Office accessibility walkthrough

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before signing a lease, opening a room, and after changes to entrances, furniture, policies, or communication methods.	This is not an ADA survey, code inspection, architectural certification, or individualized accommodation decision.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Walk the arrival route** Check parking or drop-off, public transit information, paths, slopes, surfaces, doors, elevators, and signage. **Your record:** _____ **Source:** ADA.gov: guidance for businesses
2	**[ ] Check the therapy room** Review clear routes, seating choices, turning space, lighting, sound, and access to exits. **Your record:** _____ **Source:** ADA.gov: guidance for businesses
3	**[ ] Check shared facilities** Include reception, restrooms, drinking water, payment, and any building-controlled spaces clients use. **Your record:** _____ **Source:** ADA.gov: guidance for businesses
4	**[ ] Review communication access** Map phone, web, forms, captions, interpreters, and other auxiliary-aid pathways. **Your record:** _____ **Source:** ADA.gov: guidance for businesses
5	**[ ] Test policy flexibility** Identify rules or routines that may require reasonable modification and who can approve it. **Your record:** _____ **Source:** ADA.gov: guidance for businesses

6	**[ ] Create an owner-and-date log** Record barriers, interim routes, responsible parties, due dates, and professional review needed. **Your record:** _____ **Source:** ADA.gov: guidance for businesses

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- ADA.gov: guidance for businesses

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.