

Architectural Barriers Act Accessibility Standard (ABAAS) Compliance Checklist - Leased Facilities

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This Checklist is intended to facilitate achieving full compliance with the requirements of the Architectural Barriers Act Accessibility Standard (ABAAS) for all GSA leased facilities except new buildings/facilities expressly built to meet the Government's needs.

Please note, words and terms utilized in ABAAS, such as “*joint use*” may have alternative and/or specific meaning in the context of a GSA lease. The **Definitions** section of this document is extracted from the ABAAS Guidelines and applies to determine compliance with the requirements of ABAAS only.

The **Primary Function Area** for purposes of providing an accessible route in leased facility is an area that contains a major activity for which the leased facility is intended. The definition in its entirety is included in *Federal Management Regulation; Real Property Policies Update; Final Rule, November 8, 2005* - [41 CFR Part 102-76, Paragraph 102-76.85](#).

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Architectural Barriers Act Accessibility Standard (ABAAS) Compliance Checklist - Leased Facilities

The Architectural Barriers Act (ABA) of 1968 – requires that buildings and facilities designed, built, altered or leased with Federal funds be accessible to persons with disabilities. The United States Access Board develops and maintains accessibility guidelines under the ABA which serve as the basis for the standards used to enforce the ABA. GSA is one of four Federal agencies responsible for the standards. The others are the Department of Defense, the U.S. Postal Service and the Department of Housing and Urban Development.

The Architectural Barriers Act Accessibility Standard, ABAAS – is GSA’s new accessibility standard under the ABA. It comprises ABA Chapters 1 and 2 and Chapters 3 through 10 of the Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines published by the U.S. Access Board on July 23, 2004. A full copy of the guidelines is available at <http://www.access-board.gov/ada-aba/final.htm>.

Applicability of ABAAS to Leased Facilities – ABAAS Section F202.6 Leases, outlines compliance requirements for leased facilities.

ABAAS Compliance Checklist – This Checklist is intended to facilitate achieving full compliance with the requirements of the Architectural Barriers Act Accessibility Standard (ABAAS) for all GSA leased facilities except new buildings/facilities expressly built to meet the Government's needs.

★ **Building Construction:** New Existing Historic Status Built: _____

★ **Lease Action:** Renewal Extension _____

New Lease New/Replacing New/Succeeding New/Superseding

★ **Prior Accessibility Compliance:** UFAS GSA Standard ANSI A117.1 1961- (Revised 1971)

None _____

★ **Additions: The requirements of F202.2 apply to additions.**

Additions are included in offer? Yes No

Each addition to an existing building or facility must comply with the requirements of ABA Chapter 2 for new construction. To determine compliance requirements of any addition use the **Addition Compliance Worksheet** attached. Summarize compliance below.

Compliant Yes No **Comment** _____

★ **Alterations: The requirements of F202.3 apply to alterations.**

Alterations are included in offer? Yes No

Where existing elements or spaces are altered, each altered element or space must comply with the applicable requirements of ABA Chapter 2. To determine compliance requirements of any alteration use the **Alteration Compliance Worksheet** attached. Summarize compliance below.

Compliant Yes No **Comment** _____

★ **General Exceptions (F203)**

For **existing buildings**, certain *sites*, *buildings*, facilities, and *elements* may be exempt from the requirements of ABAAS to the extent specified by **F203**. To determine if the General Exceptions apply, use the **Exception Worksheet** attached.

Does an Exception apply? Yes No



F202 Existing Buildings

F202.6 Leases. Buildings or facilities for which new leases are negotiated by the Federal government after the effective date of the revised standards issued pursuant to the Architectural Barriers Act, including new leases for buildings or facilities previously occupied by the Federal government, shall comply with F202.6.

Exception 1: Buildings or facilities leased for use by officials servicing disasters on a temporary, emergency basis shall not be required to comply with F202.6.

Does Exception apply? Yes No

Compliant Yes No

Comment _____

Exception 2: Buildings or facilities leased for 12 months or less shall not be required to comply with F202.6 provided that the lease may not be extended or renewed.

Does Exception apply? Yes No

Compliant Yes No

Comment _____

F202.6.1 Joint Use Areas. Joint use areas serving the leased space shall comply with F202.6.

Exception: Alterations and additions to joint use areas serving the leased space shall not be required to comply with **F202.2**, **F202.3**, and **F202.5** provided that the alterations are not undertaken by or on behalf of the Federal government.

