
AT&T Practices

Building Designer's Guide to the Americans with Disabilities Act (ADA)

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1. About This Document

Purpose

- 1.01 This practice has been issued to provide general information relating to the Americans with Disabilities Act of 1990 (commonly referred to as the ADA) and its impact on the Building Services Division of AT&T. This practice is intended to provide the facility manager with an overview of the law and the issues that may arise within the management of AT&T facilities. The purpose of this practice is to provide information regarding the Americans with Disabilities Act (ADA or Act) and the ADA's implications to AT&T Network Services. The intention is to provide guidance should an ADA issue arise; it is not intended to produce a blanket request for facility alterations to comply with the specifications of the ADA. Indeed, most AT&T network equipment facilities will not be affected by the Act except to accommodate AT&T employees. However, because of the broad scope of the ADA, all management should develop and maintain an awareness and sensitivity to it.
- 1.02 A checklist for the purpose of facility review is provided as Attachment 1 to this practice. It is recommended that the checklist be reviewed by the facility manager at the time of issue of this policy and at least annually thereafter.

Intended Audiences

- 1.03 This practice is intended for use by AT&T Network Services Division (NSD) Building Managers.

Reason for Reissue

- 1.04 This practice is a new issue to provide the facility managers with information about the Americans with Disabilities Act (ADA). This is the initial issue of this policy.

Related Documentation

- 1.05 A related practice has been prepared as section 760-100-006, *Americans with Disabilities Act (ADA), AT&T Network Services Building Designer's Guide, Drawings and Specifications*, which incorporates the physical specifications and drawings associated with the ADA into one policy.

Ordering Information

- 1.06 The ordering number for this practice is 760-100-005. Contact the AT&T Customer Information Center (CIC) by phone, FAX, or mail to obtain additional copies.
- Toll Free: 1-800-432-6600
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- 1.07 Use the document numerical identifier and issue number (i.e., 760-100-005, Issue 1) when ordering this practice. When placing your order, you must have your organization number, FML account number, and your FML location code. Documents may be purchased via check, money order, major credit card, or approved company purchased orders.
- 1.08 Please request to be placed on “standing order” when you place your order with CIC.

How to Comment on This Document

- 1.09 To suggest changes to the information in this document or to notify the authors of errors in this manual, please submit a feedback form that is located at the end of this practice. If the feedback form is missing, send your comments and recommendations to:

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2. Overview of the ADA

Purpose of the Law

- 2.01 As adopted by Congress in January 1990, the Americans with Disabilities Act (ADA) became effective for employers with 25 employees or more on January 26, 1992. In 1994 the law covers employers with 15 employees. The purpose of the law as identified by Congress is to:
- Provide a clear and comprehensive national mandate for elimination of discrimination against individuals with disabilities.
 - Provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities.
 - Ensure that the Federal Government plays a central role in enforcing the standards established in this act on behalf of individuals with disabilities.
 - Invoke the sweep of congressional authority, including the power to enforce the Fourteenth Amendment and to regulate commerce, in order to address the major areas of discrimination faced daily by people with disabilities.
- 2.02 Certain organizations are exempt from the ADA. They are:
- Executive Agencies of the U. S. Government
 - Corporations fully owned by the U. S. Government
 - Indian Tribes
 - Certain organizations listed under the Internal Revenue Code (except where facilities are used for public).
- 2.03 The employer is responsible for the actions of his or her employees and other parties. "Employer" is defined as:
- Agents
 - Managers
 - Supervisors
 - Foremen
 - Others who act for the employer
 - Agencies.

