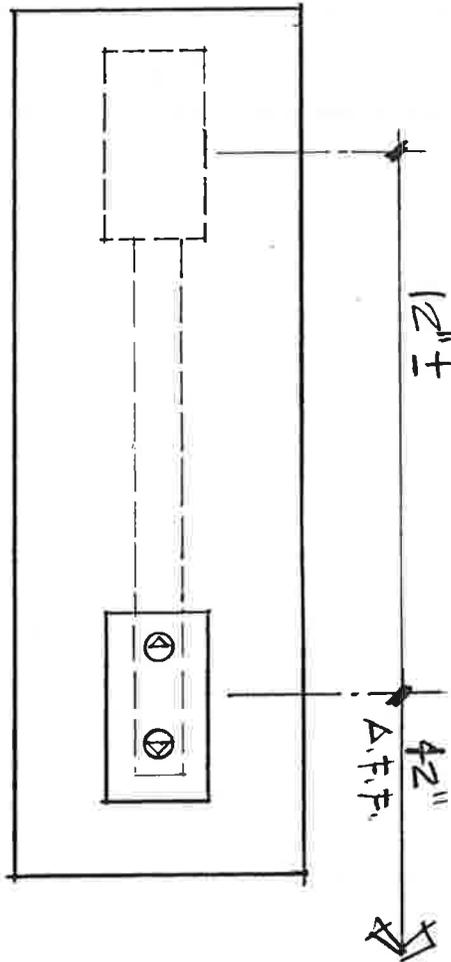
REMOVE EXIST.  
HALL CALL BUTTON

SAW CUT 1" TO 2"  
WIDE CHANNEL  
FOR ELEVATOR  
WIRING

CONSULT W/ ELEC.  
MANIF. ABOUT  
REQUIREMENTS FOR  
NEW HALL CALL  
BOX

ELEVATOR CALL  
BUTTON & COVER  
PLATE

60" X 18" FRASS  
COVER PLATE



### ELEVATOR CALL BUTTON DETAIL

3" = 1'-0"

WORK WRITE UP  
PIEBLO COUNTY  
COURT HOUSE  
215 W 10TH ST. PUEBLO, CO.

P.C.C.-8



ADA RAMP



ADA DIRECTIONAL



ADA PARKING



ADA RAMP



ADA FIRE ALARM HORN/STROBE



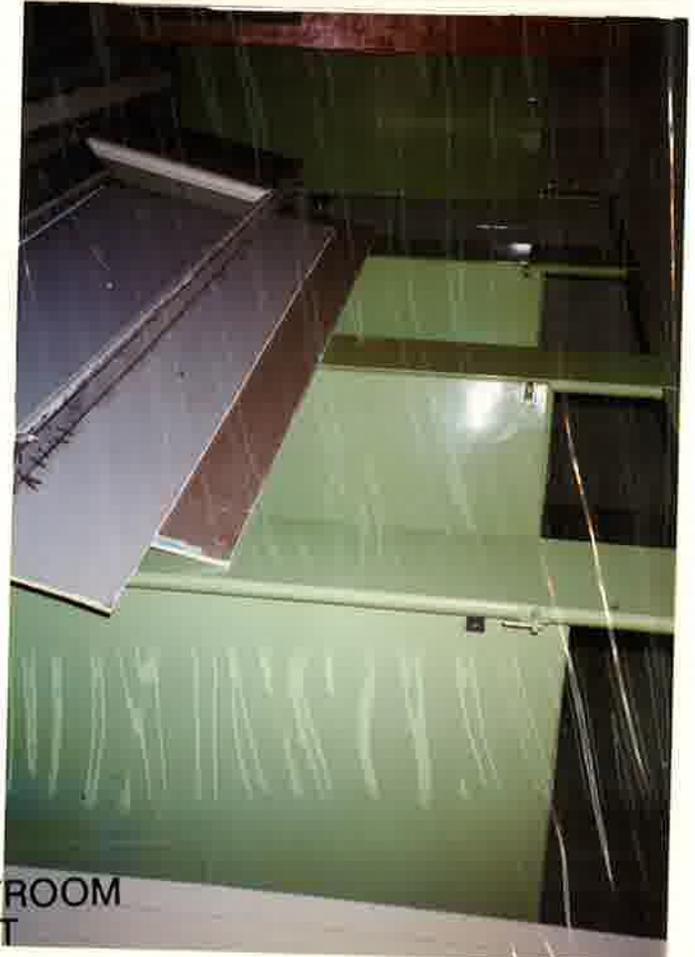
ADA PARKING



ADA ENTRANCE



ADA ENTRANCE



WOMEN'S RESTROOM  
BASEMENT



MEN'S RESTROOM  
BASEMENT



**MEN'S RESTROOM  
BASEMENT**



**ADA DRINKING FOUNTAIN  
BASEMENT**



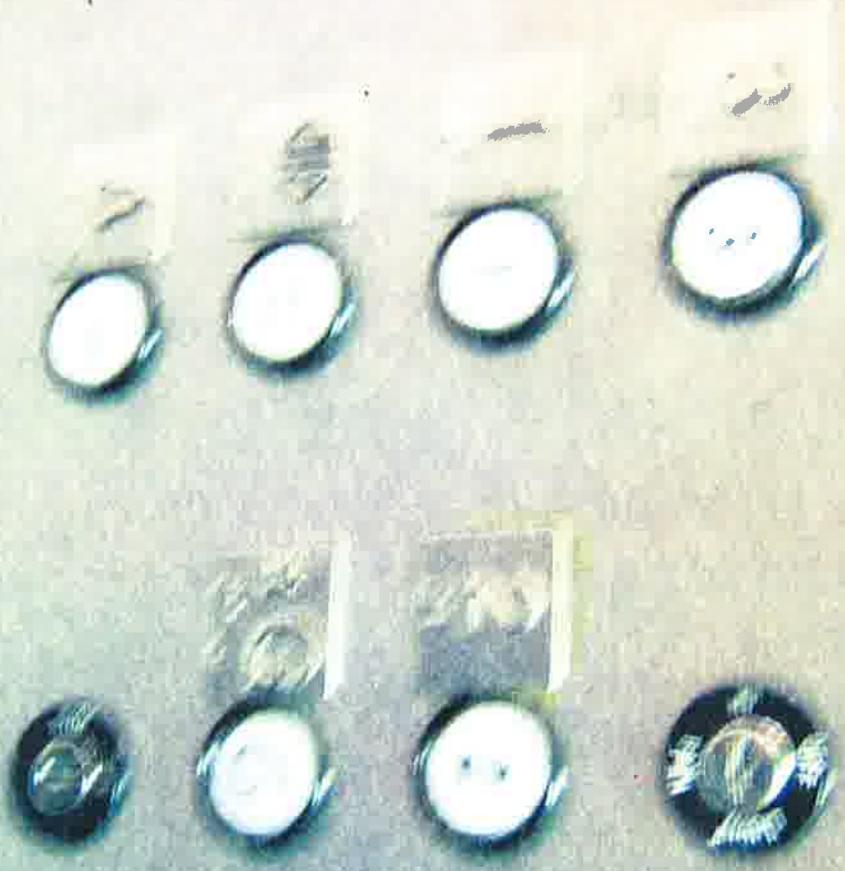
ADA RESTROOMS





Count House -

Elevator Controls





## Department of Emergency Mgmt. Warehouse #1, 411 Bell

### SYNOPSIS

#### WORK COMPLETED IN 1999

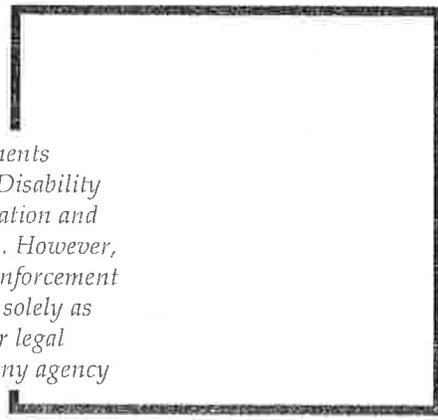
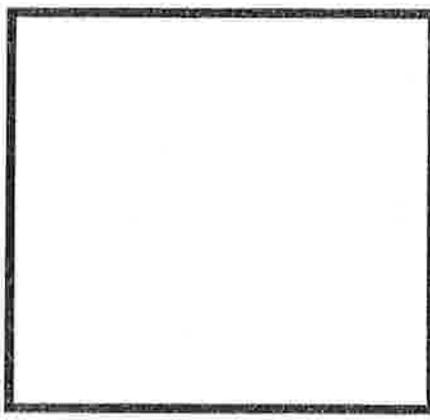
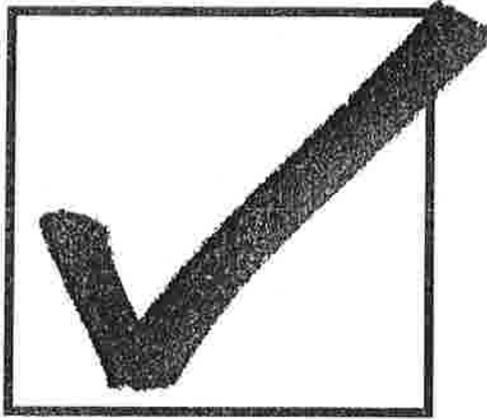
- A) Unisex restroom constructed per ADA guidelines.

#### RECOMMENDED FUTURE ADA IMPROVEMENTS.

*Although the warehouse is not open to the public, volunteers may require accessibility*

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Handicap parking needs to be designated.
- C) Adjust door closers or install power assisted automatic opener on entry door.
- D) Enlarge unisex restroom for wheel chair accessibility.
- E) Install visible and audible alarm system.
- F) Remove obstacles to maintain minimum required ADA clearances around circulation paths.
- G) Provide ADA signage through out building.
- H) Replace knobs or latches with lever handles on all doors.
- I) Rearrange furnishings around entry to maintain required ADA clearances.

DEM  
Warehouse



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

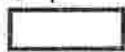
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

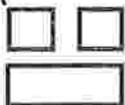
N/A

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

N/A  
  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

N/A Yes No

Add railings.

Are railings sturdy, and between 34 and 38 inches high?

N/A  
   
 height

Adjust height of railing if not between 30 and 38 inches.

Secure handrails in fixtures.

Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.

Widen the ramp.

Are ramps non-slip?

N/A

Add non-slip surface material.

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

Does the ramp rise no more than 30 inches between landings?

N/A  
   
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

N/A

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

N/A

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

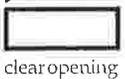
- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

N/A

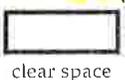
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?



- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?



- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

  
height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

  
height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

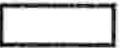
 Is the door handle no higher than 48 inches and operable with a closed fist?

  
height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

  
force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

  
seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
   
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
   
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

N/A

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

N/A    
   
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

N/A

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

N/A

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

N/A    
   
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

N/A    
   
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*N/A* Yes No

Elevators, continued  
 Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

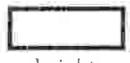
If an emergency intercom is provided, is it usable without voice communication?

*N/A*

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**  
 Can the lift be used without assistance? If not, is a call button provided?

*N/A*    
 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?  
   
  
 clear space

*N/A*    
 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?  
   
  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)** *N/A*    
 If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

*N/A*    
 Are there signs at inaccessible rest rooms that give directions to accessible ones?

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**  
 Is there tactile signage identifying rest rooms?

*N/A*  
**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

N/A

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

NOT public

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

N/A

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

A maximum of 19 inches of the required depth may be under the lavatory.

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

N/A

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**TTTTT** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

N/A

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

N/A

**TTTTT** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**TTTTT** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

N/A

**TTTTT** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

N/A

**TTTTT** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

N/A

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

N/A

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

N/A

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

N/A

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



**Department of Emergency Mgmt. Warehouse #2, 411 Bell**

**SYNOPSIS**

**NO WORK COMPLETED**

- A) Building is used as a storage facility with no public access.

**RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.



**Department of Social Services, 212 W. 12<sup>th</sup> Street**

## **SYNOPSIS**

### **WORK COMPLETED IN 1995**

- A) Remodeled existing Men's and Women's restrooms on 1<sup>st</sup> and 3<sup>rd</sup> floor to meet ADA accessible standards.
- B) Elevator control panel replaced with ADA approved panel.
- C) TDD pay telephone installed.
- D) Replaced audible fire alarm with audible/visual fire alarm.
- E) Replaced drinking fountain with accessible drinking fountain.
- F) Installed ADA signage at misc locations.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) TDD Telephones have been removed. Provide new TDD Telephones.
- C) Provide hand railings on both sides off all ramps.
- D) Provide non-slip surface material on ramps.
- E) Provide automatic openers on doors that do not have 18 inches of clear wall space on the pull side of doors.
- F) Provide additional informational and directional signage.
- G) Replace public tables to conform to ADA guidelines.
- H) Provide lower counters at all public services.
- I) Complete remodel of 2<sup>nd</sup> and 4<sup>th</sup> floor restrooms to comply with ADA guidelines.

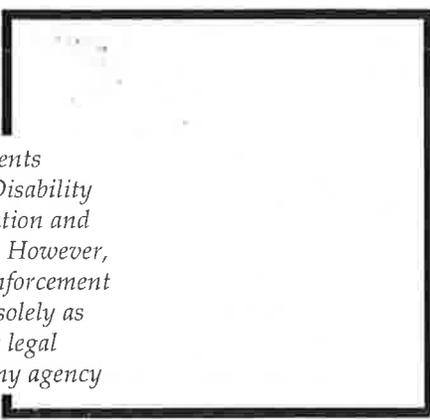
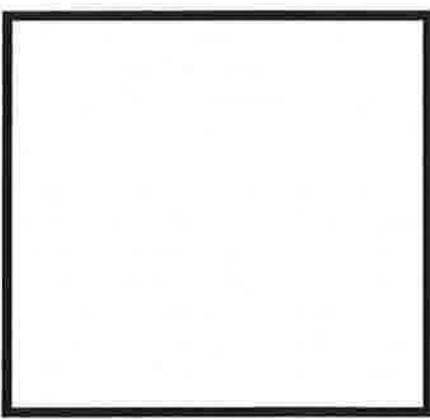
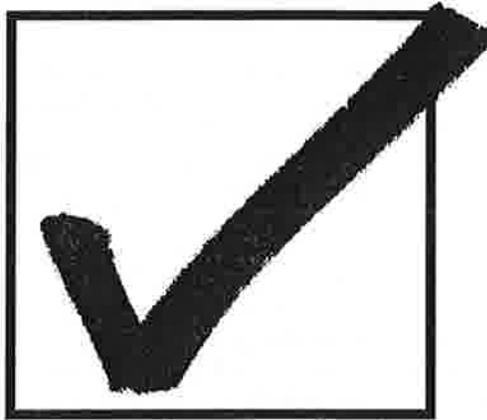
# Checklist for Existing Facilities version 2.1



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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? *Drain 7 in From wall, Dry Stone Pile 9 in from wall 27 in High*

distance from wall / height

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

None  
height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

48"  
width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

**11111** Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

**11111** Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

1/4  
height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

1/2  
height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

45  
height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lb for interior doors)?

5 + B  
force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

5.5 + B  
seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

"  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

"  
clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

8 FT  
height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
  60 in  
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

5/8  
character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

## Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

36"  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

## Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

42"  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

29"  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

27" 30" 19"  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

42"  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

42"  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

42"  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

### Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

Modify communication system.

Add tactile identification.

At each stopping level, post clear instructions for use of the lift.

Provide a call button.

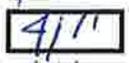
Rearrange furnishings and equipment to clear more space.

Move controls.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.

Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes  No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

35"  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40"  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

5.43  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

42"  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

39  
 width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

42"  
 length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

Is the toilet seat 17 to 19 inches high?

19  
height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

42"  
clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

Is the lavatory rim no higher than 34 inches?

34  
height

Adjust or replace lavatory.

Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

29  
height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

51  
height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

6'  
clear space

Clear more room by rearranging or removing furnishings.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Drinking Fountains, continued

**111111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

34  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**111111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

27  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

## Telephones (ADAAG 4.31)

**111111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**111111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

56 11  
 height

- Move furnishings.
- Replace booth with open station.
- Lower telephone.

**111111** Does the phone protrude no more than 4 inches into the circulation space?

5"  
 protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Add signage.

WORK WRITE-UP  
DEPARTMENT OF SOCIAL SERVICES  
212 West 12th Street  
Pueblo, Colorado

SCHEDULE OF DRAWINGS

- DSS-1 1st Floor Plan
- DSS-2 2nd Floor Plan
- DSS-3 3rd Floor Plan
- DSS-4 4th Floor Plan
- DSS-5 1st and 3rd Floor Restroom Remodel Plans

- ~~1.~~ Work is already complete in order for existing handicapped parking spaces to comply with ADA regulations. No work is required.
- ~~2.~~ Building identification signs shall be installed at locations shown on Drawing DSS-1. Accessible route/entrance sign shall be placed as shown on Drawing DSS-1. Signs by others, not in contract.
- ~~3.~~ All interior signage is by others, not in contract, except for accessible restroom signage.
4. Remodel existing Men's and Women's restroom on 1st Floor and 3rd Floor as shown on Drawing DSS-5. For bidding purposes, no work shall be done at 2nd Floor and 4th Floor restrooms.
5. Remove existing elevator control panel in elevator and replace with new control panel that meets all ADA guidelines.
6. Install a TDD pay telephone adjacent to existing telephone.
7. Remove and replace existing audible fire alarm with audible/visual fire alarms at locations shown on Drawings DSS-1, DSS-2, DSS-3, and DSS-4.
8. Remove existing water cooler and replace with new accessible water cooler, Haws HWBFA8L.
- ~~9.~~ Service is currently available at accessible tables within the Cafeteria. No work is required as long as assistance and service is available to disabled persons.
10. A curb ramp has already been installed at the corner of 12th and Main Streets. No work is required.

### GENERAL NOTES

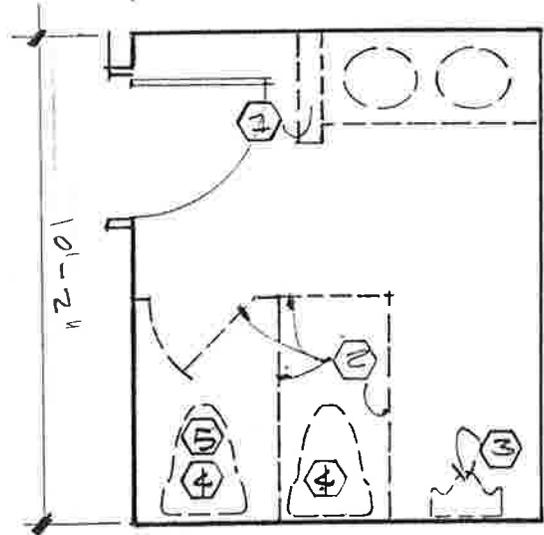
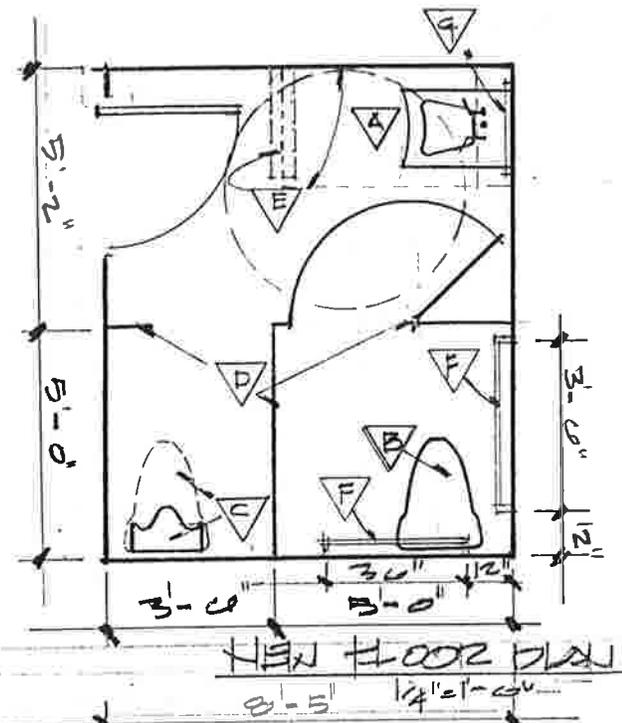
- o Contractor is responsible for verifying all existing conditions prior to submitting bid.
- o Contractor is responsible for connecting all plumbing waste and vent lines to ensure a complete working system.
- o Cap all disconnected sewer and water lines to below finished floor and/or walls.

### DEMOLITION NOTES

1. Remove existing wall. Patch to match adjacent surfaces.
2. Remove existing toilet stalls and discard.
3. At Men's Room, disconnect and relocate existing urinal. At Women's restroom, disconnect and remove existing toilet and discard.
4. Remove existing toilets and discard at both Men's and Women's restrooms.
5. At Men's Room, disconnect and remove existing toilet and discard. At Women's Room, toilet can remain.

### CONSTRUCTION NOTES

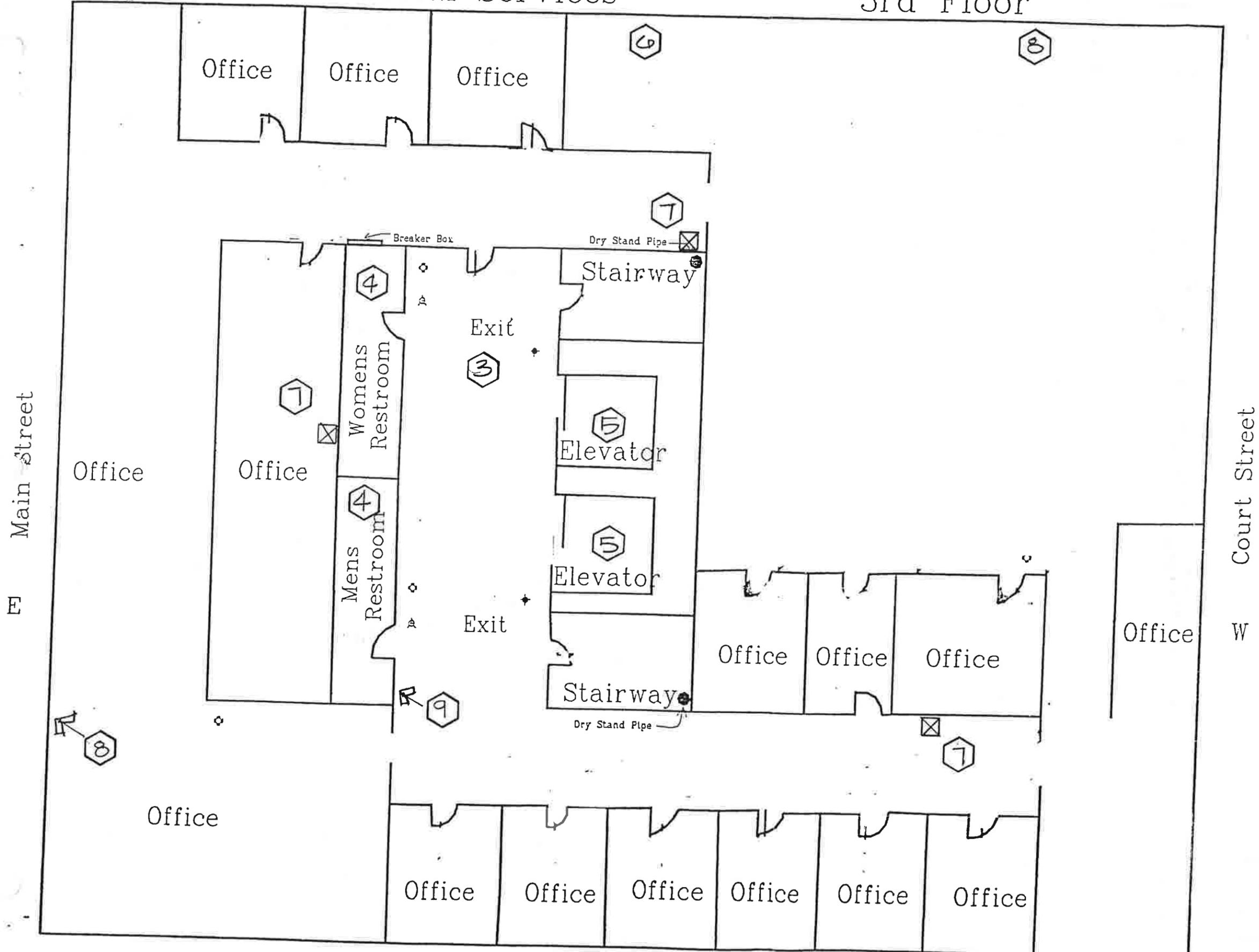
- A. Provide and install new accessible lavatory. Reroute all plumbing lines to new fixtures.
- B. Provide and install new accessible wall hung flush valve toilet at location shown on plan. Modify existing plumbing lines as required.
- C. At Men's Room relocate existing wall hung urinal to new location. At Women's restroom, existing toilet can remain.
- D. Provide new floor mounted toilet partitions as shown.
- E. Patch existing floor, wall, and ceiling as necessary to match adjacent surfaces where existing wall and countertop were removed.
- F. Install new grab bars 36" A.F.F.
- G. Install a 3' x 4' mirror with bottom edge at 40" A.F.F.
- H. Relocate existing towel dispenser 48" A.F.F. at new location.



WORK WRITE UP  
DEPARTMENT OF  
SOCIAL SERVICES  
212 W 12TH ST. PUEBLO, CO.  
D.S.S.- 5

Department of Social Services

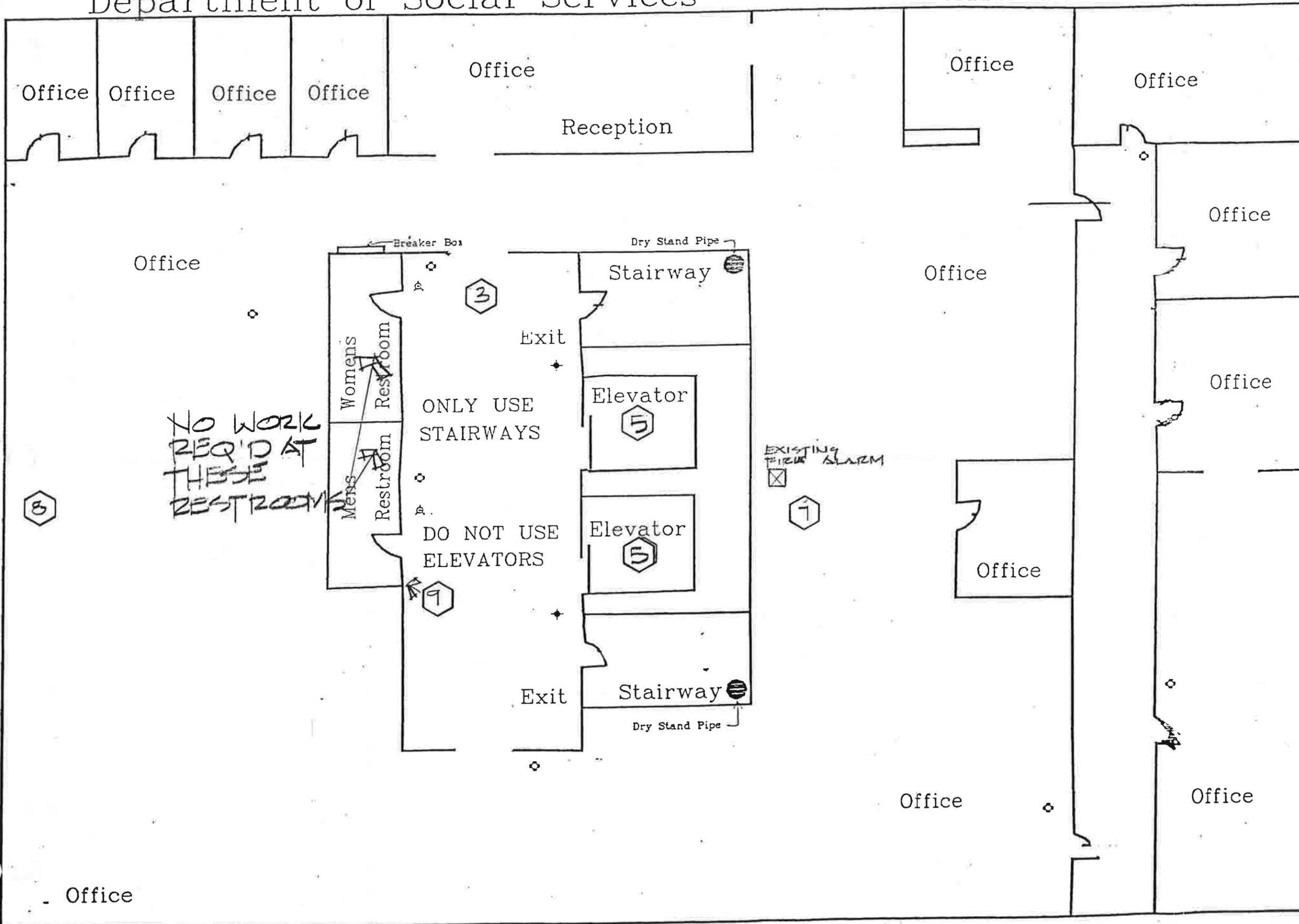
3rd Floor



WORK WRITE UP  
DEPARTMENT  
OF SOCIAL  
SERVICES  
212 W 12TH ST.  
PUEBLO, CO.  
D.S.S-3

# Department of Social Services

# 2nd Floor



NO WORK  
REQ'D AT  
THESE  
RESTROOMS

ONLY USE  
STAIRWAYS

DO NOT USE  
ELEVATORS

EXISTING  
FIRE ALARM

WORK WRITE UP  
DEPARTMENT  
OF SOCIAL  
SERVICES  
112 W 12th St  
PUEBLO, CO.

D.S.S.-2

1st. Floor

ACCESSIBLE  
ENTRANCE  
SIGN

2

Department of Social Services

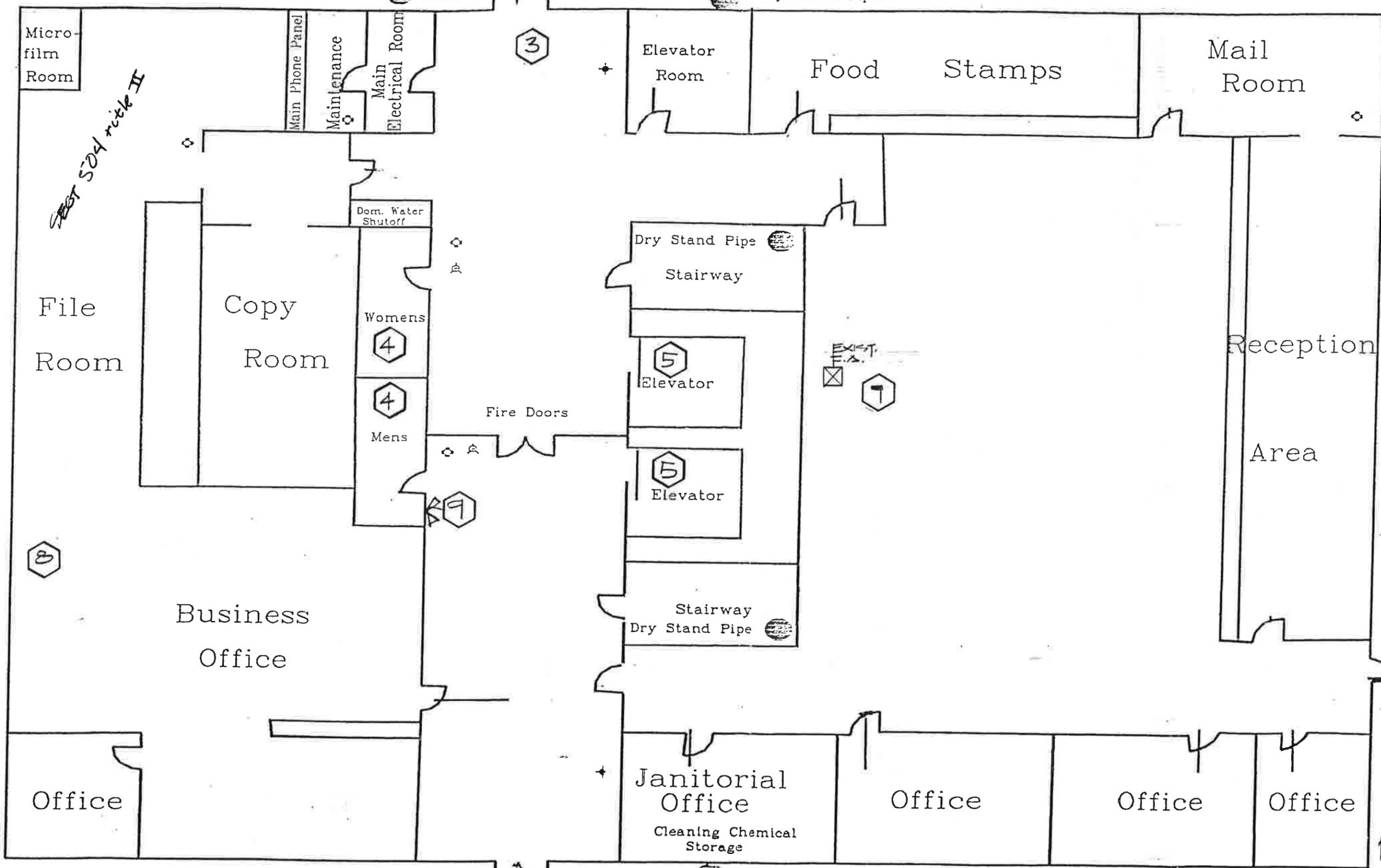
Gas Main

Dry Stand Pipe

ACCESSIBLE  
ROUTE SIGN

1

NO WORK  
REQ'D @  
EXIST. PARKING



Main Street

Court Street

Dry Stand Pipe

N

copy/courthouse/ds1et

12th Street

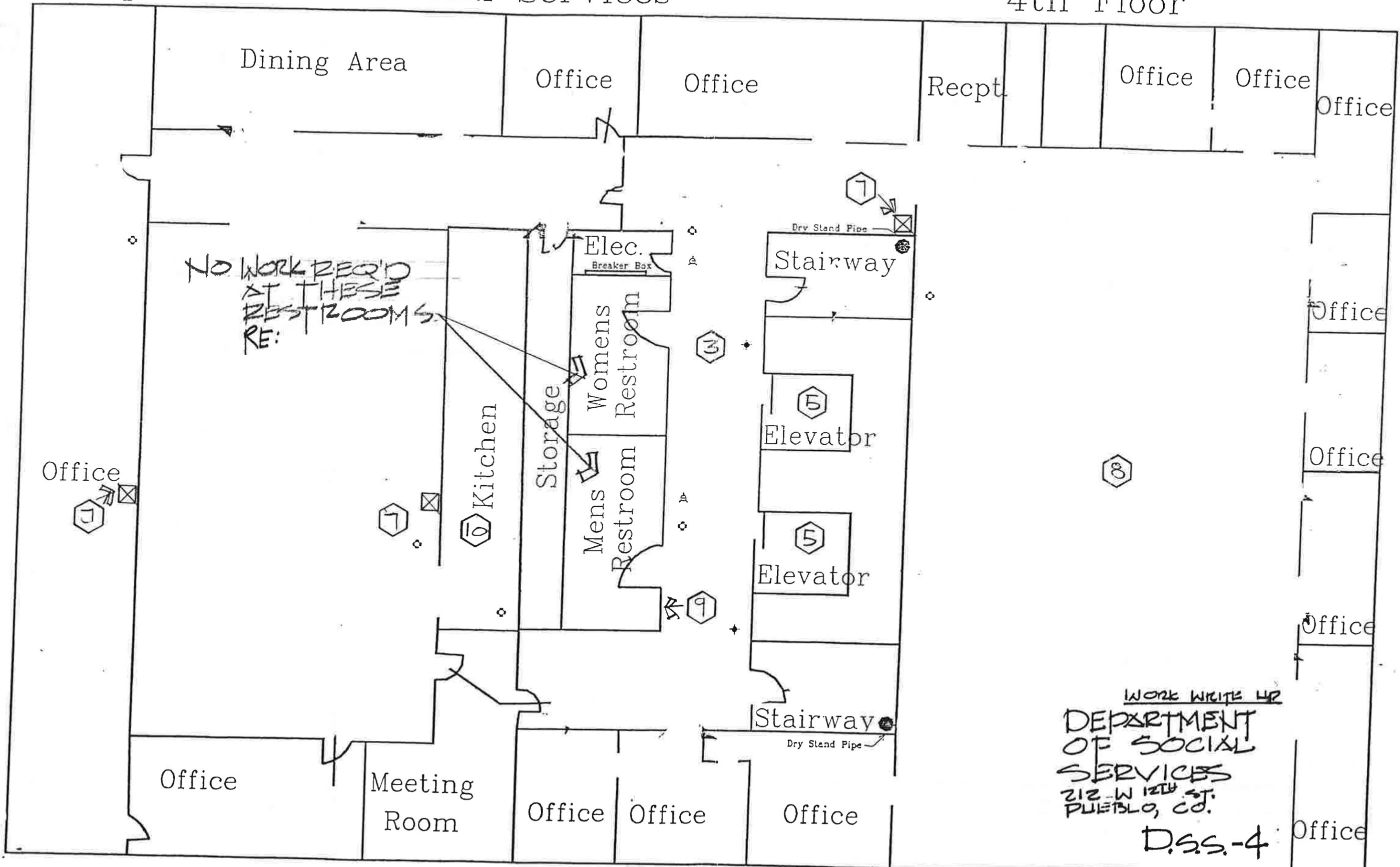
Rev. Date: 9/1/93 Published by Pueblo County GIS Center

WORK WRITE 4  
DEPARTMENT  
OF SOCIAL  
SERVICES  
212 W 12TH ST.  
PUEBLO, CO.

D.S.S.-1

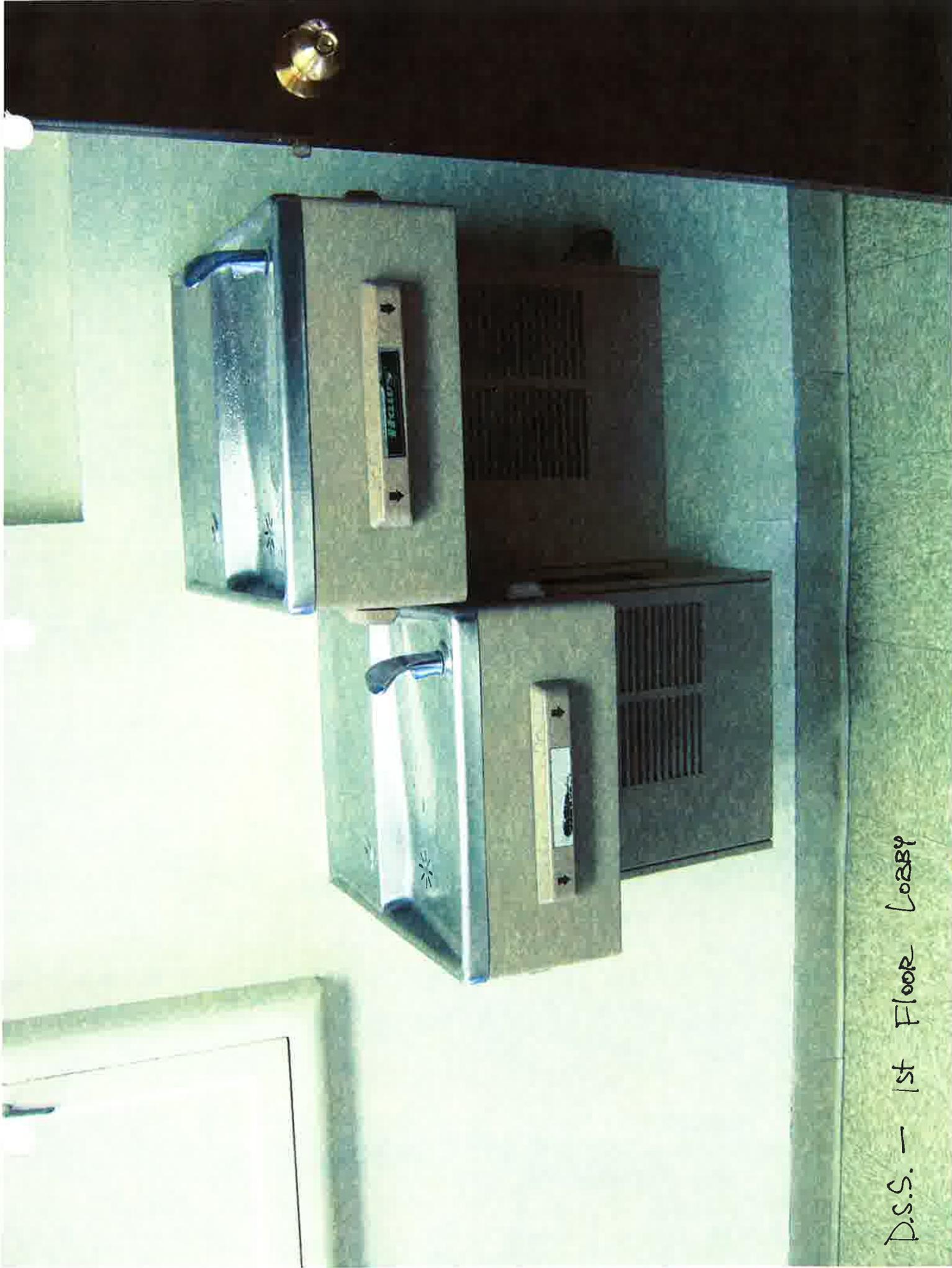
# Department of Social Services

# 4th Floor



NO WORK REQ'D  
AT THESE  
RESTROOMS  
RE:

WORK WRITE UP  
DEPARTMENT  
OF SOCIAL  
SERVICES  
212 W 12TH ST.  
PUEBLO, CO.  
D.S.S.-4

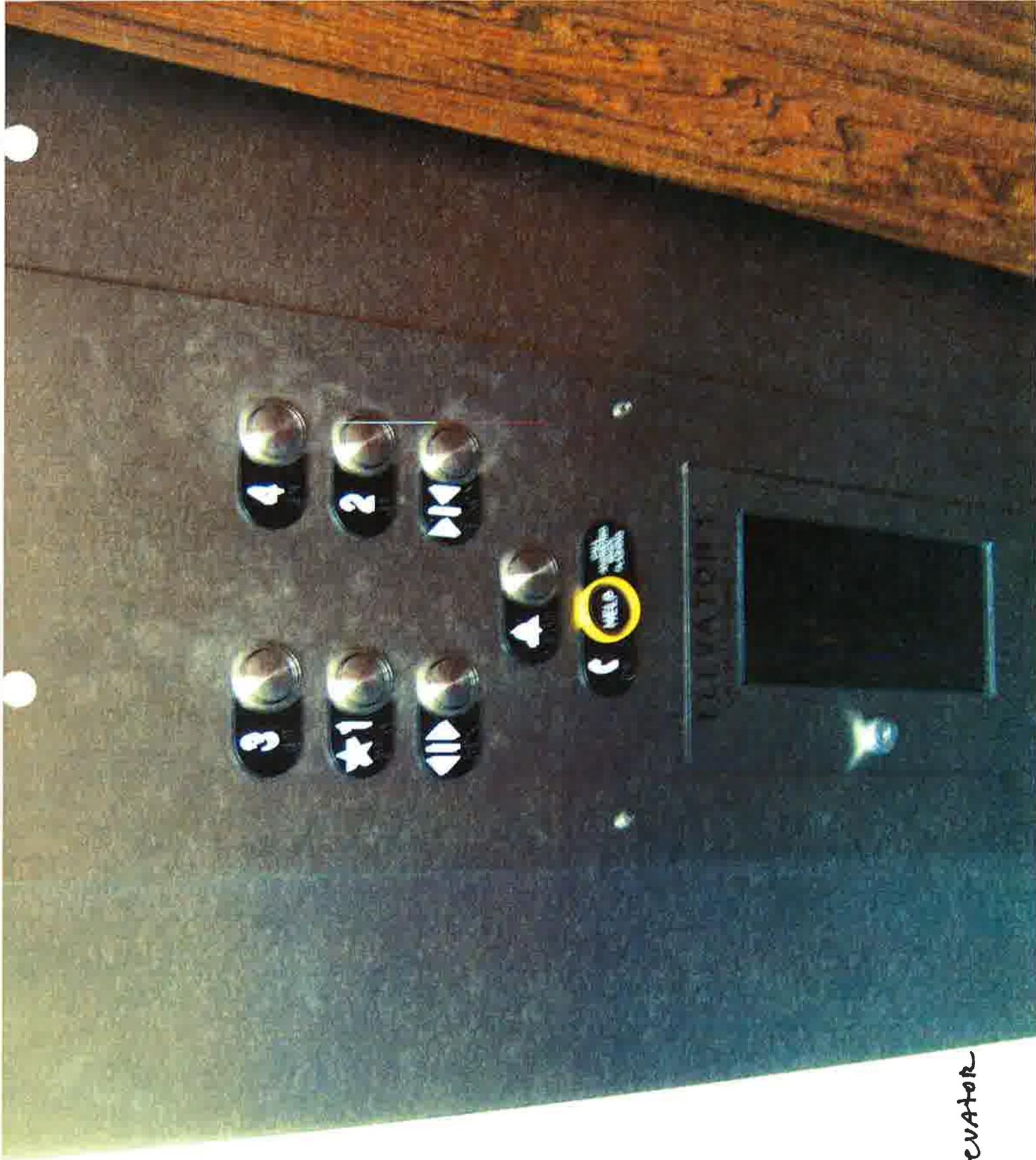


D.S.S. - 1st Floor Lobby

COURTESY PHONE  
LOCAL CALLS  
DIAL 8 FOR  
OUTSIDE LINE.  
2 MIN. LIMIT



D.S.S. - 1st FLOOR LOBBY No TDD PHONE



D.S.S. Elevator



D.S.S.  
1st Floor



D.S.S. 3rd floor



Floor 1st 12/14



1st Floor  
D.S.S. LOBBY



Department of Social Services, ~~212 W. 12<sup>th</sup> Street~~

VISITATION

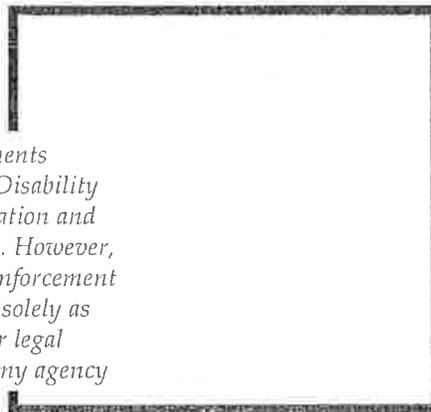
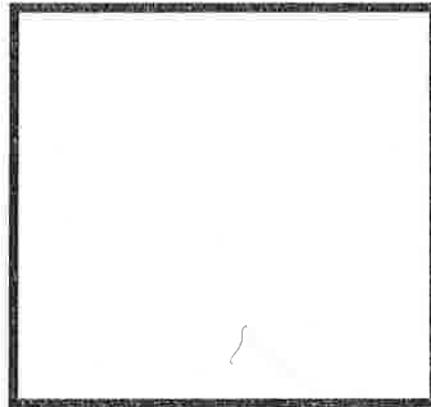
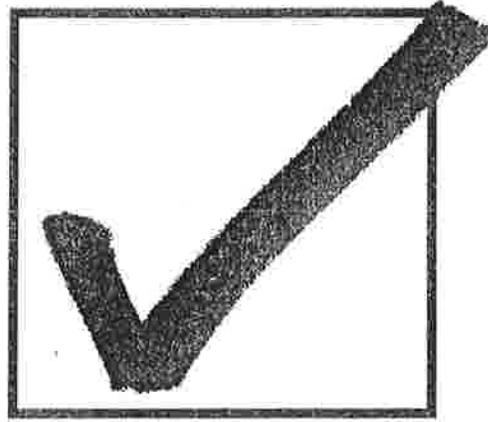
1426 N GRAND AVE.



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that are readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 48"  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

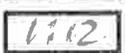
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

  
 1:12  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.  
*Along Building*

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/  
vertical clearance

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

Entrance, continued

**TTTTT** Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

**N/A** **TTTTT** If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

**TTTTT** Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**CAN'T OPEN W/ CLOSED FIST**  
**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

**TTTTT** Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

**N/A** **TTTTT** If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes  No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

Yes  No

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

Yes  No  
 79"  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

Yes  No  
 7' x 8'  
 width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

Yes  No  
 36"  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

Yes  No  
 23"  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

Yes  No  
 \_\_\_\_\_  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

Yes  No  
 37"  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes  No  
 3/4"  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

64"  
width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

8'  
width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

27"  
height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

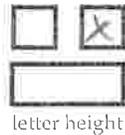
**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?



Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

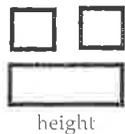


Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**



Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?



Relocate controls.

*N/A*

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

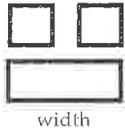


Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**



Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?



Rearrange chairs or tables to provide 36-inch aisles.

*N/A*

Are the spaces for wheelchair seating distributed throughout?

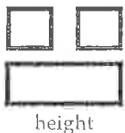


Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

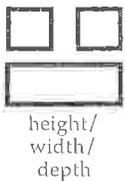


Lower part or all of high surface.

Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?



Replace or raise tables.

**Seats, Tables, and Counters, continued**

Yes No

~~At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?~~

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

~~Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?~~

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

Ramp

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

N/A

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**TTTTT** Is the doorway at least 32 inches clear?

**36"**  
clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**TTTTT** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

**37"**  
height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**TTTTT** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**TTTTT** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**TTTTT** Is there a 36-inch-wide path to all fixtures?

**72" x 37 1/2"**  
width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

*N/A*

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**TTTTT** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

**72" x 37 1/2"**  
length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

**TTTTT** Is the toilet seat 17 to 19 inches high?

Add raised seat.

**17"**  
height

**Lavatories (ADAAG 4.19, 4.24)**

**TTTTT** Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

**37x**  
clear space

**TTTTT** Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

**33"**  
height

**TTTTT** Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

**29"**  
height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

**TTTTT** Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**47"**  
height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

*w/4*

**Drinking Fountains (ADAAG 4.15)**

**TTTTT** Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

N/A

Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
height	

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

<input type="checkbox"/>	<input type="checkbox"/>
height/ protrusion	

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

N/A

If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

<input type="checkbox"/>	<input type="checkbox"/>
clear space	

N/A

Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

<input type="checkbox"/>	<input type="checkbox"/>
height	

A

Does the phone protrude no more than 4 inches into the circulation space?

<input type="checkbox"/>	<input type="checkbox"/>
protrusion	

N/A

Does the phone have push-button controls?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

N/A

Is the phone hearing-aid compatible?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

N/A

Is the phone adapted with volume control?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Is the phone with volume control identified with appropriate signage?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

N/A

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



**Desert Hawk Golf Course (Pro Shop & Restaurant), 251 S. McCulloch**

**SYNOPSIS**

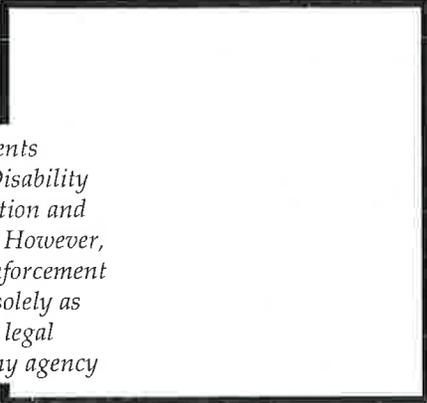
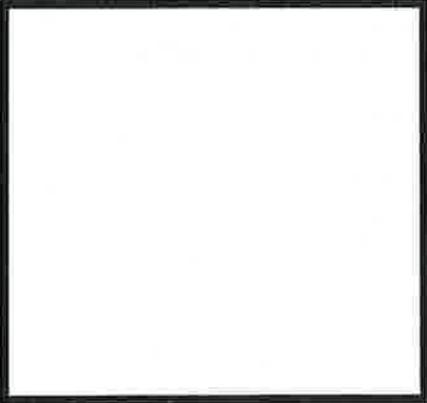
**PURCHASED IN 2000 (NO WORK COMPLETED IN 1995)**

- A) Parking lot paved - accessible ramps and parking installed in 2009

**RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide handicap parking signage and directional signage through out parking area and pro shop/lounge.
- C) Remodel pro shop and bar counter to achieve correct ADA heights and passage to lounge area.
- D) Install automatic opener at front entrance.
- E) Complete remodel of restrooms to fully comply with ADA guidelines.
- F) Provide van accessible parking. (Only required with 8 or more handicap spaces)
- G) Re arrange tables to provide 36" space between tables/chairs.
- H) Provide wheelchair seating at restaurant tables.
- I) Merchandise displays need to be rearranged to provide ADA clearances between merchandise.
- J) Install /visual audible emergency warning system.
- K) Provide ADA accessible drinking fountain.
- L) Provide TDD public telephone.

# Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. 

Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

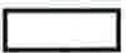
  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

*Display signs*

**In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.**

  
 distance from wall/height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8) *NA***

 Are the slopes of ramps no greater than 1:12?

**Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.**

  
 slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.

Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.

Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

*90 SPACES*

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

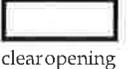
**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

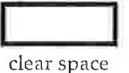
- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**



Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.



If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.



Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.



Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.



If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

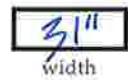
Yes No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

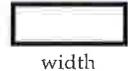
- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

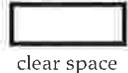
### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

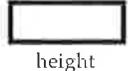
- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

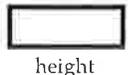
- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

27"  
width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

### Emergency Egress (ADAAG 4.28)

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

### Signage for Goods and Services (ADAAG 4.30)

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

*(No interior signs)*

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.



## Controls (ADAAG 4.27)

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

## Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)



Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

26"  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**



At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.



Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**N/A Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**N/A Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**N/A Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.



Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

  
 clear space

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

  
 height

 Does the phone protrude no more than 4 inches into the circulation space?

  
 protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



**District Attorney's Office, 701 Court Street**

## **SYNOPSIS**

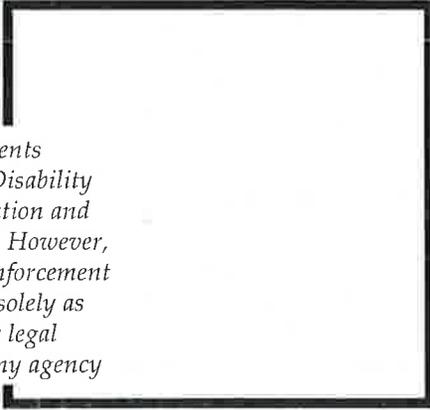
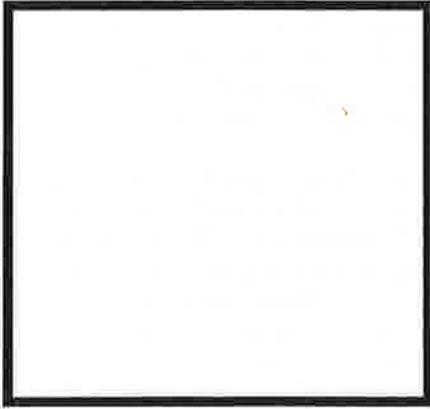
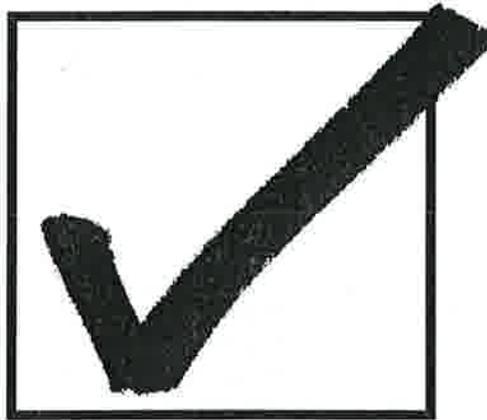
### **WORK COMPLETED IN 2010**

Building was acquired in 2005 and remodeled in 2010

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide Handicap parking signage and directional signage through out building.
- C) Accessible ramp does not meet ADA regulations. Reconstruct ramp as not to exceed a slope of 1:12.
- D) Lower all public service counters to ADA requirements.
- E) Provide audible and visual indicators in elevator.
- F) Provide required ADA specified controls.
- G) Provide emergency intercom in elevator.
- H) Replace door opening devices to reduce opening force of less than 5lb.
- I) Lower soap and towel dispensers to conform to ADA requirements.
- J) Provide TDD public telephone.
- K) Provide cane-detection around drinking fountain.

**Checklist for Existing Facilities** version 2.1



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.
- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.
- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.
- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.
- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

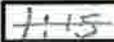
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

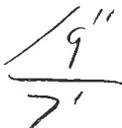
**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope  
 1:12

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.



**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

42  
 height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

71  
 width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

7'  
 length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

9"  
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

0 3  
 51  
 number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

0 1  
 8/130  
 width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

115  
 60

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5) *NA*

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

*NA* Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

*NA* Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

*Automatic Door*  
 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

**QUESTIONS**

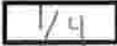
**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes  No   
  
 height

 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes  No   
  
 height

Are edges securely installed to minimize tripping hazards?

Yes  No

 Is the door handle <sup>Automatic Doors</sup> no higher than 48 inches and operable with a closed fist? *NA*

Yes  No   
  
 height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Yes  No   
  
 force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes  No   
  
 seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

54  
 width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

5'  
 width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

16/  
 height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
 68  
 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish? *MA*

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

## Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

48  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

## Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

42  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

  Are the tops of tables or counters between 28 and 34 inches high?

42  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

30 /  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

NA

At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

NA

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

NA

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

Are the call buttons in the hallway no higher than 42 inches?

54"  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

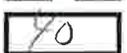
### Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

33 1/2  
clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

36  
height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

5  
force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

63"  
clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

48  
width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

65"  
length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

*NA*

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

ELECTIONS OFFICE - 720 N. MAIN STREET, SUITE 200

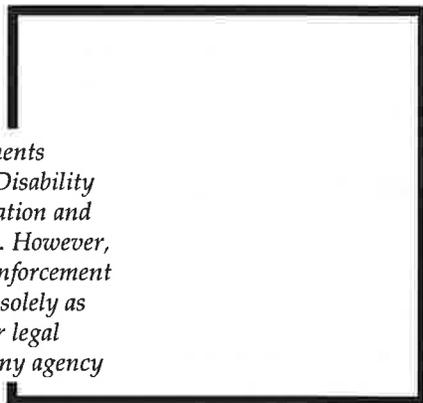
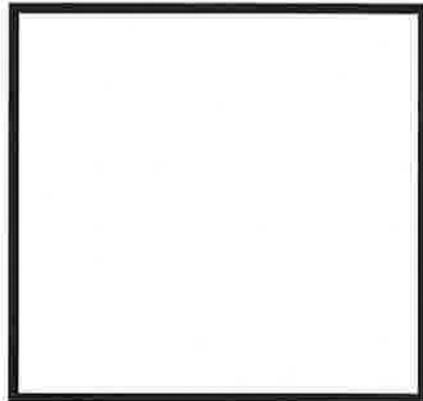
# Checklist for Existing Facilities version 2.1



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# The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

**Yes No**

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/  
 vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

## QUESTIONS

## POSSIBLE SOLUTIONS

	Yes	No	
<p><b>Entrance, continued</b></p> <p> Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If there is a single step with a rise of 6 inches or less, add a short ramp. <input type="checkbox"/> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
<p> If provided, are carpeting or mats a maximum of 1/2-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace or remove mats.
<p>Are edges securely installed to minimize tripping hazards?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secure carpeting or mats at edges.
<p> Is the door handle no higher than 48 inches and operable with a closed fist?</p> <p><b>The "closed fist" test for handles and controls:</b> Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower handle. <input type="checkbox"/> Replace inaccessible knob with a lever or loop handle. <input type="checkbox"/> Retrofit with an add-on lever extension.
<p> Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?</p> <p><b>You can use an inexpensive force meter or a fish scale</b> to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust the door closers and oil the hinges. <input type="checkbox"/> Install power-assisted or automatic door openers. <input type="checkbox"/> Install lighter doors.
<p> If the door has a closer, does it take at least 3 seconds to close?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No  
   
  
 width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

  
 width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

  
 height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

  
 character  
 height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
width/  
depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

**TTTTT** At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

**Yes No**

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

**TTTTT** Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

**TTTTT** Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

### Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

**MINI** Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

**MINI** Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

Rearrange furnishings.  
 Replace lavatory.  
 Remove or alter cabinetry to provide space underneath.  
 Make sure hot pipes are covered.  
 Move a partition or wall.

clear space

**A maximum of 19 inches of the required depth may be under the lavatory.**

**MINI** Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

**MINI** Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

Lower dispensers.  
 Replace with or provide additional accessible dispensers.

**MINI** Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

Lower or tilt down the mirror.  
 Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

**MINI** Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes No**

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

 Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



**Fleet Management, 1107 N. Main**

## **SYNOPSIS**

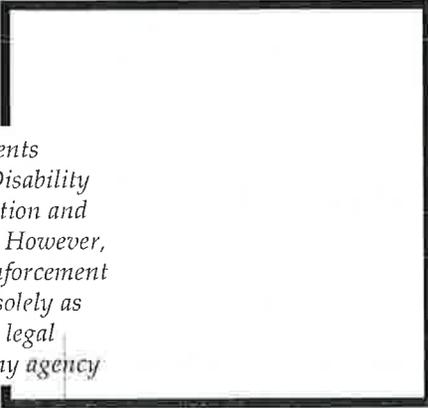
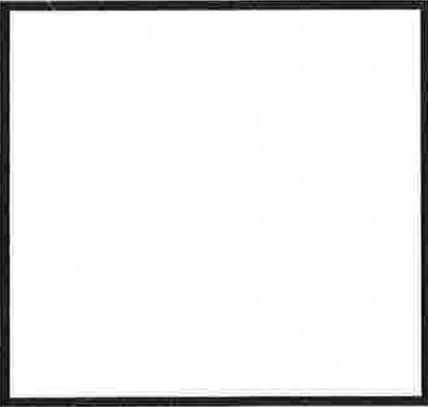
### **NO WORK COMPLETED IN 1995**

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) No public services are housed at the fleet building. Listed below are improvements should the county want to make accessibility to the facility
- B) Receive/Review public comments and suggestions for recommended future improvements
- C) Repair uneven paving.
- D) Widen route to entrance from 34" to 36".
- E) Provide handicap parking.
- F) Provide directional and informational signage through out building.
- G) Replace entry threshold to comply with ADA >¼" height.
- H) Provide restrooms that comply with all ADA guidelines.

# Checklist for Existing Facilities version 2.1

Thresholds  
Heights!



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.
- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.
- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.
- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.
- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

QUESTIONS

POSSIBLE SOLUTIONS

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

NA

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*NA*

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height



Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length



Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

*[No Handicap Parking]*

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

# QUESTIONS

# POSSIBLE SOLUTIONS

NA

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

34  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

25  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

**311** Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

3/4"  
height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

**312** If provided, are carpeting or mats a maximum of 1/2-inch high?

1/2"  
height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

**313** Is the door handle no higher than 48 inches and operable with a closed fist?

34"  
height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

**314** Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

**315** If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

No closure

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**



Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

40"  
width

Rearrange furnishings and fixtures to clear aisles.



Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

3'  
width

Rearrange furnishings to clear more room.

*No Carpet*  
Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.



In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**



If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

*No Signs*



If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

- Signs mounted with centerline 60 inches from floor.

Y N     
height

- Mounted on wall adjacent to latch side of door, or as close as possible.

- Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

- Brailled text of the same information.

- If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*No Signs*

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**



Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.



**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**  
 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

Lower part or all of high surface.  
 Provide auxiliary table or counter.



Are the tops of tables or counters between 28 and 34 inches high?

28  
 height



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
width/  
depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

*NA*

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

*No Public Rest Rooms*

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

*NA*

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

NA

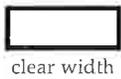
**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

  
 clear width

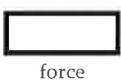
- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

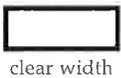
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

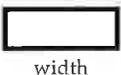
**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

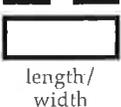
**Stalls (ADAAG 4.17)**

NA

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

*NA*

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

*NA*

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

*NA*

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

NA

**TTTTT** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
   
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**TTTTT** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

NA

**TTTTT** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**TTTTT** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**TTTTT** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



## **Fulton Heights Recreation Center, 1331 Santa Rosa**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

Building was remodeled in 1995. Kitchen addition and restroom remodels conformed to all Uniform Building Codes and adopted ADA guidelines.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

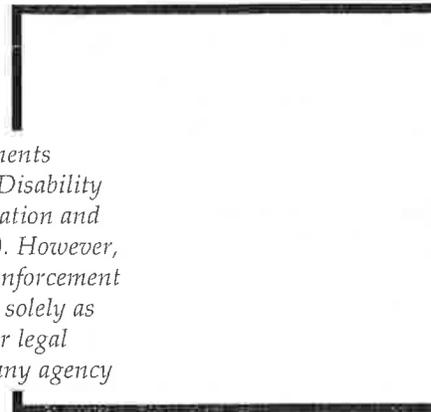
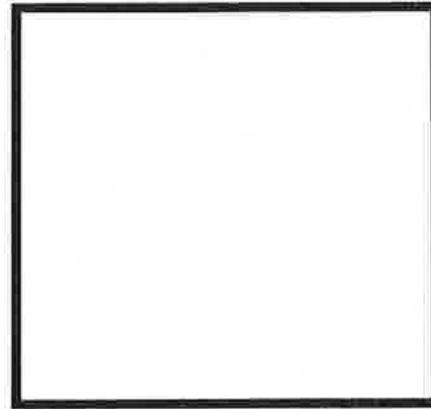
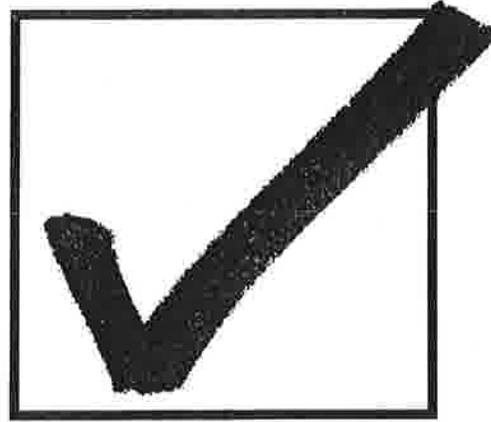
- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Install automatic opener on entry door.
- C) Provide ADA signage through out Exterior and interior of facility.
- D) Lower existing signage to correct ADA heights.
- E) Lower public service counters to correct ADA height of 36 inches.



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Ramps, continued

*NA*

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

28  
number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

8' / 17'  
width / vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes  No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)** *NA*

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

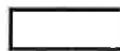
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches** needs this space to get close enough to open the door.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

 If provided, are carpeting or mats a maximum of 1/2-inch high? *NA*

height

Are edges securely installed to minimize tripping hazards?

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

*OK*  
The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)? *need force on door*

force

You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close? *NA*

seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

Do doors into public spaces have at least a 32-inch clear opening?

32  
clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

25  
clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

Are door handles 48 inches high or less and operable with a closed fist?

40  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

1/4  
height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.



**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

**TTTTT** If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

80  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

**TTTTT** Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

48  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

**TTTTT** Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

**TTTTT** Are the tops of tables or counters between 28 and 34 inches high?

30"  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

**TTTTT** Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? *Folding Tables*

30|34  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

**TTTTT** At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high? *NA*

Yes No  
   
   
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

**TTTTT** Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)** *NA*

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift. *NA*

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)** *NA*

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

**TTTTT** Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*NA*

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

34  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

80  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

55  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

NA

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes  No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Yes  No   
  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

*No lavatory - sink*

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

 Is the lavatory rim no higher than 34 inches?

Yes  No   
  
 height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Yes  No   
  
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Yes  No

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

Yes  No

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

Yes  No   
  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

*Gymnasium*

Yes  No   
  
 clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

11111

Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

36  
height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

11111

Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

**Telephones (ADAAG 4.31)**

11111

If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

MA

clear space

11111

Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

11111

Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

Provide cup dispensers for fountains with spouts that are too high.

Provide accessible cooler.

Replace the controls.

Place a planter or other cane-detectable barrier on each side at floor level.

Move furnishings.

Replace booth with open station.

Lower telephone.

Place a cane-detectable barrier on each side at floor level.

Contact phone company to install push-buttons.

Have phone replaced with a hearing-aid compatible one.

Have volume control added.

Add signage.

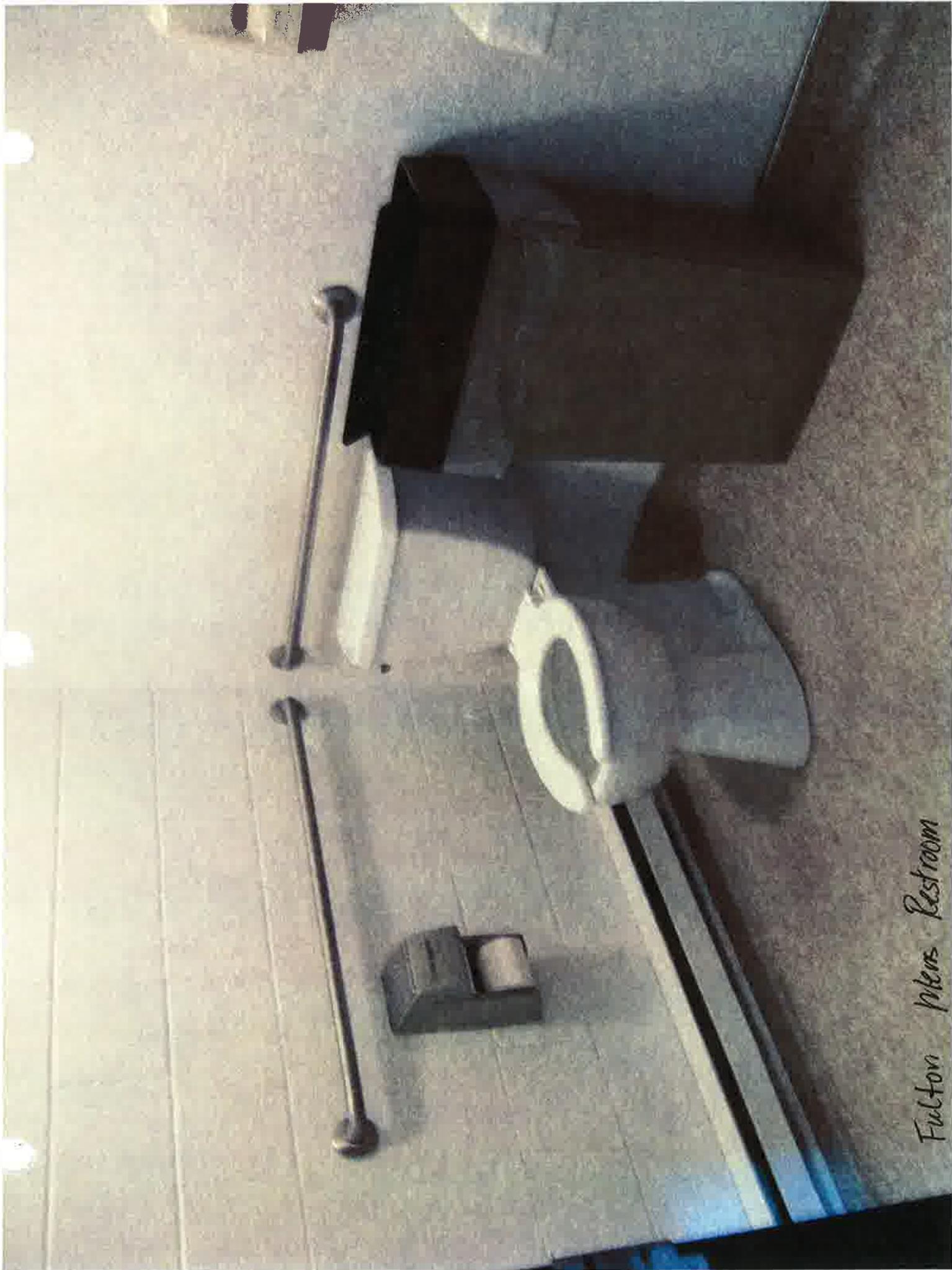
Install a text telephone.

Have a portable TT available.

Provide a shelf and outlet next to phone.

Add signage.

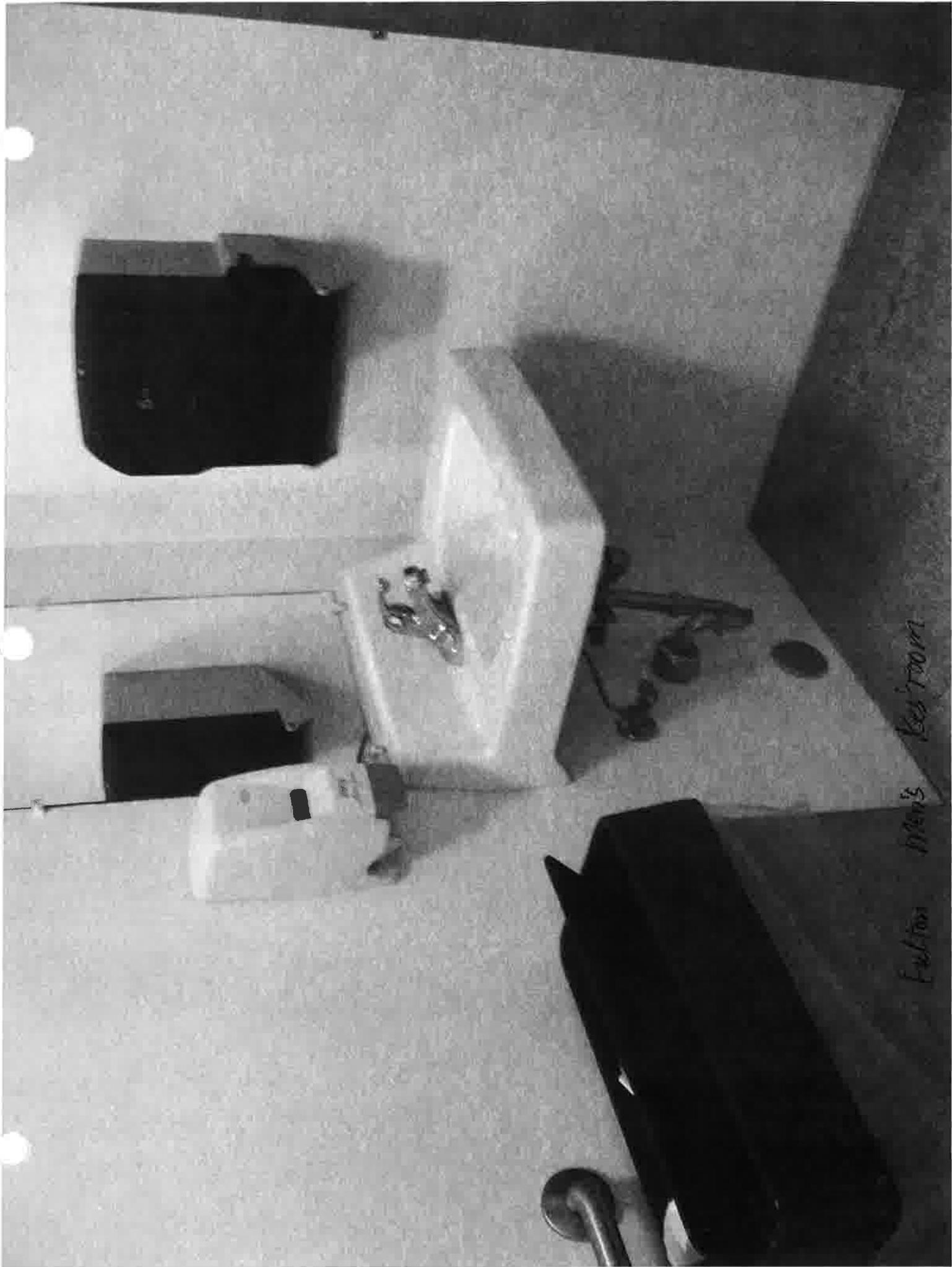




Fulton Mens Restroom



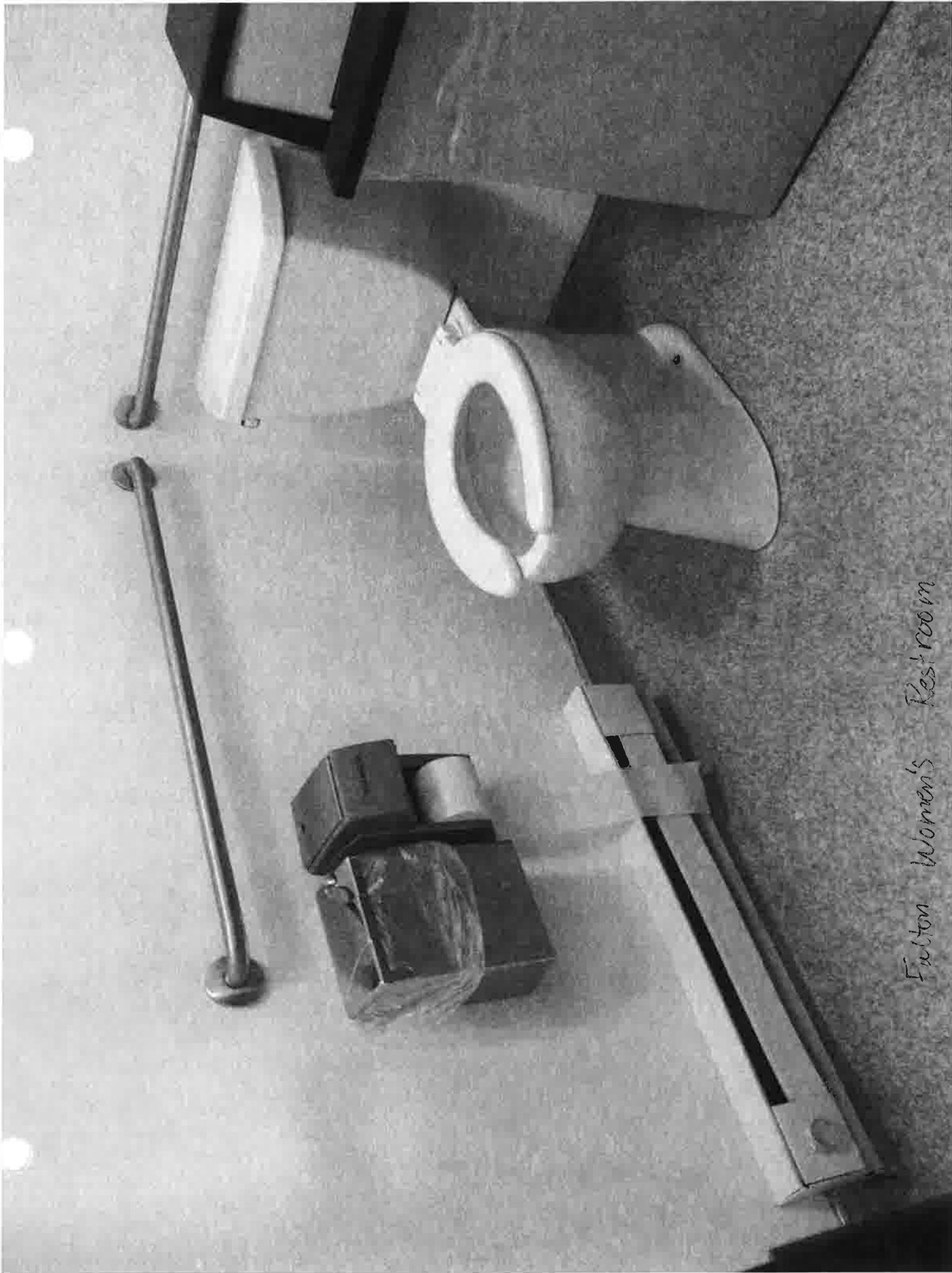
Fulton Fountain



Fulton Men's Restroom



Fulton



Fulton Women's Restroom



Fulton Women's Restroom



**Housing and Human Services, 2631 E. 4<sup>th</sup> Street**

## **SYNOPSIS**

### **BUILDING CONSTRUCTED IN 2000 (NO WORK COMPLETED IN 1995)**

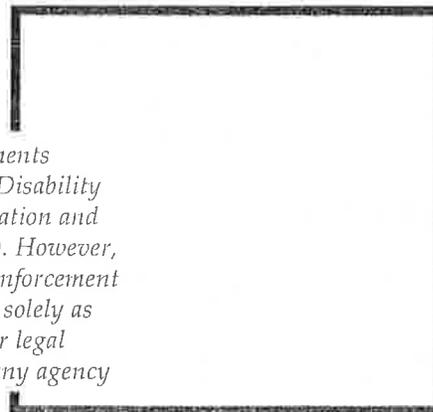
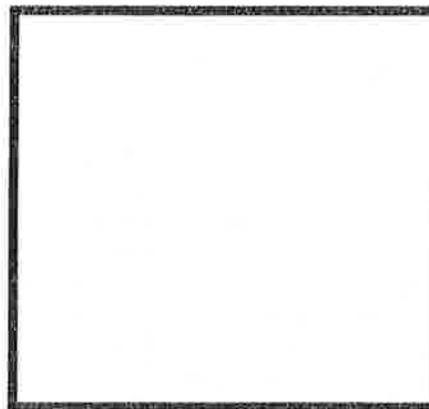
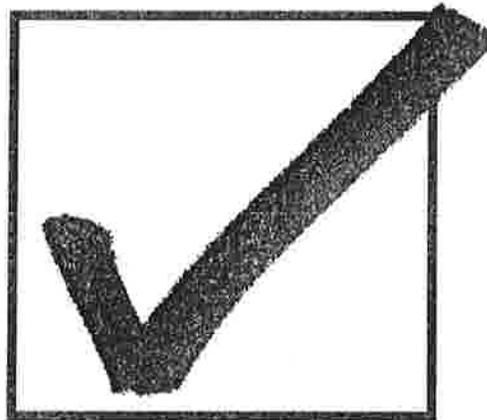
- A) Building conformed to all Uniform Building Codes and accessible standards in 2000.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Soap and paper towel dispensers that have been added after the new construction need to be lowered to ADA specifications.
- C) Provide directional signage through out designating accessible entrance.
- D) Provide a TDD public telephone.

# Checklist for Existing Facilities version 2.1

H.H.S.



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan... could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

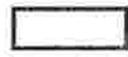
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

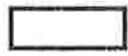
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

N/A  
   
  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

N/A

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

N/A

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height



Is the width between railings or curbs at least 36 inches?

N/A

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

N/A



Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? *N/A*

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.
- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.
- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No  
   
  
 height

 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes No  
   
  
 height

Are edges securely installed to minimize tripping hazards?

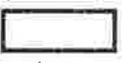
Yes No

 Is the door handle no higher than 48 inches and operable with a closed fist?

Yes No  
   
  
 height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Yes No  
   
  
 force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes No  
   
  
 seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

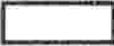
- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

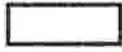
**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

N/A  
   
  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

N/A

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

N/A

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

N/A  
   
  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

N/A  
   
  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

N/A

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

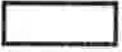
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

Yes No

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

Yes No  
   
  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

N/A  
   
  
 clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

N/A  
   
  
 height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

N/A  
   
  
 protrusion

Does the phone have push-button controls?

N/A

Is the phone hearing-aid compatible?

N/A

Is the phone adapted with volume control?

N/A

Is the phone with volume control identified with appropriate signage?

N/A

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

N/A

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

N/A

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



## Justice Plaza (Jail), 909 Court Street

### SYNOPSIS

#### WORK COMPLETED IN 1995

- A) Installed automatic door opening device at first floor entry.
- B) Remodeled women's & men's restroom on first floor.
- C) TDD pay telephone installed.
- D) Installed audible/visual alarms in both restrooms and inmate visitation rooms.
- E) Installed accessible drinking fountains on 1<sup>st</sup> floor.
- F) Installed ADA signage at misc locations.

#### RECOMMENDED FUTURE ADA IMPROVEMENTS

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Route of travel to ADA entrance needs to be increased in width by at least 2".
- C) All ramps longer than 6 feet long need railings added on both sides.
- D) Parking needs to be reconfigured to provide a van accessible space.
- E) Provide curbs cut in front of building for accessibility to ADA route.
- F) Provide ADA signage through out building.
- G) Provide audible and visible indicators in elevator.
- H) Provide ADA compliant controls on elevators.
- I) Replace stall hardware with ADA compliant hardware.
- J) Move bathroom dispensers to ADA designated heights.
- K) TDD Pay Phones have been removed. Provide TDD phone.

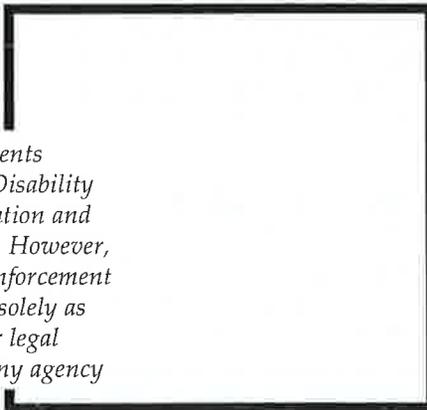
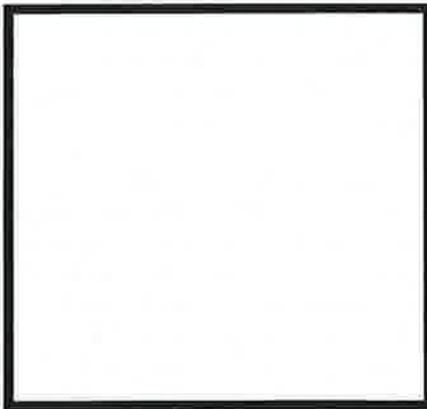
# Checklist for Existing Facilities version 2.1



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more **stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.**

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.



Is the route at least 36 inches wide?

32"  
width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.



Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

32"  
distance from wall/  
height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**



Are the slopes of ramps no greater than 1:12?

1:12  
slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

Are railings sturdy, and between 34 and 38 inches high?

N/A

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

Is the width between railings or curbs at least 36 inches?

N/A

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

N/A

Add non-slip surface material.

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

Does the ramp rise no more than 30 inches between landings?

N/A

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

**Total spaces**

**Accessible**

1 to 25

1 space

25 spaces

26 to 50

2 spaces

51 to 75

3 spaces

76 to 100

4 spaces

need to cut curb -  
in front of Bldg.  
use (2) spaces Van Access

Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/  
vertical  
clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

Yes	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

*N/A*

**Do not use a service entrance as the accessible entrance** unless there is no other option.

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

*N/A*

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

*N/A*

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

32"

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

8'

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

Are edges securely installed to minimize tripping hazards?

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

**TTTTT** Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

44"

width

Rearrange furnishings and fixtures to clear aisles.

**TTTTT** Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

8'

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

**TTTTT** In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

0"

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

**TTTTT** If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

*No Signs*

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

TTTTT

If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

No signs

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

TTTTT

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

48"  
 height

Relocate controls.

*Automatic door openers*

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

TTTTT

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

51"  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

TTTTT

Are the tops of tables or counters between 28 and 34 inches high?

29 1/2"  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.

TTTTT

Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

28"  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

**TTTTT** At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

29"  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

**TTTTT** Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

41 1/2"  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

*No extensions top or bottom*

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

**TTTTT** Are the call buttons in the hallway no higher than 42 inches?

43 1/2"  
 height

- Lower call buttons. *No Public Access*
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*No PUBLIC ACCESS*

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

# QUESTIONS

# POSSIBLE SOLUTIONS

## Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

40"

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40"

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

44 1/2"

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

69"

width

- Remove obstructions.

## Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

56 x 38"

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

*move toilet paper dispenser*

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

"  
height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

x   
clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes No**

36"  
height

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

Both sides

- Replace the controls.

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

*NA*

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

- Move furnishings.
- Replace booth with open station.

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

- Lower telephone.

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

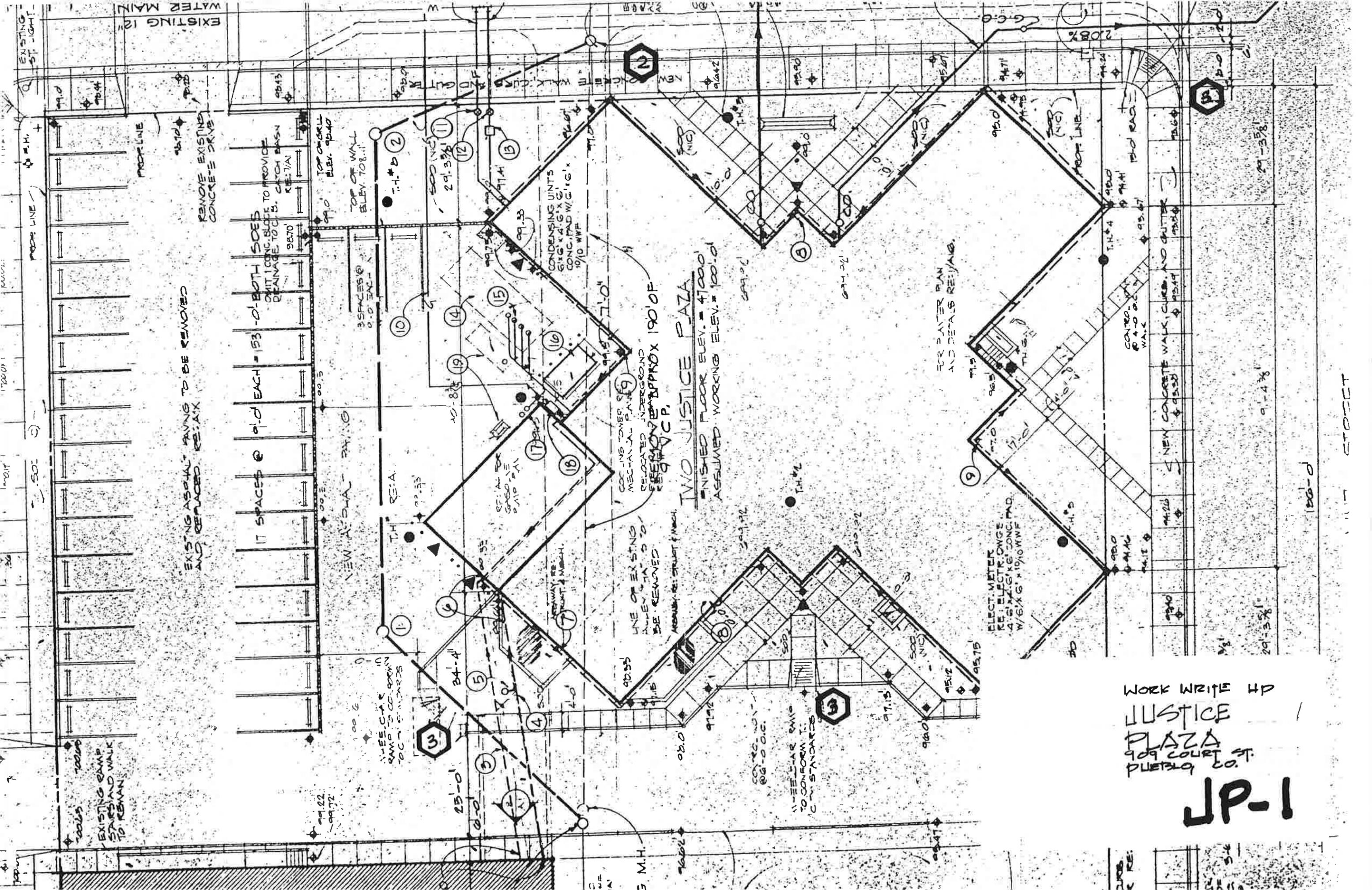
- Add signage.

**WORK WRITE-UP**  
**JUSTICE PLAZA**  
**909 COURT STREET**  
**PUEBLO, COLORADO 81003**

**SCHEDULE OF DRAWINGS**

- JP-1 Site Plan
- JP-2 Floor Plan
- JP-3 Womens Restroom Remodel Plan
- JP-4 Mens Restroom Remodel Plan

1. Work is already complete in order for parking spaces to comply with ADA guidelines.
2. A sign shall be installed on drive at west side of building designating that area as a fire lane. Work by others, not in this contract.
3. Ramps currently comply with ADA guidelines. No work required.
4. Install an automatic door opening device (Re: Specification) at doors shown on Drawing JP-2.
5. Accessible entrance signs shall be installed at locations shown on Drawing JP-2. Work by others, not in this contract.
6. All interior signage is by others, not in this contract, except for signage identifying accessible restrooms.
7. Remodel Women's restroom as per Drawing JP-3.
8. Remodel Men's restroom as per Drawing JP-4.
9. Install a TDD telephone adjacent to existing telephone.
10. Install audible/visual alarms in both restrooms and Prisoner Visitation room and tie to existing fire alarm system.
11. Remove existing drinking fountain and replace with new drinking fountain Haws HWBF8L.



EXISTING ASPHALT PAVING TO BE REMOVED AND REPLACED RE: AX

17 SPACES @ 9'-0" EACH = 153'-0" BOTH SIDES  
 OMIT CONC. SLABS TO PROVIDE DRAINAGE TO C.B. CATCH BASIN RE: 7/A

NEW ASPHALT PAVING

RELOCATED UNDERGROUND PIPING APPROX 190' OF RE: V.C.P.

TWO JUSTICE PLAZA  
 FINISHED FLOOR ELEV. = 47000'  
 ASSUMED WORKING ELEV. = 100'-0"

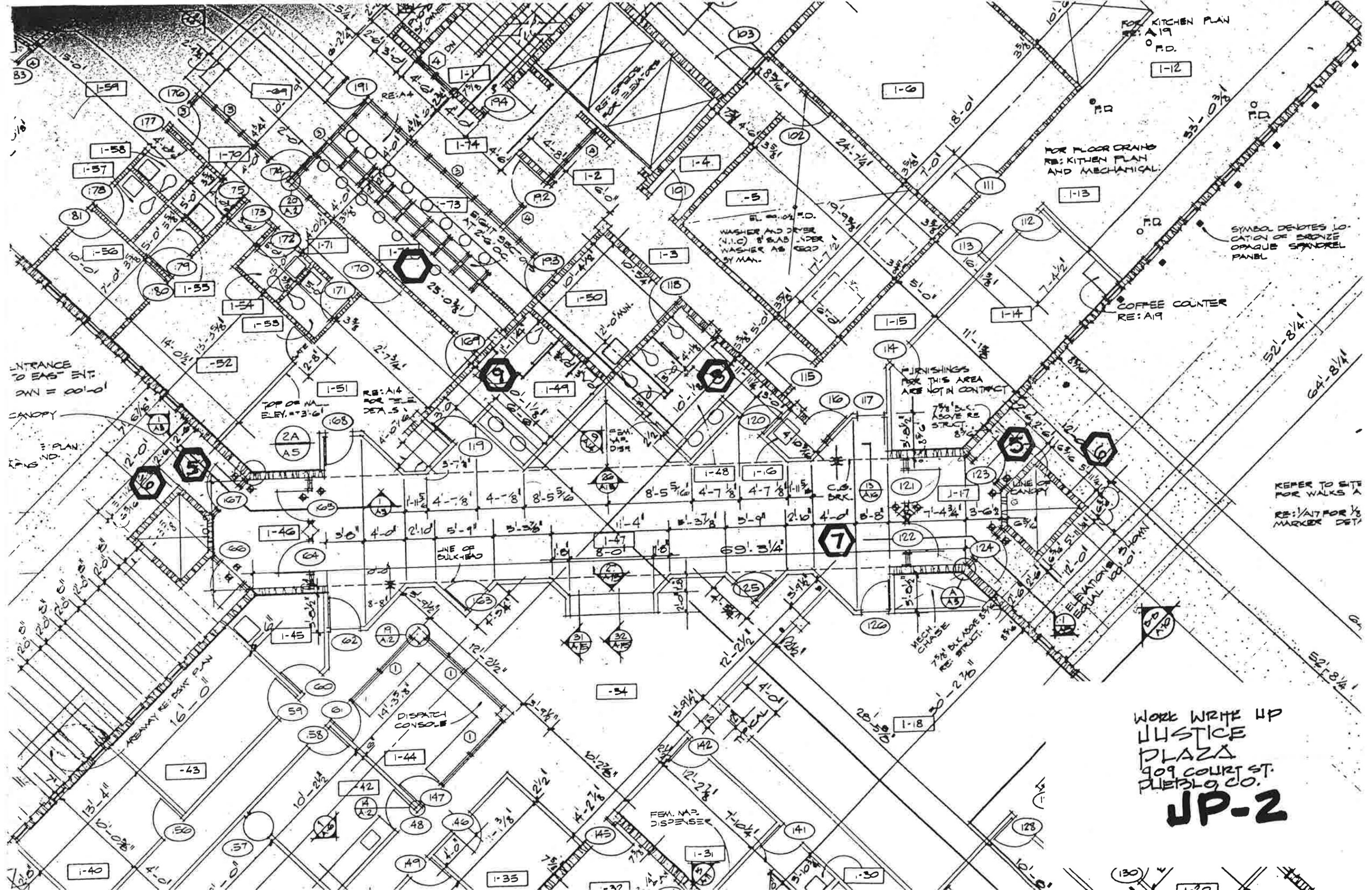
FOR WATER PLAN AND DETAILS RE: 1/A, B.

