



*Documenting Facility Assessments
For CMAP Regional ADA Coordinators Group*

TOOLS, APPROACHES, AND TIPS

Rob Judd – Manager/Senior Accessibility Consultant – October 14, 2025



Agenda

- + Introduction & ADA Overview
- + General Physical Accessibility Requirements
- + Collecting Survey Data
- + Survey Tips
- + Q&A
 - (Please interrupt if you have a question related to the current topic)

Disclaimer

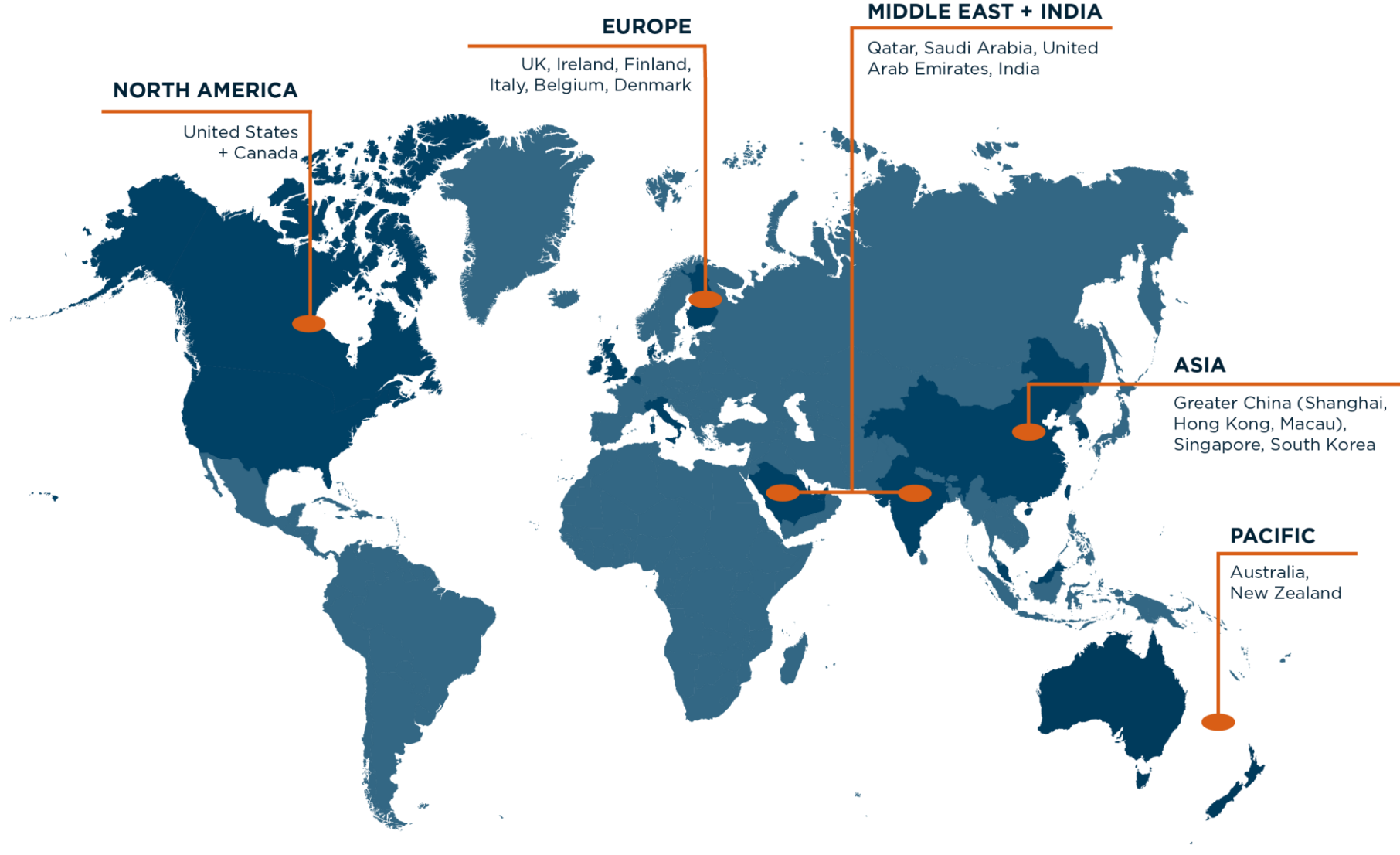
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By the Numbers



Since
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100,000+

Global Projects



1,800

Employees

30+ *Combined
Firms*



Global Offices

100+

450+

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Committees*



Featured Projects



THE OLD WAR OFFICE (OWO)
London, England



TAYS CENTRAL HOSPITAL
Tampere, Finland



BURJ KHALIFA + DUBAI METRO
Dubai, United Arab Emirates



GORDIE HOWE INTERNATIONAL BRIDGE
United States and Canada



US NAVAL RESEARCH (NRL)
United States



PORT OF LEITH DISTILLERY
Edinburgh, Scotland



O'HARE GLOBAL TERMINAL
Chicago, United States



SHANGHAI TOWER
Shanghai, China



PARLIAMENT HOUSE
Canberra, Australia



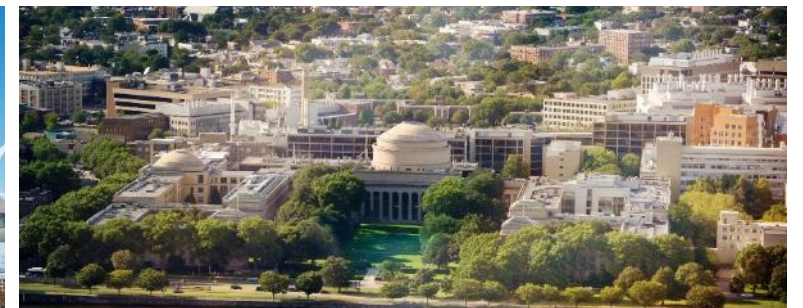
SYDNEY LIGHT RAIL
Sydney, Australia



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Doha, Qatar



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Los Angeles, United States



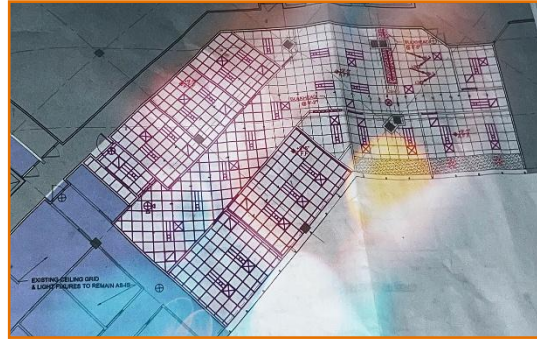
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Our Services

