

ACCESSIBILITY AUDIT

AREA	Standards	Current situation/ measurements	COMMENTS, NEEDS NOTED
<u>Parking and walkways</u>			
Yes___ No___	Designated parking spaces close to entrance, don't require moving behind parked cars		
Yes___ No___	1 in 25 spaces designated for disabled (Total spaces:_____ Disabled:___ Ratio:_____)		
Yes___ No___	Spaces clearly marked with access symbol on vertical signs ___ & on pavement ___		
Yes___ No___	Parking lot has level surface ___, is paved ___, & is well-lighted ___		
Yes___ No___	Spaces at least 9' wide (W:_____) with adjacent 5' access aisle (Aisle width:_____)		
Yes___ No___	At least one space van accessible with 8' wide access aisle (Aisle width:_____)		
Yes___ No___	Smooth, flat 36" (WA: 44") sidewalks & access route to accessible entrance (W:_____)		
Yes___ No___	Curb ramps 36" minimum (W:_____) & have detectable surface warning		
Yes___ No___	Grates perpendicular to pathway ___; openings no more than 1/2" wide ___		
Yes___ No___	Outdoor play equipment accessible to children with physical and sensory impairments		
<u>Building access & entrances</u>			
Yes___ No___	Ramp maximum incline of 1:12, preferably 1:20 (Length:_____ Rise:_____ Ratio:_____)		
Yes___ No___	Ramp minimum width of 36"(Width: _____) ___ with non-slip surface ___ & 2" curb along sides ___		
Yes___ No___	Any rise more than 1:20 is treated as a ramp ___; maximum rise per run is 30" ___		
Yes___ No___	Railings 30-34"- high on both sides of ramp (H:_____) ___ & 12" beyond (Extension:_____) ___		
Yes___ No___	Stairs have continuous handrails mounted between 30" & 34" (H:_____) ___ along both sides; if railings not continuous handrails extend horizontally 12" beyond top & bottom riser (E:_____) ___		
Yes___ No___	Sheltered unloading area at entrance ___, with 114" vertical clearance (H:_____) ___		
Yes___ No___	60" level platforms at entry door (W:_____) ___ & 18" -24" space on pull side of door (W:_____) ___		
Yes___ No___	Threshold no more than 3/4", ramped (H:_____) ___; force needed no more than 8.5 lbs.(Lbs:_____) ___		
Yes___ No___	Entrance door 36" wide (W:_____) ___ with 12" to 16" kickplates for wheelchairs to push open ___		

Corridors and interior doors

- Yes___ No___ Corridors at least 44" wide (W:_____) __, with passing spaces of 60" (W:_____) __
- Yes___ No___ No objects protrude more than 4", or lowest part of objects is no more than 27" above floor
- Yes___ No___ Carpet has level pile no more than 1/2" thick, & no or firm padding
- Yes___ No___ Corridors well lit __; floor surface non-glare __; one coat rack no higher than 40" (H:_____) __
- Yes___ No___ Multi-level building is connected by passenger elevator, lift, or ramp
- Yes___ No___ Fire alarm control 48" from floor (H:_____) __, with visual & auditory fire alarms __
- Yes___ No___ Drinking fountain 36" with wheelchair clearance or paper cup dispenser & easy hand controls
- Yes___ No___ Stairs at least 44" wide (W:_____) __, handrails both sides __, non-slip __, well lighted __
- Yes___ No___ Stair nosings not abrupt __& don't project more than 1 1/2" __
- Yes___ No___ Doorways have 32" clearance (W:_____) __, thresholds no more than 1/2" high (H:_____) __
- Yes___ No___ Handles easy to grasp, operated with one hand/ single effort, using no more than 5 lbs. force

Worship & meeting spaces Door: Width:_____; Lbs. force required:_____; Threshold height::_____

