



**DISABILITY  
LAW  
CENTER**

# ADA Checklist

## MERCANTILE FACILITIES

205 North 400 West ▪ Salt Lake City, Utah ▪ 84103  
(800) 662-9080 ▪ (800) 550-4182 TTY ▪ [www.disabilitylawcenter.org](http://www.disabilitylawcenter.org)

**Facility Name** \_\_\_\_\_

### Getting into the Facility

<b>Parking and Drop-Off Areas (ADAAG 4.6)</b>	<b>Yes</b>	<b>No</b>										
<p>Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? The table below gives the ADAAG requirements for determining the appropriate number of accessible parking spaces for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):</p> <table border="0"> <tr> <td><b>Total Spaces</b></td> <td><b>Accessible</b></td> </tr> <tr> <td>1 to 25</td> <td>1 space</td> </tr> <tr> <td>26 to 50</td> <td>2 spaces</td> </tr> <tr> <td>51 to 75</td> <td>3 spaces</td> </tr> <tr> <td>76 to 100</td> <td>4 spaces</td> </tr> </table> <p><b>Number of accessible spaces:</b> <b>Widths of existing accessible spaces:</b></p>	<b>Total Spaces</b>	<b>Accessible</b>	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces		
<b>Total Spaces</b>	<b>Accessible</b>											
1 to 25	1 space											
26 to 50	2 spaces											
51 to 75	3 spaces											
76 to 100	4 spaces											
<p>Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?</p> <p>At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).</p> <p><b>Number of van-accessible spaces:</b> <b>Width:</b> <b>Vertical clearance:</b></p>												
Are the access aisles part of the accessible route to the accessible entrance?												
Are the accessible spaces closest to the accessible entrance?												
<b>Route of Travel</b>	<b>Yes</b>	<b>No</b>										
Is there a route of travel that does not require the use of stairs?												
Is the route of travel stable, firm and slip-resistant?												
Is the route of travel at least 36 inches wide?												
<b>Width:</b>												

<p>Can all objects protruding into the route of travel be detected by a person with a visual disability using a cane?</p> <p>In order to be detected using a cane, an object must be within 27 inches off 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.</p> <p><b>Distance from wall:</b> <b>Height:</b></p>		
Do curbs on the route have curb cuts at drives, parking and drop-offs?		
<b>Ramps (ADAAG 4.8)</b>	Yes	No
<p>Are the slopes of ramps no greater than 1:12?</p> <p>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.</p> <p><b>Slope:</b></p>		
Do all ramps longer than 6 feet have railings on both sides?		
<p>Are railings sturdy and between 34 and 38 inches high?</p> <p><b>Height:</b></p>		
<p>Is the width between railings or curbs at least 36 inches?</p> <p><b>Width:</b></p>		
Are ramps non-slip?		
<p>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?</p> <p><b>Length:</b></p>		
<b>Entrance (ADAAD 4.13, 4.14, 4.5)</b>	Yes	No
<p>If there are stairs at the main entrance is there also a ramp or lift, or is there an alternative accessible entrance?</p> <p>Do not use a service entrance as the accessible entrance unless there is no other option.</p>		
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?		
<p>Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?</p> <p><b>Clear opening:</b></p>		
<p>Are there at least 18 inches of clear wall space on the pull side of the door, next to the handle?</p> <p>A person using a wheelchair or crutches needs this space to get close enough to open the door.</p> <p><b>Clear space:</b></p>		
Is the threshold edge no more than ¼ inch high, or if beveled edge, no more than ¾ inches high?		

