

Accessibility Checklist

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Accessible Approach/Entrance

People with disabilities should be able to arrive on 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 4.3-4.5,4.7)

- 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, or 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.
- Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?** *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 a curb cut.
 - ▶ Add a small non-slip, ramp to curb.

YES NO 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.

- Do all ramps longer than 6 feet have railings on both sides?**
 - ▶ 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.
- Is the width between railings or curb cuts at least 36 inches?**
 - ▶ 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 switchbacks?**
 - ▶ Remodel or relocate ramp.
- Does the ramp rise no more than 30 inches between landings?**
 - ▶ Remodel or relocate ramp.

YES NO 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.
- Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans? At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**
 - ▶ Reconfigure to provide van-accessible space(s).
- Are the access aisles part of the accessible route to the accessible entrance?**
 - ▶ 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 valet parking?

▶ Orient parking attendants to issues regarding vehicles with adaptive devices.

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.

YES NO 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 and doors leading to meeting rooms 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? *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.

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

high?

- ▶ 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?

- ▶ 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.*

- ▶ 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 the 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?

- ▶ Adjust the door closer.

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 possible.

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

- Is there a 5-foot circle or T-shaped space for a person using a wheelchair to reverse direction?**
▶ Rearrange furnishings, displays, and equipment.

YES NO Doors (ADAAG 4.13)

- Do doors into public spaces have at least a 32-inch clear opening?**
▶ Install offset (swing-clear) hinges.
▶ Widen doors.
- On the pull side of the 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.
- Can doors be opened without too much force (5lbf maximum for interior doors)?**
▶ 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?**
▶ Lower handles.
▶ Replace inaccessible knobs or latches with a lever or hoop handles.
▶ Retrofit with add-on levers.
▶ Install power-assisted or automatic door openers.
- Are all threshold edges ¼-inch high or less, or if beveled edge, no more than ¾-inch high?**
▶ If there is a threshold greater than ¾-inch high, remove it or modify it to be a ramp.
▶ If between ¼- and ¾-inch high, add bevels to both sides.

YES NO 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 can-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.

YES NO 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.

YES NO 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 (i.e., restrooms)?

- Signs mounted with the centerline 60 inches from the floor.
- 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).
- Brailled text of the same information.
- If pictogram is used, it must be accompanied by raised characters and Braille.
 - ▶ 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.)

YES NO Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Access to Goods and Services

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.

YES NO 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?**

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.

▶ Relocate controls.

- Are they operable with a closed fist?**

▶ Replace controls.

YES NO 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.

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

▶ 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?**

▶ Lower section of counter.

▶ Arrange the counter and surrounding furnishings to create a space to pass items.

YES NO 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 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.

YES NO 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.

YES NO 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.

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

▶ 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.

YES NO 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?

- ▶ 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.

USABILITY OF REST ROOMS

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

YES NO 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.

YES NO Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms? *Mount signs on the wall, on latch side of the door, complying with the requirements for permanent signage.*

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

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

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

Is the doorway at least 32 inches clear?

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

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

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

Can doors be opened easily (5lbf maximum 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.*

- ▶ 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?

- ▶ Remove obstructions

YES NO 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)?

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

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

- ▶ Add grab bars.

Is the toilet seat 17 to 19 inches high?

- ▶ Add raised seat.

YES NO Lavatories (ADAAG 4.19, 4.24)

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

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

- ▶ 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?

- ▶ Adjust or replace lavatory.

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

▶ 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 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.

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.

YES NO 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.

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)?

▶ 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)?

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

YES NO 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?

▶ 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)?

▶ Lower telephone.

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

▶ 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.

NOW's Additional Accessibility Concerns

YES NO Scent-Free Conferences

NOW has a scent-free conference resolution that requires all conferences to be scent-free.

Questions for hotels:

Are all complimentary bath products (soap, shampoo, cream rinse, hand lotion, etc.) scent-free?

▶ Replace bath products during conference with scent free alternatives

Does Housekeeping use scent-free products when cleaning the rooms (i.e., no perfumed cleaning products)?

▶ Replace cleaning products during conference with scent free alternatives

▶ Eliminate scented spray air freshener products during the cleaning of rooms

Does the hotel use scented products to wash the sheets and towels?

▶ Replace detergents with dye-free, scent-free detergent

Does the hotel use fabric softener on the sheets and towels in either the wash or drying?

▶ Eliminate product.

YES NO Roll-In Showers

Is there at least one roll-in shower in the hotel accommodations?

▶ Install a roll-in shower in an accessible room.

Is the roll-in shower room on a smoke-free floor?

At least one roll-in shower needs to be on a smoke-free floor to accommodate wheelchair users who have asthma. It is preferable to have a minimum of two roll-in shower rooms - one for smokers and one for non-smokers. If there is only one, then it needs to be on a smoke-free floor.

▶ Install a roll-in shower in an accessible room on the smoke-free floor.

▶ Designate the floor with the roll-in shower as a smoke-free floor and place appropriate signage at all entrances to that floor.

YES NO Smoke-free lodging rooms

In multi-floor hotels, are the smoking rooms segregated to a separate floor(s)?

▶ Relocate all smoking rooms to a designated smoking floor.

▶ Install appropriate signage

In small hotels, are the smoking rooms for overnight guests segregated to an area by themselves away from the elevators or main, accessible entrances to the sleeping area?

▶ Relocate all smoking rooms to a designated smoking area away from main, accessible access to the sleeping area..