WORK WRITE UP  
 JUSTICE  
 PLAZA  
 909 COURT ST.  
 PUEBLO, CO.

JP-1

P-22-1

1117 STREET



KITCHEN PLAN  
RE: A19  
F.D.

FLOOR DRAINS  
RE: KITCHEN PLAN  
AND MECHANICAL.

SYMBOL DENOTES LO-  
CATION OF BRONZE  
OPAQUE SPANDREL  
PANEL

COFFEE COUNTER  
RE: A19

ENTRANCE  
TO EAST INT.  
AWN = 00'-0"

CANOPY  
PLAN  
NO.

FURNISHINGS  
FOR THIS AREA  
ARE NOT IN CONTRACT

7 1/2" D.C.  
ABOVE RE  
STRUCT.

REFER TO SITE  
FOR WALKS A  
RE: WAIT FOR 1/8  
MARKER DET.

WORK WRITE UP  
JUSTICE  
PLAZA  
909 COURT ST.  
PUEBLO CO.

JP-2

FEM. MAP  
DISPENSEE

MECH.  
CHASE  
7 1/2" D.C. ABOVE RE  
RE: STRUCT.

LINE OF  
CANOPY

ELEVATIONS SHOWN  
EQUAL TO SHOWN

TOP OF WALL  
ELEV. = 3'-6"

RE: A14  
RE: A15

C.S.  
DRK.

LINE OF  
DULK-180

REARWAY RE: DRK PLAN

DISPATCH  
CONSOLE

21'-0" MAN.

WASHER AND DRYER  
(N.I.O) 8' x 4' 6" x 6' 6"  
WASHER AS  
BY MAN.

EIGHT SECT. OF  
AT 2'-6" OC.

25'-0"

11'-1 1/2"

52'-8 1/4"

64'-8 1/4"

52'-8 1/4"

1-59

176

1-69

191

1-1

194

103

1-6

1-12

1-58

177

1-70

174

1-74

192

1-4

1-11

1-13

178

175

173

172

1-73

193

1-2

1-10

112

113

1-57

179

171

170

1-71

190

1-3

1-11

113

114

1-56

180

1-55

1-72

191

1-5

1-12

114

115

1-55

181

1-54

1-73

192

1-4

1-13

115

116

1-54

182

1-53

1-74

193

1-3

1-14

116

117

1-53

183

1-52

1-75

194

1-2

1-15

117

118

1-52

184

1-51

1-76

195

1-1

1-16

118

119

1-51

185

1-50

1-77

196

1-0

1-17

119

120

1-50

186

1-49

1-78

197

1-0

1-18

120

121

1-49

187

1-48

1-79

198

1-0

1-19

121

122

1-48

188

1-47

1-80

199

1-0

1-20

122

123

1-47

189

1-46

1-81

200

1-0

1-21

123

124

1-46

190

1-45

1-82

201

1-0

1-22

124

125

1-45

191

1-44

1-83

202

1-0

1-23

125

126

1-44

192

1-43

1-84

203

1-0

1-24

126

127

1-43

193

1-42

1-85

204

1-0

1-25

127

128

1-42

194

1-41

1-86

205

1-0

1-26

128

129

1-41

195

1-40

1-87

206

1-0

1-27

129

130

1-40

196

1-39

1-88

207

1-0

1-28

130

131

1-39

197

1-38

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1-29

131

132

1-38

198

1-37

1-90

209

1-0

1-30

132

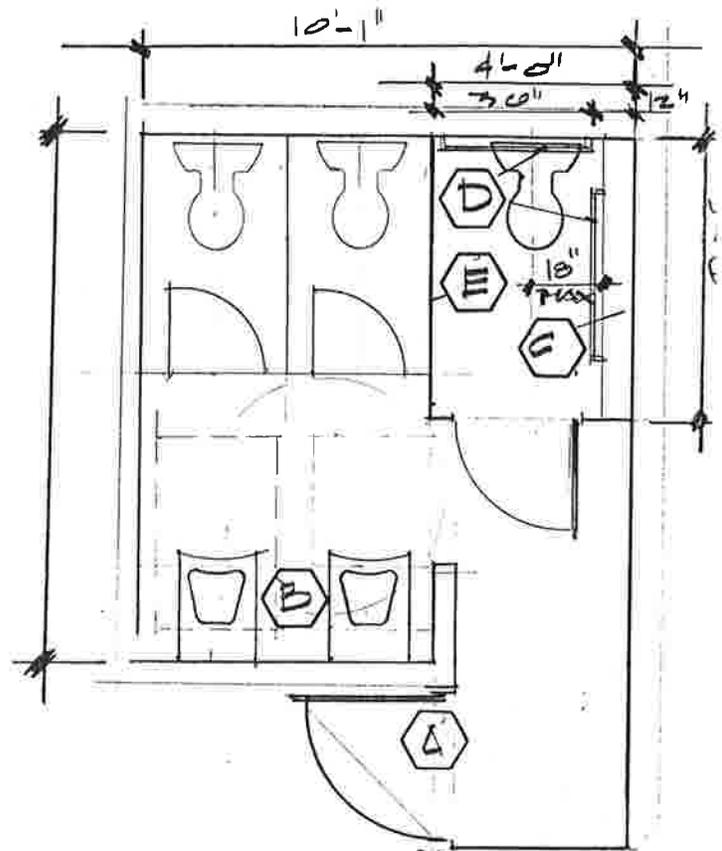
133

### GENERAL NOTES

- o Cap sewer and water lines to below finished floor and/or wall at all disconnected lines.
- o Contractor is responsible for verification of all existing conditions prior to submitting bid.
- o Contractor is responsible for reconnecting all plumbing waste and vent lines as necessary to ensure a complete working system.

### CONSTRUCTION NOTES

- A. Remove existing door and hollow metal frame and return to Owner. Provide new 3'-0" x 8'-6" x 1-3/4" wide door in hollow metal frame. New door shall swing out as shown.
- B. Remove existing 2 sinks and countertops and discard. Install 2 new accessible sinks as per ADA guidelines.
- C. Furr out existing wall with 3-5/8" 25 gauge metal studs at 16" o.c. with 5/8" water resistant gypsum board. Note: Top of finished wall shall be 42" AFF.
- D. Remove and relocate existing grab bars as per ADA guidelines.
- E. Remove existing toilet stalls and replace with new toilet stalls as dimensioned.



NEW FLOOR  
PLAN WOMEN'S  
RESTROOM  
1/4" = 1'-0"

Work Starts Up  
JUSTICE  
PLAZA  
909 COLLETT ST.  
PHOENIX, AZ

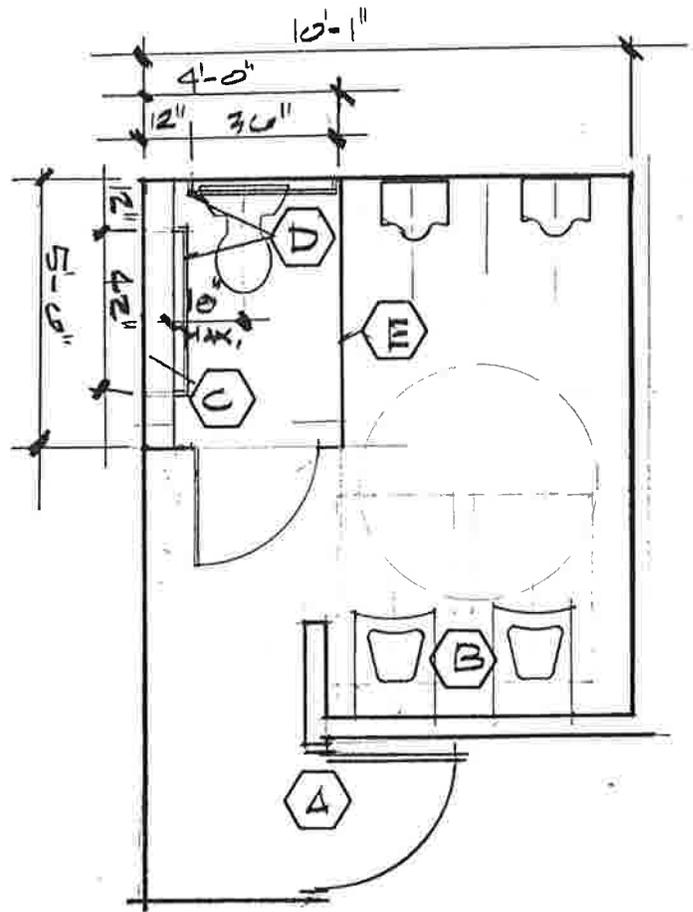
JP-3

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REST ROOM FLOOR PLAN  
1/4" = 1'-0"

WORK WRITE UP  
JUSTICE  
PLAZA  
909 COLLEGE ST.  
PHOENIX, CO.  
HP-4

SUSHI PLAZA  
Lobby -



Justice Plaza Lobby



JWS's PLAZA - TDD Phone missing



20



JUSTICE PLAZA -

R

Justice

Plaza — Men's R.R.

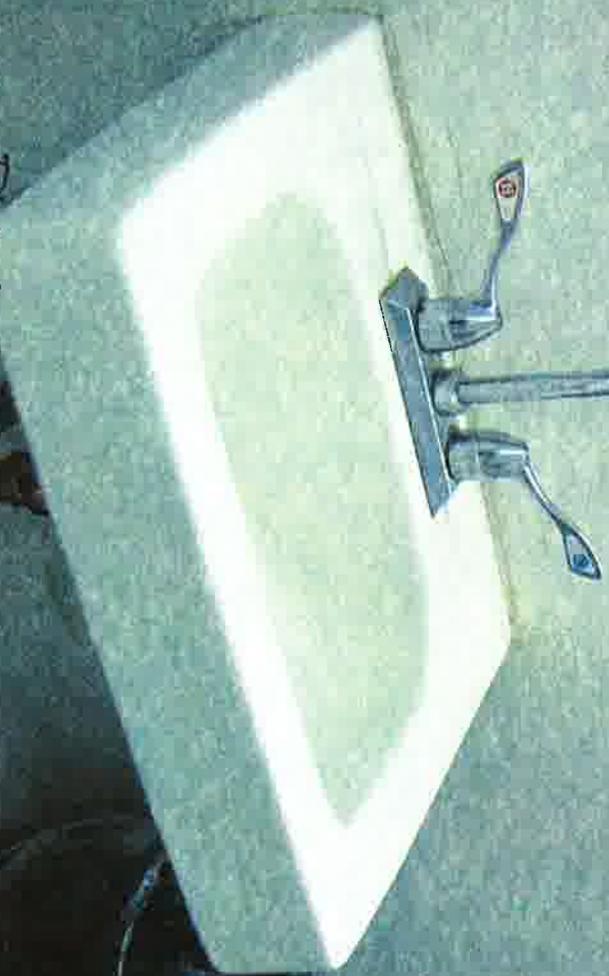


Justice Plaza  
Men's R.R.





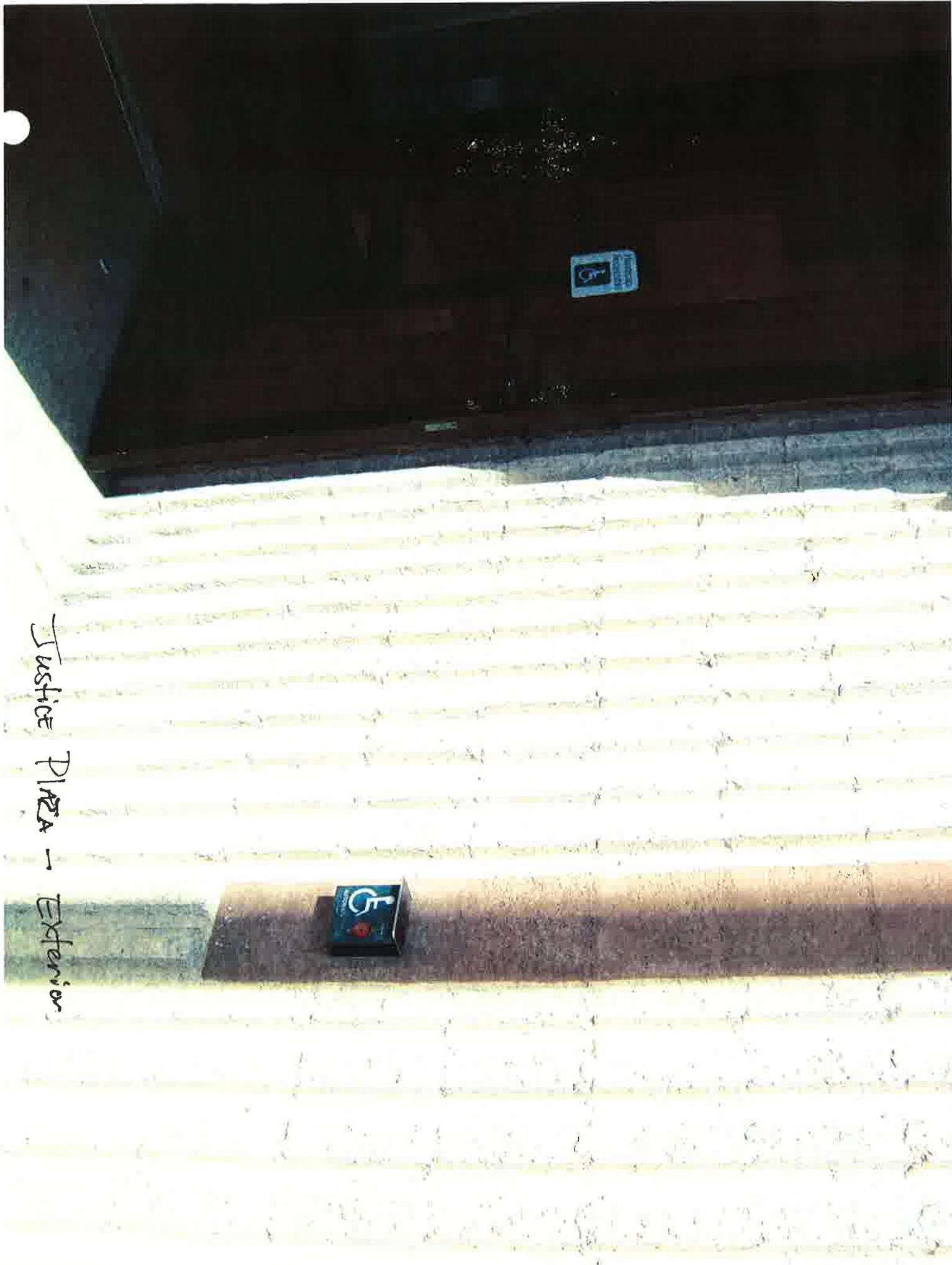
Justice Plaza - Women's R.R.



Justice Plaza -

Women's R-1





Justice Plaza - Exterior



## **Justice Plaza (Dorm), 909 Court Street**

### **SYNOPSIS**

#### **WORK COMPLETED IN 2006**

Building was completed in 2006. All Uniform Building Codes and adopted ADA guidelines had been met and inspected/accepted by the Regional Building Department.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Move all objects protruding into paths of travel or provide cane detection.
- C) Provide ADA directional and informational signage through out facility.
- D) Reconfigure restrooms to comply with ADA guidelines.
- E) Replace restroom door hardware to comply with ADA guidelines.

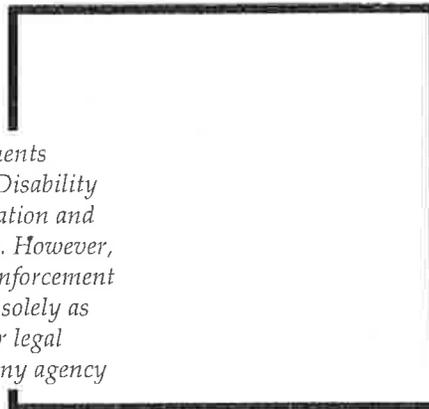
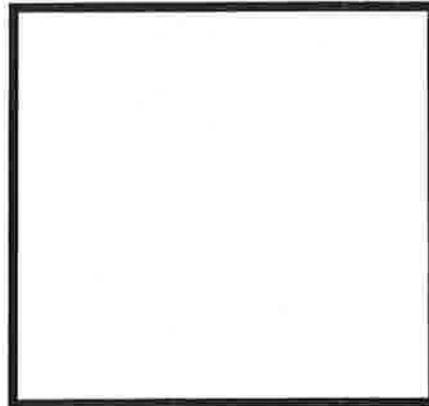
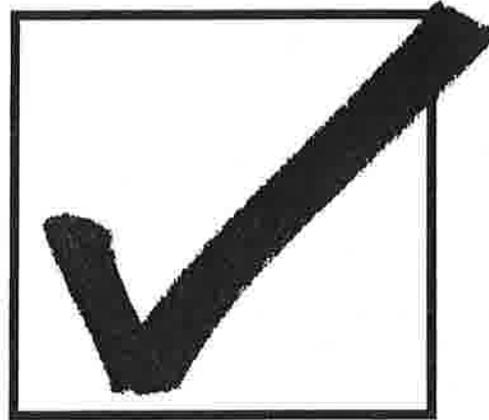
# Checklist for Existing Facilities version 2.1



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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.
- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.
- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.
- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. **References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.**
- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

### Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

distance from wall/  
height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

*N/A* Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

### Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

*N/A* **Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Note widths of existing accessible spaces:

Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance unless there is no other option.**

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

48"  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

over 10'  
 Hall way

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**

*N/A*  Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

*N/A*  If provided, are carpeting or mats a maximum of 1/2-inch high?

  
 height

- Replace or remove mats.

*N/A* Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

*N/A*  Is the door handle no higher than 48 inches and operable with a closed fist?

  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

  
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

  
 3  
 seconds

- Adjust door closer.

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

Do doors into public spaces have at least a 32-inch clear opening?

36"  
clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door? *pull 10'*

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

Are door handles 48 inches high or less and operable with a closed fist?

41"  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

*TTTTT*

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

*54"*  
width

Rearrange furnishings and fixtures to clear aisles.

*TTTTT*

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

*12'*  
width

Rearrange furnishings to clear more room.

*W/A*

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

*TTTTT*

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

*TTTTT*

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

*No Signs*

• Signs mounted with centerline 60 inches from floor.

Y N     
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

N/A

If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

Are the tops of tables or counters between 28 and 34 inches high?

Lower part or all of high surface.

Provide auxiliary table or counter.

Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

*N/A*  
 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

Yes No  
   
  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

*N/A*  
 Are there ramps, lifts, or elevators to all public levels?

Yes No

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

Yes No

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

*N/A*  
 The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

Yes No

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

Yes No

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

*N/A*  
 Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

Yes No

- Install visible and verbal or audible signals.

Are the call buttons in the hallway no higher than 42 inches?

Yes No  
   
  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

Yes No

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.

Provide a call button.

Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

36"  
clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40"  
height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

54"  
clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

86"  
width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

5' x 5'  
length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

# QUESTIONS

# POSSIBLE SOLUTIONS

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes  No

Add grab bars.

**MINI** Is the toilet seat 17 to 19 inches high?

"  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

**MINI** Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

" x "  
 clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

Adjust or replace lavatory.

**MINI** Is the lavatory rim no higher than 34 inches?

"  
 height

Adjust or replace lavatory.

**MINI** Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

"  
 height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

**MINI** Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

"  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

## 4 Additional Access

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

N/A

**Drinking Fountains (ADAAG 4.15)**

**MINI** Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

" x "  
 clear space

Clear more room by rearranging or removing furnishings.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Drinking Fountains, continued

Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

### Telephones (ADAAG 4.31)

If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



## Judicial Building, 320 West 10<sup>th</sup> Street

### SYNOPSIS

#### WORK COMPLETED IN 1995

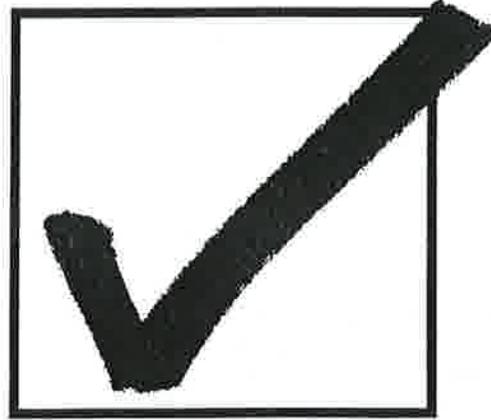
- A) Curb ramp installed at corner of 10<sup>th</sup> and Grand.
- B) Passage openings of the courtrooms widened to 36".
- C) Lowered elevator call buttons and added audible signals. Installed braille indicators on controls.
- D) Provided TDD telephone on 1<sup>st</sup> and 2<sup>nd</sup> floor.
- E) Installed accessible drinking fountains on 2<sup>nd</sup> and 3<sup>rd</sup> floor.
- F) Installed ADA signage at misc locations.

#### RECOMMENDED FUTURE ADA IMPROVEMENTS

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide railings on entrance ramps.
- C) Provide ADA parking signage.
- D) Install additional ADA directional signage through out facility.
- E) Replace door hardware on entrance that meets ADA specifications.
- F) Jury rooms and corridors do not meet ADA width requirements. Major reconstruction and reconfiguration of corridors and rooms required.
- G) Several corridors and public spaces require remodel in circulation spaces to meet the ADA requirement of a 5 ft turning diameter for wheel chair movement.
- H) Existing signage needs to be lowered to ADA standards.
- I) Provide a lower auxiliary counter at front reception that meets ADA requirements.
- J) Provide non slip surface to stair treads.
- K) Provide hand rails on both sides of stairs.
- L) Repair/replace visible and audible signals in elevators.
- M) Remodel courtrooms to meet ADA ramp requirements and accessibility distances.
- N) Provide emergency communication system.
- O) Replace door hardware through out to meet ADA requirements.
- P) Lower mirrors and dispensers in restrooms.

# Checklist for Existing Facilities version 2.1

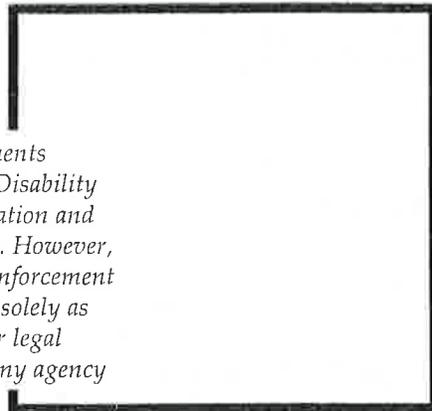
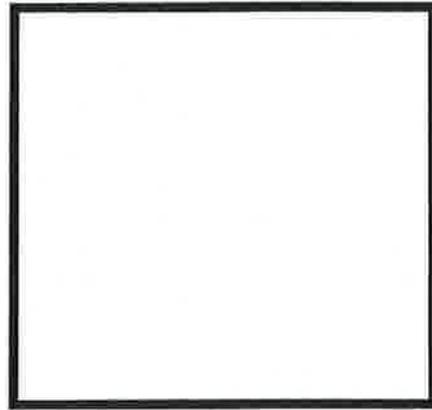
JUDICIAL  
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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible **approach and entrance**

Priority 2: Access to **goods and services**

Priority 3: Access to **rest rooms**

Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Yes No**

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.



**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

NO VAN ACCESS SIGN

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

N/A

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

**TTTTT** Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

**TTTTT** Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

**QUESTIONS** **POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

28" 1/2  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room. **Remodel hallways and doors**

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No  
   
  
 width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
 height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

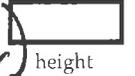
Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

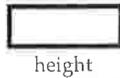
**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high? *(FRONT RECEPTION)*

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

*N/A*  
   
  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

*N/A*

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

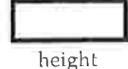
- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

*N/A*

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

*N/A*  
   
  
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

*N/A*  
   
  
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

*?*

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes  No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

# QUESTIONS

# POSSIBLE SOLUTIONS

### Drinking Fountains, continued

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
   
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

### Telephones (ADAAG 4.31)

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one? **N/A**

clear space

- Move furnishings.
- Replace booth with open station.

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)? **N/A**

height

- Lower telephone.

**11111** Does the phone protrude no more than 4 inches into the circulation space? **N/A**

protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible? **N/A**

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control? **N/A**

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)? **N/A**

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol? **N/A**

- Add signage.

**WORK WRITE-UP**  
**JUDICIAL BUILDING**  
**330 West 10th Street**  
**Pueblo, Colorado 81003**

**SCHEDULE OF DRAWINGS**

JB-1 Partial Site Plan  
JB-3 Jury Area  
JB-4 Witness Stand  
S -1 Partial Site Plan  
A -2 2nd Floor  
A -3 3rd Floor

*Complete*

1. **PARKING SPACES:** Handicapped parking shall be designated in the employee lot on 10th Street between the Jail and the Judicial Building. Parallel parking on 10th Street shall be eliminated. See Drawings S-1 and JB-1.

2. **PASSENGER LOADING ZONE:** The 40' curb at north side of the building along 10th Street shall be signed as a "Commercial Loading Zone." Work shall be performed by Owner.

*complete*

3. **CURB RAMP:** Install 36" wide curb ramp with detectable warning surface at corner of 10th and Grand. See Drawings S-1 and JB-1.

4. **EXTERIOR SIGNAGE:** Install signage identifying the building and the handicapped accessible entrance. Work shall be performed by the Owner.

5. **INTERIOR DOORS:** The passage openings from the "Public Space" of the courtrooms to the witness boxes shall be widened to 3'-0". See Drawing JB-3.

6. **INTERIOR SIGNAGE:** Install signs at each public office. Signs shall be installed at the latch side of each doorway at +60" AFF to the centerline of the sign. Signs shall be in written form and in raised braille letters. Install identifying signs for accessible restrooms, telephones, etc. Work shall be performed by Owner.

7. **ELEVATOR ENTRANCES AND CAB:** Lower call buttons to 42" AFF to centerline of control. Add audible signals for passing of and arrival at floors. Install raised and braille indicators on car controls and hoistway entrances.

8. **PUBLIC TELEPHONES:** Provide 1 TDD telephone at 1st Floor. Location shall be adjacent to pedestal Lobby phone. Provide 1 telephone complying with ADA at 2nd Floor; pedestal mount, similar to 1st Floor Lobby.

9. **COURTROOMS:** See Item No. 5 above.

→10. **DRINKING FOUNTAINS:** Install hi/lo drinking fountains at both 2nd and 3rd Floors. After removing drinking fountain, install new drinking fountain equivalent to "HAWS", Model No. HWDFS8-2.



WORK WRITE-UP ITEM # 11

REMOVE EXISTING FLOOR-MOUNTED CHAIR - REPLACE W/ PORTABLE CHAIR AS NEEDED

GET BACK PIPE FOOT REST AS NECESSARY - FINISH AS REQ'D.

REMOVE THIS PORTION OF LANDING - REPAIR FLOOR AND LANDINGS TO MATCH EXISTING

INCREASE OPENING IN PARTIAL HEIGHT WALL TO 36" WIDE. REPAIR WALL AND FLOOR AS REQ'D. TO MATCH EXISTING

THIS PORTION OF WALL TO BE REMOVED. FINISH EDGE TO MATCH OPPOSITE EDGE OF OPENING

(WORK WRITE-UP ITEM # 5)

FINISH EDGE TO MATCH EXISTING

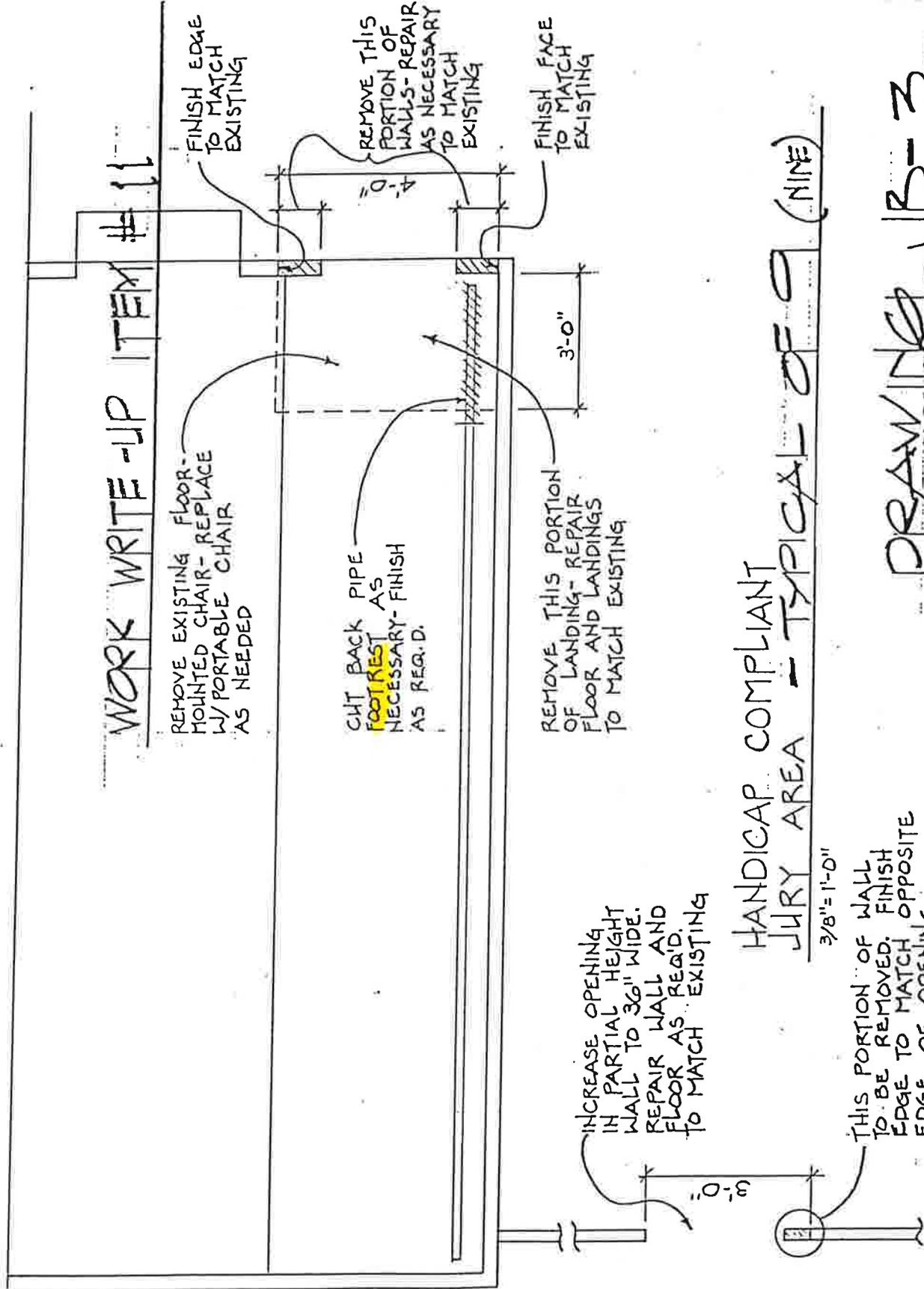
REMOVE THIS PORTION OF WALLS - REPAIR AS NECESSARY TO MATCH EXISTING

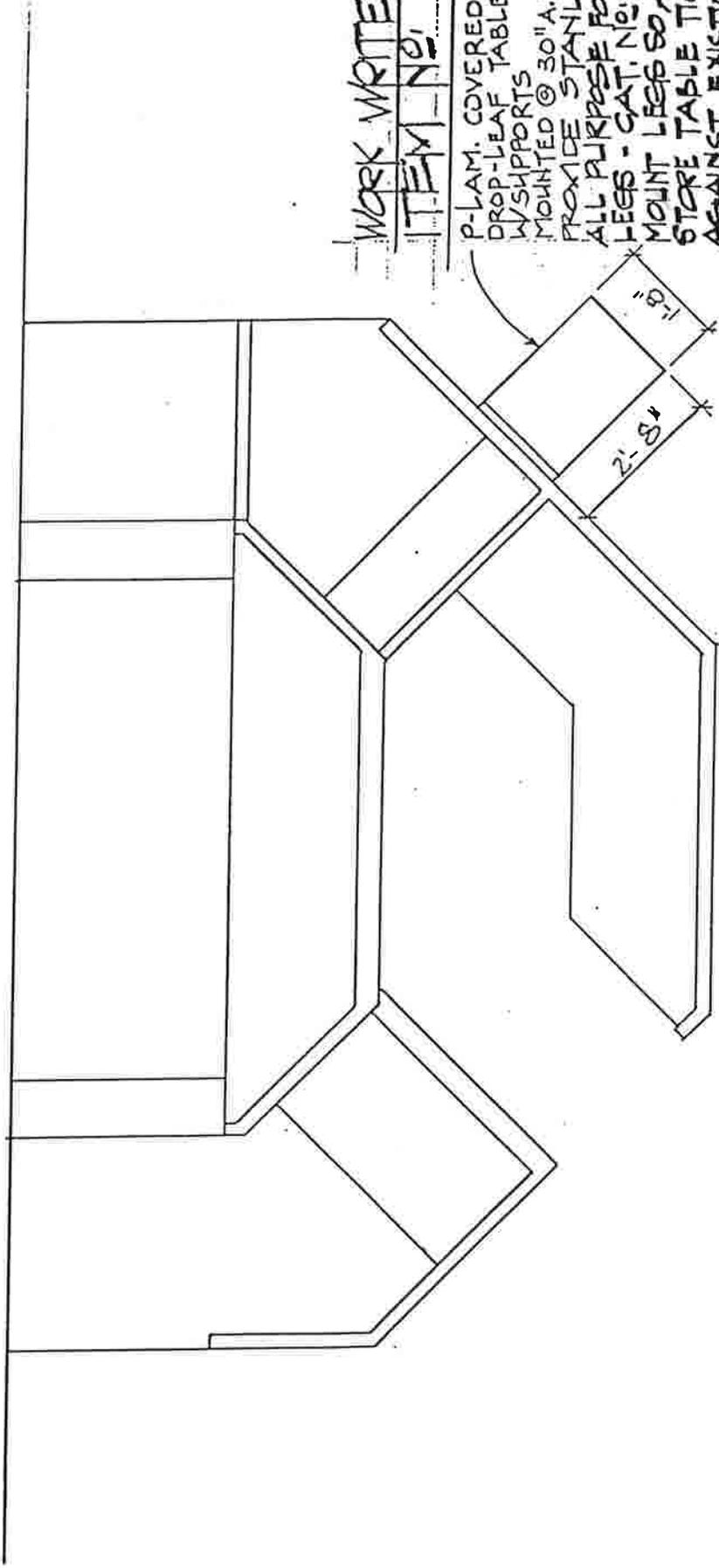
FINISH FACE TO MATCH EXISTING

HANDICAP COMPLIANT JURY AREA - TYPICAL OF 9 (NINE)

3/8" = 1'-0"

DRAWING JB-3





WORK WRITE - LIP  
 ITEM NO. 11

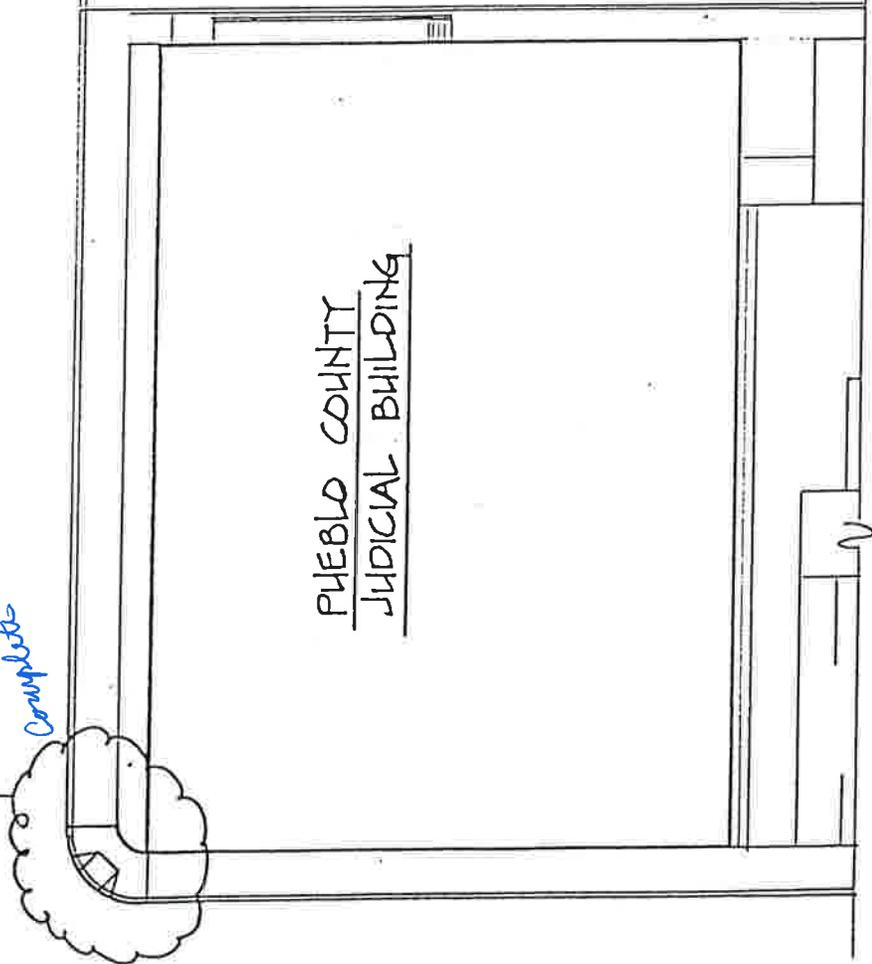
P-LAM. COVERED  
 DROP-LEAF TABLE  
 W/SUPPORTS  
 MOUNTED @ 30" A.F.F.  
 PROVIDE STANLEY  
 ALL PURPOSE FOLDING  
 LEGS - CAT. NO. 7100  
 MOUNT LEGS SO AS TO  
 STORE TABLE TIGHT  
 AGAINST EXISTING  
 WITNESS STAND

HANDICAP-COMPLIANT  
 WITNESS STAND (TYP. OF 9) DRAWING JB-4  
 3/8" = 1'-0"

WORK WRITE-UP ITEM # 3

REMOVE AND REPLACE  
EXISTING CURB RAMP -  
SEE CURB RAMP DETAIL

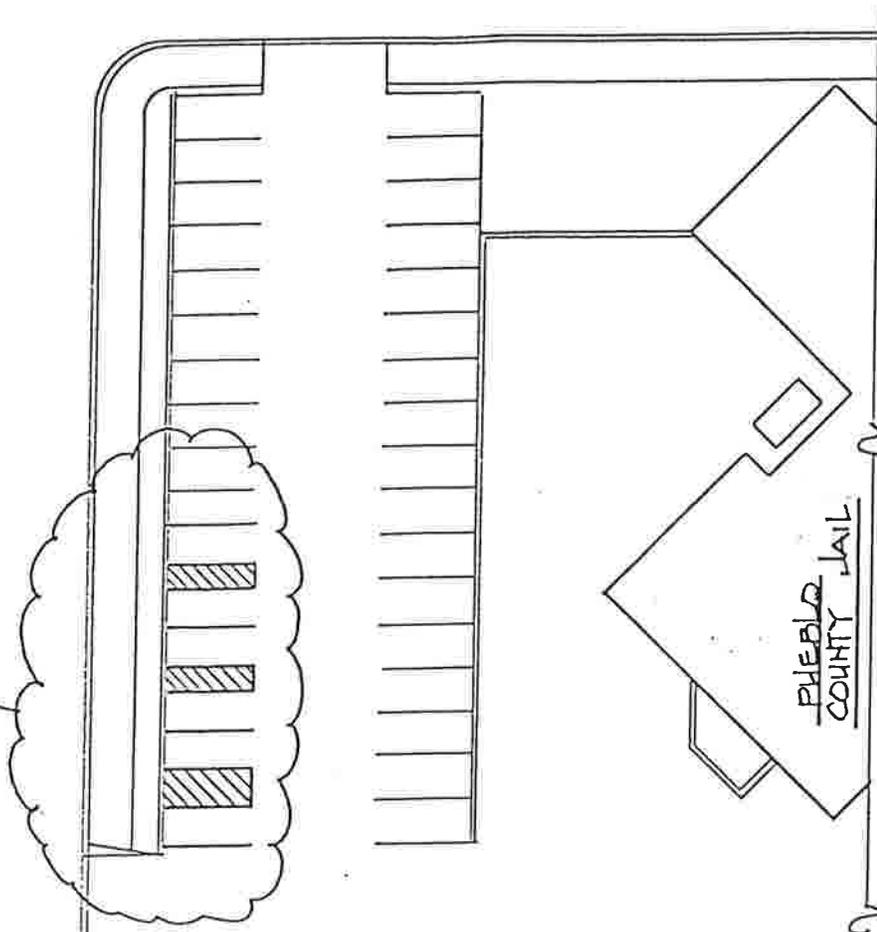
*Complete*



PUEBLO COUNTY  
JUDICIAL BUILDING

WORK WRITE-UP ITEM # 1

NEW HANDICAP PARKING -  
SEE ENLARGED PARTIAL  
SITE PLAN

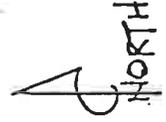


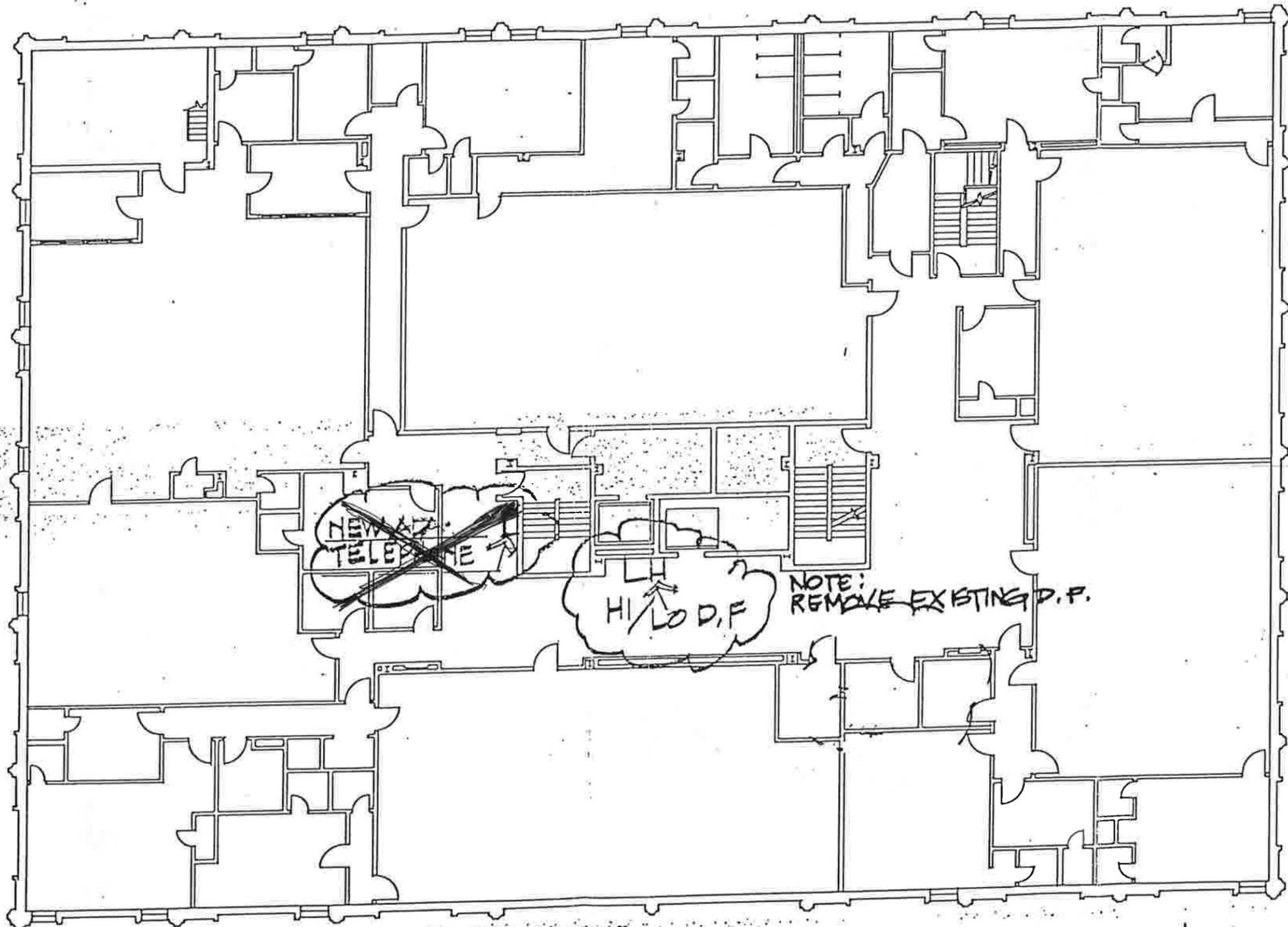
PUEBLO  
COUNTY JAIL

PARTIAL SITE PLAN

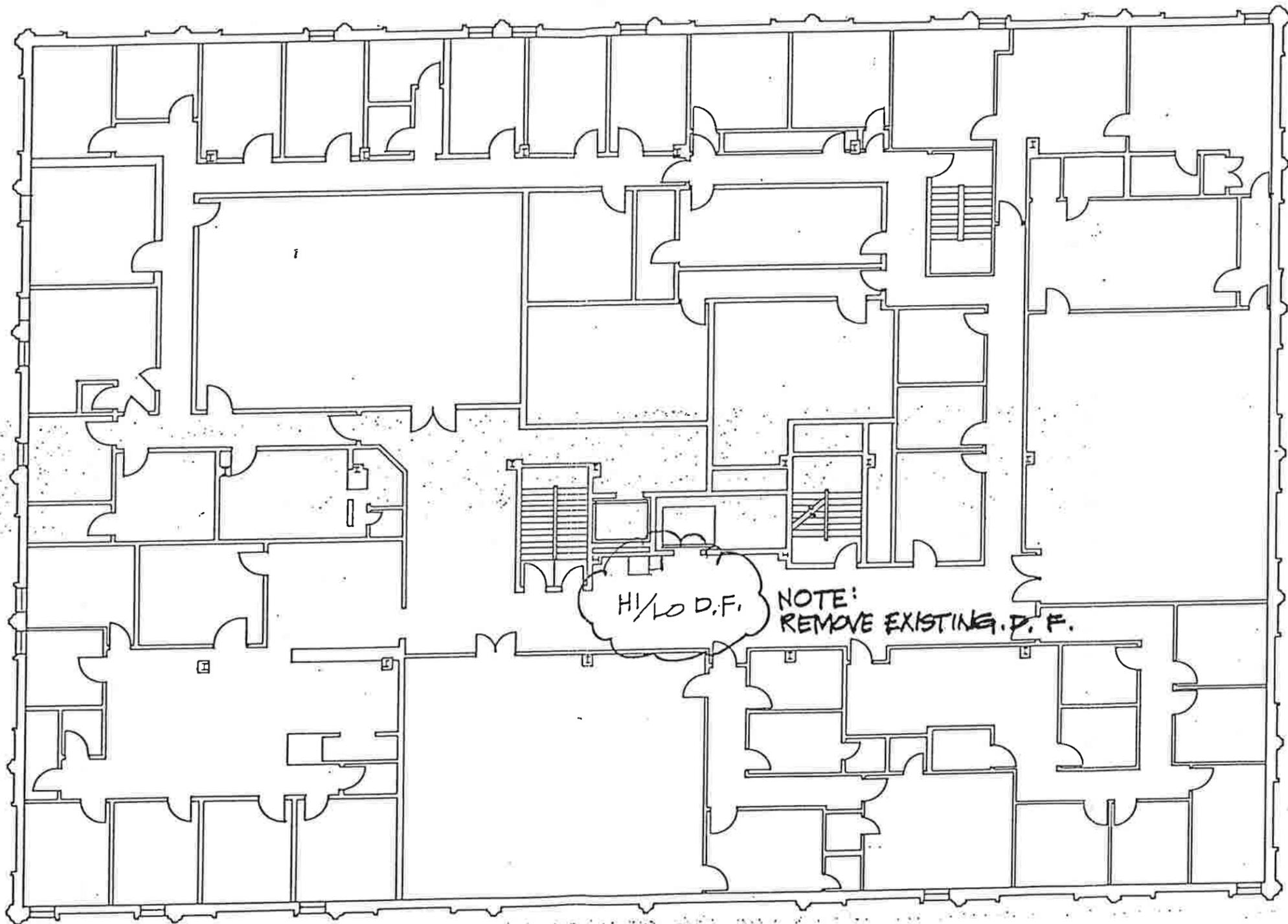
NOT TO SCALE

DRAWING S-1





SECOND FLOOR - JUDICIAL BLDG,  
DRAWING A-2  
 $\frac{1}{16}'' = 1'-0''$



THIRD FLOOR - JUDICIAL BLDG.

