

**Abbreviated Accessibility Checklist**  
**(Reception, Telephones, and Emergency Procedures)**

**Reception**

- Can patients request needed accommodations (alternate formats, sign language interpreters, etc.) through a registration form or other mechanism?  
YES            NO
- Do staff know how to request sign language interpreters or other accommodations for a participant who is Deaf or hard of hearing?  
YES            NO
- Do staff know how to make materials available in alternate formats (large print, Braille, etc.) if requested?  
YES            NO

Notes: \_\_\_\_\_

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**Telephones**

- Is the pay/public phone's highest operable part no higher than 48"?  
YES            NO
- If pay/public phones are provided, is there clear floor space of at least 30" X 48" in front of at least one?  
YES            NO
- Does the phone have volume control?  
YES            NO

*Adapted from "Removing Barriers: Planning Meetings That Are Accessible to All Participants", The North Carolina Office on Disability and Health in collaboration with The Center for Universal Design*

- Is a TTY phone available?  
                   YES           NO
- Is there a TTY phone number listed on agency brochures, pamphlets, etc.?  
                   YES           NO
- Does staff have training in making RELAY phone calls?  
                   YES           NO
- Do agency materials (brochures, pamphlets, etc.) indicate staff understands how to make/receive RELAY phone calls?  
                   YES           NO

Notes: \_\_\_\_\_

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**Emergency Procedures**

- Are there visual emergency signals in restrooms, hallways, and other common areas?  
                   YES           NO
- Do strobe fire alarms provide visual and audible signals?  
                   YES           NO
- Are fire extinguishers stored at a reasonable height (no more than 54" above the floor) for someone in a wheelchair or of small stature?  
                   YES           NO
- Are evacuation maps of adequate size, height, and contrast (recommend to have characters 18 points or larger, 5' high to the center of the sign, and be dark on a light background or vice versa) and are they posted in restrooms, hallways, lobbies and other common use areas?  
                   YES           NO
- Is there a plan for evacuation of persons with disabilities from floors above the first floor?  
                   YES           NO

Notes: \_\_\_\_\_

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## **Abbreviated Accessibility Checklist**

### **(Interior Route of Travel, Emergency Procedures, and Classroom)**

#### **Interior Route of Travel**

- Are interior doors at least 32" wide?  
YES            NO
- Do interior doors have lever-type handles?  
YES            NO
- Do interior doors open with less than 5 lbs. of force?  
YES            NO
- Are interior paths of travel well lit, firm and stable surfaces?  
YES            NO
- Are routes at least 36" wide?  
YES            NO
- Are carpets or rugs permanently affixed to the floor surface?  
YES            NO
- If objects are hung or mounted overhead and they protrude 4" or more into the route of travel, are they at least 80" above the floor?  
YES            NO
- If objects protrude into the route of travel (such as signs, trash cans, fire extinguishers, water fountains, etc.), are they 80" or more above the floor or lower than 27", so they can be detected by someone using a cane?  
YES            NO

Notes: \_\_\_\_\_  
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## **Emergency Procedures**

- Are there visual emergency signals in restrooms, hallways, and other common areas?

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YES          NO

- Are fire extinguishers stored at a reasonable height (no more than 54" above the floor) for someone in a wheelchair or of small stature?

YES          NO

- Is there a plan for evacuation of persons with disabilities from floors above the first floor?

YES          NO

Notes: \_\_\_\_\_

## **Classroom**

- Is there a clear pathway throughout the room (at least 36" wide)?

YES          NO

- Does the area contain moveable chairs and tables that can accommodate a wheelchair, scooter or service animal at various locations throughout the room?

YES          NO

- If tables are used, is there 27" of clearance between floor and table apron?

YES          NO

- Does the speaker's platform have a ramp with a slope of 1" of rise for every 12" of run?

