

Intro



ADA Operations Contact Info

Todd Grugel	ph: 651-366-3531	email: todd.grugel@state.mn.us
Joe Zilka	ph: 651-366-3311	email: joseph.zilka@state.mn.us
Harvey Unruh	ph: 651-216-2912	email: harvey.unruh@state.mn.us

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

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MnDOT ADA Training

Compliance Checklists 2017

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MnDOT Accessibility Website



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Accessibility

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

Design guidance

For designers

- [Agency ADA Standards \(PDF\)](#)
- [ADA Project Design Guide Memo \(PDF\)](#)
- [ADA Project Design Guide \(PDF\)](#)
- [ADA Technical Memo \(PDF\)](#)
- [Curb Ramp Guidelines \(PDF\)](#)

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.

For project managers

- [ADA Design Process \(PDF\)](#)
- [ADA P6 Activities Description \(PDF\)](#)
- [ADA Project Development Process \(PDF\)](#)
- [ADA Inventory Viewer](#) - select "Pedestrian Asset Inventory"

Checklist / Submittals

Guidance

- [ADA Plan Review Checklist Guidance \(PDF\)](#)
- [ADA Design Memo Guidance \(PDF\)](#)
- [SharePoint User Account Request Instructions \(PDF\)](#)

Checklists

- [Plan Review Checklist #1 \(PDF\)](#)
- [Plan Review Checklist #2 \(PDF\)](#)
- [SharePoint: ADA Design Memo See Instructions \(PDF\) for external partners](#)

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 \(PDF\)](#)

Pay items

- [Pay items guidance \(XLS\)](#)
- [Pay item example projects \(PDF\)](#)

Accessibility standards

- [Public Right of Way Accessibility Guidelines - PROWAG \(PDF\)](#)
- [DOJ/DOT Joint Technical Assistance on the Title II of the ADA Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing](#)
- [Public Rights of Way - PROW \(Not adopted by MnDOT\)](#)
- [2010 ADA standards for accessible design](#)
- [Accessibility guidelines for outdoor developed areas](#)
- [ADA design process- Kaizen report \(WMV\)](#)
- [Accessible Parking Spaces](#)

Traffic control

- [Minnesota Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
- [Temporary pedestrian access routes](#)

Right of way and surveys

- [Temporary easement streamlined acquisition process \(PDF\)](#)
- [Right-of-way Survey Advisory Committee presentation \(PDF\)](#)
- [ADA survey 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):

<input type="text"/>	<input type="text"/>
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)

<input type="text"/>	<input type="text"/>
Trunk Hwy	Side Street
- 5) Distance between push buttons (ft):
- 6) Push button height (inches):

<input type="text"/>	<input type="text"/>
Trunk Hwy	Side Street
- 7) Push button side reach (inches):

<input type="text"/>	<input type="text"/>
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

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 (%):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(TH)	(TH)	(SS)	(SS)
- (5) Ramp's running slope (%):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initial	Secondary	Initial	Secondary
- (6) Ramp's cross slope (%):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initial	Secondary	Initial	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

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 TH SS SS

Initial Secondary Initial Secondary

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

Initial Secondary Initial Secondary

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

(8) Gutter inslope (%): TH SS

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

TH = Trunk Highway
 SS = Slide 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]



All 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

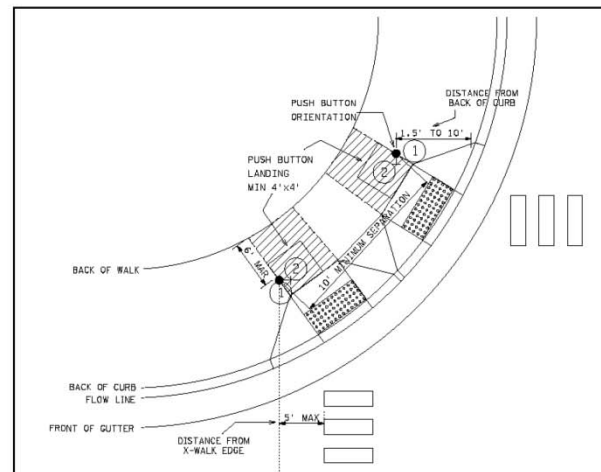


Figure 1: APS Guidance (1)



Click "Add documents" to upload filled out compliance checklists for completed ADA curb ramps. Form best viewed with Internet Explorer.

ADA Policy and Design

Libraries

ADA Wiki

Compliance Checklists Forms

APS Compliance Form

Public Documents

Site Pages

Private Group Documents

Lists

Announcements

Calendar

Tasks

Discussions

Team Discussion

Site Content

ADA Wiki

Announcements

APS Compliance Form

Calendar

Compliance Checklists

Documents

<input type="checkbox"/>	District	Name	SP #	City	Const Year	Intersection	Quad	Ramp Type	SignName	Date	Compliance
<input type="checkbox"/>	4	TH 32 and McKinley Ave W_1403-24_2014-01-09T15_41_24	1403-24	Hitterdal	2012	TH 32 and McKinley Ave W	SW	Twin Perpendicular	Scott Oines	07/02/2012	COMPLIANT
<input type="checkbox"/>	4	TH 32 and CR 34_1403-24_2014-01-09T15_43_49	1403-24	Hitterdal	2012	TH 32 and CR 34	NE	Twin Perpendicular	Scott Oines	07/02/2012	NON-COMPLIANT
<input type="checkbox"/>	4	TH 32 and CR 34_1403-24_2014-01-09T15_45_06	1403-24	Hitterdal	2012	TH 32 and CR 34	SW	Twin Perpendicular	Scott Oines	07/02/2012	NON-COMPLIANT
<input type="checkbox"/>	4	TH 32 AND CR 34_1403-24_2014-01-13T14_28_46 <small>NEW</small>	1403-24	Hitterdal	2012	TH 32 AND CR 34	NW	Twin Perpendicular	Scott Oines	07/02/2012	NON-COMPLIANT
<input type="checkbox"/>	4	TH 32 AND CR 34_1403-24_2014-01-13T14_30_05 <small>NEW</small>	1403-24	Hitterdal	2012	TH 32 AND CR 34	SE	Twin Perpendicular	Scott Oines	07/02/2012	NON-COMPLIANT