Definition of the Term "Disability"

- 2.04 With respect to an individual, the term "disability" means
- a. A physical or mental impairment that substantially limits one or more of the major life activities of an individual. The major life activities are identified as:
 - Walking
 - Seeing
 - Speaking
 - Hearing
 - Breathing
 - Learning
 - Working
 - Sitting
 - Standing
 - Lifting
 - Reading
 - Manual Tasks.
 - b. Having a record of such an impairment. This includes a person who has a history of an impairment that substantially limited a major life activity, such as someone who has recovered from an impairment. It also includes persons who have been mis-classified as having an impairment.
 - c. Being regarded as having such an impairment. This test applies when a person is treated as if he or she has an impairment that substantially limits a major life activity, regardless of whether or not that person has an impairment.
- 2.05 If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act.
- 2.06 The definition of disability is broadened under the act to include Cancer, Heart Disease, Diabetes, HIV, Emotional Illness and Obesity. The definition is broad yet individualized and is expected to continue to expand with new court cases.

Reasonable Accommodations

- 2.07 Employers must make "reasonable accommodations" to facilitate the employment of job applicants with disabilities. That means that facilities managers will have to examine their employment policies and procedures as well as their physical environment to determine if barriers to the employment of persons with disabilities exist and to eliminate those barriers.

Definition of "Reasonable Accommodation"

- 2.08 "Reasonable Accommodation" means:
- Making existing facilities used by employees readily accessible to and usable by individuals with disabilities
 - Job restructuring
 - Part time or modified work schedules
 - Reassignment to a vacant position
 - Acquisition or modification of equipment or devices
 - Appropriate adjustment or modifications of examinations
 - Training materials or policies
 - Provision of qualified readers or interpreters
 - Other similar accommodations for individuals with disabilities.

Architectural Barrier

- 2.09 An architectural barrier is a man-made element that controls or limits access to or the use of the physical environment. Some barriers such as door locks or safety railings are beneficial. Other barriers, such as staircases, turnstiles, or small toilet stalls, make it impossible for those with physical disabilities to use buildings.

"Readily Achievable"

- 2.10 Facilities within AT&T which provide public accommodations must remove barriers in existing buildings when it can be accomplished in a "readily achievable" manner; that is, easy to do and at low cost. Multiple barriers may be removed over time. This provides a need for a barrier removal plan which will be discussed later in this document. Under the act, there are many factors to be considered in determining whether the removal of

a barrier is "readily achievable." Factors that determine what is "readily achievable" are as follows:

- The nature and cost of the action needed
- The overall financial resources of the operation
- The size of the work force
- The impact of alterations on the operation
- The type of operation.

Titles of the ADA

- 2.11 The Americans with Disabilities Act is divided into Five Titles. The Titles cover a variety of the goals of the ADA. AT&T will be affected primarily by Titles I and III of the Act.

Title I - Employment

- 2.12 This covers the hiring and employment practices of organizations. This section became effective for employers with over 25 employees on July 26, 1992. This title, enforced by the EEOC, provides that no individual will be discriminated against in the hiring or employment practices of a company based on a disability.
- 2.13 The Employment practices regulated by Title I include:
- Application
 - Promotion
 - Testing
 - Medical Exam
 - Hiring
 - Layoff/Recall
 - Assignments
 - Termination
 - Evaluation
 - Compensation
 - Disciplinary Action
 - Leave

- Training
- Benefits.

Protection under Title I

2.14 **Qualified Individuals with Disabilities** are protected by Title I.

2.15 The definition of a *qualified individual with a disability* is

- an individual who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who with or without reasonable accommodation, can perform the essential functions of a job.

Compliance with Title I of the ADA

2.16 The following entities must comply with Title I of the ADA:

- Private Employers
- State and Local Governments
- Employment Agencies
- Labor Unions
- Joint Labor-Management Committees
- Religious Organizations.

Title II - Public Services

2.17 This Title covers the activities of the State and local government operations and their facilities and properties. It became effective on January 26, 1992.

Title III - Public Accommodations

2.18 Public accommodations covers virtually all facilities of a commercial nature. The purpose of Title III is to prohibit discrimination on the basis of disability by private entities in places of public accommodation. This section requires that all new places of public accommodation and commercial facilities be designed and constructed so as to be readily accessible to and usable by persons with disabilities. It also requires that examinations or courses related to licensing or certification for professional and trade purposes be accessible to persons with disabilities.

