

Exterior of Building Accessibility Checklist

In regards to the exterior of your building, have you considered?

- Keeping your parking areas and the outside of the building brightly lit for good visibility?
- Having access from the parking area to the main entrance that is level or has a curb cut?
- Making at least one of your parking places, close to a wheelchair accessible entrance, an accessible blue zone spot?
- An accessible drop-off/pick-up area, close to an accessible entrance?
- Continuous handrails on both sides of steps, in and out of the building?
- Marking steps with a non-slip, contrasting colour tape (light on dark or dark on light) on the outer edge of each step, in and out of the building?
- 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 signage indicating the nearest accessible entrance?
- Having clearly visible, outside signs with large text and recognizable symbols to identify your business?
- Painting your entrance door with a contrasting colour to its surroundings?
- Using signs or tape to mark any glass in doors, windbreaks, or window and floor displays?
- Wide door frames on all doors for people using mobility aids?

- Push button, automatic door openers for all doorways?
- Having door hinges on a low tension so they are easy to open?
- Putting lever handles at an accessible height on all doors?

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?

Public Washroom Accessibility Checklist

In regards to the public washrooms in your building, have you considered?

- Grab bars in your bathrooms for the toilets?
- Adequate space beside toilets for lateral transfer from mobility aids?
- Adequate knee space under sinks for people using mobility aids?
- Placing your soap dispensers, paper towel holders, and mirrors at a height that will allow easy access for people using mobility aids?
- Having a raised (tactile) male or female sign on public bathrooms?
- Having at least one public washroom that is fully accessible for people using mobility devices, marked with the international symbol for accessibility?
- A "D" style handle on both sides of the bathroom cubicle door?

Emergency Preparedness Checklist

With respect to your businesses' emergency preparedness, have you considered?

- Visual and audible signals for your fire alarms and safety routes?
- Ensuring people using mobility aids can use the main exit routes and doors in case of emergency?
- Ensuring that a fire policy and safety plan are developed, and taught to all staff, for evacuating people with disabilities?
- Offering emergency information in alternate formats, such as large print, Braille, audio file, or electronic text?

Meeting Accessibility Checklist

When hosting a meeting, have you considered?

- Giving as much notice as possible to allow people to arrange transportation and disability supports (at least two weeks in advance)?
- Conducting a pre-registration for the meeting to ensure all accessibility needs of registrants are available?
- Including information about the accessibility of the event on all notices?
- Asking people, on all notices, to identify if disability supports, such as American Sign Language (ASL) Interpreters and Real Time Captioning are required?
- Booking ASL Interpreters as soon as you confirm the date for the meeting (at least two weeks in advance)?
- Holding the meeting in a location close to public transportation with an accessible entrance and a working elevator?

- Ensuring that there is a clearly visible sign indicating the nearest accessible entrance, if the front entrance is not accessible?
- Ensuring that accessible entrances are well lit and not isolated?
- Having the meeting in a location with enough accessible blue zone parking spots close to the entrance?
- Putting large print, clearly visible signs in the lobby to direct people to the meetings?
- Ensuring there is a wheelchair accessible bathroom close to the meeting room?
- Whether or not tables are high enough to allow a wheelchair user to move underneath?
- Using Real Time Captioning for people who have significant hearing loss?
- Ensuring there is no distracting background noise?
- Ensuring all cables are well secured and away from access routes?
- How to arrange seating in the space so that people using ASL or people who read lips can see each other and communicate freely?
- Reserved seating for those needing ASL or Real Time Captioning?
- Providing alternate formats for notices, information given ahead of time, and handouts for the meeting (large print, Braille, audio CD)?
- Captioning all your videos and including an audio description of them?
- Verbally describing any visual information presented?
- Providing a water bowl for service animals?
- Providing a suitable area for service animals to relieve themselves?
- Providing a volunteer to walk service animals?

- Ensuring a scent-free environment?
- Keeping the meeting brightly lit for good visibility?

Event Accessibility Checklist

When holding an event, have you considered?

