

ADA Signage Checklist for Schools

Is your school ready for students, staff, and ADA compliance? Use this checklist to ensure you're meeting key signage standards.



As summer rolls in, schools across the country are tackling renovations, classroom updates, and preparing for a fresh start. But one area that's often overlooked, and critically important, is ADA-compliant signage.

If you're in the sign industry, facility management, or even a parent in the community, now is the perfect time to reach out and ask:

"Is your school ready for the new school year, and ADA compliant?"

Room Identification Signs

These must have tactile (raised) text and Grade 2 Braille.

- ❑ Permanent room signs (e.g., classrooms, offices, janitor closets)
- ❑ Restrooms (gender-specific or unisex)
- ❑ Staff-only and restricted areas
- ❑ Utility rooms (e.g., electrical, mechanical)
- ❑ Locker rooms and nurse's office

Directional & Informational Signs

These help visitors and students navigate your facility.

- ❑ Wayfinding signs to main office, gym, cafeteria
- ❑ Building/floor directories (if applicable)
- ❑ Exit routes clearly marked
- ❑ Signs near elevators or ramps
- ❑ Parking and entrance signs for accessibility

Stairwell & Exit Signs

These support safety and emergency compliance.

- ❑ Floor level identification inside stairwells
- ❑ "Exit" signs clearly visible and illuminated
- ❑ ADA-compliant signs near exit doors
- ❑ Evacuation map signs (recommended)

Mounting & Placement

Signs must be correctly installed to be compliant.

- ❑ Mounted on the latch side of the door
- ❑ Installed 48–60 inches above the floor
- ❑ Clear floor space in front of each sign
- ❑ Non-glare surfaces for easy readability
- ❑ Correct contrast (light text on dark, or vice versa)

Other Common Needs

- ❑ Braille translations are accurate (Grade 2)
- ❑ Signs use sans serif, ADA-approved fonts
- ❑ Pictograms (like restroom symbols) follow ADA rules
- ❑ Colors meet ADA contrast standards (70%+ recommended)

ADA Signage Checklist for Schools

Is your school ready for students, staff, and ADA compliance?
Use this checklist to ensure you're meeting key signage standards.

School ADA Signage Intake Form

DATE: _____

School District: _____

School / Building Name: _____

Facility Contact Name: _____

Phone Number: _____

Email Address: _____

Best Time to Follow Up: _____

Type of Building:

- Elementary
- Middle School
- High School
- Administration
- Special Education
- Other: _____

of ADA Signs Needed: _____

(If unknown, check all areas needing signage below)

- Classrooms
- Restrooms
- Offices
- Stairwells
- Elevators
- Directional / Wayfinding
- Specialty Rooms (nurse, janitor, mechanical, etc.)
- Exterior ADA / Parking Signs
- Other: _____

Is this for a renovation, new build, or audit update?

- Renovation
- New Construction
- ADA Compliance Update
- Not Sure
- Other: _____

Any Known Concerns or Code Violations?

Additional Notes or Project Details:

OTHER THINGS TO ASK ABOUT:

- Exterior Building Signs**
(Main entrances labeled, accessible paths clearly marked)
- Temporary Classrooms or Modular Units**
(Often skipped, but still require compliant room ID signs)
- Specialty Rooms or Utility Areas**
(Nurse's office, IT/server rooms, janitor closets, mechanical/electrical)
- Cafeteria, Gym, Library, and Auditorium**
(Large spaces that need compliant directional and ID signage)
- Evacuation or Emergency Maps**
(Not required by ADA but often requested for safety compliance)
- Old or Damaged Signs Still Installed**
(Ask if outdated signs are still on doors these must be removed)
- Multiple Languages Needed?**
(Some districts require bilingual signage check if applicable)