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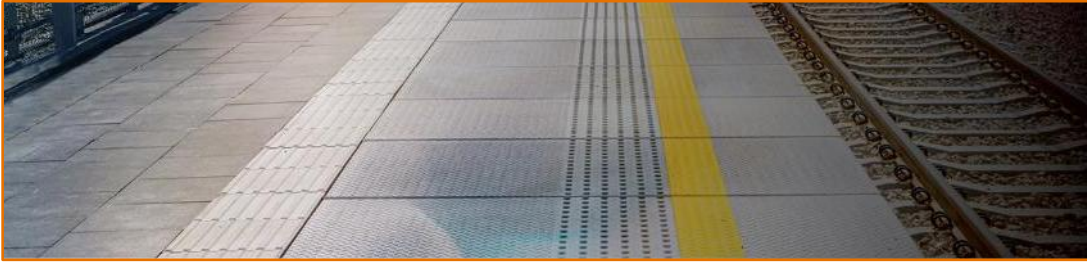


Security Risk + Public Safety



Forensics

Accessibility + Universal Design



Accessibility is impacted by overlapping laws, codes, standards, and initiatives which can make it more challenging than other aspects of the developing environment. We support the removal of additional access barriers by advocating for universal design opportunities to improve the experiences of the community and individuals.



Services

- + Accessible / Adaptable Housing
- + Site Audits
- + Design Reviews and Certification
- + Masterplan Reviews
- + Bespoke Services
- + New Construction Consulting



AMERICANS WITH DISABILITIES ACT

Signed on July 26, 1990

Federal civil rights law that provides protections to people with disabilities to ensure that they are treated equally in all aspects of life.

5 Titles

- + Employment
- + State & Local Governments
- + Public Accommodations and Commercial Facilities
- + Telecommunications
- + Misc. Provisions



President George H.W. Bush signs ADA of 1990_Credit_Wikimedia_Public Domain

AMERICANS WITH DISABILITIES ACT

Title II of the ADA

- + Requires that public entities ensure people with disabilities are not excluded from programs, activities, and services due to inaccessible facilities
- + All Title II entities must conduct a self-evaluation of programs, activities, and services provided.

