

Accessible Buildings Checklist: Comprehensive

Building Exterior	Yes	No	N/A	Suggestions
Are there accessible parking spaces at/near your location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with your local municipality
Are accessible parking spaces clearly marked with the International Symbol of Accessibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase a sign and post in a visible location
Is there an accessible parking space to accommodate vehicles equipped with a mechanical lift or a wheelchair ramp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that designated parking space 3400 mm or larger Identify it with an "Accessible Van" sign
Is there a curb ramp from the parking onto the sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with your local municipality
Is the route to the building entrance stable, firm and slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repair uneven paving Fill small bumps and breaks with patches Replace gravel with asphalt or other surface
Is the route at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Widen route Change or move landscaping, furnishings or other items
If the accessible route crosses a curb, is there a curb ramp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install curb ramp
Do you use salt outside your building when there is ice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consideration should be given to using sand instead of salt on paths, ramps and stairs, as salt may be harmful to the paws of service animals.
Building Entrance	Yes	No	N/A	Suggestions
Is the main entrance easily seen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint entrance doors in a colour that contrasts with surrounding surfaces

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Is the entrance well-lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install automatic lights that come on at dusk
Is the main entrance accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Redesign to make it accessible
If the main entrance is not accessible, is there an alternative accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designate an entrance and make it accessible
If the main entrance is not accessible by one step, is there a ramp?				Install a temporary ramp. Check with your municipal planning department for specific requirements
Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that accessible entrance can be used independently and during the same hours as the main entrance
Does the main entrance door have an automatic door opener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install an automatic door opener or a wireless doorbell to call for assistance
Where an exterior door to a vestibule is automatic, is the interior door also equipped with an automatic door opener as well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install an interior automatic door opener
If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove inner door Change door swing
Are entrances well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting should be glare free, with little light reflection produced from the ground and surrounding surfaces Lighting should be distributed evenly throughout outdoor spaces The minimum lighting levels for outdoor paths, spaces and stairs/ramps should be 100 lux when measured at ground level

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If the threshold is vertical, is it no more than 1/4 inch high? Or, no more than 1/2 inch high with the top 1/4 inch beveled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove or replace threshold
If you have entrance stairs, do they have tactile warning strips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install tactile warning strips should be provided at the top and bottom of stairs and at intermediate landings, in a colour that contrasts with the surrounding surface.
Can doors be opened without too much force (5 lbs maximum for interior doors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjust or replace closers Install lighter doors Install power-assisted or automatic door openers
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reverse the door swing if it is safe to do so. Move or remove obstructing partitions.
Are door handles 48 inches high or less and operable with a closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lower handles Replace inaccessible knobs or latches with lever or loop handles Retrofit with add-on levers Install power-assisted or automatic door openers
Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change hardware height
If provided at the building entrance, are carpets or mats no higher than 1/2 inch thick?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace or remove mats

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Are edges of carpets or mats securely attached to minimize tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secure carpeting or mats at edges
Building Interior	Yes	No	N/A	Suggestions
Is the reception desk / check-out counter in clear view of entrance doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange goods, equipment and furniture
Do doors and door frames have good colour contrast with surrounding wall surfaces and floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repaint areas to ensures good colour contrast
Does the nosing on stairs colour contrast with the treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the handrails colour contrast with the surrounding walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do counters colour contrast with the surrounding areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do furniture such as couches, chairs, and tables colour contrast with their surrounding surfaces such as the walls and floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove object Add tactile warning such as permanent planter or partial walls
Are aisles and pathways to goods and services at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange goods, equipment and furniture
Are tripping hazards clearly marked with a bright colour, cane-detectable floor finish, or guard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark all tripping hazards Remove obstacles