Title IV - Telecommunications

- 2.19 This section provides for the availability of communication facilities for the hearing or sight impaired. Title IV pertains to the access and availability of communications systems for individuals who have disabilities, in particular hearing and sight disabilities.

Title V - Omnibus

- 2.20 Title V establishes a section for certain special issues and for further clarifications of the ADA. It is expected that this section will be used for further definition of issues within the implementation of the ADA.

Considering a Claim of Disability

- 2.21 Unlike most Federal Regulations, the agencies responsible for administration of the ADA will consider the impact of the following when considering a claim of discrimination:
- An action requiring significant difficulty or expense, when considered in light of the factors such as the nature and cost of accommodation needed under this Act
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation
 - The number of persons employed
 - Effect on expenses and resources
 - Impact otherwise of such accommodation upon the operation of the facility
 - Overall financial resources of the covered entity, including
 - The overall size of the business of a covered entity with respect to the number of its employees
 - The number, type, and location of its facilities
 - Type of operation or operations of the covered entity, including
 - The composition, structure, functions of the work force
 - Geographic separateness administrative or fiscal relationship of facility to covered entity on the employees
 - The number, type, and location of its facilities
 - The type of operation or operations of the covered entity, including

- The workforce
- Geographic separateness administrative or fiscal relationship of facility to covered entity.

3. Overview of Title III "Commercial Facilities"

- 3.01 The ADA requires alterations and new construction to commercial facilities to conform to ADA directive as of January 26, 1992.

Public Accommodations

- 3.02 A public accommodation is a private entity that owns, operates, leases, or leases to, a place of public accommodation. Places of public accommodation include a wide range of entities, such as offices, retail stores, museums, training centers, and day care centers.

Barrier Removal

- 3.03 When "readily achievable," public accommodations are required to remove architectural barriers and communications barriers that are structural in nature in existing facilities as of January 26, 1992.

What are Considered Barriers?

- 3.04 An architectural barrier is a physical object that impedes a disabled person's access to, or use of, a facility such as stairs, doorways, etc. Communications barriers that are structural in nature are those which are an integral part of the physical structure of a facility. Examples include alarm systems and permanent signage.

What is Readily Achievable?

- 3.05 The ADA defines readily achievable as "easily accomplishable and able to be carried out without much difficulty or expense." Whether an action is readily achievable is to be determined on a case-by-case basis. No numerical formula or threshold of any kind was set out by the Justice Department. However, the following factors are to be considered:
- The nature and the cost of the action needed

- The overall financial resources of the site or sites involved
 - The number of persons employed at the site
 - The affect on expenses and resources
 - The impact upon the operation of the site
 - The geographic separateness and the administrative or fiscal relationship of the site or sites to any parent corporation or entity
 - If applicable, the overall financial resources and size of any parent corporation or entity
 - If applicable, the type of operation of any parent corporation or entity.
- 3.06 In addition, each barrier removal action need not be considered in complete isolation when determining what is readily achievable. The costs of other barrier removal actions may be considered as another factor when determining if a measure is readily achievable.

Examples of Readily Achievable Measures

- 3.07 The following are examples of steps that may be readily achievable according to the Justice Department. The list is not intended to be exhaustive, but provides rather an illustration of barrier removal that could be readily achievable. Whether or not any of these measures is readily achievable must be determined on a case-by-case basis.
- Installing ramps
 - Installing grab bars in toilets
 - Making curb cuts in sidewalks
 - Rearranging toilet partitions to increase available space
 - Reposition shelves
 - Insulating lavatory pipes under sinks to prevent burns
 - Rearranging tables, chairs, vending machines, display racks
 - Installing a raised toilet seat
 - Installing a full length bathroom mirror
 - Repositioning telephones
 - Adding raised markings on elevator buttons
 - Repositioning a paper towel dispenser
 - Widening doors
 - Creating designated parking

- Installing flashing light alarms
- Removing high pile carpeting.