Does Exception apply? Yes No

Advisory F202.6.1 Joint Use Areas Exception. When negotiating a lease, ensure that joint use areas are accessible. Inaccessible joint use areas may prevent access to and from leased space.

Compliant Yes No

Comment _____

F202.6.2 Accessible Route. Primary function areas, as defined by Administrator of the General Services Administration, the Secretary of Defense, the Secretary of Housing and Urban Development, and the United States Postal Service, shall be served by at least one accessible route complying with F206. Elements and spaces required to be accessible by F202.6 shall be on an accessible route complying with F206.

Exception: Fire alarms required by **F202.6.5.2** and assistive listening systems required by **F202.6.5.5** shall not be required to be on an accessible route.

Does Exception apply? Yes No

Compliant Yes No

Comment _____

F202.6.3 Toilet and Bathing Facilities. Where provided, toilet facilities and bathing facilities shall comply with F202.6.3.

F202.6.3.1 Multiple Facilities. At least one toilet facility or bathing facility for each sex on each floor that has toilet facilities or bathing facilities shall comply with **F213.2** and **F213.3**.

F202.6.3.2 Single Facilities. Where only one toilet or bathing facility is provided in a building or facility for each sex, either one unisex toilet or bathing facility, or one toilet or bathing facility for each sex, shall comply with **F213.2** and **F213.3**.

Compliant Yes No

Comment _____

F202.6.4 Parking. Parking shall comply with **F208**.

Compliant Yes No

Comment _____



F202.6.5 Other Elements and Spaces. Where provided, the following elements and spaces shall comply with F202.6.5.

Compliant Yes No **Comment** _____

F202.6.5.1 Drinking Fountains. Drinking fountains shall comply with **F211**.

Compliant Yes No **Comment** _____

F202.6.5.2 Fire Alarms. Fire alarms shall comply with **F215**.

Exception: Fire alarms shall not be required to comply with **702** where existing power sources must be upgraded to meet the requirement.

Compliant Yes No **Comment** _____ **Does Exception apply?** Yes No

F202.6.5.3 Public Telephones. Public telephones shall comply with **F217**.

Compliant Yes No **Comment** _____

F202.6.5.4 Dining Surfaces and Work Surfaces. Dining surfaces and work surfaces shall comply with **F226**.

Compliant Yes No **Comment** _____

F202.6.5.5 Assembly Areas. Assistive listening systems shall comply with **F219** and assembly seating shall comply with **F221**.

Compliant Yes No **Comment** _____

F202.6.5.6 Sales and Service Counters. Sales and service counters shall comply with **F227**.

Compliant Yes No **Comment** _____

F202.6.5.7 Depositories, Vending Machines, Change Machines, and Mail Boxes. Depositories, vending machines, change machines, and mail boxes shall comply with **F228**.

Compliant Yes No **Comment** _____

F202.6.5.8 Residential Facilities. Residential dwelling units shall comply with **F233**.

Compliant Yes No **Comment** _____



Appendix A Additions F202.2

Additions Worksheet (Complete for any/all Additions.)

F202 Existing Buildings and Facilities:

F202.1 General. Additions and alterations to existing buildings or facilities, including leased buildings or facilities, shall comply with F202.

F202.2 Additions. Each addition to an existing building or facility shall comply with the requirements for new construction.

F202.2.1 Accessible Route. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to an accessible entrance serving the addition. If the only accessible entrances serving the addition are provided in the existing building or facility, the accessible route shall connect at least one existing entrance to all accessible spaces and elements within the addition. In addition, elements and spaces specified in F202.2.2 through F202.2.5 shall be on an accessible route.

Compliant Yes [] No [] Comment _____

F202.2.2 Entrance. Where an entrance is not provided in an addition, at least one entrance in the existing building or facility shall comply with F206.4 and shall serve the addition.

Compliant Yes [] No [] Comment _____

F202.2.3 Toilet and Bathing Facilities. Where toilet facilities and bathing facilities are not provided in an addition but are provided in the existing building or facility to serve the addition, the toilet facilities and bathing facilities shall comply with F202.2.3.

Exception: In Alterations to areas serving additions where it is technically infeasible to comply with 603, altering existing toilet or bathing rooms is not required where a single unisex toilet room or bathing room complying with F213.2.1 is provided to serve the addition.

Does Exception apply? Yes [] No []
Compliant Yes [] No [] Comment _____

F202.2.3.1 Existing Toilet Facility. Where existing toilet facilities are provided in the existing building or facility, at least one toilet facility for men and at least one toilet facility for women shall comply with F213.2 and F213.3 and shall serve the addition.