Preparing for Event

- Giving as much notice as possible to allow people to arrange transportation and disability supports (at least two weeks in advance)?
- Including information about the accessibility and duration of the event on all registration forms and event notices?
- Giving the option for people to identify their accommodation needs, including dietary needs, on the registration form?
- Providing the contact information for a person in charge of accommodations on all event notices?
- Providing disability supports, if required?
- Using Real Time Captioning for people who have significant hearing loss (book at least two weeks in advance)?
- Booking American Sign Language (ASL) Interpreters as soon as you confirm the date for the meeting (at least two weeks in advance)?
- Making presenters aware of what supports people with disabilities may need to be fully included in interactive activities. For example, if the presenter wants everyone to gather in one place, is there a clear route with enough space for people with mobility aids to participate?

- Training your staff and volunteers for the event on how to respectfully include all participants and support people with disabilities?
- If food is provided, making sure that the total count includes interpreters, note takers, attendants, and child-minders?
- Ensuring that organizers, presenters, and volunteers are aware of emergency evacuation procedures?

Event Location

- Holding the event in a wheelchair accessible location close to public transportation with a working elevator?
- Whether or not access for wheelchair users is the main entrance? If not, are there clearly visible signs indicating the nearest accessible entrance?
- Ensuring that accessible entrances are well lit and not isolated?
- Holding the event in a location with enough accessible blue zone parking spots close to the entrance?
- Arranging to have people at entrances and throughout the facility to support people to access the event?
- Having clearly visible signs directing people to washrooms, telephones, elevators, etc...?
- Ensuring there is a wheelchair accessible bathroom nearby?

Event Set-Up

- Ensuring the event space is large enough for wheelchair users by having lots of space around tables and chairs with wide aisles?

- Having a place for refreshments that allows plenty of space on all sides for easy access for people with mobility aids or service animals?
- Having tables that are suitable for people using mobility aids?
- Having a space with a stage and screen that is easily visible?
- Ensuring there is no distracting background noise?
- Having reasonably good acoustics in your event spaces(s)?
- Ensuring that glare from windows is reduced with drapes or blinds?
- Ensuring all cables are well secured and away from access routes?
- Keeping the event space brightly lit for good visibility?
- Ensuring a scent-free environment?
- Ensuring that all areas, including speaking areas and break out rooms, are accessible for people using mobility aids?
- Laying out meeting space in a U-shape so that people using sign language can see each other and communicate with one another?
- Having a well-lit spot with ample space and a clear view for sign language interpreters, that is placed directly across from participants who are deaf or have hearing loss?
- Reserving seats in front and across from the Real Time Captioning Screen and ASL interpreters?
- Providing a water bowl for service animals, as well as volunteers to walk animals?
- Providing a suitable area for service animals to relieve themselves?

Event material

- Keeping presenters/activities on time as transportation for people with disabilities is not often flexible?
- Having presenters check with audience about the need for breaks?
- Providing alternate formats for notices, information given ahead of time, and handouts at the event (large print, Braille, audio CD)?
- Captioning all your videos and including an audio description of them?
- Verbally describing any visual information presented?

For Longer Events or Conferences

Find out ahead of time for participants what options there are for:

- Accessible transportation, lodging, and dining;
- Emergency veterinarians (for service animals); and
- Mobility aids repair services.

Communication & Advertising Accessibility Checklist

In your communication and advertising, have you ever considered?

- Training staff in effective customer service for people with disabilities?
- Offering assistance to customers with disabilities?
- Accepting reservations through multiple formats, such as a number that has texting capacity, your website, or company e-mail?
- Using e-mail, texting, the 711 relay system, or instant messaging to contact deaf clients?
- Making your website fully accessible?
- Listing your accessibility features, in detail with pictures, on ads/sites?

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
3. Vision Hotels UK, from <http://www.visionhotels.co.uk/top-tips-for-helping-blind-people-in-hotels/>
4. Government of Ontario, "Planning an Accessible Meeting", from http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/understanding_accessibility/planning_meeting.aspx

Need additional information about creating a more accessible campaign?

Contact InclusionNL Today!

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