Priorities

- 3.08 The ADA contains priorities that a public accommodation should consider when deciding what is readily achievable. These priorities are not mandatory; rather they are suggested ways to determine what types of barriers should be mitigated or eliminated first. The priorities are as follows:
1. Access from public sidewalks, parking or public transportation stops to a building entrance. (Such measures include installing an entrance ramp, widening entrances, and providing accessible parking spaces.)
 2. Access to any areas where goods and services are made available to the public. (Examples include adjusting the layout of display racks, rearranging tables, providing Brailled and raised signage, widening doors, installing visual alarms, and installing ramps.)
 3. Access to restroom facilities. (Examples include the removal of obstructing furniture or vending machines, widening doors, installing ramps, providing accessible signage, widening toilet stalls, and installing grab bars.)
 4. Access in any remaining ways to the goods and services provided.

4. Specific Implications to AT&T Network Services Division

- 4.01 AT&T Network Services Division will be impacted by the ADA in primarily two ways. The first is the implications on the site facilities for both access from the public and employees. The second is the handling the employees with regard to hiring practices of the Network Services Division itself.
- 4.02 The first aspect to consider is whether or not the targeted facility provides public access. The attached checklist has been designed to raise questions which will assist in determining whether or not the facility is considered to provide public access. The distinction between limited and public access is outlined in section 4.05 below. If the facility does allow for public accommodation as defined above, then the standard of care falls within the provisions of the ADA as outlined in section 3.00. If the facility does not provide public access, then the alteration required through a barrier removal plan relates to the provision of the employees in performing their duties and reaching the common areas within the facility.

Preparing a Barrier Removal Plan

- 4.03 The Justice Department recommends the development of plans designed to achieve compliance with the ADA's barrier removal requirement before they become effective January 26, 1992. Such a plan, if appropriately designed and diligently executed, could serve as evidence of good faith effort to comply with the ADA. In developing its plan, a public accommodation should consult with local organizations representing persons with disabilities and solicit their suggestions for cost-effective means of making individual places of public accommodation accessible.
- 4.04 Before determining if barrier removal is readily achievable, a public accommodation must first identify any existing barrier. The most appropriate means of doing so is through a self-evaluation with the checklist identified as attachment (1) to this practice.

Employee Work Areas

- 4.05 AT&T facilities may be limited to employees' access only. In this case, the level of care and accessibility differs from a normal commercial facility. As stated in the Federal Register Vol. 56, No. 144, page 35568: "Because the purpose of Title III of the ADA is to ensure that public accommodations are accessible to their customer, clients, or patrons (as opposed to their employees, who are the focus of Title I), the obligation to remove barriers under #36.304 does not extend to areas of a facility that are used exclusively as employee work areas." Therefore, access for employees falls within Title I of the act and is limited to providing employees with the ability to access the work and common areas of the facility.

Facility Specifications

- 4.06 Refer to Practice 760-100-006 for specific special requirements acceptable within the ADA. Direction is also provided in Practice 770-100-006 relating to the impact on the site managers.

Hiring Practices

- 4.07 Issues relating to the hiring practice shall be referred to the AT&T personnel manual which specifies the procedures needed for screening, interviewing, and selecting new employees.

Facility Alterations

- 4.08 The person responsible for planning or implementing alterations of AT&T facilities shall be knowledgeable of the ADA and ensure that plans for alteration fall within the specifications of the ADA as outlined in practice 760-100-006.
- 4.9 The manager facing a slight alteration or hardware replacement which includes items that may be considered barriers (i.e., doorways, restroom hardware, light switches, doorknobs, etc.) shall consider replacing the items with ADA acceptable replacements. The marginal cost differential at the time of replacement will be slight in comparison to having to replace the item at a later date.
- 4.10 A section on acceptable hardware is included in practice 760-100-006.
- 4.11 When significant facility alteration which may change the purpose of a facility is planned, consideration must be given to the impact of the ADA. For example, when a facility is considered to have limited access to the public, its compliance issues are different than when the facility will be open to non-employees. The cost of bringing such a facility up to the standard necessary for public accommodation must be considered.