Exception: Where only one toilet facility is provided in the existing building or facility, one toilet facility shall comply with F213.2 and F213.3 and shall serve the addition.

Does Exception apply? Yes [] No []
Compliant Yes [] No [] Comment _____



Appendix A Additions F202.2

F202.2.3.2 Existing Bathing Facility. Where existing bathing facilities are provided in the existing building or facility, at least one bathing facility for men and at least one bathing facility for women shall comply with F213.2 and F213.3 and shall serve the addition.

Exception: Where only one bathing facility is provided in the existing building or facility, one bathing facility shall comply with F213.2 and F213.3 and shall serve the Addition.

Does Exception apply?

Yes

No

Compliant

Yes

No

Comment

F202.2.4 Public Telephone. Where a public telephone is not provided in an addition but is provided in the existing building or facility to serve the addition, at least one public telephone in the existing building or facility shall comply with F217.

Compliant

Yes

No

Comment

F202.2.5 Drinking Fountain. Where a drinking fountain is not provided in an addition but is provided in the existing building or facility to serve the addition, at least one drinking fountain in the existing building or facility shall comply with 602.1 through 602.6.

Compliant

Yes

No

Comment



Appendix B Alterations F202.3

Alterations Worksheet (Complete for any/all Alterations.)

F202 Existing Buildings and Facilities

F202.1 General. Additions and Alterations to existing buildings or facilities, including leased buildings or facilities, shall comply with F202.

F202.3 Alterations. Where existing elements or spaces are altered, each altered element or space shall comply with the applicable requirements of Chapter 2.

Advisory F202.3 Alterations. Although covered entities are permitted to limit the scope of an alteration to individual elements, the alteration of multiple elements within a room or space may provide a cost-effective opportunity to make the entire room or space accessible. Any elements or spaces of the building or facility that are required to comply with these requirements must be made accessible within the scope of the alteration, to the maximum extent feasible. If providing accessibility in compliance with these requirements for people with one type of disability (e.g., people who use wheelchairs) is not feasible, accessibility must still be provided in compliance with the requirements for people with other types of disabilities (e.g., people who have hearing impairments or who have vision impairments) to the extent that such accessibility is feasible.

Exceptions:

1. Unless required by F202.4, where elements or spaces are altered and the circulation path to the altered element or space is not altered, an accessible route shall not be required.

Does Exception apply? Yes [] No []

2. In Alterations, where compliance with applicable requirements is technically infeasible, the alteration shall comply with the requirements to the maximum extent feasible.

Does Exception apply? Yes [] No []

3. Residential dwelling units not required to be accessible in compliance with a standard issued pursuant to the architectural barriers act or section 504 of the rehabilitation act of 1973, as amended, shall not be required to comply with F202.3.

Does Exception apply? Yes [] No []

Compliant Yes [] No [] Comment _____

F202.3.1 Prohibited Reduction in Access. An alteration that decreases or has the effect of decreasing the accessibility of a building or facility below the requirements for new construction at the time of the alteration is prohibited.

F202.3.2 Extent of Application. An alteration of an existing element, space, or area of a building or facility shall not impose a requirement for accessibility greater than required for new construction.

F202.4 Alterations Affecting Primary Function Areas. In addition to the requirements of F202.3, an alteration that affects or could affect the usability of or access to an area containing a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area, including the rest rooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope as determined under criteria established by the Administrator of the General Services Administration, the Secretary of Defense, the Secretary of Housing and Urban Development, or the United States Postal Service.



Appendix B Alterations F202.3

Advisory F202.4 Alterations Affecting Primary Function Areas. An area of a building or facility containing a major activity for which the building or facility is intended is a primary function area. there can be multiple areas containing a primary function in a single building. Primary function areas are not limited to public use areas. For example, both a bank lobby and the bank's employee areas such as the teller areas and walk-in safe are primary function areas. Also, mixed use facilities may include numerous primary function areas for each use. Areas containing a primary function do not include: mechanical rooms, boiler rooms, supply storage rooms, employee lounges or locker rooms, janitorial closets, entrances, corridors, or restrooms.

Exception: Residential Dwelling Units shall not be required to comply with F202.4.

Does Exception apply? Yes [] No []
Compliant Yes [] No [] Comment _____

F202.5 Alterations to Qualified Historic Buildings and Facilities. Alterations to a qualified historic building or facility shall comply with F202.3 and F202.4.

