

Appendix 4.11.1 ADA Accessibility Checklist for Existing Facilities (NYS Office for Persons with Disabilities - OAPD)



ADA ACCESSIBILITY CHECKLIST FOR EXISTING FACILITIES

Purpose of Checklist

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), which cover state and local government operations, require that the services, programs and activities of covered entities be accessible to people with disabilities in the most integrated setting possible.

When a service, program or activity is conducted in a location that is not physically accessible, the requirement of service and program access may be achieved through barrier reduction or by providing the service, program or activity through alternative means (e.g., home visits, or conducting the service, program or activity at a location that is accessible). The priority however, is always on providing the program or service in the most integrated setting possible; that is, assuring that people with disabilities can access the program or service along with non-disabled co-workers, friends and colleagues.

Title III of the ADA, which applies to places of public accommodation (e.g., stores, offices, motels, etc.), requires, in the first instance, that covered entities make currently inaccessible facilities physically accessible to people with disabilities to the extent that it is readily achievable for them to do so.

New construction and renovations, as well as barrier reduction required to achieve program accessibility, must be undertaken in accordance with established accessibility standards. The Americans with Disabilities Act of 1990 established minimum guidelines that must be followed when undertaking new construction and/or alterations. These guidelines are called the Americans with Disabilities Act Accessibility Guidelines (ADAAG). However, the ADA also requires that where a state or local building code provides for a more stringent standard of accessible design, that standard is to be used.*

The New York State Uniform Fire Prevention and Building Code incorporates, by reference, the standards contained in the 1992 CABO-ANSI (Council of American Building Officials - American National Standards Institute) standards of accessible design (RS72).

These standards, although similar to ADAAG, are not identical, and where the New York State Code is more stringent, those standards apply. Note that local building codes, where applicable, (e.g., New York City Building Code) may also include more stringent requirements which must be followed.

The following accessibility checklist is provided to assist covered entities in locating possible accessibility deficiencies in a facility and is not intended to be a comprehensive list of all accessibility requirements. Remember also that existing facilities are not required to retrofit to achieve compliance with these standards if program accessibility can be achieved through alternate means. Finally, always consult the applicable standard prior to initiating any construction.

References included in the checklist refer to applicable sections in ADAAG unless the New York State Uniform Fire Prevention and Building Code provides a stricter standard.

In situations where the NYS Code provides for a stricter standard they are noted with the symbol **✓NY** and the reference is to the CABO-ANSI standard.

For more information in this regard please contact:

NYS Office of Advocate for Persons with Disabilities
One Empire State Plaza, Suite 1001
Albany, NY 12223-1150
518-473-4609
800-522-4369 (voice and TTY)

* N.B.: As of the date of this publication, ADA regulations currently permit government entities to follow the Uniform Federal Accessibility Standards (UFAS) as an alternative to ADAAG. That alternative is expected to be removed in the near future with the promulgation of additional ADAAG Standards for governmental construction.