New Facility Planning

- 4.12 As part of a new facility plan, the need to review the plans for compliance with the ADA takes on the same importance as such a review for fire and safety codes. Direction for such a review can be obtained from the local architect or through the environmental design office.

Americans with Disabilities Act (ADA) Checklist

Date: _____

Bldg. Name _____ Person Reviewing _____

Note: This checklist should be reviewed annually.

Check Items as Required	Yes	No	Comments
1. Are there Disabled Employees on site?			
2. Is the most current Equal Employment Opportunity Commission (EEOC) poster properly displayed?			
3. Are significant alterations planned for this facility?			
a. Is the function of the building planned to change?			
4. Is the building utilized for public accommodation? * Place of public gathering? * Sales or rental establishment? * Place of public display, exhibit? * Public traffic for the purpose of commerce?			
<ul style="list-style-type: none"> ■ If the answer is yes to items 1, 2, 3, or 4, continue the checklist. ■ If the answer is no to items 1, 2, 3, or 4, you can STOP HERE. 			
5. ACCESSIBLE ROUTE; EXTERIOR			
a. Disabled parking, or Passenger loading zone, or Public streets and sidewalks, or Public transportation stops			
b. Route width minimum clear width 36", Passing space is 60"			
c. 80" headroom.			
d. Level route, slip resistant			
e. Slope shall not exceed 1:20			

Check Items as Required	Yes	No	Comments
f. Edge higher than 1/2" requires curb or ramp. Less than 1/2" can be beveled.			
g. Floors should be slip-resistant.			
h. If grating is in the walking area; the spaces should be no larger than 1/2" wide.			
6. ACCESSIBLE PARKING:			
a. Disabled parking near the accessible route.			
b. 1 to 25 spaces require 1 disabled space and 1 van disabled space.			
c. Disabled parking spaces dimensions:			
Parking space width: 96"			
Access aisle width: 60"			
Vertical clearance: 80"			
d. Van disabled parking spaces dimensions:			
Parking space width: 96"			
Access aisle width: 96"			
Vertical clearance: 98"			
e. Signage: All disabled parking should be properly signed with the international symbol of accessibility			
7. CURB RAMPS:			
a. Needed whenever the accessible route crosses a curb.			
b. Slope: Maximum slope 1:12; least amount of slope the best.			
c. Minimum clear width 36"			
d. Surface: Stable and slip-resistant			

Check Items as Required	Yes	No	Comments
e. Handrails are not required for curb ramps.			
8. ENTRANCES:			
a. Do not include loading docks or service entrances.			
b. At least one public entrance must be ground level.			
c. Historic Building: At least one accessible entrance and route should be provided.			
d. The number of accessible entrances shall be the same as the number of required exits for building fire code (i.e., three fire exits require three accessible entrances)			
e. The location of the accessible entrance should be the entrance utilized by the majority of people in the building if possible.			
f. Signage: Accessible entrances should be signed with the international symbol for accessibility. Entrances that are not accessible should have signs directing the disabled to the accessible entrance.			
g. Doors: One door should be accessible at each accessible entrance: properly signed.			
h. Automatic Doors: Must comply with ANSI/BHMA A156. 10-1985; Slow opening automatic doors shall comply with ANSI # A156/19-1984. 3 second open to back check and no more than 15 1bf to stop door movement.			
9. ACCESSIBLE ROUTE: INTERIOR			

