

ADA ACCESSIBILITY TIPS

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

Improving Office Accessibility

Sections 201 and 210 of the Congressional Accountability Act (CAA) apply the Americans with Disabilities Act (ADA) to the Legislative Branch

Office and Room Entrances

All doors must have an opening that is at least 32" wide (at the narrowest point below the opening hardware) when opened to 90 degrees.

If any door must be opened by visitors, ensure that:

- maneuvering clearance is available on each side of the door for wheelchairs and other mobility devices;
- the space on each side of the door is clear of movable objects such as chairs, trash cans, plants, etc.;
- the door opening hardware can be operated without tight grasping, pinching, or twisting of the wrist;
- the doors should not close too quickly (it should take no less than five seconds for the door to close); and
- the interior doors require less than five pounds of pressure to open.

Accessible Path of Travel

The accessible path of travel, i.e., the route that a visitor would take to access public spaces in the office, such as the path from the reception area to the meeting room, should be at least 36" wide. The width may narrow to 32" for a length of 24".

Reception/Waiting Area

Sign-in sheets must be positioned at an accessible height for persons using a wheelchair or other mobility device. If visitors sign in at a counter, then a portion of the counter surface must be at least 36" long and no higher than 36" above the floor. Alternatively, sign-in sheets can be placed on clipboards that wheelchair users can move and sign from their laps.

Floor mat and rug edges must be secured to the floor or sturdy enough that the edges will not be lifted by wheelchair wheels or other mobility devices.

Visitor-Operated Controls

Visitor-operated controls are furnishings that require personal operation such as literature racks, hand sanitizers, and water coolers. Offices with these items must ensure that:

- visitor-operated controls are placed no lower than 15" above the floor and no higher than 48" above the floor;
- there is a 30" wide by 48" long clear floor space in front of visitor-operated controls; and
- visitor-operated controls can be operated with one hand without tight grasping, pinching, or twisting of the wrist.

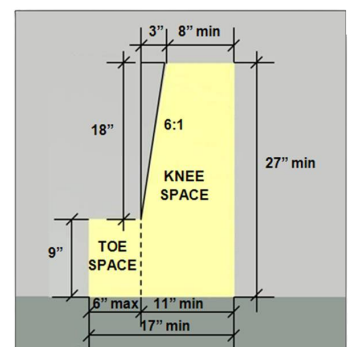
Knee and Toe Clearance Under Desks and Meeting Tables

There must be appropriate knee and toe clearance for wheelchair users under meeting tables and desks (such as desks where computers are provided for visitor use) that are designed with slide-under space for chairs.

Diagram 1 indicates some of the required measurements. For all requirements, please see the [U.S. Department of Justice, 2010 ADA Standards for Accessible Design](#).

Diagram 1

Diagram courtesy of the U.S. Access Board, [Guide to the ADA Accessibility Standards](#)



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Effective Communication

Communication with the public must be equally effective for persons with communication disabilities as it is for persons without such disabilities. Accordingly, offices must provide auxiliary aids and services to an individual with a disability when such measures are needed to provide effective communication.

The appropriate type of aid or service will be determined on a case by case basis. Some examples of such aids and services include:

- Providing sign language interpreting and/or assistive listening devices during meetings with individuals who are deaf or hard of hearing, or when delivering a speech or other public presentation.
- Ensuring that office documents, including any required forms like intake questionnaires or releases, are available in alternative formats for people who are blind or have low vision, such as large print or braille. Electronic forms can be made accessible by providing screen-reading or speech recognition software.
- Captioning videos or other audio material on public-facing websites.
- Ensuring that devices provided for in-office constituent use such as telephones, computers, and tablets are accessible for persons with disabilities. Different forms of hardware and software may be used to make these devices accessible, such as videophones, captioned telephones, screen magnification software, and equipment for alternative modes of operation like trackballs or joysticks.



Resources

For questions about services for individuals with disabilities, such as wheelchair loans and interpreting services, please contact the Office of Congressional Accessibility Services (OCAS).

OCAS
Voice: (202) 224-4048
TTY: (202) 224-4049

For questions concerning barriers to accessibility in the legislative branch, please contact the Office of Congressional Workplace Rights (OCWR).

OCWR
Voice: (202) 724-9250
Email: ADAaccess@ocwr.gov

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

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