ADA Accessibility Checklist for Existing Facilities

Date: _____ Surveyor: _____ Building Name: _____	NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than American with Disabilities Act Accessibility Guidelines (ADAAG).				
Check: _____ # of Spaces _____ # of Accessible Spaces					
Code Citation	Site Component PARKING	YES Compliant	NO	N/A	POSSIBLE ACTION
4.6.5	Does the entrance to the parking area provide vertical clearance of 9 feet 6 inches?	G	G	G	G Remove vertical obstacle. G Increase height of vertical clearance.
4.1.2(5)	Are there accessible parking spaces reserved? See Table 1.	G	G	G	G Create accessible spaces.
4.6.2	Are the accessible parking spaces located closest to the accessible route and accessible building entrance?	G	G	G	G Relocate accessible spaces.
NY 1101.1(d)4	Does the accessible space measure 96 inches wide with an adjoining access aisle 96 inches wide?	G	G	G	G Restructure space and access aisles.
NY 1101.1(e)2	Is the accessible space identified with a permanently installed sign 5 to 7 feet above grade which includes the international symbol of access?	G	G	G	G Install signage.
4.3.7 4.5.1	Do the access aisles have a cross slope less than 1:50, AND HAVE A FIRM, STABLE NON-SLIP SURFACE?	G	G	G	G Relocate spaces. G Decrease cross slope. G ESTABLISH FIRM, STABLE NON-SLIP SURFACE.
4.1.2 (1)	Do the access aisles connect to an accessible pedestrian route with a minimum clear and unobstructed width of 36 inches?	G	G	G	G Establish accessible route connection. G Remove any obstructions.
4.6.6	Is there a passenger pick up and drop off zone? If so, is at least ONE Passenger LOADING ZONE accessible which measure 20 feet long with a 5 feet wide access aisle parallel to the vehicle pull up space and at the same level as the roadway? ACCESS AISLE IS THE BEGINNING OF THE ACCESSIBLE ROUTE.	G	G	G	G Establish accessible Passenger Loading Zone.
4.7	Do curbs on the accessible route have curb cuts or curb ramps at 1:12 slope? NOTE: If a slope of 1:12 is NOT possible, a slope between 1:10 and 1:12 is allowed for a MAX RISE of 6 inches. A slope between 1:8 and 1:10 is ALLOWED for a MAX RISE of 3 inches. A slope STEEPER THAN 1:8 is NOT ALLOWED.	G	G	G	G Install curb cuts. G Build small ramp to curb.
4.7.2	Is curb cut/curb ramp flush with surrounding grade?	G	G	G	G Smooth out top and bottom of ramp to curb creating an even surface.
4.7.3	Is the curb cut/ramp 36 inches wide, exclusive of flared sides?	G	G	G	G Widen curb cut/ramp to a minimum of 36 inches.
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Date: _____ Surveyor: _____ —		NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Building Name: _____					
Code Citation	Site Component EXTERIOR ACCESSIBLE ROUTE	YES Compliant	NO	N/A	POSSIBLE ACTION
4.1.2(1)	Are there public transportation stops on site, if so, is an accessible route provided to the building from the stop?				Provide curb cuts if needed. Establish accessible route.
4.3.3	Does the accessible route provide for a clean, unobstructed width of at least 36 inches?				Increase width of route.
4.4	If any object is protruding into the accessible route, can it be detected by a person with a visual disability using a cane? NOTE: An object must be within 27 inches from the ground to be detected by a cane. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room.				Remove obstacle. Move path around obstacle. Add cane-detectable base that extends to the ground. Place cane-detectable object under the protruding object.
4.5.1 4.5.2	Is the surface firm, stable, and slip resistant with no cracks or level change beyond ½ inch? NOTE: Level change from ¼ inch to ½ inch need to be beveled at a 1:2 ratio.				Create firm, stable, slip resistant surface. Ramp or smooth over level changes.
4.3.7	Are all slopes along the accessible route less than 1:20?				Decrease slope. Provide alternate route.
4.3.4	If the entire level of the accessible route is 36 inches wide, is a 60 inches X 60 inches passing space provided every 200 feet?				Provide passing space. Widen route to 60 inches.