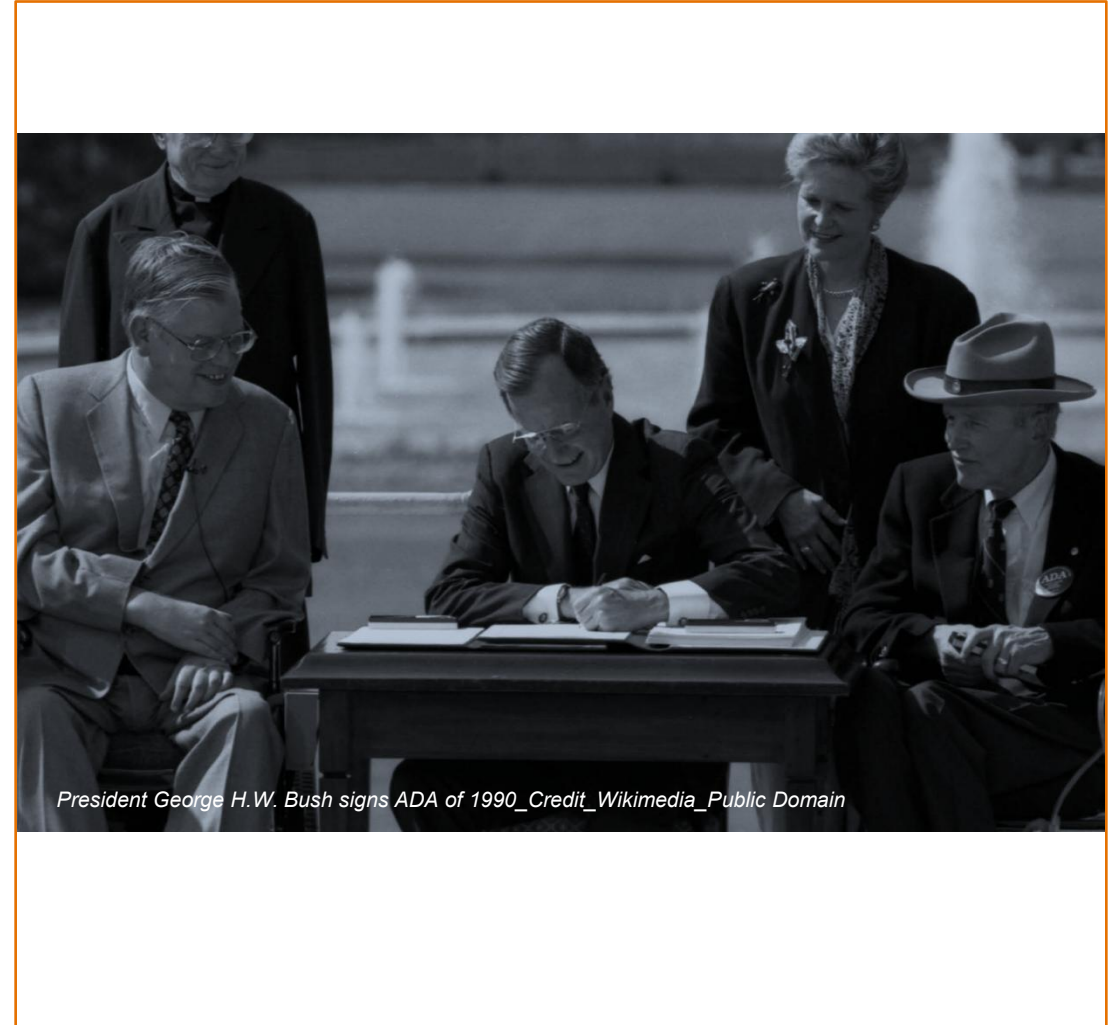


President George H.W. Bush signs ADA of 1990_Credit_Wikimedia_Public Domain

AMERICANS WITH DISABILITIES ACT

Title II of the ADA

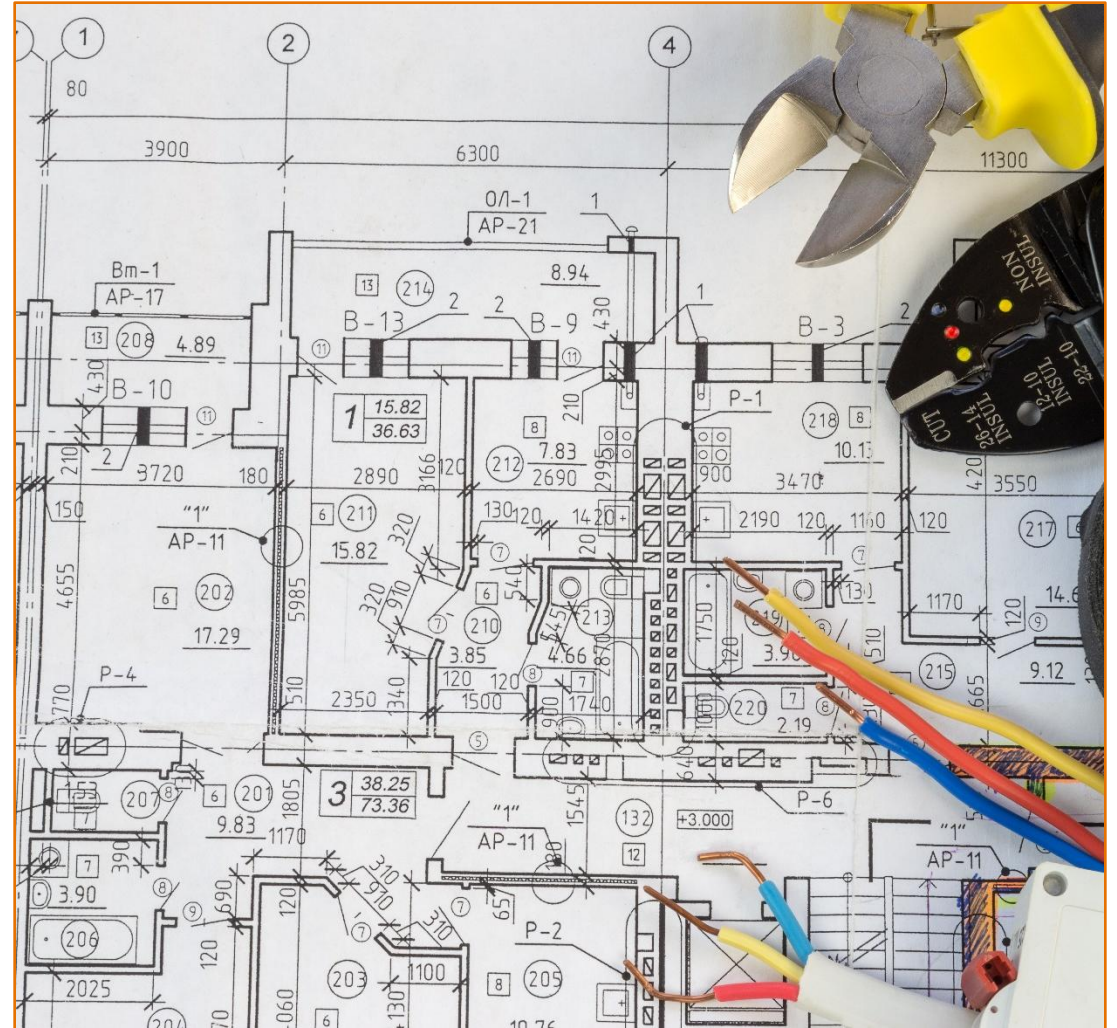
- + All facilities that contain programming must be evaluated against the 2010 ADA Standards for Accessible Design (ADAS)
- + Results of the self-evaluation, including facility assessments, should be used to create a transition plan.



President George H.W. Bush signs ADA of 1990_Credit_Wikimedia_Public Domain

Transition Plan

- Identify physical barriers to access for programs or activities
- Detail remediation methods to make facilities accessible
- Create a timeline for implementation of steps needed for compliance
 - Break it up into a per-year plan



Transition Planning

Adopt Grievance Procedure

Where ≥ 50 employees

- + Adopt and publish grievance procedures for “prompt and equitable resolution of complaints”





General Physical Accessibility Requirements

When is compliance required in public facilities?

Applicable Codes & Standards

3+ Separate Applicable Requirements

- ADA Standards for Accessible Design
 - DOT for transportation facilities
 - DOJ for all other facilities
- 2018 Illinois Accessibility Code
 - Mostly mirrors ADA requirements
 - ΔParking, alarms, multi-family housing, outdoor developed areas, etc.
- Local Building Code
 - Most likely IBC based
 - Includes ICC/ANSI A117.1 requirements (2009 or 2017)

+

Federal
State
Local

Must comply with all applicable requirements

Additional Requirements for Transportation Facilities

- + Location of Accessible Routes
 - References minimizing distance between the general circulation paths and accessible routes. Specifically for the placement of:
 - Ramps and elevators
 - Vending and ticketing areas
 - Fare collection areas



Additional Requirements for Transportation Facilities

- + Detectable Warnings on Curb Ramps
 - Required at transportation facilities, not required by the DOJ ADAS



Additional Requirements for Transportation Facilities

- + Bus Boarding and Alighting Areas
 - Compliance is required to the extent the construction specifications are within a public entity's control

