

## CMS BUREAU OF PROPERTY MANAGEMENT

ADA CHECKLIST – 2015

Lease No.	
Location	
Date Completed	

With illustrations and consultation provided by:



Checklist template provided by the State of Illinois Department of Commerce & Economic Opportunity

	PARKING				
Number of off-street parking spaces available	Minimum Number of Accessible Spaces	Y	N	N/A	REMARKS
1 to 25	1				
25 to 50	2				
51 to 75	3				
76 to 100	4				
101 to 150	5				
151 to 200	6				
201 to 300	7				
301 to 400	8				
401 to 500	9				
501 to 1000	2% of total number				(Table from ADAAG 4.1.2(5)(a)
Over 1000	20 plus 1 for each 100 over 1000				, , , , , , , , , , , , , , , , , , , ,
PROXIMITY TO THE FACILITY	Accessible parking spaces shall be located on the shortest possible accessible route to an accessible entrance of the building <i>IAC § 400.310 (c) (2)</i>				
Signage	Each accessible parking space shall be equipped with a sign which meets the requirements of the R7-8 sign (US DOT Standard) and a R7-I101 sign designating the appropriate fine (\$250.00 minimum)  IAC § 400.310 (c) (7)				

LOCATION OF SIGNAGE	Signage shall be affixed to a wall or to a post permanently mounted in the ground and located in the center of the 16' space no further than 5' from the front of the accessible space. The minimum height to the bottom of the fine sign shall be 4'  IAC § 400.310 (c) (7)
WIDTH OF VEHICLE SPACE/ AISLE  or  or  -8'min8'min	Accessible spaces shall be 16' wide with either an 11' vehicle space and a 5' access aisle or an 8' vehicle space and an 8' access aisle.
	Access aisles shall blend to a common level with an accessible route  IAC § 400.310 (c) (3)
Pavement Marking/Slope/Vertical Clearance	High quality yellow paint shall be used. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions.  Minimum vertical clearance of 98 in. (2490 mm) at the parking space and along at least one vehicle access route to such spaces from site entrance(s) and exit(s) shall be provided  IAC § 400.310 (c) (3)

	WALKS & SIDEWALKS
WALK WIDTH	The minimum clear width of an accessible route shall be 36" IAC § 400.310(a)(2)
48"min — 424"max + 32"min 32"min	Note: The accessible route can narrow to 32 inches min for a max distance of 24 inches. These narrower portions of the route must be at least 48 inches from each other.
SLOPE	The slope shall not be greater than 5%. For every 1" rise, there must be a 20" run. IAC § 400.310(a)(6)  Note: if the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.
WALK SURFACE	Walks shall be stable, firm, and slip-resistant  IAC § 400.310(a)(5)
Changes in Level	Changes in level up to ¼" may be vertical and without edge treatment. Changes in level between ¼" and ½" shall be beveled with a slope no greater than 1:2.  IAC § 400.310(a)(7)

Landing Size when Door Swings Out	When a walk leads to a door that swings out, there shall be a level and clear platform at the top, 5' x 5'.  Allow for a 24" extension on the latch side of the door. $IAC \ \S \ 400.310(j)(5)$
	CURB RAMPS (SEE NOTES)
LOCATION	Curb ramps shall be located wherever an accessible route crosses a curb. $IAC \ \S \ 400.310(d)(1)$
WIDTH 36"min	Curb ramps shall be a minimum of 36' wide. $IAC$ $\S 400.310(d)(3)$
SLOPE 1	For every 1" rise there must be at least 12" of run. $IAC \ \S \ 400.310(d)(2)$
SLOPE OF FLARED SIDES	If a curb ramp is located where pedestrians must walk across the ramp, or where it is not protected by handrails or guardrails, it shall have flared sides. Slope or flared sides shall not exceed 1" rise in 10".  IAC § 400.310(d)(5)