4.5.4	Are there any grates along the accessible route? If so, the maximum opening is ½ inch perpendicular to direction of travel.				Replace grate to meet criteria.
4.3.2(3)	Does at least one accessible route connect accessible buildings, accessible elements and spaces located at the same site?				Establish accessible connecting routes.
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Date: _____ Surveyor: _____ Building Name: _____		NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Code Citation	Site Component ENTRANCE/EXTERIOR DOORS	YES Compliant	NO	N/A	POSSIBLE ACTION
4.1.2(1)	If there are stairs at the main entrance, is there also a ramp or lift present? NOTE: If ramp is provided, see Ramp Site Component, page 5.				Build compliant ramp or lift. Provide accessible public entrance.
4.1.2(1)	If main entrance is not accessible, is a public entrance to the building accessible?				Make a public entrance accessible.
4.1.2(7)c	Do all inaccessible entrances provide directional signage to the accessible entrance?				Provide directional signage.
4.1.2(7)c	Is the international symbol of accessibility provided at the accessible entrance?				Provide signage.
4.1.7	If alternate public entrance is used, is it kept unlocked, to provide for independent usage?				Make alternate entrance useable.
4.13.5	Does entrance door have a 32 inch clear opening, minimum?				Widen door. Install offset hinge.
4.13.4	If double leaf door is present, at least one door must be 32 inches minimum.				Provide 32 inch door.
4.13.6	Is there at least 18 inches of clear wall space on the pull side of the door, next to handle? Note: 24 inches clear space is preferred.				Remove or relocate furnishings, partitions, other obstructions. Move door. Add power assisted door opener.
4.13.9	Can door handle be operated with one hand and does not require tight grasping, pinching or twisting of the wrist to operate? Is it located no higher than 48 inches?				Replace handle with a lever or loop handle. Lower door handle.
4.13.8	Is the threshold level (less than ¼ inch) or beveled, up to ½ inch?				Bevel level changes up to ¼ inch to ½ inch.
4.13.11	Can exterior door be opened without much force? NOTE: 8.5 lbs of opening force was once the standard				Release door pressure to least possible opening force.
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Building Name: _____					
Code Citation	Site Component Entrances/Doors	YES Compliant	NO	N/A	POSSIBLE ACTION
4.13.10 NY	If the door has a closer, does it take at least 5 seconds to close from door angle of 90 ^N to 12 ^N ?				Readjust door closer.
4.13.14 NY	Is there a kick plate 12 inches high extending the width of the door, on push side, except for automatic and power doors?				Install kick plate.
4.5.2	Are door mats less than ½ inch high and secured to the floor at all edges and beveled if ¼ inch to ½ inch?				Replace door mats. Secure door mats.
4.13.7	If two hinged or pivoted doors in a series are present, is there a minimum of 48 inches PLUS the width of a door swinging into the space available between doors?				Remove one set of doors. Reverse interior door swing if it is not a required exit.
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Date: _____ Surveyor: _____ Building Name: _____	NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).				
Note: Any slope greater than 1:20 along an accessible route is considered a ramp. Any change in level greater than ½ inch along an accessible route must be ramped. In new construction and alterations the LEAST possible slope shall be used when building a ramp.					
Code Citation	Site Component Ramps	YES <small>Compliant</small>	NO	N/A	POSSIBLE ACTION
4.8.5	Do all ramps longer than 6 feet have handrails on both sides?				Install handrails.
4.8.5	Are the handrails sturdy and between 34 and 38 inches high?				Readjust handrails.
4.8.3	Is the width between handrails a minimum of 36 inches?				Increase width.
4.5.1 4.8.8	Is the ramp firm, stable and non-slip and designed to prevent water buildup on the surface?				Re-establish surface. Create 1:50 cross slope for water drainage.