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



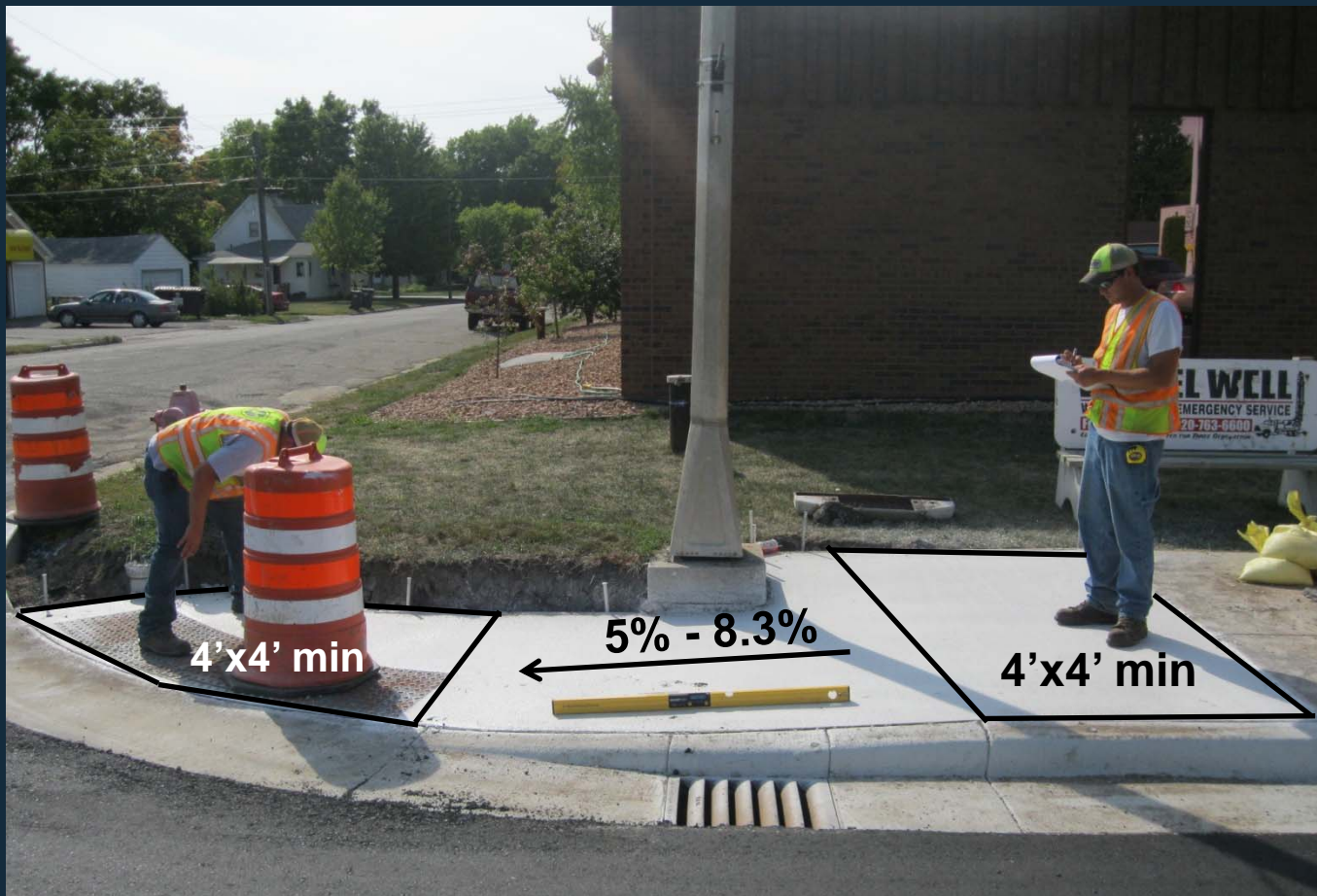
2) Landing dimensions are a minimum 4' x 4' and perpendicular grade breaks.