<b>Height:</b>												
Are carpeting or mats a maximum of ½ inch high?												
<b>Height:</b>												
Are edges securely installed to minimize tripping hazards?												
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.												
<b>Height:</b>												
Can doors be opened without too much force (exterior doors excluded; 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.												
<b>Force:</b>												
If the door is automatic, does it take at least 3 seconds to close?												
<b>Seconds:</b>												
<b>Check-out Aisles (ADAAG 4.1, 4.35)</b>	Yes	No										
Are an adequate number accessible check-out aisles available? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations:  <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Total Check-out Aisles</td> <td>Accessible Check-out Aisles</td> </tr> <tr> <td>1 to 4</td> <td>1 check-out aisle</td> </tr> <tr> <td>5 to 8</td> <td>2 check-out aisles</td> </tr> <tr> <td>9 to 15</td> <td>3 check-out aisles</td> </tr> <tr> <td>over 15</td> <td>3 check-out aisles plus 20 percent</td> </tr> </table> In new construction, where the selling space is less than 5,000 square feet, only one check-out aisle must be accessible.	Total Check-out Aisles	Accessible Check-out Aisles	1 to 4	1 check-out aisle	5 to 8	2 check-out aisles	9 to 15	3 check-out aisles	over 15	3 check-out aisles plus 20 percent		
Total Check-out Aisles	Accessible Check-out Aisles											
1 to 4	1 check-out aisle											
5 to 8	2 check-out aisles											
9 to 15	3 check-out aisles											
over 15	3 check-out aisles plus 20 percent											
<b>Number of accessible check out aisles:</b>												
Is the aisle width of accessible check-out aisles at least 36 inches wide for lengths greater than 24 inches long and at least 32 inches wide for lengths 24 inches or less?  <b>Width:</b> <b>Length:</b>												
Is the adjoining counter height of accessible check-out aisle mounted above the check-out aisle?												
Does the sign include the international symbol of accessibility?												
<b>Counters with Cash Registers (ADAAG 7.2)</b>	Yes	No										
At each type of cashier counter, is there a portion of the main counter that is at least 36 inches long and no more than 36 inches high?  <b>Length:</b>												

<b>Height:</b>		
Are the accessible counters dispersed throughout the building?		
<b>Counters without Cash Registers (ADAAG 7.2)</b>	Yes	No
At ticketing counters, teller stations, registration counters and at other counters without cash registers, is there a portion of the main counter that is at least 36 inches long and no more than 36 inches high near the main counter?		
<b>Length:</b> <b>Height:</b>		
<b>Horizontal Circulation</b>	Yes	No
Does the accessible entrance provide direct access to the main floor, lobby or elevator?		
Are all public spaces on an accessible route of travel?		
Is the accessible route to all public spaces at least 36 inches wide?		
<b>Width:</b>		
Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?		
<b>Width:</b>		
<b>Rooms and Spaces (ADAAG 4.3)</b>		
Are all aisles and pathways to materials and services at least 36 inches wide?		
<b>Width:</b>		
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?		
<b>Width:</b>		
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?)		
<b>Height:</b> <b>Protrusion:</b>		

**Access to Rest Rooms**

<b>Getting to the Rest Rooms</b>	Yes	No
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?		
<b>Doorways and Passages (ADAAG 4.2, 4.13, 4.3)</b>	Yes	No
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.		
Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and Braille included below them?		
Is the doorway at least 32 inches clear?		
<b>Clear width:</b>		
Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?		
<b>Height:</b>		
Can doors be opened easily (5lbf maximum force)?		
<b>Force:</b>		
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.		
<b>Clear width:</b>		
Is there a 36-inch-wide path to all fixtures?		
<b>Width:</b>		
<b>Stalls (ADAAG 4.17)</b>	Yes	No
Is the stall door operable with a close fist, inside and out?		
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)?		
<b>Length:</b>		
<b>Width:</b>		
In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?		
Is the toilet seat 17 to 19 inches high?		
<b>Height:</b>		
<b>Lavatories (ADAAG 4.19, 4.24)</b>		
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.		
<b>Clear space:</b>		

Is the lavatory rim no higher than 34 inches? <b>Height:</b>		
Are there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? <b>Height:</b>		
Can the faucet be operated with one closed fist?		
Are soap and other dispensers and hand dryers within reach ranges and usable with one closed fist?		
Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? <b>Height:</b>		

**Additional Access**

<b>Drinking Fountains (ADAAG 4.15)</b>	Yes	No
Is there at least one fountain with clear floor space of at least 30 by 48 inches in front? <b>Clear Space:</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)? <b>Height:</b>		
Are controls mounted on the front or on the side near the front edge and operable with one closed fist?		
Is each fountain cane-detectable (located within 27 inches of the floor or protruding in the circulation space less than 4 inches from the wall)? <b>Height:</b> <b>Protrusion:</b>		
<b>Telephones (ADAAG 4.31)</b>	Yes	No
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? <b>Clear space:</b>		
Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)? <b>Height:</b>		
Does the phone protrude no more than 4 inches into the circulation space? <b>Protrusion:</b>		
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?		