

fast facts

advancing safety, health, and workplace rights in the legislative branch

February 2008

ADA Office Checklist

Is Your Office Accessible?

The Americans with Disabilities Act of 1990 (ADA) was enacted to prohibit discrimination against persons with disabilities in employment and in access to public entities and accommodations. The ADA is made applicable to the U.S. Congress under the Congressional Accountability Act of 1995.

The following checklist will assist office managers and others to help ensure that your work space is in compliance with the ADA. Although this list is not exhaustive, if you have marked “yes” to each item on this checklist, your office space conforms with these requirements of the ADA.



Image 1: The force required to open this door is too great.

- Doors to office suites are at least 32 inches wide. When an office has double doors that are fewer than 32 inches per door, both doors are able to be opened.
- Doors to office suites require fewer than five pounds of force to open. If the doors are heavier, as in Image 1, they are always kept open or have a person posted nearby at all times when the office is open for business.
- Routes to all areas within the office where the elected representative, staff, or other government officials meet with members of the public are at least 36 inches wide to allow for passage by an individual in a wheelchair.
- Conference tables in public meeting areas are at least 27 inches high to allow for knee clearance for individuals in wheelchairs.
- Carpeting in hallways and all office areas open to the public is secured to the floor and has a pile of less than ½ inch.

- Objects that protrude more than four inches into a passageway (such as shelves, mailboxes or water fountains, as in Image 2) are detectable by a blind person using a white cane; the leading edge is fewer than 27 inches above the floor.



Image 2: Leading edge on this water fountain is too high: more than 27 inches above the floor.

- The office has access to a telephone relay system or a Telecommunications Device for the Deaf (TDD).
- Written documents are available in large print or alternate formats or readers are provided for constituents who are vision-impaired.

- ❑ Tactile signs indicating the office's room number are in Braille, with raised and contrasting characters, mounted 60 inches above the floor on the latch side of the door. Nothing blocks access to tactile signage (e.g., flags, sign-in stands, cabinets, etc., as in Image 3.)



Image 3: Flag placed in hallway is blocking access to the tactile room sign.

- ❑ Sign language interpreters or other auxiliary aid and services are provided, upon request, for constituents who are hearing-impaired.
- ❑ Brochures and other documents available in the office waiting area are within reach (generally between 15" and 48" off the floor) for an individual who is in a wheelchair.



Image 4: Staging area for emergency evacuation.

- ❑ Visual evacuation alarms are provided by the building or facilities manager in all restrooms open to the public.
- ❑ All staff know the location of the accessible building exit doors and the primary and secondary staging areas to be used during an emergency by individuals who are mobility impaired, such as that pictured in Image 4.
- ❑ Restrooms that are marked as ADA compliant have doors that require fewer than five pounds of force to open.
- ❑ Restrooms that are marked as ADA-compliant have grab bars behind and to the side of at least one toilet stall; the bars are mounted between 33 and 36 inches above the floor.
- ❑ Public restrooms that are not accessible to individuals in wheelchairs are to have signage indicating the location of the nearest ADA-compliant restroom.

Contact your supervisor if you see an access barrier that needs to be removed. If the matter is not resolved, legislative branch employees may contact the Office of Compliance at the address or phone number indicated below.



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If you spot a safety hazard in your legislative branch workplace, contact the Office of Compliance to report it:
Room LA 200, John Adams Building
110 Second Street, SE
Washington, DC 20540
t/ 202-724-9250; tdd/ 202-426-1912; f/ 202-426-1913
Recorded Information Line/ 202-724-9260
www.compliance.gov

The Office of Compliance advances safety, health, and workplace rights in the U.S. Congress and the Legislative Branch. Established as an independent agency by the Congressional Accountability Act of 1995, the Office educates employees and employing offices about their rights and responsibilities under the Act, provides an impartial dispute resolution process, and investigates and remedies violations of the Act.