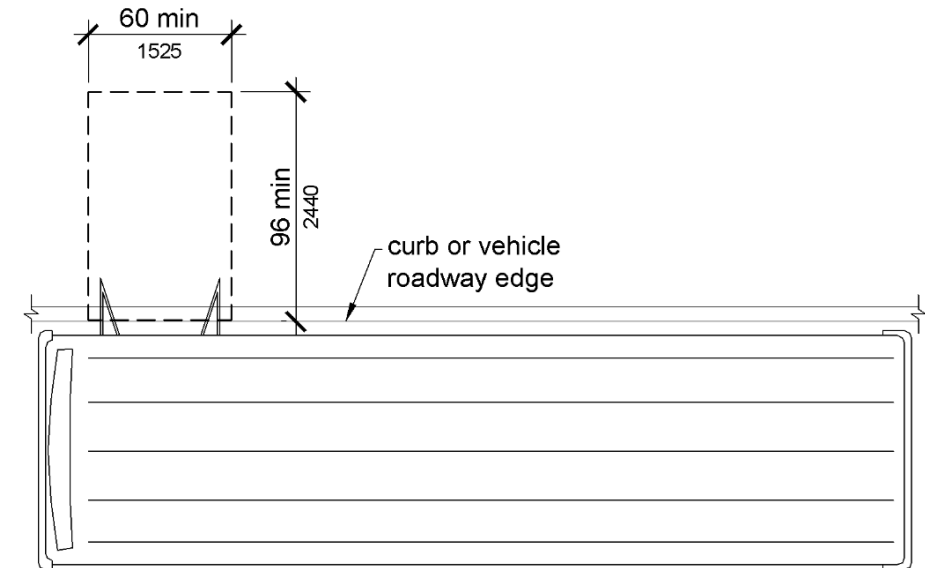


Figure 810.2.2
Dimensions of Bus Boarding and Alighting Areas

ADA Standards: DOJ vs. DOT

Additional Requirements for Transportation Facilities

- + Rail Station Platforms
 - Permits alternatives where compliance with current regs is not operationally or structurally feasible in light rail, commuter rail, or intercity rail systems
 - Permits use of mini-high platforms, car-borne or platform-mounted lifts, ramps, bridge plates, or other manually deployed devices



Additional Applicable Codes

Funding Dependent

Section 504 of the 1973 Rehab Act

- + Any federal funding, including that which flows through CMAP
- + ADAS/UFAS depending on funding source

Grants

- + Specified in grant application/administration



New Construction

All Must Be Accessible

- + Newly constructed buildings and facilities
- + Additions and alterations of existing buildings
- + Both permanent and temporary buildings and facilities
- + Fixed elements in accessible spaces



Alterations & Additions

Existing Facilities

Alterations must be made accessible to the maximum extent feasible on an element-by-element basis.

Additions must follow new construction requirements.



“You Touch It, You Fix It”

Maximum Extent Feasible?

Technically Infeasible

With respect to an alteration of a building or a facility, something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements.



That's a question for a structural or civil engineer.

Historical Facilities

They must be listed to qualify for exceptions

- + Only alterations that threaten or destroy historicity of building are excepted from complying.
- + Decision is made by Historic Preservation Officer
- + Specific exceptions for:
 - Accessible routes
 - Entrances
 - Toilet facilities
- + Provide alternates where accessibility is excepted



There is no such thing as grandfathering when it comes to access.



Collecting Data

- Checklists
- Custom Database
- Off-the-Shelf Databases
- Third Party Surveyors

Checklists

ADA National Network

<https://www.adachecklist.org/checklist.html>

- + These are free to use, reproduce, and distribute.
- + They were developed by the New England ADA Center and IHCD
- + Multiple checklists based on what type of facility is being assessed.

New England **ada** Center

A project of the
Institute for Human Centered Design

ADA Checklist for Existing Facilities

Welcome to the ADA Checklist for Existing Facilities!

You can freely reproduce and distribute this checklist, but we require that you include proper attribution. You must also get permission before using this content as a fee-based product.

Copyright © 2017 ADA Checklist for Existing Facilities.

Survey

Please take the optional survey so we can find out how the checklist is being used.

- Your Role
- Your Country
- Your State
- Type of Facility
Please select the type of facility being surveyed below. If the survey is being used solely for educational purposes, please select "For Educational Purposes".
 - Local/State/Federal Government
 - School
 - For Educational Purposes
 - Private Business
 - Non-profit Organization
 - Other

Home | **Checklist**

- **How to Use this Checklist**
- What is Program Accessibility?
- What is Readily Achievable Barrier Removal?
- Priorities for Accessible Facilities
- 2010 ADA Standards for Accessible Design
- Elements in the 2010 ADA Standards Not in the 1991 Standards
- Safe Harbor – Construction Prior to March 15, 2012
- What this Checklist is Not
- What are Public Accommodations?
- Resources
- Acknowledgements

<input checked="" type="checkbox"/>	Checklist
<input checked="" type="checkbox"/>	Recreational Checklist

ADA NATIONAL NETWORK
ADA National Network
www.ADAa.org
Questions on the ADA
800-949-4232 voice/tty

Credit: <https://www.adachecklist.org/checklist.html>

ADA Checklist for Existing Facilities


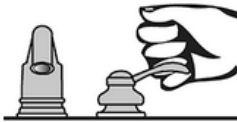
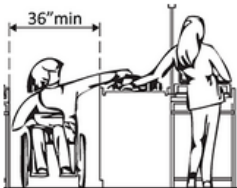

Standard Checklists

ADA Checklist for Existing Facilities

The Americans with Disabilities Act (ADA) requires state and local governments, businesses and nonprofit organizations to provide goods, services and programs to people with disabilities on an equal basis with the rest of the public.

Some people think that only new construction and alterations need to be accessible, and that older facilities are "grandfathered." That's not true! Because the ADA is a civil rights law and not a building code, older facilities are often required to be accessible to ensure that people with disabilities have an equal opportunity to participate.

The ADA has different requirements for state and local governments and for those of public accommodations, businesses and nonprofit organizations that serve the public.



Introduction

Word (447KB)
PDF (313KB)
Plain Text (12KB) (To download, right-click and select Save Link As...)

Priority 1: Approach & Entrance

Word Fillable Form (1.5MB)
Word Non-Fillable Form (1.3MB)
PDF Non-Fillable Form (0.8MB)
Plain Text (16KB) (To download, right-click and select Save Link As...)

