

ADA Facilities Checklist Initial Questions for Private Entities

1. What is the organizational structure of the corporate ADA Task Force (focus group)? Who are the members at each level of responsibility, and what are their limitations of authority?
2. What kinds of plans are in place for changing lease agreements, owner/architect agreements, construction contracts, maintenance agreements, and other legal agreements related to corporate facilities?
3. What positive steps are being taken to review all new construction and alteration projects currently in the design process or under construction for ADA compliance?
4. Where are Public Accommodations functions located on corporate properties? Include public lobbies, cafeterias, training facilities, public tour routes, recreational areas open for use by guests, etc. (See list of public accommodations categories.) Are employment offices accessible?
5. Do any company policies, procedures or practices tend to discriminate against people with disabilities?
6. Does the company lease any space to any Public Accommodations? Does the company lease any space? If so, what do leases say relative to landlord/tenant responsibilities and approvals of alterations and renovations?
7. Does the company have any joint venture facility relationships with any Public Accommodations?
8. Does the company have any public/private facility relationships with any state or local governmental entities?
9. Have facility surveys been conducted to assess the level of effort needed with detailed options for barrier removal to meet the ADA “readily achievable” requirements and to budget for compliance expenditures? Are those reports thorough, accurate and usable? What is the status of design and construction on the barrier removal work?
10. Have procedures been established to solicit input from disabled employees? From disabled customers/visitors? From local disability groups?
11. Have procedures been established to receive and respond to requests for accommodations?
12. Has the company decided what level of commitment to make to ADA compliance? Which approach is the company taking: 1) Ostrich, 2) Minimal Compliance, 3) Whatever Makes Good Business Sense, or 4) Do Whatever Seems Right?