

Business Accessibility Checklist

In your place of business, have you considered:

- Making one of your parking places, close to the entrance, an accessible blue zone spot?
- Making sure there is a curb cut or level access from the parking area to the main entrance?
- Marking steps with a non-slip, contrasting colour tape (light on dark or dark on light) on the outer edge of each step?
- Putting a ramp, with contrasting colour handrails, in your entrance?
- Marking ramps with a non-slip, contrasting colour tape?
- Keeping your ramp free from obstructions, including snow and ice?
- Clearly marking accessible entrances with the International Symbol of Accessibility or clear signage indicating the nearest accessible entrance?
- Push button automatic door openers for your doorways?
- Painting your doors in a contrasting colour to the surrounding walls?
- Installing an elevator with Braille buttons and raised numerals?
- Installing audible signals and visual cues to announce the floor and direction of your elevator?
- Wide door frames so a wheelchair user can easily get through them?
- Having door hinges on a low tension so they are easy to open?
- Lever handles on all your doors?
- Removable chairs in your staff eating area?

- Placing microwaves at a height that can be easily accessed by all?
- Braille or raised numbers on your microwave buttons?
- Lever handles on your sink faucets?
- A bathroom that is big enough for a wheelchair to turn around?
- Grab bars in your bathroom?
- Having a raised (tactile) male or female sign on your bathrooms?
- Placing your soap dispensers and paper towel holders at a height that will allow easy access for everyone?
- Keeping your corridors free from obstructions?
- Marking objects, like photocopiers, that are a similar colour to the floor with a contrasting colour tape?
- Meeting rooms that are big enough for wheelchair users?
- A scent-free environment?
- Keeping your place of business brightly lit for good visibility?
- Ensuring that a fire policy and safety plan are developed, and taught to all staff, for evacuating people with disabilities?
- Having visual and audible signals for your fire alarms?

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