1/10 = 1-01

DRAWING A-3



## Liberty Point Park

### SYNOPSIS

#### WORK COMPLETED IN 1995

- A) Installed 860 lineal feet x 60 inches wide of concrete (ADA accessible) walks to observation areas 1, 2 & 3.
- B) Due to terrain, observation area #4 was not feasible to convert to ADA accessibility standards.

#### RECOMMENDED FUTURE ADA IMPROVEMENTS

- A) Monitor improvements, repair/replace concrete as needed.
- B) Review/study options to make observation point #4 ADA compliant.
- C) Provide ADA accessible picnic tables
- D) Provide ADA Van accessible parking/signage
- E) Receive/Review public comments and suggestions for recommended future improvements.

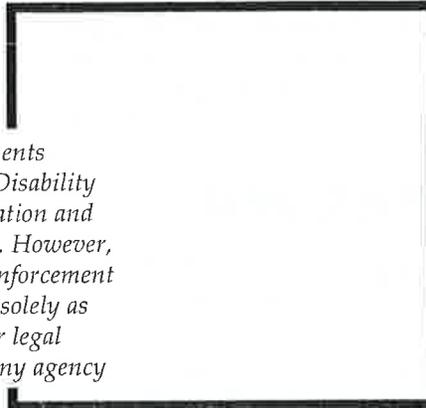
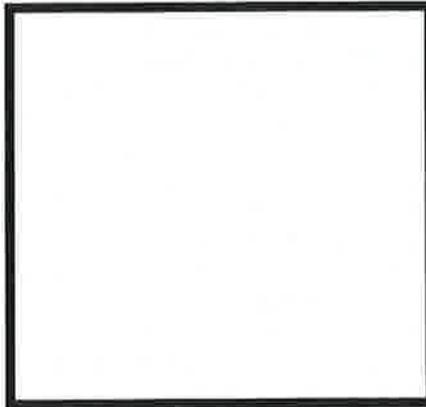
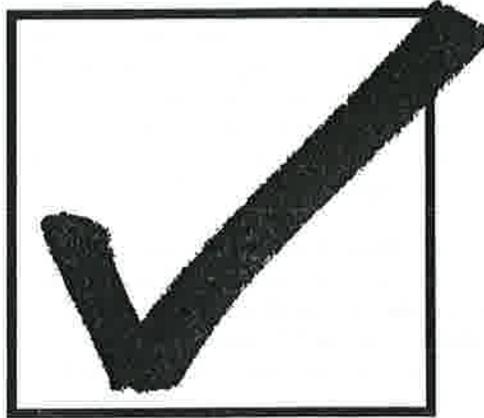
**Checklist for Existing Facilities** version 2.1



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. 

Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? *NA*

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

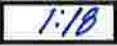
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

NA

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

clear space

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

**Yes No**

height

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

Are edges securely installed to minimize tripping hazards?

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

**NA 2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

11A

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

11A

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

11A

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

11A

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

11A

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

NA

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

NA

**Controls (ADAAG 4.27)**

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

NA

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
width/  
depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

  
height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

*NA* **Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

*NA* **Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

**MINIMUM** Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

**MINIMUM** Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

**NAB 3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

# QUESTIONS

# POSSIBLE SOLUTIONS

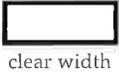
### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

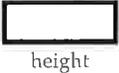
- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

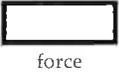
- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

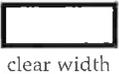
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

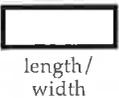
- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Drinking Fountains, continued

**TTTTT** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**TTTTT** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

### Telephones (ADAAG 4.31)

**NAA** **TTTTT** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**TTTTT** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**TTTTT** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

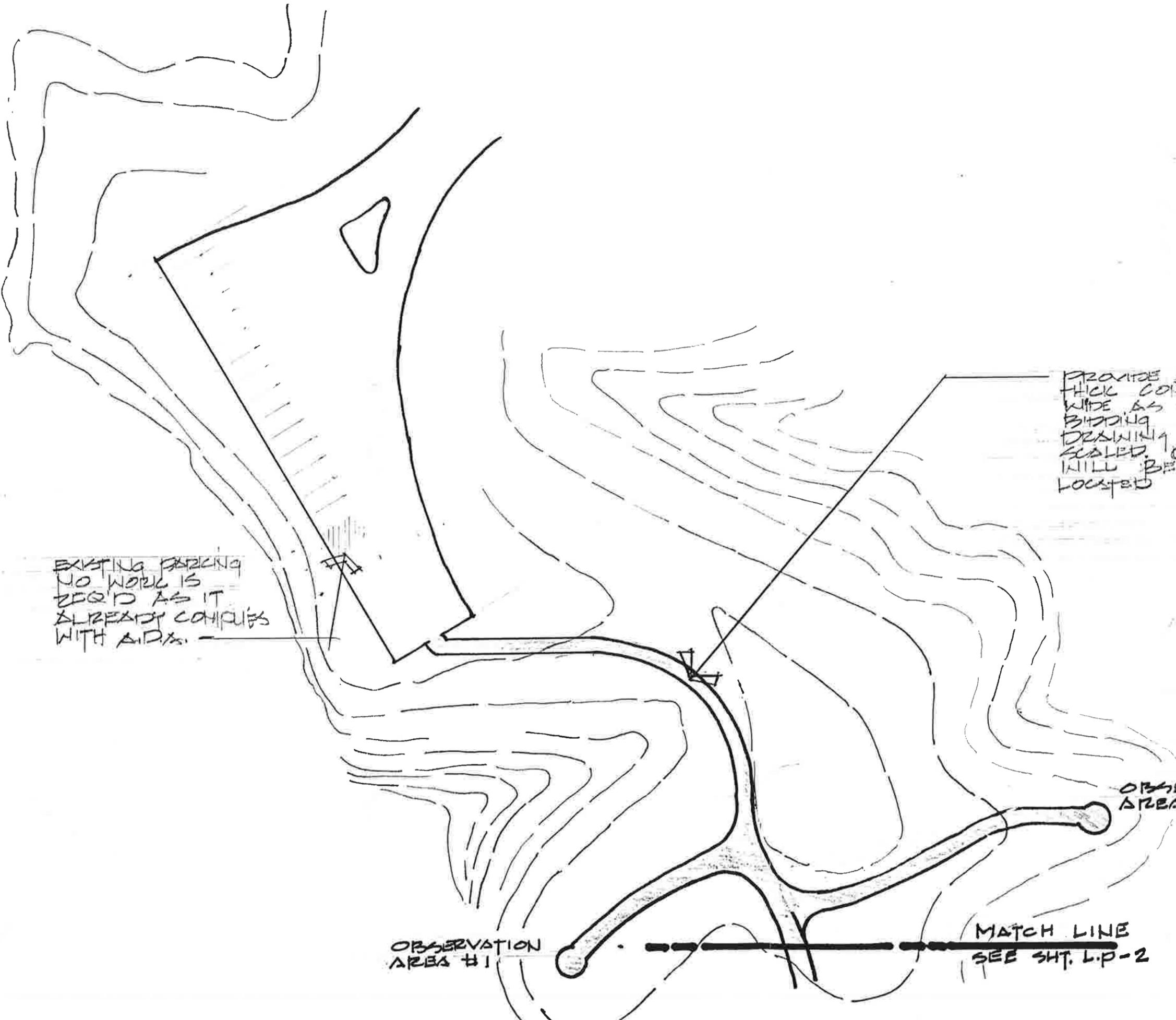
- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

**WORK WRITE-UP**  
**LIBERTY POINT PARK**  
**Liberty Point Blvd./Purcell Blvd.**  
**Pueblo West, Colorado 81007**

**SCHEDULE OF DRAWINGS**

LP-1 Partial Site Plan  
LP-2 Partial Site Plan

1. There is an existing paved parking lot currently striped for 15 standard spaces and 1 handicapped space. The handicapped space is a van accessible space and identified by both paint marker and sign. No additional work is required for this item as it is in compliance with ADAAG.
2. Provide and install 5' wide, 4" thick concrete walk, for bidding purposes 860 lin. ft. of concrete walk, with tooled control joints at 5'-0" o.c. and expansion joints at 40'-0" o.c. Provide and install handrail 36" above concrete walk at location shown on the plan. At Observation Areas 1, 2, and 3, there shall be a new 20' diameter concrete pad. Dowel all control joints with 3 No. 5 x 3'-0". Contractor shall provide 30 lin. ft. of Schedule 40 PVC pipe, cut and placed where directed by Architect.
3. There is no feasible way to make Observation Area 4 accessible. No work required at this area.



EXISTING PARKING  
 NO WORK IS  
 REQ'D AS IT  
 ALREADY COMPLES  
 WITH ADA.

PROVIDE & INSTALL 4"  
 THICK CONC. WALL 5'  
 WIDE AS SHOWN FOR  
 BIDDING PURPOSES, THIS  
 DRAWING CAN BE  
 SCALED. CONC. WALL  
 WILL BE FIELD  
 LOCATED

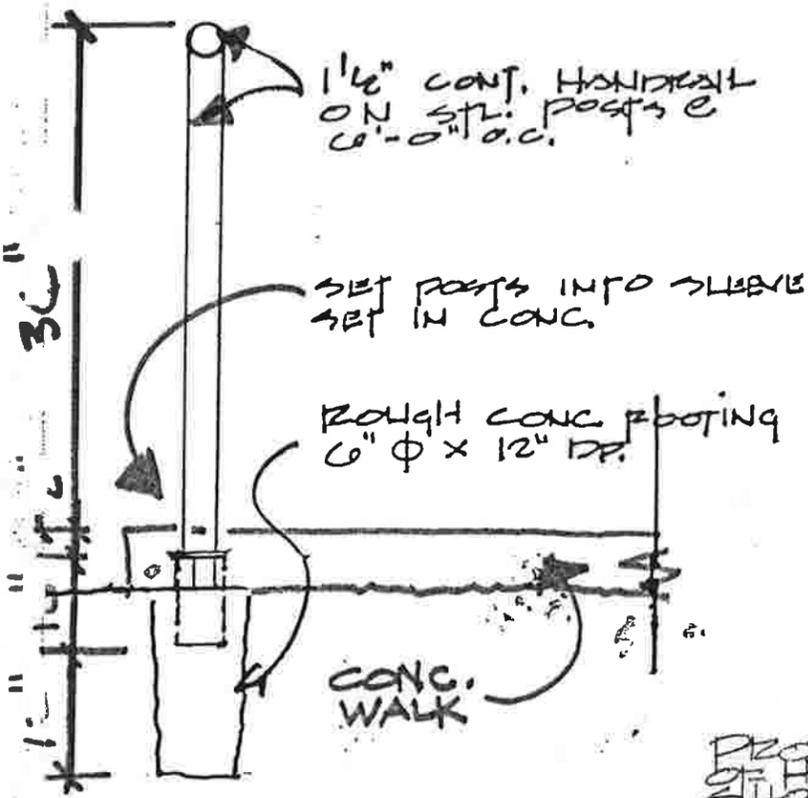
OBSERVATION  
 AREA #1

MATCH LINE  
 SEE SH. L.P.-2

OBSERVATION  
 AREA #2 North

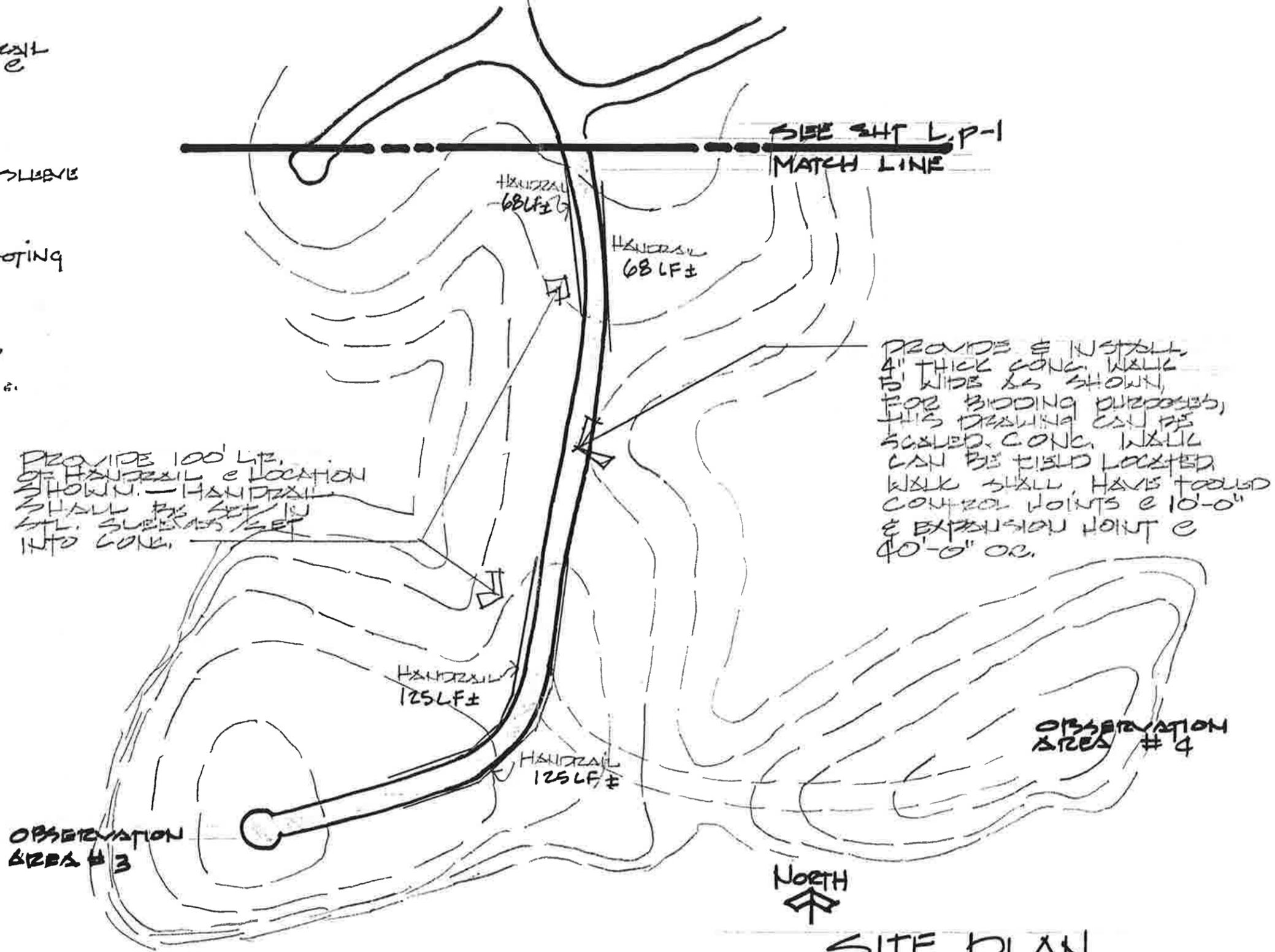
↑ SITE PLAN  
 1"=40'-0"

WORK WRITE UP  
 LIBERTY POINT  
 PARK  
 LIBERTY PT. PLVA/PUEBLO  
 PUEBLO WEST, CO.  
 L.P.-1



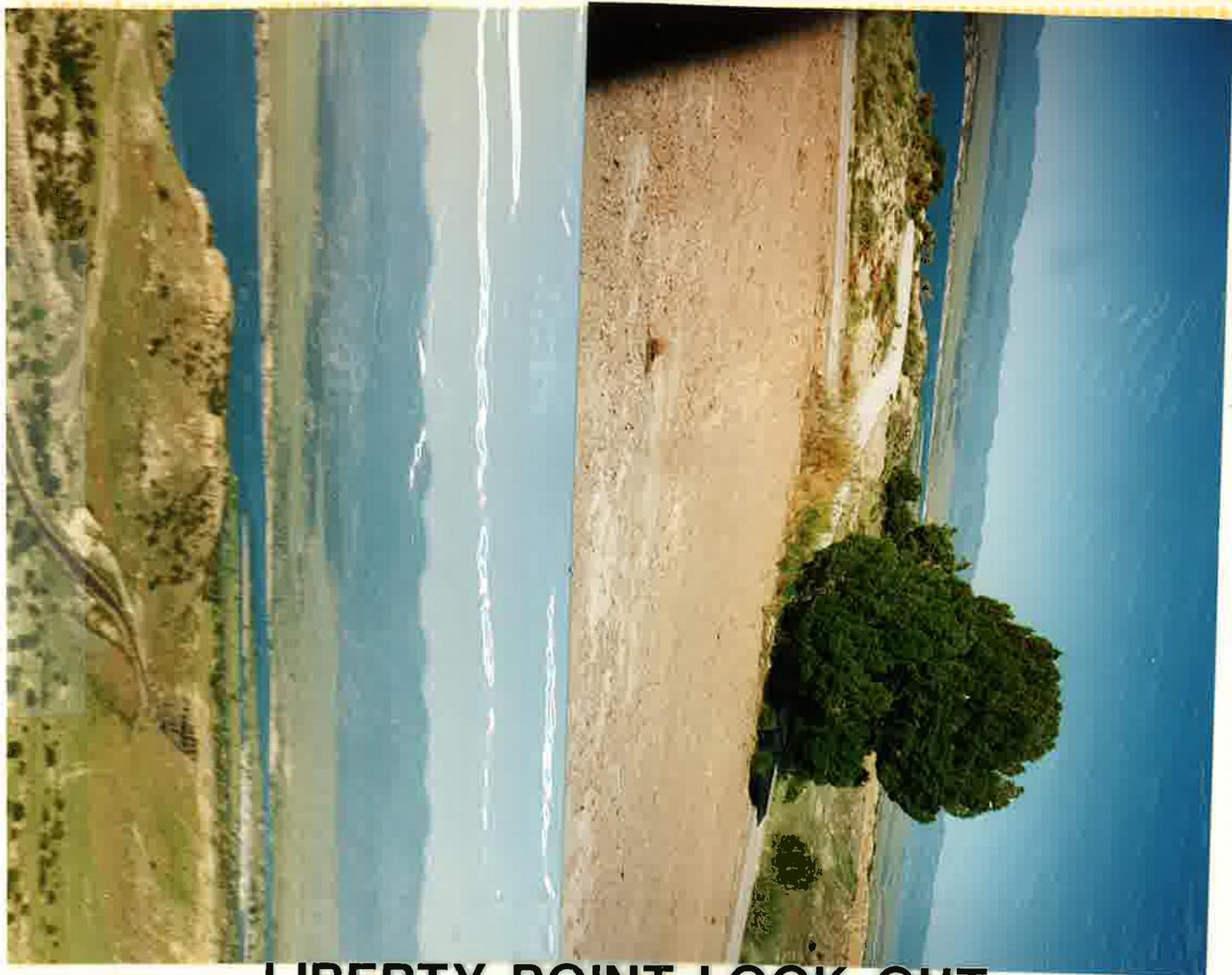
HANDRAIL  
DETAIL  
1" = 1'-0"

PROVIDE 100' L.P.  
OF HANDRAIL & LOCATION  
SHOWN. HANDRAIL  
SHALL BE SET IN  
STEEL SLEEVES SET  
INTO CONC.

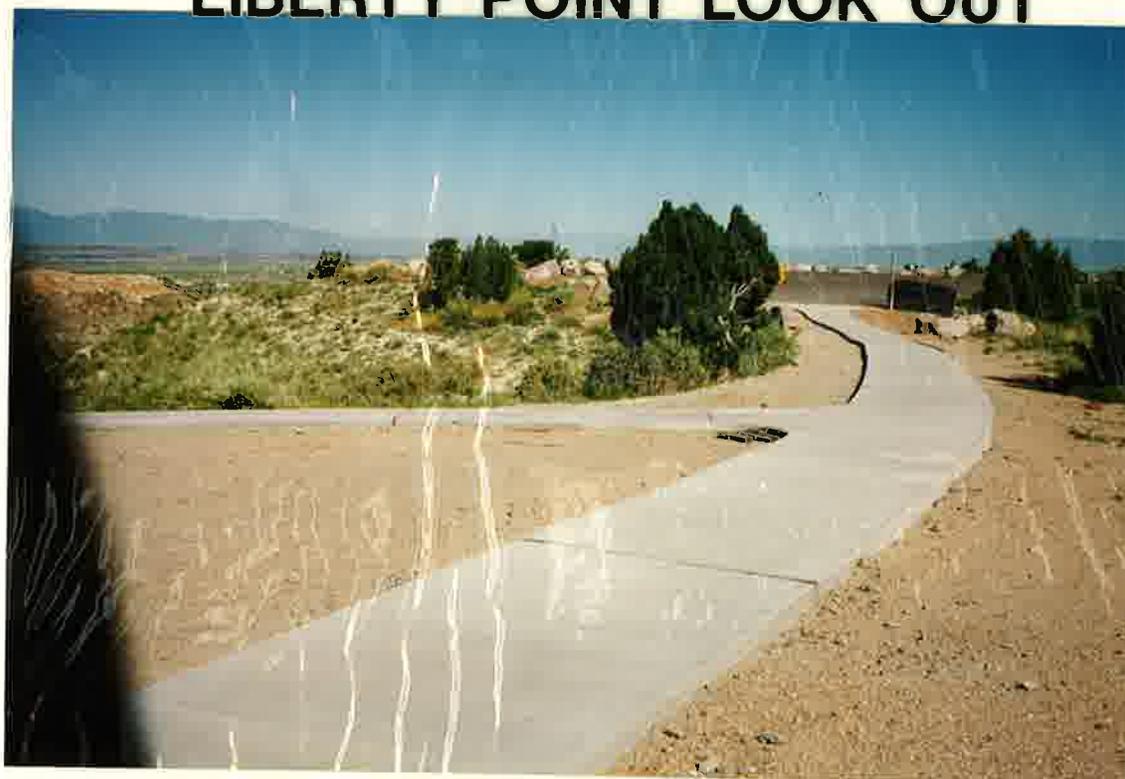


PROVIDE & INSTALL  
4" THICK CONC. WALL  
5' WIDE AS SHOWN,  
FOR BIDDING PURPOSES,  
THIS DRAWING CAN BE  
SCALED. CONC. WALL  
CAN BE FIELD LOCATED  
WALK SHALL HAVE TYPICAL  
CONTROL JOINTS @ 10'-0"  
& EXPANSION JOINT @  
40'-0" OR.

SITE PLAN  
1" = 40'-0"



**LIBERTY POINT LOOK OUT**





**LIBERTY POINT LOOK OUT**



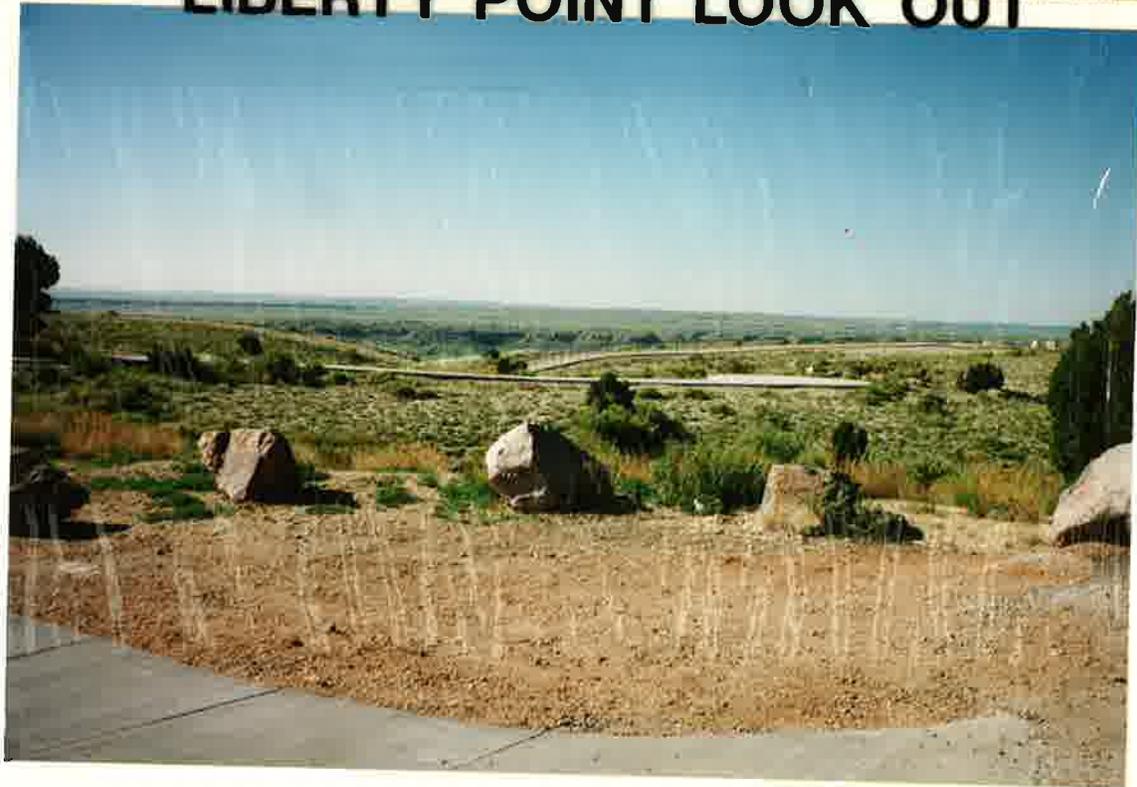


**LIBERTY POINT LOOK OUT**





**LIBERTY POINT LOOK OUT**





**LIBERTY POINT LOOK OUT**





## **McHarg Park**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

- A) Installed ADA accessible drinking fountains.
- B) Remodeled fields' restrooms to comply with ADA guidelines.
- C) Installed ADA signage at misc locations.

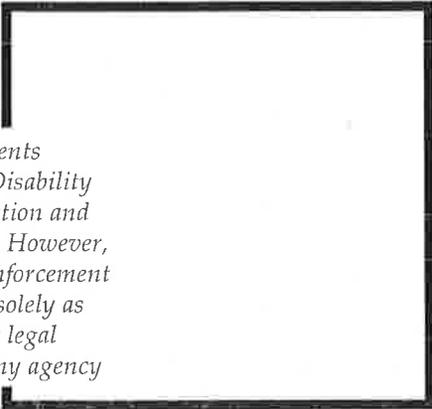
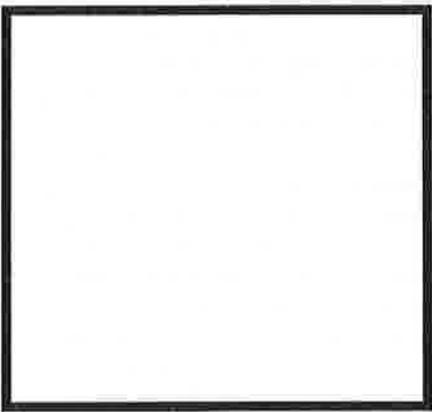
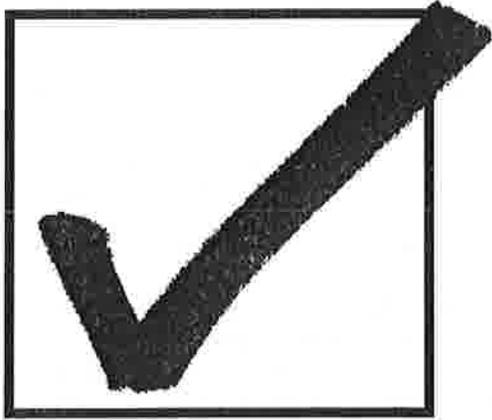
#### **WORK COMPLETED IN 2007**

A new facility was constructed that complies with ADA guidelines as incorporated into the 1997 Uniform Building Code.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) ADA signage has been removed in several areas. Replace signage.
- C) Provide ADA spectator area.
- D) Lower counters at concession booth.
- E) Provide ADA walk ways through out area.
- F) Provide ADA friendly play ground equipment.
- G) Replace door hardware on restrooms to comply with ADA.
- H) Provide public TDD telephone.

**Checklist for Existing Facilities version 2.1**



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible **approach and entrance**

Priority 2: Access to **goods and services**

Priority 3: Access to **rest rooms**

Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

*ANNOUNCED BOOTH NOT ACCESSIBLE*

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

 **Ramps (ADAAG 4.8)**

Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches** needs this space to get close enough to open the door.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
force	

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
seconds	

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**NA Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

**NA Doors (ADAAG 4.13)**

Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No  
   
  
 width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

  
 width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

  
 height/  
 protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

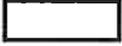
Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

- Signs mounted with centerline 60 inches from floor.

Y N    
  
 height

- Mounted on wall adjacent to latch side of door, or as close as possible.

- Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

  
 character  
 height

- Brailled text of the same information.

- If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.



## Controls (ADAAG 4.27)

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.



## Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**NA** **Vertical Circulation (ADAAG 4.1.3(5), 4.3)**  
 Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and /or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**NA** **Stairs (ADAAG 4.9)**  
 The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**NA** **Elevators (ADAAG 4.10)**  
 Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes No**

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

**Telephones (ADAAG 4.31)**

 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

 Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.

- Replace the controls.

- Place a planter or other cane-detectable barrier on each side at floor level.

- Move furnishings.
- Replace booth with open station.

- Lower telephone.

- Place a cane-detectable barrier on each side at floor level.

- Contact phone company to install push-buttons.

- Have phone replaced with a hearing-aid compatible one.

- Have volume control added.

- Add signage.

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

- Add signage.

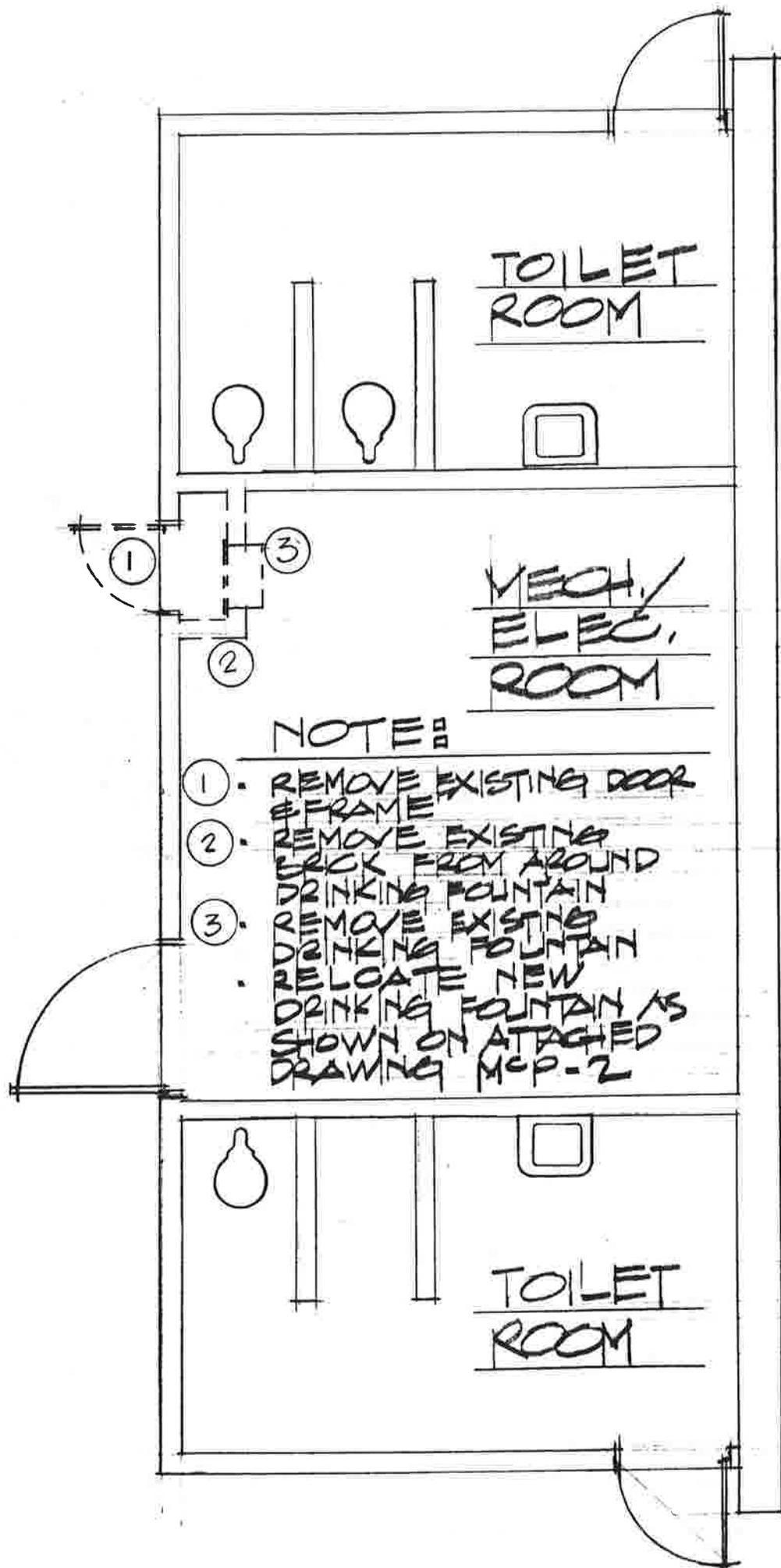
**WORK WRITE-UP**

**MCHARG PARK**

**3rd and Avondale Streets  
Avondale, Colorado 81022**

**SCHEDULE OF DRAWINGS**

1. **PARKING:** The existing parking complies with ADAAG guidelines.
2. **EXTERIOR ACCESSIBLE ROUTE:** The Owner shall maintain the compacted gravel surfacing so as to remain free of unstable gravel.
3. **EXTERIOR SIGNAGE:** This work is being accomplished under separate contract.
4. **TOILET ROOMS:**
  - o Install new grab bars at existing handicapped toilet stalls.
  - o Raise wall mounted sinks to a minimum 32" AFF. Replace faucets
  - o Wrap insulation around drain line and hot water line.
5. **MEN'S TOILET ROOM ONLY:**
  - o Lower existing urinals to a maximum rim height of 17" AFF.
  - o Lower paper towel dispenser to 48" AFF.
6. **DRINKING FOUNTAINS:**
  - o Remove existing door and frame at existing drinking fountain.
  - o Provide and install new drinking fountain equal to HAWS, Model No. 2405. See Drawing McP-2.



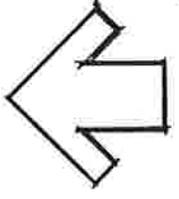
TOILET ROOM

VECH. ELEC. ROOM

TOILET ROOM

NOTE

- ①. REMOVE EXISTING DOOR FRAME
  - ②. REMOVE EXISTING DRINKING FOUNTAIN FROM AROUND
  - ③. REMOVE EXISTING DRINKING FOUNTAIN FROM AROUND
- SEE ATTACHED DRAWING ON SHEET NO. MCP-2



MARGARET PARK  
 3RD & ANONDALE STREETS  
 ANONDALE, COLORADO

DRAWING

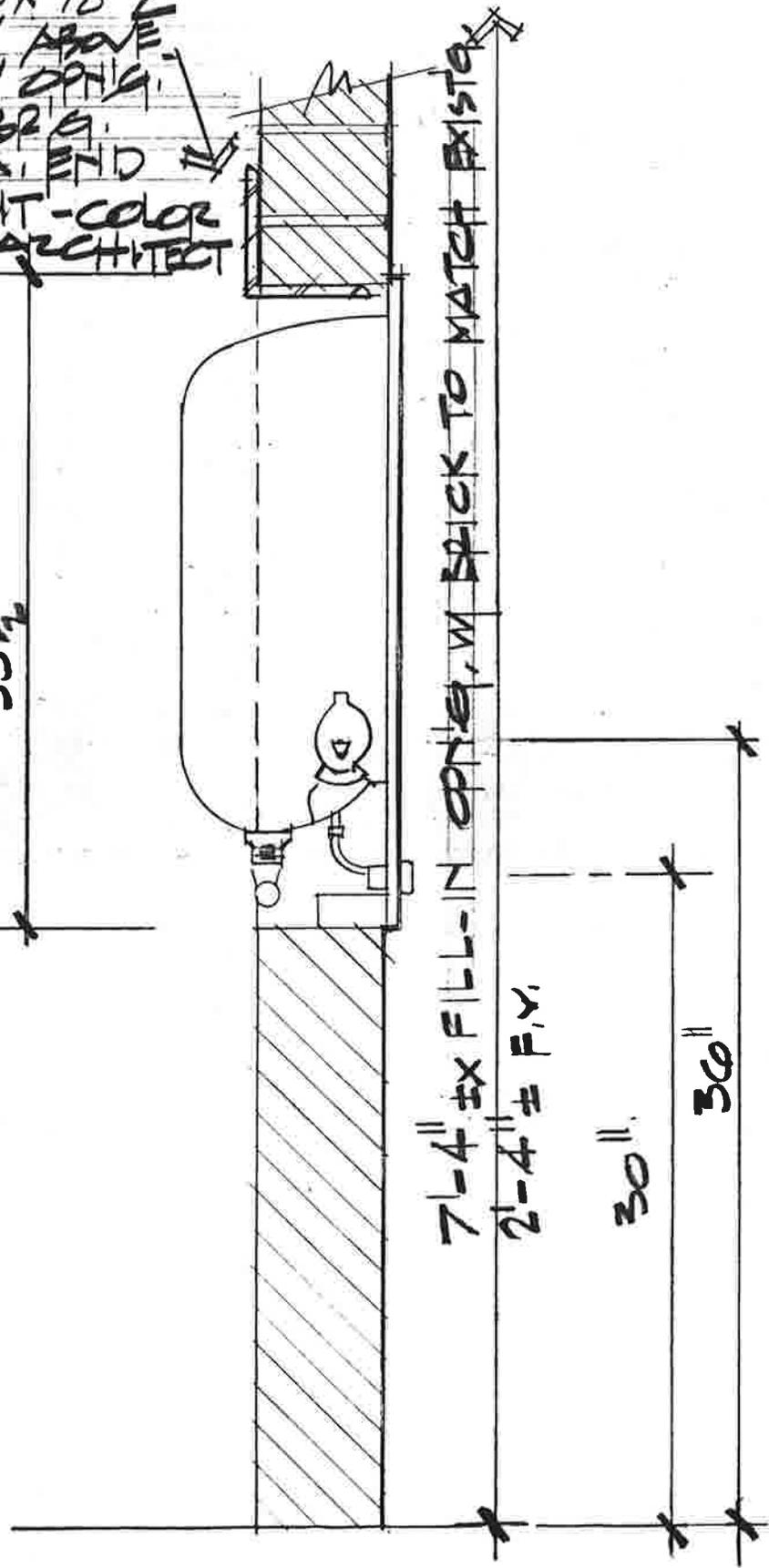
MCP 1

1/4" = 1'-0"

EXISTING TOILET ROOMS

5x6x3/8"  
 LLV ABOVE  
 NEW CORR.  
 6" BRG.  
 CEX. END  
 PAINT-COLOR  
 BY ARCHITECT

33 1/2"



7'-4" ± FILL-IN CORE, W BRICK TO MATCH EXISTING  
 2'-4" ± F.B.

30"

30"

NOTES

CONTRACTOR SHALL  
 HAVE OPTION OF  
 RE-USE OF EXISTING  
 BRICK THAT IS NOT  
 BEING REMOVED

DRAWING  
 MCP2  
 1/2" = 1'-0"



AND DRINKING FOUNTAIN





**McHarg Park Community Center, 409 2<sup>nd</sup> Street, Avondale**

## **SYNOPSIS**

### **WORK COMPLETED IN 2000**

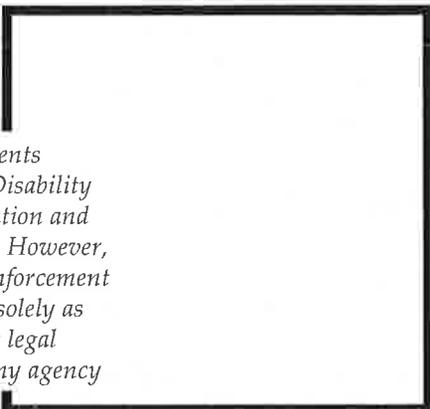
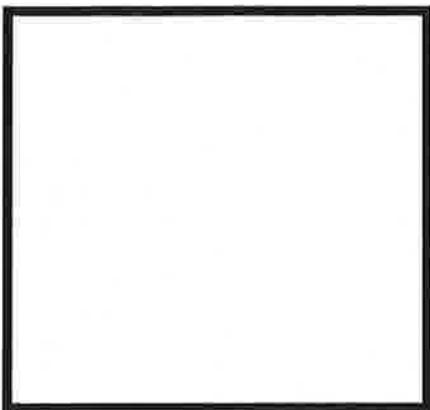
Building was completed in 2000. All Uniform Building Codes and adopted ADA guidelines had been met and inspected/accepted by the Regional Building Department.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide additional directional signage.
- C) Lower soap and paper towel dispensers in restrooms.
- D) Provide TDD public telephone.

# Checklist for Existing Facilities version 2.1

Mchang Park  
Community center



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The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches** needs this space to get close enough to open the door.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**



Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.



If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.



Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.



Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.



If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes  No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

Yes  No

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

Yes  No  
  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

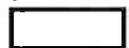
 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

Yes  No  
  
 width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

Yes  No  
  
 clear opening

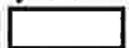
- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

Yes  No  
  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

Yes  No  
  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

Yes  No  
  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes  No  
  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N

height

*NO 59 IN CLASSROOM OR WEIGHT ROOM DOORS OR NUMBERS*

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

N/A

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

**Lifts (ADAAG 4.2, 4.11)**

N/A

Can the lift be used without assistance? If not, is a call button provided?



Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

clear space



Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

N/A

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

A maximum of 19 inches of the required depth may be under the lavatory.

Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

N/A

clear space

- Move furnishings.
- Replace booth with open station.

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

N/A

height

- Lower telephone.

**11111** Does the phone protrude no more than 4 inches into the circulation space?

N/A

protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

N/A

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

N/A

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

N/A

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

N/A

- Add signage.



**Planning and Development, 229 W. 12<sup>th</sup>**

## **SYNOPSIS**

### **WORK COMPLETED IN 1999**

Building was acquired and remodeled in 1999. Remodels conformed to all Uniform Building Codes and adopted ADA guidelines as feasibly possible due to Historical significance of the facility.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Add cane detection bases to all objects protruding into paths of travel.
- C) Raise stair railings 4 inches.
- D) Identify ADA parking spaces.
- E) Replace door hardware through out public access areas to comply to ADA guidelines.
- F) Rearrange furnishings and equipment to maintain a clearance of 36 inches on all routes of travel.
- G) Replace/modify door thresholds to maintain less than ¼ inch height.
- H) Provide audible and visible emergency alarms.
- I) Provide ADA compliant directional and informational signage through out.
- J) Lower/reconfigure public tables and counters to ADA requirements.
- K) Complete reconfigure/remodel/combine restrooms to comply with ADA standards
- L) Replace door hardware with accessible handles.
- M) Reconfigure entry to provide adequate maneuvering space.
- N) Provide ADA accessible drinking fountain.
- O) Provide TDD public telephone.

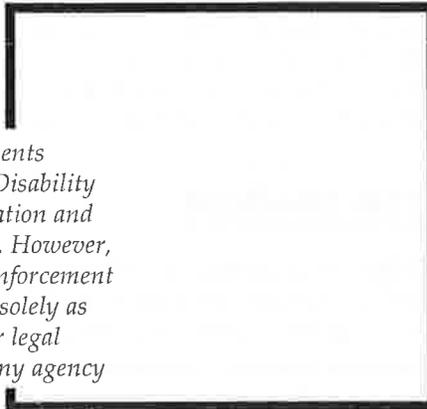
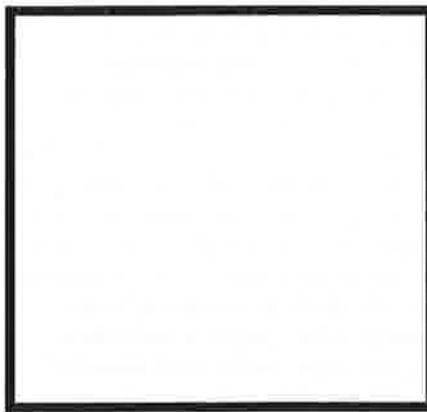
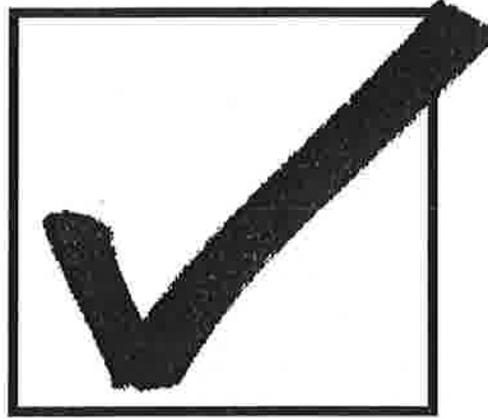
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# The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

36"  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

10"  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

1/12  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

32"

height

Adjust height of railing if not between 34 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

36"

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

30'

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

40"

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

2

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

8'/10'

width/  
vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

34"  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

2'  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

3/4  
 height

 If provided, are carpeting or mats a maximum of 1/2-inch high?

1/4  
 height

Are edges securely installed to minimize tripping hazards?

 Is the door handle no higher than 48 inches and operable with a closed fist?

32 1/2"  
 height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

12 B  
 force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

   
 seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.

- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

*No CLOSER*

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

"  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

"  
width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

"  
clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

"  
clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

"  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

"  
height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

5'  
width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

5'  
width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

4'  
height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

- Signs mounted with centerline 60 inches from floor.

Y N     
height

- Mounted on wall adjacent to latch side of door, or as close as possible.

- Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

- Brailled text of the same information.

- If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and /or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

*NA*

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

NA

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

# QUESTIONS

# POSSIBLE SOLUTIONS

## Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

36"  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

36"  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

1 LB  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

47"  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

2'  
 width

- Remove obstructions.

## Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes  No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Yes  No   
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

Yes  No   
 clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

 Is the lavatory rim no higher than 34 inches?

Yes  No   
 height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Yes  No   
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Yes  No

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

Yes  No

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

Yes  No   
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Yes  No   
 clear space

Clear more room by rearranging or removing furnishings.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Drinking Fountains, continued

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

### Telephones (ADAAG 4.31)

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



## **Probation Offices, 1120 Court**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

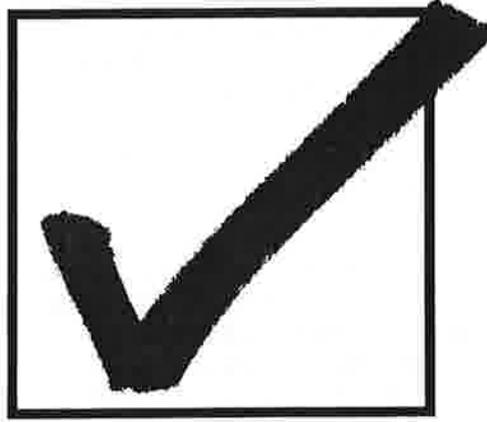
- A) Public accessible toilet rooms were converted to ADA guidelines.
- B) ADA approved elevator control panel installed.
- C) Approved ADA drinking fountain installed.
- D) Door Hardware replaced with levers.
- E) Installed ADA signage at misc locations.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide ADA signage through out building.
- C) Remove/relocate hand scanner to provide 36" for accessible route.
- D) Public service counters need to be lowered to accommodate ADA height requirements.
- E) Provide audible indicators in elevator including emergency intercom.
- F) Lower mirrors in restrooms.
- G) TDD Pay Phones have been removed. Provide TDD phone.

