

APPENDIX B

Sample of Self-Evaluation Checklist

Self-Evaluation Checklist for Grantees

The following checklist is designed to allow grantees to readily assess major architectural features and facilities for accessibility. The checklist is intended to allow grantees, when walking through their facilities and those of subgrantees, or when visiting potential locations for meetings, conferences, training sessions, or events, to evaluate some of the most basic elements of accessibility without having to actually measure distances, slopes, forces, etc. Note: This is not a full self-evaluation, nor will it ensure legal compliance. It will give you a “snapshot” of the accessibility of a facility.

Outside the Building

Persons with mobility and vision impairments need accessible routes — smooth, non-slip, no protrusions or overhangs that can trip or bump them - from parking area, street, and/or bus stop. Persons with many types of physical impairments need parking spaces near entrances because walking distances are difficult or dangerous for them. Persons using wheelchairs or other mobility aids need parking spaces with an access aisle for opening car doors and loading/unloading equipment. Steps at the entrance to the building can be a barrier for persons with different types of mobility impairments.

- **Route:**

Is the route to the entrance from parking or street smooth, not gravel, with no grade changes of more than 1/2", and no lengthwise grates more than 1/2" wide where wheelchairs could get stuck? Is the route wide enough for a wheelchair — 36"? (Think yardstick.) Are there curb cuts, with gently flared sides, where needed and usable? (Think through the route someone using a wheelchair would have to travel.) Are there no protrusions or overhanging tree limbs not detectable by a cane? (Think a basketball player using a cane.)

- **Parking:**
Are accessible spaces reserved nearest the accessible entrance and on an accessible route? Is an accessibility symbol on the space mounted high enough so it's not hidden by a parked vehicle? Is there an access aisle next to the space that is flat and 5' wide? (Think average person, with arms outstretched, is 6' across.) Is there an accessible route from the access aisle to the sidewalk or other accessible route?
- **Entrance:**
Is a principle entrance located on an accessible route? Is the entrance not a revolving door or turnstile? Is there a flat surface on both sides of the door for maneuvering a wheelchair? Is the door width at least 32"? (Think yardstick minus two closed fists.) Is door hardware at a level reachable by someone using a wheelchair and is it push/pull or lever operated? Is there no more than 1/2" threshold? Does the door require no more than 8.5 lbs of force to open? (Think opening your refrigerator door.) If there are steps, is there also a ramp to access the entrance? Is the ramp gently sloped, with handrails, no drop-offs, smooth surfaced with a level top and bottom platforms for resting and turning? Are doormats attached to the floor at all four corners? (Think trip hazards.)

Inside the Building

Persons who walk with difficulty or use wheelchairs, crutches, canes, or walkers need a wide, smooth, level, and firm surface. Persons who are sight-impaired need a path free of hazards. Persons with upper-body impairments need non-twist knobs, handles, and doors that are not too heavy. Persons with hearing impairments need visual elevator controls and persons with vision impairments need audible ones. Persons with mobility impairments need restrooms that they can get to and use easily and safely, and stairs with uniform tread, width, and handrails which guide them and indicate landings.

- **Route:**
Is there an accessible route connecting all parts of the facility that is wide enough for a wheelchair — 36"? (Think yardstick. Don't forget about temporary barriers like boxes and chairs.) Is carpeting low-pile, tightly woven, and securely fastened along edges? Are doors at least 32" wide? (Think yardstick

minus two closed fists.) Is door hardware at a level reachable by someone using a wheelchair and is it push/pull or lever in your house.) Are there no protrusions or overhanging obstructions not detectable by a cane? (Think a basketball player using a cane.)

- **Elevators/Stairs:**

Elevators provide adequate maneuvering space, time to get to and enter the cab, are conveniently located, have tactile controls, and both audible and visual indicators for direction of travel and floors. Elevator controls are reachable by a person using a wheelchair, doors remain open at least 3 seconds, and elevator stops within 1/2" when stopping at floor. Stair step heights are uniform, depths are uniform and at least 11", and there are no overhangs greater than 1-1/2". Handrails are continuous from top to bottom floor, without stopping at landings.

- **Restrooms:**

At least one is on an accessible route and identified by an accessibility symbol. Doors are 32" wide with non-twist knobs and handles. They include adequate maneuvering space as persons enter, either restroom or stalls (preferably 5' x 5'). Toilet height (17" — 19") and located no more than 18" from center of toilet to closest wall. (Think tile dimensions: 4" x 4", 4" x 6", or 8" x 8".) Urinals have elongated rims and clear floor space in front. Fixtures are located so they are usable by a person using a wheelchair.

- **Emergency Warning Signals:**

Are both visual (flashing) and audible warning signals provided?

- **Assembly, Meeting, and Conference Areas:**

Are level wheelchair spaces available on an accessible route, with a variety of unobstructed views of the stage? Are auxiliary listening systems, volume controls, wireless headphones, infrared audio loops, and radio frequency available for persons with hearing impairments?

- **Drinking Fountains:**

Are they low enough so someone using a wheelchair can use them? (Think 36" or a yardstick.) Is there access space in front? Are the controls operable with one hand without grasping or twisting?

- **Telephones:**
Are public telephones located on an accessible route, with clear floor space and low enough for use by a person using a wheelchair? Do the phones have push button controls? Do they offer volume controls? TTY service? Are telephones for employees and participants modified to meet their specific needs?
- **Picnic Areas:**
Are tables available with one end extended or with a portion of a bench removed that are on an accessible route? Are grills and trash receptacles at an accessible height, and do grills have rounded corners so they are not a safety hazard to visually impaired persons?
- **Exhibits, Signs, and Information Displays:**
Are they adequately lighted, in high-contrast colors, in large, easy-to-read print, and at levels where the material may be read by short persons or persons using wheelchairs? Do tactile objects allow persons with visual impairments to enjoy exhibits and displays? Is audio information available to persons with hearing impairments in some other format?

Note:

Especially when reserving hotel space, be aware that persons with disabilities require a variety of services. Some require a TTY telephone. Others require roll-in or sitting showers or lounge chairs instead of flat beds. Some require accessible restroom facilities. Always notify meeting, conference, or event participants that reasonable accommodations will be provided upon request and provide a date and contact for making such requests.