

## COMPLIANCE CHECKLIST

The following is a checklist to help clubs understand their obligations under the Americans With Disabilities Act as public accommodations.

### GENERAL REQUIREMENTS FOR PUBLIC ACCOMMODATIONS

- 1) Do you provide individuals with disabilities an opportunity to receive goods and services that is equivalent to that provided others and is not separate or different?  

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- 2) Does your lease allocate responsibilities for ADA compliance in common areas and within the place of public accommodation?  

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- 3) Do you have a system for ensuring that accessibility features such as elevators are maintained in working order?  

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### SPECIFIC REQUIREMENTS FOR PUBLIC ACCOMMODATIONS

#### **Removal of Barriers or Provision of Readily Achievable Alternatives:**

(Note: Questions 4 - 12 below are the basic questions you need to ask yourself to determine whether individuals with disabilities have access to your facility and its goods and services. You will need to answer the questions for each of your facilities. The questions are listed below according to the priorities set out in the regulations. **Only a few of the most important features of each element are included in each question. You must refer to Americans With Disabilities Act Accessibility Guidelines (ADAAG) to understand all of the requirement for each element.**)

- 4) Do you have sufficient entrances (one in most buildings; more in larger buildings with more entrances) that are usable by a person using a wheelchair, i.e., among other things, wide, smooth, and level or, if not level, equipped with a ramp, curb ramp, elevator, or platform lift?  

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., add a ramp; install a platform lift)?

- 5) Does the accessible entrance(s) have an accessible door that, among other things, is at least 32" wide, is not a revolving door or turnstile, and has door hardware usable by individuals with disabilities?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., widen the door; install an offset hinge to widen the doorway; eliminate a turnstile or provide an alternative accessible door; install accessible door hardware)?

- 6) Do you have an adequate number of accessible parking spaces for cars that, among other things, are at least 96" wide with a 60" access aisle, and for vans are 96:" wide with a 96" access aisle and 98" vertical clearance?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., add an accessible space; restripe the parking lost to create spaces)?

- 7) If you provide a passenger loading zone, is it usable by an individual using a wheelchair (i.e., among other things, does it have a wide, firm, and level pedestrian aisle and a parallel level or ramped vehicle pull-up space)?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., grade the surface; install a curb cut)?

- 8) Do you have an accessible route (i.e., a route that, among other things, is 36" wide, with sufficient clear head room, and curb ramp or ramps where necessary) from parking, passenger loading zones, public transportation stops, and streets or sidewalks?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., install ramps or curb cuts; remove protruding objects; add detectable warnings; remount signs; add Brailled and raised lettering to signs; eliminate manholes)?

- 9) Are your halls, aisles, corridors, lobbies, and any doors leading to the area where you provide goods and services usable by individuals using wheelchairs?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., remove high pile, low density carpeting; fasten carpet edges to the floor; move equipment out of the hallway; install flashing alarm lights)?

- 10) Can an individual using a wheelchair get to the area where goods and services are provided?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (e.g., rearrange displays, provide accessible seating; widen aisles; reposition shelves)?

- 11) Do you have an adequate number of restrooms usable by individuals using wheelchairs (which have, among other things, wide enough bathroom and toilet stall doors, sufficient maneuvering space, and grab bars)?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If not, what corrective actions are needed (i.e., install grab bars in toilet stalls; rearrange toilet partitions to increase maneuvering space; insulate lavatory pipes under sinks to prevent burns; install a raised toilet seat; install a full-length mirror; reposition the paper towel dispenser in the bathroom)?

- 12) Are there any other measures you should take to provide access to your goods and services (e.g., to make telephones or water fountains accessible, for example)?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If yes, what corrective actions are needed (i.e., lower telephones; add Brailled and raised marking on elevator control buttons; install an accessible paper cup dispenser at an existing inaccessible water fountain)?

- 13) If you provide transportation shuttle services for your customers:

- a) Do the vehicles have barriers that can be easily and inexpensively removed?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- b) Have you established a method to ensure that new vehicles comply with Department of Transportation regulations?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **Auxiliary Aids and Services**

- 14) Have you considered and purchased or otherwise established a method for providing auxiliary aids and services for communicating with individuals with hearing and speech impairments? (You need to consider all activities for which auxiliary aids may be needed; for example, announcements over the public address system; film or video presentations; and complaint and information desks.)

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- 15) Have you considered and purchased or otherwise established a method for providing auxiliary aids and services for communicating with individuals with visual impairments? (You need to consider all activities

for which auxiliary aids may be needed; for example, documents and other written materials; signs; labels; and instructions on equipment.)

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- 16) When you will not be providing particular auxiliary aids because they would result in a fundamental alteration or undue burden, have you identified feasible alternative auxiliary aids?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- 17) Have you established a system for notifying individuals with hearing, speech, and vision impairments of the existence of auxiliary aids?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **Eligibility Criteria**

- 18) Do you have any eligibility criteria that screen out or tend to screen out individuals with disabilities?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **Modifications in Policies, Practices, and Procedures**

- 19) Do you have any policies, practices, or procedures that deny equal access?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If yes, are they permissible because to modify them would be unreasonable and would fundamentally alter the nature of the goods and services you provide?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **ENFORCEMENT PROCEDURES**

- 20) Have you established an informal mechanism for resolution of complaints?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### **DEVELOPING AN IMPLEMENTATION PLAN**

- 21) Have you developed an implementation plan to take steps needed as indicated in questions 4 - 12 above and to document reasons for not taking other steps?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

22) For steps that you will not be taking because they are not readily achievable, have you identified readily achievable alternatives to provide access to the goods and services?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

23) Have you developed a process for periodic self-assessment of compliance?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

24) Does your implementation plan cover other Title III requirements, particularly auxiliary aids and services?

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_