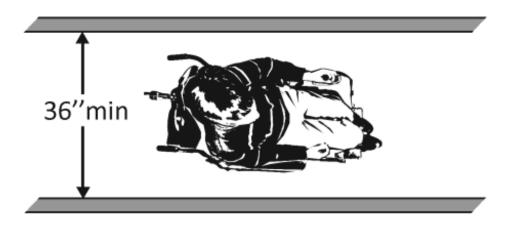
## **ADA Checklist for Existing Facilities**

## **Priority 1 – Approach & Entrance**

Based on the 2010 ADA Standards for Accessible Design



**Project** 

**Building ANNEX** 

**Location EAST SIDE - EXTENSION OFFICE** 

Date 10/15/2021

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An accessible route from site arrival points and an accessible entrance should be provided for everyone.



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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Prio	ority 1 – Approach & Entra	ince				Comments	Possible Solutions
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for	If yes, location of route:	No n				<ul> <li>Add a ramp</li> <li>Regrade to 1:20         maximum slope</li> <li>Add a lift if site         constraints prevent other         solutions</li> </ul>
	Accessible Design – 206.2.1]					Photo #:	
Park	ing Accessible parking spaces should b	e identified by si	ize, acc	cess aisle and signa	ge.		
1.2	If parking is provided for the public, are an adequate number	Yes 🔲	No	Total Spaces	Accessible Spaces		Reconfigure by repainting lines
	of accessible spaces provided?	Total #:5		1 - 25	1		•
	[208.2]	Accessible #:		26 - 50	2		•
		1		51 - 75	3		
				76 - 100	4		
				100+ see 2010 St	andards 208.2	Photo #:	
1.3	Of the accessible spaces, is at least one a van accessible space?* [208.2.4]	Yes X	s <sub> </sub>	paces required by	ction of 6 parking the table above, e a van accessible		* If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible
						Photo #:	Reconfigure by repainting lines

1.4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]  Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.	Yes No Measurement:	8'min → 5'min	NA Photo #:	<ul> <li>Reconfigure by repainting lines</li> <li>•</li> </ul>
1.5	Is the van accessible space:  At least 11 feet wide with an access aisle at least 5 feet wide?  Or  At least 8 feet wide with an access aisle at least 8 feet wide?  I source wide?  [502.2]	Yes No  Measurement:  Yes No  Measurement:	or or $-11'\min$ $-8'\min$ $-8'\min$ $-8'\min$	NA Photo #:	<ul> <li>Reconfigure to provide van-accessible space(s)</li> <li>•</li> </ul>
1.6	Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]	Yes No  Measurement:  OPEN AIR	98"min	Photo #:	<ul> <li>Reconfigure to provide van-accessible space(s)</li> <li>•</li> </ul>

1.7	Are the access aisles marked so as to discourage parking in them? [502.3.3]  Note: The marking method and color may be addressed by state/local requirements.	Yes No	area to be marked	NA Photo #:	<ul><li>Mark access aisles</li><li></li></ul>
1.8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]	Yes No  Measurement:		Photo #:	Regrade surface
1.9	Do the access aisles adjoin an accessible route? [502.3]	Xes No		Photo #:	Create accessible route     Relocate accessible space
1.10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility?  Is the bottom of the sign at least 60 inches above the	Yes No	60"min		• Install signs •
	ground? [502.6]  Note: The International Symbol of Accessibility is not required on the ground.	Measurement: 32"	TU	Photo #:	

1.11	Are there signs reading "van accessible" at van accessible spaces? [502.6]	Yes No	S VAN ACCESSIBLE	NA Photo #:	• Install signs •
1.12	Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]  Note: If parking serves multiple entrances, accessible parking should be dispersed.	Yes No		Photo #:	• Reconfigure spaces •
Exter	ior Accessible Route				
1.13	Is the route stable, firm and slip-resistant? [302.1]	Yes No		Photo #:	<ul> <li>Repair uneven paving</li> <li>Fill small bumps and breaks with patches</li> <li>Replace gravel with asphalt or other surface</li> </ul>
1.14	Is the route at least 36 inches wide? [403.5.1]	Yes No  Measurement: 60"	36"min		Change or move landscaping, furnishings or other items     Widen route

	Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.		32"min 32"min	Photo #:	
1.15	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]	Yes No Measurement:	36"min 60"min	NA Photo #:	<ul><li>Widen route for passing space</li><li></li><li></li></ul>
1.16	If there are grates or openings on the route, are the openings no larger than ½ inches?  Is the long dimension perpendicular to the dominant direction of travel?  [302.3]	Yes No  Measurement:  Yes No	1/2" max	NA Photo #:	<ul> <li>Replace or move grate</li> <li>•</li> </ul>
1.17	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]  Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	Yes No Measurement: LEVEL		Photo #:	• Regrade to 1:20 max. •

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1.18	Is the cross slope no steeper than 1:48? [403.3]	Yes No  Measurement: LEVEL		Photo #:	• Regrade to 1:48 max. •
Curb	Ramps				
1.19	If the accessible route crosses a curb, is there a curb ramp? [402.2]	Yes No		Photo #:	• Install curb ramp •
1.20	Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]	Yes No  Measurement: 1:12	12 min 1	Photo #:	Regrade curb ramp
1.21	Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]	Yes No  Measurement: LEVEL	48 min 1	Photo #:	Regrade curb ramp