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



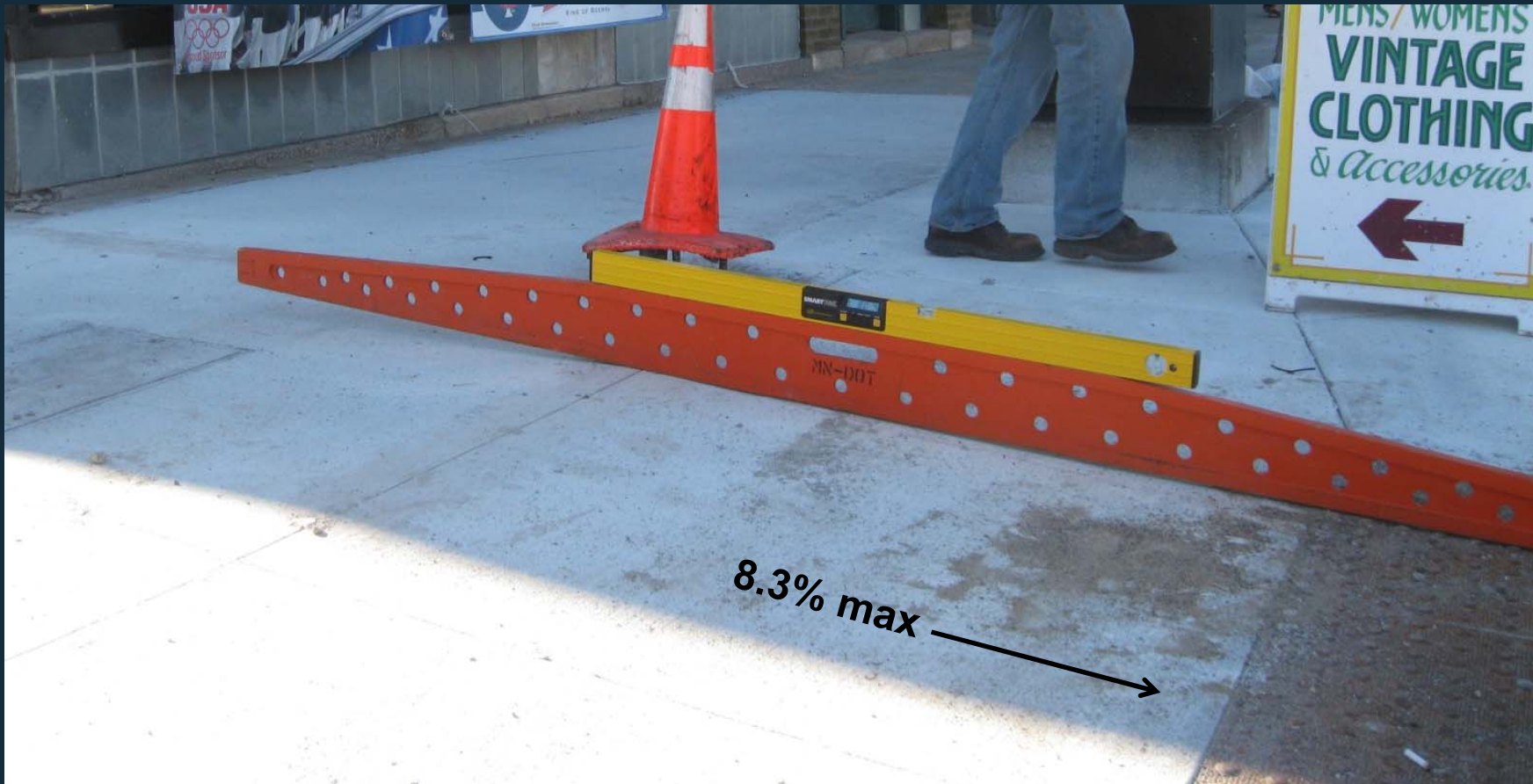
4) Record landing slopes (max. 2% in any direction)



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. If secondary ramp is recorded do not record noncompliant portion of transition panel.



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.



