

Checklist for Facility Maintenance Responsibilities under the ADA

Ref.	Responsibility
1	There are continuing responsibilities for barrier removal in existing buildings
2	When readily achievable at public accommodations and when needed for program access at public entities
3	All altered elements, spaces, features and areas in all covered entities
4	Entire space when altered elements, considered together, amount to an alteration of the space
5	When an alteration could affect the usability of a primary function area, the path of travel to the altered areas (including toilets,
6	telephones & drinking fountains serving the altered areas) must be made accessible to the maximum extent feasible.
7	No alteration or maintenance project can have the effect of decreasing accessibility or usability below the requirements.
8	Maintain accessible features in operable working order and available for use without assistance.
9	Make sure accessible parking spaces are occupied only by eligible users.
10	Keep accessible parking access aisles clear.
11	Keep curb ramps from being blocked or muddy.
12	Keep walks, sidewalks and ramps (especially to public transportation stops) free of debris and abrupt level changes.
13	Keep landscape elements trimmed (not overhanging or narrowing accessible routes).
14	Maintain slip resistance of accessible routes at all times.
15	Check structural strength of handrails & guardrails at stairs & ramps periodically.
16	Elevators and lifts:
17	Keep areas under call buttons free of obstructions.
18	Verify consistent voice-free operation of emergency communications devices.
19	Maintain automatic reopening devices in working order.
20	Periodically check cab arrival notification systems and door closure timing.
21	Periodically check door hardware (especially closers) for proper operating forces and closing speed.
22	Check door thresholds periodically to verify that they have not been damaged to become trip hazards.
23	Make certain that accessible toilets are available during all times that the facilities are open.
24	Toilet rooms:
25	Keep trash cans & other obstructions out of turning spaces & clear floor spaces at accessible elements.
26	Check hinges on toilet seats for cracks or breakaways.
27	Keep coat hooks in accessible stalls in accessible locations.
28	Keep accessible toilet paper dispensers stocked & functional.
29	Keep accessible paper towel dispensers stocked & functional.
30	Keep all other accessible dispensers stocked & functional.
31	Maintain underside of accessible lavatories free of hot, sharp or abrasive pipes, surfaces or other objects.
32	Where self-closing faucets are used, maintain timers to keep water flowing for at least 10 seconds after activation.
33	Check structural strength of grab bars, tub & shower seats periodically.
34	Check shower heads in accessible showers to assure they stay operable and within maximum reach ranges.
35	Keep accessible drinking fountains operational with minimal force for required 4" minimum water stream height.
36	Periodically verify proper lift operation and tie-downs on accessible transportation vehicles.
37	Include ADA compliance language in all contracts and purchase orders (non-discrimination, design, installation, operation, etc.).
38	When replacing existing inaccessible elements, use accessible ones (such as drinking fountains, dispensers & signs).
39	Maintain protruding object-free circulation paths.
40	Maintain clear headroom of at least 80" in all circulation paths.
41	Maintain clear accessible routes between furniture, boxes and other obstructions.
42	Maintain accessible routes to stages and performing areas.
43	In cafeterias, keep self-service drink & food choices, tableware, dishes, utensils & condiments within the minimum reach ranges.
44	Purchase at least some accessible tables, chairs, study carrels & desks and distribute them throughout for availability.
45	Make certain that maintenance purchasing policies & procedures do not tend to discriminate against people with disabilities.
46	Keep appropriate ADA reference materials on hand for use by maintenance staff.
47	Do not block accessible routes with maintenance vehicles, equipment or supplies.
48	Keep construction and alteration projects from infringing on accessible routes or make provision for alternate routes.
49	Make certain that temporary structures & portable toilets are accessible.
50	Communicate effectively with all people with disabilities (including assistive listening systems, signage, etc.).

11/16/00