

Sit Down Restaurant Module - Weekly Tasks

Task	Complete	Initials	Date complete
Confirm exterior signage for Tow Away Signage & stall signage placed, readable & info is accurate.			
Maintain Accessible Parking stall smooth and clear with signage in place [Remove shopping carts, clear of leaves, fallen branches, gravel, snow and debris]			
Confirm cars parked in accessible stalls have placards or special license plates			
Provide/Verify accessible water level smooth approach from sidewalk and accessible parking stall(s). (No steps, stairs or level changes over ¼" vertical edges)			
4' wide Accessible Walk to entrance from sidewalk and accessible parking is clear and marked with appropriate directional signage if all walks are not accessible.			
Verify all walks have at least 80" clear (trim branches, raise signs, no low hanging head bumpers, no protruding elements over 4" between 27" AFF to 80" AFF for visually impaired to bump into.			
Confirm all ramps have smooth and secure handrails on both sides and are not slippery or ponding water or cluttered with other trip hazards.			
Confirm exterior steps clearly visible contrasting visual tread stripes; smooth/secure handrails on sides.			
Verify Entrance or accessible door is unlocked during business hours.			
Entrance Door has lever hardware and is automatic, power assisted, swing or sliding style function.			
Confirm no new or temporary obstacles blocking required 18" to 24" latch side door maneuvering spaces at entrances and exits including trash cans, plants, pots, displays, umbrella stands, shopping carts, seats and sign stands.			
Verify accessible entry and other customer doors operate and smoothly with 5-lbs or less operating force [15-lbs maximum for fire doors] and sweep-to-close times at least 5 seconds min.			
Remove or secure door mats and other loose floor coverings			
36" minimum width aisle by 80" AFF tall clear between all merchandise and displays. Verify that a 30" wide space can pass by a shopping cart if two way aisles between long fixed shelves or provide at least 5' wide aisle for wheel chair urn arounds.			
Provide at least one staffed and easily identified accessible check-out counter/aisle with 30" by 48" clear floor area at each exit.			
Verify 36" wide lower counter and check writing surfaces at 28" to 34" AFF without crowded displays or other clutter blocking counter.			
Provide adequate que line space at registers.			
POS device within reach and has verbal options. Raised dot on digit 5 as well as other transaction keys.			
Verify Companion or service animals policies and procedures.			
Note pad and pencil at cash registrar for deaf to communicate			
Greet All Customers with and without disabilities with same "Please let me know if you require any assistance or have any questions!"			
Verify all employees on shift trained to deal with Deaf/Blind/Wheelchair bound customers.			
Verify braille shopping guides/instructions if any are current.			
Verify all electric customer convenience carts are charged and easily accessible for patron usage.			
Keep merchandise within 48" AFF reach range or provide assistance to customers w/ limited reach.			
Maintain ramp or elevator or lift access to upper levels or raised/sunken floor segments of store so that all areas are reachable for wheelchair patrons.			
Verify accessible door and wall signage in place at accessible restrooms.			
Verify accessible restrooms are unlocked during business hours and fully equipped with all necessary soap, Toilet paper, Seat Covers and paper towels			
5' deep clear space at all toilet room pull doors and restroom hallways are clear of stock and boxes.			
Remove all furniture, décor on floor near toilet rooms and registers to maintain required clear space.			
Accessible restrooms are provided			
Provide accessible grab bars in accessible water closet stall.			
Verify TPD, PTD, Soap Dispenser and Mirror in restrooms at not more than 40" AFF.			
Accessible Telephone provided. If over 4 public phones, verify TTY device available and functional.			
Accessible signage for all permanent rooms with required Braille in place			
Confirm all employees per shift trained on business' accessible practices, policies and procedures			