DETECTABLE WARNINGS (TEXTURE OF CURB RAMPS)	Detectable warnings shall consist of raised truncated domes with a diameter of nominal 0.9 in (23 mm), a height of nominal 0.2 in (5 mm) and a center-to-center spacing of nominal 2.35 in (60 mm) and shall contrast visually with adjoining surfaces, either light-on-dark, or dark-on-light. The material used to provide contrast shall be an integral part of the walking surface.  ADAAG 4.29.2  The detectable warning shall extend the full width and depth of the curb ramp. (ADDAG 4.7.7)			
	PEDESTRIAN RAMPS			
SLOPE	The least possible slope shall be used for any ramp. It shall not have a slope greater than 1" rise in 12". $IAC \ \S \ 400.310(e)(2)$			
Width	Pedestrian ramps shall be a minimum of 36" wide.  IAC § 400.310(e)(3)			
Surface Texture	Surfaces shall be stable, firm, and slip resistant. <i>IAC</i> $\S$ 400.310(e)(5)			
HANDRAILS				
if greater than 6"	If the ramp run has a rise greater than 6" (a run longer than 72"), then handrails shall be provided on both sides of the ramp between 34" – 38" above the ramp surface. The clear space between the handrail and the wall shall be 1 1/2".  IAC § 400.310(e)(5)			
Landings	Landings shall be provided at the top and bottom of each ramp and each ramp run at intervals not exceeding 30' of run and at each change of direction. <i>IAC</i> § 400.310(e)(4)			

LANDING DIMENSIONS  landing widths must be at least equal to ramp width	Landings shall be as wide as the ramp run leading to them and shall be a minimum length of 60" clear. If ramps change direction at landings, minimum landing size shall be 60" x 60".  IAC § 400.310(e)(4)			
	DOORS & DOORWAYS			
Door Opening Force	Maximum force to operate exterior doors shall not exceed 8.5 lbs and 5 lbs for interior doors.  IAC § 400.310(j)(10)			
Width				
32" min————————————————————————————————————	Doors shall have a minimum opening of 32" as measured between the face of the door and the opposite jamb with the door open 90 degrees. <i>IAC</i> § $400.310(j)(4)$			
MINIMUM MANEUVERING CLEARANCE	Maneuvering clearance at doors where there is a front approach shall be level and clear and shall be at least 60" deep and 50" wide. (See Instructions) $IAC \ \S \ 400.310(j)(5)$			
Door Hardware				
	Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a design that is easy to grasp with one hand and does not require tight pinching or twisting of the wrist to operate. Lever-operated mechanisms, push type mechanisms and U-shaped handles are acceptable designs. <i>IAC</i> § 400.310(j)(8)			

THRESHOLDS					
1/2"max +(	Thresholds shall be no higher than $1/2$ ". <i>IAC</i> § $400.310(j)(7)$				
HEIGHT OF DOOR HARDWARE	Hand activated door opening hardware shall be no higher than 48" above the floor.  IAC § 400.310(j)(8)				
	CORRIDORS & AISLES (See Not	tes)			
WIDTH OF CORRIDORS	Corridors shall be a minimum of 36" wide <i>IAC § 400.310(a)(2)</i>				
PASSING SPACE					
36"min 60"min	If a corridor width is less than 60", wheelchair passing space of 60" x 60" shall be provided at reasonable intervals not to exceed 200'. The intersection of two corridors is an acceptable passing space.  IAC § 400.310(a)(3)				
	PASSENGER ELEVATORS				
LOCATION OF ELEVATORS	Passenger elevators shall be located on an accessible path of travel and shall serve all levels of the building.  IAC § 400.310(g)(1)				
HALL CALL BUTTONS	Call buttons shall be centered at 42" above the floor. Minimum button size should be $\frac{3}{4}$ ". <i>IAC</i> § $400.310(g)(3)$				

CAR CALL SIGNALS	A visual and audible signal shall be provided at each hoist way entrance to indicate which car is answering the call and the direction of travel.  IAC § 400.310(g)(4)
ELEVATOR DOORS	Doors shall have a minimum clear opening of no less than 36" when open.  IAC § 400.310(g)(9)
ELEVATOR CAR FLOOR AREA	Minimum turning space required is 68" wide by 51" IAC § 400.310(g)(9)
RAISED CHARACTERS ON HOIST WAY ENTRANCES	All elevator hoist way entrances shall have raised floor designations provided on both jambs. The center line of the characters shall be $60$ " above the floor. Such characters shall be $2$ " in height.  LAC $ 400.310(g)(5) $
ELEVATOR CAR CONTROLS TACTILE AND VISUAL INDICATORS  5 6 3 4 4 2 4 2 4 1 2 4 1 2 1 4 1 4 1 4 1 4 1	All control buttons shall be designated by Braille and by raised standard alphabet characters for letters, Arabic characters for numerals of standard symbols. All raised designations for control buttons shall be placed immediately to the left of the button to which they apply. Floor buttons shall be provided with visual indicators to show when each call is registered.  IAC § 400.310(g)(12)(B)
HEIGHT OF CONTROLS  54"max  15"min	No floor buttons shall be higher than 54" above the floor for side approach and 48" for front approach.  IAC $\S 400.310(g)(12)(C)$