Check Items as Required	Yes	No	Comments
a. One accessible route should comply with this section to cover accessible entrances and spaces within the building.			
b. Historic Building: Accessible routes from an accessible entrance to all publicly used spaces on the level of the accessible entrance.			
c. Minimum clear width 36"			
d. Passing space is 60"			
e. Headroom: Minimum headroom 80"			
f. Slope: Running slope should not exceed 1:20.			
g. Level changes: Up to 1/4" needs no action 1/4" to 1/3" should be beveled. 1/2" and above requires a ramp.			
h. Floor surfaces should be firm and slip-resistant.			
i. Carpet: Secured to the floor, level cut pile, maximum pile 1/2"			
j. Protruding objects: Objects projecting from the walls with their leading edges between 27" and 80" above the floor shall protrude no more than 4" into the corridors.			
k. Elements to refer to are:			
1. Stairs			
2. Elevators			
3. Platform Lifts			
4. Doors			
5. Drinking Fountains			
6. Bathrooms			
7. Urinals			

Check Items as Required	Yes	No	Comments
8. Sinks			
9. Assembly Areas			
10. Alarms			
11. Signage			
12. Public Telephones			
l. Controls, Mechanisms: In all accessible routes and spaces, the controls and mechanisms should have the receptacles installed 15" minimum above the floor. Exception: the height requirements do not apply where the use of special equipment dictates otherwise.			
m. Areas of rescue assistance: All areas of accessibility will also serve as egress for emergencies. Areas of rescue assistance are required if the building does not have a supervised automatic sprinkler system.			
Location and construction:			
A portion of a stairway landing within a smokeproof enclosure.			
A portion of an exterior exit balcony located immediately adjacent to an exit stairway.			
Each area of rescue assistance shall be identified by a sign which states "Area of Rescue Assistance" and displays the International Symbol of Accessibility. The sign shall be illuminated when exit sign illumination is required.			
10. RAMPS			
a. When the slope of the accessible route exceed 1:20 (5%), a ramp is required.			

Check Items as Required	Yes	No	Comments
b. Slope: The least possible slope to be used:			
Maximum slope: 1:12			
Transitions should be flush and free of abrupt changes maximum slope of adjacent surfaces 1:20.			
Maximum rise for any run shall be 30"			
c. Historic Preservation: A ramp with a slope no greater than 1:6 for a run not to exceed 2' may be used as part of an accessible route to an entrance.			
d. The clear width is a minimum of 36"			
e. Landings: Level landings are required at the top and bottom of each run.			
f. Handrails: Are required if the rise exceeds 6" or the run exceed 72". Handrails shall be provided on both sides of the ramps. Height 34-38" above the ramp.			
Clearance: Clear floor space between rail and any wall shall be 1-1/2"			
Gripping surface must be continuous (no breaks)			
Handrail ends shall be rounded			
Handrail diameter of gripping surface shall be 1-1/4" to 1-1/2"			
11. STAIRS			
a. Treads and risers: All steps on a flight of stairs shall have uniform riser heights and tread widths. Nosings, undersides shall not be abrupt. Handrails are required on both sides of all stairs.			

Check Items as Required	Yes	No	Comments
Handrail height: 34-38", measured from the stair nosing. 1-1/2" clearance between the rail and the wall. Outdoor conditions: water will not accumulate on the walking surfaces.			
12. ELEVATORS:			
a. Elevators are not required in buildings with less than 3 floors in height or less than 3000 sq ft per floor. (Some State codes may be more stringent. If so, you must follow the State code.)			
b. Elevators must comply with ASME/ANSIA17.1 - 1990, safety code for elevators.			
c. Freight elevators are not considered unless they are utilized as combination passenger and freight for public employees.			
d. Automatic operation Audible signal; sound once for up; twice for down, or verbal annunciators.			
All elevator entrances shall have raised Braille floor designations on both jambs.			
Doors will open and close automatically and also have stop and reopen features.			
Controls will be maximum 54" for side approach; 48" maximum for forward approach; all control buttons must have Braille characters.			
Emergency communications between the elevator and an outside emergency source should exist per ASME/ANSI # A17. 1-1990.			
13. PLATFORM LIFTS			

