

Accessibility: Ramps, ADA Bathrooms and a Whole Lot More!

Part I - Transportation



1. Is there a bus stop close to the meeting place?

Yes	No	D/K N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



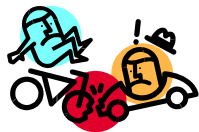
2. If there is a bus stop, is the bus wheelchair accessible?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------



3. Does the bus schedule allow a person to get to the meeting on time, and get home afterward?







<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------









4. Is there a safe, accessible route from the bus stop to the meeting place?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------


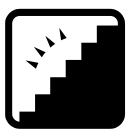


Part II – Parking and Parking Lot

		Yes	No	D/K N/A
	1. Are there off-street parking spaces designated for people with disabilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Are the accessible parking spaces designated by clearly visible signs bearing the wheelchair symbol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Is at least one of the accessible parking spaces 96 inches wide with a 60 inch aisle? (96"=8 feet) (60"=5 feet)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Are the accessible parking spaces on level ground and is the parking lot paved?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5. Are the accessible parking spaces within the shortest possible accessible route to the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6. Is there a curb-cut to connect these parking spaces to an accessible walk or to the building entrance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part III – Path of Travel to the Building

	Yes	No	D/K N/A
 <p>1. Is the path or walkway paved?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <p>2. Is the walkway at least 44 inches wide? (44' = 3 feet, 8 inches)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <p>3. Is the walkway free of protrusions (such as fire hydrants or trees) which narrow it to less than 44 inches?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <p>4. Is the walkway free of any abrupt edges or breaks in the surface where the difference is over 1/2 inch in height?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <p>5. Is the walkway free of any overhanging objects (such as tree branches or signs) which hang lower than 79 inches? (79" = 6 feet, 7 inches)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <p>6. Is the walkway free of any grating with openings over 1/2 inch wide?</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part IV – Approach to the Building and the Front Door

		Yes	No	D/K N/A
	1. Are there signs which identify the accessible route of travel (if that route is different from the primary route)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Are all the stairs or steps along the pathway to the building either ramped or else provided with a suitable alternative route?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Are all the walkways always well lit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Are the walkways clear of such hazards as ice, snow, leaves, or other debris?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part V – Entering the Building

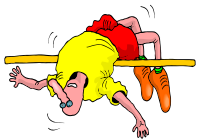


1. Do all the doors have an opening with at least 32 inches of clearance? (32" = 2 feet, 8 inches)

Yes

No

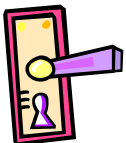
D/K
N/A



2. Are all the door thresholds less than ½ inch high?



3. Are all the doors easy to open (not excessively heavy)?



4. Do all doors have lever-type handles, push plates, or automatic openers (so that grasping the doorknob is not required)?

ABOUT AUTOMATIC DOORS



5. If there are automatic doors, does the mechanism work?

	Yes	No	D/K N/A
5. If there are automatic doors, does the mechanism work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



6. If there are automatic doors, does the door remain open at least 3 seconds?






6. If there are automatic doors, does the door remain open at least 3 seconds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------



7. If there are automatic doors, is there at least 60 inches of level space on each side of the door? (60" = 5 feet)

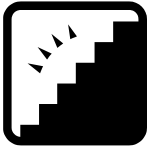
7. If there are automatic doors, is there at least 60 inches of level space on each side of the door? (60" = 5 feet)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------

Part VI – The Path from the Entrance to the Meeting Room

		Yes	No	D/K N/A
	1. Is the corridor at least 44 inches wide? (44" = 3 feet, 8 inches)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Is the corridor free of obstacles or protrusions (such as fire extinguishers or water fountains) that extend more than 4 inches from the wall that a person would not detect with a cane?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Is there sufficient lighting all along the route?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Are all rugs and mats securely fastened?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5. If there are barriers on the path to the meeting room or bathrooms, are there signs clearly indicating alternate routes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Yes No D/K
N/A

ABOUT STAIRS:



5. Are there stairs between the entrance to the building and the meeting rooms, the bathrooms, or other public areas? Yes No D/K N/A



6. If there are stairs, is there a way for a person in a wheelchair to get around the stairs without assistance (ramp, chair lift, or alternate route)? Yes No D/K N/A

ABOUT RAMPS



7. Do all ramps have a gentle slope? (gain 1" in height for every 12" on the ramp) Yes No D/K N/A



8. If ramps have a drop-off, is there at least a 2 inch curb at the side to prevent slipping off the ramp? Yes No D/K N/A



9. If there is a door at the top of the ramp, is there a level space of at least 5 feet by 5 feet where a wheelchair can rest? Yes No D/K N/A



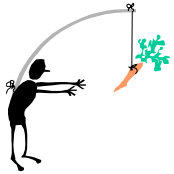
ABOUT ELEVATORS

	Yes	No	D/K N/A
--	-----	----	------------

10. Is the elevator cab at least 54 inches by 68 inches wide? (54" = 4 feet, 6 inches) (68" = 5 feet, 8 inches)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------



11. Do elevator doors provide at least 32 inches clear width? (32" = 2 feet 8 inches)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------









12. Are elevator controls less than 54 inches high so that a person in a wheelchair can operate the controls? (54" = 4 feet, 6 inches)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---	-----------------------	-----------------------	-----------------------



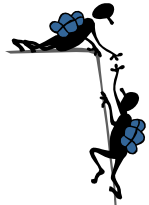
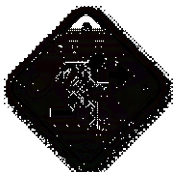


13. Are control panels marked with raised lettering?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
--	-----------------------	-----------------------	-----------------------

Part VII – The Meeting Room

		Yes	No	D/K N/A
	1. Is there enough space for people in wheelchairs to navigate in the room?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. Is the room well lit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Do presenters have microphones so that everyone can hear the presentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Are there microphones for participants so their questions and comments can be heard by everyone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5. Are the presenters or other staff prepared to get the microphone to participants for their questions or comments, or will they repeat all questions to the rest of the audience?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6. Were participants and presenters asked to refrain from wearing fragrances or perfumes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part VIII – Making the Meeting Accessible

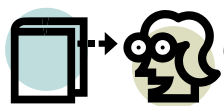
		Yes	No	D/K N/A
	1. When planning the meeting, did you consider the need for interpreters or other accommodations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2. When publicizing the meeting, did you provide a method for participants to request accommodations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3. Are presenters or staff available and prepared to respond to requests for accommodations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4. Are the bathrooms nearest to the meeting room accessible, or are presenters prepared to give clear directions to the nearest accessible bathrooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ABOUT WRITTEN & ELECTRONIC MATERIALS



5. Are your materials written in simple language and free of jargon?

Yes	No	D/K N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



6. Are your materials written in a sans serif font?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------



7. Are your materials readily available in alternate formats? (large print, CD, audio cassette, e-mail, Braille)

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------

ABOUT BREAKS



8. Are your breaks at least 15 minutes long to allow people who need extra time to use the bathrooms and return to the meeting?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------



9. When adjustments to the meeting schedule become necessary, are presenters aware that breaks should not be shortened?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------