

To: Whom It May Concern  
From: BIFMA Ergonomics Subcommittee  
Date: April 29, 2019

Subject: **Americans with Disabilities Act (ADA)**

The purpose of the Americans with Disabilities Act (ADA) is to set guidelines for accessibility to places of public accommodation and commercial facilities by individuals with disabilities. This Act covers all aspects of public accommodations from walkways to restrooms to parking lots. It also covers a wide variety of disabilities, all of which may need slightly different accommodations made in the workplace. ADA, however, does not specifically discuss the design of office furniture. What it does address, for example, is:

- how office furniture is laid out so that there are accessible routes throughout the facility
- controls that are not too hard to operate (such as, the force to open a door)
- where certain features should be placed for ease of use/reachability
- clearance requirements needed for wheelchair users, etc.

For additional information on the standard and how to make the necessary accommodations, please refer to the links below:

The ADA design standard can be found here: [https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm)

Technical assistance materials can be found here: <https://www.ada.gov/ta-pubs-pg2.htm>

You can also find additional resources here through the Job Accommodation Network: <https://askjan.org/>