Priority 2: Access to Goods & Services

Word Fillable Form (2.5MB)
Word Non-Fillable Form (2.4MB)
PDF Non-Fillable Form (1.4MB)
Plain Text (28KB) (To download, right-click and select Save Link As...)

Priority 3: Toilet Rooms

Word Fillable Form (2.4MB)
Word Non-Fillable Form (2.2MB)
PDF Non-Fillable Form (0.7MB)
Plain Text (20KB) (To download, right-click and select Save Link As...)

Priority 4: Additional Access - Drinking Fountains, Public Telephones & Fire Alarms

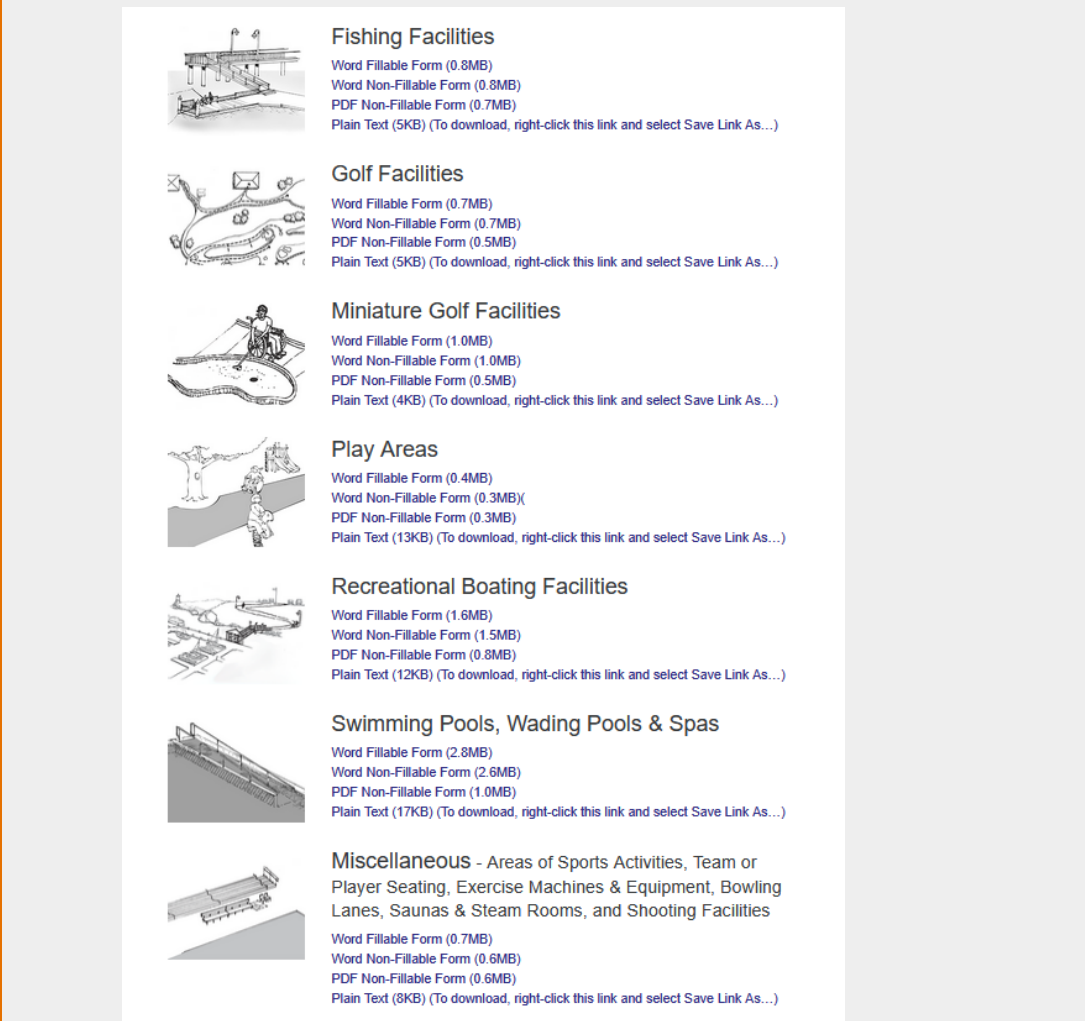
Word Fillable Form (0.7MB)
Word Non-Fillable Form (0.6MB)

Credit: <https://www.adachecklist.org/checklist.html>

ADA Checklist for Existing Facilities

Non-Standard Checklists

Mostly used for Recreational Facilities



The screenshot displays a list of non-standard ADA checklists for recreational facilities. Each entry includes a small icon, a title, and a list of available file formats with their respective sizes. The checklists are:

- Fishing Facilities**: Word Fillable Form (0.8MB), Word Non-Fillable Form (0.8MB), PDF Non-Fillable Form (0.7MB), Plain Text (5KB) (To download, right-click this link and select Save Link As...)
- Golf Facilities**: Word Fillable Form (0.7MB), Word Non-Fillable Form (0.7MB), PDF Non-Fillable Form (0.5MB), Plain Text (5KB) (To download, right-click this link and select Save Link As...)
- Miniature Golf Facilities**: Word Fillable Form (1.0MB), Word Non-Fillable Form (1.0MB), PDF Non-Fillable Form (0.5MB), Plain Text (4KB) (To download, right-click this link and select Save Link As...)
- Play Areas**: Word Fillable Form (0.4MB), Word Non-Fillable Form (0.3MB), PDF Non-Fillable Form (0.3MB), Plain Text (13KB) (To download, right-click this link and select Save Link As...)
- Recreational Boating Facilities**: Word Fillable Form (1.6MB), Word Non-Fillable Form (1.5MB), PDF Non-Fillable Form (0.8MB), Plain Text (12KB) (To download, right-click this link and select Save Link As...)
- Swimming Pools, Wading Pools & Spas**: Word Fillable Form (2.8MB), Word Non-Fillable Form (2.6MB), PDF Non-Fillable Form (1.0MB), Plain Text (17KB) (To download, right-click this link and select Save Link As...)
- Miscellaneous - Areas of Sports Activities, Team or Player Seating, Exercise Machines & Equipment, Bowling Lanes, Saunas & Steam Rooms, and Shooting Facilities**: Word Fillable Form (0.7MB), Word Non-Fillable Form (0.6MB), PDF Non-Fillable Form (0.6MB), Plain Text (8KB) (To download, right-click this link and select Save Link As...)

