**ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST**

**Provide details for Physical Demands and Work Environment that are job related and consistent with business necessity. Documenting Physical Demands and Work Environment Conditions in a job description ensures ADA compliance.**

**PHYSICAL DEMANDS: Special Physical Demands should be included in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, couching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.**

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

 **Amount of time**

 **None Under 1/3 To 2/3 Over 2/3**

 Stand [ ]  [ ]  [ ]  [ ]

 Walk [ ]  [ ]  [ ]  [ ]

 Sit [ ]  [ ]  [ ]  [ ]

 Use hands to finger, handle or feel [ ]  [ ]  [ ]  [ ]

 Reach with hands and arms [ ]  [ ]  [ ]  [ ]

 Climb or balance [ ]  [ ]  [ ]  [ ]

 Stoop, kneel, crouch or crawl [ ]  [ ]  [ ]  [ ]

 Talk or hear [ ]  [ ]  [ ]  [ ]

*i.e., Position requires standing 1/3 of the time.*

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

 **Amount of time**

 **None Under 1/3 To 2/3 Over 2/3**

 Up to 10 pounds [ ]  [ ]  [ ]  [ ]

 Up to 25 pounds [ ]  [ ]  [ ]  [ ]

 Up to 50 pounds [ ]  [ ]  [ ]  [ ]

 Up to 100 pounds [ ]  [ ]  [ ]  [ ]

 More than 100 pounds [ ]  [ ]  [ ]  [ ]

 *i.e., Position requires lifting 1/3 of the time up to 10 pounds.*

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Does this job have any special vision requirements? Check all that apply.

[ ]  Close vision (clear vision at 20 inches or less)

[ ]  Distance vision (clear vision at 20 feet or more)

[ ]  Color vision (ability to identify and distinguish colors)

[ ]  Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

[ ]  Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

[ ]  Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

[ ]  No special vision requirements

 **Specify below the specific job duties that require the physical demands selected above.**

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