**English 389**

**Accessibility Checklist**

This list was compiled with contributions from Aimi Hamraie (Vanderbilt University), Liat Ben-Moshe (University of Toledo), Dale Ireland (Cal State East Bay), and Johnna Keller (The Epsten Group Architecture).

· When was your space constructed?

· How many entrances are there to the space?

· What is the width of the entrance door? (32” wide when the door is open is accessible according to the ADA):

· Are there stairs at the entrance?

· Is there a ramp or a wheelchair lift? If so, where?

· Are there signs that indicate how to get to the ramp entrance? Are they visible? Is there a clear path?

· Evaluate the path: are there grates, holes, or anything else that someone using a cane, wheelchair, scooter, or other device could be stuck on?

· Does the door open manually or automatically? If manually, what sort of mechanism does it use (bar, handle, other)?

· How high is the doorknob/opening mechanism from the ground? (48” or lower is acceptable according to ADA standards)

· Inside the building, what is the main way to get between floors? (stairs, elevator)

· Are there signs that indicate how to get to the elevators? Is the path clear and easy to find?

· Measure hallways (59” wide is accessible according to the ADA):

· Are there handrails in the hallways?

· What are the primary ways that people get around in the building? (Hallways, atrium, stairs, bridges, ramps … other?)

· Are there adequate signs describing the locations of parts of the building, including the restrooms?

· Is there Braille on the signs?

· What sort of lighting is used--fluorescent, incandescent, daylight?

· Does the user of the space have access to lighting controls (switches, dimmers, blinds, etc.)?

· If an alarm is present, does it have a visual component?

· How is the thermal comfort of the building managed? Do users have access to a thermostat, fan, operable window, or other way to control the temperature?

· Are there any mechanical noises in your space?

· Other low-level noises such as buzzing?

· Are there scented “air fresheners” around?

· Is there chemical storage anywhere in the space?

· Are there visible dust particles in the air?

· Are people in the building wearing perfumes or deodorant? Ask a few people if you can’t smell anything.

· Are people eating or making food using nuts and nut oils?

· Total number of restrooms in your space:

· Total number of multi-user restrooms:

· Total number of single-user restrooms:

· Total number of accessible restrooms (with wide doorways, handrails, low sinks, etc.):

· Total number of gender-neutral restrooms:

· How are gender-neutral restrooms labeled?

· Total number of sex-segregated restrooms:

· Total number of stalls in M restrooms:

· Total number of stalls in F restrooms:

· Total number of accessible, gender-neutral restrooms:

· Do they lock from the inside?

· Total number of “family” restrooms:

· Is the light switch in each restroom less than 5 feet off the ground?

· Is the paper towel dispenser less than 5 feet off the ground?

· Do the sinks have a wheelchair clearance underneath?

· Are soaps within arms reach from a seated distance?

· Is the soap fragrance-free? Is it clearly labeled so users can tell before using it?

· Do you need a key to access the accessible restroom?

· Are there water fountains nearby?

· Are they available at multiple heights?

· What is the width of the accessible stall’s entrance (33 ⅓” is accessible according to the ADA)?

· Are there grab bars on two sides?

· Inside of the accessible stall, is the transfer to the toilet from the side or the front?

· Is the toilet at least 12-18” from the wall?

· Is the toilet paper within reach (7-9”)?

· Is the path to the stall free from obstruction?

· Is there storage or clutter in the bathroom?

· Do the bathrooms have soap? Is it scented? If the soap is scented, is it clearly labeled?

· Is the building being cleaned? If so, what chemicals are being used to clean it?

**ADDITIONAL CRITERIA**

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