

GAVILAN COLLEGE  
CUSTODIAN WORK AREA CHECK LIST

\_\_\_\_\_ Check ADA doors in your building. If you can't repair it report the location to maintenance.

\_\_\_\_\_ Check all your building and working areas, report any safety hazards

\_\_\_\_\_ Report all burned out lights in your building ( building lights, exit lights, etc).

Advice of which building, classroom number or explain area that may need repair.

GAVILAN COLLEGE  
MAINTENACE WORK AREA CHECK LIST

\_\_\_\_\_ Check boiler rooms, compressors , circulating pump , water level and water temperature.

\_\_\_\_\_ Check all parking areas, street lights and building lights.

\_\_\_\_\_ Check roads and walkways for safety hazards.

# Americans With Disabilities Act Accessibility Guidelines

## Checklist for Facilities

Drafted January 12, 2006

As part of an awareness program for the Maintenance, Grounds and Custodial staff, this checklist has been developed to aid in the training process associated with the requirements for access to our college. The table below outlines some of the more critical components of the accessible requirements set forth by the U.S. Architectural & Transportation Barriers Compliance Board.

<b>Topic</b>	<b>Description</b>
Parking	Check all parking lots for debris and or obstructions
Site Access	Look for debris and barriers in areas where wheel chair access is needed.
Entrances	Be sure that all entrances are not blocked by equipment and or other objects that may restrict the required openings.
Building access routes	Check corridors and hallways for accessibility – no tables, chairs, equipment or other obstructions to prevent access should be present.
Restrooms	Be sure that garbage receptacles and or other objects are not in the way of the required 5' turning radius.
Drinking fountains	Clear access to drinking fountains should be maintained at all times.
Telephones	Clear access to telephones should be maintained at all times.
Ramps	Ramps should be free of debris and equipment in order to maintain the minimum requirements to grab-rails and walkways.
Elevators / Lifts	Check elevators and lifts to ensure that they are operational and accessible.
Doors / Automatic	Be sure that all doors are free and clear of obstructions and that automatic doors are operating correctly.
Signage	Be sure that accessibility signs for restrooms are present as well as general directional signs are present.