EMERGENCY ALARM AND STOP BUTTONS	Emergency alarm and stop buttons shall be grouped at the bottom of the panel and shall have their centerline located no lower than 35" above the floor. $IAC \ \S \ 400.310(g)(12)(C)$		
EMERGENCY TELEPHONE	Emergency phone shall be positioned no higher than 48" above the floor $IAC \ \S \ 400.310(g)(14)$		
LOCATION OF HANDRAILS	Grab bars shall be provided on the sidewalls (preferably both side and rear walls) of all accessible elevator cabs. Bars shall be mounted at a height of between 32" and 36" above the floor of the cab. A bar section 1 ½" to 1 ½" in depth, minimum 3/8" thickness with 1/8" radius is also acceptable. <i>IAC § 400.310(g)(15)</i>		
	TOILET ROOMS		
WIDTH OF RESTROOM DOOR	Doors shall have a minimum opening of 32" as measured between the face of the door and the opposite jamb with the door open 90 degrees $IAC \ \S \ 400.310 \ (n)(3)$		
HARDWARE ON RESTROOM DOOR	Door hardware must be easy to grasp with one hand and not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanism and U-shaped handles are acceptable designs  IAC § 400.310 (n) (3)  and IAC § 400.310 (j)(8)		
Number of Accessible Sinks & Mirrors	If sinks and mirrors are provided, then at least one of each shall be accessible  IAC § 400.310 (n)(7)		

HEIGHT OF ACCESSIBLE SINKS	Sinks shall be mounted with the rim or counter surface no higher than 34". Knee clearance height 27" and depth a minimum 17" <i>IAC</i> § 400.310 (n) (7) (B)			
CLEAR FLOOR SPACE  48"min  30"min	Clear floor space of 30" x 48" shall be provided in front of the sink. Clear floor space may overlap that of the toilet  IAC § 400.310 (n) (7)(C)			
Exposed Drain Pipes	Exposed hot water drain pipes under accessible sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under sinks <i>IAC</i> § 400.310 (n)(7)(D)			

Dispensers, Hand Dryers, & Towels	For forward approach, the operable part must be no higher than 48". For side approach, the operable part must be no higher than 54". Operation of the mechanism must not require tight grasping, pinching, or twisting <i>IAC</i> § 400.310 (n)(8)			
FAUCETS	Water faucets must be operable with one hand and shall not require tight grasping, tight pinching, or twisting of the wrist. If the valve is self closing, the water must flow for at least 10 seconds <i>IAC</i> § 400.310 (n) (7)(E)			
Mirrors				
40" max	Mirrors shall be mounted with the bottom edge no higher than 40" from the floor $IAC \ \S \ 400.310 \ (n) \ (7)(F)$			
TOILET STALLS	If toilet stalls are provided in a room, then at least one must be accessible $IAC \ \S \ 400.310 \ (n)(5)$			
Door to Toilet Stall	Doors shall have a minimum opening of 32" as measured between the face of the door and the opposite jamb with the door open 90 degrees. The door shall not swing into the clear floor space of the accessible stall $IAC \ \S \ 400.310 \ (n)(5)(A)(iv)$			
Toilet Stall Door Hardware	Door hardware must be easy to grasp with one hand and not require tight grasping, pinching, or twisting of the wrist to operate. Lever-operated mechanisms and U-shaped handles are acceptable designs <i>IAC</i> § 400.310 (n)(3)			

CLEAR FLOOR SPACE, FLOOR MOUNTED TOILET	The minimum clear floor space in a stall with a floor-mounted toilet shall be 60" in width and 59" in depth  IAC § 400.310 (n)(5)(A)(ii)
CLEAR FLOOR SPACE, WALL MOUNTED TOILET	The minimum clear floor space in a stall with a wall-mounted toilet shall be 56" in depth and 60" in width $IAC \ \S \ 400.310 \ (n)(5)(A)(ii)$
TOILET SEAT	The height of the toilet seat must be between 17" and 19". Seats shall not be sprung to return to a lifted position  IAC § 400.310 (n)(5)(B)(iii)