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				Install furnishings, planters, or other cane-detectable barriers underneath.
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange furnishings to clear more room
Are floor surfaces stable, firm and slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change floor surface
If there is carpet: Is it no higher than 1/2 inch and securely attached along the edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace and/or secure carpet
Can controls (light switches, security and intercom systems, emergency/alarm boxes, etc.) be operated with one hand and without tight grasping, pinching, or twisting of the wrist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace control
Do you have sufficient lighting to ensure colours, patterns, and signage are all clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check key locations for lighting quality and adjust as needed. Ensure light is non-glare
Do you have seating available for those waiting in line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sturdy and regular-height seating in waiting and line-up areas
Can the chairs at the tables move?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace fixed seating at tables
Are popular items at an easy to reach height on shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Place popular items on shelves at medium height
Do you have background music?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eliminate or lower in volume any background music
Is it low enough in volume so that customers can hear conversations clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Do fire alarms include both auditory and visual components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install fire alarms with both visual and auditory signals
Signage	Yes	No	N/A	Suggestions
Is there an exterior sign identifying the name and address of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install larger, high contrast signs
If the main entrance is not accessible, does a sign clearly visible at the front of the building indicate the location of an accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install signs Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route
If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install sign
Is there is an alternate system to communicate information on signs to consumers with visual impairments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer alternative formats such as large print, or electronic formats
Are the characters in permanent signage (e.g. building address, room numbers and names, exit signs, and directional information) on a contrasting background?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change signage Install tactile sign Relocate sign
Are text characters raised (sized between 5/8 and 2 inches high, with high contrast)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there Braille?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the sign mounted on the wall on the latch side of the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Washrooms	Yes	No	N/A	Suggestions
Do washroom doors have Braille lettering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install alternative types of signage
Raised (tactile) male/female symbol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raised letters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are washroom doors equipped with an automatic or push-button opener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install automatic door opener
Does the toilet stall door swing outwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change the door swing
Is there a grab bar beside the toilet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install a grab bar
Are washrooms large enough to accommodate people who use scooters and power wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Redesign to allow a minimum five-foot turning radius for wheelchair users to manoeuvre without restriction
Is there at least 810 mm of clear floor space beside the toilet for a lateral transfer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Redesign toilet stalls
Can someone using a wheelchair or a scooter reach the faucets and turn the water on using one hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reposition sink and/or faucets
Are washroom accessories and dispensers within easy reach of a person using a wheelchair or scooter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install automatic dispensers within easy reach of wheelchair users
Are the dispensers automatic or easy to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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References

Accessibility Guidelines for Sensory Loss (DeafBlind Ontario Services)

http://www.deafblindontario.com/index.php?option=com_content&view=article&id=271&Itemid=770&lang=en

Accessibility Checklist for Existing Facilities

<http://uiaccess.com/facilities.html#p2>

Accessibility Checklist: Restaurants

<http://www.ohrc.on.ca/en/dining-out-accessibly-review-audit-results-and-commitments/appendix-iii-accessibility-checklist>

Accessibility Design Guide: Universal design principles for Australia's aid program

<http://dfat.gov.au/about-us/publications/Documents/accessibility-design-guide.pdf>

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

<http://www.ontario.ca/laws/statute/05a11>

ADA Checklist for Existing Facilities

<http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf>

Breaking Barriers to Business

<http://www.tourismsarnialambton.com/accessibility-sarnia-lambton/>

Easy Access to Historic Buildings (Historic England)

<https://content.historicengland.org.uk/images-books/publications/easy-access-to-historic-buildings/heag010-easy-access-to-historic-buildings.pdf>

Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces (GAATES)

<http://gaates.org/DOPS/default.php>



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Improving Access to Historic Buildings and Landscapes

<https://www.historicengland.org.uk/advice/technical-advice/easy-access-to-historic-buildings-and-landscapes/>

International Best Practices in Universal Design

http://gaates.org/wp-content/uploads/2014/pdf/BP_english.pdf

Planning an Accessible Meeting: A Checklist

<http://www.accessiblecampus.ca/wp-content/uploads/2013/09/A-Checklist-for-Planning-Accessible-Events.pdf>

Senior-Friendly Businesses Checklist (Malvern Family Resource Centre)