

## Accessibility Assessment Checklist

Use this checklist to identify the areas of accessibility in which your business is succeeding as well as those areas that need improvement. The first step to being fully inclusive is to know where your business currently stands. This checklist can also serve as a guide to begin the communication process with leadership on accessibility issues.

<b>COMMUNICATION</b>	YES	NO
Do you offer sign language interpreters at meetings?		
Is there adequate lighting?		
Have you provided accessible phones?		
Is at least one phone at a maximum height of 48 inches to accommodate people who use wheelchairs?		
Is at least one phone equipped with a volume control for persons who are hard-of-hearing?		

<b>ATTITUDE</b>	YES	NO
Are people with disabilities welcome as colleagues or customers?		
Does your building indicate this at the front door?		
Is there an accessibility logo?		
Are directions to accessible entrances provided on doorways that are not accessible?		
Are directions to accessible entrances provided on your signage?		
Are people with disabilities included on key committees?		
Do you have an Inclusion Committee?		

<b>ENVIRONMENT</b>	YES	NO
Have you designated a fragrance-free section in your workplace or meeting room?		
Do you have a policy of purchasing unscented candles, soaps, detergents, cleaning supplies, air fresheners, facial tissues, etc.?		
Is your business informed about chemical sensitivities and allergies?		

<b>ARCHITECTURAL</b>	YES	NO
Are there designated accessible parking places near accessible entrances?		
If a ramp is needed, is it at least 36 inches wide, extending one foot in length for every inch of rise (1:12 ratio)? Does it have a smooth handrail 32 inches above the ramp surface?		
Do doorways have a clear opening of at least 32 inches?		
Do doors have lever or push handles?		
If the building is multi-story, does it have a chairlift, elevator, or ramp to all levels that is protected in inclement weather?		
Is space provided in meeting areas for wheelchair users to sit with rest of group, not just in the front, back, or aisles?		
Is there seating space with extra legroom for people using crutches,		

walkers, braces, or casts?		
Is there one accessible bathroom, ideally one on each floor?		
Are there grab bars on each side of the accessible toilet?		
Does a sink have 29 inches of clearance from the floor to the bottom of the sink?		
Is there a turning space of 5x5 feet for wheelchair users?		
Are soap and towel dispensers no higher than 40 inches from the floor?		
Is there at least one water fountain on each floor easily usable from a wheelchair?		
If not, is a supply of paper cups, mounted no higher than 40 inches from the floor, next to the water fountain?		

