

**Helping Architecture Firms Scale with On-Demand,
US-Trained Remote Architects (Level I, II & III)**

Project Phase-Specific ADA Compliance Checklists

A Comprehensive Phase-by-Phase Guide

Overview

This comprehensive checklist system ensures ADA compliance throughout all phases of Architectural, Engineering, Construction, and Operations (AECO) projects. Each phase builds upon the previous one, creating a systematic approach to accessibility compliance.

How to Use This Document:

- Check off completed items as you progress
- Document any deviations or alternative compliance methods
- Maintain records for legal compliance and future reference
- Review applicable local codes that may exceed ADA minimums

Pre-Design Phase Checklist

Site Analysis & Programming

Site accessibility survey completed

- Document existing site conditions affecting accessibility
- Identify natural barriers (slopes, elevation changes)
- Survey public transportation accessibility
- Document parking availability and accessibility

Stakeholder accessibility requirements gathered

- Interview client about specific accessibility needs
- Document user demographic analysis
- Identify any accessibility features beyond minimum requirements
- Review organizational accessibility policies

Regulatory research completed

- Verify applicable ADA standards version
- Research local accessibility codes and amendments
- Identify any state-specific requirements
- Document any historic preservation considerations

Budget allocation for accessibility features

- Estimate accessibility compliance costs (typically 1-3% of project cost)
- Allocate budget for specialized accessibility consultants
- Plan for potential cost increases due to accessibility modifications

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Project team accessibility training verified

- Confirm team member ADA knowledge and certification
- Identify need for accessibility consultant
- Document training completion dates

Deliverables Required:

- Site accessibility assessment report
- Regulatory compliance summary
- Accessibility budget allocation
- Team qualification documentation

Schematic Design Phase Checklist

Site Planning

Accessible route planning

- Design accessible route from public transportation
- Plan accessible route from parking to building entrance
- Ensure minimum 36" clear width on accessible routes
- Verify maximum 5% running slope on accessible routes

Parking design compliance

- Calculate required accessible parking spaces (1 per 25 spaces minimum)
- Design van-accessible spaces (1 per 6 accessible spaces)
- Ensure 96" minimum width for standard accessible spaces
- Ensure 132" minimum width for van-accessible spaces
- Plan access aisles: 60" for cars, 96" for vans

Landscape and hardscape accessibility

- Design accessible pathways through landscaped areas
- Plan accessible outdoor amenity areas
- Ensure accessible water features comply with reach ranges
- Verify outdoor furniture placement doesn't obstruct routes



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Building Layout & Massing

Entrance accessibility

- Plan minimum one accessible entrance
- Design accessible route to accessible entrance
- Ensure entrance door clear width minimum 32"
- Plan level landings at accessible entrances

Vertical circulation planning

- Plan elevator locations for multi-story buildings
- Ensure elevator serves all accessible levels
- Plan accessible stairway design for egress
- Consider platform lifts only where elevators are not feasible

Floor plan accessibility

- Design accessible routes to all spaces
- Plan accessible restroom locations
- Ensure accessible route widths (36" minimum, 44" preferred)
- Plan maneuvering space at doors (18" minimum)

Space Programming

Room accessibility requirements

- Verify accessible seating in assembly spaces
- Plan assistive listening system infrastructure
- Design accessible work surfaces and counters
- Plan accessible storage and display areas

Restroom planning

- Plan accessible restroom in each restroom group
- Ensure accessible route to all restrooms
- Plan family/companion care restrooms where appropriate
- Consider adult changing table requirements

Deliverables Required:

- Schematic site plan with accessibility routes marked
- Floor plans showing accessible circulation
- Building sections showing vertical accessibility
- Accessibility compliance narrative

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Design Development Phase Checklist

Detailed Site Design

Accessible route specifications

- Specify running slope maximum 5% (1:20)
- Specify cross slope maximum 2% (1:50)
- Detail changes in level (maximum 1/2" without ramp)
- Specify surface materials meeting slip resistance requirements

Parking detailed design

- Detail accessible parking space striping
- Design access aisles connected to accessible routes
- Specify signage location and mounting height
- Detail van-accessible space identification

Site amenities accessibility

- Design accessible picnic tables, benches, etc.
- Detail accessible water fountains (dual height required)
- Plan accessible trash receptacles and mailboxes
- Design accessible play areas if applicable

Building Envelope

Door and entrance details

- Specify door hardware (maximum 5 lbf operating force)
- Detail threshold maximum 1/2" height
- Design door maneuvering clearances
- Specify automatic door operators where required

Window accessibility

- Design operable window hardware within reach ranges
- Specify maximum 5 lbf operating force for windows
- Plan window placement for seated viewing where applicable

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Design Development Phase Checklist

Interior Design Development

Vertical transportation details

- Detail elevator specifications (minimum 36" x 48" car)
- Specify elevator controls and signage
- Detail platform lift specifications if used
- Design accessible stair specifications

Restroom design details

- Detail accessible stall dimensions (60" x 60" minimum)
- Specify grab bar locations and specifications
- Detail lavatory clear floor space requirements
- Plan accessible mirror and accessory locations