Advisory F202.5 Alterations to Qualified Historic Buildings and Facilities Exception. Section 106 of the National Historic Preservation Act requires that a Federal agency with jurisdiction over a proposed Federal or federally assisted undertaking consider the effect of the action on Buildings and facilities listed in or eligible for listing in the National Register of Historic Places prior to approving the expenditure of any Federal funds. The Advisory Council on Historic Preservation has established procedures for Federal agencies to meet this statutory responsibility. See 36 CFR Part 800. The procedures require Federal agencies to consult with the State Historic Preservation Officer, and provide for involvement by the Advisory Council on Historic Preservation in certain cases. There are exceptions for alterations to qualified historic buildings and facilities for accessible routes (F206.2.1 Exception 1 and F206.2.3 Exception 6); entrances (F206.4 Exception 2); and toilet facilities (F213.2 Exception 2). These exceptions apply only when the State Historic Preservation Officer or the Advisory Council on Historic Preservation agrees that compliance with requirements for the specific element would threaten or destroy the historic significance of the Building or Facility.

The Accessibility Office at the National Endowment for the Arts (NEA) provides a variety of resources for museum operators and historic properties including: the Design for Accessibility Guide and the Disability Symbols. Contact NEA about these and other resources at (202) 682-5532 or www.arts.gov

Exception: Where the State Historic Preservation Officer or Advisory Council on Historic Preservation determines that compliance with the requirements for accessible routes, entrances, or toilet facilities would threaten or destroy the historic significance of the building or facility, the exceptions for alterations to qualified historic buildings or facilities for that element shall be permitted to apply.

Does Exception apply? Yes [] No []
Compliant Yes [] No [] Comment _____



Appendix C General Exceptions F203

Exceptions Worksheet (To be completed if General Exceptions are taken to achieve compliance.)

F203 General Exceptions:

F203.1 General. Sites, buildings, facilities, and elements are exempt from these requirements to the extent specified by F203.

F203.2 Existing Elements. Elements in compliance with an earlier standard issued pursuant to the Architectural Barriers Act or Section 504 of the Rehabilitation Act of 1973, as amended shall not be required to comply with these requirements unless altered.

Advisory F203.2 Existing Elements. The exception at F203.2 does not obviate or limit in any way a federal agency's obligation to provide reasonable accommodations pursuant to the Rehabilitation Act of 1973. Federal employees with disabilities are entitled to reasonable accommodations in the workplace. Such accommodations may include modifications to workstations or to other areas of the workplace, including the common areas such as toilet rooms, meeting rooms, or break rooms. Reasonable accommodations are always provided on a case-by-case basis and are specific to the unique needs of a person. As such, an accommodation may be consistent with, or depart from, the specific technical requirements of this, or any other, document.

In Addition, the exception at F203.2 provides that compliance with an earlier standard issued under Section 504 of the Rehabilitation Act satisfies the requirements of the Architectural Barriers Act; the exception does not obviate or limit a Federal agency's authority to enforce requirements issued pursuant to Section 504 of the Rehabilitation Act, including requirements for making reasonable modifications to policies, practices, and procedures, or requirements for making reasonable modifications to policies, practices, and procedures, or making structural changes to facilities in order to make a program or activity Accessible to and usable by persons with disabilities.

Does Exception apply? Yes [] No []

F203.3 Construction Sites. Structures and sites directly associated with the actual processes of construction, including but not limited to, scaffolding, bridging, materials hoists, materials storage, and construction trailers shall not be required to comply with these requirements or to be on an accessible route. Portable toilet units provided for use exclusively by construction personnel on a construction Site shall not be required to comply with F213 or to be on an Accessible route.

Does Exception apply? Yes [] No []

F203.4 Raised Areas. Areas raised primarily for purposes of security, life safety, or fire safety, including but not limited to, observation or lookout galleries, prison guard towers, fire towers, or life guard stands shall not be required to comply with these requirements or to be on an Accessible route.

Does Exception apply? Yes [] No []

F203.5 Limited Access Spaces. Spaces accessed only by ladders, catwalks, crawl spaces, or very narrow passageways shall not be required to comply with these requirements or to be on an Accessible route.

Does Exception apply? Yes [] No []

F203.6 Machinery Spaces. Spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment shall not be required to comply with these requirements or to be on an accessible route. Machinery Spaces include, but are not limited to, elevator pits or elevator penthouses; mechanical, electrical or communications equipment rooms; piping or equipment catwalks; water or sewage treatment pump rooms and stations; electric substations and transformer vaults; and highway and tunnel utility facilities.