4.8.4	Is there a level landing located at the top and bottom of the ramp (width equal to ramp width - length 5 feet)?				Build landing.
4.8.2	For every 30 inch ramp rise, a level platform equal to the ramp width and 5 foot long must be present.				Create landing.
4.8.4 (3)	If the ramp changes direction, is there a 5 foot by 5 foot landing provided?				Create landing 5 foot x 5 foot .
NY 1101.1 4.8.7	Does ramp or landing have a 4 inch edge protection? Note: Edge protection not needed if ramp and landing are protected with vertical guard rails or extended platform 12 inches beyond both handrails.				Establish edge protection.
4.8.4(4)	If a ramp leads to a doorway, refer to Fig: B.4.13.6 for landing maneuvering clearance.				Establish maneuvering clearance.
4.1.6(3)a	Note: Where space limitations prohibit the use of a 1:12 slope, a ramp may have a slope and rise as follows: (1) A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches. (2) A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is NOT allowed.				
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Date: _____ Surveyor: _____ Building Name: _____		NY Indicates NYS Uniform Fire Prevention and Building standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Code Citation	Site Component Interior Accessible Route	YES Compliant	NO	N/A	POSSIBLE ACTION
4.1.3(1)	Does the accessible entrance provide direct access to the main floor, lobby, or elevator?				Add ramp or lifts. Make another entrance accessible.
4.1.3(1)	Are all public spaces on an accessible path of travel?				Provide access to all public spaces along an accessible path of travel.
4.3.3	Is the accessible route at least 36 inches wide?				Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.
4.3.4	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.
4.3.3	Are all aisles and pathways to all goods and services at least 36 inches wide?				Rearrange furnishings and fixtures to clear aisles.
4.5.3	Is carpeting low-pile, tightly woven, and securely attached along edges?				Secure edges on all sides. Replace carpeting.
4.4.1	On accessible routes through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or protruding less than 4 inches from the wall), or are they higher than 80 inches?				Remove obstacles. Install furnishings, planters, or other cane-detectable barriers underneath the obstacle.
4.30	Do signs designating permanent rooms and spaces, such as restrooms, meeting rooms and offices, comply with the appropriate requirements for accessible signage?				Provide signage that has raised letters and numbers, braille and complies with finish and contrast standards, and is mounted at the correct height and location, on wall 60 inches above floor, latch side of door.
NY 1101.4(I) 4.25	Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet and self-service controls) located at an accessible height? NOTE: 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. Can they be operated with one hand and does not require tight grasping, pinching and twisting of the wrist?				Relocate controls. Replace controls.
NY 1101.6(b)	Are Assistive Listening Devices available in meeting rooms, auditoriums and similar occupancies with a seating capacity of 50 or more people?				Purchase Assistive Listening System. Relocate meeting to an area with an Assistive Listening System.
NY 1101.6(b)	Are the number of receivers/transmitters equal to 9 percent of the seating capacity. Note: Assistive Listening Devices are required when reception of audio information by the audience is essential.				Purchase additional receivers/ transmitters.
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Date: _____ Surveyor: _____ Building Name: _____		NY Indicates NYS Uniform Fire Prevention and Building standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Code Citation	Site Component BATHROOMS - SINKS	YES Compliant	NO	N/A	POSSIBLE ACTION
NY 1101.4 4.17 4.18	Are toileting facilities available to the public? (If yes, refer to Fig:B 4.17.2 through 4.20.3.2)				
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Note: For number of accessible telephones and when TDDs are required, refer to ADAAG Citation 4.1.3(17).