Credit: <https://www.adachecklist.org/checklist.html>

ADA Checklist for Existing Facilities

Pros

- + Free
- + Easy to understand
- + Simplified for the layman's use
- + Universally accepted
- + Provides instruction on how to use them

+

Cons

- + Word forms difficult to fill out in the field
- + Paper forms are even more difficult
- + Requires printing multiple copies of the same form
- + Requires coordinating photographs with paper checklist items
- + No checklists for detention, correctional, residential, shelters, etc.

ADA Best Practices Toolkit for State and Local Governments

Based on 1991 ADA Standards

- + Not updated for new Standards and regulations
- + A good resource for general guidance on Title II requirements
 - Do not rely on it for physical accessibility or detailed program accessibility requirements
 - Chapters on:
 - Emergency Communication
 - Performing Surveys
 - Effective Communication
 - Emergency Management
 - Etc.

<https://archive.ada.gov/pcatoolkit/toolkitmain.htm>

Custom Database

Create from Scratch

- + Database capabilities in IT or Facilities depts?
- + Offline or web based
 - Offline is probably easiest if developing it from scratch
 - Filemaker, MySQL, Microsoft Access, etc.
- + Make sure it collects the right data:
 - Location (e.g. Building, Floor, Area)
 - Element/Issue (e.g. Doors/Threshold Height)
 - Measurement
 - Recommended Remediation
 - ADA Reference Section (e.g. ADAS § 404.2.6)
 - Priority/Severity
 - Photos



Custom Database

Pros

- + Can be affordable if expertise is present in-house
- + Solution is tailored to municipality's needs
- + Integrate with existing facilities management software
- + Resurvey areas without much mobilization effort

+

Cons

- + Expensive if contracting out
 - \$50K to \$250K
- + Need staff to manage/troubleshoot
- + Takes time to build
 - 3 months to 1 year
- + Requires expert ADA knowledge to develop

Example Custom Database

Project# [redacted] Project Name [redacted] Date 8/27/2025 Time 10:46:34 Surveyor R Judd

Facility # 1 Facility Name LCC Area # 3 Area Name Third Floor

Location # 13 Location Name Men's 305

Code ID BW14 Element Water Closets & Toilet Compartmen

Specific Item Stall Door Hardware

Barrier Description
Stall door is not self-closing and/or does not provide door pulls on both sides of the door near the latch.

Proposed Solution
Adjust/provide self-closing hinges and/or provide accessible pull handles on both sides of the stall door.

Quantity	Units	Unit Cost (\$)	Solution Cost (\$)
	JOB	\$223.00	\$0.00

As-Built Description / Measurement
No interior pull. Not self closing

Quantity Units Unit Cost (\$) Solution Cost (\$)

REF

Red = OFF

NT

Copy Paste Clear

Add A Add B QTY +1

Door	Signs	Reach & Hazards	Restrooms	Stairway	Elevators	Drinking Fountains	Assembly Areas	Fire Alarms	General Rooms
Sidewalks & Walks	Curb Ramps	Parking & Loading	Bus Stops	Ramps	Showers	Bathtubs	Dining		Adaptable

Quick Codes: Doors

Non-Compliant	Closer / Pressure	Hardware	Threshold	Bottom Surface	Clear Width	Slope Landing	Doormat
Pull Side	Push Side	Recessed Door	Doors in Series	Lock/Latch Height	Vision Lights	Push Plates	Vertical Clearance

Report Name (this goes on Report headers)
Accessibility Compliance Assessment Report

Code Reference
 CBC ANSI
CBC 2022: [dropdown]

QUALITY CONTROL

Staff Notes / Field Notes: [text area]

Please Review (QC): Surveyor RV1 RV2 RV3 Misc Delete

Quality Control Notes: [text area]

REF Control (I=REF, 0/Blank=Not REF) If REF is ON, Units will stay as "REF" even if the Code ID changes or is refreshed. Unit Cost will be blanked as well.

Maintenance Item: YES NO N/A

Safe Harbor: YES NO N/A

Priority: 1 2 3 4

NT Control (I=NT, 0/Blank=Not NT) If NT is ON, Solution and Unit Cost will be static even if the Code ID changes or is refreshed.

ADA 2010: 604.8.1.2

CBC 2022: 11A: 1127A.2.1 ✓


CBC 2022: 11B: 11B-604.8.1.2 ✓

IBC 2018: [text area]

ANSI 2009: 604.9.3

CHECKS

Quantity Needed Picture 1 Needed Picture 2 Needed Refresh Codes



Example Custom Database Output



Both PDF and Excel

Facility: [REDACTED]
Area : **Basement**

Location # **24 - B023**

Accessibility Element: **Doors**

243

Specific Item: Maneuvering Clearance

Barrier Description:
Latch Approach, Push Side: Door does not provide a minimum 42" long (measured perpendicular to doorway) x 24" wide (measured beyond latch side) maneuvering clearance (Where closers are provided, a minimum 48" clearance is required perpendicular to the doorway instead).

As-Built:
44" perpendicular to the door. Closer present.


Proposed Solution:
Modify area to provide required door maneuvering clearance.

ADA 2010: 404.2.4.1
ANSI 2009: 404.2.3.2

24
B023

Accessibility Element: **Signs**

241



Specific Item: Installation









Barrier Description:
Sign with tactile character not installed within 48" measured from the baseline of the lowest Braille cells to 60" measured from the baseline of the highest line of raised characters.