Does Exception apply? Yes [] No []



Appendix C General Exceptions F203

F203.7 Single Occupant Structures. Single occupant structures accessed only by passageways below grade or elevated above standard curb height, including but not limited to, toll booths that are accessed only by underground tunnels, shall not be required to comply with these requirements or to be on an accessible route.

Does Exception apply? Yes [] No []

F203.8 Detention and Correctional Facilities. In detention and correctional facilities, common use areas that are used only by inmates or detainees and security personnel and that do not serve holding cells or housing cells required to comply with F232, shall not be required to comply with these requirements or to be on an Accessible route.

Does Exception apply? Yes [] No []

F203.9 Residential Facilities. In residential facilities, common use areas that do not serve residential dwelling units required to provide mobility features complying with 809.2 through 809.4 shall not be required to comply with these requirements or to be on an accessible route.

Does Exception apply? Yes [] No []

F203.10 Raised Refereeing, Judging, and Scoring Areas. Raised structures used solely for refereeing, judging, or scoring a sport shall not be required to comply with these requirements or to be on an accessible route.

Does Exception apply? Yes [] No []

F203.11 Water Slides. Water slides shall not be required to comply with these requirements or to be on an accessible route.

Does Exception apply? Yes [] No []

F203.12 Animal Containment Areas. Animal containment areas that are not for public use shall not be required to comply with these requirements or to be on an accessible route.

Advisory F203.12 Animal Containment Areas. Public circulation routes where animals may travel, such as in petting zoos and passageways alongside animal pens in State fairs, are not eligible for the exception.

Does Exception apply? Yes [] No []

F203.13 Raised Boxing or Wrestling Rings. Raised boxing or wrestling rings shall not be required to comply with these requirements or to be on an Accessible route.

Does Exception apply? Yes [] No []

F203.14 Raised Diving Boards and Diving Platforms. Raised diving boards and diving platforms shall not be required to comply with these requirements or to be on an accessible route.

Does Exception apply? Yes [] No []

★ General Exceptions Summary. (If checked the following general exceptions apply.)

- Elements compliant w/ earlier standard (F203.2)
Construction Sites (F203.3)
Raised Areas (F203.4)
Limited Access Spaces (F203.5)
Machinery Spaces (F203.6)
Single Occupant Structures (F203.7)
Detention and Correctional Facilities (F203.8)
Residential Facilities (F203.9)
Raised Refereeing, Judging,/Scoring Areas (F203.10)
Water Slides (F203.11)
Animal Containment Areas (F203.12)
Raised Boxing or Wrestling Rings (F203.13)
Raised Diving Boards/Diving Platforms (F203.14)



Appendix D Definitions F106

Note, words and terms utilized in ABAAS may have alternative and/or specific meaning in the context of a GSA lease. Definitions per ABAAS apply to determine compliance with the requirements of ABAAS only.

The **Primary Function Area** for purposes of providing an accessible route in leased facility is an area that contains a major activity for which the leased facility is intended. The definition in its entirety is included in *Federal Management Regulation; Real Property Policies Update; Final Rule, November 8, 2005 - [41 CFR Part 102-76, Paragraph 102-76.85](#)*.

F106 Definitions (ABAAS)

F106.1 General. For the purpose of this document, the terms defined in F106.5 have the indicated meaning.

Advisory F106.1 General. Terms defined in Section 106.5 are italicized in the text of this document.

F106.2 Terms Defined in Referenced Standard. Terms not defined in F106.5 or in regulations issued by the Administrator of the General Services Administration, the Secretary of Defense, the Secretary of Housing and Urban Development, or the United States Postal Service to implement the Architectural Barriers Act but specifically defined in a referenced standard, shall have the specified meaning from the referenced standard unless otherwise stated

F106.3 Undefined Terms. The meaning of terms not specifically defined in F106.5 or in regulations issued by the Administrator of the General Services Administration, the Secretary of Defense, the Secretary of Housing and Urban Development, or the United States Postal Service to implement the Architectural Barriers Act or in referenced standards shall be as defined by collegiate dictionaries in the sense that the context implies.

F106.4 Interchangeability. Words, terms and phrases used in the singular include the plural and those used in the plural include the singular.

F106.5 Defined Terms.

Accessible. A *site, building, facility*, or portion thereof that complies with this part.

Accessible means of egress. A continuous and unobstructed way of egress travel from any point in a *building or facility* that provides an *accessible* route to an area of refuge, a horizontal exit, or a *public way*.