Accessible route details

- Specify door clear widths (32" minimum)
- Detail corridor widths (36" minimum, 44" preferred)
- Plan passing spaces every 200' in corridors less than 60" wide
- Detail ramp specifications if required

MEP Coordination

Electrical accessibility

- Plan accessible electrical outlet locations
- Specify accessible light switch heights (15"-48" AFF)
- Design accessible electrical panel locations
- Plan assistive listening system wiring

Plumbing accessibility

- Detail accessible plumbing fixture specifications
- Plan hot water protection (maximum 120°F)
- Specify accessible valve and control locations
- Detail accessible water fountain specifications

HVAC accessibility

- Plan accessible thermostat locations (15"-48" AFF)
- Ensure HVAC equipment doesn't obstruct accessible routes
- Plan accessible maintenance access where required

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Design Development Phase Checklist

Interior Design Development

Deliverables Required:

- Detailed site plan with accessibility specifications
- Floor plans with detailed accessibility dimensions
- Building sections showing accessibility compliance
- Accessibility details and specifications

Construction Documents Phase Checklist

Drawing Completeness

Site plans complete

- Accessible parking spaces detailed and dimensioned
- Accessible routes shown with slopes and cross-slopes
- Site accessibility features fully detailed
- Signage locations and specifications included

Architectural plans complete

- All accessibility dimensions clearly shown
- Door schedules include accessibility hardware
- Accessible route widths dimensioned throughout
- Restroom layouts fully dimensioned for accessibility

Detail drawings complete

- Accessible door hardware details provided
- Grab bar installation details included
- Accessible counter and work surface details
- Ramp and stair accessibility details provided

Specifications

Accessibility specifications complete

- Door hardware specifications meet accessibility requirements
- Plumbing fixture specifications include accessibility features
- Flooring specifications meet slip resistance requirements
- Signage specifications meet ADA requirements

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Material accessibility compliance

- All specified materials meet accessibility standards
- Surface textures appropriate for accessibility
- Color contrast requirements specified where required
- Maintenance requirements preserve accessibility

Coordination

Interdisciplinary coordination complete

- MEP systems don't conflict with accessibility requirements
- Structural elements don't obstruct accessible routes
- All disciplines coordinated on accessibility features
- Accessibility consultant review completed

Code compliance documentation

- Building code analysis includes accessibility compliance
- Local authority accessibility requirements addressed
- Accessibility compliance summary provided
- Variance requests submitted if applicable

Deliverables Required:

- Complete construction document set
- Accessibility specifications
- Interdisciplinary coordination documentation
- Code compliance summary

Pre-Construction Phase Checklist

Contractor Selection

Contractor accessibility experience verified

- Review contractor's ADA compliance experience
- Verify accessibility training of key personnel
- Check references for accessibility work quality
- Confirm understanding of accessibility requirements

Subcontractor qualification

- Verify specialized accessibility subcontractors
- Confirm availability of certified accessibility inspectors
- Review subcontractor accessibility experience
- Ensure coordination between all trades



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Pre-Construction Planning

Accessibility submittal requirements established

- Define accessibility-related submittal requirements
- Establish accessibility review process
- Set accessibility inspection schedule
- Define accessibility testing protocols

Construction accessibility plan

- Plan accessible routes during construction
- Ensure construction won't compromise existing accessibility
- Plan protection of accessibility features during construction
- Establish accessibility quality control procedures

Permitting

Accessibility permit approvals obtained

- Building permit includes accessibility review
- Special accessibility permits obtained if required
- Historic preservation accessibility approvals if applicable
- Local authority accessibility approvals received

Deliverables Required:

- Contractor qualification documentation
- Pre-construction accessibility plan
- Permit documentation
- Quality control procedures

Construction Phase Checklist

Foundation & Sitework

Excavation and grading accessibility

- Verify accessible route slopes meet specifications
- Confirm accessible parking space grading
- Ensure proper drainage doesn't compromise accessibility
- Verify elevation benchmarks for accessibility compliance

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Concrete work accessibility

- Inspect accessible route surface smoothness
- Verify accessible ramp slopes and landings
- Check accessible parking space dimensions
- Confirm accessible entrance threshold details

Building Shell

Structural accessibility

- Verify floor elevations maintain accessible routes
- Confirm structural elements don't obstruct accessibility
- Check elevator shaft dimensions and alignment
- Verify accessible door opening structural support

Envelope accessibility

- Inspect door frame installation for accessibility compliance
- Verify window installation meets accessibility requirements
- Check entrance door hardware operation
- Confirm threshold installation meets accessibility standards

Interior Construction

Accessibility rough-in inspections

- Verify electrical outlet locations meet accessibility requirements
- Check plumbing rough-in for accessible fixtures
- Confirm HVAC equipment placement preserves accessible routes
- Inspect elevator installation progress

Flooring and finishes accessibility

- Verify flooring slip resistance meets requirements
- Check color contrast where specified
- Inspect accessible route surface consistency
- Confirm finish material accessibility compliance

Accessibility hardware installation

- Inspect door hardware installation and operation
- Verify grab bar installation and load testing
- Check accessible plumbing fixture installation
- Test accessibility hardware operation force