As-Built:
62-1/4" aff to tactile

Proposed Solution:

ADA 2010: 703.4
ANSI 2009: 703.3.10

24
B023

RecordID	Picture	Picture	DB Facility Name	DB Area Name	DB Location #	DB Location Name	MD_Element	MD_Specific_Item	MD_Description	DB AsBuilt	DB Field Notes	MD_Solution	MD_Ac
128			LCC	First Floor	6	Vestibule 145	Signs	Exit Signage	smooth surface within 10' of the finish floor or ground on the push side extending the full width of the door.			installed at the bottom of the door.	
129			LCC	First Floor	6	Vestibule 145	Signs	Installation	Required raised character and braille exit sign is not provided.			No tactile exit signage. Typical throughout.	Provide tactile exit sign with the words "EXIT" and accompanying Braille.
130			LCC	First Floor	6	Vestibule 145	Signs	Visual Character Height	Sign with tactile character not installed within 48" measured from the baseline of the lowest Braille cells to 60" measured from the baseline of the highest line of raised characters.			62" aff to tactile characters	Remount and reinstall sign.
131			LCC	First Floor	6	Vestibule 145	Doors	Door Pressure	Minimum character heights on signs shall comply with Table 703.2.4 based on the horizontal viewing distance between the character and an			Rule: text less than 5/8"	Replace sign.
132			LCC	First Floor	7	705	Signs	Raised Characters	Force required to open door exceeds 5 lbs (Exception: Required fire doors, min. opening force allowable by the appropriate administrative			0.01" Less than 5 sacs to close. Typical throughout facility.	Adjust door closer.
133			LCC	First Floor	7	705	Operable Parts	Operation	Tactile sign does not have compliant raised characters.			No tactile signage	Replace sign.
134			LCC	First Floor	7	Men's 188	Signs	Pictogram	Object with operable parts is not usable with one hand, requires tight grasping, pinching or twisting to operate, or exceeds 5 lbs to activate.			Typ emergency button	Modify object or operable part.
									Pictograms has a field height less than 6" and/or has raised characters or Braille in			Use not in pictogram field	Replace sign.

Example Custom Database

Web Browser Based

The screenshot displays a web application interface for a 'Polling Place Survey Detail'. The top navigation bar includes icons for 'JH Admin', 'Apps', 'Polling Place Accessibility', 'Polling Place Surveys' (highlighted), 'Election Day Surveys', 'Election Days', and 'Documents'. A breadcrumb trail shows 'Apps > Polling Place Accessibility > Polling Place Surveys'. On the right, there are links for 'Email Support', 'Help Guides', and 'Robert Judd', along with a record navigation bar showing 'ref # 12795' and 'Record 51 of 170'.

The main content area is titled 'Polling Place Survey Detail' and features a tabbed interface with 'Essential Info', 'Survey Data Entry (136)', 'Survey Review (136)', and 'Checklist Report (0)'. The 'Survey Data Entry' tab is active, showing a 'Polling Place Survey Tool' for 'Section A. Parking'.

Three survey questions are visible:

- A1. Is there off-street parking?** (5 Photos) with radio buttons for 'Yes' (selected) and 'No'. A comment box on the right shows a comment by Steven Price on 5/23/2024 at 9:46 AM CDT with the text 'RETURN TO SME'.
- A2. Is there at least one sign with the international symbol of accessibility and designated "van accessible"?** (1 Photo) with radio buttons for 'Yes' (selected) and 'No'. A comment box on the right shows 0 comments.
- A3. Are the designated van accessible spaces at least 96" wide with a 96" wide access aisle, or 132" wide with a 60" wide access aisle?** (4 Photos) with radio buttons for 'Yes' and 'No' (selected). Below the question are input fields for 'Parking Space Width (in.)' (96) and 'Access Aisle Width (in.)' (60). A comment box on the right shows a comment by Robert Judd on 5/6/2024 at 2:08 PM CDT with the text 'APPROVED'.

Off the Shelf Databases for Self Survey

Pros

- + Easily implemented
- + Mobilize quickly
- + Potential to import into facilities management

Cons

- + Requires training for surveyors
- + Subscription based can be expensive
 - Licensing fees to access data for years
- + Can be expensive to customize
- + Depending on contract language, you may not own your data



Third Party Surveyors

Pros

- + Easy to find
 - Many firms in Chicago and Midwest
- + Less work for the entity
- + Built-in expertise
- + Established reporting system
- + Full-service transition planning

+

Cons

- + Can be very expensive
- + Difficult to mobilize resurveys
 - New contracts or on-call agreements needed



Survey Tools

- Tablet
- Digital Camera
- Tape Measure
- Digital Level
- Door Force Gauge
- Level Change/Threshold Tool
- Gap Tool

Tablet

Not needed for paper checklists

This is your notebook and camera.

What data collection system you use may affect the tablet you use.

+ iPad

- Standalone iOS application
- Filemaker database
- Web browser interface

+ Microsoft Surface

- Full suite programs
- Web browser interface



Door Force Gauge

Measures door opening forces

- + Measures the force required to open the door to 90°
- + Measures the force required to disengage latch
- + Also measures other operable control forces



...or door pressure gauge

Digital Level

24" Digital Level

- + We recommend using Stabila brand levels
 - Faster recording
 - More durable
- + Be sure to calibrate regularly per specs