Addition. An expansion, extension, or increase in the gross floor area or height of a *building or facility*.

Administrative authority. A governmental agency that adopts or enforces regulations and guidelines for the design, construction, or *alteration* of *buildings* and facilities.

Alteration. A change to a *building or facility* that affects or could affect the usability of the *building or facility* or portion thereof. *Alterations* include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of *circulation paths* or *vehicular ways*, changes or rearrangement of the structural parts or *elements*, and changes or rearrangement in the plan configuration of walls and full-height partitions. Normal maintenance, reroofing, painting or wallpapering, or changes to mechanical and electrical systems are not *alterations* unless they affect the usability of the *building or facility*.

Amusement attraction. Any *facility*, or portion of a *facility*, located within an amusement park or theme park which provides amusement without the use of an amusement device. *Amusement attractions* include, but are not limited to, fun houses, barrels, and other attractions without seats.

Amusement ride. A system that moves persons through a fixed course within a defined area for the purpose of amusement.

Amusement ride seat. A seat that is built-in or mechanically fastened to an *amusement ride* intended to be occupied by one or more passengers.

Area of sport activity. That portion of a room or *space* where the play or practice of a sport occurs.

Assembly area. A *building or facility*, or portion thereof, used for the purpose of entertainment, worship, educational or civic gatherings, or similar purposes. For the purposes of these requirements, *assembly areas* include, but are not limited to, classrooms, lecture halls, courtrooms, public meeting rooms, public hearing rooms, legislative chambers, motion picture houses, auditoria, theaters, playhouses, dinner theaters, concert halls, centers for the performing arts, amphitheaters, arenas, stadiums, grandstands, or convention centers.

Assistive listening system (als). An amplification system utilizing transmitters, receivers, and coupling devices to bypass the acoustical *space* between a sound source and a listener by means of induction loop, radio frequency, infrared, or direct-wired equipment.



Appendix D Definitions F106

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Boarding pier. A portion of a pier where a boat is temporarily secured for the purpose of embarking or disembarking.

Boat launch ramp. A sloped surface designed for launching and retrieving trailered boats and other water craft to and from a body of water.

Boat slip. That portion of a pier, main pier, finger pier, or float where a boat is moored for the purpose of berthing, embarking, or disembarking.

Building. Any structure used or intended for supporting or sheltering any use or occupancy.

Catch pool. A pool or designated section of a pool used as a terminus for water slide flumes.

Characters. Letters, numbers, punctuation marks and typographic symbols.

Children's use. Describes *spaces* and *elements* specifically designed for use primarily by people 12 years old and younger.

Circulation path. An exterior or interior way of passage provided for pedestrian travel, including but not limited to, walks, hallways, courtyards, elevators, platform lifts, *ramps*, stairways, and landings.

Closed-circuit telephone. A telephone with a dedicated line such as a house phone, courtesy phone or phone that must be used to gain entry to a *facility*.

Common use. Interior or exterior *circulation paths*, rooms, *spaces*, or *elements* that are not for *public use* and are made available for the shared use of two or more people.

Cross slope. The slope that is perpendicular to the direction of travel (see *running slope*).

Curb ramp. A short *ramp* cutting through a curb or built up to it.

Detectable warning. A standardized surface feature built in or applied to walking surfaces or other *elements* to warn of hazards on a *circulation path*.

Element. An architectural or mechanical component of a *building*, *facility*, *space*, or *site*.

Elevated play component. A *play component* that is approached above or below grade and that is part of a composite play structure consisting of two or more *play components* attached or functionally linked to create an integrated unit providing more than one play activity.

Employee work area. All or any portion of a *space* used only by employees and used only for work. Corridors, toilet rooms, kitchenettes and break rooms are not *employee work areas*.

Entrance. Any access point to a *building* or portion of a *building* or *facility* used for the purpose of entering. An *entrance* includes the approach walk, the vertical access leading to the *entrance* platform, the *entrance* platform itself, vestibule if provided, the entry door or gate, and the hardware of the entry door or gate.

Facility. All or any portion of *buildings*, structures, *site* improvements, *elements*, and pedestrian routes or *vehicular ways* located on a *site*.

Gangway. A variable-sloped pedestrian walkway that links a fixed structure or land with a floating structure. *Gangways* that connect to vessels are not addressed by this document.

Golf car passage. A continuous passage on which a motorized golf car can operate.

Ground level play component. A *play component* that is approached and exited at the ground level.

Joint use. Interior or exterior rooms, *spaces*, or *elements* that are common *space* available for use by all occupants of the *building*. *Joint use* does not include mechanical or custodial rooms, or areas occupied by other tenants.