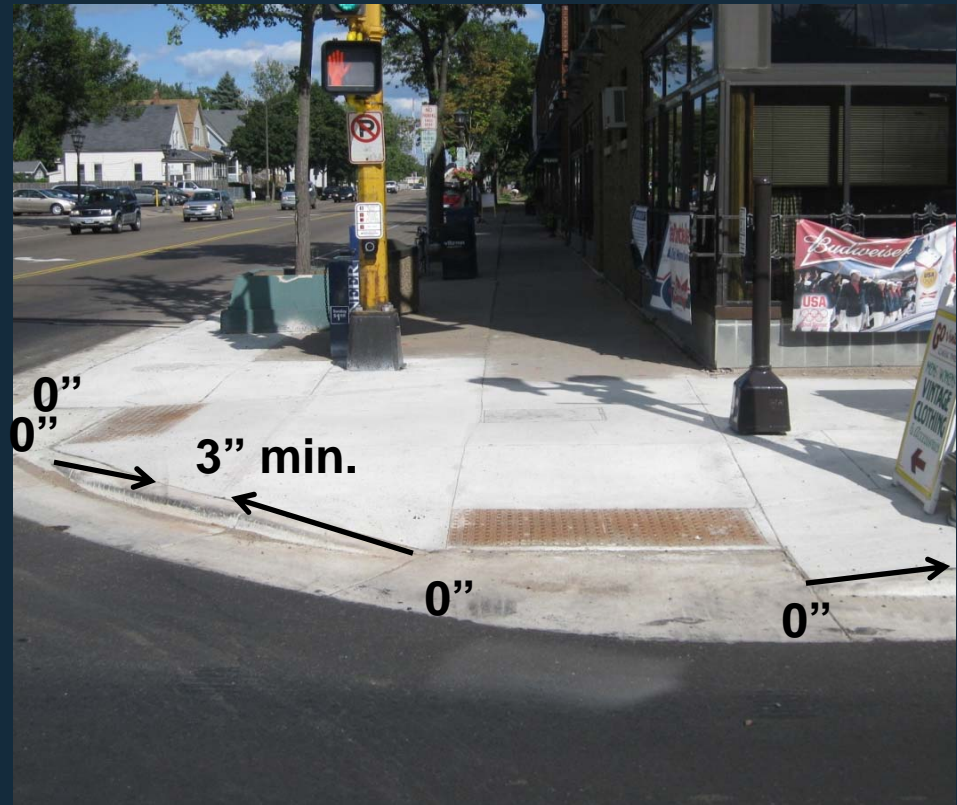
ADA Compliance Checklist



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



**3" Minimum, 4" Preferred
Curb Height Between Ramps
Measured at Face of Curb**



ADA Compliance Checklist



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



ADA Compliance Checklist



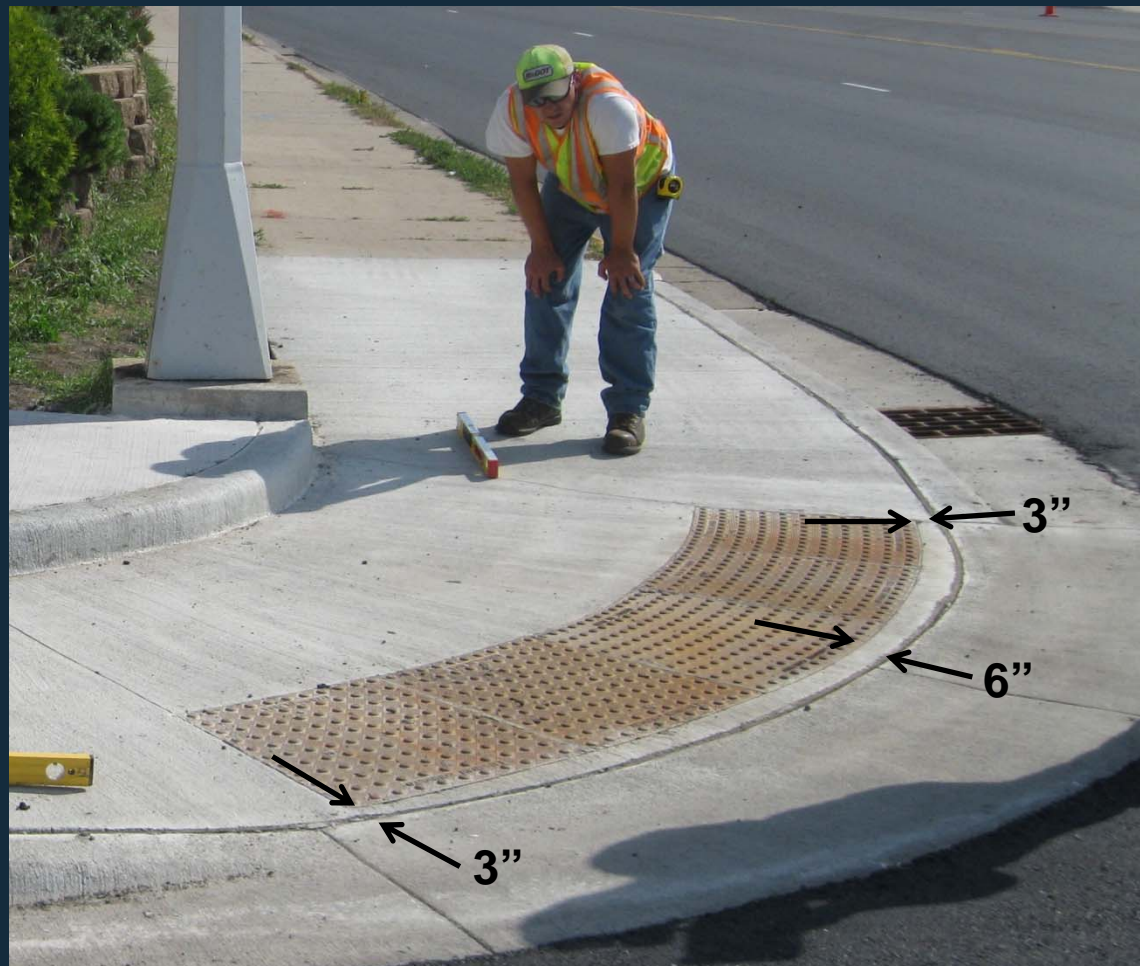
10) Truncated domes shall extend full width of the ramp landing or Blended transition within 3" on either end