1.22	Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]	Yes No  Measurement: 38.5"	36"min	Photo #:	<ul><li>Widen curb ramp</li><li></li></ul>
1.23	At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]  If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]	Yes No  Measurement: 60"  Yes No  Measurement:	36"min	Photo #:	Reconfigure     Add ramp flares
1.24	If the landing at the top is less than 36 inches long, are there curb ramp flares?  Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]	Yes No  Yes No  Measurement:	1 12 min 1	NA Photo #:	<ul> <li>Add ramp flares</li> <li>Regrade flares</li> </ul>

Ramp	Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.					
1.25	If there is a ramp is it at least 36 inches wide? [405.5]  Note: If there are handrails, measure between the handrails.	Yes No Measurement:	36"min	NA Photo #:	<ul><li>Alter ramp</li><li></li></ul>	
1.26	Is the surface stable, firm and slip resistant? [405.4]	Yes No		NA	Resurface ramp	
				Photo #:		
1.27	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]	Measurement:	1	NA	<ul> <li>Relocate ramp</li> <li>Lengthen ramp to decrease slope</li> </ul>	
	Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no		12 min			
	steeper than 1:10 are permitted when such slopes are necessary due to space					
	limitations.			Photo #:		

1.28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp:			NA	Alter ramp     Relocate ramp
	At the top of the ramp?	Yes No	landing widths must be at least equal to ramp width		
	At the bottom of the ramp? [405.7.2, 405.7.3]	Measurement:  Yes No  Measurement:	*60"min*		
				Photo #:	
1.29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]	Yes No Measurement:	60 min	NA	<ul> <li>Alter ramp</li> <li>Increase landing size</li> </ul>
1.30	If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]  Note: Curb ramps are not required to have handrails.	Yes No Measurement:	if greater than 6"	Photo #:  NA  Photo #:	Add handrails

1.31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]	Yes No Measurement:	34"38"	NA	<ul> <li>Reconfigure or replace handrails</li> <li>Adjust handrail height</li> </ul>
				Photo #:	
1.32	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]  If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]	Yes No  Yes No  Measurement:		NA Photo #:	<ul> <li>Reconfigure or replace handrails</li> <li>•</li> </ul>
1.33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]	Yes No Measurement:	11/4-2"	NA Photo #:	<ul> <li>Replace handrails</li> <li>•</li> </ul>
1.34	If the handrail gripping surface is non-circular:  Is the perimeter no less than 4 inches and no greater than 6% inches?	Yes No Measurement:	4"-6 1/4" perimeter	NA	Replace handrails

	Is the cross section no greater than 2¼ inches? [505.7.2]			Photo #:	
1.35	Does the handrail:			NA	Alter handrails
	Extend at least 12 inches horizontally beyond the top and bottom of the ramp?	Yes No Measurement:			•
	Return to a wall, guard, or landing surface? [505.10.1]	Yes No	12" min		
	Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.		min	Photo #:	
1.36	To prevent wheelchair casters and crutch tips from falling off:			NA	Add curb     Add barrier
	Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?  Or  Is there a curb or barrier that prevents the passage of a 4-	Yes No  Measurement:  Yes No	less than 4"		• Extend ramp width •
	inch diameter sphere? [405.9.1, 405.9.2]	Measurement:		Photo #:	

Entra	Entrance						
1.37	Is the main entrance accessible?	⊠Yes		Photo #:	<ul><li>Redesign to make it accessible</li><li></li></ul>		
1.38	If the main entrance is not accessible, is there an alternative accessible entrance?  Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	Yes No		NA Photo #:	Designate an entrance and make it accessible     Ensure that accessible entrance can be used independently and during the same hours as the main entrance		
1.39	Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]	Yes No	ACCESSIBLE ENTRANCE	NA Photo #:	<ul> <li>Install signs</li> <li>Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route</li> </ul>		
1.40	If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]	Yes No	<u>E</u>	Photo #:	Install sign		

1.41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	Yes No  Measurement: 36"	32" min————————————————————————————————————	Photo #:	<ul> <li>Alter door</li> <li>Install offset hinges</li> </ul>
1.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?  Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door  On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	Yes No  Measurement: 14"  Yes No  Measurement:	60" min	Photo #:	Remove obstructions     Reconfigure walls     Add automatic door opener
1.43	If the threshold is vertical is it no more than ¼ inch high?  Or  No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or	Yes No Measurement: 1.25"  Yes No Measurement:	1/4"max-+===		Remove or replace threshold

	after the 1991 ADA Standards went into effect (1/26/93)?  Or  No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]  Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be	Yes No Measurement:			
	beveled.		3/4"max+[	Photo #:	
1.44	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?  Door handle?	Yes No		FIRST PIC	<ul> <li>Replace inaccessible knob with lever, loop or push hardware</li> <li>Add automatic door opener</li> </ul>
	Lock (if provided)? [404.2.7]			Photo #:	

1.45	Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7]	Yes No  Measurement: 34'	34"-48"	Photo #:	<ul> <li>Change hardware height</li> <li>•</li> </ul>
1.46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8]	Yes No  Measurement: 3 SEC	90°	Photo #:	• Adjust closer •
1.47	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	Yes No Measurement: 53"	or  48"min or		Remove inner door Change door swing

			48"min →	Photo #:	
1.48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]	Yes No  Measurement: FLUSH	½"max		<ul> <li>Replace or remove mats</li> <li>•</li> </ul>
				Photo #:	
1.49	Are edges of carpets or mats securely attached to minimize	Yes No			Secure carpeting or mats at edges
	tripping hazards?				•
	[302.2]			Photo #:	•
				FIIOto #.	
		Yes No			•
					•
				District.	
				Photo #:	
		Yes No			•
					•
				Photo #:	