Lease. Any agreement which establishes the relationship of landlord and tenant.



Appendix D Definitions F106

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Mail boxes. Receptacles for the receipt of documents, packages, or other deliverable matter. *Mail boxes* include, but are not limited to, post office boxes and receptacles provided by commercial mail-receiving agencies, apartment facilities, or schools.

Marked crossing. A *crosswalk* or other identified path intended for pedestrian use in crossing a *vehicular way*.

Mezzanine. An intermediate level or levels between the floor and ceiling of any *story* with an aggregate floor area of not more than one-third of the area of the room or *space* in which the level or levels are located. *Mezzanines* have sufficient elevation that *space* for human occupancy can be provided on the floor below.

Military installation. A base, camp, post, station, yard, center, homeport *facility* for any ship, or other activity or operation under the jurisdiction of the department of defense, including any *leased facility*. *Military installation* does not include any *facility* used primarily for civil works, rivers and harbors projects, or flood control projects. Multiple, contiguous, or collocated bases, camps, posts, stations, yards, centers, or home ports shall not be considered as constituting a single *military installation*.

Occupant load. The number of persons for which the means of egress of a *building* or portion of a *building* is designed.

Operable part. A component of an *element* used to insert or withdraw objects, or to activate, deactivate, or adjust the *element*.

Pictogram. A pictorial symbol that represents activities, facilities, or concepts.

Play area. A portion of a *site* containing *play components* designed and constructed for children.

Play component. An *element* intended to generate specific opportunities for play, socialization, or learning. *Play components* are manufactured or natural; and are stand-alone or part of a *composite play structure*.

Public entrance. An *entrance* that is not a *service entrance* or a *restricted entrance*.

Public use. Interior or exterior rooms, *spaces*, or *elements* that are made available to the public. *Public use* may be provided at a *building* or *facility* that is privately or publicly owned.

Public way. Any street, alley or other parcel of land open to the outside air leading to a public street, which has been deeded, dedicated or otherwise permanently appropriated to the public for *public use*, and which has a clear width and height of not less than 10 feet (3050 mm).

Qualified historic building or facility. A *building* or *facility* that is listed in or eligible for listing in the national register of historic places, or designated as historic under an appropriate state or local law.

Ramp. A walking surface that has a *running slope* steeper than 1:20.

Residential dwelling unit. A unit intended to be used as a residence, that is primarily long-term in nature. *Residential dwelling units* do not include *transient lodging*, inpatient medical care, licensed long-term care, and detention or correctional facilities.

Restricted entrance. An *entrance* that is made available for *common use* on a controlled basis but not *public use* and that is not a *service entrance*.

Running slope. The slope that is parallel to the direction of travel (see *cross slope*).

Self-service storage. *Building* or *facility* designed and used for the purpose of renting or leasing individual storage *spaces* to customers for the purpose of storing and removing personal property on a self-service basis.

Service entrance. An *entrance* intended primarily for delivery of goods or services.

Site. A parcel of land bounded by a property line or a designated portion of a public right-of-way.

Soft contained play structure. A play structure made up of one or more *play components* where the user enters a fully enclosed play environment that utilizes pliable materials, such as plastic, netting, or fabric.



Appendix D Definitions F106

Note, words and terms utilized in ABAAS may have alternative and/or specific meaning in the context of a GSA lease. Definitions per ABAAS apply to determine compliance with the requirements of ABAAS only.

The **Primary Function Area** for purposes of providing an accessible route in leased facility is an area that contains a major activity for which the leased facility is intended. The definition in its entirety is included in *Federal Management Regulation; Real Property Policies Update; Final Rule, November 8, 2005 - [41 CFR Part 102-76, Paragraph 102-76.85](#)*.

Space. A definable area, such as a room, toilet room, hall, *assembly area*, *entrance*, storage room, alcove, courtyard, or lobby.

Story. That portion of a *building* or *facility* designed for human occupancy included between the upper surface of a floor and upper surface of the floor or roof next above. A *story* containing one or more *mezzanines* has more than one floor level.

Structural frame. The columns and the girders, beams, and trusses having direct connections to the columns and all other members that are essential to the stability of the *building* or *facility* as a whole.

Tactile. An object that can be perceived using the sense of touch.

Technically infeasible. With respect to an *alteration* of a *building* or a *facility*, something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the *structural frame*; or because other existing physical or *site* constraints prohibit modification or *addition of elements, spaces*, or features that are in full and strict compliance with the minimum requirements.

