

## Interior of Building Accessibility Checklist

**In regards to the interior of your building, have you considered:**

- Push button, automatic door openers for all doorways?
- Wide door frames on all doors for people using mobility aids?
- Putting lever handles at an accessible height on all doors?
- Keeping music at a low volume and reducing background noise?
- Having all reception desks at a sitting height with an available chair?
- A debit machine with raised, tactile symbols that can extend out or tilt down for people at lower heights?
- Maintaining a scent-free environment throughout your building?
- Keeping the building brightly lit for good visibility?
- Non-slip, non-glare flooring, but no carpet, throughout your building?
- Having all doors, walls, and floors in contrasting colours to each other?
- Keeping your corridors free from obstructions?
- Having door hinges on a low tension, so they are easy to open?
- Putting lever handles at an accessible height on all doors?
- Big meeting rooms with wide spaces around all furniture?
- Installing an elevator with Braille buttons and raised numerals?

- ❑ Installing audible signals, like a beep or recording for each floor, and visual cues to announce the floor and direction of your elevator?
- ❑ Having elevator doors that reverse direction, if they meet an obstacle?
- ❑ All telephones being at an easy level for people using mobility aids?
- ❑ Volume control and large numbers or large print keypads on all telephones?

### **Sources:**

1. "Recruit Ability... A handbook for success in recruitment & hiring individuals with disabilities", Persons with Disabilities Collaborative Partnership Network of Nova Scotia
2. Government of Ontario, "Making buildings and spaces accessible", from [http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/understanding\\_accessibility/making\\_buildings\\_accessible.aspx](http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/understanding_accessibility/making_buildings_accessible.aspx)
3. Vision Hotels UK, from <http://www.visionhotels.co.uk/top-tips-for-helping-blind-people-in-hotels/>