# Checklist for Existing Facilities version 2.1

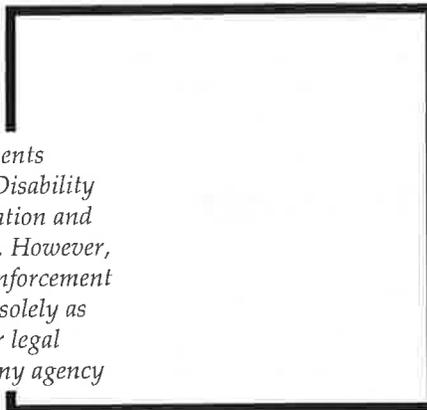
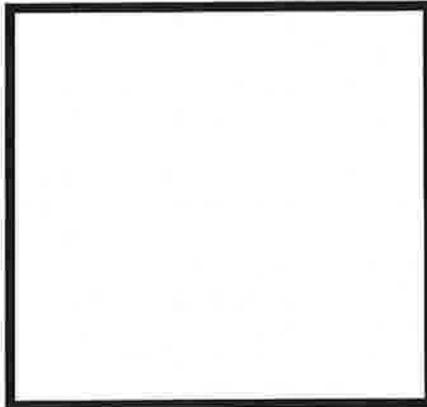
1120 COURT  
PROBATION



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.
- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.
- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.
- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.
- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Yes No**

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

*NO Ramps*

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**NO RAMPS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes  No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Yes  No   
  
 height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

Yes  No   
  
 width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Yes  No

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Yes  No   
  
 length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

Yes  No   
  
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

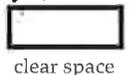
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

## QUESTIONS

## POSSIBLE SOLUTIONS

Yes No

### Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Beveled   
height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

*MOVE SCANNER*

  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

  
clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N    height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**



At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.



Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height  
 N/A

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.



Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

*NO LIFT*

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

*PHOTO* Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

*N/A*  
   
  
 clear space

Rearrange furnishings and equipment to clear more space.

*PHOTO* Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

*N/A*  
   
  
 height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**MINI** Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**MINI** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**MINI** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**MINI** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**MINI** Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

**NO STALL DOORS**

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**MINI** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

### Lavatories (ADAAG 4.19, 4.24)

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

### Priority

## 4 Additional Access

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

### Drinking Fountains (ADAAG 4.15)

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

## QUESTIONS

## POSSIBLE SOLUTIONS

	Yes	No	
<b>Drinking Fountains, continued</b>			
<b>11111</b> Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide accessible cooler.
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace the controls.
<b>11111</b> Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Telephones (ADAAG 4.31)</b>			
<b>11111</b> If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move furnishings.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace booth with open station.
<b>11111</b> Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower telephone.
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11111</b> Does the phone protrude no more than 4 inches into the circulation space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a cane-detectable barrier on each side at floor level.
	<input type="checkbox"/>	<input type="checkbox"/>	
Does the phone have push-button controls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact phone company to install push-buttons.
Is the phone hearing-aid compatible?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Have phone replaced with a hearing-aid compatible one.
Is the phone adapted with volume control?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Have volume control added.
Is the phone with volume control identified with appropriate signage?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add signage.
If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Install a text telephone.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Have a portable TT available.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Provide a shelf and outlet next to phone.
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add signage.

WORK WRITE UP

~~DEPARTMENT OF PLANNING AND DEVELOPMENT~~  
COMMUNITY SERVICE DEPARTMENT

PROBATION DEPT

1120 Court Street  
Pueblo, Colorado 81003

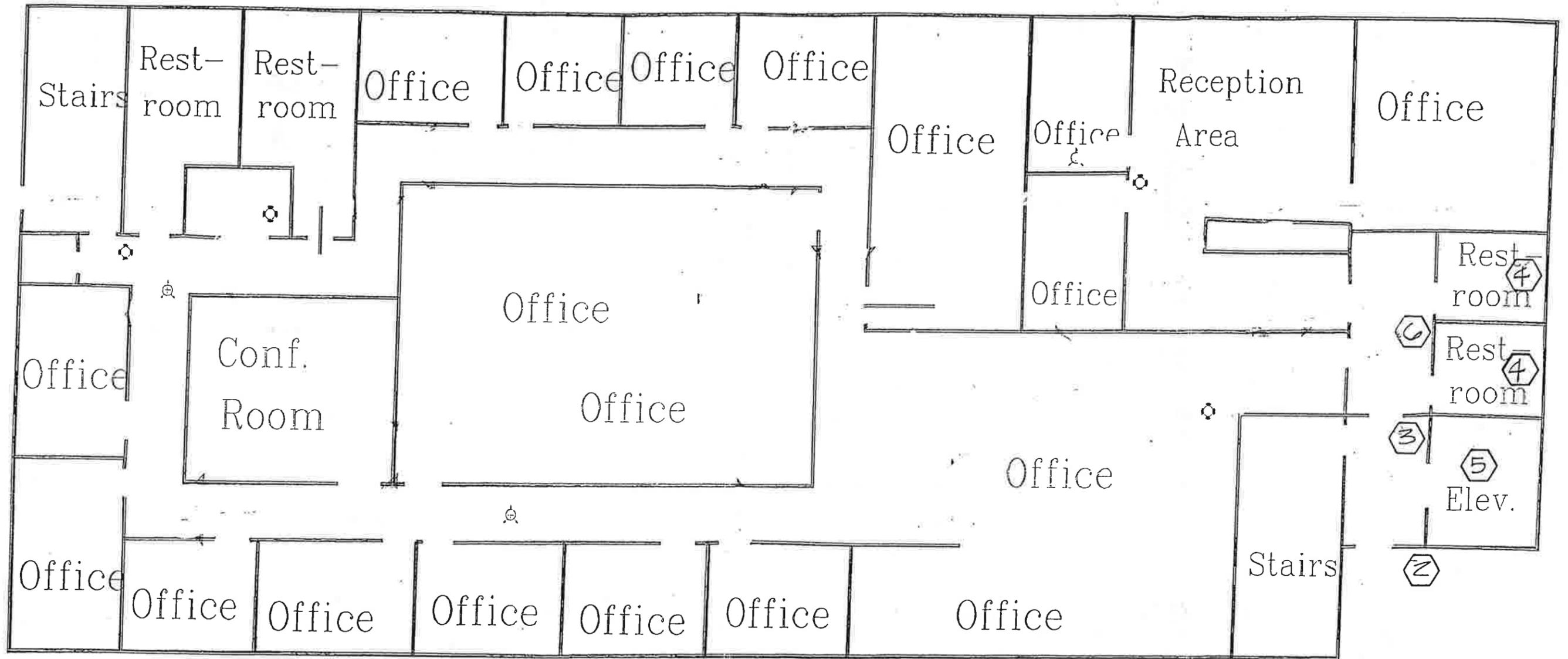
SCHEDULE OF DRAWINGS

- CS-1 First Floor Plan
- CS-2 Second Floor Plan
- CS-3 Restroom Remodel Plan

1. Existing handicapped parking currently meets ADA regulations. No work is required.
2. Near main entrance, a building identification sign, and an accessible entrance sign shall be installed. Note: Exterior signage is by others and not in this contract.
3. All interior signage is by others and not in this contract.
4. Remodel existing Men's Room and Women's Room as per Drawing CS-3.
5. Remove existing elevator control panel and replace with new panel that meets all ADA regulations.
6. Remove existing drinking fountain and replace with new drinking fountain, Haws HWBFA8L.
7. A table shall be installed by the Owner in the Planning and Development office that is accessible to the handicapped. Service to the handicapped shall be made at this table. No work is required for this item as it is infeasible to modify existing counters.
8. Purchasing Department has moved to another location. No work is required at this time.
9. Exterior accessible route complies with ADA. No work is required.
10. Replace door knobs with levers at interior doors. Adjust pull force to within 5 pounds.

1120 Court Street

1st Floor



①  
WORK WRITE UP  
DEPT. OF PLANNING  
& DEVELOPMENT  
COMMUNITY SERVICE  
DEPT.  
1120 COURT ST. PUBLIC

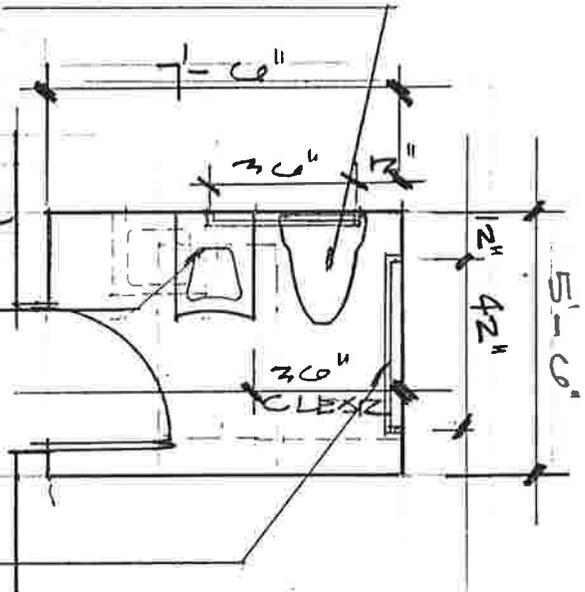


REMOVE EXIST. TOILET  
& REPLACE W/ NEW  
ACCESSIBLE TOILET

REMOVE EXIST. SINK &  
REPLACE W/ NEW  
ACCESSIBLE SINK  
NOTE: ALL EXIST.  
PLUMBING LINES SHALL  
BE RELOCATED  
& COMPARED NEW  
SINK POSITION

INSTALL NEW  
CURB BARS AS  
PER ADA &  
GUIDELINES

NOTE: ALL ACCESSORIES  
SHALL BE MOUNTED  
AT HEIGHTS AS PER  
ADA & GUIDELINES



# RESTROOM REMODEL PLAN

1/4" = 1'-0"

WORK WRITE UP  
DEPT. OF PLANNING  
& DEVELOPMENT  
COMMUNITY  
SERVICES DEPT  
1120 COURT ST PHOENIX, AZ



## **Public Works Road & Bridge – Airport, 33601 United Avenue**

### **SYNOPSIS**

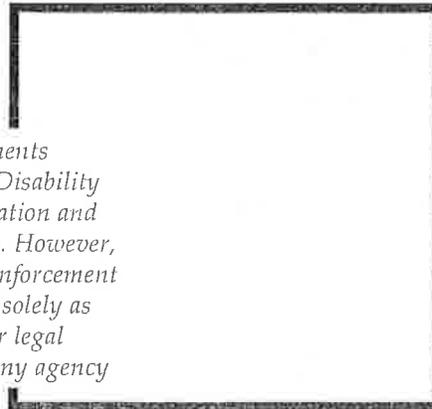
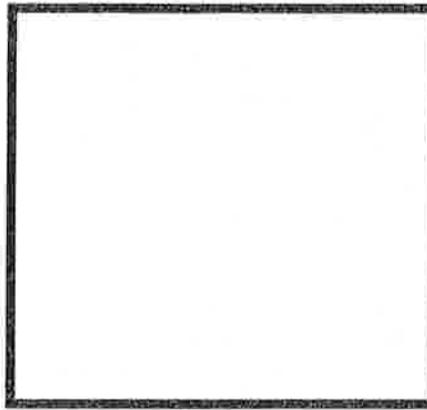
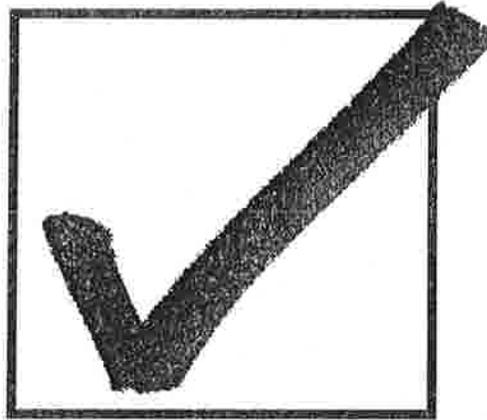
#### **WORK COMPLETED IN 1995**

- A) Installed handicap curb ramp at front entrance.
- B) Installed cane detection barrier at stairs.
- C) Remodeled first floor restrooms to comply with ADA guidelines.
- D) Replaced drinking fountains with ADA compliant drinking fountains.
- E) Installed ADA signage at misc locations.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Add accessible parking spaces and 1 van accessible space.
- C) Replace and add ADA informational and directional signage.
- D) Rearrange seating and tables in conference room to comply with accessibility requirements.
- E) Provide stair lift to second floor.
- F) Lower a portion of the counter in reception area to ADA requirements.

Road + Bridge



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible **approach and entrance**

Priority 2: Access to **goods and services**

Priority 3: Access to **rest rooms**

Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

N/A

 Are the slopes of ramps no greater than 1:12?

  
 slope

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

N/A

Yes No

Add railings.

Are railings sturdy, and between 34 and 38 inches high?

N/A

height

Adjust height of railing if not between 30 and 38 inches.

Secure handrails in fixtures.

Is the width between railings or curbs at least 36 inches?

N/A

width

Relocate the railings.

Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

N/A

length

Remodel or relocate ramp.

Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

# Parking Spaces = 210-50  
Need 1 more ADA space  
3-15-18

Reconfigure a reasonable number of spaces by repainting stripes.

Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

*N/A*

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

**Yes No**

  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

  
 height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

  
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

  
 seconds

- Adjust door closer.

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

N/A    
  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

N/A

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

N/A

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

N/A

<input type="checkbox"/>	<input type="checkbox"/>
	
height	

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

N/A

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*N/A* Yes No

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

If an emergency intercom is provided, is it usable without voice communication? *N/A*

Is the emergency intercom identified by braille and raised letters? *N/A*

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided? *N/A*

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift? *N/A*    
 clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)? *N/A*    
 height

- Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- Modify communication system.
- Add tactile identification.
- At each stopping level, post clear instructions for use of the lift.
- Provide a call button.
- Rearrange furnishings and equipment to clear more space.
- Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**  
 If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**  
 Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.
- Install accessible signs.
- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

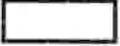
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

clear space

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**



Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?



Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

N/A



If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space



Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

N/A

height



Does the phone protrude no more than 4 inches into the circulation space?

N/A

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

N/A

Is the phone adapted with volume control?

N/A

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

N/A

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

N/A

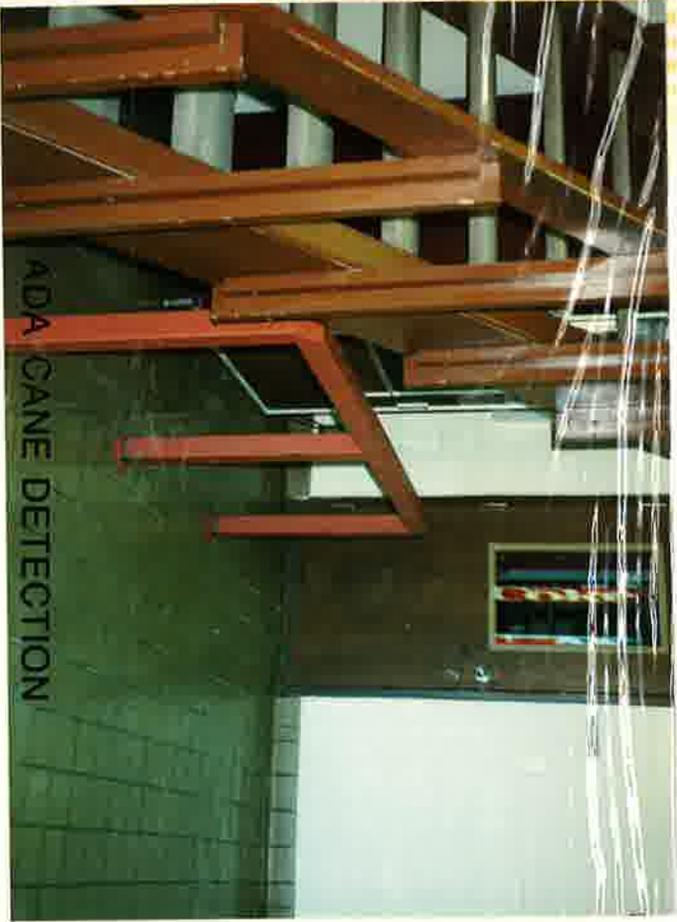
- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

**WORK WRITE-UP**  
**PUBLIC WORKS DEPARTMENT**  
**33601 United Avenue**  
**Pueblo, Colorado 81001**

**SCHEDULE OF DRAWINGS**  
PWD-1 Toilet Rooms

1. PARKING: Van accessible parking, including curb ramp and signage, has been completed.
2. EXTERIOR ACCESSIBLE ROUTE: Remove and replace approximately 42 sq. ft. of existing concrete walk adjacent to parking area along west side of building. In addition, provide handicapped curb ramp.
3. ENTRANCE AT EXTERIOR DOORS: ~~Remove existing door hardware and replace with lever type hardware. See Drawing PWD-1.~~ *SUPPLY AUTO OPENER*
4. EXTERIOR SIGNAGE: Sign shall be included as a part of a separate contract.
5. INTERIOR ACCESSIBLE ROUTE: Provide cane detection barrier at stairs to 2nd Floor per Drawing PWD-1.
6. INTERIOR DOORS: ~~Remove minimum 5 existing door hardware on 1st Floor and replace with lever handles as per Spec's.~~ *CREDIT*
7. INTERIOR SIGNAGE: Interior signage is being accomplished under a separate contract.
8. TOILET ROOMS - DEMOLITION (FIRST FLOOR)  
WOMEN'S: (A) Remove existing entrance door and frame; (B) lavatory top and lavatory; (C) toilet and toilet stall; (D) framed partition; and (E) grab bars.  
MENS: (A) Remove existing entrance door; (B) lavatory and lavatory top; (C) toilet and toilet stall; (D) framed partition; and (E) grab bars.
9. TOILET ROOMS - NEW WORK (FIRST FLOOR)  
WOMEN'S: Provide new 3'-0" x 7'-0" hollow metal door and frame including hardware; new lavatory including trim; new toilet and stall; new toilet room screen; new grab bars; and new paper towel and soap dispensers per Drawing PWD-1.  
MEN'S: Provide new 3'-0" x 7'-0" hollow metal door and frame including hardware; 1 new lavatory including trim; new handicapped toilet and stall; new toilet room screen; new grab bars; and new soap and paper towel dispenser per Drawing PWD-1.
10. DRINKING FOUNTAIN: Remove existing drinking fountain and replace with handicapped accessible fountain.





ADA CANE DETECTION

ADA ACCESSIBLE ENTRANCE



ADA ACCESSIBLE ENTRANCE



ADA ACCESSIBLE RAMP



## Public Works Road & Bridge Colorado City, 3416 Riddell Place

### SYNOPSIS

#### NO WORK COMPLETED IN 1995

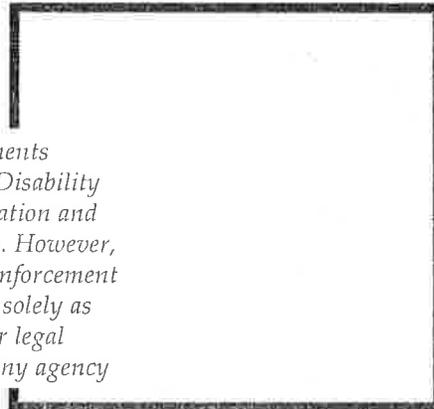
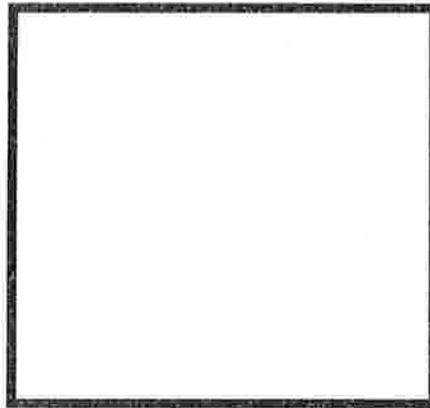
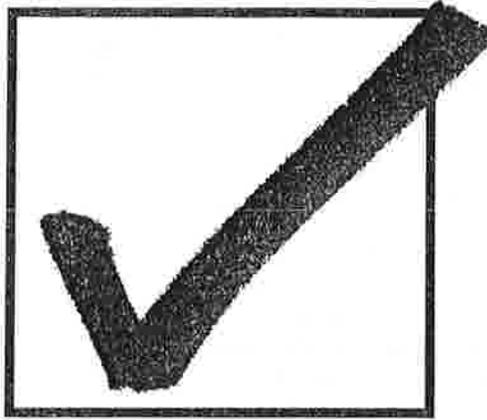
#### RECOMMENDED FUTURE ADA IMPROVEMENTS

No public services are available at the Colorado City shop. Listed below are items to have building comply with ADA Accessible standards should the building serve the public or employ a disabled citizen.

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Add accessible parking spaces and 1 van accessible space.
- C) Replace and add ADA informational and directional signage.
- D) Replace door hardware.
- E) Install visible and audible alarm system.
- F) Provide ADA directional and informational signage through out building.
- G) Change out all doors to obtain a passage clearance of 32".
- H) Construct an ADA unisex restroom to ADA standards.
- I) Rearrange furnishings and equipment to maintain a 36" wide path.

# Checklist for Existing Facilities version 2.1

CO CITY



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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# The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

Is the route of travel stable, firm and slip-resistant?

 Is the route at least 36 inches wide?

width

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

distance from wall/height

*N/A*

**In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.**

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

*N/A*

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

slope  
*N/A*

**Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.**

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.
- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.
- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.
- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.
- Install curb cut.
- Add small ramp up to curb.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

*n/a*

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.



Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**



Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

*n/a*

Reconfigure a reasonable number of spaces by repainting stripes.



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

*NA*

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

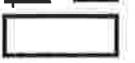
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

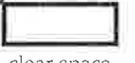
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**



Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

N/A

Yes No

height



If provided, are carpeting or mats a maximum of 1/2-inch high?

N/A

height

Are edges securely installed to minimize tripping hazards?



Is the door handle no higher than 48 inches and operable with a closed fist?

height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.



Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.



If the door has a closer, does it take at least 3 seconds to close?

N/A

seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

N/A    
height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

*N/A*

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

*N/A*

Y N

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

*N/A*

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

*N/A*

character  
height

• Brailled text of the same information.

*N/A*

• If pictogram is used, it must be accompanied by raised characters and braille.

*N/A*

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Yes No

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

n/a

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
letter height	

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

n/a

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**



Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

n/a

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

n/a

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**



Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

n/a

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
width	

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

n/a

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

Lower part or all of high surface.  
 Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

n/a

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height/ width/ depth	

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

N/A

Yes No

  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

N/A

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

N/A

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

N/A

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

N/A

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

N/A

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

N/A

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

N/A

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

*N/A*

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

*N/A*

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

*n/a*

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

*n/a*

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

*n/a*

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

*n/a*



Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
   
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?



Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
 protrusion

**Telephones (ADAAG 4.31)**

*n/a*



If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space



Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height



Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

- Move furnishings.
- Replace booth with open station.

- Lower telephone.

- Place a cane-detectable barrier on each side at floor level.

- Contact phone company to install push-buttons.

- Have phone replaced with a hearing-aid compatible one.

- Have volume control added.

- Add signage.

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

- Add signage.



## **Pueblo Community Animal Shelter (2006) 4600 Eagleridge Place**

### **SYNOPSIS**

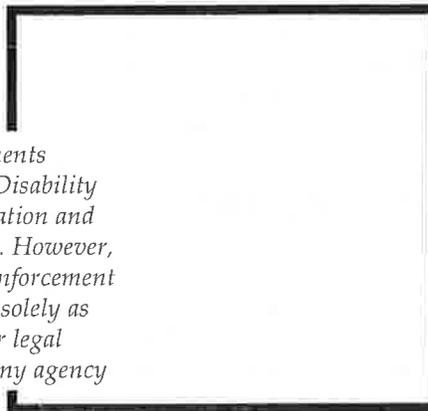
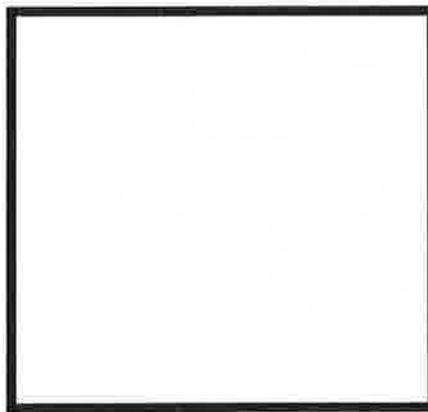
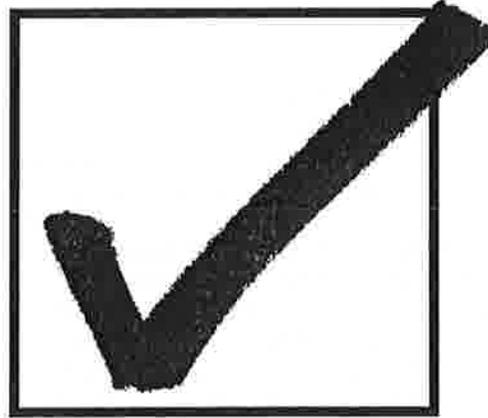
#### **WORK COMPLETED IN 2006**

Building was completed in 2006. All Uniform Building Codes and adopted ADA guidelines have been met and inspected/accepted by the Regional Building Department.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Additional signage could be utilized throughout facility identifying ADA accessible routes and services.
- C) Provide TDD public telephone.

The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

- ✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.
- ✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.
- ✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

- ✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.
- ✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.
- ✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.
- ✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.
- ✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

 Do all ramps longer than 6 feet have railings on both sides?

**Yes No**

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.

Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.

Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes  No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

*NA*

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

*TTTT*

Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

*TTTT*

Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**



Are all aisles and pathways to materials and services at least 36 inches wide?

*(VENDING MACHINES TO BE MOVED)*

Yes No

width



Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Is carpeting low-pile, tightly woven, and securely attached along edges?



In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.



If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

- Signs mounted with centerline 60 inches from floor.

Y N

height

- Mounted on wall adjacent to latch side of door, or as close as possible.

- Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

- Brailled text of the same information.

- If pictogram is used, it must be accompanied by raised characters and braille.

Rearrange furnishings and fixtures to clear aisles.

Rearrange furnishings to clear more room.

Secure edges on all sides.  
 Replace carpeting.

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

Install visible and audible alarms.  
 Provide portable devices.

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.



**Controls (ADAAG 4.27)**

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.



**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
 Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.  
 Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
width/  
depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

Yes No  
   
  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

 Are there ramps, lifts, or elevators to all public levels?

Yes No

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

Yes No

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

 The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

Yes No

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

Yes No

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

 Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

Yes No

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

Yes No  
   
  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

Yes No

- Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

### Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

  
 clear space

 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

  
 height

- Move furnishings.
- Replace booth with open station.
- Lower telephone.

 Does the phone protrude no more than 4 inches into the circulation space?

  
 protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Add signage.



**Pueblo County Conference Room (2001), 1001 Santa Fe Ave.**

## **SYNOPSIS**

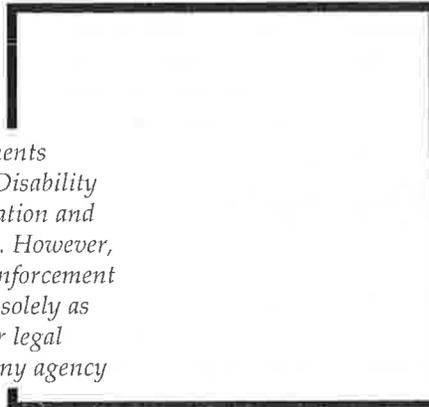
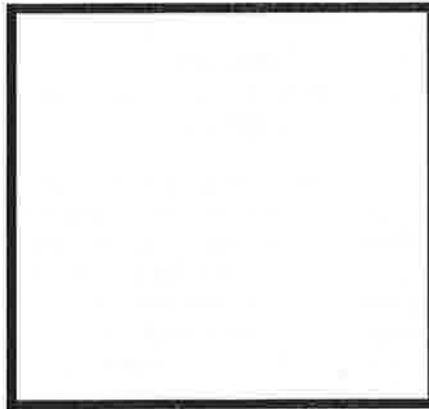
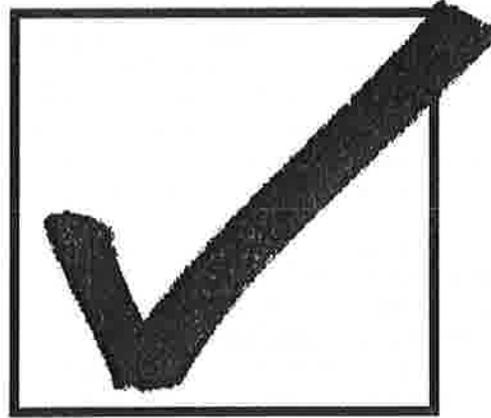
**BUILDING ACQUIRED IN 2001 - NO WORK COMPLETED IN 1995**

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Increase length of landing at entry door ramp.
- C) Provide ADA directional signage.
- D) Secure all carpet and mats.
- E) Rearrange seating and/or tables when required to provide disabled accessibility.
- F) Change door hardware to comply with ADA recommendations.
- G) Install automatic opener at accessible entry door.
- H) Change bathroom faucet.
- I) Provide TDD public telephone.

**Checklist for Existing Facilities** version 2.1

**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995



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# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

9"/24'

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

?  
  ?  
 32"  
 height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

?  
  ?  
 36"  
 width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

5'  
 length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

30"  
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

4  
 number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/  
 vertical  
 clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes  No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

Yes  No

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Yes  No

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

Yes  No

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

Yes  No

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Yes  No

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

Yes  No

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

Yes  No

48

clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

Yes  No

clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

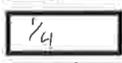
**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

**QUESTIONS**

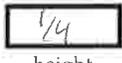
**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No  
   
 1/4  
 height

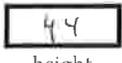
 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes No  
   
 1/2  
 height

Are edges securely installed to minimize tripping hazards?

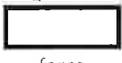
Yes No

 Is the door handle no higher than 48 inches and operable with a closed fist?

Yes No  
   
 44  
 height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Yes No  
   
  
 force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes No  
   
  
 seconds

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

42"  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

24"  
width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

44  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

1/4  
height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

48"

width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

*Open Area*

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

*NA*

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

*NA*

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

*NA*

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N

height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

NA



If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

## Controls (ADAAG 4.27)



Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

42"  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.



**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**  
 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

Open Space

width

Rearrange chairs or tables to provide 36-inch aisles.



Are the spaces for wheelchair seating distributed throughout?

Open Space

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.



Are the tops of tables or counters between 28 and 34 inches high?

30"  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.



Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

28"  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

*NA*

Yes No

  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

*NA*

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and /or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

*NA*

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

*NA*

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

*N/A*

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones? *N/A*

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

34"

clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

43"

clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

38

width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, *NA* inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, *NA* OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

Is the toilet seat 17 to 19 inches high?

18 1/2  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

53  
 clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

Is the lavatory rim no higher than 34 inches?

34  
 height

Adjust or replace lavatory.

Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

30  
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

35  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

65  
 clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

**Yes No**

34  
height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

NA

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

Provide cup dispensers for fountains with spouts that are too high.

Provide accessible cooler.

Replace the controls.

Place a planter or other cane-detectable barrier on each side at floor level.

Move furnishings.

Replace booth with open station.

Lower telephone.

Place a cane-detectable barrier on each side at floor level.

Contact phone company to install push-buttons.

Have phone replaced with a hearing-aid compatible one.

Have volume control added.

Add signage.

Install a text telephone.

Have a portable TT available.

Provide a shelf and outlet next to phone.

Add signage.



## **Runyon Field Sports Complex, 400 Stanton Avenue**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

- A) Replaced drinking fountains with ADA specified drinking fountains.
- B) Replaced door hardware with lever style hardware.
- C) Replaced bathroom fixtures.
- D) Installed ADA signage at misc locations.
- E) Installed TDD telephone.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) TDD Telephones have been removed. Replace TDD Telephones.
- C) Provide additional ADA accessible spectator seating on all fields.
- D) Provide railings on all ramps.
- E) Provide audible and visual emergency exit signals.
- F) Provide ADA directional and informational signage through out complex.
- G) Lower all public service counters between 28" & 34" height.
- H) Provide ADA compliant tables.
- I) Replace restroom stall hardware to be operable with a closed fist.
- J) Provide grab bars at accessible toilet.
- K) Lower restroom mirrors.
- L) Provide ADA compliant soap dispensers.

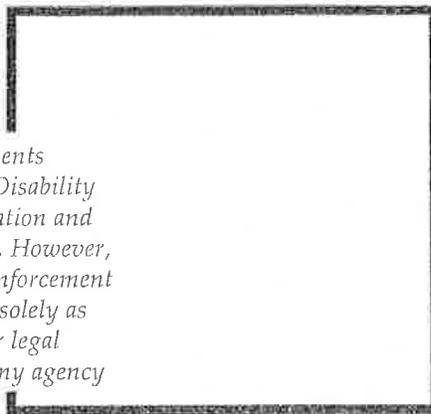
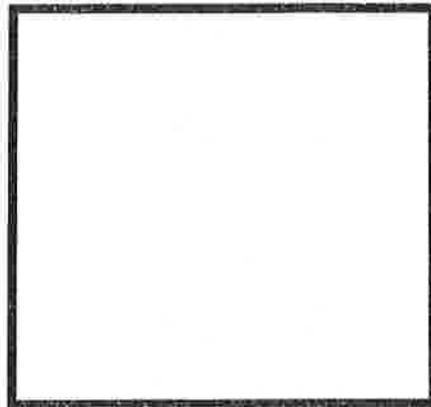
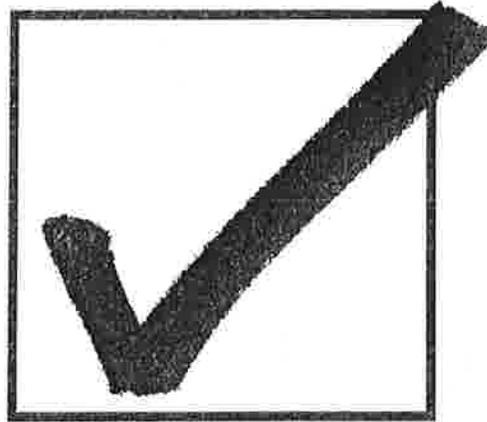
# Checklist for Existing Facilities version 2.1



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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

  
 slope

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?  
*No railings*

Yes No

Add railings.



Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.

height

Secure handrails in fixtures.



Is the width between railings or curbs at least 36 inches?

Relocate the railings.

Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.



Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length



Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise



**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

**Total spaces**

1 to 25

26 to 50

51 to 75

76 to 100

**Accessible**

1 space

2 spaces

3 spaces

4 spaces *5 6*



Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes  No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

NA

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

**111111** Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

108"  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

**111111** Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

19"  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

1/4  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

NA

   
 height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

NA

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

38"  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

   
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

 If the door has a closer, does it take at least 3 seconds to close?

10  
 seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator? *NA*

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

*TTTTT* Is the accessible route to all public spaces at least 36 inches wide?

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

*Open Space*

*Open Space*  
 width

*TTTTT* Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

- Rearrange furnishings, displays, and equipment.

*(Open)*

width

**Doors (ADAAG 4.13)**

*TTTTT* Do doors into public spaces have at least a 32-inch clear opening?

- Install offset (swing-clear) hinges.
- Widen doors.

*32"*  
 clear opening

*TTTTT* *NA* On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

clear space

*TTTTT* Can doors be opened without too much force (5 lbf maximum for interior doors)?

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

force

*TTTTT* Are door handles 48 inches high or less and operable with a closed fist?

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

*34"*  
 height

*TTTTT* Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

*1/4"*  
 height

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**



Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.



Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

*Open space*  
*NA*

Secure edges on all sides.  
 Replace carpeting.



In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

*outside*

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.



If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

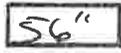
**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

**TTTTT** If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

 56"  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

*NA Automatic*

**TTTTT** Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

*NA*

Replace controls.

**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

**TTTTT** Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

*NA*

  
 width

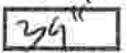
Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

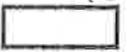
Remove some fixed seating.

**TTTTT** Are the tops of tables or counters between 28 and 34 inches high?

 34"  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

**TTTTT** Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

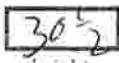
**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

*NA*

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

*NA*

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

*NA*

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Elevators, continued

NA

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

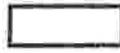
Lifts (ADAAG 4.2, 4.11)

NA

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

**MINIMUM** Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

**MINIMUM** Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes  No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

36  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

34"  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

4'6"  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

37"  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

6'5"  
 length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

Is the toilet seat 17 to 19 inches high?

18"  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? *SINK NO LAV*

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

*SINK*  
 Is the lavatory rim no higher than 34 inches?

33"  
 height

Adjust or replace lavatory.

Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

29  
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

48"  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

Priority

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

*open*  
   
   
 clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**



Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

36  
height

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

- Replace the controls.



Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

35 x 19"  
height/  
protrusion

- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**



If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

NA

clear space

- Move furnishings.
- Replace booth with open station.



Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

- Lower telephone.



Does the phone protrude no more than 4 inches into the circulation space?

protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

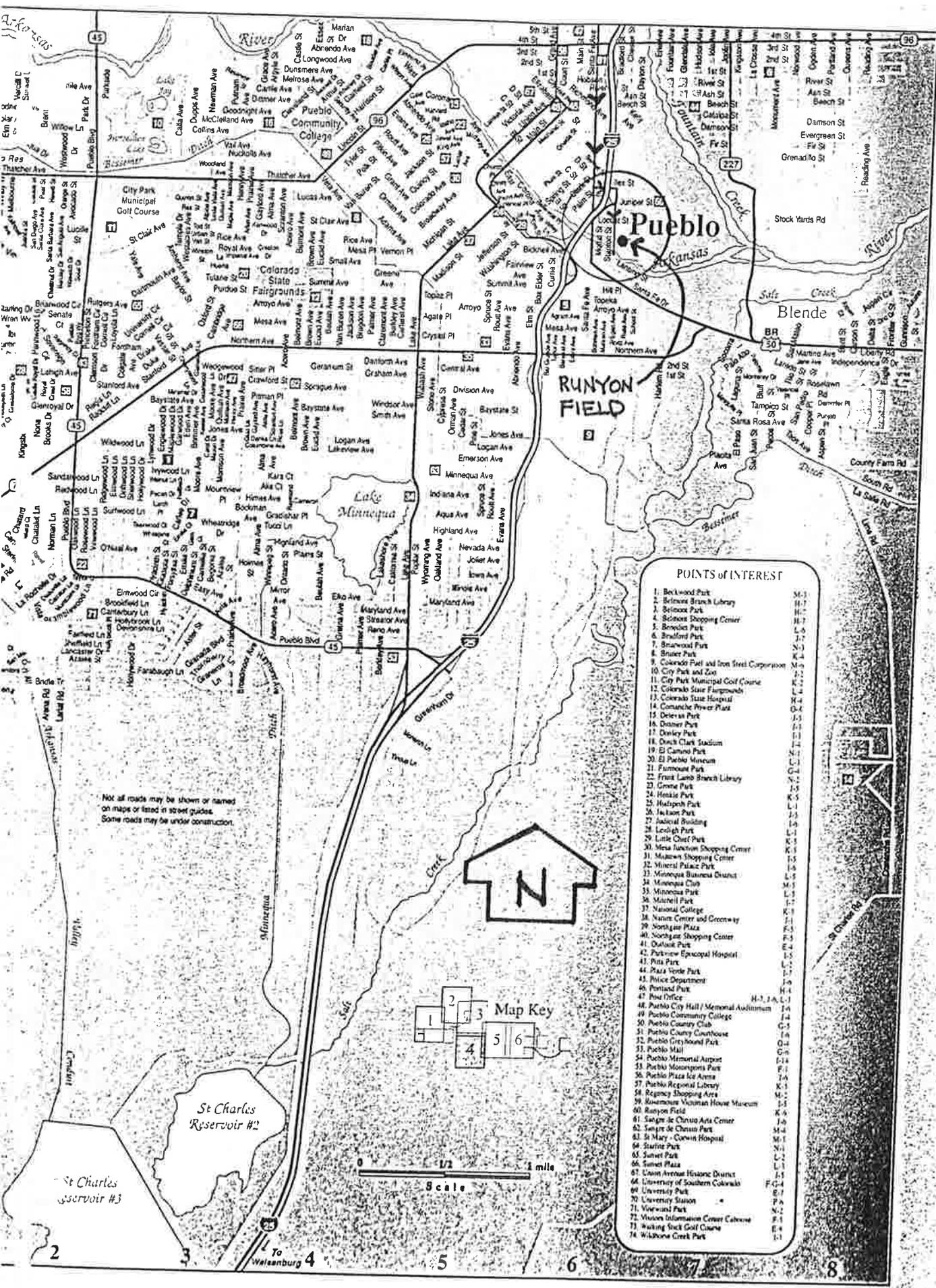
- Add signage.

**WORK WRITE-UP**  
**RUNYON FIELD**  
**400 STANTON AVENUE**  
**PUEBLO, COLORADO 81004**

**SCHEDULE OF DRAWINGS**

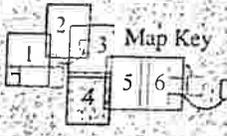
- RF-1 Site Plan
- RF-2 Offices/Restroom Building Floor Plan
- Vicinity Map of Site

1. Designate one "van accessible" parking space at easternmost parking space closest to the entrance in the main (west) parking lot. New signage by others, not in this contract. See Drawing RF-1. Remove, relocate, and reinstall four existing handicapped parking signs to new locations as indicated on site plan, Drawing RF1.
2. EXTERIOR DOORS: At exterior doors D1, D8, D9 and D10, remove door latch sets and reinstall four sets of new lever-handle entrance latch sets. Latch sets shall be equal to "Schlage" DSeries. See Drawing RF2 for door locations.
3. EXTERIOR SIGNAGE: Install signage identifying offices, restrooms, telephones, drinking fountains, and handicapped accessible entrances throughout facility. Signage by others, not in contract.
4. INTERIOR DOORS: At interior doors D2, D3, D4, D5, D6, and D7, remove door latch sets and reinstall six sets of new lever-handle entrance/office latch sets. Latch sets shall be equal to "Schlage" DSeries. See Drawing RF2 for door locations.
5. INTERIOR SIGNAGE: Install signage at the Park offices and Runyon Field offices. Signs shall be installed at the latch side of each doorway at +60" above finished floor to the center line of the sign. Signs shall be in written form and in raised braille letters. Install identifying signs for accessible restrooms, telephones, etc. Signage by others, not in this contract.
6. TOILET ROOMS:
  - A. Women's Restroom:  
Remove existing towel dispenser and re-install at 48" from bottom of dispenser to finish floor. See Drawing RF2.
  - B. Men's Restroom:  
Remove existing towel dispenser and re-install at 48" from bottom of dispenser to finish floor. See Drawing RF2.
7. PUBLIC TELEPHONE: Install 1 TDD coin telephone, pedestal mount, installed at 46" from operator button to finish ground level. Locate adjacent to existing coin telephone. See Drawing RF1.
8. DRINKING FOUNTAIN: Install hi/lo drinking fountain adjacent to existing drinking fountain between Men's and Women's restrooms. Drinking fountain shall be equal to "Haws", Model No. HWBFA8L. See Drawing RF2.
9. CONCESSION STAND COUNTER: Install signage (B.O.) to indicate handicapped accessible counter at northernmost concession window.

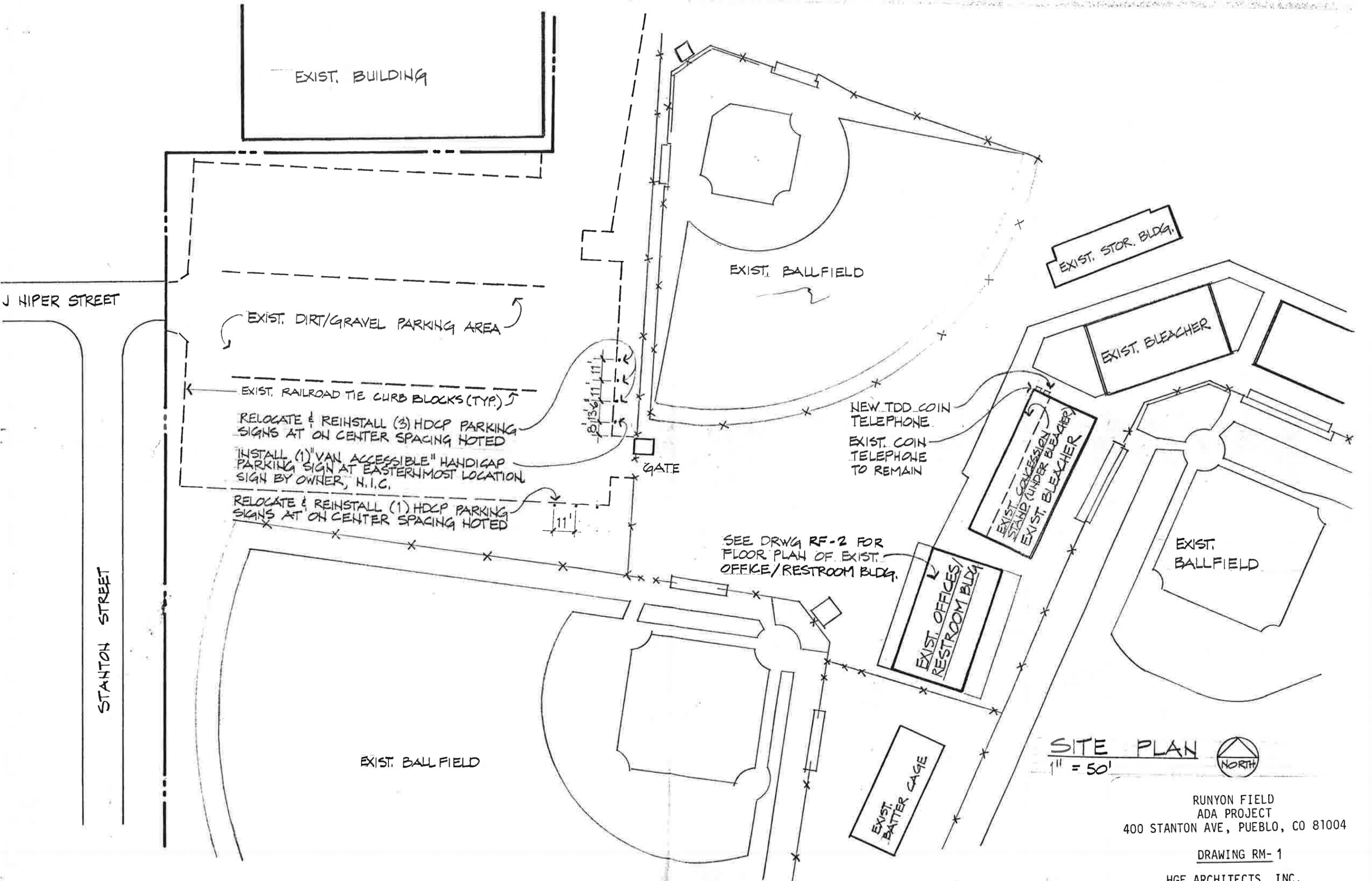


**POINTS OF INTEREST**

1. Beckwood Park	M-3
2. Belmont Branch Library	H-7
3. Belmont Park	H-7
4. Belmont Shopping Center	H-7
5. Bonfield Park	L-6
6. Bradford Park	J-7
7. Bearwood Park	N-1
8. Brainer Park	K-4
9. Colorado Fuel and Iron Steel Corporation	M-6
10. City Park and Zoo	K-2
11. City Park Municipal Golf Course	K-2
12. Colorado State Fairgrounds	L-2
13. Colorado State Hospital	H-4
14. Comanche Power Plant	O-4
15. DeLeon Park	J-3
16. Doherty Park	F-1
17. Donkey Park	I-1
18. Dutch Clark Stadium	J-4
19. El Camino Park	N-1
20. El Pueblo Museum	L-1
21. Furness Park	G-4
22. Fruit Lamb Branch Library	N-5
23. Grove Park	N-5
24. Henale Park	K-5
25. Hutspeth Park	L-1
26. Ina Luce Park	J-3
27. Judicial Building	L-1
28. Lehigh Park	L-1
29. Little Chief Park	K-3
30. Mesa Junction Shopping Center	K-1
31. Meadows Shopping Center	I-5
32. Mineral Park	L-6
33. Minnequa Business District	L-6
34. Minnequa Club	M-3
35. Minnequa Park	L-3
36. Mitchell Park	I-7
37. National College	K-1
38. Nature Center and Greenway	F-1
39. Northgate Plaza	F-1
40. Northgate Shopping Center	F-3
41. Outlook Park	E-4
42. Parkview Episcopal Hospital	L-5
43. Plaza Park	L-6
44. Plaza Verde Park	L-1
45. Police Department	J-4
46. Portland Park	H-4
47. Post Office	H-7, J-4, L-1
48. Pueblo City Hall / Memorial Auditorium	J-4
49. Pueblo Community College	J-4
50. Pueblo Country Club	G-5
51. Pueblo County Courthouse	J-4
52. Pueblo Greyhound Park	G-4
53. Pueblo Mall	O-4
54. Pueblo Memorial Airport	J-1
55. Pueblo Motorsports Park	F-1
56. Pueblo Plaza Ice Arena	J-4
57. Pueblo Regional Library	K-3
58. Regency Shopping Area	M-1
59. Rosemead Victorian House Museum	J-3
60. Runyon Field	K-6
61. Sangre de Cristo Arts Center	J-6
62. Saint of Christos Park	M-4
63. St. Mary - Corwin Hospital	M-1
64. Starlite Park	N-1
65. Sunset Park	L-1
66. Sunset Plaza	L-1
67. Union Avenue Hispanic District	J-1
68. University of Southern Colorado	F-G-4
69. University Park	E-7
70. University Station	P-4
71. Veterans Park	N-2
72. Wilson Information Center Cabrine	E-4
73. Working Stock Golf Course	E-4
74. Wilshire Creek Park	I-1



Not all roads may be shown or named on maps or listed in street guides. Some roads may be under construction.