Teeing ground. In golf, the starting place for the hole to be played.

Transfer device. Equipment designed to facilitate the transfer of a person from a wheelchair or other mobility aid to and from an *amusement ride seat*.

Transient lodging. A *building* or *facility* containing one or more guest room(s) for sleeping that provides accommodations that are primarily short-term in nature. *Transient lodging* does not include *residential dwelling units* intended to be used as a residence, inpatient medical care facilities, licensed long-term care facilities, detention or correctional facilities, or private *buildings* or facilities that contain not more than five rooms for rent or hire and that are actually occupied by the proprietor as the residence of such proprietor.

Transition plate. A sloping pedestrian walking surface located at the end(s) of a *gangway*.

TTY. An abbreviation for teletypewriter. Machinery that employs interactive text-based communication through the transmission of coded signals across the telephone network. *TTYS* may include, for example, devices known as TDDS (telecommunication display devices or telecommunication devices for deaf persons) or computers with special modems. *TTYS* are also called text telephones.

Use zone. The ground level area beneath and immediately adjacent to a play structure or play equipment that is designated by ASTM F 1487 (incorporated by reference, see "referenced standards" in chapter 1) for unrestricted circulation around the play equipment and where it is predicted that a user would land when falling from or exiting the play equipment.

Vehicular way. A route provided for vehicular traffic, such as in a street, driveway, or parking *facility*.

Walk. An exterior prepared surface for pedestrian use, including pedestrian areas such as plazas and courts.

Wheelchair space. *Space* for a single wheelchair and its occupant.

Work area equipment. Any machine, instrument, engine, motor, pump, conveyor, or other apparatus used to perform work. As used in this document, this term shall apply only to equipment that is permanently installed or built-in in *employee work areas* subject to the Americans with Disabilities Act of 1990 (ADA). *Work area equipment* does not include passenger elevators and other *accessible* means of vertical transportation.

- ★ **Instructions for Use** - This Checklist is intended to facilitate achieving full compliance with the requirements of the Architectural Barriers Act Accessibility Standard (ABAAS) for all GSA leased facilities except new buildings/facilities expressly built to meet the Government's needs.

The four page Checklist begins with a section on basic building/project information. A section noting compliance with previous accessibility standards is included for existing buildings/facilities. Offers which include additions or alterations to existing buildings/facilities have more compliance requirements than offers for existing buildings/facilities where additions or alterations are not included as part of the offer. Therefore, the first page of the checklist requests information on whether additions and/or alterations are included as part of the offer. If applicable, the included Additions Compliance Worksheet and the Alterations Compliance Worksheet are important aids in determining compliance for those portions of the offer.

It is necessary to determine whether exceptions to the ABAAS apply for certain elements of the offer. An Exceptions Worksheet is included in the Checklist for this purpose.

All the parts of the Checklist include checkboxes to note compliance or non-compliance with elements of the Standard. Comment boxes are also included so special circumstances can be noted as well.

Links – Blue text throughout the Checklist indicates a link which when clicked will move to the reference. Navigation buttons in the Reader application will navigate back to the previous view. In the ABA Guidelines a navigation bar is provided at the side of each page to move back to the Checklist. Navigation buttons and bookmarks can facilitate navigation within the Guidelines document.

- ★ **Tips on Navigating PDF files** - Acrobat Reader is a universally available, easy to use document reader application. It is designed to allow navigation through a document intuitively. The **H**elp section of Adobe Reader can answer any detailed questions you may have. Following is a brief introduction of the menus and navigation features.

- At the top of the document, there is a menu bar with pull down boxes and a tool bar which includes most command icons. Print, search, zoom are located here. Hold your cursor over each of the menu buttons for a few seconds and the button label appears.



- As you move your mouse across the file, notice the cursor icons change. For most users, you may have personalized your cursor settings. With the default settings, the normal cursor is an open hand icon. When you move the pointer over a text fill-able field, the pointer changes to a text insert I cursor. Over a menu button the pointer changes to an arrow. Over a link indicated by blue text, a pointing hand.

- At the bottom of the page is an additional status and navigation bar. The page number and count of the document is shown. The left and right arrows let you move to first, previous, next or last pages. The zoom in and zoom out arrows move the view back and forward.



- Tabs appear vertically along the left side of the document window. These tabs include Bookmarks which function like a table of contents, Page View which shows thumbnail pictures of each page and Attachments which includes the full ABA Guidelines as well as accessory pages.