Code Citation	Site Component Telephones (ADAAG 4.30, 4.31)	YES Compliant	NO	N/A	POSSIBLE ACTION
4.31.2	If pay or public 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.
4.31.3	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.
4.31.4 4.4	Does the phone protrude no more than 4 inches into the circulation space?				Place a cane-detectable barrier on each side at floor level.
4.31.6	Does the phone have push-button controls?				Contact phone company to install push-buttons.
4.31.5	Is the phone hearing aide compatible?				Contact phone company to add an induction coil (T-switch).
4.31.5	Is the phone adapted with volume control?				Contact the phone company to add volume control.
4.30.7(2)	Is the phone with volume control identified with appropriate signage?				Add signage.
4.31.9 4.1	Is one of the phones equipped with a text telephone (TT or TDD)?				Install a text telephone. Have a portable text telephone available.
4.30.7(3)	Is the location of the text telephone identified by accessible signage bearing the International TDD symbol?				Add signage.

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Date: _____ Surveyor: _____		NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Building Name: _____					
Code Citation	Site Component Elevators	YES Compliant	NO	N/A	POSSIBLE ACTION
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 and audible signs?
4.10.3	Are the call buttons in the hallway no higher than 42 inches? Are buttons raised or flush?				Lower call buttons. Provide a permanently attached reach stick.
4.10.12	Do the controls inside the cab have raised and braille lettering?				Install raised lettering and braille next to buttons.
4.10.5	Is there a sign on the jamb at each floor identifying the floor in raised and braille letters?				Install tactile signs to identify floor numbers, at a height of 60 inches from the floor.
4.10.14	Is the emergency intercom usable without voice communication?				Replace communication system.
4.10.14	Is communication system identified by raised symbol and lettering?				Add raised symbol and lettering.
Code Citation	Site Component Lifts	YES Compliant	NO	N/A	POSSIBLE ACTION
4.11	Can the lift be used without assistance?				At each stopping level, post clear instructions for use of the lift.
4.5	Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach to reach the controls and use the lift?				Rearrange furnishings and equipment to clear more space.
4.2.5 4.2.6	Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?				Move controls.
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Date: _____ Surveyor: _____		NY Indicates NYS Uniform Fire Prevention and Building Code standard utilized when more stringent than Americans with Disabilities Act Accessibility Guidelines (ADAAG).			
Building Name: _____					
Code Citation	Site Component Emergency Egress	YES <small>Compliant</small>	NO	N/A	POSSIBLE ACTION
4.28	Do all alarms have both flashing lights and audible signals?				Install visible and audible alarms.
4.28.1	At minimum, are visual signal appliances provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use?				Provide visual appliances at the locations.
Section Separator					
Code Citation	Site Component Stairs	YES <small>Compliant</small>	NO	N/A	POSSIBLE ACTION
4.9	Do treads have a non-slip surface?				Add non-slip surface to treads.
4.9.4(1)	Do stairs have continuous rails on both sides, with 12 inch extensions beyond the top and bottom stairs?				Add or replace handrails.
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Note: Cup dispensers at a height of 48 inches may be installed in lieu of replacing water fountain.

Code Citation	Site Component DRINKING FOUNTAIN	YES Compliant	NO	N/A	POSSIBLE ACTION
4.15.2	If drinking fountains are available for public use, is the spout no higher than 36 inches?				Install new drinking fountain. Install cup dispenser next to fountain, 48 inches high.
4.15.3	Is the spout located toward the front of the unit?				Install cup dispenser.
4.15.3	Does the water flow run parallel to the front of the unit or within 3 inches of the front edge?				Readjust water flow.
4.15.3	Is the water flow height at least 4 inches?				Readjust water flow.
4.15.4	Are the controls front-mounted or side-mounted, near the front edge?				Relocate controls. Buy new fountain.
4.15.5	Is there clear floor space of 48 inches wide and 30 inches deep (measured from front edge of fountain)?				Create space.
4.15.5	Is there clear knee space of at least 27 inches, measured from the bottom of the apron to the floor (wall mount-cantilevered units)?				Provide knee space.
4.15.5	If fountain is located in an alcove, is there a minimum of 30 inches clear width (wall mount-cantilevered units)?				Increase width. Relocate fountain.
4.15.5	Is the fountain from 17 to 19 inches deep (wall mount-cantilevered units)?				Increase depth.
4.15.5	Is there clear toe space of at least 9 inches, measured from bottom of fountain to floor (wall mount-cantilevered units)?				Provided 9 inch toe space.

New York State Office of Advocate for Persons with Disabilities

NY
1101.1(3)

Table I -1101
Required Number of Accessible Parking Spaces

Total Parking Spaces in Lot or Garage	Required Number ^{1,2,3} of Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2 percent of total
over 1,000	20 plus 1 for each 100 over 1,000

1. For a shopping center or facility having at least five separate retail stores and at least 20 but not more than 500 public off-street parking spaces, a minimum of 5 percent of the total number of parking spaces of 10 spaces, whichever is less.

2. For an outpatient medical unit or facility, a minimum of 10 percent of the total number of parking spaces serving each such unit or facility.

3. For a facility which specializes in treatment or services for persons with mobility impairments, a minimum of 20 percent of the total number of parking spaces.