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MEP Installation

Electrical accessibility compliance

- Inspect accessible outlet and switch locations
- Test electrical panel accessibility
- Verify assistive listening system installation
- Check accessible lighting control operation

Plumbing accessibility compliance

- Test accessible plumbing fixture operation
- Verify hot water temperature settings
- Check accessible valve and control operation
- Inspect accessible water fountain installation and operation

HVAC accessibility compliance

- Verify accessible thermostat installation
- Check HVAC equipment accessibility for maintenance
- Ensure HVAC systems don't obstruct accessible routes
- Test accessible HVAC control operation

Final Inspections

Accessibility feature testing

- Test all doors for operating force compliance
- Verify all accessibility dimensions with field measurements
- Test elevator operation and accessibility features
- Conduct accessibility route continuity verification

Accessibility signage installation

- Verify accessibility signage installation locations
- Check signage mounting heights and readability
- Confirm Braille and raised character compliance
- Test signage visibility and color contrast

Deliverables Required:

- Construction progress reports with accessibility items
- Accessibility inspection reports
- Test results for accessibility features
- As-built documentation of accessibility features

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Pre-Occupancy Phase Checklist

Final Accessibility Inspection

Comprehensive accessibility audit

- Conduct room-by-room accessibility compliance verification
- Test all accessibility hardware operation
- Verify all accessibility route continuity
- Document any accessibility deficiencies

Accessibility feature commissioning

- Commission elevator accessibility features
- Test assistive listening system operation
- Verify automatic door operation and safety features
- Test accessibility emergency communication systems

Documentation Completion

As-built accessibility documentation

- Update drawings to reflect as-built accessibility conditions
- Document any field changes affecting accessibility
- Prepare accessibility compliance certification
- Complete accessibility feature maintenance manuals

Accessibility training materials

- Prepare building accessibility feature training materials
- Document accessibility maintenance requirements
- Create accessibility emergency procedure documentation
- Prepare accessibility compliance summary for occupants

Occupancy Preparation

Accessibility systems activation

- Activate all accessibility electronic systems
- Test accessibility emergency systems
- Program accessibility system settings
- Verify accessibility system monitoring capabilities



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Final accessibility certification

- Obtain required accessibility inspection certificates
- Complete accessibility compliance documentation
- Submit final accessibility compliance report
- Obtain occupancy permit with accessibility approval

Deliverables Required:

- Final accessibility inspection report
- As-built accessibility documentation
- Accessibility maintenance manuals
- Occupancy permit with accessibility compliance

Post-Occupancy Operations Checklist

Ongoing Maintenance

Monthly accessibility inspections

- Inspect accessible routes for obstructions
- Test door operating forces and hardware function
- Verify elevator accessibility feature operation
- Check accessible parking space condition and markings

Quarterly accessibility maintenance

- Service automatic door operators
- Test assistive listening system operation
- Inspect and clean accessibility signage
- Verify accessibility hardware torque specifications

Annual accessibility audits

- Conduct comprehensive accessibility compliance audit
- Update accessibility maintenance procedures
- Review and update accessibility emergency procedures
- Train staff on accessibility requirements and assistance

Accessibility System Monitoring

Electronic system monitoring

- Monitor elevator accessibility feature operation
- Track automatic door operator performance
- Monitor assistive listening system functionality
- Document accessibility system service calls and repairs

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Accessibility compliance tracking

- Maintain accessibility inspection records
- Track accessibility-related complaints and resolutions
- Document accessibility improvement projects
- Monitor regulatory changes affecting accessibility compliance

Occupant Services

Accessibility assistance protocols

- Train staff on accessibility assistance procedures
- Maintain accessibility equipment (wheelchairs, etc.)
- Provide accessibility information to visitors
- Respond to accessibility accommodation requests

Accessibility communication

- Maintain accessible format building information
- Provide accessibility feature operation instructions
- Post accessibility emergency procedure information
- Update accessibility information as building changes occur

Deliverables Required:

- Monthly inspection reports
- Annual accessibility audit reports
- Maintenance procedure documentation
- Staff training documentation

Emergency Procedures Checklist

Emergency Accessibility Planning

Accessible emergency egress routes

- Verify accessible egress route maintenance
- Ensure emergency lighting along accessible routes
- Check accessible door operation during emergencies
- Maintain areas of refuge where required

Emergency communication accessibility

- Test visual alarm system operation
- Verify emergency communication device accessibility
- Check hearing loop system emergency functionality
- Ensure emergency announcements include visual components

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Emergency assistance procedures

- Train staff on emergency assistance for people with disabilities
- Maintain emergency evacuation equipment
- Practice emergency evacuation procedures including accessibility
- Update emergency contact information for accessibility services

Deliverables Required:

- Emergency accessibility procedures
- Staff training documentation
- Emergency system test reports

Record Retention Requirements

- Maintain all accessibility documentation for a minimum of 3 years after project completion
- Retain as-built accessibility drawings permanently
- Keep accessibility maintenance records for building lifetime
- Preserve accessibility training records for all current staff



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