



## ADA ACCESSIBILITY INSPECTION CHECKLIST FOR OFFICES

This checklist is applicable to offices and rooms within this office that are accessible to the public (i.e., constituents and other members of the public can visit this office and/or meet with staff in this office).

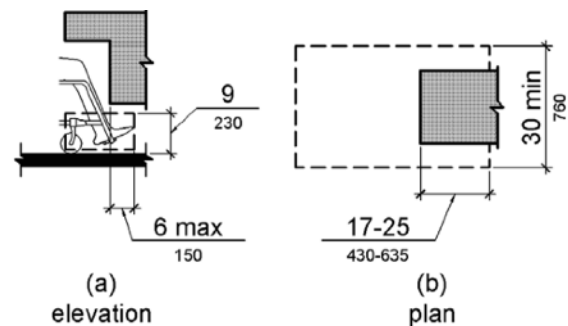
### ENTRANCE AND MEETING ROOMS

- Is the entrance door kept open during business hours? (If no, answer all questions in this section.)
- Do visitors have to open/close any meeting room doors? (If yes, answer all questions in this section.)
- Do doors have an opening at least 32" wide (at the narrowest point below the opening hardware) when opened to 90 degrees?
- Is maneuvering clearance available on each side of the door?
- Is the space on each side of the door clear of movable objects (chairs, trash cans, plants, etc.)?
- Can door opening hardware be operated without grasping, pinching, or twisting of the wrist?
- Does the door close from 90 degrees open to 12 degrees from the latch in at least 5 seconds?
- Do interior doors require less than 5 pounds of pressure to open?

### RECEPTION/ WAITING AREA

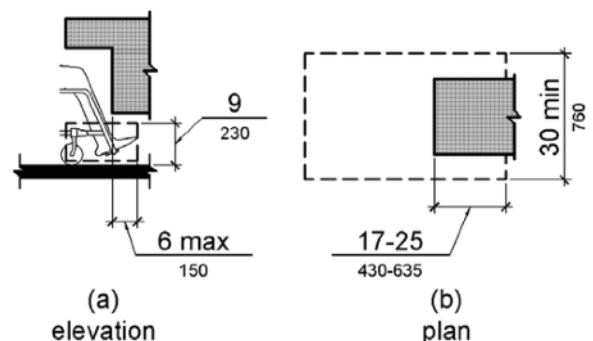
- Do visitors sign in? If yes, where do they sign in?
- Is a portion of the counter surface at least 36" long and no higher than 36" above the finished floor (AFF)?
- Are all visitor-operated controls (brochure and literature racks, hand sanitizers, etc.) between 15" and 48" from the floor?
- Is there a 30" wide by 48" long clear floor space at visitor-operated controls?
- Are all visitor-operated controls operable with one hand without grasping, pinching, or twisting to operate?
- Is the route at least 36" wide from the entrance to the counter and through the office to the meeting space? (Clear width may narrow to 32" for a length of 24")

- Are the edges of floor mats stiff enough or secured so that they do not roll up?
- If a computer is provided for visitor use, is the knee/toe clearance under the table at least 30" wide, between 9" and 27" AFF and extending no more than 25" under the table/counter at 9" AFF?
- Is the knee clearance at least 8" deep at 27" AFF and 11" deep at 9" AFF? Between 9" and 27" AFF, does the clearance reduce at a rate of 1" in depth for each 6" in height? Is the toe clearance at least 9" AFF?



for at least 17" of depth but no more than 25" deep?  
**MEETING AREA**

- Is the route at least 36" wide from the door to the meeting space? (Clear width may narrow to 32" for a length of 24")
- Is the knee/toe clearance under the meeting table at least 30" wide, between 9" and 27" AFF and extending no more than 25" under the table at 9" AFF? Is the knee clearance at least 8" deep at 27" AFF and 11" deep at 9" AFF? Between 9" and 27" AFF, does the clearance reduce at a rate of 1" in depth for each 6" in height?



*Compliance with the standards referenced in this checklist does not necessarily ensure compliance with all standards established under the Americans with Disabilities Act.*