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



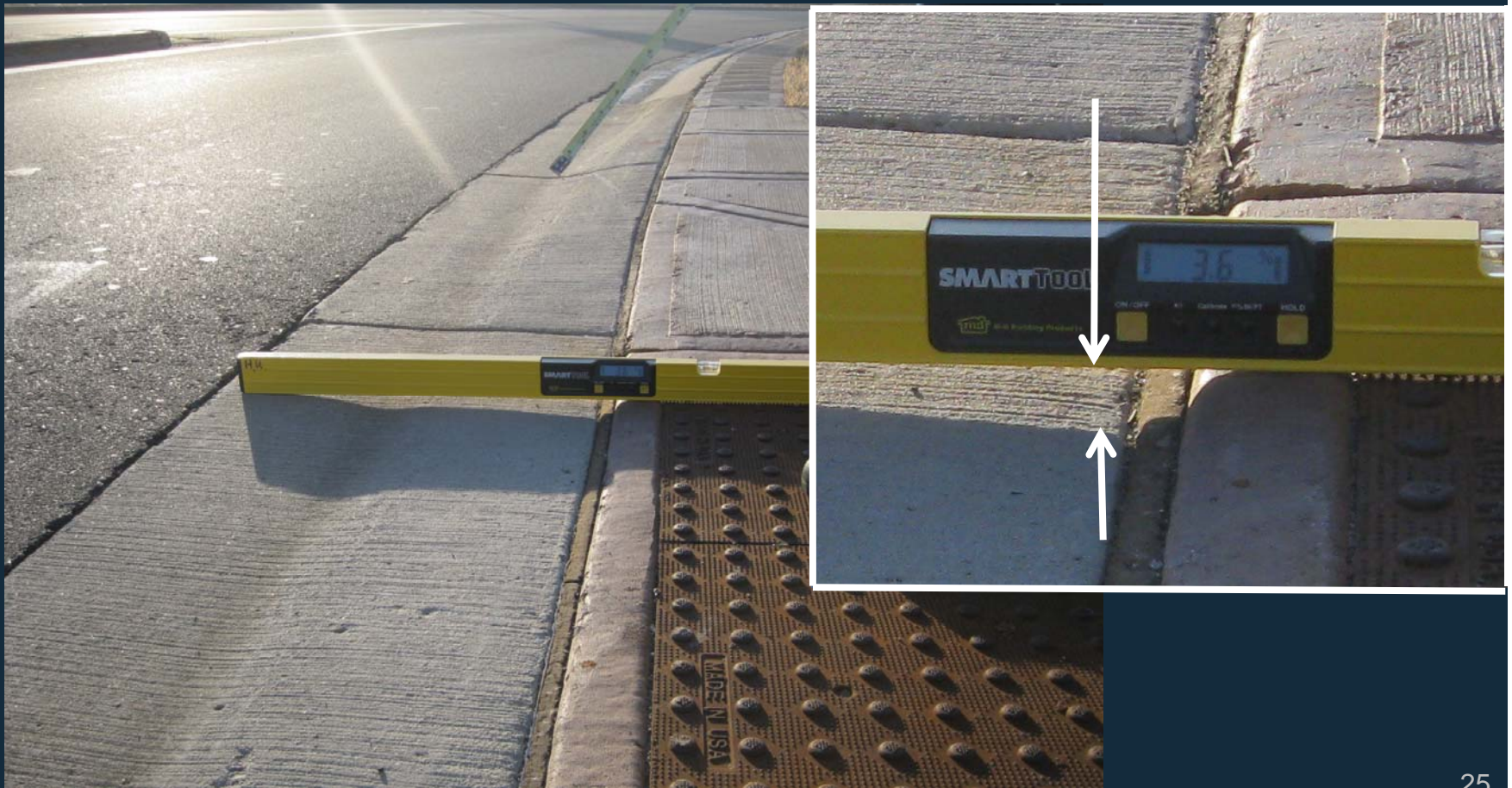
11) Check gutter line and ramps are draining properly and not holding water. Check after rain event.



ADA Compliance Checklist



12) Prosecution of Work (ADA) No vertical discontinuities greater than $\frac{1}{4}$ inch anything over $\frac{1}{2}$ inch and the panel should be replaced.



ADA Compliance Checklist



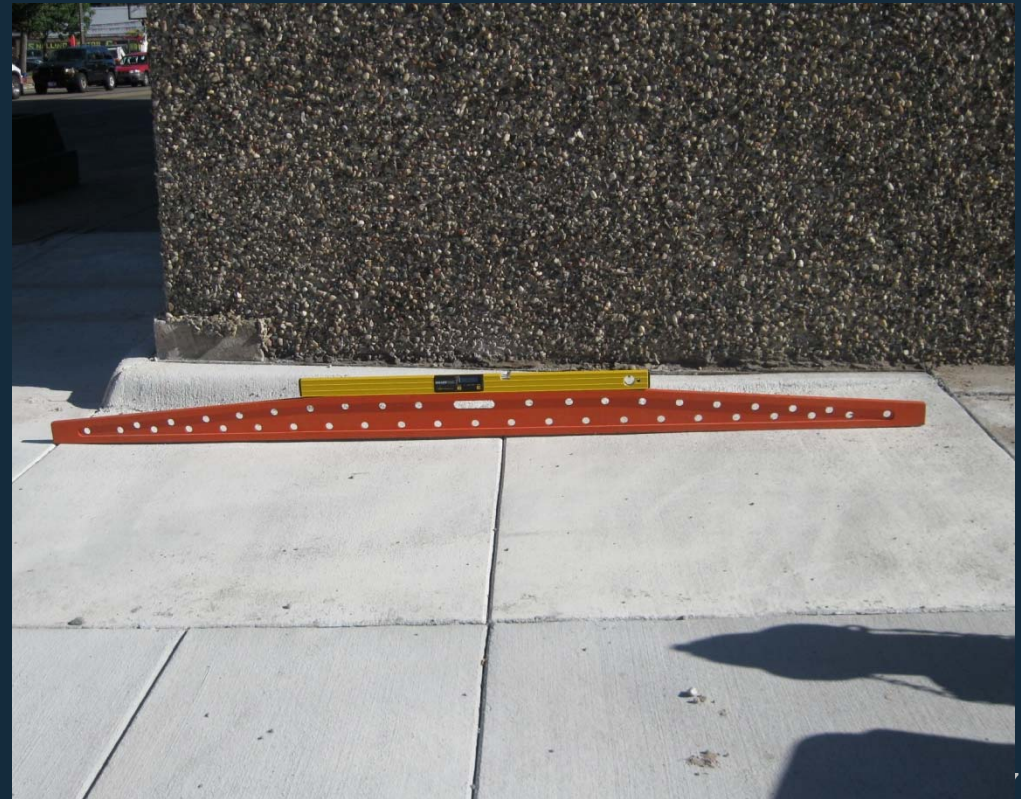
12) No vertical discontinuities greater than $\frac{1}{4}$ inch



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 $\frac{3}{16}$ in. and deviations in formed concrete greater than $\frac{1}{2}$ 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