EXIST. BUILDING

EXIST. BALLFIELD

EXIST. STOR. BLDG.

HIPER STREET

EXIST. DIRT/GRAVEL PARKING AREA

EXIST. RAILROAD TIE CURB BLOCKS (TYP.)

RELOCATE & REINSTALL (3) HDCP PARKING SIGNS AT ON CENTER SPACING NOTED

INSTALL (1) "VAN ACCESSIBLE" HANDICAP PARKING SIGN AT EASTERMOST LOCATION SIGN BY OWNER, N.I.C.

RELOCATE & REINSTALL (1) HDCP PARKING SIGNS AT ON CENTER SPACING NOTED

GATE

NEW TDD COIN TELEPHONE

EXIST. COIN TELEPHONE TO REMAIN

EXIST. CONCESSION STAND (UNDER BLEACHER)  
EXIST. BLEACHER

SEE DRWG RF-2 FOR FLOOR PLAN OF EXIST. OFFICE/RESTROOM BLDG.

EXIST. OFFICES/RESTROOM BLDG.

EXIST. BALLFIELD

STANTON STREET

EXIST. BALLFIELD

EXIST. BATTER CAGE

SITE PLAN

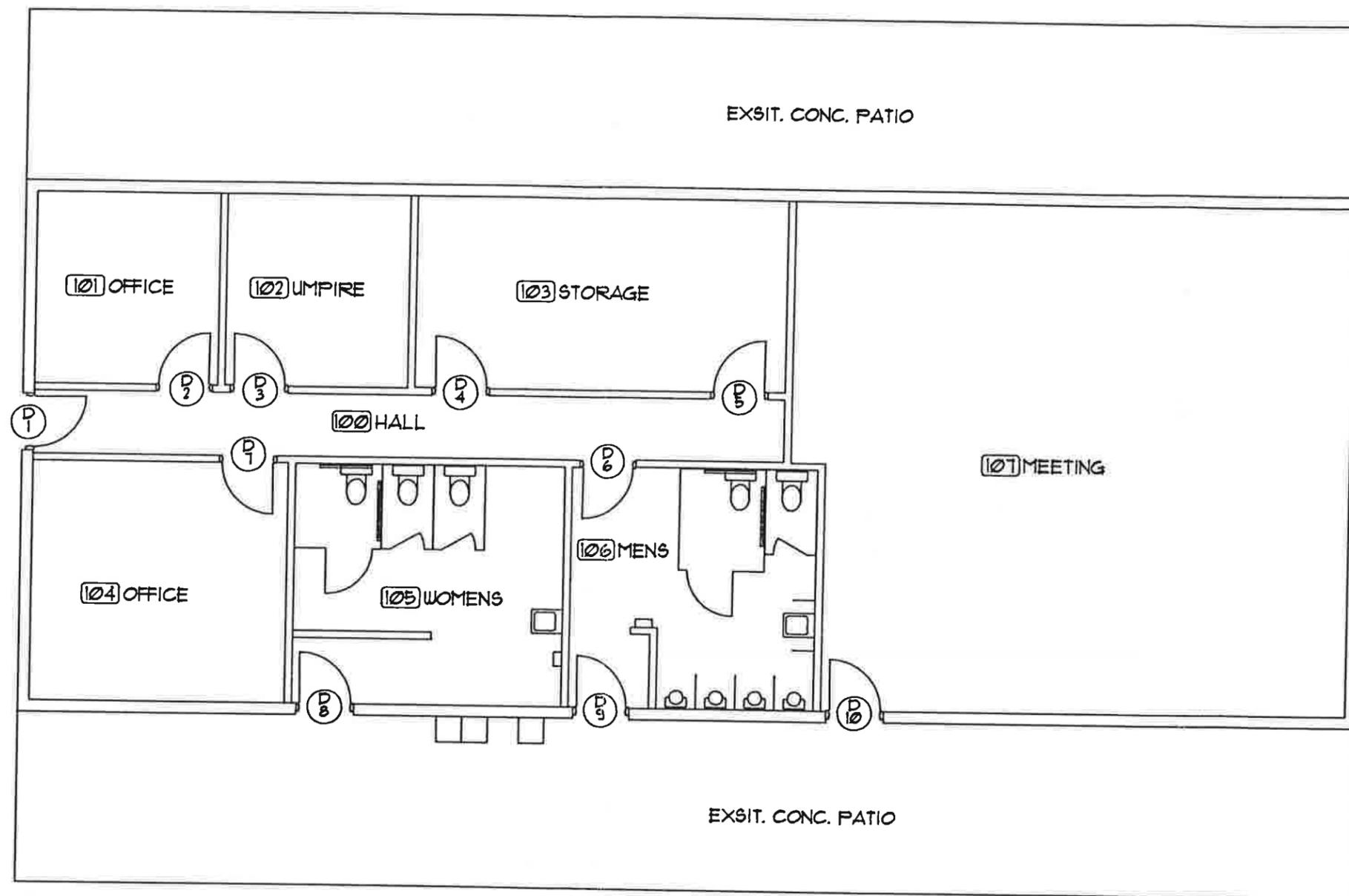
1" = 50'



RUNYON FIELD  
ADA PROJECT  
400 STANTON AVE, PUEBLO, CO 81004

DRAWING RM-1

HGF ARCHITECTS, INC.



OFFICES / RESTROOM BUILDING FLOOR PLAN

SC: 1/8"=1'-0"

RE: RF-1

RUNYON FIELD  
 ADA PROJECT  
 400 STANTON AVE, PUEBLO, CO 81004

DRAWING RM-2

HGF ARCHITECTS, INC.



ADA SPECTATOR AREA



ADA DRINKING FOUNTAIN



ADA DRINKING FOUNTAIN



ADA SPECTATOR AREA

Ranger Sports Complex  
Drinking Fountains.



Rungen Sports  
Complex  
Men's R.R.



TOILET  
FLUSH VALVE

*Branson Sports Complex*

*Men's R.R.*



Ruyon Sports Complex  
Women's R.R.



CONCESSION  
PERSONNEL ONLY

Rainyog Sports Complex  
No T.D.D Phone



## **Rye Mountain Park**

### **SYNOPSIS**

#### **WORK COMPLETED IN 1995**

- A) Installed accessible concrete walk from parking area to shelter #2 & #3.
- B) Replaced door hardware with push plates on men's & women's restrooms.
- C) Replaced grab bars in bathrooms per ADA specifications.
- D) Installed ADA signage at misc locations.

#### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide additional ADA signage through out park.
- C) Identify Accessible pavilions with proper signage.
- D) Provide van accessible parking at picnic areas.
- E) Complete concrete paths from pavilions to restrooms.
- F) Provide accessible ramp at pavilion #1.
- G) Grade parking areas/designate accessible parking.
- H) Reconstruct restrooms to comply with ADA adequate maneuvering space.
- I) Picnic tables do not meet ADA guidelines. Replace all tables with ADA compliant tables.

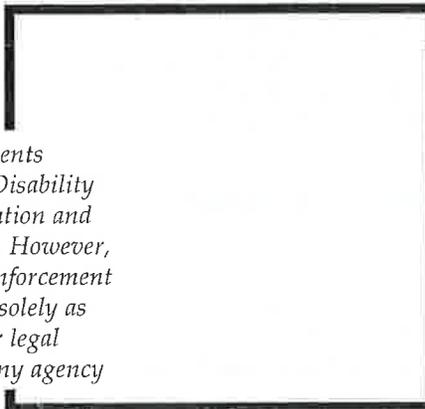
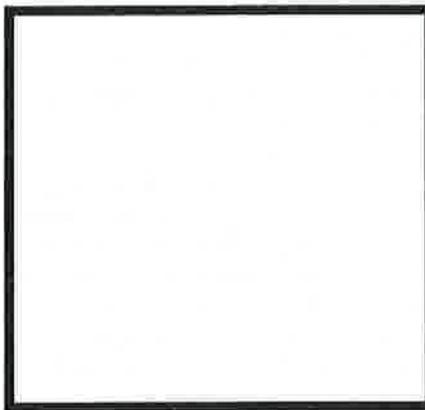
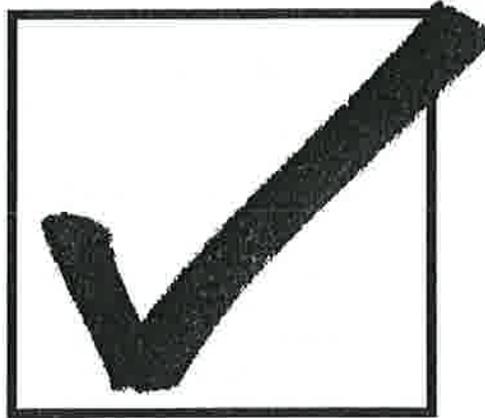
**Checklist for Existing Facilities** version 2.1



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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Yes No

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

<input type="checkbox"/>	<input type="checkbox"/>
	
clear opening	

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

<input type="checkbox"/>	<input type="checkbox"/>
	
clear space	

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

*NA*

Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

*NA*

If provided, are carpeting or mats a maximum of 1/2-inch high?

height

Are edges securely installed to minimize tripping hazards?

*NA*

Is the door handle no higher than 48 inches and operable with a closed fist?

height

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

*NA*

Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

*NA*

If the door has a closer, does it take at least 3 seconds to close?

seconds

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Yes No

width

width

height/  
protrusion

Y N    
height

character  
height

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N    
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

height

Lower part or all of high surface.

Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**



At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.



Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.



**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.



**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.



**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.



Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

# QUESTIONS

# POSSIBLE SOLUTIONS

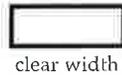
## Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

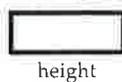
- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

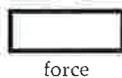
- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

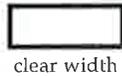
- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

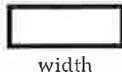
 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

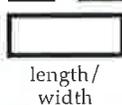
- Remove obstructions.

## Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height:

**Lavatories (ADAAG 4.19, 4.24)**

Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

  
 clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

  
 height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

  
 protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

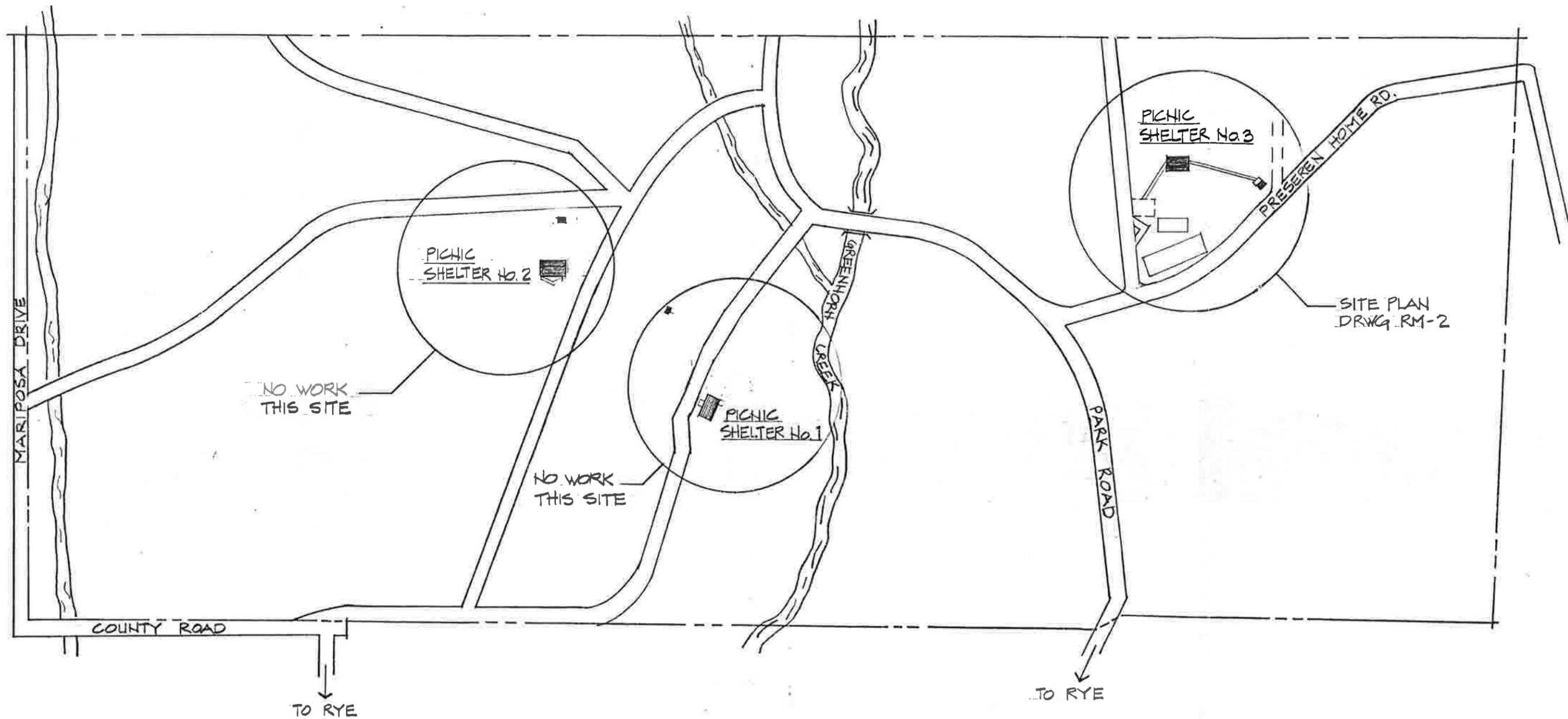
WORK WRITE UP  
RYE MOUNTAIN PARK  
PARK ROAD  
RYE, COLORADO 81069

SCHEDULE OF DRAWINGS

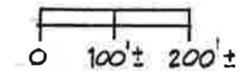
- RM-1 Site Map
- RM-2 Site Plan - Shelter No. 3
- Rm-3 Restroom Building Floor Plan
- Vicinity Map

PICNIC AREA NO. 3

1. PARKING AREA: Blade and level parking area 40'-0"W x 50'-0"L +. See Drawing RM-4. 2 Handicapped parking spaces shall be designated at Shelter area. See Drawings RM-1 and RM-2. Signage by others. Not in contract.
2. ACCESSIBLE ROUTE: Install 3'-0" wide concrete walk from parking area to Shelter area, approximately 90'-0" long. Install 5'-0"W x 5'-0"L concrete pad midway on south side of shelter slab. See Drawing RM-2. Install 3'-0" wide concrete walk from Shelter area to Restroom area, approximately 177'-0" long. See Drawing RM-2. Install 5'-0"W x 12'-0"L concrete pad at doors into restroom area. See Drawings RM-2 and RM-3.
3. EXTERIOR DOORS: Remove existing privacy lockset from Men's and Women's restroom doors, and install blank cover plate on both sides of door over abandoned lockset hole. Install new privacy lockset on door to Men's and door to Women's restroom at 48" above finished floor level to center of lockset.
4. EXTERIOR SIGNAGE: Install signage identifying the Shelter area, Restroom area, and the handicapped accessible entrance. This work shall be performed by the Owner.
5. RESTROOMS:
  - A. Women's: Remove both grab bars. Grab bar on back wall shall be replaced with 36" long grab bar mounted at 6" from wall corner to end of grab bar and mounted at 34" from finished floor to center of grab bar. Reinstall side grab bar mounted at 12" from wall corner to end of grab bar and mounted at 34" from finish floor to center of grab bar. See Drawing RM-3.
  - B. Men's: Remove existing urinal and reinstall mounted at 17" from finished floor to elongated rim of urinal. See Drawing RM-3.



SITE MAP



RYE MOUNTAIN PARK  
 ADA PROJECT  
 PARK ROAD, RYE, CO 81069  
 DRAWING RM-1

HGF ARCHITECTS, INC.

5'-0" W. x 5'-0" L. CONC. SLAB MIDWAY ON SIDE OF EXIST. SHELTER SLAB

3'-0" W. x 90'-0" L. CONC. WALK; SLOPE WALK FROM PARKING TO SHELTER UP APPROX. 1:60

DESIGNATE (2) HANDICAP PARKING SPACES, SIGNAGE BY OTHERS, H.I.C.

BLADE & LEVEL PARKING AREA 40'-0" W. x 50'-0" L.

EXIST. PICNIC SHELTER

EXIST. RESTROOMS

PARKING AREA

EXIST. PICNIC AREA

5'-0" W. x 12'-0" L. CONC. SLAB AT DOORS INTO EXIST. RESTROOMS

3'-0" W. x 170'-0" L. CONC. WALK; SLOPE WALK FROM SHELTER TO RESTROOMS DOWN APPROX. 1:75



PRESEREK HOME ROAD

SITE PLAN AT SHELTER No. 3  
SCALE: 1" = 100' ±

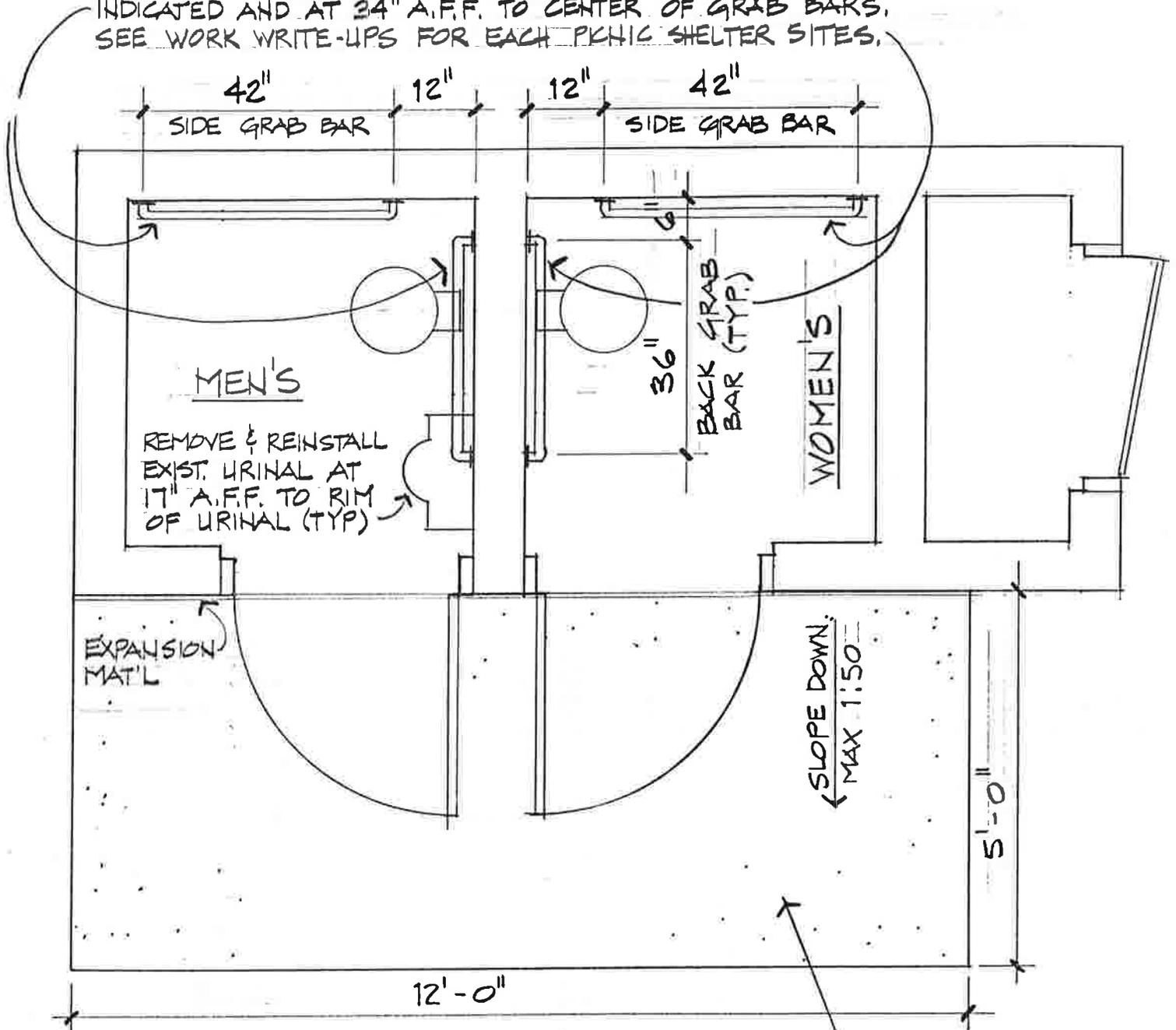


RYE MOUNTAIN PARK  
ADA PROJECT  
PARK ROAD, RYE, CO 81069

DRAWING RM-2

HGF ARCHITECTS, INC.

INSTALL NEW & RE-INSTALL EXIST. GRAB BARS AT LOCATIONS INDICATED AND AT 34" A.F.F. TO CENTER OF GRAB BARS, SEE WORK WRITE-UPS FOR EACH PKNIC SHELTER SITES,



- INSTALL CONC. SLAB AT ENTRY SIDE OF EXIST. RESTROOMS, RE: DRWGS RM2 & RM3
- INSTALL NEW CONC. SLAB (AT TOP OF CONC) AT DOOR OPENINGS LEVEL W/ EXIST. BLDG FLOOR.

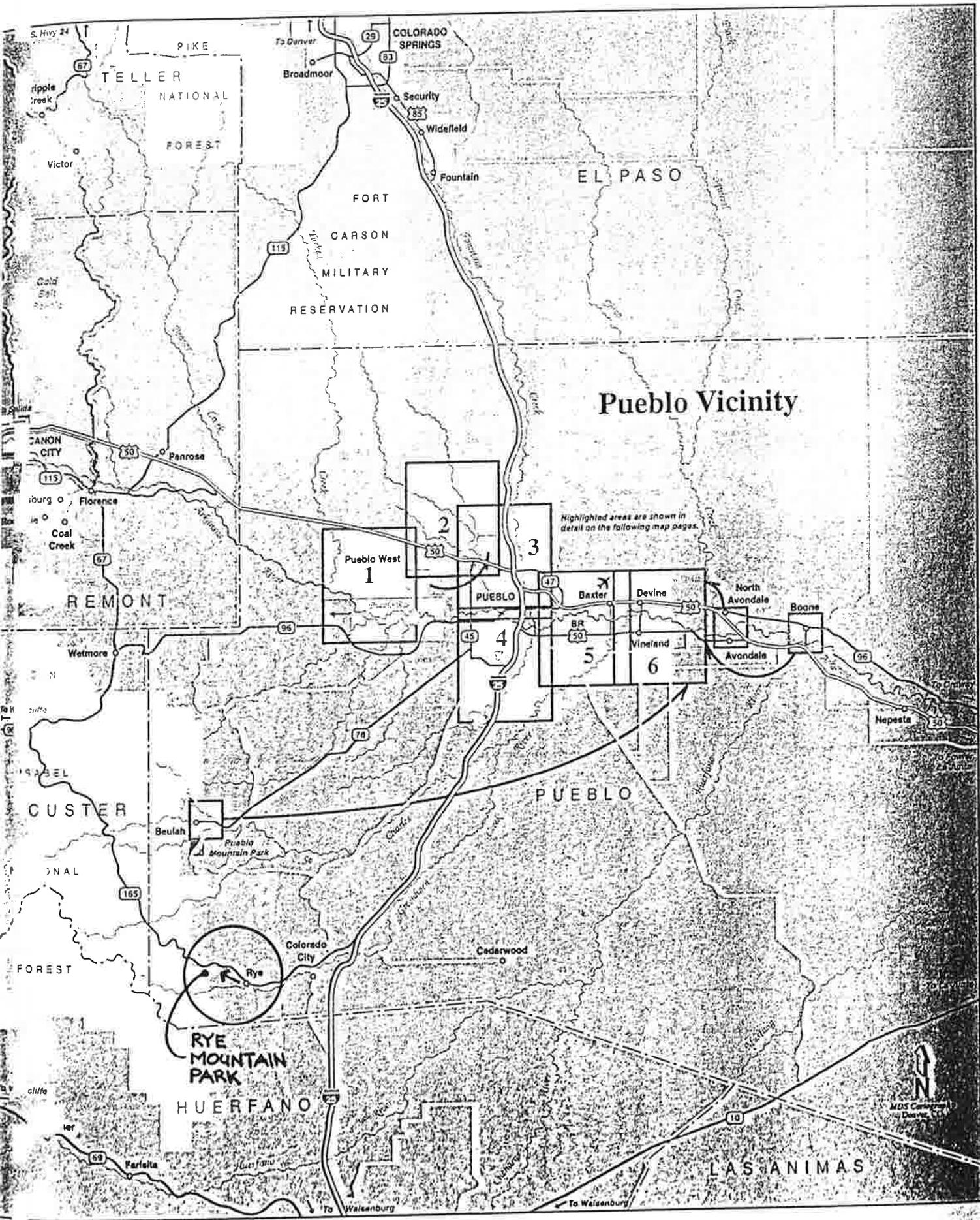
TYPICAL RESTROOM BLDG PLAN

SCALE: 1/2" = 1'-0"

RYE MOUNTAIN PARK  
 ADA PROJECT  
 PARK ROAD, RYE, CO 81069

DRAWING RM-3

HGF ARCHITECTS, INC.



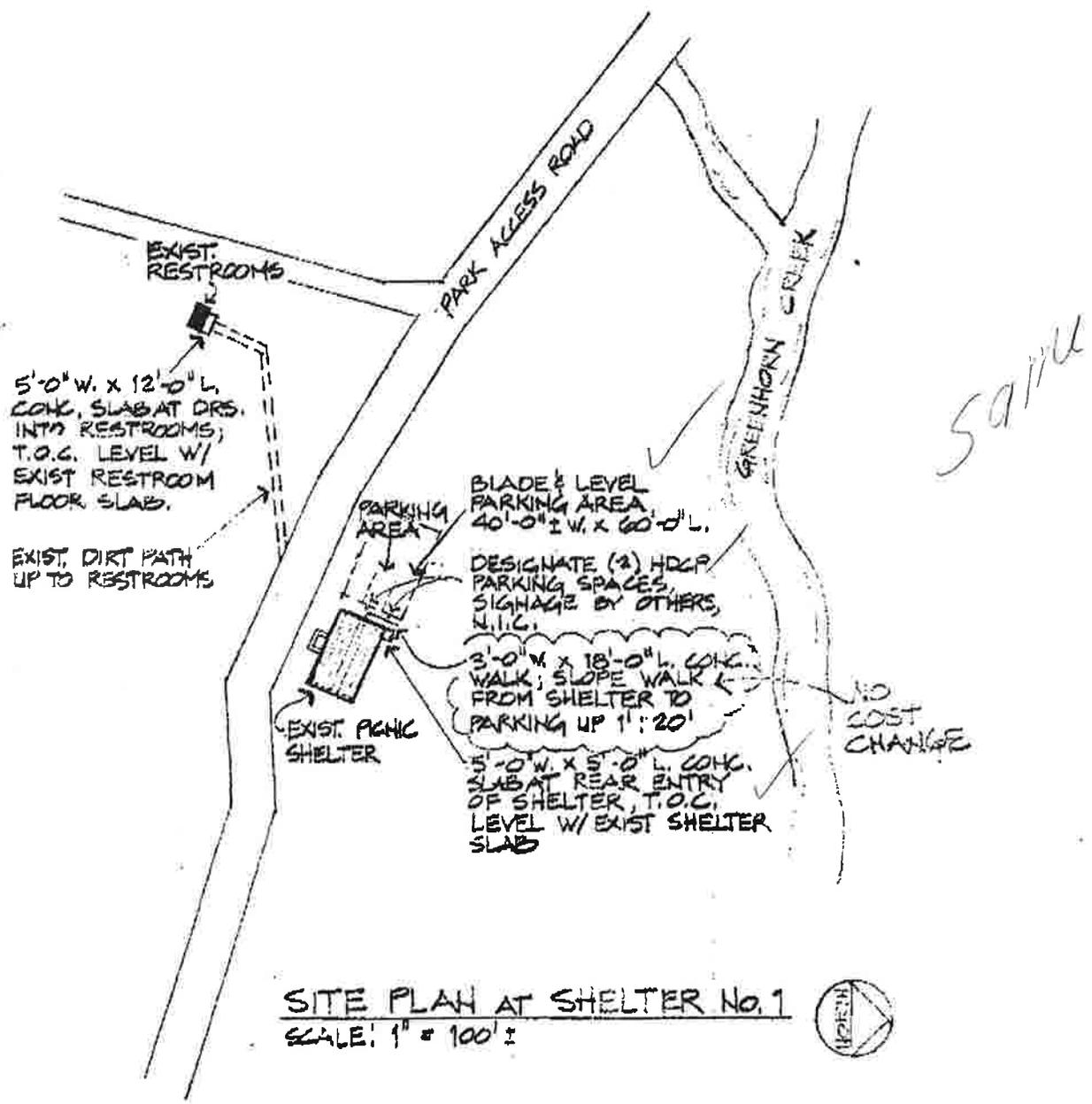
# Pueblo Vicinity

Highlighted areas are shown in detail on the following map pages.

Map of Pueblo Vicinity showing highlighted areas 1 through 6:

- 1: Pueblo West
- 2: Area north of Pueblo West
- 3: Area east of Pueblo West
- 4: Area south of Pueblo West
- 5: Area east of Pueblo West, near Baxter and Devine
- 6: Area east of Pueblo West, near Vineland



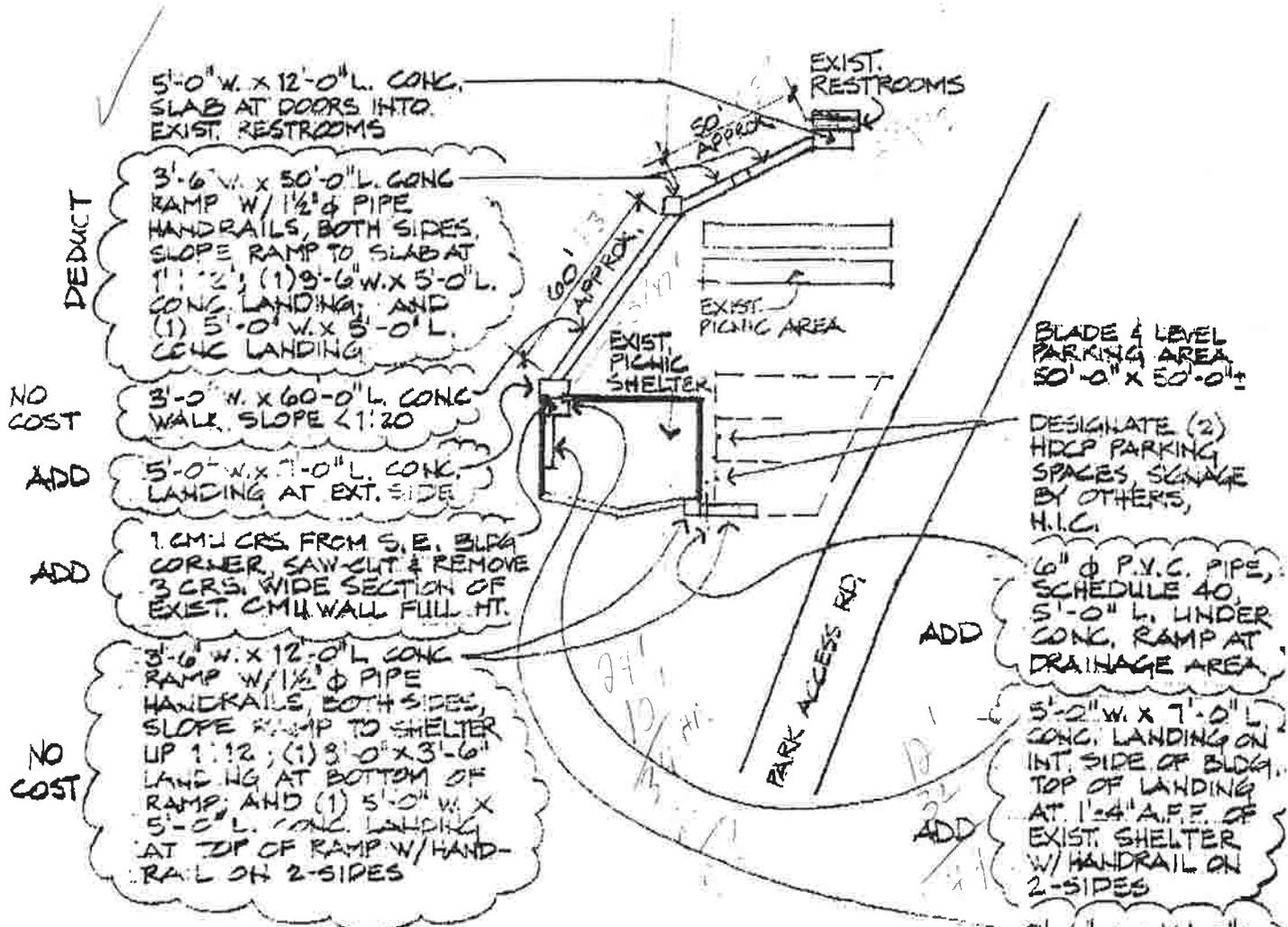


REVISED 6/13/95 CR

RYE MOUNTAIN PARK  
ADA PROJECT  
PARK ROAD, RYE, CO 81069

DRAWING RM-2

HGF ARCHITECTS, INC.



DEDUCT

5'-0" W. x 12'-0" L. CONC. SLAB AT DOORS INTO EXIST. RESTROOMS

3'-6" W. x 50'-0" L. CONC RAMP W/ 1/2" Ø PIPE HANDRAILS, BOTH SIDES. SLOPE RAMP TO SLAB AT 1:12; (1) 9'-6" W. x 5'-0" L. CONC. LANDING; AND (1) 5'-0" W. x 5'-0" L. CONC. LANDING

NO COST

3'-0" W. x 60'-0" L. CONC WALK, SLOPE < 1:20

ADD

5'-0" W. x 7'-0" L. CONC. LANDING AT EXT. SIDE

ADD

1 CMU CRS. FROM S. E. BLDA CORNER, SAW-CUT & REMOVE 3 CRS. WIDE SECTION OF EXIST. CMU WALL FULL HT.

NO COST

3'-6" W. x 12'-0" L. CONC RAMP W/ 1/2" Ø PIPE HANDRAILS, BOTH SIDES, SLOPE RAMP TO SHELTER UP 1:12; (1) 8'-0" x 3'-6" LANDING AT BOTTOM OF RAMP; AND (1) 5'-0" W. x 5'-0" L. CONC. LANDING AT TOP OF RAMP W/ HANDRAIL ON 2-SIDES

BLADE & LEVEL PARKING AREA 50'-0" x 50'-0"

DESIGNATE (2) HDCP PARKING SPACES SIGNAGE BY OTHERS, N.I.C.

6" Ø P.V.C. PIPE, SCHEDULE 40, 5'-0" L. UNDER CONC. RAMP AT DRAINAGE AREA

5'-0" W. x 7'-0" L. CONC. LANDING ON INT. SIDE OF BLDG. TOP OF LANDING AT 1'-4" A.F.F. OF EXIST. SHELTER W/ HANDRAIL ON 2-SIDES

3'-6" W. x 16'-0" L. CONC. RAMP W/ 1/2" Ø PIPE HANDRAILS, BOTH SIDES, SLOPE RAMP UP TO LANDING AT 1:12

SITE PLAN AT SHELTER No. 2  
SCALE: 1" = 50'



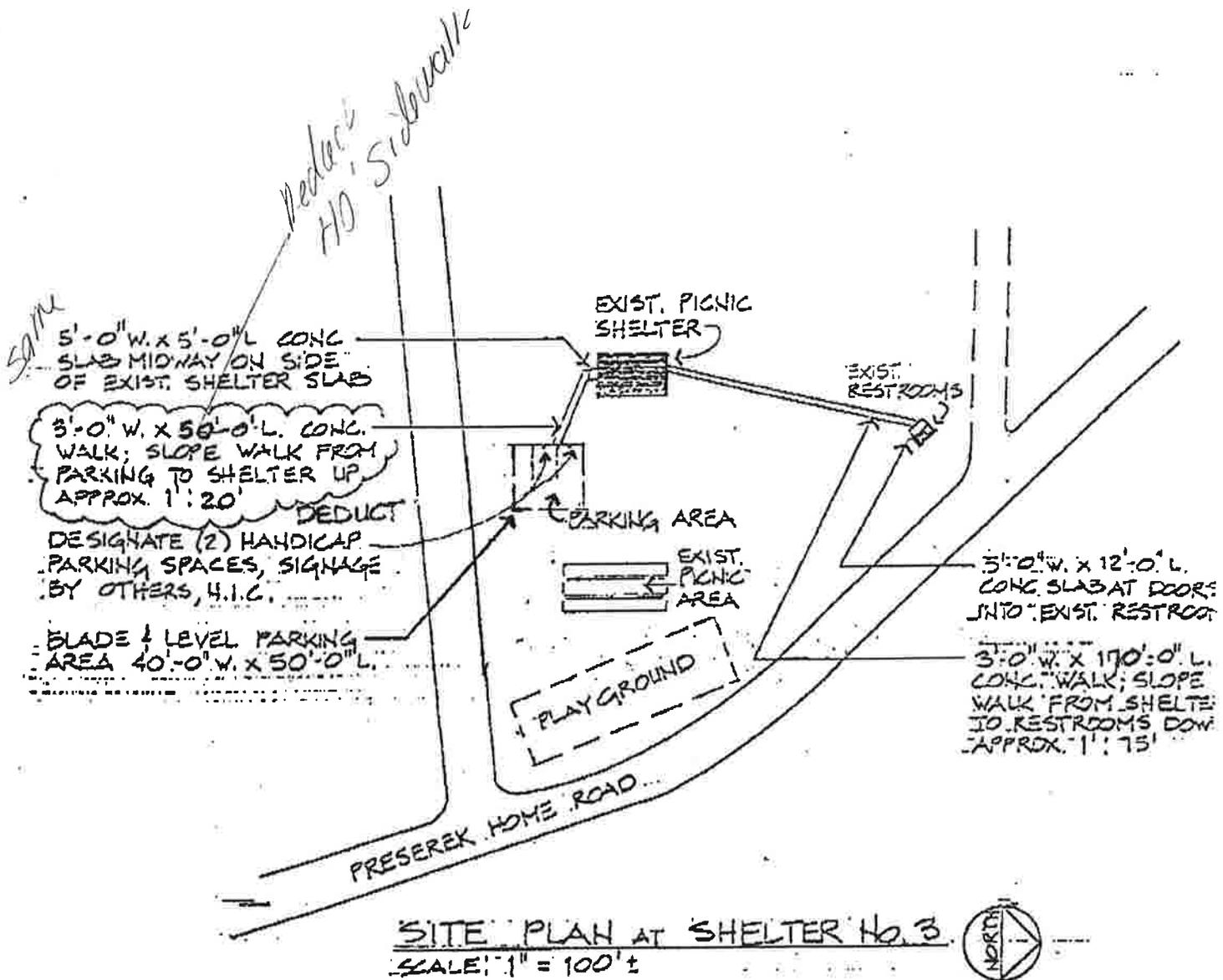
78 HIF ROUTE

REVISED 6/13/95 CR

RYE MOUNTAIN PARK  
ADA PROJECT  
PARK ROAD, RYE, CO 81069

DRAWING RM-3

HGF ARCHITECTS, INC.

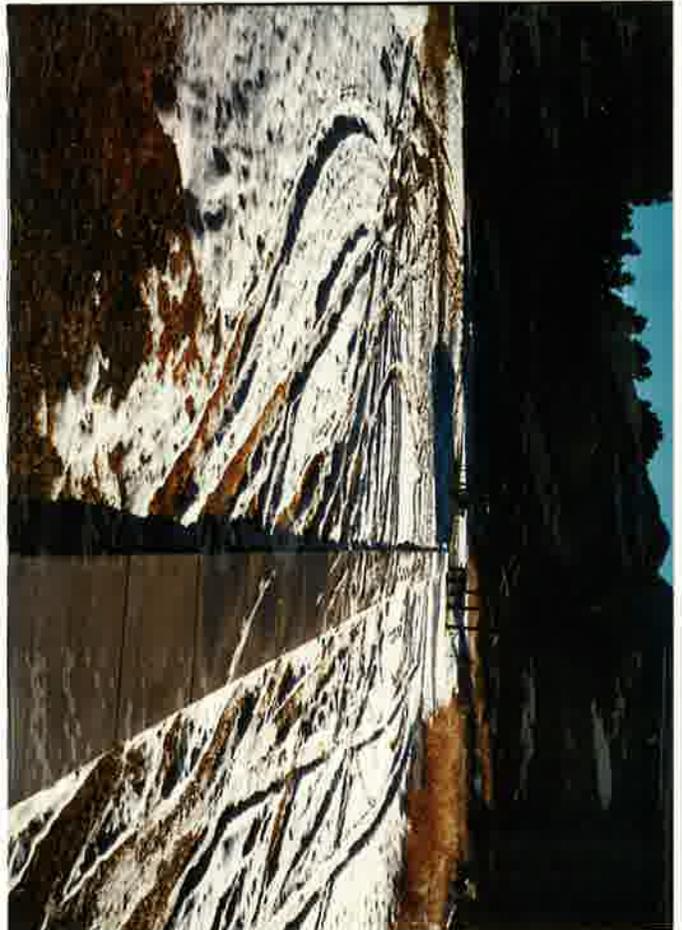


REVISED 6/13/95 CR

RYE MOUNTAIN PARK  
ADA PROJECT  
PARK ROAD, RYE, CO 81069

DRAWING RM-4

HGF ARCHITECTS, INC.



PAVILLION # 2 & # 3



PAVILLION # 1



**PAVILLION #1**



**PAVILLION #2**



PAVILLION #1

# PICNIC SHELTER NO. 1

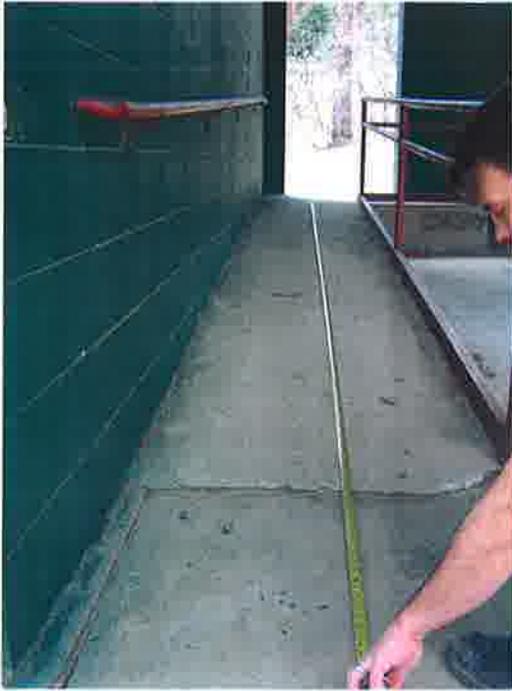




PICNIC SHELTER NO. 2









### PICNIC SHELTER NO. 3











**Sangre De Cristo Arts & Conference Center, 210 N. Santa Fe  
Conference/HTW/Buell Children Museum (2000)**

**SYNOPSIS**

**WORK COMPLETED IN 1995**

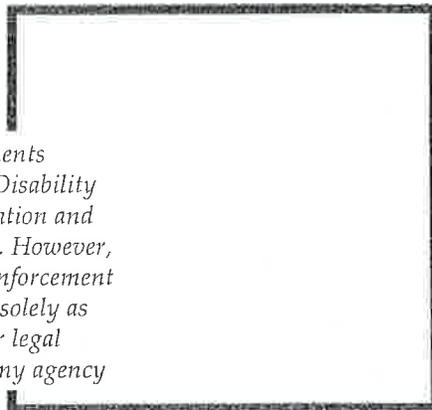
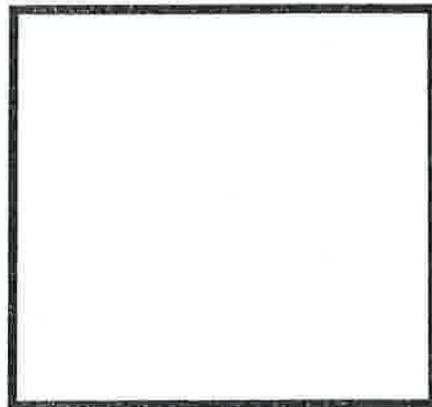
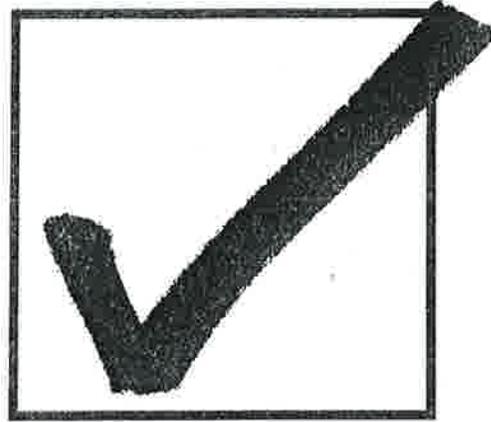
- A) Re constructed curb ramp @ Santa Fe & 2<sup>nd</sup> Street.
- B) Installed handrails along all exterior ramps and stairs.
- C) Replaced drinking fountains with ADA specified drinking fountains.
- D) Replaced door hardware with lever style hardware.
- E) Added a unisex ADA accessible restroom of the Theatre Building (2<sup>nd</sup> & 1<sup>st</sup> floor).
- F) Replaced elevator control panel with ADA controls.
- G) Installed ADA signage at misc locations.
- H) Replaced telephone with TDD telephone (theatre area).
- I) Removed armrests and aisle seating to provide ADA seating area.

**RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) TDD Telephones have been removed. Provide new TDD Telephones.
- C) Adjust door closing devices to maintain > 5lb of operating force.
- D) Provide ADA directional and informational signage.
- E) Lower bathroom fixtures where required to meet ADA heights.
- F) Revise slope of ramp going to theatre building.
- G) Provide ADA signage at all designated parking spaces.

Checklist for Existing Facilities version 2.1

Lefford can



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The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is not for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible approach and entrance
- Priority 2: Access to goods and services
- Priority 3: Access to rest rooms
- Priority 4: Any other measures necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

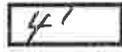
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

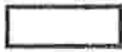
**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Ramps, continued

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

35"  
 height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

34"  
 width

Relocate the railings,  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks? *open*

[ ]  
 length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

[ ]  
 rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

[ ]  
 number of accessible spaces

Note widths of existing accessible spaces:

Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

8' x 98"  
 width/vertical clearance

Reconfigure to provide van-accessible space(s).

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases). *6'*

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Parking and Drop-Off Areas, continued**

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

**Entrance (ADAAG 4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

**33"** Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

33" clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

**18"** Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

18" clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

0"  
 height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

NA

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

37  
 height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Auto make

You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

Auto  
 force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

 If the door has a closer, does it take at least 3 seconds to close?

20  
 seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

48" width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

7' width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

32" clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

18" clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

37 1/2" height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Flat height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No  
   
 width

Rearrange furnishings and fixtures to clear aisles.

Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

Yes No  
   
 48" width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

NA

Yes No

Secure edges on all sides.  
 Replace carpeting.

In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

Yes No  
   
 height/protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Yes No

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Yes No

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
   46 height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Directional and Informational Signage**

The following questions apply to directional and informational signs that fall under Priority 2.

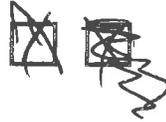
Yes No

If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?



Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

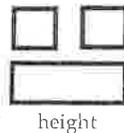


Review requirements and replace signs as needed.

**Controls (ADAAG 4.27)**

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

NA



Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

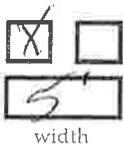
Are they operable with a closed fist? NA



Replace controls.

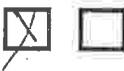
**Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**

Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?



Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?



Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

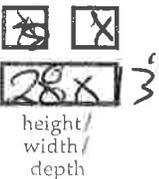
Are the tops of tables or counters between 28 and 34 inches high?



Lower part or all of high surface.

Provide auxiliary table or counter.

Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?



Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

32 1/2  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

32  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

42  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

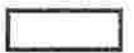
 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

*N/A*

  
clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes  No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

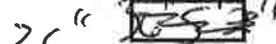
 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

  
 clear width  
 5'6"

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

 Is there a 36-inch-wide path to all fixtures?

  
 width  
 36"

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
 width  
 5' x 5'

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes  No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Yes  No   
  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

Yes  No   
  
 clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

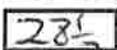
A maximum of 19 inches of the required depth may be under the lavatory.

 Is the lavatory rim no higher than 34 inches?

Yes  No   
  
 height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Yes  No   
  
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Yes  No

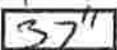
Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

Yes  No

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

Yes  No   
  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

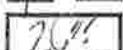
**4 Additional Access**

Note that this priority is for items not required for basic access in the first three priorities.

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

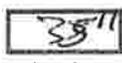
Yes  No   
  
 clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS** **POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

  
 clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.

## WORK WRITE-UP

SANGRE de CRISTO ARTS AND CONFERENCE CENTER  
210 North Santa Fe Avenue  
Pueblo, Colorado 81003

### SCHEDULE OF DRAWINGS

AC-1	Partial Site Plan
AC-1.1	Handrail Location Plan
AC-1.2	Handrail Section
AC-2	Theater Seating Changes
AC-3	2nd Floor Plan, White Gallery/Studio Building
AC-4	1st Floor Theater Building
AC-5	2nd Floor Theater Building
AC-6	Demolition, 2nd Floor Restroom
AC-7	Unisex Restroom Plan/2nd Floor
AC-8	Unisex Restroom/1st Floor

1. There are currently 4 accessible parking spaces at the south end of the Theater parking. 3 New accessible parking spaces have been provided in the south parking lot. No work is required.
2. A sign identifying the passenger loading area as handicapped accessible shall be installed. Work by others, not in this contract.
3. The curb ramp at Santa Fe and 2nd Street has been reconstructed and currently complies with ADA guidelines. The existing ramp at the passenger loading area shall be removed. The Contractor shall install a new 36" wide x 6'-0" long concrete curb ramp. (ADAAG 4.7) *THEATRE*
4. The Contractor shall install handrails along ramps and stairs as shown on Drawing AC-1.1.
5. A building identification sign and an accessible entrance sign shall be installed. Signs by others, not in this contract.
6. The projection at the Gift Shop has been removed by Owner and the entrance is now in compliance with ADA guidelines.
7. There is no feasible way to install an accessible ramp to the Hoag Gallery as it would take up too much gallery floor space.
8. No work is required at this telephone as it does not decrease the width of the access aisle.
9. Remove existing drinking fountain and replace with new accessible drinking fountain Haws HWBFA8L. (ADA 4.15) *2ND FLOOR NORTH OF STAIRWELL WHITE GALLERY/STUDIO BLDG*
10. Remove existing doorknob hardware where necessary and provide a lever handle conversion kit (Re: Specification). Adjust pull force to within 5 pounds at existing doors where necessary. For bidding purposes, assume 30 doors require hardware conversion kit and adjusting. (ADAAG 4.13)
11. All interior signage is by others, not in this contract, except for signage identifying accessible restrooms.
12. The existing restrooms on the 2nd Floor of the Theater building shall remain as is. In lieu of remodeling those restrooms, the Contractor shall provide and install a unisex accessible restroom as per Drawings AC-6 and AC-7. (ADAAG 4.16 thru 4.24) *2ND FLOOR Kitchen area*

WORK WRITE-UP (CONT'D)  
SANGRE de CRISTO ARTS AND CONFERENCE CENTER  
PAGE 2

13. In lieu of remodeling both Men's and Women's restroom in the 1st Floor tunnel of Theater, the Contractor shall remodel the existing Men's room into a unisex restroom as per Drawing AC 8. (ADAAG 4.16 thru 4.24)
14. Remove existing elevator control panel and replace with new control panel, signals, etc., that meet all ADA guidelines as per 4.10.
15. Remove 1 existing telephone of 2 and replace with a TDD telephone. Install new TDD telephone adjacent to existing telephone. Remove counter at this telephone only. (ADAAG 4.31) *2ND FLOOR THEATRE ACCESS FROM CONFERENCE ROOM*
16. It is infeasible to provide an accessible route from the Theater seating area to the Performing Arts area. *THEATRE (8 @ REAR WALL)*
17. Remove armrests on aisle seats at locations shown on Drawing AC 2. *CREDIT NOT DO*
18. The Owner shall provide a bench in each dressing room that complies with ADA guidelines.

NOTES:  
100'-0" BARS E. = 32'-0" STEEL  
32'-0" STEEL E. = 40'-0" CITY E.  
ALL ELEVATIONS THIS SHEET IN TERMS  
OF CITY UNLESS OTHERWISE NOTED.

NOTE:  
100'-0" BARS E. = 32'-0" STEEL  
ALL ELEVATIONS IN  
TERMS OF SITE

REFER TO  
A.C. 1.1 FOR NEW  
HANDRAIL LOCATIONS  
IN THIS AREA

DRILLED  
TEST-HOLE  
#2

STAGE PLAN ELEVATION  
50'-0" SITE TRNG.

② AUTO RAMP  
ASPHALT

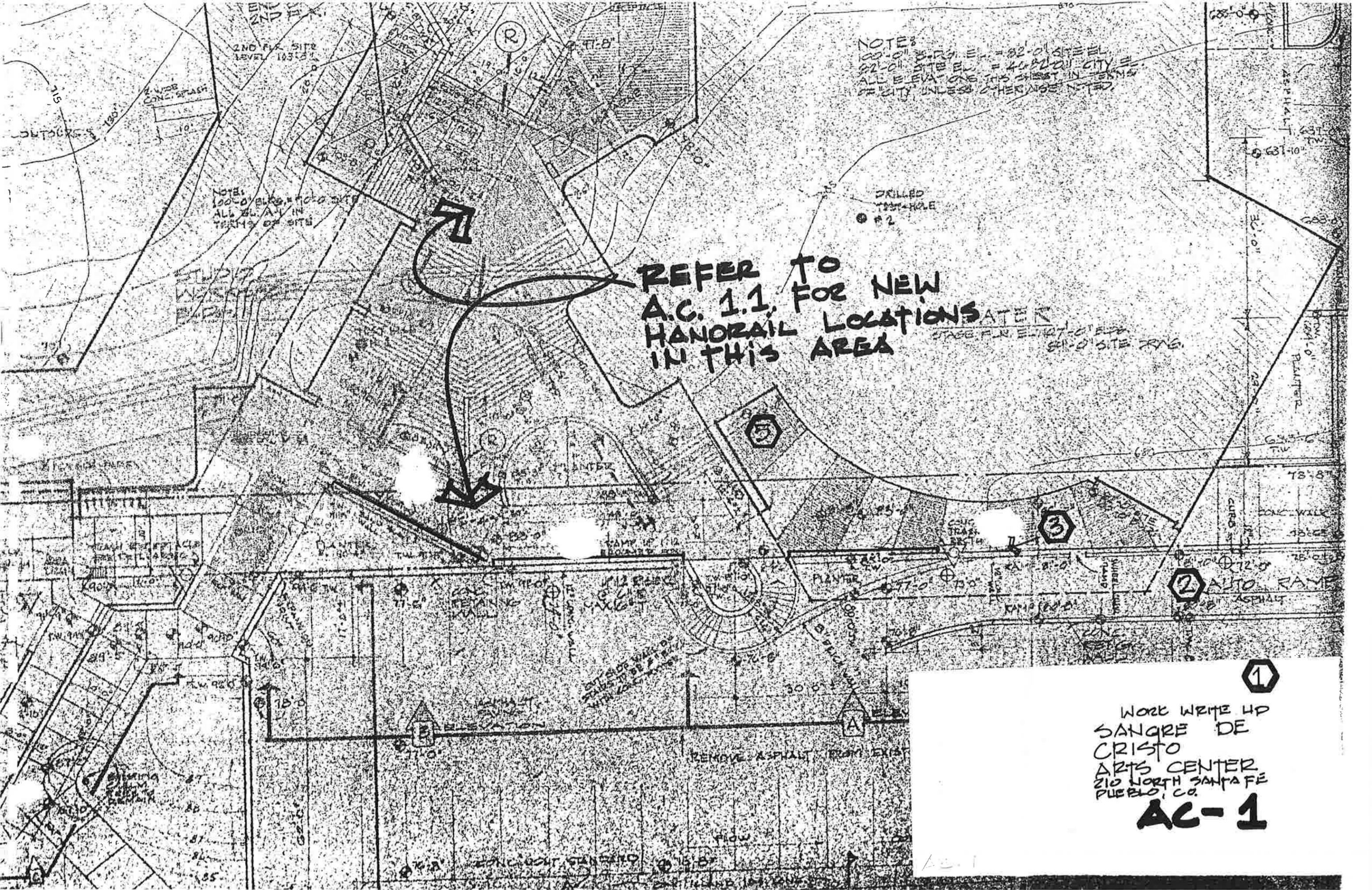
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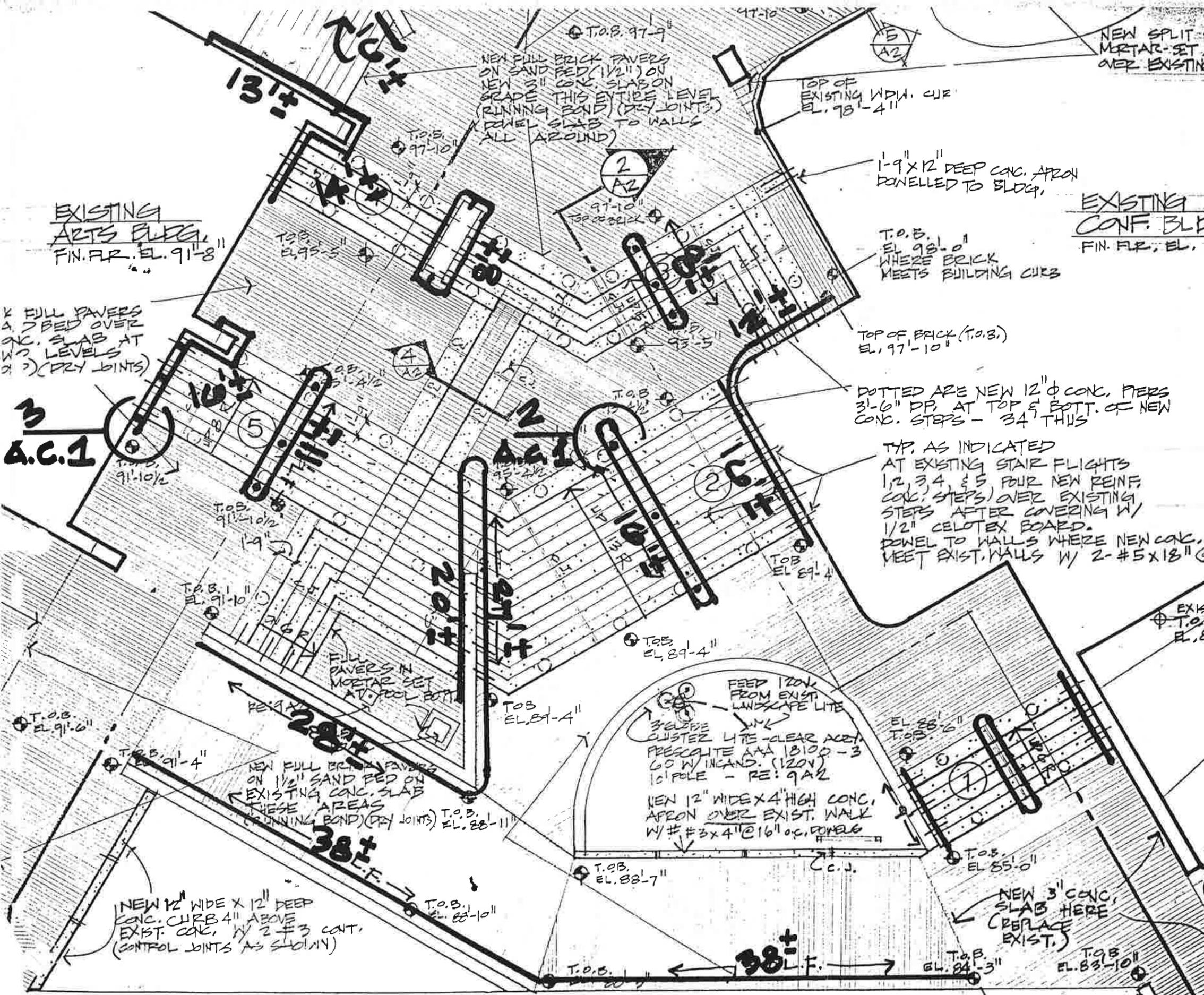
①

WORK WRITE UP  
SANGRE DE  
CRISTO  
ARTS CENTER  
210 NORTH SANTA FE  
PUEBLO, CO.

AC-1

AC-1





NEW SPLIT BRICK PAVERS  
MORTAR-SET AND MORTAR JOINTS  
OVER EXISTING CONC. TEES HERE

NEW FULL BRICK PAVERS  
ON SAND BED (1/2") ON  
NEW 3" CONC. SLAB ON  
GRADE THIS EYEBLE LEVEL  
(RUNNING BOND) (DRY JOINTS)  
DOWEL SLAB TO WALLS  
ALL AROUND

TOP OF  
EXISTING WDM. CURB  
EL. 98'-4"

1-9" X 12" DEEP CONC. APRON  
DOWELLED TO BLDG.

EXISTING  
CONF. BLE  
FIN. FR. EL. :

T.O.B.  
EL. 98'-0"  
WHERE BRICK  
MEETS BUILDING CURB

TOP OF BRICK (T.O.B.)  
EL. 97'-10"

DOTTED ARE NEW 12" Ø CONC. PERS  
3'-6" DP. AT TOP & BOTT. OF NEW  
CONC. STEPS - 34 THUS

TYP. AS INDICATED  
AT EXISTING STAIR FLIGHTS  
1, 2, 3, 4, & 5 FOUR NEW REINF.  
CONC. STEPS (OVER EXISTING  
STEPS AFTER COVERING W/  
1/2" CELOTEX BOARD.  
DOWEL TO WALLS WHERE NEW CONC.  
MEET EXIST. WALLS W/ 2-#5 X 18" @

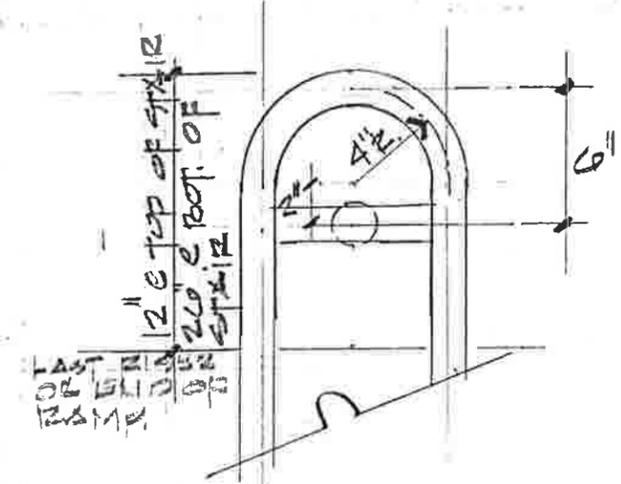
FEED 120V  
FROM EXIST.  
LANDSCAPE LITE

3-ELITE  
CLUSTER LITE - CLEAR ACCT.  
PRESQ LITE AAA 18100-3  
60 W/ INCAND. (120V)  
10' POLE - RE: 9A2

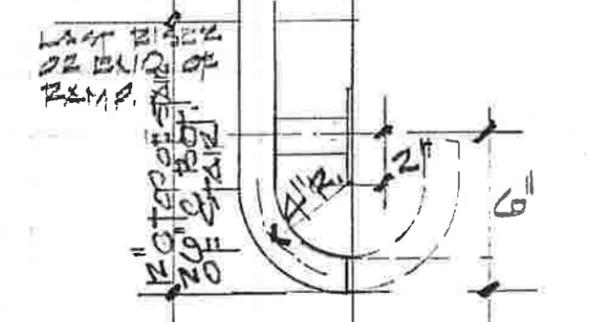
NEW 12" WIDE X 4" HIGH CONC.  
APRON OVER EXIST. WALK  
W/ #3 X 4" @ 16" OC. DOWEL

NEW FULL BRICK PAVERS  
ON 1/2" SAND BED ON  
EXISTING CONC. SLAB  
THESE AREAS  
(RUNNING BOND) (DRY JOINTS)

NEW 12" WIDE X 12" DEEP  
CONC. CURB 4" ABOVE  
EXIST. CONC. W/ 2-#3 CONT.  
(CONTROL JOINTS AS SHOWN)



TYP. RETURN DET.  
2 DOUBLE H.R.  
1/2" = 1'-0"

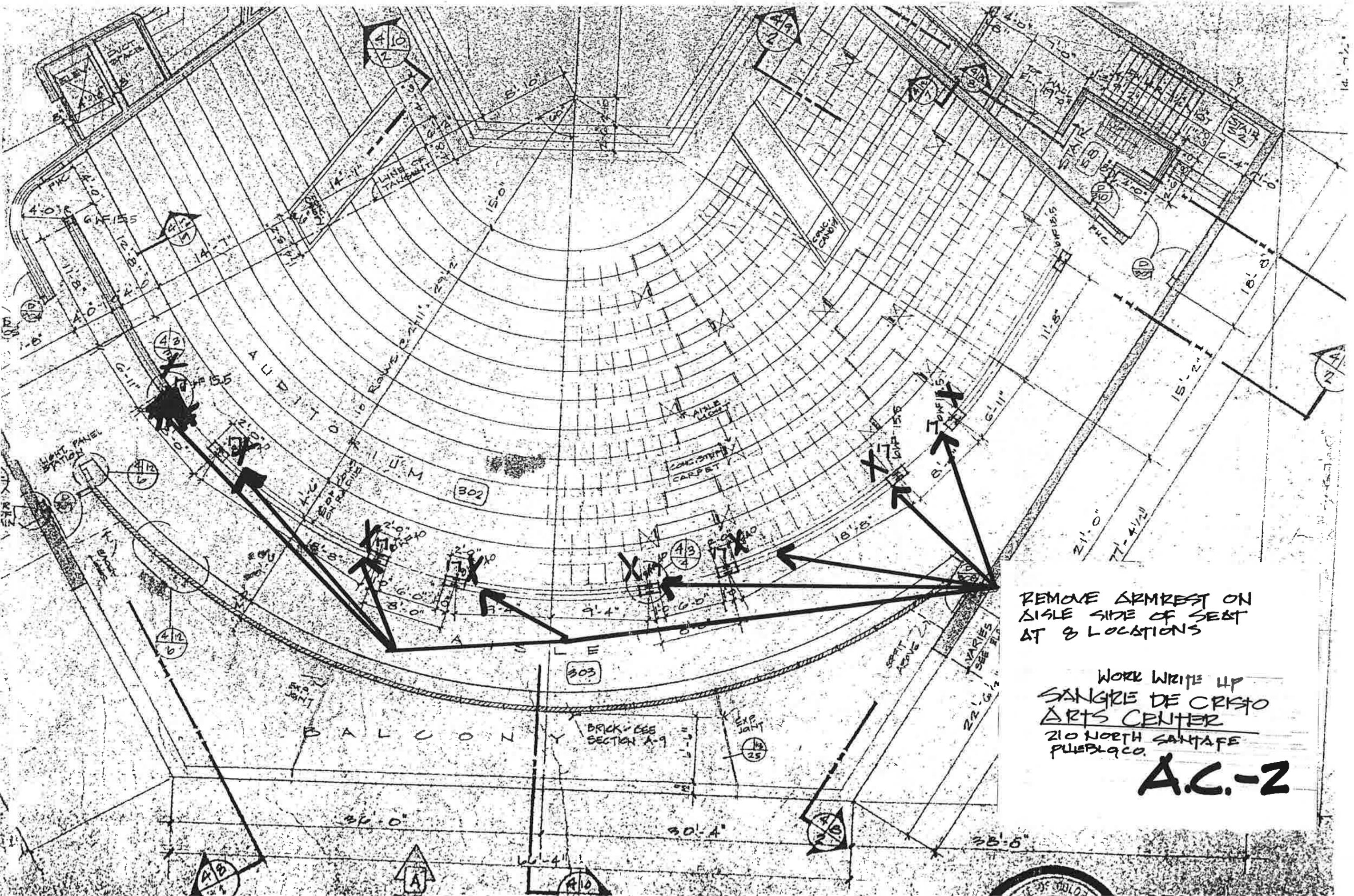


TYP. RETURN DET.  
3 WALL MOUNT.  
HANDRAIL  
1/2" = 1'-0"

1. HANDRAIL LOCATION  
PLAN 1/8" = 1'-0" PARKING AREA  
BELOW

WORK WRITE UP  
SANGRE DE  
CRISTO ARTS CENTER  
210 N. SANTA FE  
BUENOS AIRES

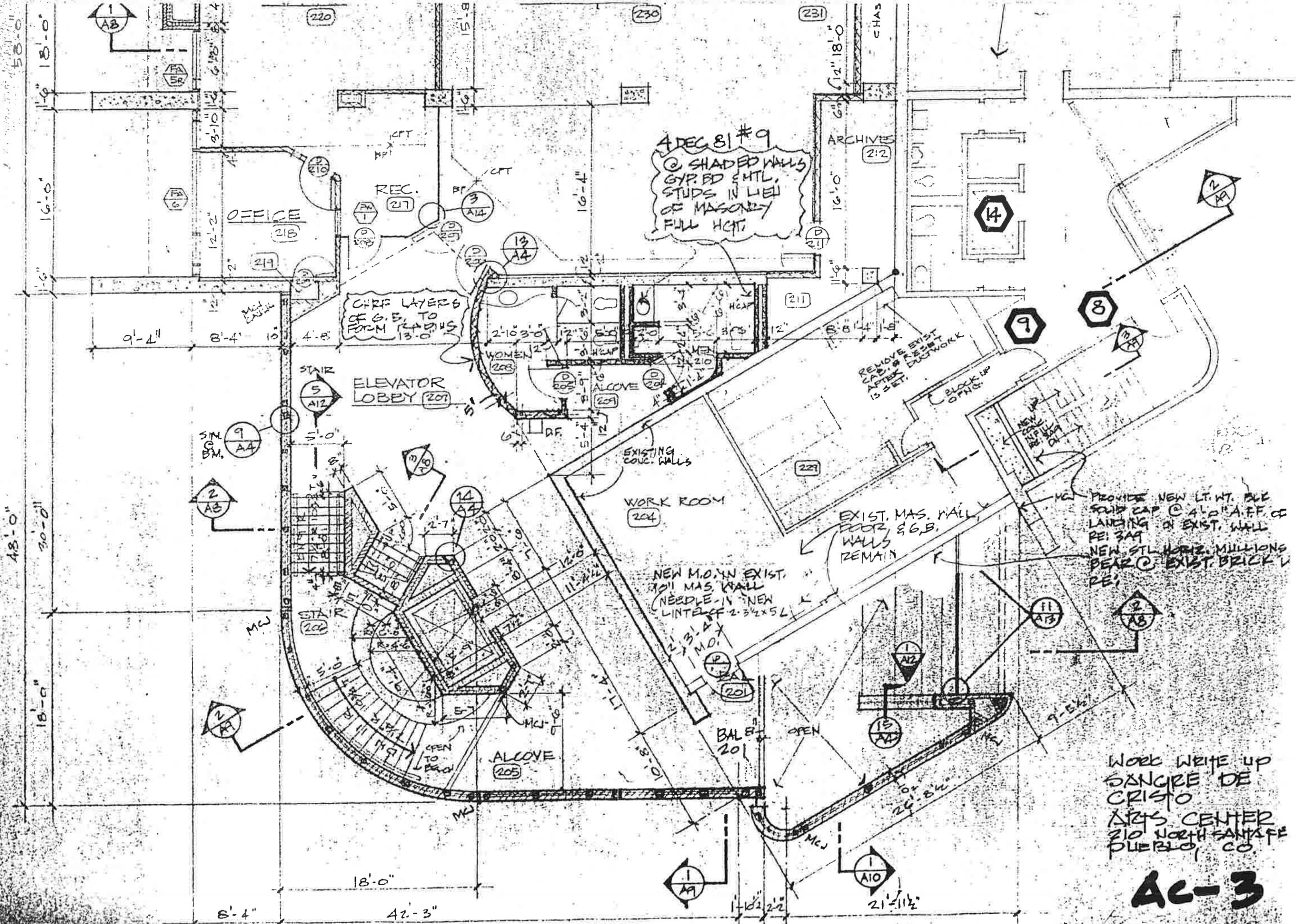
A.C. 1.1



REMOVE ARMREST ON AISLE SIDE OF SEAT AT 8 LOCATIONS

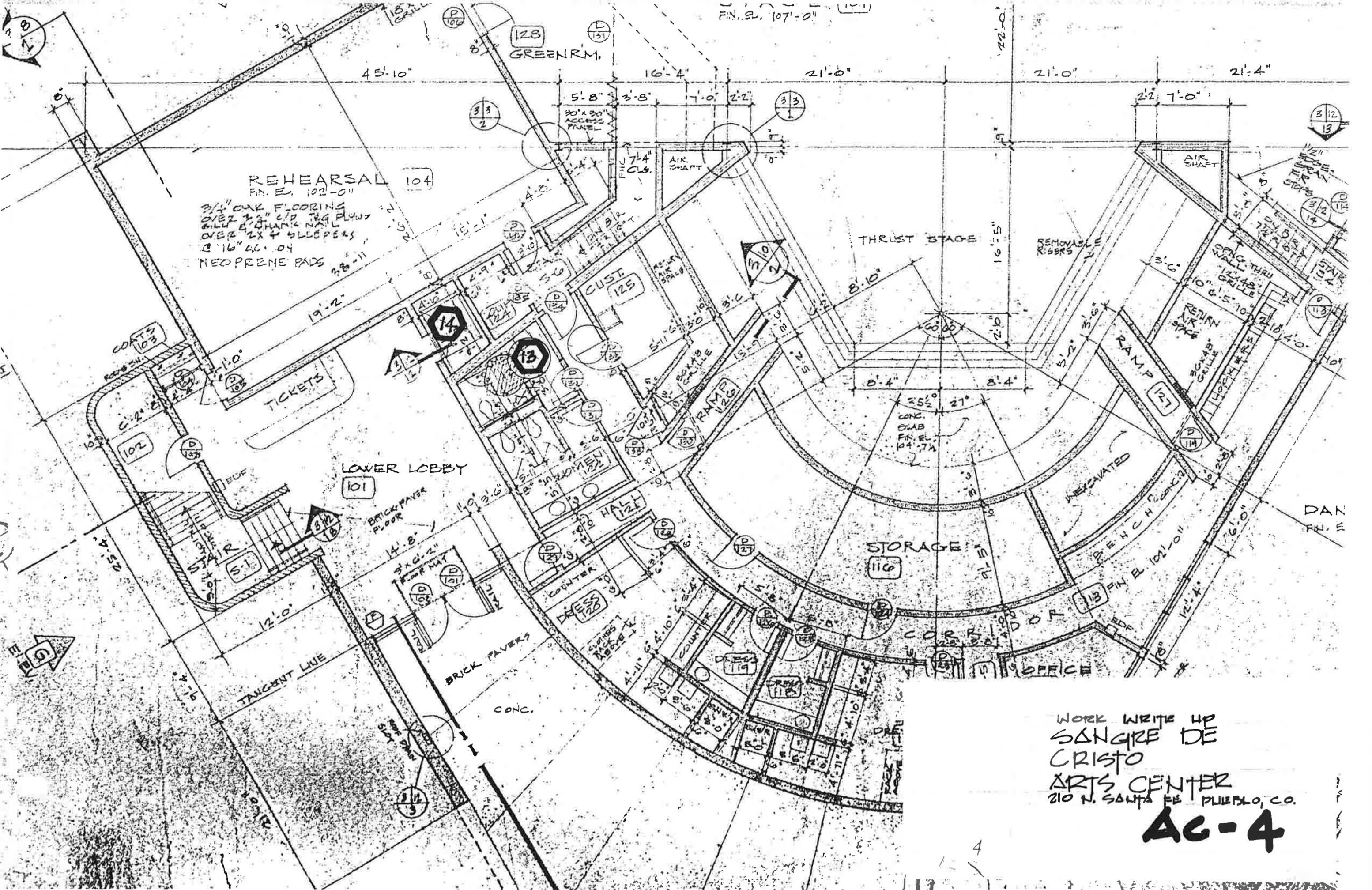
WORK WRITE UP SANGRE DE CRISTO ARTS CENTER 210 NORTH SANTA FE PLUEBLA CO.

A.C.-2



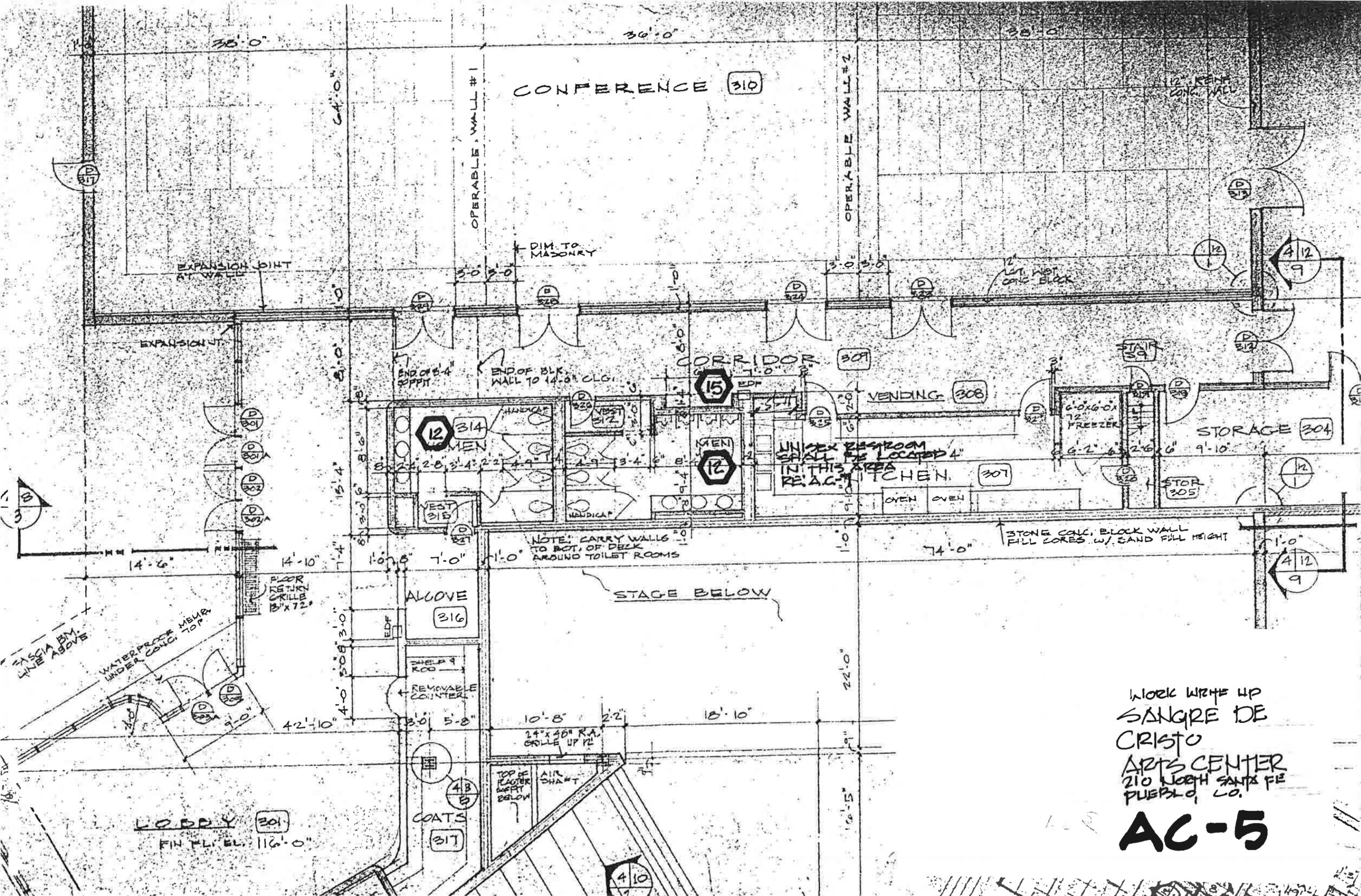
WORK WRITE UP  
 SANGRE DE CRISTO  
 ARTS CENTER  
 210 NORTH SANTA FE  
 PUEBLO, CO

AC-3



WORK WRITE UP  
 SANGRE DE  
 CRISTO  
 ARTS CENTER  
 210 N. SANTA FE, PUEBLO, CO.

**AC-4**



CONFERENCE 310

CORRIDOR 309

VENDING 308

STORAGE 304

KITCHEN 307  
 REACT. KITCHEN  
 OVEN OVEN

WOMEN 314

MEN 312

VEST 315

ALCOVE 316

COATS 317

LOBBY 301

OPERABLE WALL #1

OPERABLE WALL #2

EXPANSION JOINT AT WALL

DIM. TO MASONRY

END OF BLK. WALL TO 14'-0" CLG.

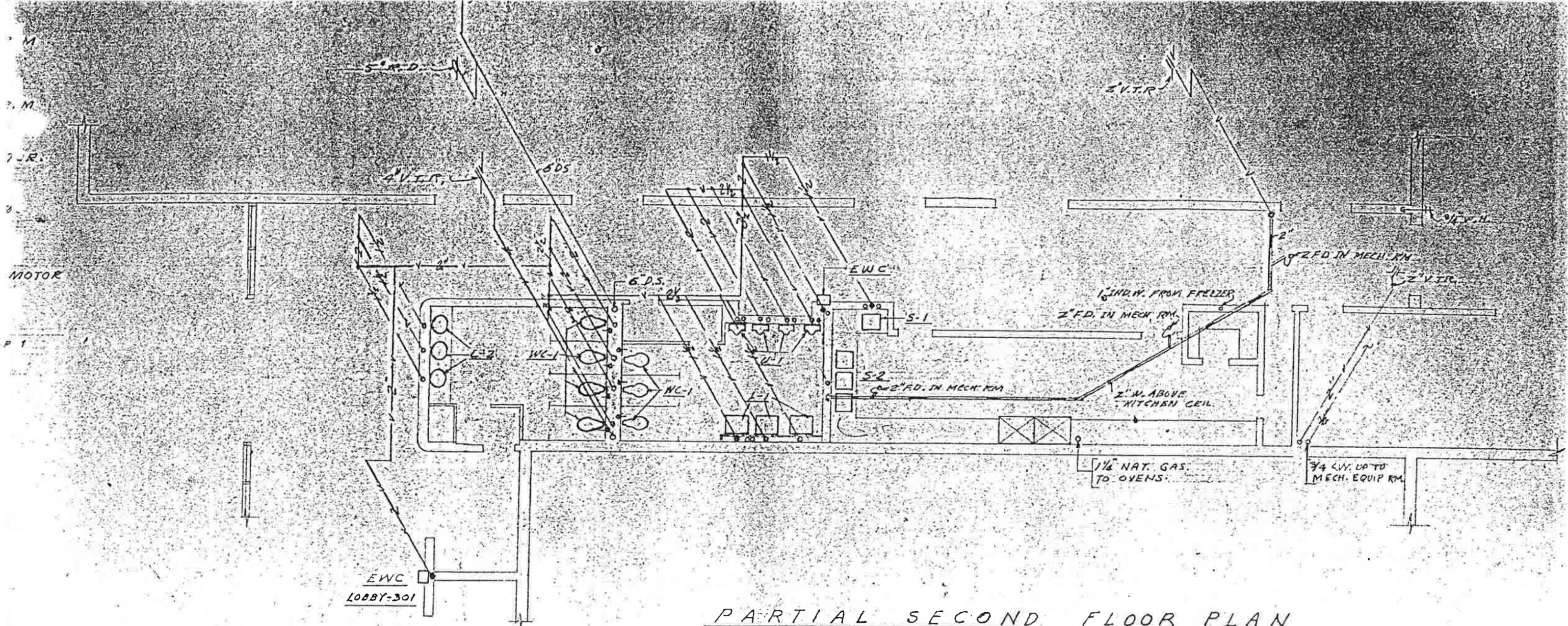
NOTE: CARRY WALLS TO BOT. OF DECK AROUND TOILET ROOMS

STONE CONC. BLOCK WALL FILL CORES W/ SAND FULL HEIGHT

STAGE BELOW

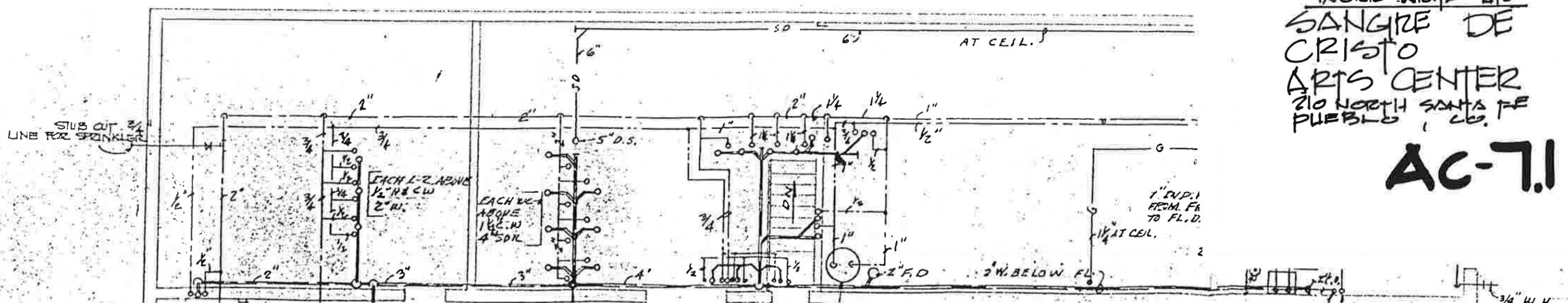
WORK WITH UP  
 SANGRE DE  
 CRISTO  
 ARTS CENTER  
 210 NORTH SANTA FE  
 PUEBLO, CO.

**AC-5**



PARTIAL SECOND FLOOR PLAN

SCALE 1/8" = 1'-0"



WORK WITH UP  
SANGRE DE  
CRISTO  
ARTS CENTER  
210 NORTH SANTA FE  
PUEBLO, CO.

AC-7.1

IN TO  
WAY.



REMOVE EXIST. LOWER  
COUNTER & UPPER  
CABINETS AS DIMENSIONED

REMOVE N NEW  
LITEL IN EXIST.  
MASONRY WALL.  
SAW-CUT NEW  
OPENING (40 WIDE  
M.O.) INSTALL NEW  
WOOD DOOR PER  
AC-

REMOVE SINK  
& RESTURANT TO  
OWNER

RELOCATE SINK  
AS SHOWN ON  
DRAWING A.C.-

REMOVE EXISTING  
COUNTERTOPS  
BRACES (SHOWN  
SHADED)

REMOVE EXIST.  
UPPER SHELVES

EXIST UPPER  
SHELVES ON THIS  
WALL SHALL  
REMAIN

SECTION OF  
COUNTER TO  
BE REMOVED

EXISTING KITCHEN

SECTION OF  
COUNTER TO BE  
REMOVED

GENERAL NOTES

- Cap sewer and water lines to below finished floor and on wall at all disconnected lines.
- Contractor is responsible for verification of all existing conditions prior to submitting bid. Contractor is responsible for reconnecting all plumbing waste and vent lines as necessary to ensure a complete working system. NOTE: Existing plumbing diagrams AC-7.1 are given for reference only. All plumbing lines and tie-ins shall be field verified and determined.

DEMOLITION PLAN  
FOR 2ND FLOOR  
UNISEX RESTROOM

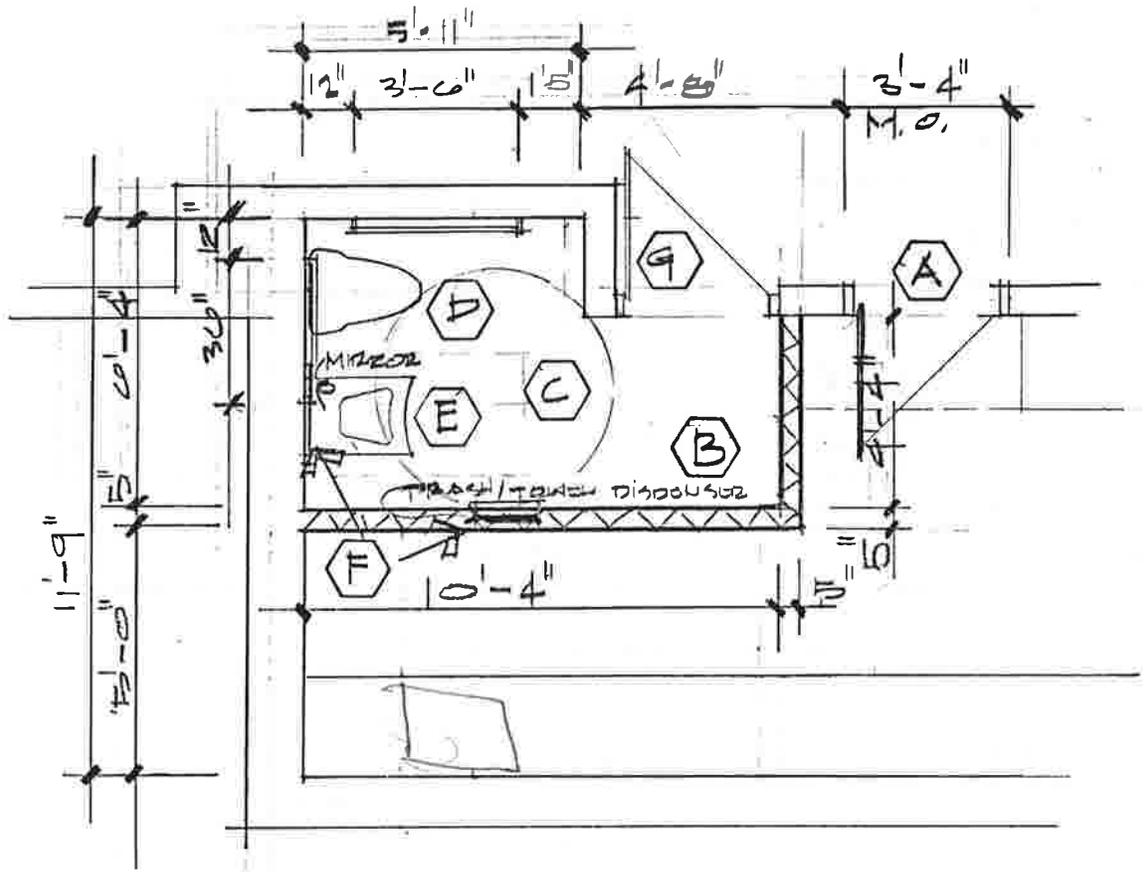
1/4" = 1'-0"

CONSTRUCTION NOTES

- A. Provide new 3-0" x 6'-8" door in wood door (match existing) in hollow metal frame (4" head). Install door in new opening per demo plan on Drawing AC-6.
- B. New wall construction shall be: 3-5/8" 25 gauge metal studs at 16" o.c. Bathroom side shall receive a 4" x4" tile wainscot over 5/8" water resistant gypsum board. Kitchen side shall receive 5/8" water resistant gypsum board only.
- C. Provide 8" x 8" tile on floor. Re: Spec.  
Provide new accessible toilet and grab bars per ADA guidelines.
- Provide new accessible lavatory as per ADA guidelines.
- F. Provide new mirror, trash/towel dispenser and toilet paper holder as per ADA guidelines.  
Remove existing lockset and provide new lever handle set with privacy lock.

WORK WRITE UP  
SANGRE DE  
CRISTO  
ARTS CENTER  
210 NORTH SANTA FE

AC-6



UNISEX RESTROOM  
 FLOOR PLAN

1/4" = 1'-0"

WORK WRITES UP  
 SANGRE DE  
 CRISTO  
 ARTS CENTER  
 210 NORTH SANTA FE

AC-7

GENERAL NOTES

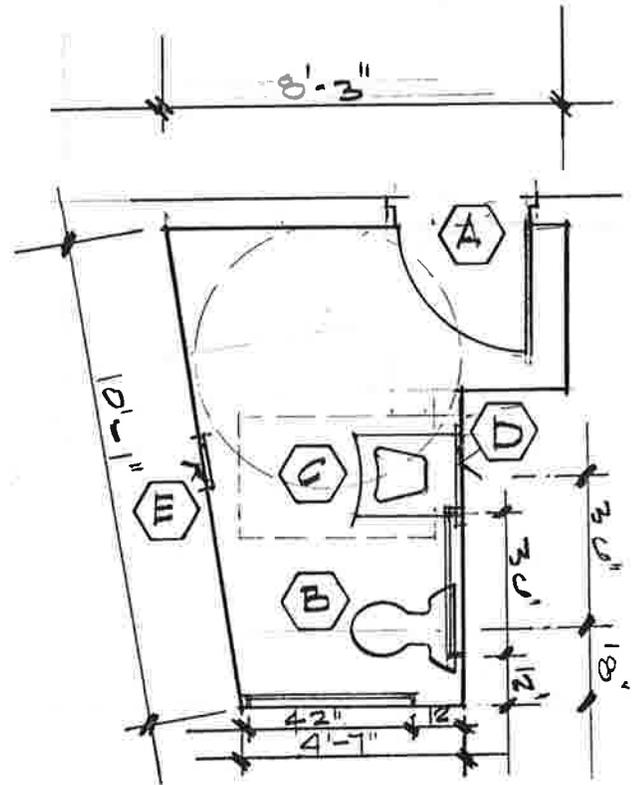
- o Cap sewer and water lines to below finished floor and on wall at all disconnected lines.
- o Contractor is responsible for verification of all existing conditions prior to submitting bid.
- o Contractor is responsible for reconnecting all plumbing waste and vent lines as necessary to ensure a complete working system.

DEMOLITION NOTES

1. Remove existing door and frame and return to Owner.
2. Needle in new lintel and increase existing masonry opening to 40" wide.
3. Remove existing masonry wall. Patch all remaining surfaces to match adjacent surfaces.
4. Remove existing urinal and discard.
5. Remove existing toilet and discard.
6. Remove existing toilet stall and discard.

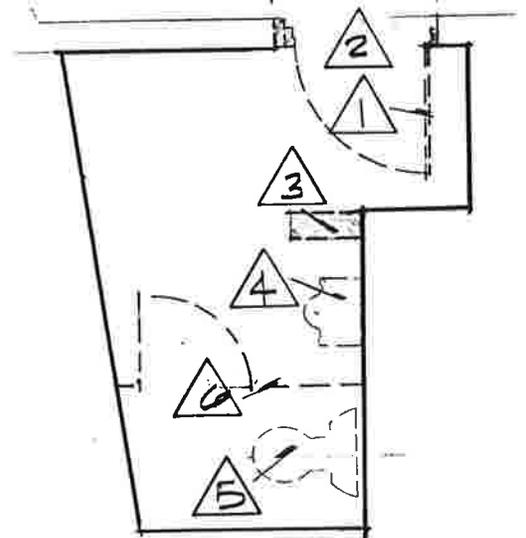
CONSTRUCTION NOTES

- A. Provide new 3'-0" x 6'-8" wide door (match existing) in new hollow metal frame (4" head). Hardware shall be lever handle, privacy lock.
- B. Provide new accessible toilet and grab bars as per ADA guidelines.
- C. Provide new accessible lavatory as per ADA guidelines.
- D. Relocate existing mirror and mount as per ADA guidelines.
- E. Lower existing trash/towel dispenser as per ADA guidelines.



**NEW PLAN**

1'-0" 2'-4" M.P.