YES          NO

- Is lighting adequate for a sign language interpreter, if requested?  
YES      NO
- Is there a sound system available to accommodate an assistive listening device?  
YES      NO
- Are lapel or cordless microphones available?  
YES      NO
- Are efforts made to keep noise levels low?  
YES      NO

Notes: \_\_\_\_\_  
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## **Abbreviated Accessibility Checklist**

### **(Interior Route of Travel, Restrooms, and Kitchen/Vending Machines)**

#### **Interior Route of Travel**

- Are interior doors at least 32" wide?  
YES NO
- Do interior doors have lever-type handles?  
YES NO
- Do interior doors open with less than 5 lbs. of force?  
YES NO
- Are interior paths of travel well lit, firm and stable surfaces?  
YES NO
- Are routes at least 36" wide?  
YES NO
- Are carpets or rugs permanently affixed to the floor surface?  
YES NO
- If objects are hung or mounted overhead and they protrude 4" or more into the route of travel, are they at least 80" above the floor?  
YES NO
- If objects protrude into the route of travel (such as signs, trash cans, fire extinguishers, water fountains, etc.), are they 80" or more above the floor or lower than 27", so they can be detected by someone using a cane?  
YES NO

#### **Restrooms**

- Is there an accessible toilet stall (5' X 5' clear floor space)?  
YES NO
- Does the accessible stall contain grab bars at the side and back at a height of 33" to 36" above the floor? YES NO

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- Is the toilet seat 17" to 19" high?  
                   YES           NO
- Is the door on the accessible stall at least 32" wide, swing outward, and equipped with accessible handles (operable with a closed fist)?  
                   YES           NO
- Are the soap and towel dispensers or hand dryers at a height reachable from a seated position (48" or less for a forward reach)?  
                   YES           NO
- Is a sink accessible (34" maximum height with at least 30" clearance underneath) with insulated exposed pipes?  
                   YES           NO
- Can faucets be operated with one closed fist?  
                   YES           NO
- Is there a 36" wide path to all fixtures (sink, towels, toilet)?  
                   YES           NO

**Kitchen/Vending Machines**

- If food or drinks are provided, are tables less than 34" high with all food and drinks within reach?  
                   YES           NO
- Is there a clear pathway to vending area that is at least 36" wide?  
                   YES           NO
- Are signs raised using tactile characters (5/8" to 2") with high contrast and non-glare finish?  
                   YES           NO
- Is there Braille text in addition to the raised lettering?  
                   YES           NO

Notes: \_\_\_\_\_  
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**Abbreviated Accessibility Checklist**  
**(Parking, Entrance, and Exterior Route of Travel)**

**Parking**

- Is 1 in every 8 parking spaces designated as van-accessible (8' wide space with 8' wide aisle)? Note: If only 1 space is available, it must be van-accessible.  
YES            NO
- Is accessible parking labeled with appropriate signage (accessible symbol on above-ground sign)?  
YES            NO
- Are accessible spaces the closest spaces to the building's accessible entrance and along an accessible route?  
YES            NO
- Do accessible parking spaces allow people to get in and out on a level, smooth surface?  
YES            NO
- Is there a curb cut to the sidewalk with a 1:20 slope?  
YES            NO

Notes: \_\_\_\_\_  
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## **Exterior Route of Travel**

- Are routes of travel at least 36" wide?

YES            NO

- Is the path to the building level and smooth with no stairs, curbs, or abrupt changes greater than ¼"?

YES            NO

- Are routes of travel free from sand, gravel, or any debris that results in uneven or unstable surfaces?

YES            NO

- Is the path free of obstructions (tree branches, lights, trash cans, signs, etc.)?

YES            NO

Notes: \_\_\_\_\_  
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## **Entrance**

- Is at least one of the primary entrances accessible?

YES            NO

- If the primary entrance is not accessible, is there a clearly marked alternate entrance that can be used independently?

YES            NO

- Does the exterior door provide at least at 32"-wide clear opening?

YES            NO

- If there is a threshold, is the height a maximum of ¼", unless beveled?

YES            NO

- Is the exterior door heavy and difficult to open (should contain lever-type, U-shaped or push-pull hardware)?

YES            NO

- Is there an automatic door?

YES            NO

Notes: \_\_\_\_\_  
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