**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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