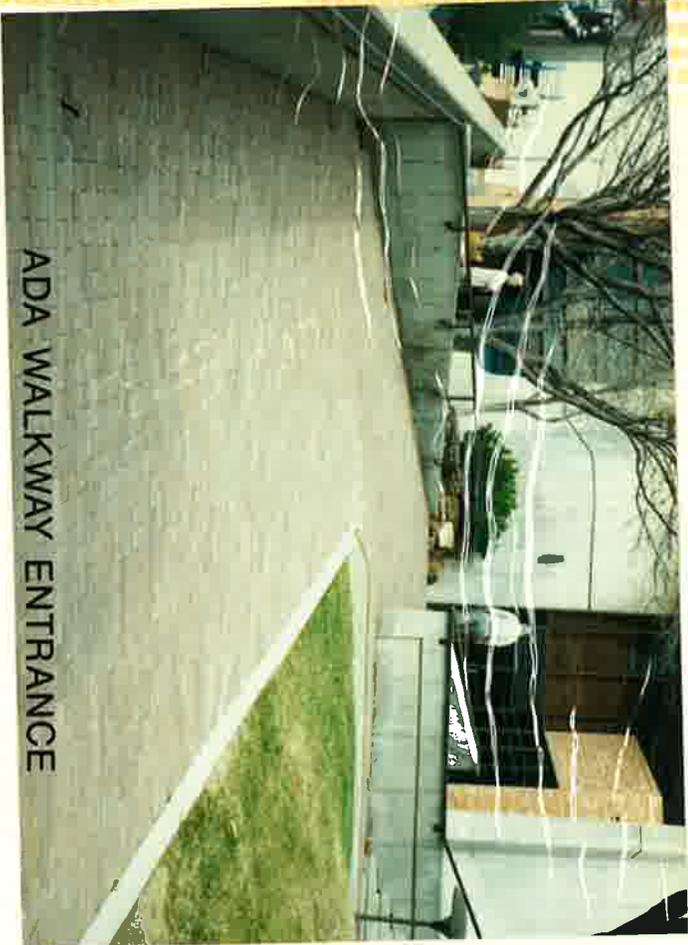


**DEMO PLAN**

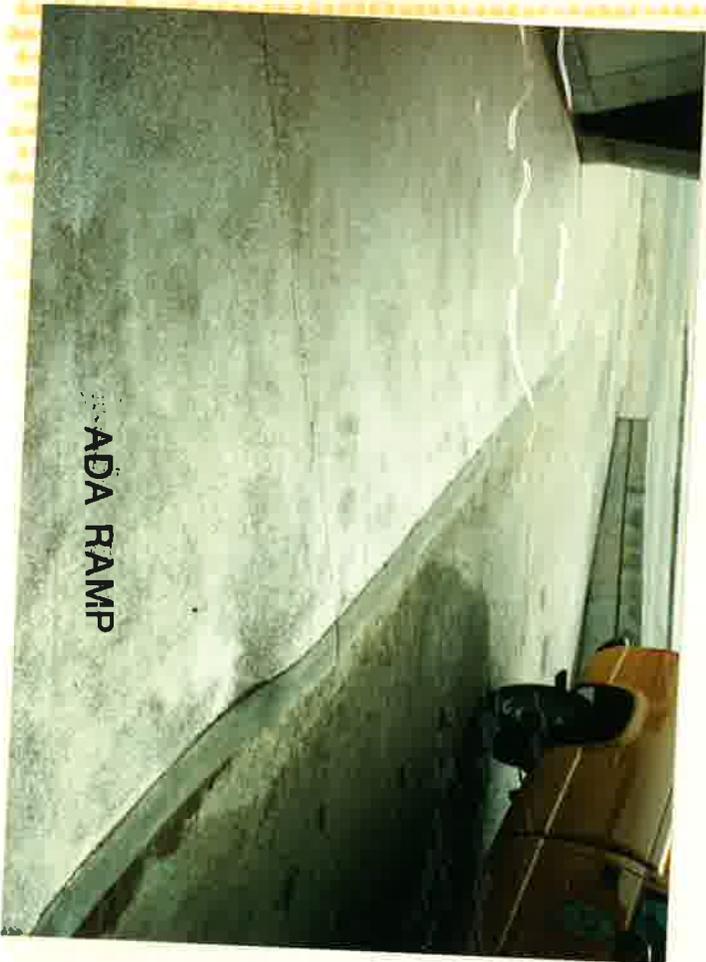
1'-0" 2'-4" M.P.  
WORK WRITE UP  
SANGRE DE  
CRISTO  
ARTS CENTER  
210 N. SANTA FE PLAZA, C.

Ac 2

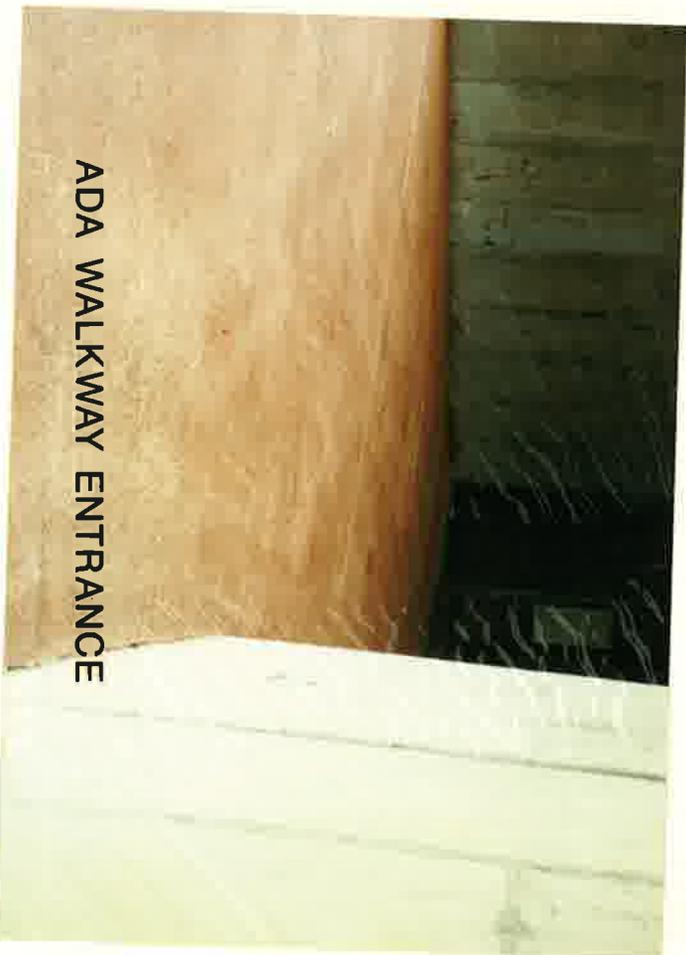
**AC-8**



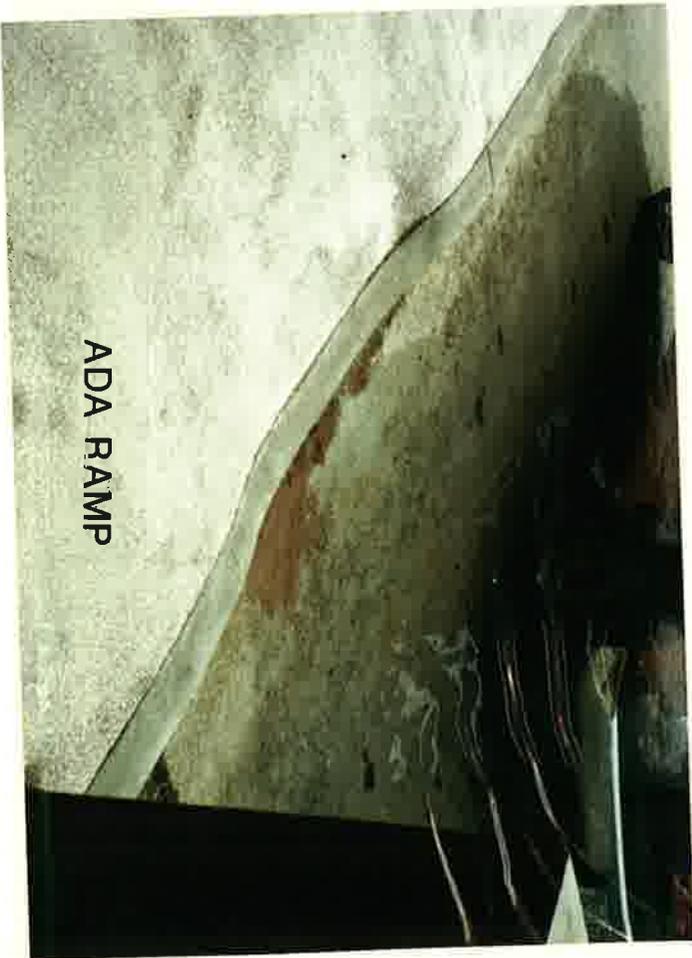
ADA WALKWAY ENTRANCE



ADA RAMP



ADA WALKWAY ENTRANCE



ADA RAMP



ADA HANDRAILS @ FRONT STAIRS





ADA HANDRAILS @ FRONT STAIRS



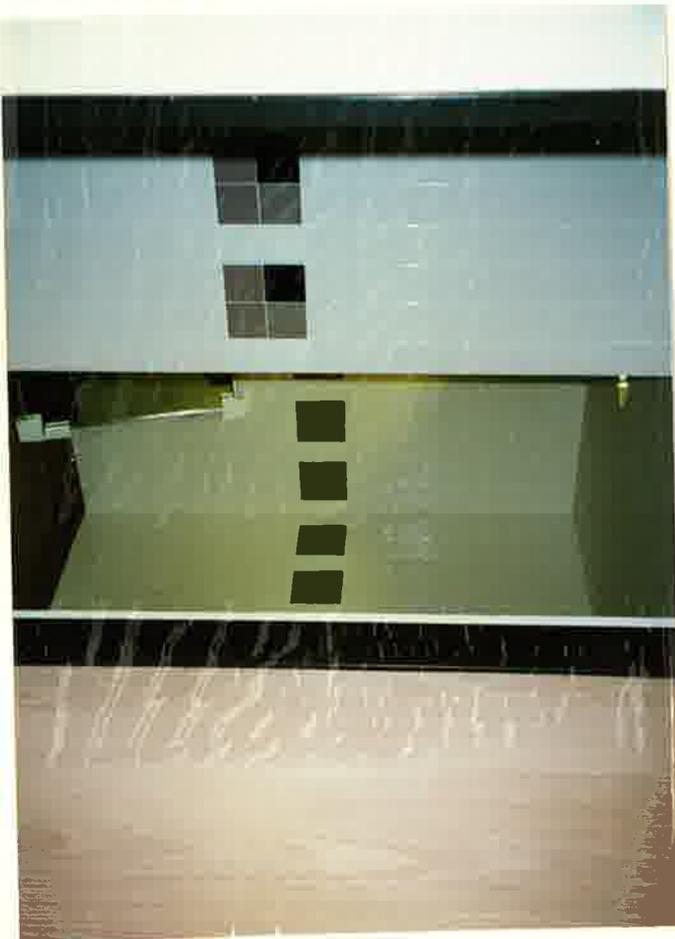
EXPOSED AGGREGATE  
SIDEWALK REPLACEMENT  
@ ADA ENTRANCE

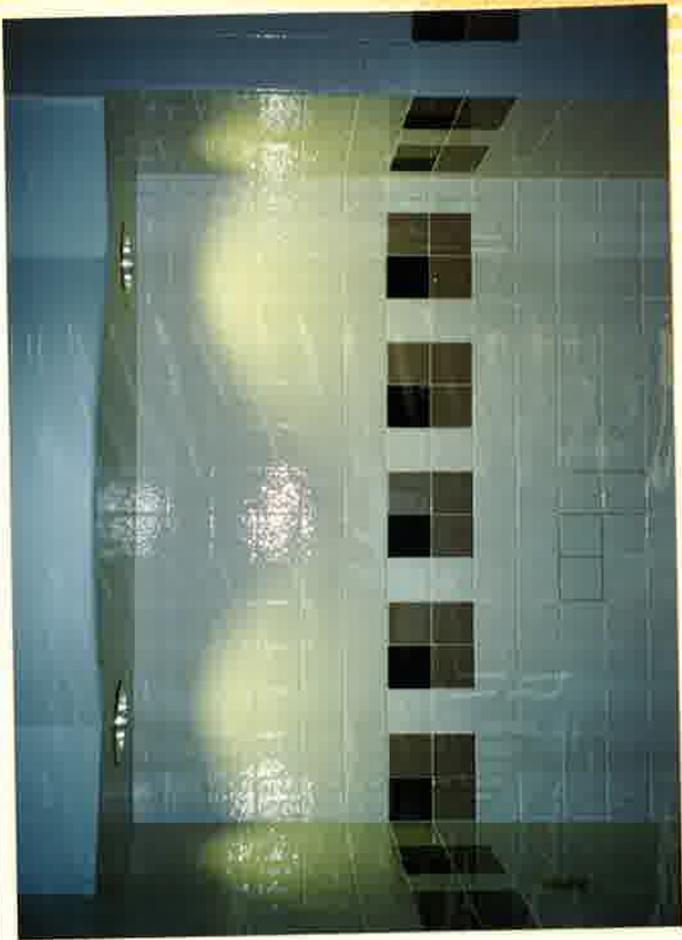


EXPOSED AGGREGATE  
SIDEWALK REPLACEMENT  
@ ADA ENTRANCE

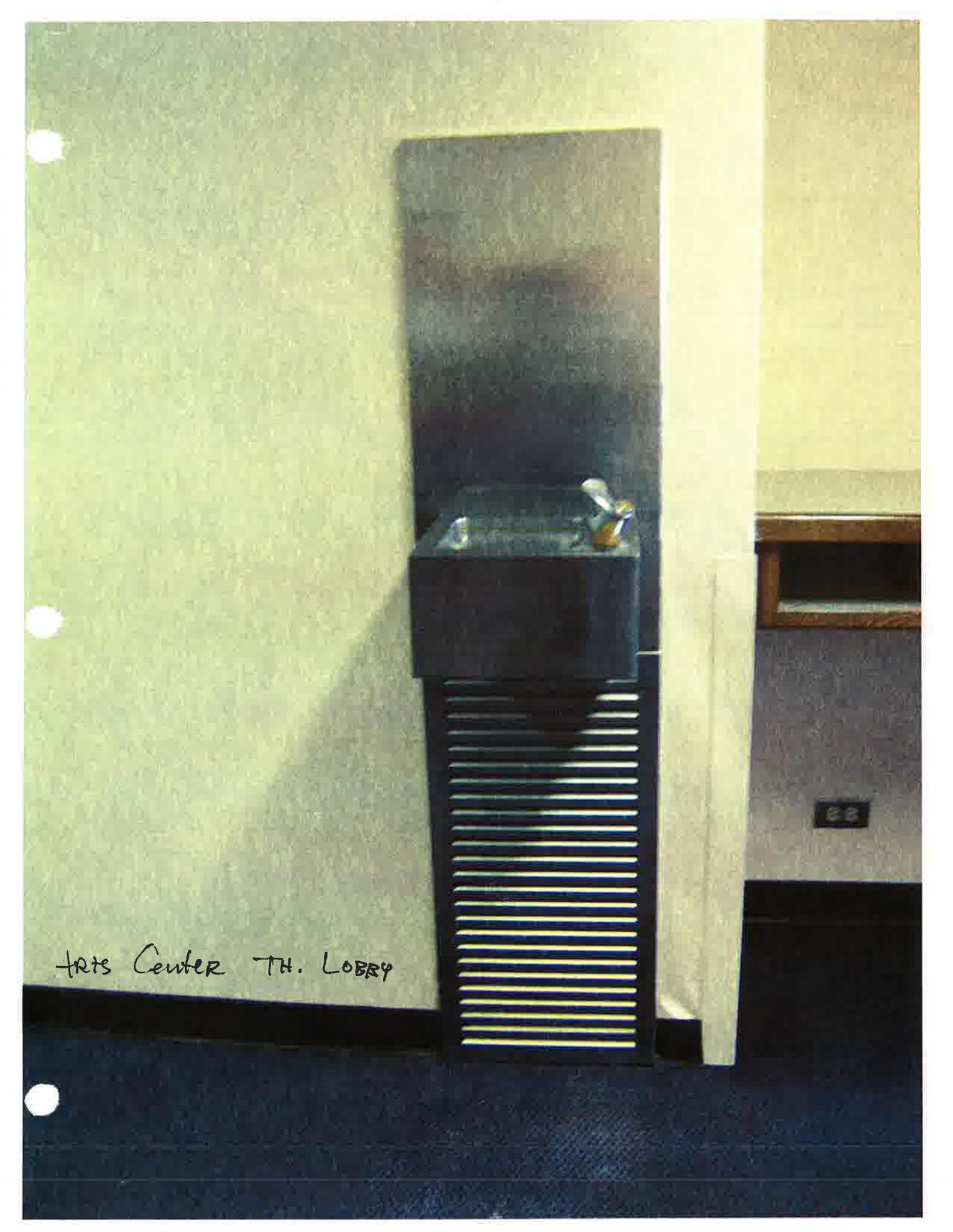




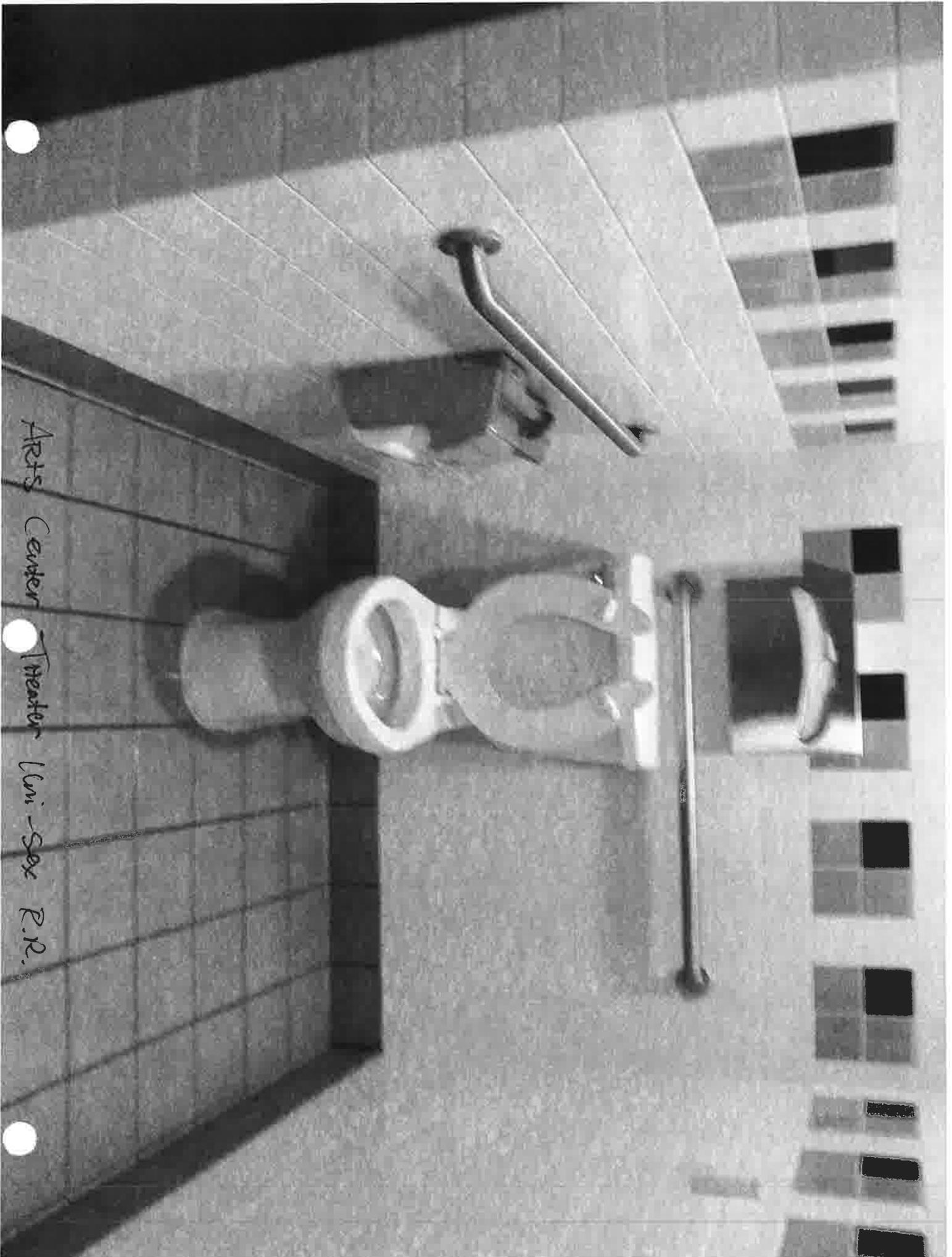




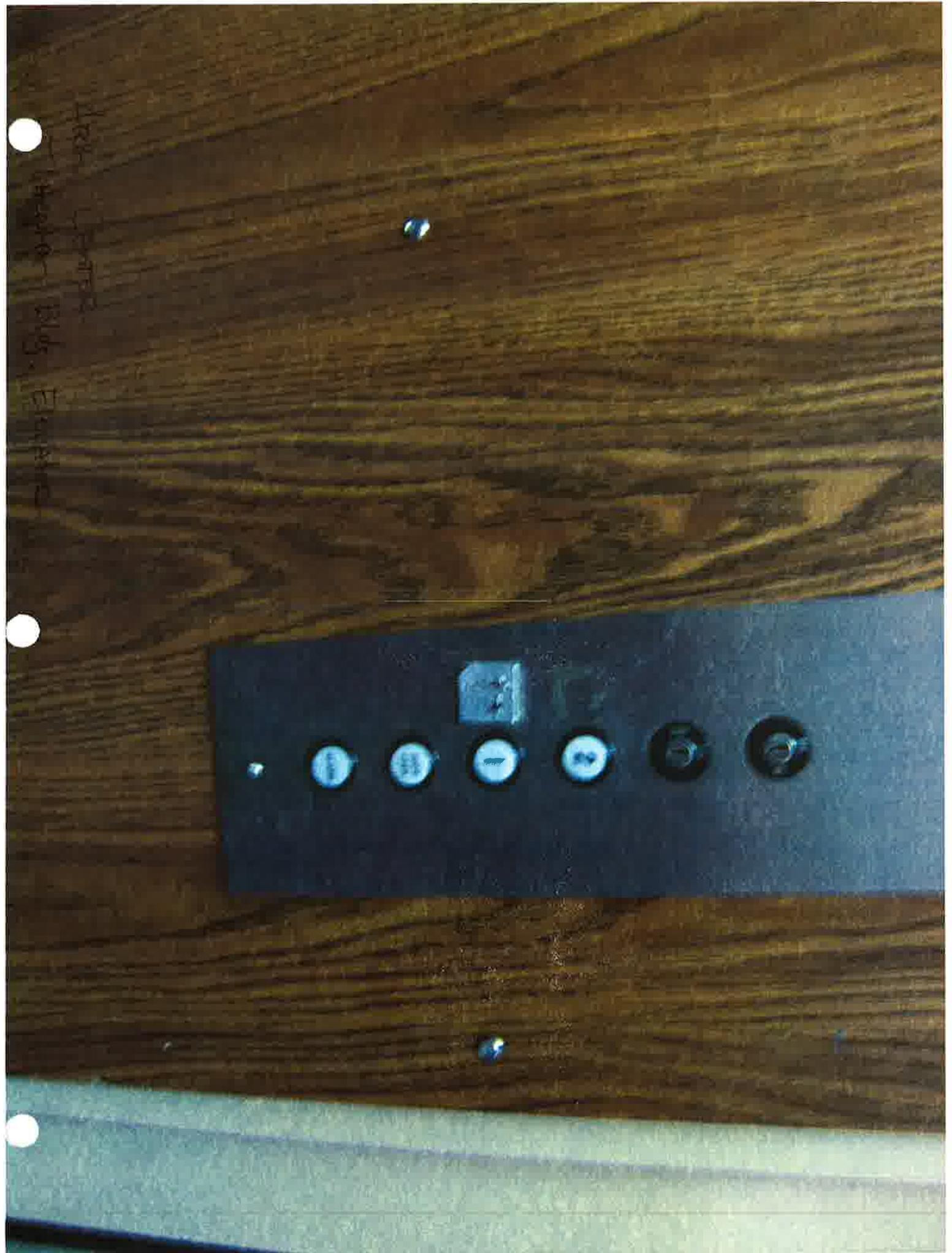




ARTS Center TH. LOBBY



Arts Center Theater Uni-Sex R.R.



Arts Center  
Theaters Bldg. No T.D.D.

13





Men - Se  
arts



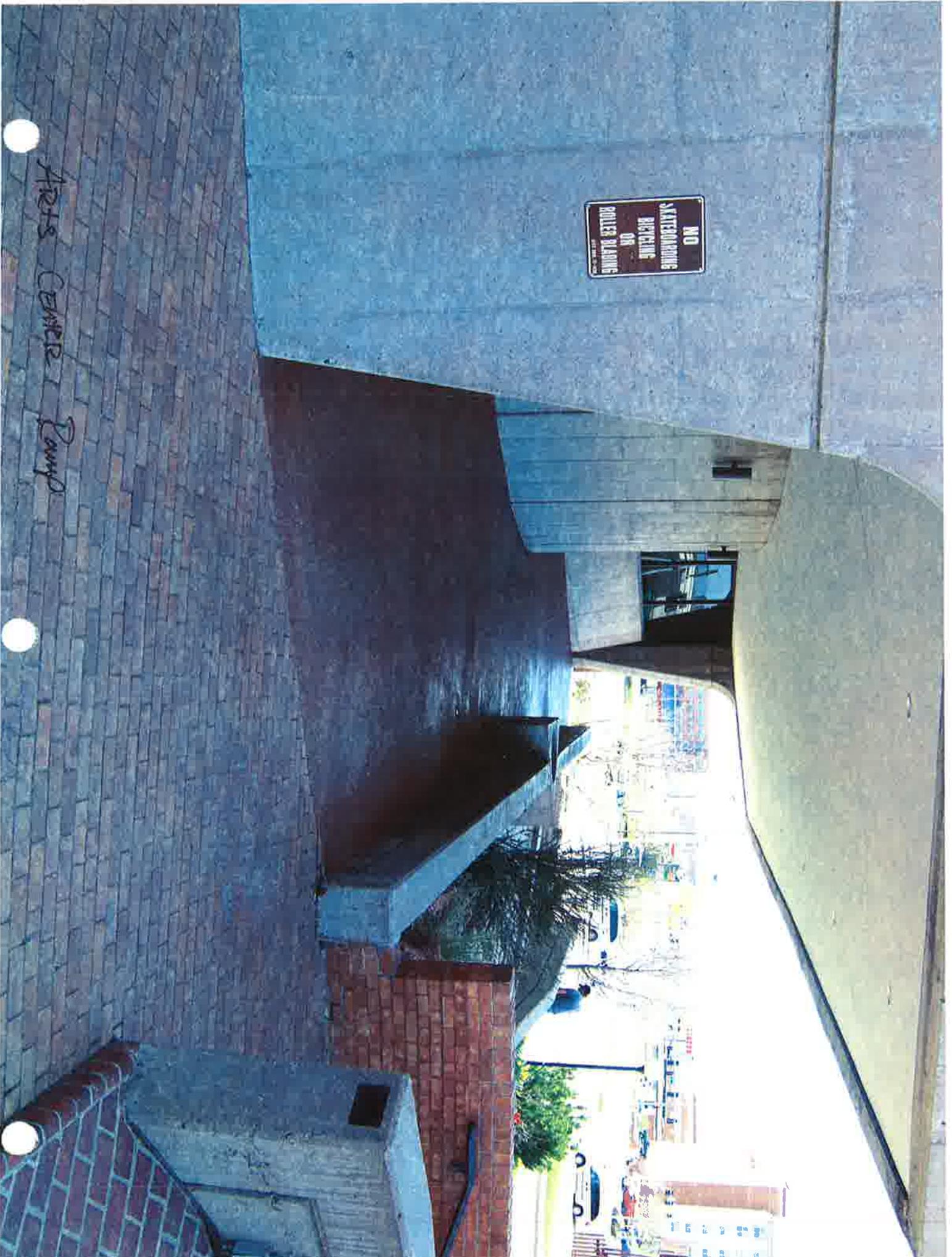
Arts Center  
Ramp



Apts Center Ramp

NO  
SKATEBOARDING  
OR  
BICYCLING  
ON  
BRIDGES

Arts Center Ramp





STAGE

Theater  
 Total Seating 496  
 192 - Chairs  
 6 - Wheelchair Spaces



## Sheriff's Investigation Annex, 920 North Main Street

### SYNOPSIS

#### WORK COMPLETED IN 2005

Building was remodeled in 2005. All Uniform Building Codes and adopted ADA guidelines have been met and inspected/accepted by the Regional Building Department.

#### RECOMMENDED FUTURE ADA IMPROVEMENTS

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Provide ADA compliant informational and directional signage through out identifying ADA entrances and services.
- C) Provide power-assisted automatic opener on entrance door.
- D) Relocate door hardware and replace door closers per ADA recommendations.
- E) Lower counters/tables serving the public to comply with ADA guidelines.
- F) Replace bathroom fixtures and lower mirrors.
- G) Provide TDD public telephone

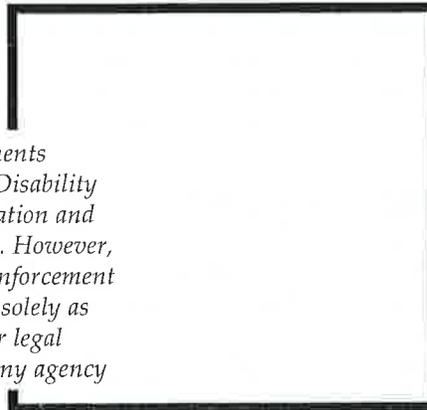
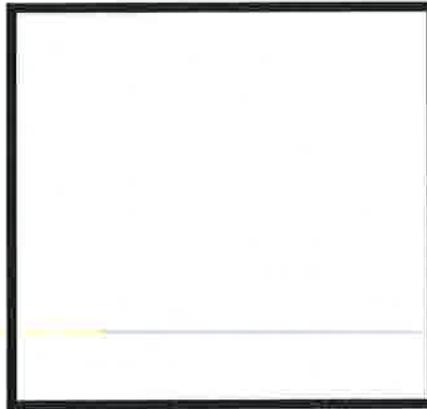
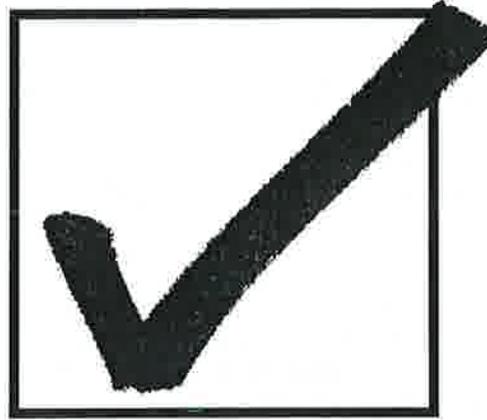
# Checklist for Existing Facilities version 2.1



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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Barrier Free Environments, Inc.

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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

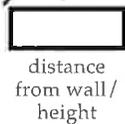
- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?



- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?



- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?



**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

**Yes No**

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

- Add curb ramps.
- Reconstruct sidewalk.

Are the accessible spaces closest to the accessible entrance?

- Reconfigure spaces.

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

- Add signs, placed so that they are not obstructed by cars.

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Install signs before inaccessible entrances so that people do not have to retrace the approach.

Can the alternate accessible entrance be used independently?

- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

35"  
clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

24"  
clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

# QUESTIONS

# POSSIBLE SOLUTIONS

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes  No   
   
 height 1/4"

 If provided, are carpeting or mats a maximum of 1/2-inch high?

Yes  No   
   
 height 1/4

Are edges securely installed to minimize tripping hazards?

Yes  No

 Is the door handle no higher than 48 inches and operable with a closed fist?

Yes  No   
   
 height 49"

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

Yes  No   
   
 force 10 LB

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

Yes  No   
   
 seconds 5

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

- Replace or remove mats.

- Secure carpeting or mats at edges.

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

- Adjust door closer.

# QUESTIONS

# POSSIBLE SOLUTIONS

Priority

## 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

"  
width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

'  
width

- Rearrange furnishings, displays, and equipment.

### Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

"  
clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

"  
height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

12'  
width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

12'  
width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

None  
height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N     
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

## Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

49"  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

## Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

12'  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

43"  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
 42"  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

	Yes	No	
<b>Elevators, continued</b> <i>NA</i>			
Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
If an emergency intercom is provided, is it usable without voice communication?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Modify communication system.
Is the emergency intercom identified by braille and raised letters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Add tactile identification.
<b>Lifts (ADAAG 4.2, 4.11)</b>			
Can the lift be used without assistance? If not, is a call button provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> At each stopping level, post clear instructions for use of the lift. <input type="checkbox"/> Provide a call button.
<i>TTTTT</i> Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings and equipment to clear more space.
		<b>No Lift</b> clear space	
<i>TTTTT</i> Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Move controls.
		<b>No Lift</b> height	

Priority

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

- Reconfigure rest room.
- Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

- Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

- Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

**11111** Is the doorway at least 32 inches clear?

35"  
 clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

**11111** Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40 1/2"  
 height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

**11111** Can doors be opened easily (5 lbf maximum force)?

3 LB  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

**11111** Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

40"  
 clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

**11111** Is there a 36-inch-wide path to all fixtures?

48"  
 width

- Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

**11111** Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

5'  
 length/  
 width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes  No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Yes  No   
  
 height

Add raised seat.

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

Yes  No   
  
 clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

Yes  No   
  
 height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Yes  No   
  
 height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Yes  No

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

Yes  No

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

Yes  No   
  
 height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Yes  No   
  
 clear space

Clear more room by rearranging or removing furnishings.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

36  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

27  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

No Phone  
 clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Move furnishings.
- Replace booth with open station.
- Lower telephone.
- Place a cane-detectable barrier on each side at floor level.
- Contact phone company to install push-buttons.
- Have phone replaced with a hearing-aid compatible one.
- Have volume control added.
- Add signage.
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.
- Add signage.



**Sheriff's Sub-Station–Pueblo West, 320 E. Joe Martinez Blvd.**

## **SYNOPSIS**

### **WORK COMPLETED IN 1998**

Building was completed in 1998 All Uniform Building Codes and adopted ADA guidelines have been met and inspected/accepted by the Regional Building Department in 1998.

### **RECOMMENDED FUTURE ADA IMPROVEMENTS**

- A) Receive/Review public comments and suggestions for recommended future improvements.
- B) Replace door hardware and closers to meet ADA guidelines. Provide hardware that can be operated with a closed fist and decrease force of closers to 5lbf or less (Was not part of building code in 1998).
- C) Provide audible and visible indicators in elevator.
- D) Provide ADA call buttons and controls in elevator.
- E) Provide emergency intercom in elevator.
- F) Provide TDD public telephone

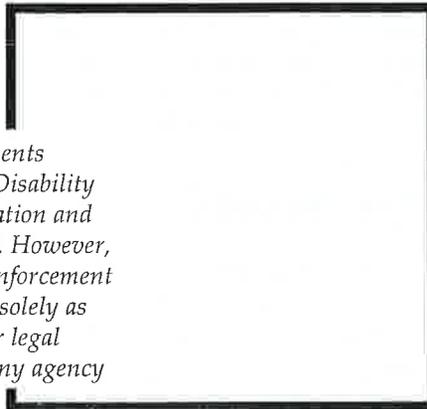
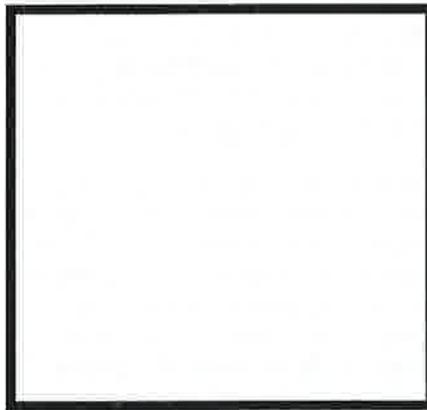
# Checklist for Existing Facilities version 2.1



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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

**1 Accessible Approach/Entrance**

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

**Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)**

Is there a route of travel that does not require the use of stairs?

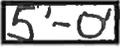
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

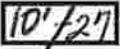
- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance  
 from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

**Ramps (ADAAG 4.8)**

 Are the slopes of ramps no greater than 1:12?

  
 slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

**Yes No**

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

height

 Is the width between railings or curbs at least 36 inches?

Relocate the railings.  
 Widen the ramp.

width

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

Remodel or relocate ramp.

length

 Does the ramp rise no more than 30 inches between landings?

Remodel or relocate ramp.

rise

**Parking and Drop-Off Areas (ADAAG 4.6)**

Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Reconfigure a reasonable number of spaces by repainting stripes.

number of accessible spaces

Note widths of existing accessible spaces:

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

Reconfigure to provide van-accessible space(s).

width/vertical clearance

**At least one of every 8 accessible spaces** must be van-accessible (with a minimum of one van-accessible space in all cases).

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance** unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**A person using a wheelchair** or crutches needs this space to get close enough to open the door.

# QUESTIONS

# POSSIBLE SOLUTIONS

Yes No

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

5'-0"  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

5'-0"  
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

36"  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

10'-0"  
 clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

10 +/-  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

36"  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

1/4"  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**

 Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

5'-0"  
width

Rearrange furnishings and fixtures to clear aisles.

 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

5'-0"  
width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.

 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

42"  
height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.

 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
  69"  
height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

3/4  
character  
height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

# QUESTIONS

# POSSIBLE SOLUTIONS

## Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

## Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

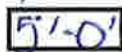
Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

 **Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)**  
 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

Remove some fixed seating.

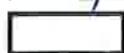
 Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.

Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

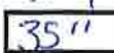
**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No  
   
  
 height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

Yes No  
   
  
 height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

  
 height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes  No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

### Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
height

Move controls.

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

35"  
clear width

- Install offset (swing-clear) hinges.
- Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

40"  
height

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

5  
force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

5'-0"  
clear width

- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

**A person in a wheelchair** needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

5'-0"  
width

- Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

5-0  
length/  
width

- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Stalls, continued**

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

Add raised seat.

height

**Lavatories (ADAAG 4.19, 4.24)**

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

clear space

 Is the lavatory rim no higher than 34 inches?

Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

height

**Priority**

**4 Additional Access**

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

**Drinking Fountains (ADAAG 4.15)**

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

Clear more room by rearranging or removing furnishings.

clear space

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Drinking Fountains, continued**

**111111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No  
   
 30"  
 height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**111111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

27-3  
 height/  
 protrusion

- Provide cup dispensers for fountains with spouts that are too high.
- Provide accessible cooler.
- Replace the controls.
- Place a planter or other cane-detectable barrier on each side at floor level.

**Telephones (ADAAG 4.31)**

**111111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

0  
 clear space

- Move furnishings.
- Replace booth with open station.

**111111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

35  
 height

- Lower telephone.

**111111** Does the phone protrude no more than 4 inches into the circulation space?

0  
 protrusion

- Place a cane-detectable barrier on each side at floor level.

Does the phone have push-button controls?

- Contact phone company to install push-buttons.

Is the phone hearing-aid compatible?

- Have phone replaced with a hearing-aid compatible one.

Is the phone adapted with volume control?

- Have volume control added.

Is the phone with volume control identified with appropriate signage?

- Add signage.

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

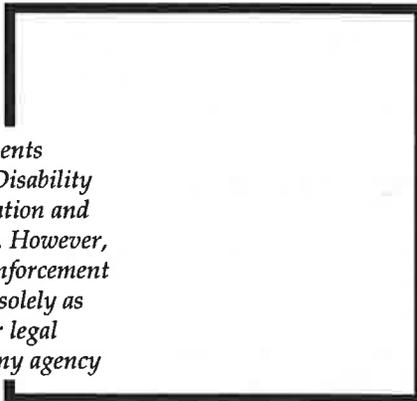
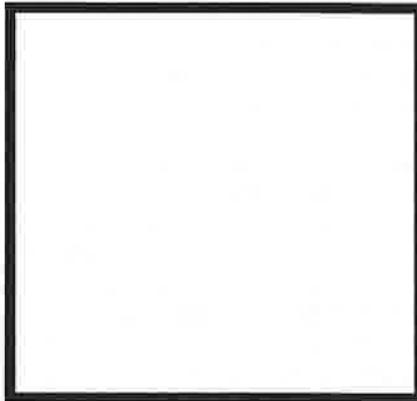
- Install a text telephone.
- Have a portable TT available.
- Provide a shelf and outlet next to phone.

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

- Add signage.

DSS Family Services Center, 805 Desert Flower Blvd

# Checklist for Existing Facilities version 2.1



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act  
Checklist for Readily Achievable Barrier Removal**  
August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

Priority 1: Accessible **approach and entrance**

Priority 2: Access to **goods and services**

Priority 3: Access to **rest rooms**

Priority 4: Any **other measures** necessary

*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

## QUESTIONS

## POSSIBLE SOLUTIONS

Priority

### 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

#### Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

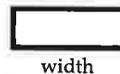
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

 Is the route at least 36 inches wide?

  
 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

  
 distance from wall/  
 height

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

#### Ramps (ADAAG 4.8)

Are the slopes of ramps no greater than 1:12?

  
 slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Ramps, continued**

Do all ramps longer than 6 feet have railings on both sides?

Yes No

Add railings.

 Are railings sturdy, and between 34 and 38 inches high?

height

Adjust height of railing if not between 30 and 38 inches.  
 Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

width

Relocate the railings.  
 Widen the ramp.

Are ramps non-slip?

Add non-slip surface material.

 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

length

Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?

rise

Remodel or relocate ramp.

**Parking and Drop-Off Areas (ADAAG 4.6)**

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

number of accessible spaces

Reconfigure a reasonable number of spaces by repainting stripes.

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

Note widths of existing accessible spaces:

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

width/  
 vertical clearance

Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

Are the accessible spaces closest to the accessible entrance?

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

- Add curb ramps.
- Reconstruct sidewalk.
- Reconfigure spaces.
- Add signs, placed so that they are not obstructed by cars.
- Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

Can the alternate accessible entrance be used independently?

- If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.
- Install signs before inaccessible entrances so that people do not have to retrace the approach.
- Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

  
 clear opening

- Widen the door to 32 inches clear.
- If technically infeasible, widen to 31-3/8 inches minimum.
- Install offset (swing-clear) hinges.

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

  
 clear space

- Remove or relocate furnishings, partitions, or other obstructions.
- Move door.
- Add power-assisted or automatic door opener.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Entrance, continued**

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

**Yes No**

height

- If there is a single step with a rise of 6 inches or less, add a short ramp.
- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?

height

- Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

- Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

height

- Lower handle.
- Replace inaccessible knob with a lever or loop handle.
- Retrofit with an add-on lever extension.

**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

force

- Adjust the door closers and oil the hinges.
- Install power-assisted or automatic door openers.
- Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

seconds

- Adjust door closer.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

Priority

**2 Access to Goods and Services**

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

**Horizontal Circulation (ADAAG 4.3)**

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes No

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

  
 width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

  
 width

- Rearrange furnishings, displays, and equipment.

**Doors (ADAAG 4.13)**

 Do doors into public spaces have at least a 32-inch clear opening?

  
 clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

  
 clear space

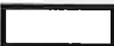
- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?

  
 force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

  
 height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

  
 height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)**



Are all aisles and pathways to materials and services at least 36 inches wide?

Yes No

width

Rearrange furnishings and fixtures to clear aisles.



Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?

width

Rearrange furnishings to clear more room.

Is carpeting low-pile, tightly woven, and securely attached along edges?

Secure edges on all sides.  
 Replace carpeting.



In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

height/  
protrusion

Remove obstacles.  
 Install furnishings, planters, or other cane-detectable barriers underneath.

**Emergency Egress (ADAAG 4.28)**

If emergency systems are provided, do they have both flashing lights and audible signals?

Install visible and audible alarms.  
 Provide portable devices.

**Signage for Goods and Services (ADAAG 4.30)**

Different requirements apply to different types of signs.



If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?

Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)

• Signs mounted with centerline 60 inches from floor.

Y N  
  height

• Mounted on wall adjacent to latch side of door, or as close as possible.

• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).

character height

• Brailled text of the same information.

• If pictogram is used, it must be accompanied by raised characters and braille.

## QUESTIONS

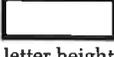
## POSSIBLE SOLUTIONS

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

Yes No

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

  
 letter height

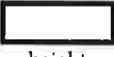
Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

  
 height

Relocate controls.

**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?

  
 width

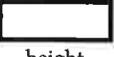
Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?

Rearrange tables to allow room for wheelchairs in seating areas throughout the area.

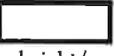
Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

  
 height

Lower part or all of high surface.  
 Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

  
 height/  
 width/  
 depth

Replace or raise tables.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Seats, Tables, and Counters, continued**

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

**Yes No**

height

- Provide a lower auxiliary counter or folding shelf.
- Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

height

- Lower section of counter.
- Arrange the counter and surrounding furnishings to create a space to pass items.

**Vertical Circulation (ADAAG 4.1.3(5), 4.3)**

Are there ramps, lifts, or elevators to all public levels?

- Install ramps or lifts.
- Modify a service elevator.
- Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

- Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

**Stairs (ADAAG 4.9)**

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

- Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

- Add or replace handrails if possible within existing floor plan.

**Elevators (ADAAG 4.10)**

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

- Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

height

- Lower call buttons.
- Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

- Install raised lettering and braille next to buttons.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Elevators, continued**

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

Install tactile signs to identify floor numbers, at a height of 60 inches from floor.

If an emergency intercom is provided, is it usable without voice communication?

Modify communication system.

Is the emergency intercom identified by braille and raised letters?

Add tactile identification.

**Lifts (ADAAG 4.2, 4.11)**

Can the lift be used without assistance? If not, is a call button provided?

At each stopping level, post clear instructions for use of the lift.  
 Provide a call button.

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

  
 clear space

Rearrange furnishings and equipment to clear more space.

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

  
 height

Move controls.

**Priority**

**3 Usability of Rest Rooms**

When rest rooms are open to the public, they should be accessible to people with disabilities.

**Getting to the Rest Rooms (ADAAG 4.1)**

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Reconfigure rest room.  
 Combine rest rooms to create one unisex accessible rest room.

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Install accessible signs.

**Doorways and Passages (ADAAG 4.2, 4.13, 4.30)**

Is there tactile signage identifying rest rooms?

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

**Mount signs on the wall**, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

**QUESTIONS**

**POSSIBLE SOLUTIONS**

**Doorways and Passages, continued**

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

 Is the doorway at least 32 inches clear?

  
 clear width

Install offset (swing-clear) hinges.  
 Widen the doorway.

 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

  
 height

Lower handles.  
 Replace knobs or latches with lever or loop handles.  
 Add lever extensions.  
 Install power-assisted or automatic door openers.

 Can doors be opened easily (5 lbf maximum force)?

  
 force

Adjust or replace closers.  
 Install lighter doors.  
 Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?

  
 clear width

Rearrange furnishings such as chairs and trash cans.  
 Remove inner door if there is a vestibule with two doors.  
 Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

 Is there a 36-inch-wide path to all fixtures?

  
 width

Remove obstructions.

**Stalls (ADAAG 4.17)**

Is the stall door operable with a closed fist, inside and out?

Replace inaccessible knobs with lever or loop handles.  
 Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

  
 length/  
 width

Move or remove partitions.  
 Reverse the door swing if it is safe to do so.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

Add grab bars.

 Is the toilet seat 17 to 19 inches high?

height

Add raised seat.

### Lavatories (ADAAG 4.19, 4.24)

 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

clear space

- Rearrange furnishings.
- Replace lavatory.
- Remove or alter cabinetry to provide space underneath.
- Make sure hot pipes are covered.
- Move a partition or wall.

**A maximum of 19 inches of the required depth may be under the lavatory.**

 Is the lavatory rim no higher than 34 inches?

height

Adjust or replace lavatory.

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

height

Adjust or replace lavatory.

Can the faucet be operated with one closed fist?

Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

- Lower dispensers.
- Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

height

- Lower or tilt down the mirror.
- Add a larger mirror anywhere in the room.

### Priority

## 4 Additional Access

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

### Drinking Fountains (ADAAG 4.15)

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?

clear space

Clear more room by rearranging or removing furnishings.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Drinking Fountains, continued

**11111** Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?

Yes No

height

Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?

**11111** Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?

height/  
protrusion

### Telephones (ADAAG 4.31)

**11111** If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?

clear space

**11111** Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?

height

**11111** Does the phone protrude no more than 4 inches into the circulation space?

protrusion

Does the phone have push-button controls?

Is the phone hearing-aid compatible?

Is the phone adapted with volume control?

Is the phone with volume control identified with appropriate signage?

If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?

Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?

Provide cup dispensers for fountains with spouts that are too high.

Provide accessible cooler.

Replace the controls.

Place a planter or other cane-detectable barrier on each side at floor level.

Move furnishings.

Replace booth with open station.

Lower telephone.

Place a cane-detectable barrier on each side at floor level.

Contact phone company to install push-buttons.

Have phone replaced with a hearing-aid compatible one.

Have volume control added.

Add signage.

Install a text telephone.

Have a portable TT available.

Provide a shelf and outlet next to phone.

Add signage.