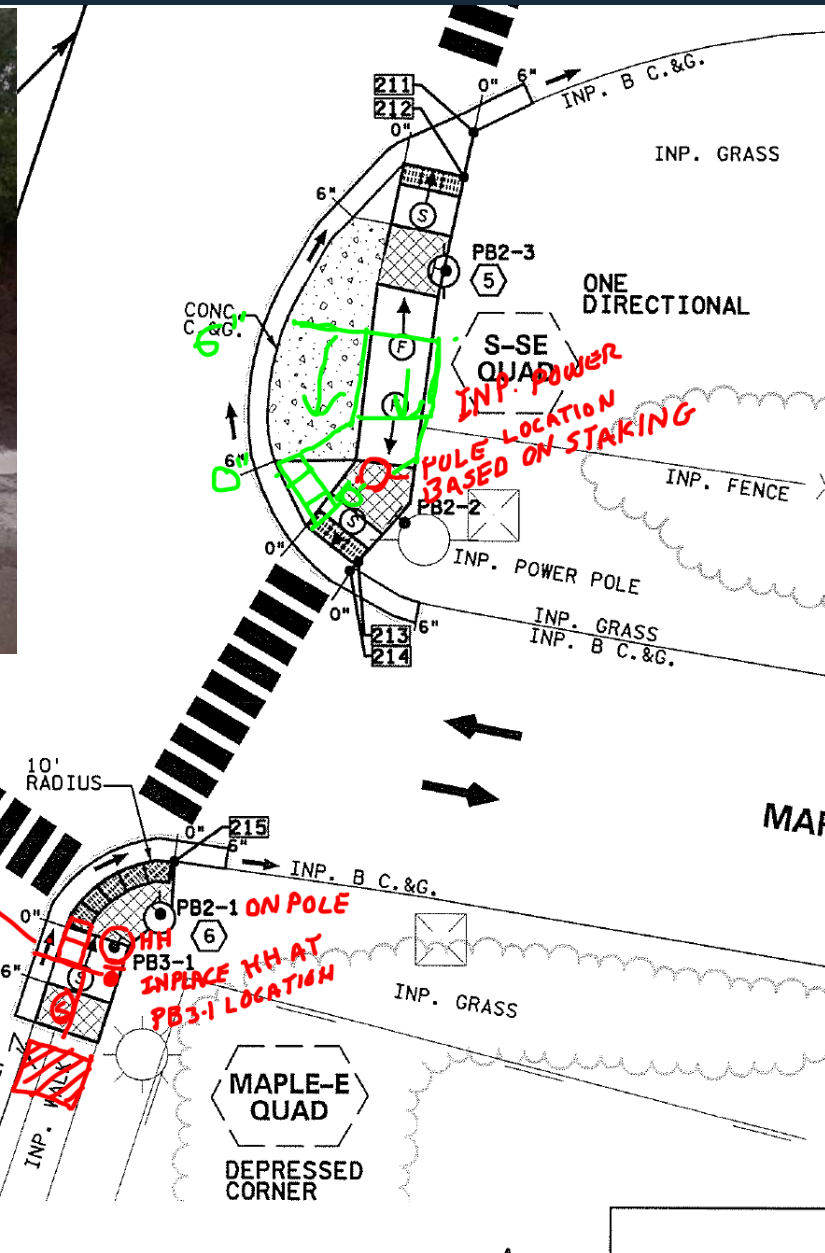


MNDOT Submittal: Submit form to SharePoint Library

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.

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... <input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>

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?



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): ?

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)

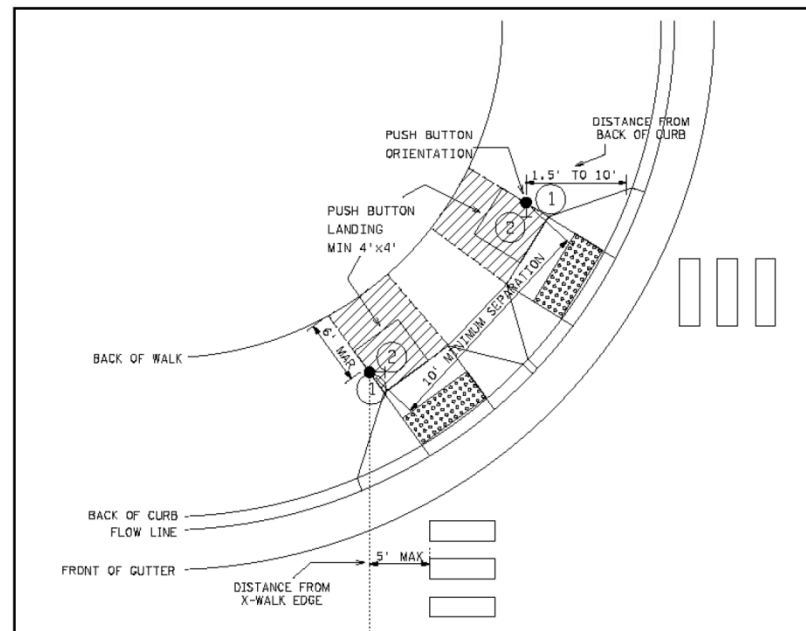


Figure 1: APS Guidance (1)

APS Compliance Checklist



1) Are push button stations placed and push button faces oriented in accordance with standards ?



APS Compliance Checklist



Are push button faces placed parallel to the outside edge of the crosswalk ?



APS Compliance Checklist



2) Is there a 4'x4' minimum landing adjacent to each push button ?



APS Compliance Checklist



3) Distance from crosswalk edge to push button face (ft):



APS Compliance Checklist



4) Distance from the push button to the back of curb (measured in the direction of pedestrian travel in ft.)