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Visible striping and ISA at accessible parking in compliant configuration.			
Verify no cracks over 1/4" deep or 1/2" wide.			
Check for roots, settlement or changes deterring 1:48 max slope at accesible parking stalls.			
Provide/Verify accessible water level smooth approach from sidewalk and accessible parking stall(s). (No steps, stairs or level changes over 1/4" vertical edges)			
4' wide Accessible Walk to entrance from sidewalk and accessible parking is clear and marked with appropriate directional signage if all walks are not accessible.			
Verify all walks have at least 4' wide and 80" clear (trim bushes, shrubs, flowers, branches, raise signs, no low hanging head bumpers, no protruding elements over 4" between 27" AFF to 80" AFF for visually impaired to bump into).			
Verify no erosion of holes or drop offs over 4" along edges of walk to entrance(s).			
Confirm all ramps have smooth and secure handrails on both sides and ramp surfaces are not moss covered, slippery, ponding water or cluttered with other trip hazards.			
Confirm any exterior steps have contrasting visual tread stripes, smooth and secure handrails on both sides.			
Accessible Entrance is marked with ISA			
Verify threshold is sloped at 1:2 or does not exceed 1/2" overall height with not more than 1/4" vertical edges.			
Entrance Door has lever hardware and is automatic, power assisted, swing or sliding style function.			
Confirm no obstacles blocking required 18" to 24" latch side door maneuvering spaces at entrances/exits such as trash cans, plants, pots, newspaper racks, displays, umbrella stands, shopping carts, seats or sign stands.			
No steps or other obstacles at front entrance.			
Verify accessible entry and other customer doors operate and smoothly with 5-lbs or less operating force [15-lbs maximum for fire doors] and sweep-to-close times at least 5 seconds min.			
Remove or secure door mats and other loose floor coverings			
36" minimum width aisle by 80" AFF tall clear between all merchandise and displays. Verify that a 36" wide space can pass by a shopping cart if two way aisles between long fixed shelves or provide at least 5' wide aisle for wheel chair urn arounds.			
Verify 36" wide lower counter and check writing surfaces at 28" to 34" AFF without crowded displays or other clutter blocking counter.			
Provide adequate que line space at registers.			
POS device within reach and has verbal options. Raised dot on digit 5 as well as other transaction keys.			
Verify Companion or service animals policies and procedures.			
Train employees to deal with Deaf / Blind / Wheelchair bound customers.			
Verify braille shopping guides/instructions if any are current.			
Verify all electric customer convenience carts are functional and in safe condition for patron usage.			
Keep all merchandise within 48" AFF reach range or provide assistance to customers that have limited reach.			
Maintain ramp or elevator or lift access to upper levels or raised/sunken floor segments of store so that all areas are reachable for wheelchair patrons.			
Verify accessible door and wall signage in place at accessible restrooms/exits.			
5' deep clear space at all toilet room pull doors and restroom hallways are clear of stock, broken displays, carts and boxes.			
Remove all furniture and décor on floor within required clear spaces at toilet rooms and approaches to registers to maintain required clear space.			
Accessible restrooms are provided and functional.			
Provide accessible grab bars are firmly anchored in accessible water closet stall.			
Verify TPD, PTD, Soap Dispenser and Mirror in restrooms at not more than 40" AFF.			
Accessible Telephone provided. If over 4 public phones, verify TTY device available and functional.			
Accessible signage for all permanent rooms including required braille			
Internet presence offers accessible options.			
Confirm all employees are trained about businesses accessible practices, policies and procedures			
Review Weekly accessibility compliance charts for usage and monitoring comments			

Sit Down Restaurant Module - Weekly Tasks

Task	Completed	Initials	Date completed
Review Weekly and Daily Accessibility Compliance Check lists noting any failures			
Review any failures in procedures and or physical store features for maintenance/repair			
Review Customer Complaints / Suggestions for better accessibility			
Review store from approach from Public Sidewalk, Bus Stop, other stores and Accessible Parking stalls for smooth level 4' wide [80" tall] access route.			
Review nearest accessible parking stalls for integrity of all existing signage for damage, graffiti, theft and content accuracy.			
Check entry/exit door operations, force and sweep to close. Adjust as required.			
Check all intercoms and buzzers used to gain entry or communicate for disabled.			
Review overall Landscaping maintenance for easy visibility, 4' clear width and 80" tall path accessible route			
Examine all door maneuvering clearances for intrusive racks, displays, furniture and merchandise			
Examine all sales counters for 36" clear width check writing surfaces transaction surfaces and			
Examine Sales floor for ease of 36" wide access			
Examine restrooms for function of all accessible features, including under lav insulation			
Verify TPD, PTD, Soap Dispenser and Mirror in restrooms at not more than 40" AFF.			
Verify Accessible Telephone provided. If over 4 public phones, verify TTY device available and functional.			
Verify accessible high/low drinking fountain functions and 4" high water arc. Adjust as required.			
Verify Accessible signage for all permanent rooms including Braille			
Internet presence offers accessible options.			
Confirm all employees on this shift are trained about businesses accessible practices, policies and procedures			

Retail Sit Down Restaurant Module-Quarterly tasks

Task	Completed	Initials	Date completed
Review Monthly, Weekly and Daily Accessibility Compliance Check lists noting any failures			
Review any failures in procedures and or physical store features for maintenance/repair			
Review Customer Complaints / Suggestions for better accessibility			
Review store from approach from Public Sidewalk, Bus Stop, other stores and Accessible Parking stalls for smooth level 4' wide [80" tall] access route.			
Review nearest accessible parking stalls for integrity of all existing signage for damage, graffiti, theft and content accuracy.			
Check entry/exit door operations, force and sweep to close. ¼ly Adjust as required for season.			
Check all intercoms and buzzers used to gain entry or communicate for disabled.			
Review overall Landscaping maintenance for easy visibility, 4' clear width and 80" tall path accessible route			
Examine all door maneuvering clearances for intrusive racks, displays, furniture and merchandise			
Examine all sales counters for 36" clear width check writing surfaces transaction surfaces and			
Examine Sales floor for ease of 36" wide access including route to restrooms and drinking fountains, customer complaint desk			
Examine restrooms for function of all accessible features, including under lav. insulation			
Verify operation and location of TPD, PTD, Soap Dispenser and Mirror in restrooms at not more than 40" AFF.			
Verify Accessible Telephone provided. If over 4 public phones, verify TTY device available and functional.			
Verify accessible high/low drinking fountain functions and 4" high water arc. Adjust as required.			
Verify Accessible signage for all permanent rooms including Braille			
Internet presence offers accessible options.			
Confirm all new employees on this shift are trained about businesses accessible practices, policies and procedures			
Confirm all new policies and procedures are ADA compliant, distributed to staff and logged in employee files for training as required.			
If operating in a Pre-ADA facility, determine relative profitability and evaluate ongoing ADA Removal of Barriers Plan tasks for inclusion due to changes of financial capacity due to changes in business conditions.			
Obtain a CASp inspection of any repairs or renovations or alterations undertaken or about to be completed.			
If in a multi-tenant facility, contact landlord for update on any upcoming Removal of Barriers work that is related to your facility or portion of the property. Request copy of any CASp reports undertaken by Landlord under terms of lease.			

Sit Down Restaurant Module-Annual tasks

Task	Completed	Initials	Date completed
Review ¼ly, Monthly, Weekly and Daily Accessibility Compliance Check lists noting any failures			
Review any failures in procedures and or physical store features for maintenance/repair			
Review Customer Complaints / Suggestions for better accessibility			
Review store from approach from Public Sidewalk, Bus Stop, other stores and Accessible Parking stalls for smooth level 4' wide [80" tall] access route.			
Review nearest accessible parking stalls for integrity of all existng signage for damage, grafitti, theft and content accuracy.			
Check entry/exit door operations, force and sweep to close. ¼ly Adjust as required for season.			
Evaluate all accessible parking stall surfaces, striping and signage for fading, or other changes in condition that may trigger annual maintenance, sealing, re-striping and schedule necessary work.			
Check all intercoms and buzzers used to gain entry or communicate for disabled.			
Review overall Landscaping maintenance for easy visibility, 4' clear width and 80" tall path accessible route			
Examine all door maneuvering clearances for intrusive racks, displays, furniture and merchandize			
Examine all sales counters for 36" clear width check writing surfaces transaction surfaces and			
Examine Sales floor for ease of 36" wide access including route to restrooms and drinking fountains, customer complaint desk			
Examine restrooms for function of all accessible features, including under lav. insulation			
Verify operation and location of TPD, PTD, Soap Dispenser and Mirror in restrooms at not more than 40" AFF.			
Verify Accessible Telephone provided. If over 4 public phones, verify TTY device available and functional.			
Verify accessible high/low drinking fountain functions and 4" high water arc. Adjust as required.			
Verify Accessible signage for all permanent rooms including Braille			
Internet presence offers accessible options.			
Confirm all new employees on this shift are trained about businesses accessible practices, policies and procedures			
Confirm all new policies and procedures are ADA compliant, distributed to staff and logged in employee files for training as required.			
If operating in a Pre-ADA facility, determine relative profitability and evaluate ongoing ADA Removal of Barriers Plan tasks for inclusion due to changes of financial capacity due to changes in business conditions.			
Obtain a CASp inspection of any repairs or renovations or alterations undertaken or about to be completed.			
If in a multi-tenant facility, contact landlord for update on any upcoming Removal of Barriers work that is related to your facility or portion of the property. Request copy of any CASp reports undertaken by Landlord under terms of lease.			

Sit Down Restaurant Module-Alteration/Remodel/Addition tasks

Task	Completed	Initials	Date completed
Verify accessible route to store entrances/exits from Public Sidewalk, Bus Stop, other stores on site and Accessible Parking. Consider complete CASp inspection/report to plan project accurately.			
Verify Accessible Entrance/Exits and include any corrective work in project			
Verify accessible restrooms for each sex and plan any corrective work			
Verify accessible Telephones if provided and update if necessary			
Verify Accessibel Drinking Fountain if provided and update if necessary			
Verify accessibel signage at permanent rooms, restrooms, exits and other required elements. Update as required			
Determine Budget for project and add at least 20% to bring into compliance if under \$160K threshold.			
Request Landlord's CASp report if they are operating project in Common Areas of center.			
Internet presence offers accessible options.			
Confirm all new employees are trained about businesses accessible practices, policies and procedures			
Confirm all new policies and procedures are ADA compliant, distributed to staff and logged in employee files for training as required.			
If operating in a Pre-ADA facility, determine relative profitability and evaluate ongoing ADA Removal of Barriers Plan tasks for inclusion due to changes of financial capacity due to changes in business conditions.			
Obtain a CASp inspection of any repairs or renovations or alterations undertaken or about to be completed.			
If in a multi-tenant facility, contact landlord for update on any upcoming Removal of Barriers work that is related to your facility or portion of the property. Request copy of any CASp reports undertaken by Landlord under terms of lease.			