Check Items as Required	Yes	No	Comments
a. Can be utilized only under the following conditions:			
To provide access to incidental occupiable spaces which are not open to the general public and which house no more than four persons (i.e., equipment control rooms).			
To provide access where existing site constraints or other constraints make use of a ramp or elevator infeasible.			
14. DOORS			
a. Each accessible entrance to a building must have an accessible door.			
b. At least one door within the building must be accessible in an accessible work space.			
c. Each door serving as part of an accessible means of egress or connecting to an area of rescue assistance shall comply with this section.			
d. Clear width:			
Doorways shall provide a clear opening of 32" minimum, with the door open 90 degrees. Clear openings should be measured between the face of the door and the stop. Openings of more than 24" in depth shall provide a clear opening of 36" minimum.			
Two doors in a series: Shall be 48" plus the width of any swinging door in the space, between door sets. Doors in a series shall swing either in the same direction or away from the space between the doors.			

Check Items as Required	Yes	No	Comments
Thresholds at doorways: maximum threshold height: 1/2" (3/4" at exterior sliding doors)			
e. Door hardware: Handles, pulls, latches locks, and other devices shall have a shape that is easy to grasp with one hand and does not require tight grasping, or twisting of the wrist to operate. Lever-operated mechanisms, and U-shaped handles are acceptable designs.			
15. DRINKING FOUNTAINS			
a. Where only one drinking fountain or water cooler is provided per floor, accessible drinking facilities shall be provided for both wheelchair users and for persons who have difficulty stooping or bending. This may be accomplished by the following means:			
Providing a "hi-lo" fountain, with spouts at wheelchair and standard height.			
By other means providing accessibility for each group.			
b. If more than one water cooler or drinking fountain is provided on a floor, 50% of those shall comply with this section.			
c. Spout height shall be no higher than 36" measured from the floor to the spout outlet.			
d. Clearances: Clear knee space 27" high (from apron bottom to floor). Minimum 30" wide. 17"-19" deep (clear knee space)			
16. TOILET ROOMS			

Check Items as Required	Yes	No	Comments
a. If toilet facilities are provided on site, then each public or common use toilet facility shall comply with this section. Accessible units shall be identified by the International Symbol of Accessibility.			
b. Each unisex toilet room shall contain one accessible water closet and one accessible lavatory, and the door shall have a privacy latch.			
c. Accessible toilets shall be on an accessible route.			
d. Controls and dispensers: at least one of each type control and dispenser must be available to the disabled.			
e. Accessible elements to review:			
Water closets			
Toilet stalls			
Lavatories & mirrors			
Urinals			
Sinks			
Grab Bars			
17. ALARMS			
a. If emergency warning systems are provided, they shall include both audible alarms and visible alarms complying with ADA.			
b. Where required: When required, visual alarms shall be provided in each of the following areas as a minimum: restrooms and any other general usage areas, meeting rooms, hallways, lobbies, and any other areas for common use.			

Check Items as Required	Yes	No	Comments
c. Audible alarms: Exceeds the prevailing sound level in the room or space by 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.			
d. Visual alarms: Visual alarm signal appliances shall be integrated in to the building alarm system. If single station audible alarms are provided, then single station visual alarm signals shall be provided.			
18. SIGNAGE:			
a. Signs which designate permanent rooms and spaces shall comply with the requirements listed below:			
Raised and Braille characters and pictograms			
Finish and contrast			
Mounting location and height			
b. Elements and spaces of accessible facilities to be signed parking spaces for the disabled:			
Disabled loading zone			
Accessible entrances			

Check Items as Required	Yes	No	Comments
Inaccessible entrances signed to designate accessible entrances			
Accessible restroom			
c. Mounting location and height: Identification is provided for rooms and spaces. Signs shall be installed on the wall adjacent to the latch side of the door. Mounting height shall be 60" above the finish floor to the centerline of the sign. A disabled person must be able to approach within 3" of the signage without encountering protruding objects or stand within a swinging door.			

How Are We Doing?

Document Title:

Document No.: _____ Issue No. _____ Date: _____

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1. Please rate the effectiveness of this document in the following areas:

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Examples					////////////////////
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