

# ADA Compliance Playbook

This playbook outlines the necessary steps to ensure public and commercial facilities comply with the Americans with Disabilities Act (ADA) standards for accessible design.

## Step 1: **Assessment**

Conduct a thorough assessment of your facility to identify potential barriers to accessibility. Make note of entrances, exits, restrooms, elevators, and public areas that may need modifications.

## Step 2: **Review Standards**

Review the ADA Standards for Accessible Design and other relevant guidelines. Ensure you are familiar with the requirements specific to your facility type.

## Step 3: **Plan Modifications**

Develop a detailed plan for modifications needed to achieve compliance. This may include adding ramps, adjusting heights of counters, widening doorways, or installing Braille signage.

## Step 4: **Permitting**

Obtain any required permits or approvals from local government authorities for construction or alterations. Ensure that your plans meet local building codes as well as ADA standards.

## Step 5: **Execute Changes**

Carry out the necessary changes to your facility. Hire contractors with experience in ADA renovations to ensure that modifications meet all standards and regulations.

## Step 6: **Employee Training**

Train staff on ADA compliance, including proper interaction with individuals with disabilities and how to assist with accessibility equipment or features within the facility.

## Step 7: **Continuous Evaluation**

Regularly evaluate your facility for ADA compliance, especially after renovations, changes in operations, or updates to the ADA standards to ensure ongoing compliance.

# **General Notes**

## **Documentation**

Keep detailed records of your assessment findings, plans for modification, permits acquired, and staff training to demonstrate compliance efforts and to use as a reference for future evaluations.

## **Public Notice**

Provide notice to the public regarding the ADA accessibility features available and how to request accommodations if necessary.