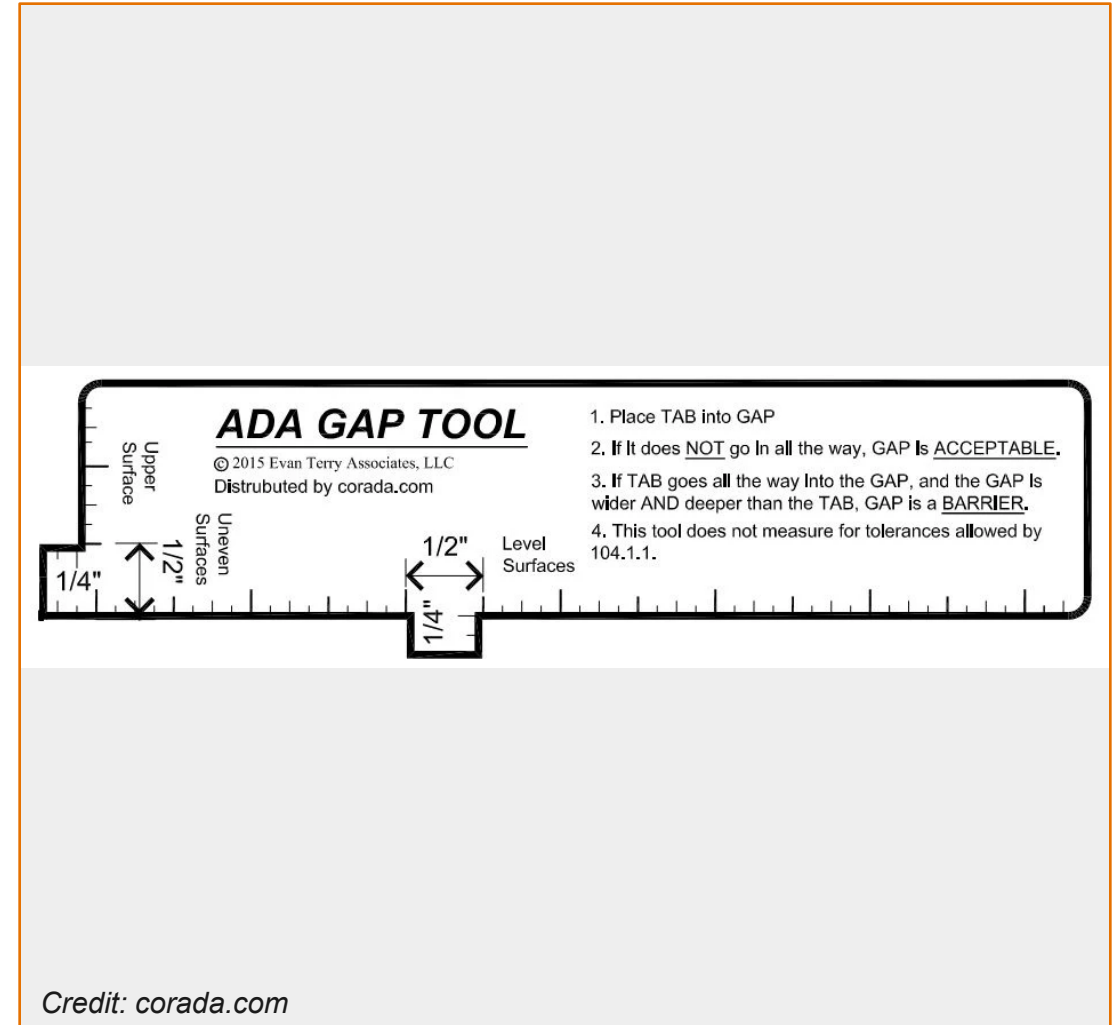
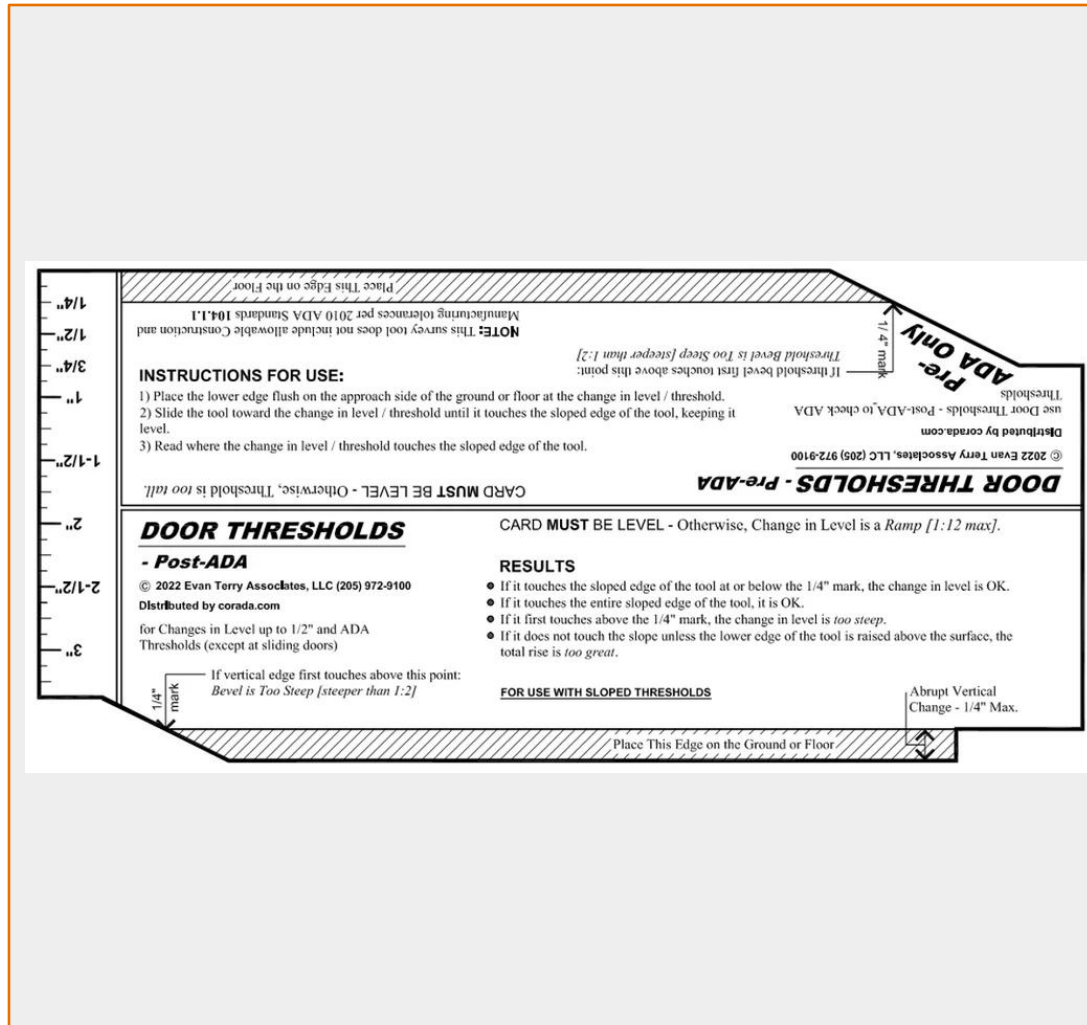
Tape Measure

25' Length

- + Get one with good standout
 - Like Stanley Fat Max
- + Be sure to dry off if surveying in rain
 - They rust



Non-traditional Survey Tools



Credit: corada.com



Questions?

Thank You

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