- Yes___ No___ Room accessible by level surface __, elevator __, or lift __ (Type_____)
- Yes___ No___ Aisles at least 36" wide (Width:_____)
- Yes___ No___ Sufficient wheelchair spaces: 1 for 25 seats, 2 for 26 - 50 seats, 4 for 51 - 300 seats, 6 for 301 - 500 seats, 1 additional space per additional 100 seats (# spaces_____ # seats_____)
- Yes___ No___ Wheelchair spaces 33" x 48" forward access, 33" x 60" side access (W:_____)
- Yes___ No___ Spaces level __, next to aisles __, distributed throughout room with view when others stand __
- Yes___ No___ Chancel area __& choir loft __accessible by ramp or level floor
- Yes___ No___ Lectern on level surface __ & height-adjustable (Adjusts from _____ to _____ high) __
- Yes___ No___ Handrail next to all steps to chancel area
- Yes___ No___ Carpet pile level and no more than 1/2" thick, with no or firm padding

AREA	Standards	Current situation/ measurements	COMMENTS, NEEDS NOTED
<u>Worship & meeting spaces, continued</u>			
Yes___ No___	Special seating options: armrests, 19" seat height, foot stool, extra wide, extra legroom, etc.		
Yes___ No___	Lighting at least 30 to 50 foot candles, with direct lighting on speakers		
Yes___ No___	Large/ bold print bulletin __, songbook __, Bible __ available; Braille bulletin available __		
Yes___ No___	Audio description available for visually impaired		
Yes___ No___	Assisted listening system provided (Type: _____, # of units: _____)		
Yes___ No___	Microphone used by all speakers, or all comments repeated		
Yes___ No___	Computer assisted note-taking __ and/or transcript of service __ provided		
Yes___ No___	Sign language interpreter provided		
Yes___ No___	Fragrance free section available, located in well-ventilated area		
<u>Restrooms</u> Door: Width: _____; Lbs. force required: _____; Threshold height: _____			
Yes___ No___	Door ID: access symbol __, 12" raised gender symbols __, contrasting letters __, & Braille __		
Yes___ No___	At least one unisex restroom or one restroom for each sex accessible per floor		
Yes___ No___	Restroom has 60" turning space (Room width: _____)		
Yes___ No___	Stall door at least 32" wide (W: _____) __, & door swings out into room __		
Yes___ No___	Stall at least 36" wide (W: _____) __ & 48" deep (_____) from toilet to door __		
Yes___ No___	At least one toilet is 17 - 19 1/2" high (H: _____) __, with grab bars or armrests on either side __		
Yes___ No___	One stall 66" x 60" (Size: _____) __, with 33" high wall-mounted grab bars next to & at back of toilet __ for side/assisted transfers (Grab bar height: _____) __; toilet 17" -19" (H: _____) __		
Yes___ No___	Sink has 29" clearance from floor to underside of sink __, & drain pipes are insulated __		
Yes___ No___	Sink has lever style controls requiring no more than 5 lbs. pressure __, & gooseneck spout __		
Yes___ No___	Soap (H: _____), paper towels (H: _____), & mirror (H: _____) 40" or lower , with waste disposal near __		
Yes___ No___	Cleaning products, soaps & other chemicals fragrance free		

