Intro

ADA Operations Contact Info

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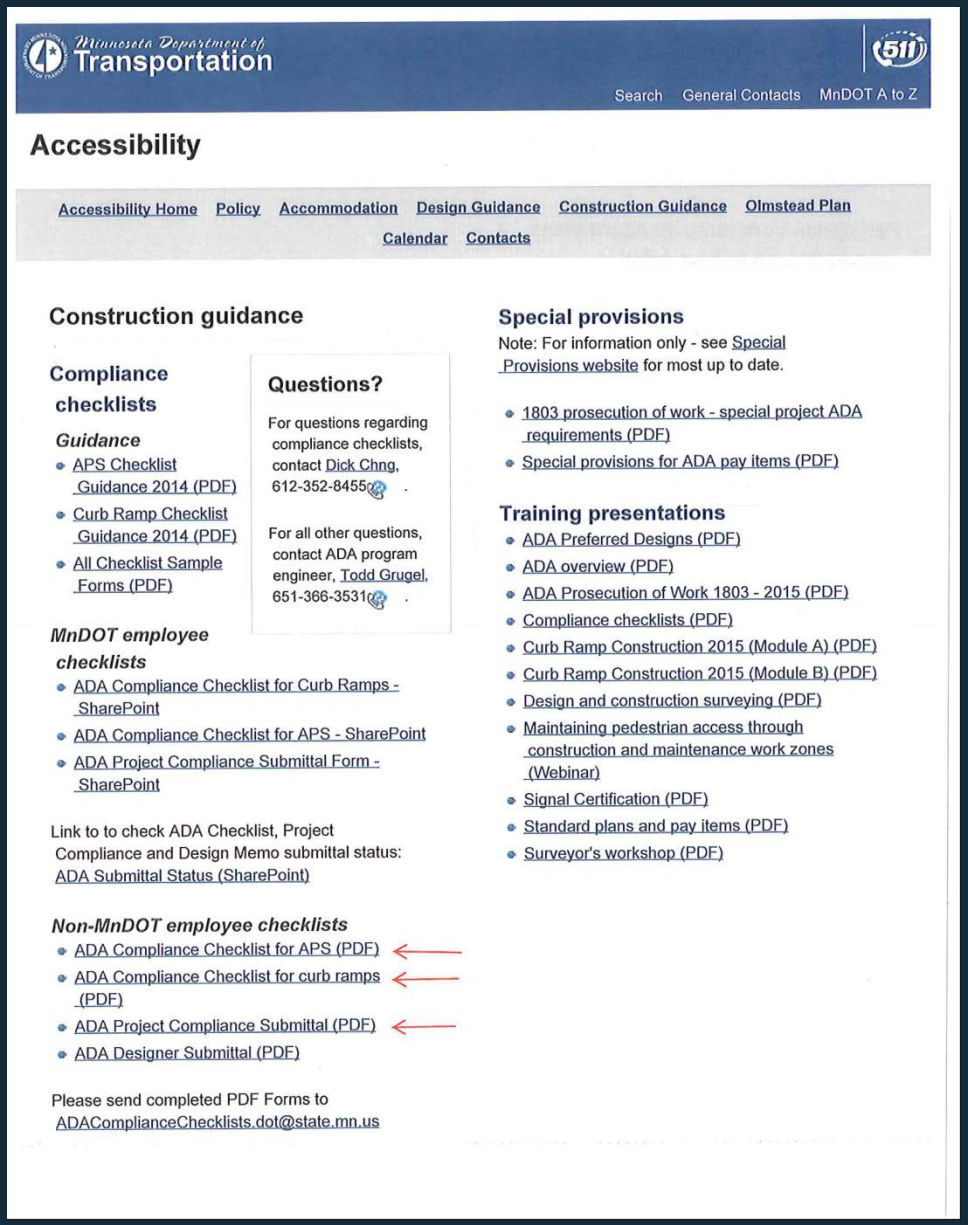
http://www.dot.state.mn.us/ada/construction.html

MnDOT ADA Training

Compliance Checklists 2016

Your Destination...Our Priority

MnDOT Accessibility Website



Minnesota Department of Transportation

511

Search General Contacts MnDOT A to Z

Accessibility

Accessibility Home | Policy | Accommodation | Design Guidance | Construction Guidance | Olmstead Plan | Calendar | Contacts

Construction guidance

Compliance checklists

Guidance

- APS Checklist Guidance 2014 (PDF)
- Curb Ramp Checklist Guidance 2014 (PDF)
- All Checklist Sample Forms (PDF)

Questions?

For questions regarding compliance checklists, contact Dick Chng, 612-352-8455.

For all other questions, contact ADA program engineer, Todd Grugel, 651-366-3531.

MnDOT employee checklists

- ADA Compliance Checklist for Curb Ramps - SharePoint
- ADA Compliance Checklist for APS - SharePoint
- ADA Project Compliance Submittal Form - SharePoint

Link to to check ADA Checklist, Project Compliance and Design Memo submittal status: ADA Submittal Status (SharePoint)

Non-MnDOT employee checklists

- ADA Compliance Checklist for APS (PDF)
- ADA Compliance Checklist for curb ramps (PDF)
- ADA Project Compliance Submittal (PDF)
- ADA Designer Submittal (PDF)

Please send completed PDF Forms to ADAComplianceChecklists.dot@state.mn.us

Special provisions

Note: For information only - see Special Provisions website for most up to date.

- 1803 prosecution of work - special project ADA requirements (PDF)
- Special provisions for ADA pay items (PDF)

Training presentations

- ADA Preferred Designs (PDF)
- ADA overview (PDF)
- ADA Prosecution of Work 1803 - 2015 (PDF)
- Compliance checklists (PDF)
- Curb Ramp Construction 2015 (Module A) (PDF)
- Curb Ramp Construction 2015 (Module B) (PDF)
- Design and construction surveying (PDF)
- Maintaining pedestrian access through construction and maintenance work zones (Webinar)
- Signal Certification (PDF)
- Standard plans and pay items (PDF)
- Surveyor's workshop (PDF)

MnDOT Accessibility Website

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MnDOT ADA Compliance Checklist for APS

SP: City: District:

Intersection: Quadrant:

Construction Year:

Compile all relevant document (photos, notes, etc) of the completed quadrant and send to ADAComplianceChecklists.dot@state.mn.us

1) Are push button stations placed and push button faces oriented in accordance with standards? ○ Yes ○ No

2) Is there a minimum 4' x 4' landing adjacent to each push button? ○ Yes ○ No

3) Distance from crosswalk edge to push button face (ft): Trunk Hwy Side Street

4) Distance from the push button to the back of curb: (measured in the direction of the pedestrian travel in ft) Trunk Hwy Side Street

5) Distance between push buttons (ft):

6) Push button height (inches): Trunk Hwy Side Street

7) Push button side reach (inches): Trunk Hwy Side Street

8) Is APS system fully compliant? ○ Yes ○ No

If **NO**, check one of the following reasons why. Explain why the component(s) didn't meet compliance (see ADA Compliance Checklist Guidance for additional directions).

☐ Topography ☐ Structure(s) ☐ Utilities ☐ Contractor ☐ MnDOT

9) Has a 6' maintenance access route (MAR) been maintained? ○ Yes ○ No

10) Are push buttons situated at least 2' away from both the back of walk and ramp grade break? ○ Yes ○ No

11) Are all newly constructed hand-hole(s) located outside of pedestrian access route (PAR)? ○ Yes ○ No

12) Push buttons placed according to the plan details? ○ Yes ○ No

If no, please describe/explain:

Printed Name: Date (mm/dd/yyyy):

☐ I certify that the information entered on this form is accurate to the best of my knowledge and that I fully understand the checklist standards and am qualified to carry out the inspection.

FILL OUT FORM AND SAVE. ZIP ALL SAVED FILES AND SUBMIT TO MNDOT ADA

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MnDOT ADA Compliance Checklist (Curb Ramp)

SP: City: District:

Intersection: Quadrant:

Ramp Type: Const. Year:

Compile all relevant document (photos, notes, etc) of the completed quadrant and send to ADAComplianceChecklists.dot@state.mn.us

(1) Minimum 4' wide pedestrian access route (PAR) maintained? ○ Yes ○ No

(2) Landing meets min. 4'x4' and perpendicular grade break(s)? ○ Yes ○ No

(3) Are landing(s) located at the top of each ramp and at change(s) in direction and at inverse grades? ○ Yes ○ No

(4) Landing **slopes (%):** (TH) (TH) (SS) (SS)

(5) Ramp's **running slope (%):** Initial TH Secondary TH Initial SS Secondary SS

(6) Ramp's **cross slope (%):** Initial TH Secondary TH Initial SS Secondary SS

(7) Gutter **flow line slope (%):** TH SS

(8) Gutter **inslope (%):** TH SS

(9) Roadway **cross slope** (%): TH SS

TH = Trunk Highway
SS = Side Street

(10) Do truncated domes cover the entire curb opening and are they properly oriented? ○ Yes ○ No

(11) Are gutter line and ramps draining properly? ○ Yes ○ No

(12) Are there any vertical discontinuities greater than 1/4"? ○ Yes ○ No

(13) Do ramps comply with Spec 2521.3? ○ Yes ○ No

(14) Are ramps **fully compliant**? ○ Yes ○ No

If **NO**, check the reason(s) below. Explain why the ramp didn't meet compliance and how the ramp has been improved from the pre-construction condition (see ADA Compliance Checklist Guidance for more info and attach pages if needed).

☐ Topography ☐ Structure(s) ☐ Utilities ☐ Contractor ☐ MnDOT

(15) Was the curb ramp able to be built according to the plan details? ○ Yes ○ No

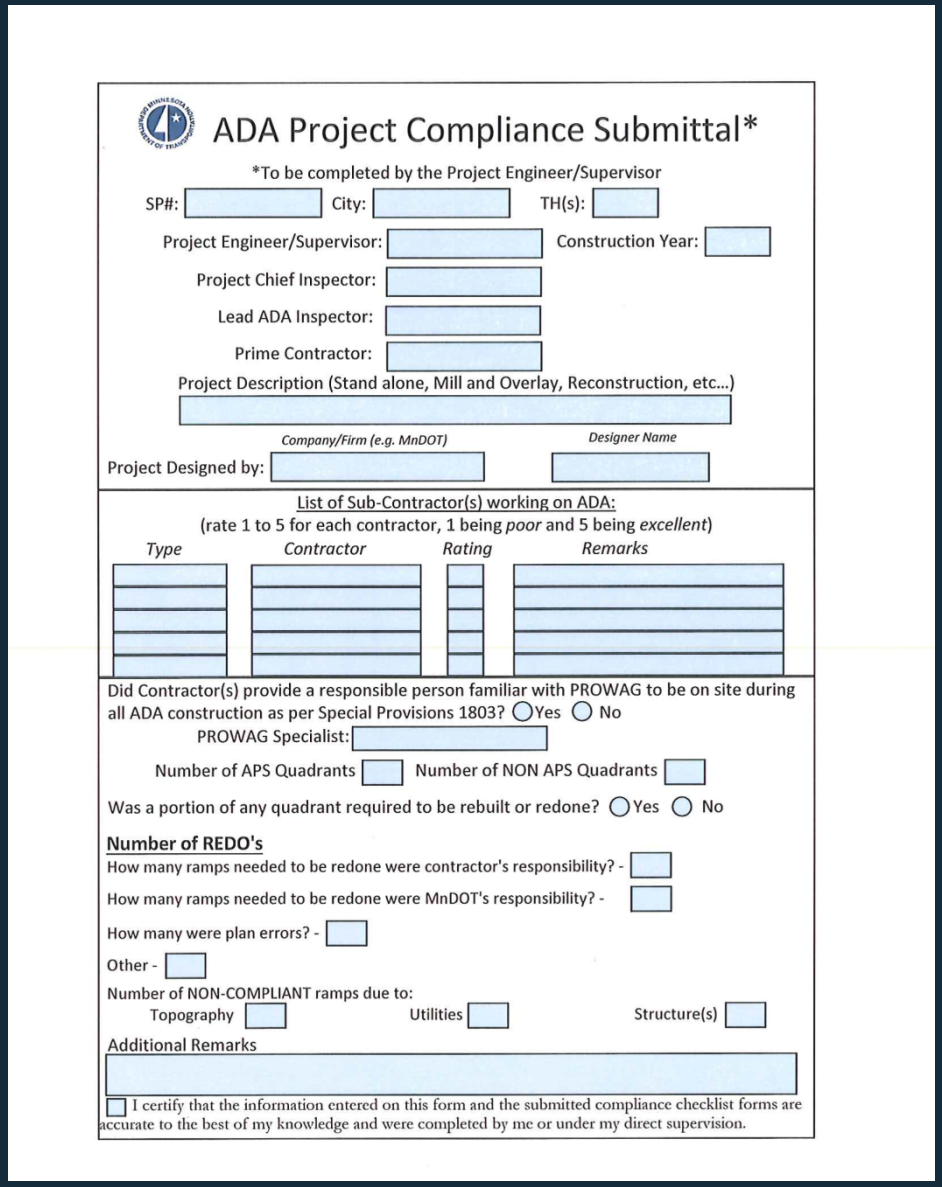
If **NO**, please explain:

Printed Name: Date (mm/dd/yyyy):

☐ I certify that the information entered on this form is accurate to the best of my knowledge and that I fully understand the checklist standards and am qualified to carry out the inspection.

FILL OUT FORM AND SAVE. ZIP ALL SAVED FILES AND SUBMIT TO MNDOT ADA

MnDOT Accessibility Website



ADA Project Compliance Submittal*

*To be completed by the Project Engineer/Supervisor

SP#: City: TH(s):

Project Engineer/Supervisor: Construction Year:

Project Chief Inspector:

Lead ADA Inspector:

Prime Contractor:

Project Description (Stand alone, Mill and Overlay, Reconstruction, etc...)

Project Designed by: *Company/Firm (e.g. MnDOT)* *Designer Name*

List of Sub-Contractor(s) working on ADA:

(rate 1 to 5 for each contractor, 1 being *poor* and 5 being *excellent*)

Type	*Contractor*	*Rating*	*Remarks*

Did Contractor(s) provide a responsible person familiar with PROWAG to be on site during all ADA construction as per Special Provisions 1803? ◯Yes ◯ No

PROWAG Specialist:

Number of APS Quadrants Number of NON APS Quadrants

Was a portion of any quadrant required to be rebuilt or redone? ◯Yes ◯ No

Number of REDO's

How many ramps needed to be redone were contractor's responsibility? -

How many ramps needed to be redone were MnDOT's responsibility? -

How many were plan errors? -

Other -

Number of NON-COMPLIANT ramps due to:

Topography Utilities Structure(s)

Additional Remarks

☐ I certify that the information entered on this form and the submitted compliance checklist forms are accurate to the best of my knowledge and were completed by me or under my direct supervision.

Compliance Checklist

Compliance Checklists Link to SharePoint and Guidance on the ADA web site.

DO NOT SUBMIT SCANNED COPIES DO NOT SUBMIT SCANNED COPIES

MnDOT ADA Compliance Checklist (Curb Ramp)

SP: City: District:

Intersection: Quadrant:

Ramp Type: Const. Year:

Compile all relevant document (photos, notes, etc) of the completed quadrant and send to ADAComplianceChecklists.dot@state.mn.us

(1) Minimum 4' wide pedestrian access route (PAR) maintained? ○ Yes ○ No

(2) Landing meets min. 4'x4' and perpendicular grade break(s)? ○ Yes ○ No

(3) Are landing(s) located at the top of each ramp and at change(s) in direction and at inverse grades? ○ Yes ○ No

(4) Landing **slopes (%):** (TH) (TH) (SS) (SS)

(5) Ramp's **running slope (%):** TH Initial TH Secondary SS Initial SS Secondary

(6) Ramp's **cross slope (%):** TH Initial TH Secondary SS Initial SS Secondary

(7) Gutter **flow line slope (%):** TH SS

(8) Gutter **inslope (%):** TH SS

(9) Roadway **cross slope** (%): TH SS

TH = Trunk Highway
SS = Side Street

(10) Do truncated domes cover the entire curb opening and are they properly oriented? ○ Yes ○ No

(11) Are gutter line and ramps draining properly? ○ Yes ○ No

(12) Are there any vertical discontinuities greater than 1/4"? ○ Yes ○ No

(13) Do ramps comply with Spec 2521.3? ○ Yes ○ No

(14) Are ramps **fully compliant**? ○ Yes ○ No

If **NO**, check the reason(s) below. Explain why the ramp didn't meet compliance and how the ramp has been improved from the pre-construction condition (see ADA Compliance Checklist Guidance for more info and attach pages if needed).

☐ Topography ☐ Structure(s) ☐ Utilities ☐ Contractor ☐ MnDOT

(15) Was the curb ramp able to be built according to the plan details? ○ Yes ○ No

If **NO**, please explain:

Printed Name: Date (mm/dd/yyyy):

☐ I certify that the information entered on this form is accurate to the best of my knowledge and that I fully understand the checklist standards and am qualified to carry out the inspection.

FILL OUT FORM AND SAVE. ZIP ALL SAVED FILES AND SUBMIT TO MNDOT ADA

ADA Compliance Checklist Guidance [Curb Ramps]

<u>All</u> 2014 and future ADA work including carryover projects need to follow this guidance and compliance forms need to be entered electronically.

ADA Compliance Checklist

See Appendix for additional guidance.

APPENDIX

The bubble note in each figure represents the required data on the APS compliance checklist form.

Numbers on figure and on the APS form	DESCRIPTION
1	Push button orientation
2	Push button landing
3	Distance from crosswalk edge
4	Distance from back of curb
5	Distance between push buttons
9	Maintenance access route (MAR)
10	Distance of push button(s) to front and back of landing

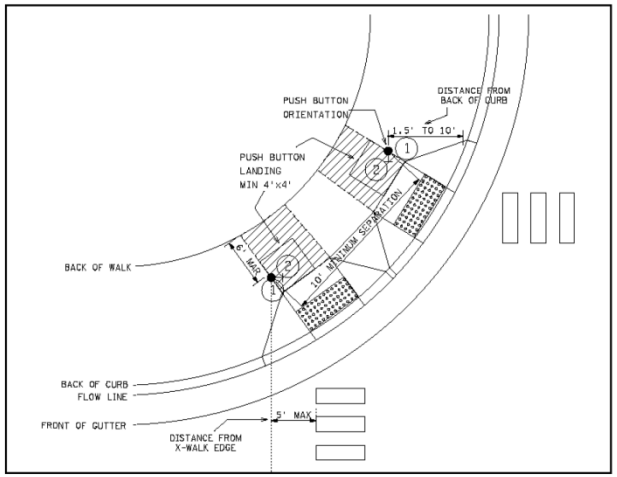
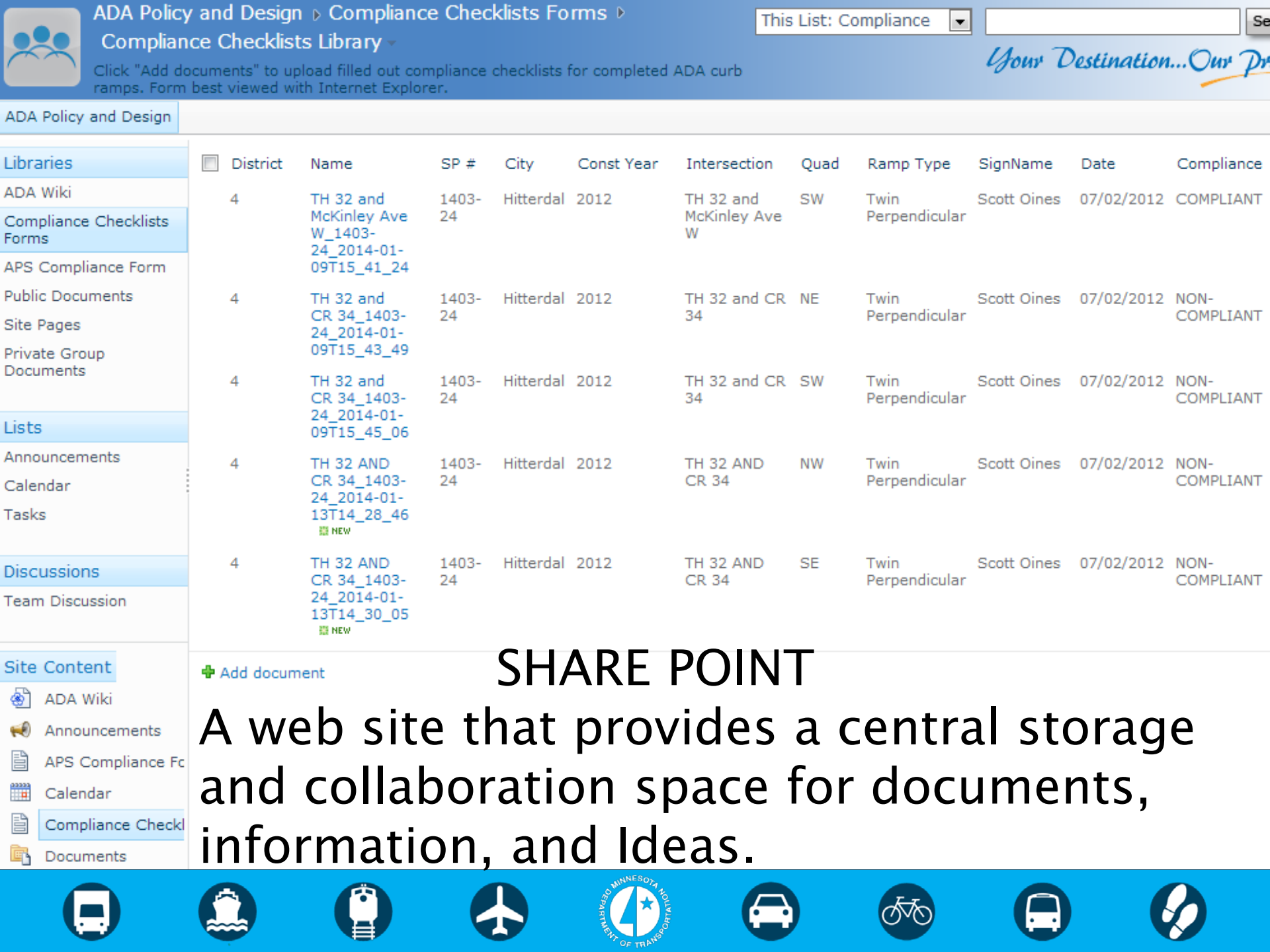


Figure 1: APS Guidance (1)

Page **8**



SHARE POINT

A web site that provides a central storage and collaboration space for documents, information, and Ideas.

ADA Compliance Checklist

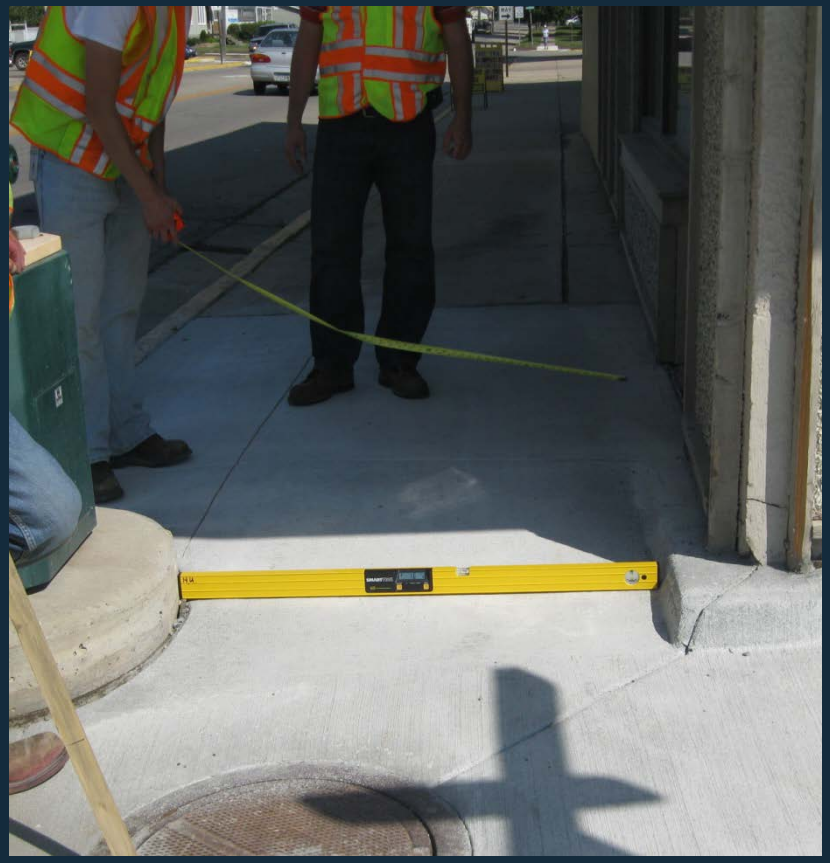
NOTE:

- Documentation shall record the largest cross slope value, and running slope value after checking several locations.

- If any portion of the ramp is non-compliant provide a detailed explanation why ramp cannot be constructed fully compliant.

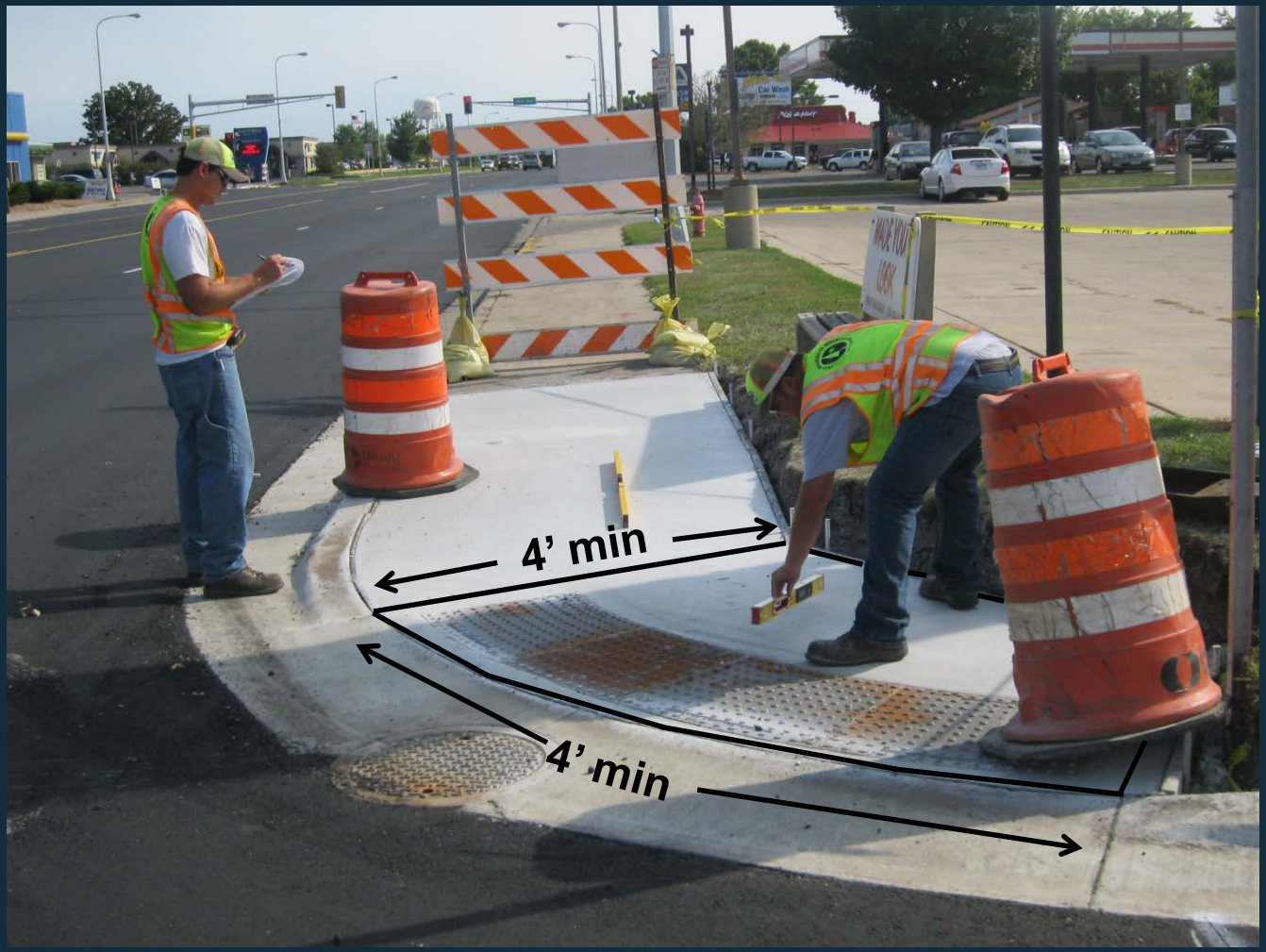
(1) PAR

1) Minimum 4 ft. wide Pedestrian Access Route (PAR) with maximum cross slope of 2%



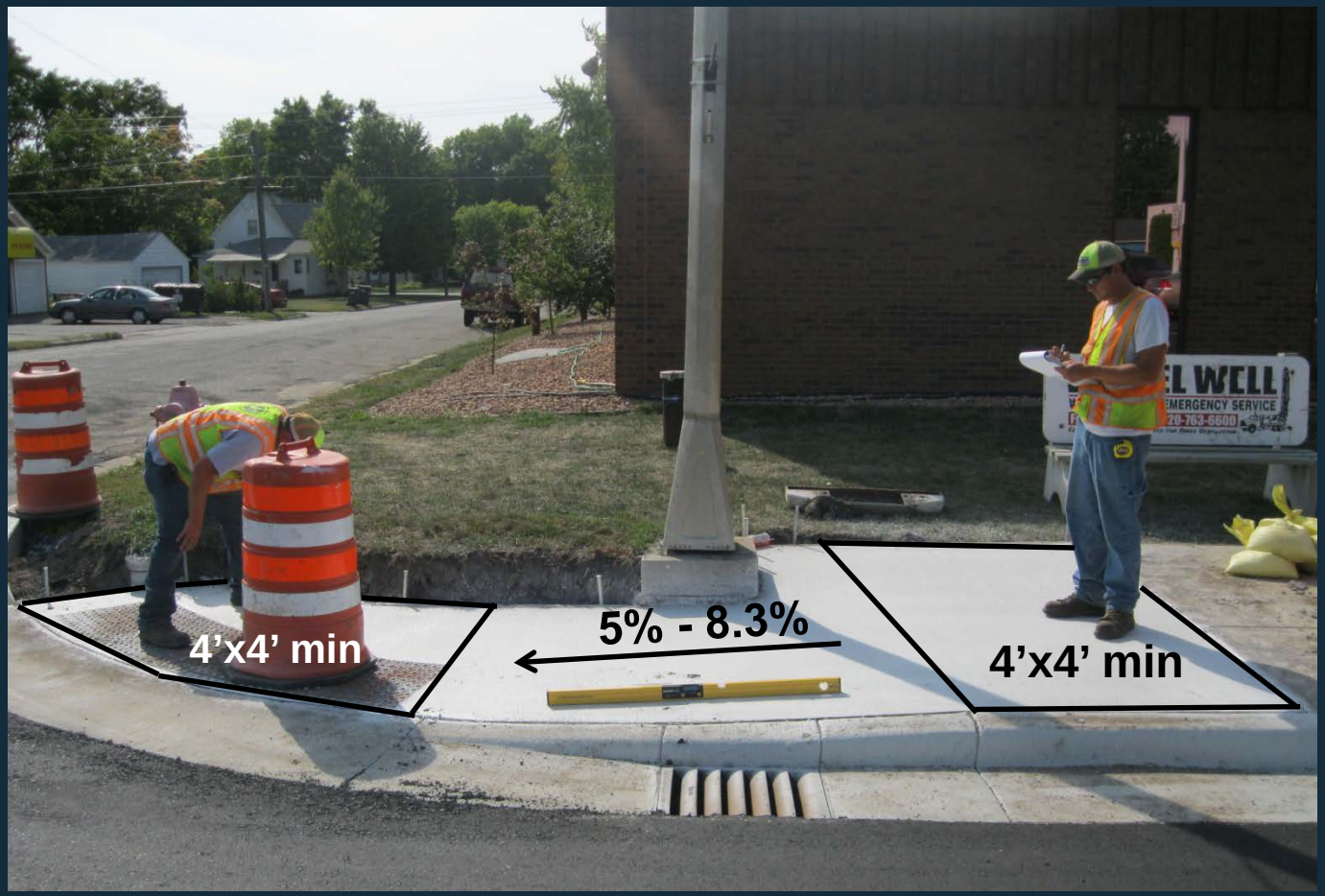
ADA Compliance Checklist

2) Landing dimensions are a minimum 4’ x 4’ and perpendicular grade breaks.



ADA Compliance Checklist

3) Landings are located at the top of each ramp. Is it over 5%? Is there a change in direction? Are there inverse grades approaching the landing?

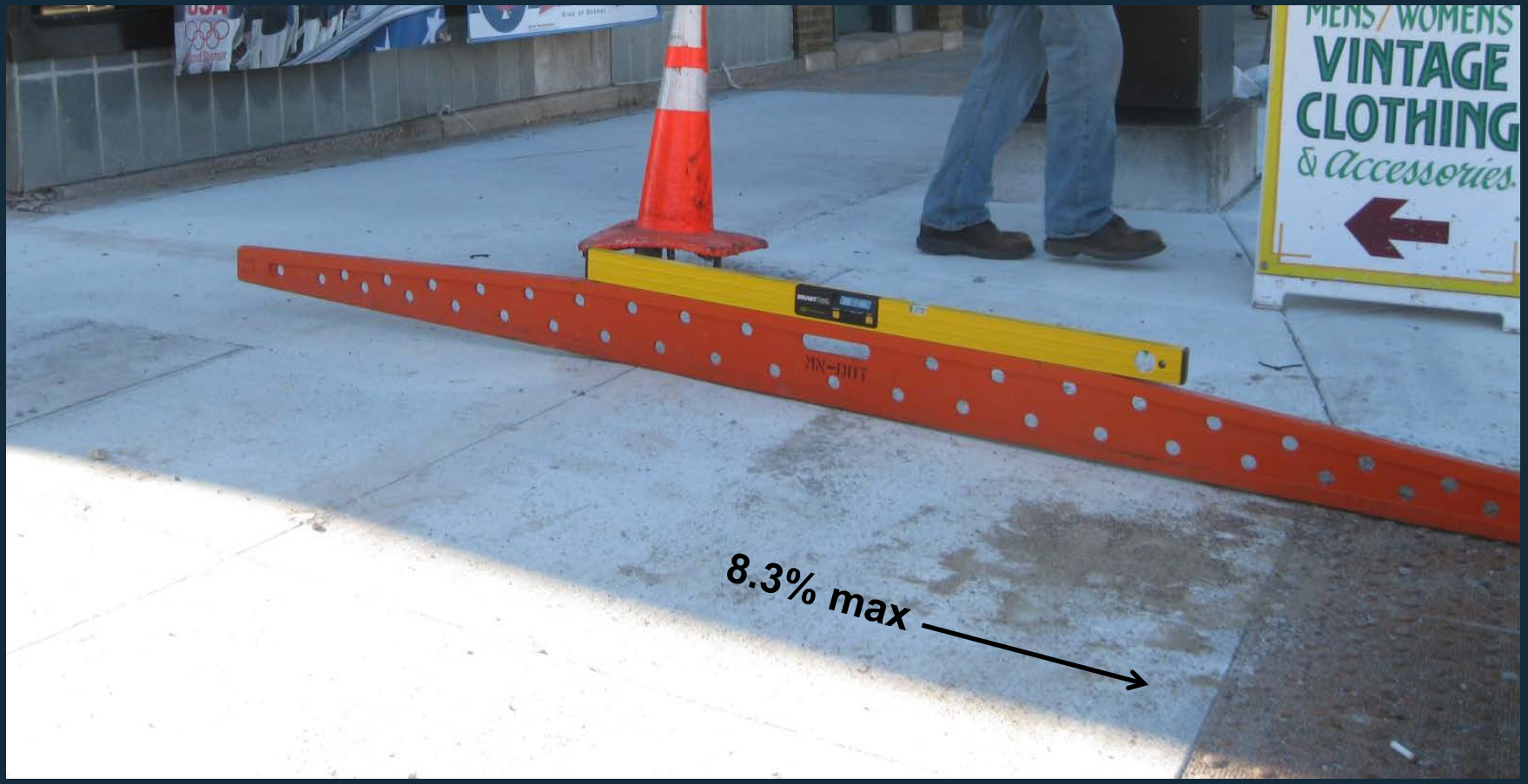


ADA Compliance Checklist

4) Record landing slopes (max. 2% in any direction)

ADA Compliance Checklist

5) Ramp's running slope must be less than or equal to 8.3%.



ADA Compliance Checklist

6) Ramp's cross slope must be 2% maximum.

ADA Compliance Checklist

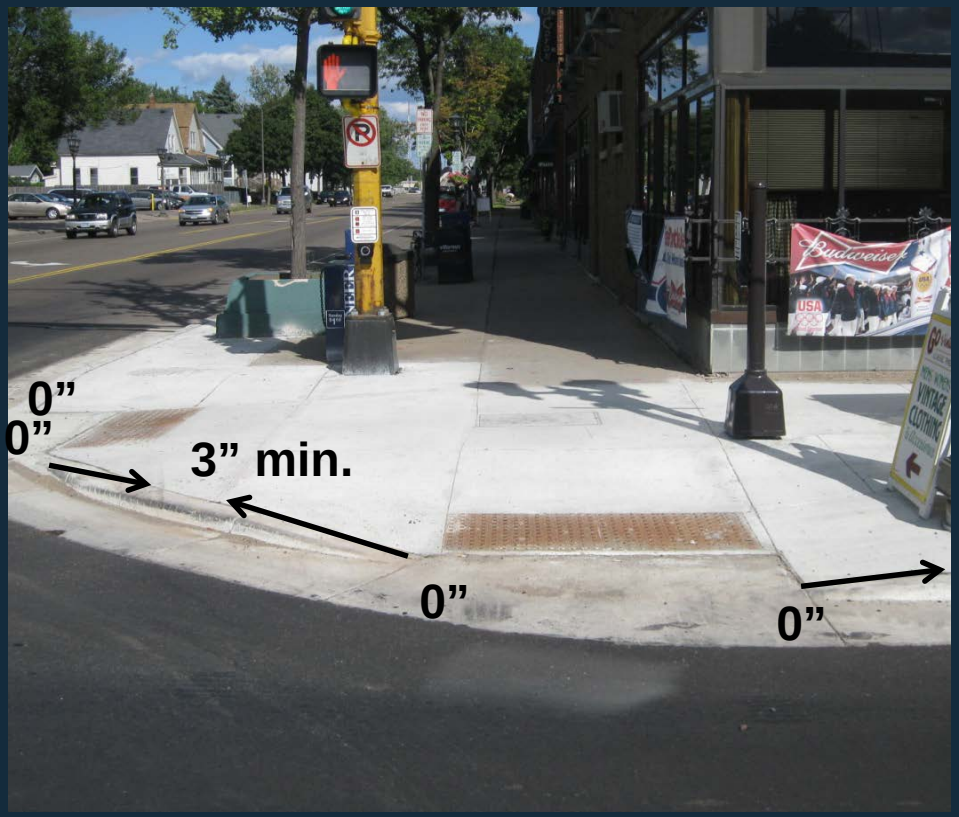
7 & 8) Record gutter flow line slope and inslope.

ADA Compliance Checklist

9) Roadway Cross slope is measured perpendicular to curb flow line or edge of roadway and should not exceed 5% at pedestrian crossings.

ADA Compliance Checklist

10) Curb tapers are considered a detectable edge when tapers start within 3” of truncated domes and rise to a minimum 3” curb height.



ADA Compliance Checklist

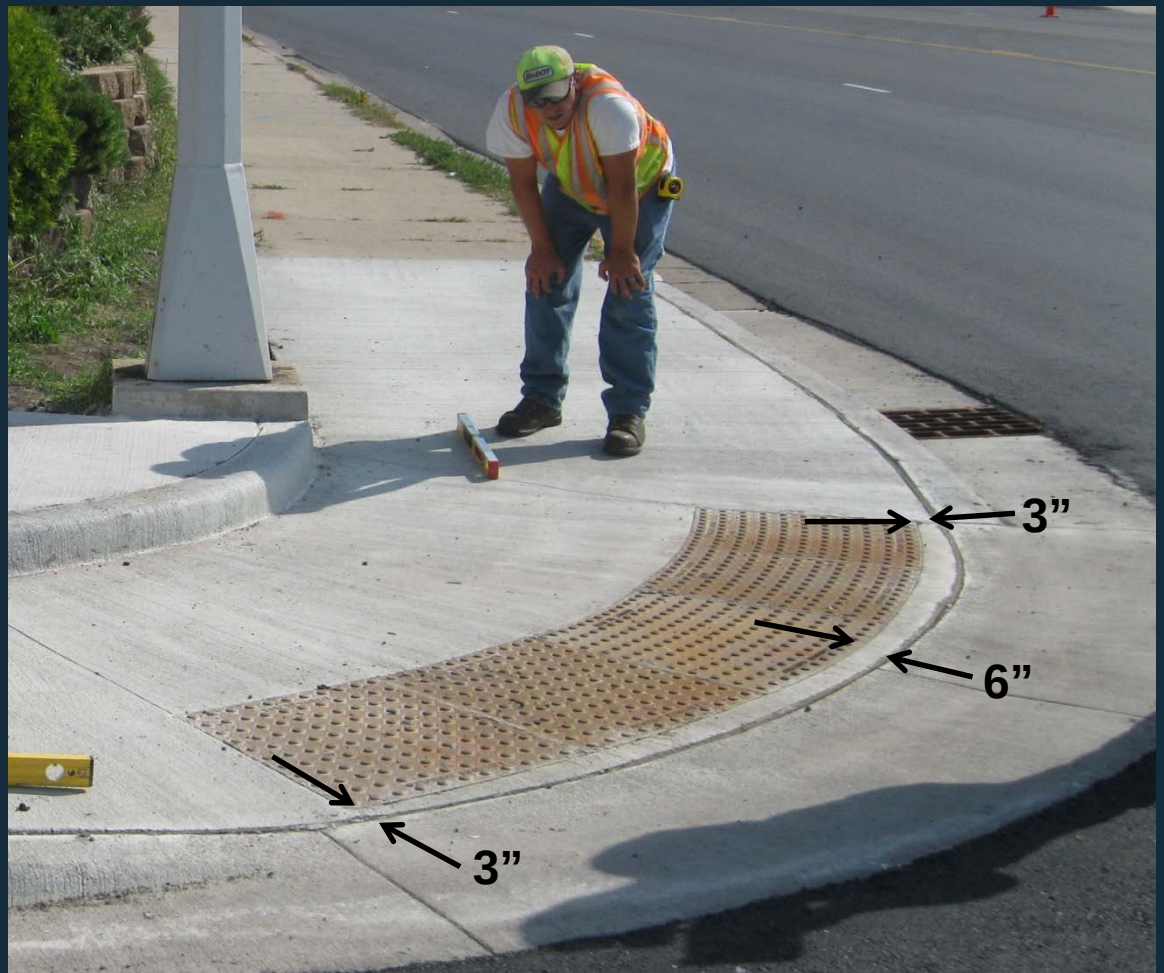
10) Truncated domes cover the entire curb opening and meet setback criteria.

ADA Compliance Checklist

10) Truncated domes shall extend full width of the ramp landing or Blended transition within 3” on either end

ADA Compliance Checklist

10) Radial Detectable warnings shall be set back 3” to 6” from back of curb.



ADA Compliance Checklist

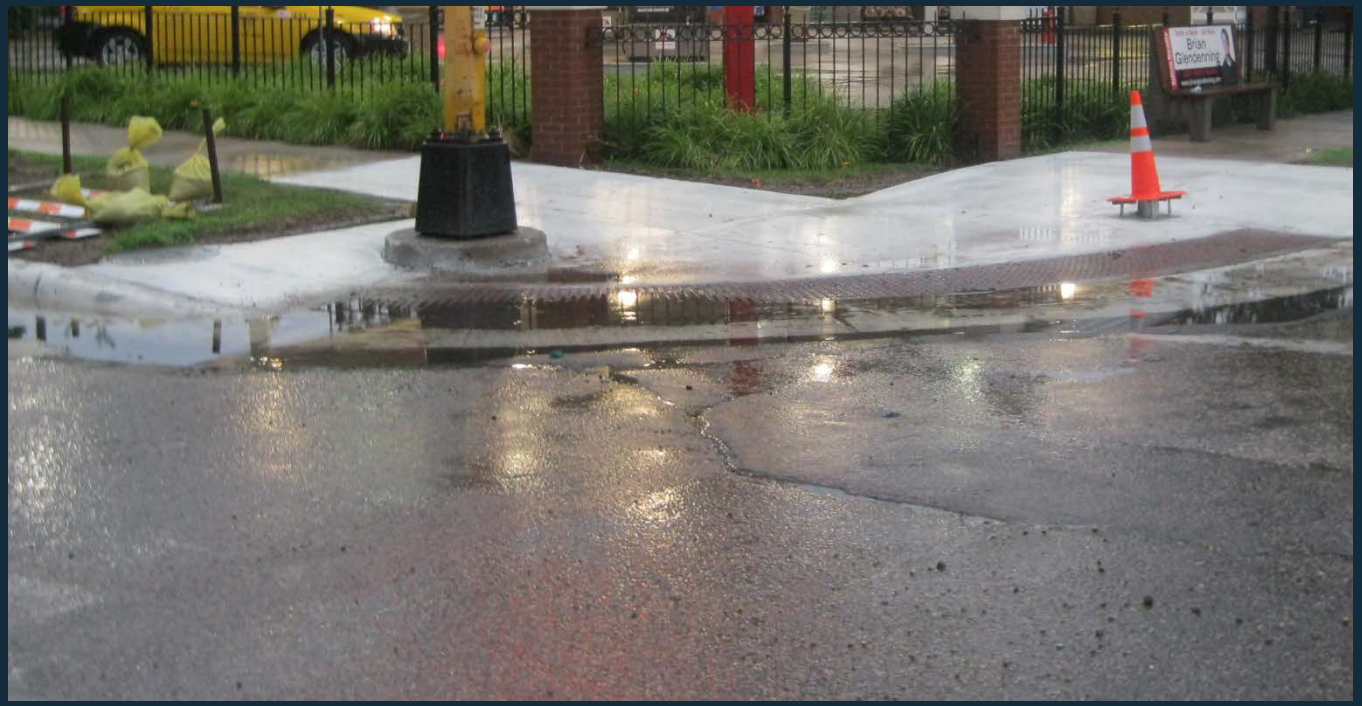
10) Radial Detectable warnings shall be set back 3” to 6” from back of curb.

ADA Compliance Checklist

10) Whenever rectangular domes are placed around a radius, they may be set back up to 9’’ in the middle and 3’’ at the corners.

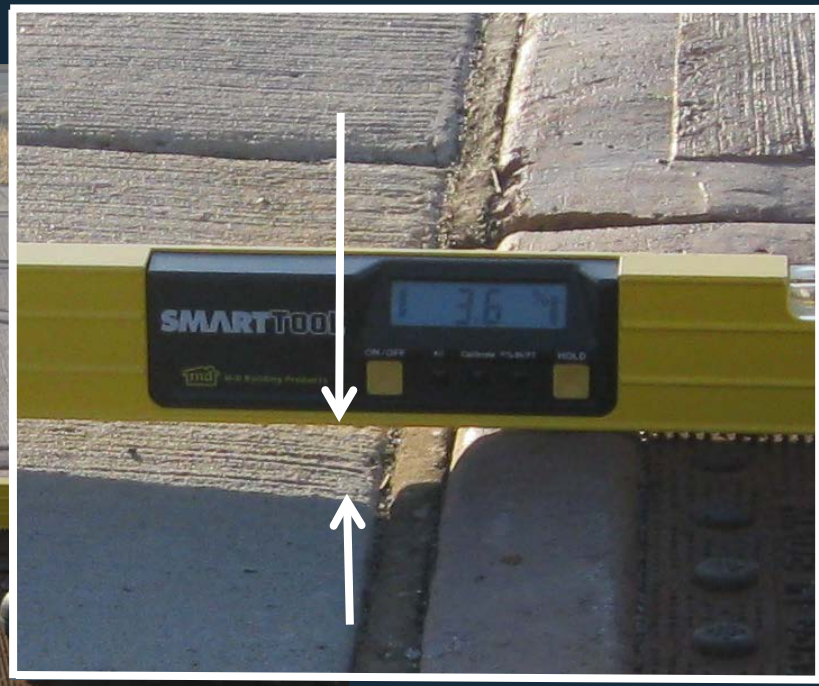
ADA Compliance Checklist

11) Check gutter line and ramps are draining properly and not holding water. Check after rain event.



ADA Compliance Checklist

12) (1803) No vertical discontinuities greater than ¼ inch anything over ½ inch and the panel should be replaced.



ADA Compliance Checklist

12) No vertical discontinuities greater than ¼ inch

ADA Compliance Checklist

13) Spec 2521.3: The Engineer will use a 10’ straight edge to measure the surface. The department considers deviations greater than 3/16 in. and deviations in formed concrete greater than ½ in. from the required location as unacceptable work. Remove and replace unacceptable work as directed by the Engineer.

ADA Compliance Checklist

14) Are ramps fully compliant ? If any portion of the ramp is not compliant, be sure to document pre-construction and post-construction ramp conditions and explain why the ramp cannot be fully compliant.

Always check correct box and explain if not fully compliant.

ADA Compliance Checklist

A) Topography : Elevated road slopes or steep existing flow lines. Secondary landing could not be constructed within 30 ft. of initial landing.

ADA Compliance Checklist

B) Structures : Ramp could not be constructed compliant due to existing structures such as buildings, steps, street signs ect…

Example: walkway attempting to tie into nearby entrance / steps and reducing space for compliant curb ramp construction.

ADA Compliance Checklist

C) Utilities: Existing utilities that could not be moved

- Both surface and underground utilities such as power poles, fire hydrants, street lights, signal poles, manholes, vaults ect…

ADA Compliance Checklist

D) Contractor Performance:

The ramp could have been constructed to be compliant, but the contractor failed in constructing the ramp in accordance with special provisions 1803 special project ADA requirements.

If any compliance standards are not met due to contractor performance, rework is required before the project is substantially complete. See Specification 1503 (Conformity with Plans and Specifications).

ADA Compliance Checklist

D) Contractor Performance:

If the ramp could have been constructed to be compliant, but the contractor failed in constructing a compliant ramp.

Submit both the noncompliant form and the corrected compliant form.

This is important project documentation that will need to be retained.

ADA Compliance Checklist

E) MnDOT personnel gave information / guidance that resulted in a noncompliant facility (Plans, Inspection or Surveys).

(1508) Construction Stakes Lines, and Grades

The Department is responsible for the accuracy of lines ,slopes ,grades , and other Engineering work performed by the department's personnel as specified in this section.

The contractor shall not knowingly take advantage of errors or omissions and shall report any discovered errors or omissions to the Engineer immediately upon discovery.

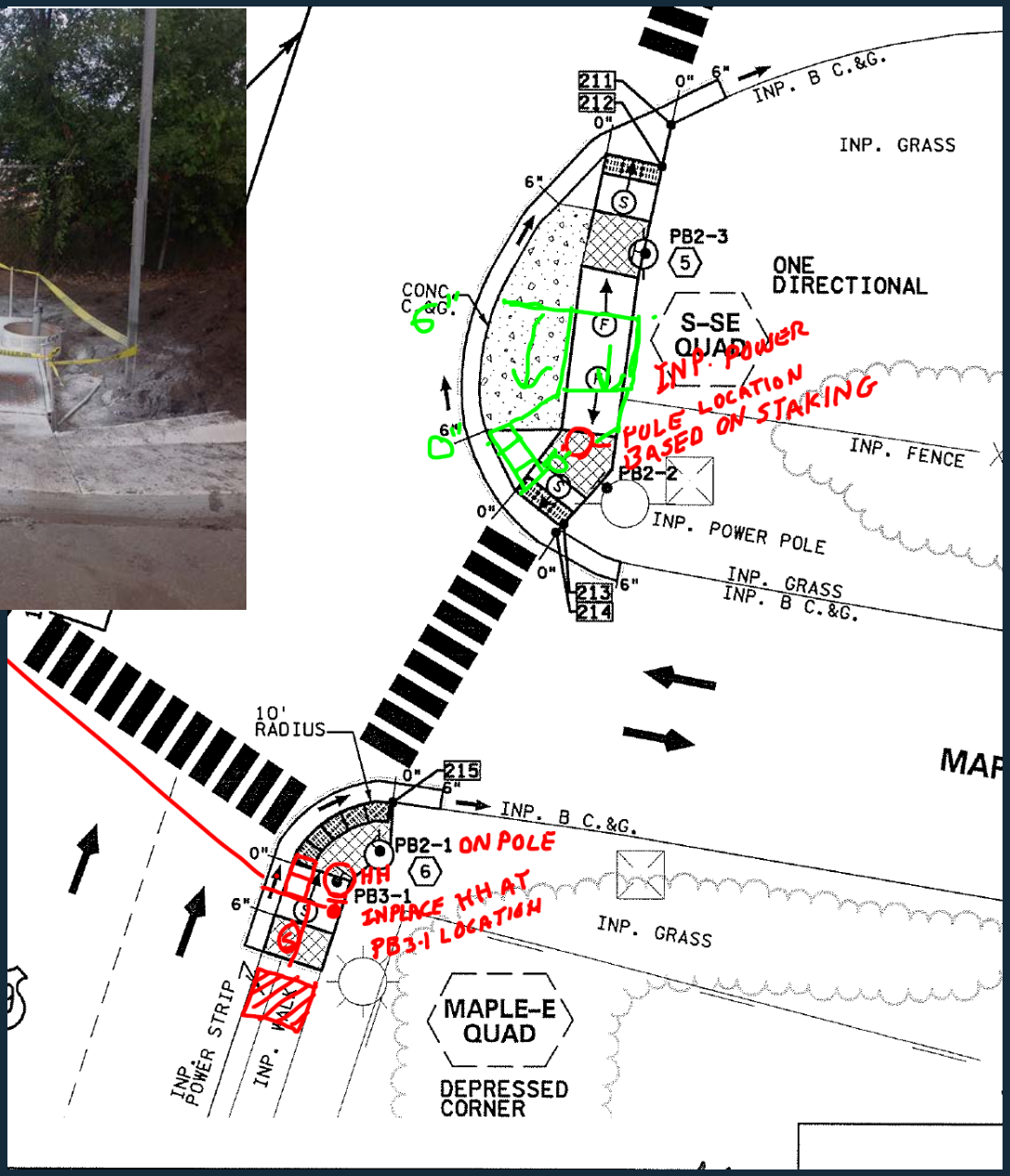
ADA Compliance Checklist

MNDOT Submittal: Submit form to SharePoint Library

NON MNDOT Submittal:

Email completed checklists to *DOT_ADA Compliance Checklists (or ADAComplianceChecklists.dot@state.mn.us for external users).

ADA Compliance Checklist



Was the ramp able to be built according to the plan details?

ADA Compliance Checklist

This would include

- Changes to the (S) or (F) values.
- Corrections in noncompliant gutter flow lines not called out in the plans.
- Change in ramp type.
- Changes to the PAR width.
- Modification of the landing dimensions.

This information does not affect compliance.

It will only be used for design improvements in the future.

APS Compliance Checklist

APS Compliance Checklists link to SharePoint and the Guidance is on ADA web site.

MnDOT ADA Compliance Checklist for APS

SP: ? City: District:
Intersection: ? Quadrant: ?
Construction Year: ?
1) Are push button stations placed and push button faces oriented in accordance with standards? ? ☐ Yes ☐ No
2) Is there a minimum 4' x 4' landing adjacent to each push button? ? ☐ Yes ☐ No
3) Distance from crosswalk edge to push button face (ft): ? Trunk Hwy Side Street
4) Distance from the push button to the back of curb: (measured in the direction of the pedestrian travel in ft) ? Trunk Hwy Side Street
5) Distance between push buttons (ft): ?
6) Push button height (inches): ? Trunk Hwy Side Street
7) Push button side reach (inches): ? Trunk Hwy Side Street
8) Is APS system fully compliant? ? Check
If **NO**, check one of the following reasons why. Explain why the component(s) didn't meet compliance (see ADA Compliance Checklist Guidance for additional directions and attach pages if needed): File Attachment
☐ Topography ? ☐ Structure(s) ? ☐ Utilities ? ☐ Contractor ?
9) Has a 6' maintenance access route (MAR) been maintained? ? ☐ Yes ☐ No
10) Are push buttons situated at least 2' away from both the back of walk and ramp grade break? ? ☐ Yes ☐ No
11) Are all newly constructed hand-hole(s) located outside of pedestrian access route (PAR)? ? ☐ Yes ☐ No
12) Push buttons placed according to the plan details? ☐ Yes ☐ No
If no, please describe/explain:
Printed Name: Date (mm/dd/yyyy):
☐ I certify that the information entered on this form is accurate to the best of my knowledge and that I fully understand the checklist standards and am qualified to carry out the inspection.
Submit to SharePoint Library Pg 1

ADA Compliance Checklist Guidance [APS]

(Accessible Pedestrian Signals)

All 2014 and future ADA work including carryover projects need to follow this guidance and compliance forms need to be entered electronically.

APS Compliance Checklist

APPENDIX

APPENDIX

The bubble note in each figure represents the required data on the APS compliance checklist form.

Numbers on figure and on the APS form	DESCRIPTION
1	Push button orientation
2	Push button landing
3	Distance from crosswalk edge
4	Distance from back of curb
5	Distance between push buttons
9	Distance of push button(s) to front and back of landing
10	Maintenance access route (MAR)

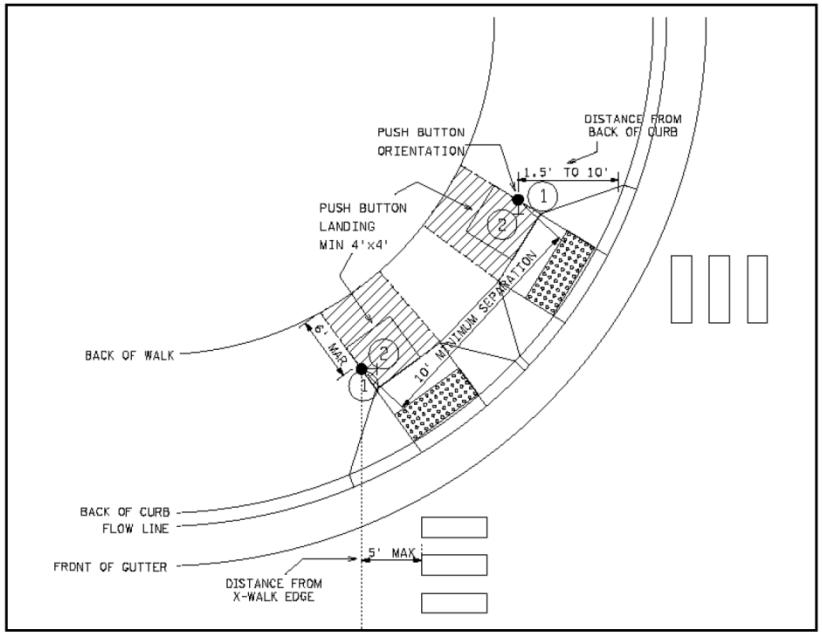
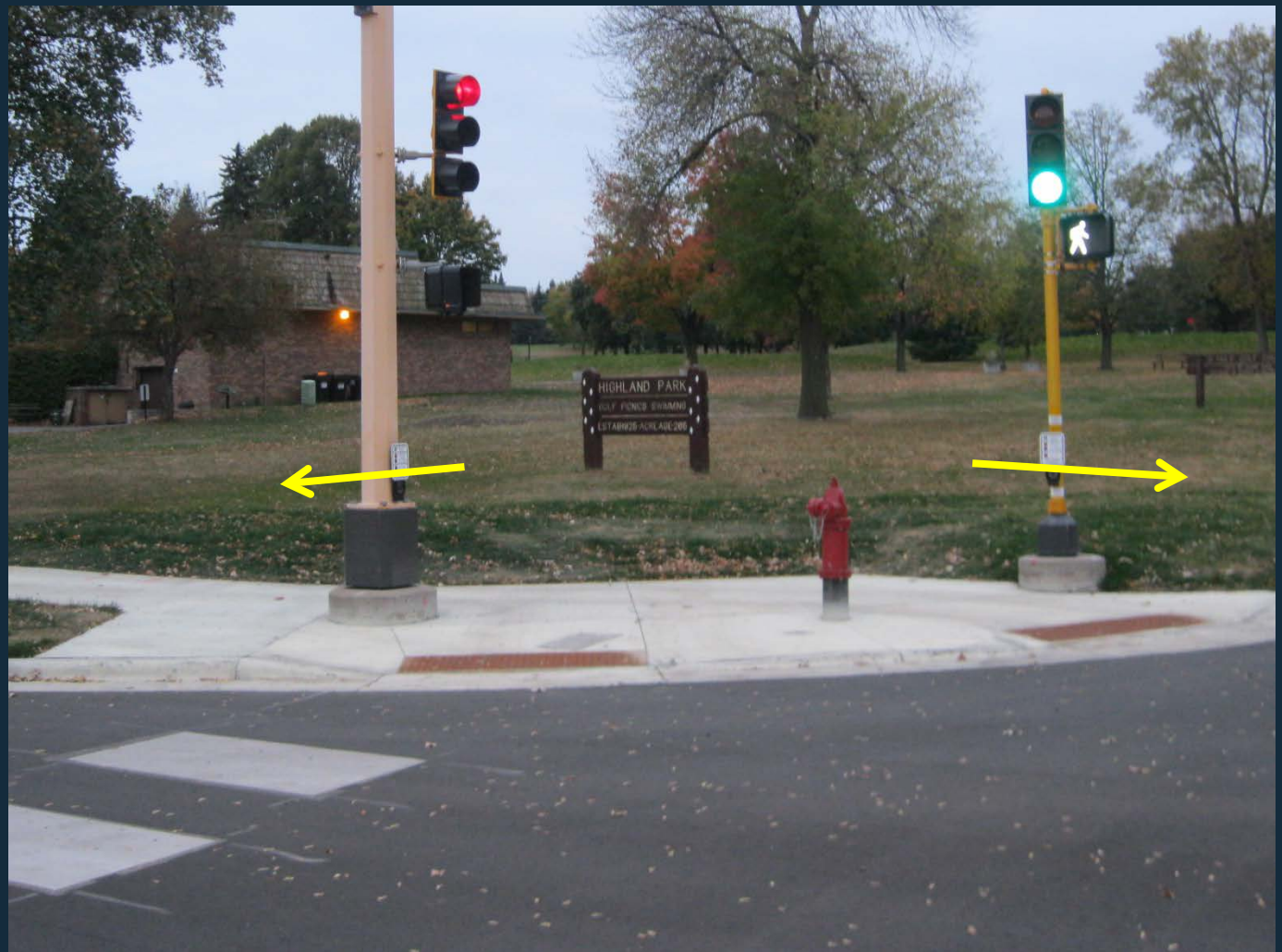


Figure 1: APS Guidance (1)

APS Compliance Checklist

1) Push buttons stations are properly placed and the push button faces are oriented properly.



APS Compliance Checklist

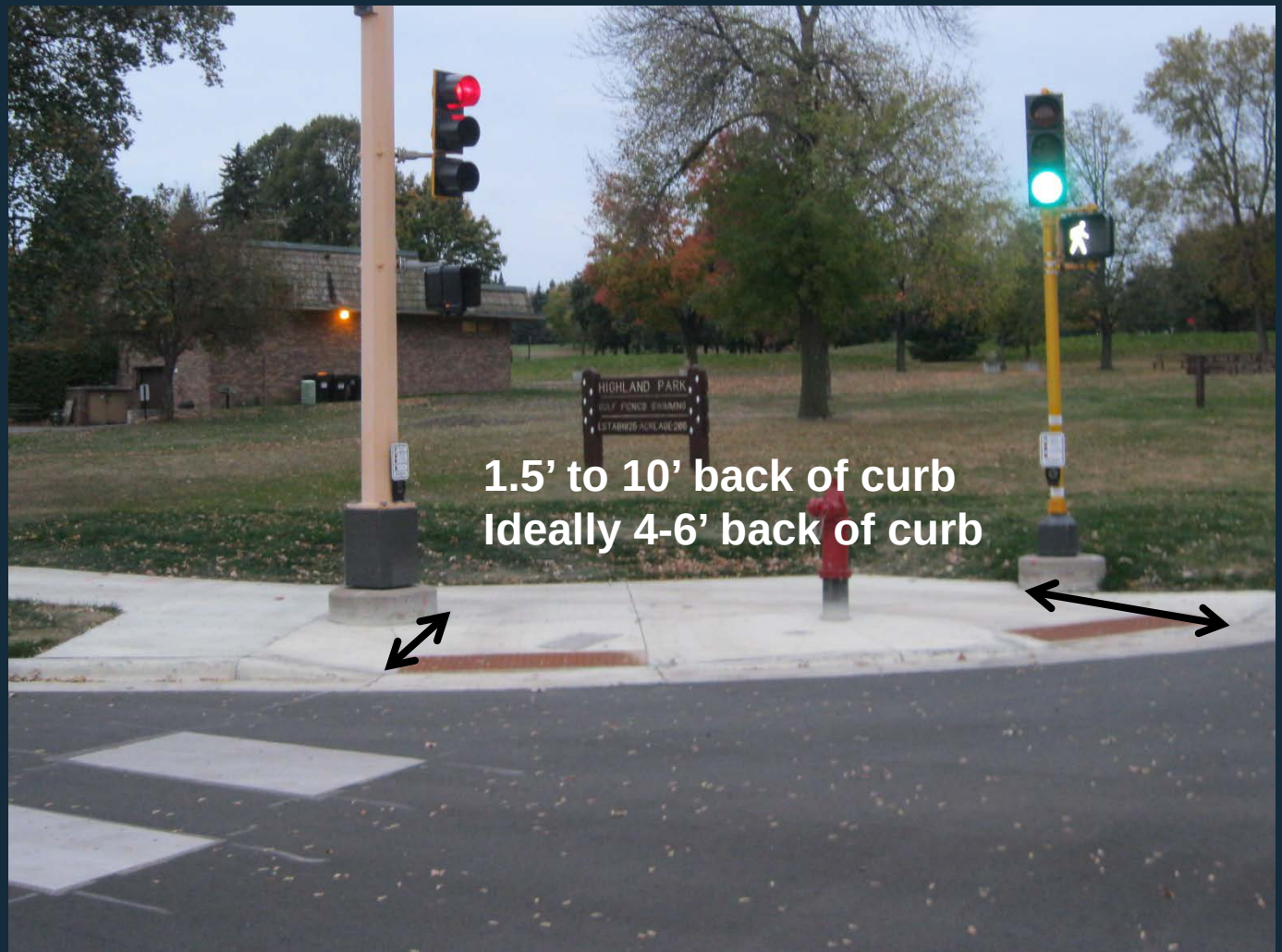
2) There must be a 4’ x 4’ landing adjacent to the push button.

APS Compliance Checklist

3) Distance from crosswalk edge to push button face: _____ _____

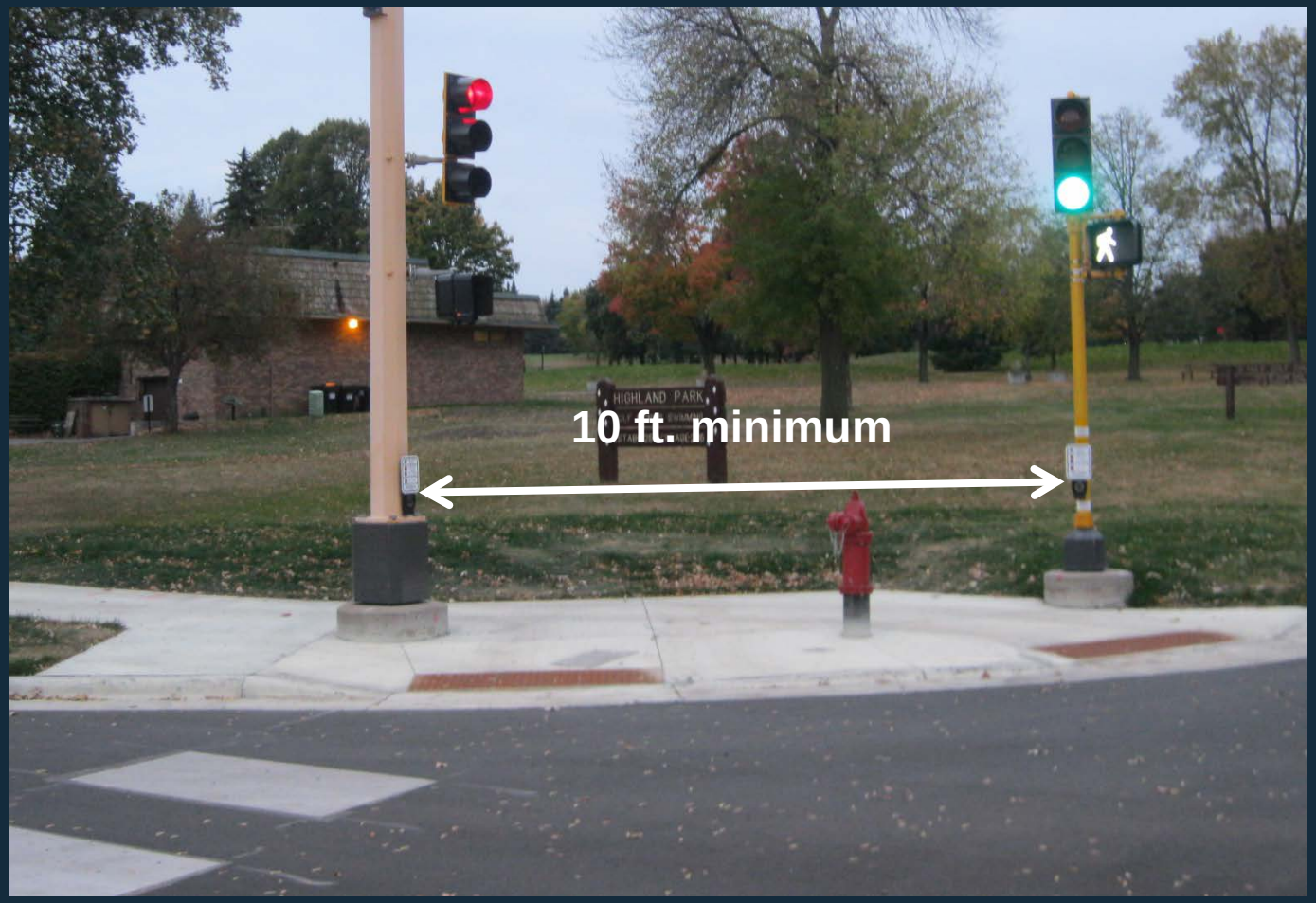
APS Compliance Checklist

4) Distance from the push buttons to the back of curb: _____ _____



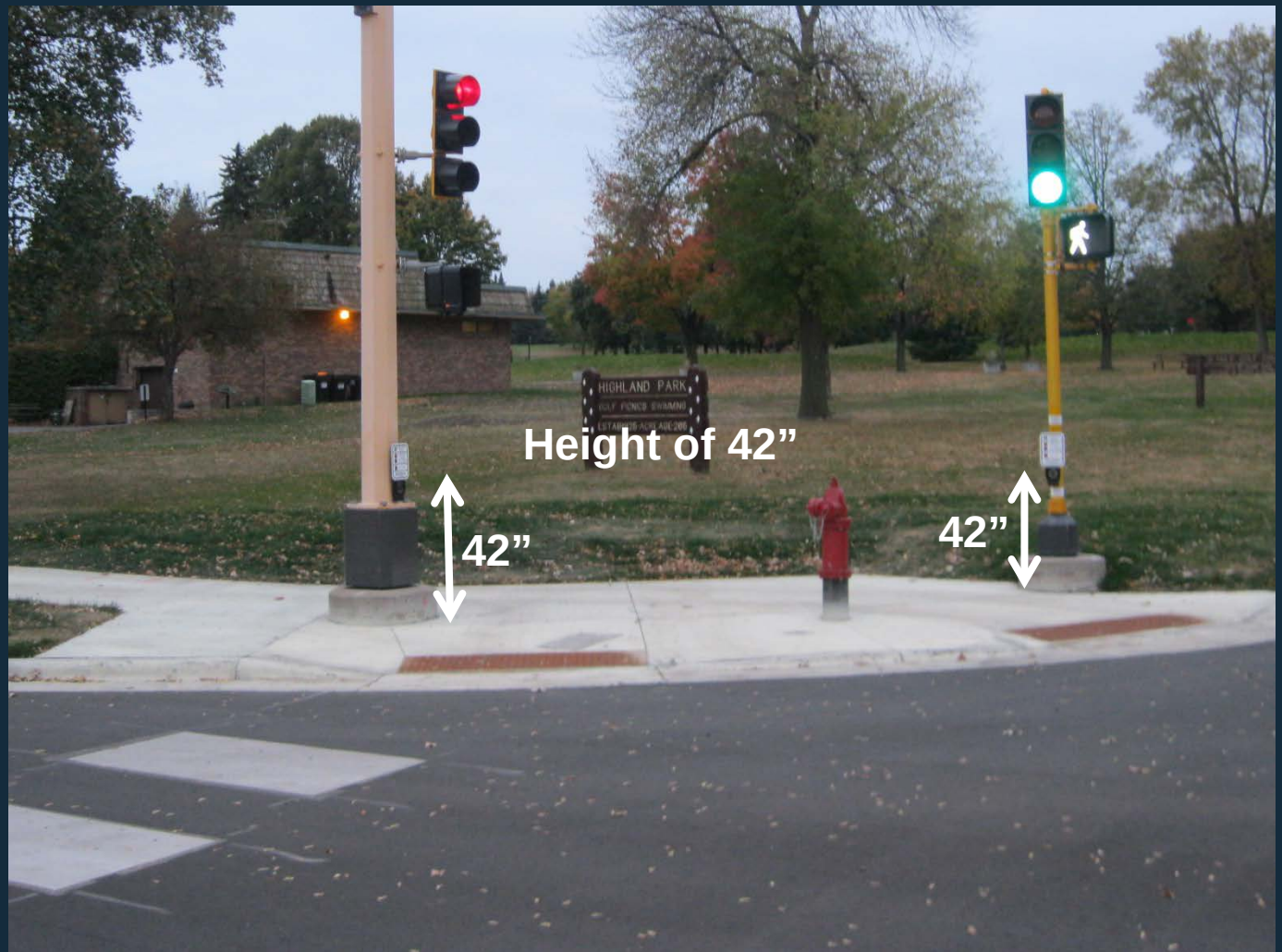
APS Compliance Checklist

5) Distance between the push buttons: _____



APS Compliance Checklist

6) Push button height: _____

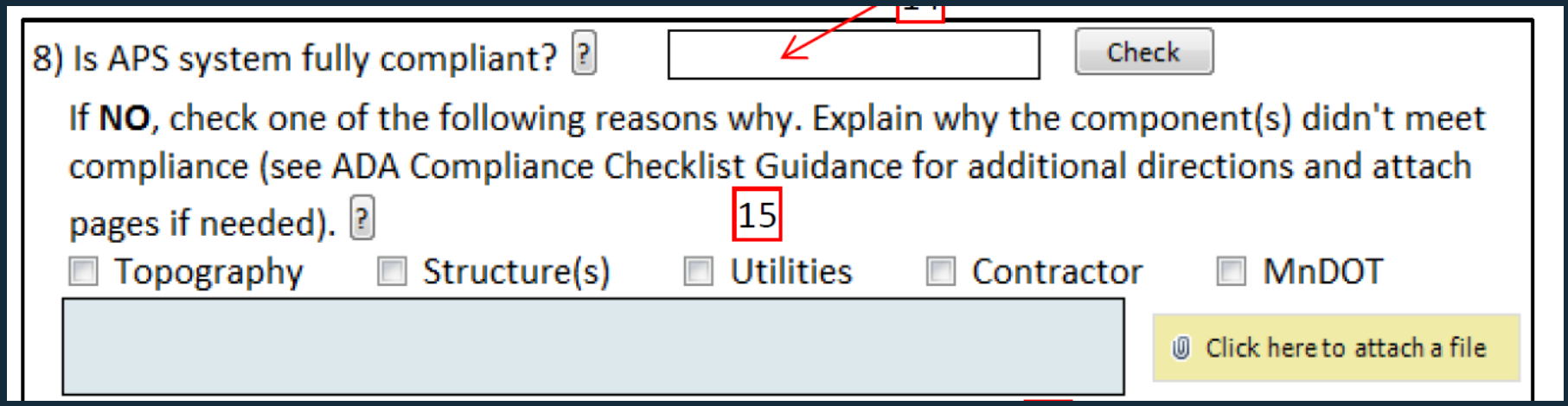


APS Compliance Checklist

7) The push button needs an unobstructed side reach of 10” maximum.

APS Compliance Checklist

8) Is APS system fully compliant?



D) Contractor Performance:

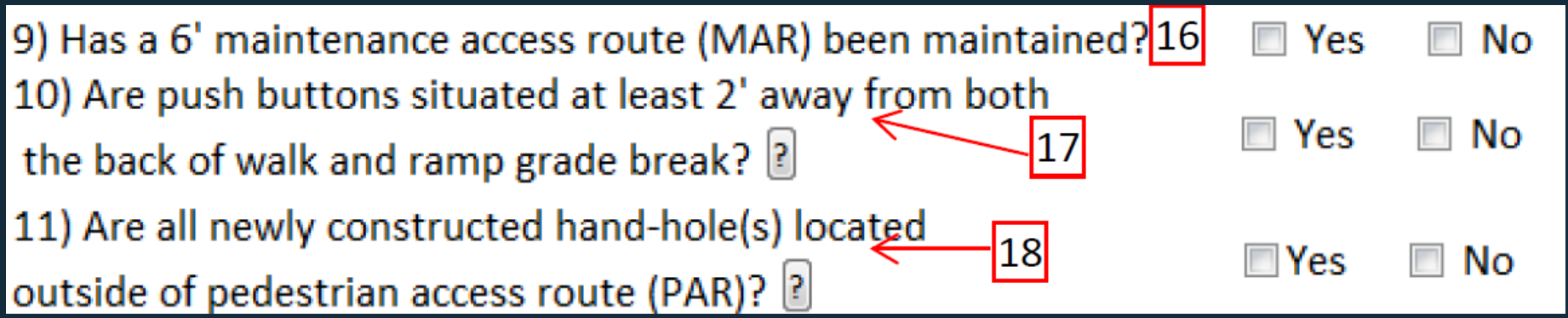
If the ramp could have been constructed to be compliant, but the contractor failed in constructing a compliant ramp.

Submit both the noncompliant form and the corrected compliant form.

This is important project documentation that will need to be retained.

APS Compliance Checklist

Supplementary Checklist Information to help provide Constructability, Maintainability , and Usability



12) Was the ramp able to be built according to the plan details?

Were significant changes required for push buttons during construction to make facility compliant?

APS Compliance Checklist

MNDOT Submittal: Submit to SharePoint Library

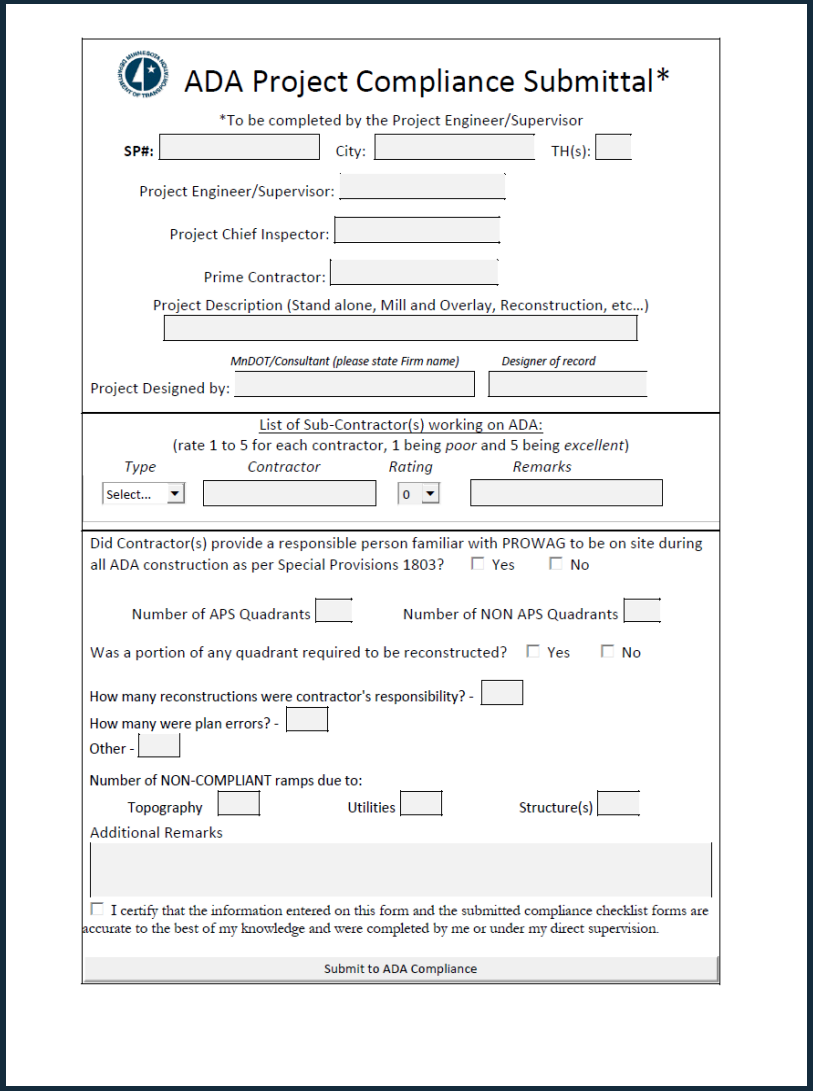
NON MNDOT Submittal :

Email completed checklists to *DOT_ADA Compliance Checklists (or ADAComplianceChecklists.dot@state.mn.us for external users).

ADA Project Compliance Submittal

ADA Project Compliance Submittal to be completed by Project Engineer / Supervisor

"ON EVERY ADA PROJECT"



ADA Project Compliance Submittal*

*To be completed by the Project Engineer/Supervisor

SP#: City: TH(s):

Project Engineer/Supervisor:

Project Chief Inspector:

Prime Contractor:

Project Description (Stand alone, Mill and Overlay, Reconstruction, etc...)

MnDOT/Consultant (please state Firm name) Designer of record

Project Designed by:

List of Sub-Contractor(s) working on ADA:

(rate 1 to 5 for each contractor, 1 being *poor* and 5 being *excellent*)

Type Contractor Rating Remarks

Select... 0

Did Contractor(s) provide a responsible person familiar with PROWAG to be on site during all ADA construction as per Special Provisions 1803? Yes No

Number of APS Quadrants Number of NON APS Quadrants

Was a portion of any quadrant required to be reconstructed? Yes No

How many reconstructions were contractor's responsibility? -

How many were plan errors? -

Other -

Number of NON-COMPLIANT ramps due to:

Topography Utilities Structure(s)

Additional Remarks

I certify that the information entered on this form and the submitted compliance checklist forms are accurate to the best of my knowledge and were completed by me or under my direct supervision.

Submit to ADA Compliance

Questions?