APS Compliance Checklist



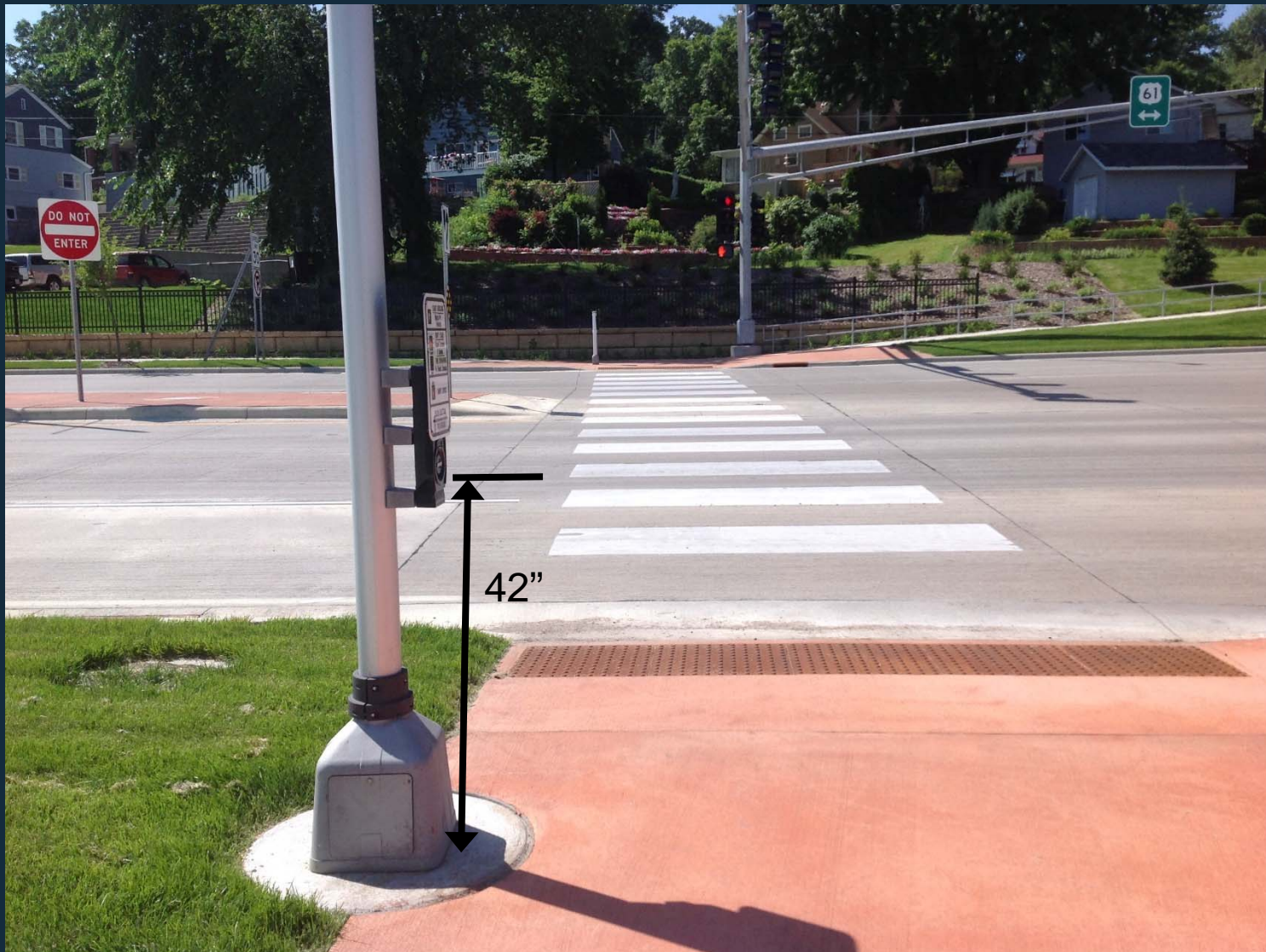
5) Distance between push buttons (ft.) ?



APS Compliance Checklist



6) Push button height (inches) ?



APS Compliance Checklist



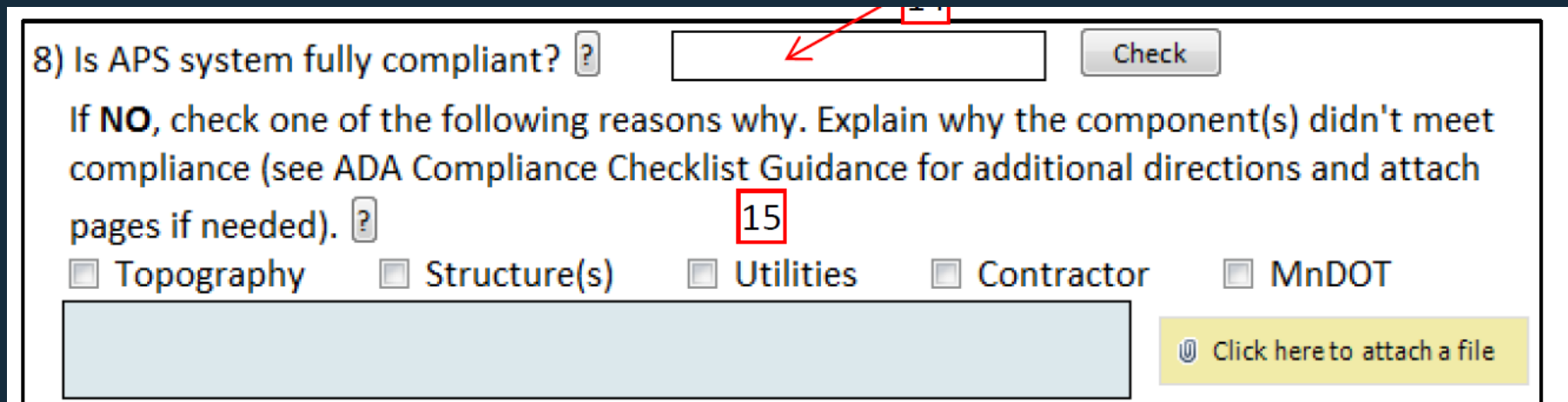
7) Push button side reach (inches).