GRAB BARS, LENGTH & HEIGHT	
54"min 42"min	A 36" grab bar must be mounted on the wall behind the toilet. A 42" grab bar must be mounted on the nearest wall beside the toilet.
33"-36"	Grab bars shall be mounted between 33" and 36" from the floor $IAC \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
Grab Bar Diameter	The diameter of the grab bar shall be between $1\frac{1}{4}$ and $1\frac{1}{2}$ " The space between the wall and the bar shall be $1\frac{1}{2}$ " $IAC \ \S \ 400.310 \ (n)(5)(A)(v)$
TOILET PAPER	Receptacles and toilet paper dispensers shall be mounted at least 19" from the floor. Toilet paper dispensers that do not permit continuous paper flow are prohibited.
	IAC § 400.310 (n)(5)(B)(v)
Urinals	Where urinals are provided, at least one must have an elongated rim at a maximum height of 17" above the floor.  IAC § 400.310 (n)(6)(A)
URINAL CLEAR FLOOR SPACE	Minimum clear floor space of 30" by 48" shall be provided in front of the accessible urinal to allow forward approach.

	IAC § 400.310 (n)(6)(B)				
Urinal Flush Control	Urinal flush control shall be mounted no higher than 44" above the floor.  IAC $\S 400.310 (n)(6)(A)(C)$				
	SINGLE USER (Or Unisex) TOILET R	COOM	S		
Door Width	Doors shall have a minimum opening of 32" as measured between the face of the door and the opposite jamb with the door open 90 degrees.  IAC § $400.310 (n)(3)$				
Door Hardware	Door hardware must be easy to grasp with one hand and not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanism and U-shaped handles are acceptable designs.  IAC § 400.310 (n)(3)				
CLEAR FLOOR SPACE, FRONT APPROACH	The minimum clear floor space shall be 48" in width and 66" in length.  IAC $\S 400.310 (n)(5)(B)(i)$				
CLEAR FLOOR SPACE, SIDE APPROACH	The minimum clear floor space shall be 48" in width and 56" in length.  IAC $\S 400.310 (n)(5)(B)(i)$				
CLEAR FLOOR SPACE, SIDE & FRONT APPROACH	The minimum clear floor space shall be 60" in width and 56" in length.  IAC $\S 400.310 (n)(5)(B)(i)$				

DOORS THAT SWING INTO CLEAR FLOOR SPACE	It is preferred that doors not swing into the clear floor space required for any fixture. However, in single user toilet rooms only, doors may swing into the clear floor space required for any fixture if sufficient maneuvering space is provided within the room for a person using a wheelchair to enter and close the door, use the fixtures, reopen the door, and exit.  IAC § 400.310 (n)(3)			
TOILET SEAT	The height of the toilet seat must be between 17" and 19". Seats shall not be sprung to return to a lifted position.  IAC $\S$ 400.310 $(n)(5)(B)(ii)$			
GRAB BARS, LENGTH & HEIGHT	A 36" grab bar must be mounted on the wall behind the toilet. A 42" grab bar must be mounted on the nearest wall beside the toilet. Grab bars shall be mounted between 33" and 36" from the floor. <i>IAC § 400.310 (n)(5)(B)(iii)</i>			
Grab Bar Diameter	The diameter of the grab bar shall be between $1\frac{1}{4}$ and $1\frac{1}{2}$ ". The space between the wall and the bar shall be $1\frac{1}{2}$ ". <i>IAC</i> § $400.310$ (n)(5)(B)(iii)			
Toilet Paper	Receptacles and toilet paper dispensers shall be mounted at least 19" from the floor. Toilet paper dispensers that do not permit continuous paper flow are prohibited. $IAC \ \S \ 400.310 \ (n)(5)(B)(v)$			
HEIGHT OF ACCESSIBLE SINKS	Sinks shall be mounted with the rim or counter surface no higher than 34". Knee clearance height must be 27" and depth must be a minimum of 17". $IAC \ \S \ 400.310 \ (n)(7)(B)$			
CLEAR FLOOR SPACE	Clear floor space of 30" x 48" shall be provided in front of the sink. Clear floor space may overlap with that of the toilet.  IAC § 400.310 (n)(7)(C)			

