

# Are you doing enough to meet ADA requirements?

**Get the most out of your security budget - today and in the future**

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The Americans with Disabilities Act (ADA) is designed to protect people with disabilities. This act divides areas of possible discrimination into four categories: Employment, Public Service, Public Accommodations and Telecommunications.

The intent of the Public Accommodations, ADA Title III, directs building owners to remove barriers and provide people with disabilities access on an equal basis with the rest of the general public. Areas to consider should include doors, openings, parking areas, ramps, paths of travel, elevators, restrooms, locker rooms, drinking fountains, assembly areas, lobbies and corridors, signage and alarms.

The very basic issues you will want to review for accessibility are:

- Whether opening a door is required to enter the building
- Whether a door can be opened without hardware that requires grasping or twisting
- Whether a series of doors are required to enter the building

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

## How to use this checklist

**Get organized:** Establish a timeframe for completing the survey. Determine how many copies of the checklist you will need to survey your building or your office. Decide who will conduct the survey. Invite people with various disabilities and accessibility expertise to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

**Use floor plans:** Building floor plans can help you with your 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.

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**Conduct the survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel tape measure. With at least three people surveying, one person can number key items on the floor plan to match with the field notes, while a second person records notes and another 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 stick to your timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider alternative methods for providing access.

**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 ADA and your state and local codes for complete technical requirements before making any access improvement.

**Follow up:** Review your implementation plan each year to re-evaluate whether more improvements have become readily achievable.

## ADA Checklist

### ENTRANCES

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

Possible Solutions

- 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?***

Possible Solution

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

***Can the alternate accessible entrance be used independently?***

Possible Solution

- Eliminate as much as possible the need for assistance to answer a doorbell, operate a lift, or 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)?***

Possible Solutions

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

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

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

Possible Solutions

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

***Is the threshold edge ¼" high or less, or if beveled-edge, no more than ¾" high?***

Possible Solutions

- If there is a single step with a rise of 6" or less, add a short ramp
- If there is a threshold greater than ¾" high, remove it or modify it to be a ramp

***If provided, are carpeting or mats a maximum of ½" high?***

Possible Solution

- Replace or remove mats

***Are edges securely installed to minimize tripping hazards?***

Possible Solution

- Secure carpeting or mats at edges

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

Note: 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.

Possible Solutions

- 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)?***

Note: 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.

Possible Solutions

- 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?***

Possible Solution

- Adjust door closer

## DOORS

***Do doors into public spaces have at least a 32" clear opening?***

Possible Solutions

- Install offset (swing-clear) hinges
- Widen opening

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

Possible Solutions

- 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)?***

Possible Solutions

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

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

Possible Solutions

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

***Is the threshold edge ¼" high or less, or if beveled edge, no more than ¾" high?***

Possible Solutions

- If there is a threshold greater than ¾" high, remove it or modify it to be a ramp
- If between ¼" and ¾" high, add bevels to both sides

## **EMERGENCY EGRESS**

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

Possible Solutions

- Install visible and audible alarms
- Provide portable devices

## **ROOMS AND SPACES**

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

Possible Solution

- Rearrange furnishings and fixtures to clear aisles.

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

Possible Solution

- Rearrange furnishings to clear more room

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

Possible Solutions

- Secure edges on all sides
- Replace carpeting

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

Possible Solutions

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

## CONTROLS

***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?***

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

Possible Solution

- Relocate controls

***Are they operable with a closed fist?***

Possible Solution

- Replace controls

## Other ways to comply with ADA guidelines

Automatic doors meet all ADA applications. Typically, these types of doors include easy-to-adjust smart diagnostic controls. They can be easily retrofitted into existing doors and frames, as well as new construction. And they are easy to install and maintain.

Power operators define a group of doors that are primarily opened manually with available push-button assistance. These doors open manually, or they can open safely automatically at the touch of a button.

When the primary use of the door is for automatic opening, the door can be automatically opened most of the time and can be manually opened when needed.

## Plan ahead for compliance

The good news about ADA is that you don't have to overhaul your facility immediately. Instead the law requires that compliance be addressed in any future renovations or new construction. That means you can migrate your building to full accessibility on a schedule that works for your budget, taking actions now to get your building where it needs to be. A security and specifications consultant can help you evaluate where you can make improvements in accessibility, as well as recommend products that suit your facility, infrastructure and cost requirements.

## Learn more about ADA requirements

Allegion has the expertise and solutions to help you assess your current situation and outline measures for improvement. Contact a professional security consultant in your area by calling **888.758.9823** or fill out the **Contact Us** form on our website at [allegion.com](http://allegion.com).

### About Allegion

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