APS Compliance Checklist



8) Is APS system fully compliant?

A screenshot of a web form for the APS Compliance Checklist. The question is "8) Is APS system fully compliant?". There is a dropdown menu with a red arrow pointing to it, and a "Check" button. Below the question, there is a text box for an explanation, with a red box around the number "15". There are five checkboxes: "Topography", "Structure(s)", "Utilities", "Contractor", and "MnDOT". A large light blue text area is below the checkboxes. To the right of the text area is a yellow button that says "Click here to attach a file".

8) Is APS system fully compliant?

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). **15**

Topography Structure(s) Utilities Contractor MnDOT

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.

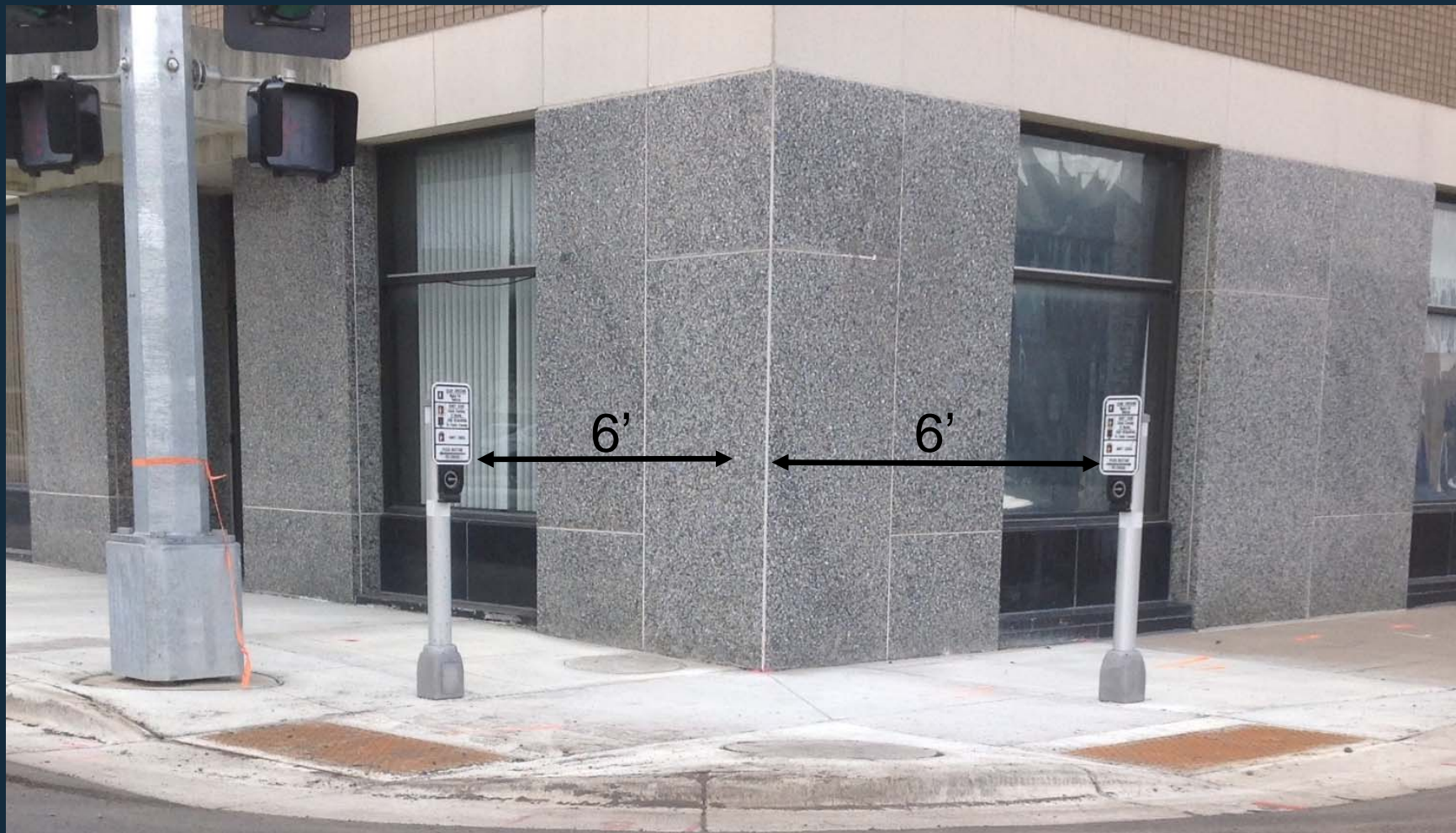


Were significant changes required for push buttons during construction to make facility compliant?

APS Compliance Checklist



9) Has a 6' maintenance access route (MAR) been maintained?



APS Compliance Checklist



10) Are all push button stations situated at least 2' away from both the back of walk and ramp grade break?



APS Compliance Checklist



11) Are all newly constructed hand-hole(s) located outside of pedestrian access route (PAR)?



APS Compliance Checklist



12) Push buttons placed according to the plan details ?

Were significant changes required during construction to make facility compliant?



APS Compliance Checklist



MNDOT Submittal: Submit to SharePoint Library

NON MNDOT Submittal :

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Compliance Checklists (or
ADAComplianceChecklists.dot@state.mn
.us for external users).**