Exposed Drain Pipes	Exposed hot water drain pipes under accessible sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under sinks.  IAC § 400.310 (n)(7)(D)
Dispensers, Hand Dryers, & Towels	For forward approach, the operable part must be no higher than 48". For side approach, the operable part must be no higher than 54". Operation of the mechanism must not require tight grasping, pinching, or twisting.  IAC § 400.310 (r)(2),(3),(4)
Faucets	Water faucets must be operable with one hand and shall not require tight grasping, tight pinching, or twisting of the wrist. If the valve is self closing, the water must flow for at least 10 seconds.  IAC § 400.310 (n)(7)(E)
Mirrors	Mirrors shall be mounted with the bottom edge no higher than 40" from the floor. $IAC \ \S \ 400.310 \ (n)(7)(F)$
	WATER FOUNTAINS (See Notes)
SPOUT LOCATION AND HEIGHT	The spout shall be at the front of the unit and direct the water flow parallel to the front of the unit. The spout shall be no higher than 36" above the ground and shall provide a flow of water at least 4 inches high.
	On an accessible water fountain with a round or oval bowl, the spout must be positioned so the flow of water is within 3 in. of the front edge of the fountain $IAC \ \S \ 400.310 \ (l)(A) \ \& \ (B)$

Type of Controls	Controls shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls shall be no greater than five pounds.  IAC § 400.310 (l)(C) & IAC § 400.310 (r)(4)			
CLEAR FLOOR SPACE				
48"min 30"min"	All units must have a clear floor space of 30" x 48" $IAC \ \S \ 400.310 \ (l)(3)(D)$	X		
WATER FOUNTAIN DEPTH & KNEE SPACE	Wall mounted fountains shall be a minimum of 17" – 19" in depth. Clear and unobstructed space, if provided under the fountain, shall be 27" high and 17" – 19" deep.  IAC § 400.310 (l)(3) (D)			
	SIGNS & IDENTIFICATION			
Signs	The international symbol of accessibility shall be used at the following locations:			
Ġ	<ul> <li>Passenger loading zones</li> <li>Accessible entrances (where all entrances are not accessible)</li> <li>Accessible toilet rooms</li> <li>Public Telephones</li> <li>IAC § 400.310 (u)</li> </ul>			
PERMANENT ROOM SIGNAGE	Permanent room signage shall be placed along the latch side of the door and mounted 5' above the floor. Letters and numerals shall be raised 1/32" and shall be accompanied with Grade 2 Braille. Mounting location for such signs shall be so that a person may approach within three inches of signage			

354 LIBRARY	without encountering protruding objects or standing within the swing of a door. IAC § 400.310 (u) (10)
TTY SIGNAGE	TTY access shall be identified by the international TTY symbol. Such signage shall be mounted 54" to 60" above the floor. IAC § 400.310 (u)(11)
ALARMS	
GENERAL	Where emergency warning systems or alarms are provided or required by an applicable State or local
F I R E	building code, life safety code or fire protection regulation, such systems shall comply with the requirements below and shall be both audible and visual. Visual alarms shall be arranged so the flashing light beam can be seen at the required level of intensity from all common use areas. At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use. <i>IAC</i> § 400.310 (s)(1)
AUDIBLE ALARMS	If provided, audible emergency alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 dbA or exceeds any maximum sound level with a duration of 60 seconds by 5 dbA, whichever is louder. Sound levels for alarm signals shall not exceed 120 dbA.  IAC § 400.310 (s)(2)
Visual Alarms	Visual alarm signal appliances shall be integrated into the building or facility alarm system. If single station audible alarms are Provided, then single station visual alarm signals shall be provided.  Visual alarm signals shall comply with the

	requirements of U.S. Architectural and Transportation Barriers Compliance Board Bulletin #2: Visual Alarms.  IAC § 400.310 (s)(3)			
	PROTRUDING OBJECTS (SEE NOTE	s)		
Protruding Objects	Objects projecting from walls (for example, telephones) with their leading edges between 27 in. and 80 in. above the finished floor shall protrude no more than 4 in. into walks, halls, corridors, passageways, or aisles. Objects mounted with their leading edges at or below 27 in. above the finished floor may protrude any amount. Free-standing objects mounted on posts or pylons may overhang 12 in. maximum from 27 in. to 80 in. above the ground or finished floor and. Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.  IAC § 400.310(a)(1)(10)			