AREA	Standards	Current situation/ measurements	COMMENTS, NEEDS NOTED
<u>Classrooms & meeting rooms</u>	Door: Width: _____; Lbs. force required: _____; Threshold height: _____	<p>Yes___ No___ Path of travel between furniture at least 36"</p> <p>Yes___ No___ At least one table has minimum of 27 - 29" clearance on underside</p> <p>Yes___ No___ Carpet pile level and no more than 1/2" thick, with no or firm padding</p> <p>Yes___ No___ Assistive listening devices ___ and PA system ___ available</p> <p>Yes___ No___ Lighting at least 70 foot candles</p>	
<u>Fellowship areas & kitchen</u>	Door: Width: _____; Lbs. force required: _____; Threshold height: _____	<p>Yes___ No___ Fellowship area located in accessible part of the building</p> <p>Yes___ No___ Path of travel between furniture at least 36"</p> <p>Yes___ No___ Carpet pile level and no more than 1/2" thick, with no or firm padding</p> <p>Yes___ No___ At least one table ___ & one countertop ___ has minimum of 29 - 30" clearance (H: _____)</p> <p>Yes___ No___ Some chairs have armrests and seat heights of 18" or more</p> <p>Yes___ No___ Assistive eating devices available, e.g. rocker knife, non-slip placemat, built up utensils, plate with rim, non-spill mug</p> <p>Yes___ No___ Lighting adequate</p> <p>Yes___ No___ Acoustics serve to dampen background noise</p> <p>Yes___ No___ Fragrance free section in well-ventilated part of room, away from kitchen fumes</p>	
<u>Church/ Pastor's office & library</u>	Door: Width: _____; Lbs. force required: _____; Threshold height: _____	<p>Yes___ No___ Office located in an accessible part of the building</p> <p>Yes___ No___ Path of travel between furniture at least 36"</p> <p>Yes___ No___ At least one table has minimum of 27 - 29" clearance on underside (H: _____)</p> <p>Yes___ No___ Books within reach, or a mechanical reacher or person available to assist</p> <p>Yes___ No___ Parsonage is accessible (visitable) if counseling sessions or meetings are held there</p>	

AREA	Standards	Current situation/ measurements	COMMENTS, NEEDS NOTED
<u>Communications</u>			
Yes ___ No ___	Written ___ and tactile ___ directions to building locations available at entrance		
Yes ___ No ___	All signs mounted at uniform height between 54" and 66" above floor (H:_____)		
Yes ___ No ___	Signage in 5/8" to 2" ___ raised ___ block uppercase numbers/ letters ___ with color contrast ___		
Yes ___ No ___	One telephone mounted with top of controls 48" or lower ___ & knee clearance below 27" ___		
Yes ___ No ___	At least one telephone is hearing aid compatible ___ and has volume control/ amplification ___		
Yes ___ No ___	TTY/ TDD available ___; staff and volunteers trained to use this ___		
Yes ___ No ___	Sign language instruction/ class available		
Yes ___ No ___	Personal listening device available for counseling sessions, home/ hospital visits		
Yes ___ No ___	Videos are selected for and presented in closed-captioned version		
Yes ___ No ___	Printed materials available in large/bold print ___, Braille ___, and cassette tape ___ versions		
<u>Attitudes</u>			
Yes ___ No ___	Access promoted in organization's literature		
Yes ___ No ___	Ushers/ greeters trained in etiquette of meeting special needs		
Yes ___ No ___	Buddy system available for persons needing 1:1 assistance		
Yes ___ No ___	Educational programs adapted for inclusion of those with special needs		
Yes ___ No ___	Congregation receives disability awareness training		
Yes ___ No ___	Library includes resources about various disabling conditions		
Yes ___ No ___	Persons with disabilities serve in leadership roles & help plan ways to improve access		
Yes ___ No ___	Needs of those on special diets (e.g. diabetic) considered when food is offered		
Yes ___ No ___	Respite ___, transportation ___, parking assist ___ & circle of friends ___ programs available		
Yes ___ No ___	Needs & gifts of persons with disabilities are regularly reviewed to enhance participation		

MEMBERSHIP DATA: Average attendance: _____; Approximate # of current participants with the following: Use of wheelchair: _____; Use of crutch or walker: _____; Chemical sensitivity: _____; Legally blind: _____; Marked hearing loss: _____; Deaf: _____; Developmental disability: _____.
Other known impairments:

RECOMMENDATIONS:

PRIORITY

Parking and walkways

Building access & entrances

Corridors and interior doors

Worship & meeting spaces

Restrooms

Classrooms, fellowship & meeting rooms

Church/ Pastor's office & library

Communications & attitudes

Signed:

Date: