

# Inclusion and Accessibility Assessment

## Introduction

Your first steps focus on the essentials of creating a welcoming space. This assessment will help you explore basic accessibility and inclusion through practical, achievable goals.

### Before You Begin:

- Take your time to reflect honestly
- If you're unsure about a question, leave it blank
- Consider gathering input from different community members
- Remember: this is a starting point for growth, not a final judgment

## Assessment Questionnaire

Category	Question	None (0)	Basic (0.5)	Partial (1)	Good (2)	Strong (5)
Physical Accessibility	Q1: How accessible is your main entrance?	No accessibility considerations	Awareness of needs, planning stage	Some accommodations (like a temporary ramp)	Permanent ramp, wide doors	Automatic doors, multiple access options
Physical Accessibility	Q2: Are your internal pathways navigable for all users?	Cluttered or narrow pathways	Some clear paths but not consistent	Main paths clear and wide enough	All paths clear, marked, and wide	Thoughtfully designed circulation with rest areas
Physical Accessibility	Q3: How accessible are your bathroom facilities?	Standard facilities only	Planning for accessibility	Some accessible features	One fully accessible bathroom	Multiple accessible bathrooms with emergency call system
Physical Accessibility	Q4: How well-marked and accessible are emergency exits?	No emergency info	Standard exits only	Clear emergency procedures	Accessible exits with clear paths	Multiple accessible exits with emergency lighting
Physical Accessibility	Q5: How is the lighting throughout your space?	Basic lighting only	Some areas well-lit	Generally adequate lighting	Adjustable lighting in most areas	Full adjustable lighting with task-specific options
Information and Communication	Q6: How clear and accessible is your website information?	No website or very basic	Basic information available	Clear essential information	Comprehensive information with some accessibility features	Fully accessible website with multiple formats
Information and Communication	Q7: How visible and clear is your physical space signage?	No signage	Basic name/address only	Clear external signage	External and basic internal wayfinding	Comprehensive wayfinding system with multiple formats
Information and Communication	Q8: How transparent are your pricing and membership options?	No clear pricing	Basic price list	Published rates with some options	Clear pricing with multiple options	Comprehensive pricing with accessibility considerations
Information and Communication	Q9: How available is your information in multiple formats?	Single format only	Some alternate formats	Multiple basic formats	Multiple formats with accessibility	Comprehensive accessible format options
Information and Communication	Q10: How well displayed is emergency information?	No emergency info	Basic emergency contacts	Clear emergency procedures	Comprehensive emergency info	Full emergency system with multiple formats
Welcome and Orientation	Q11: How do you greet and welcome new visitors?	No formal greeting	Basic greeting only	Consistent welcome process	Structured welcome protocol	Comprehensive welcome system with accessibility options
Welcome and Orientation	Q12: What is your space orientation process?	No orientation	Basic space tour	Structured tour available	Comprehensive orientation process	Personalized orientation with accessibility options
Welcome and Orientation	Q13: How do you explain available	No explanation	Basic resource list	Structured resource overview	Comprehensive resource guide	Personalized resource matching

Category	Question	None (0)	Basic (0.5)	Partial (1)	Good (2)	Strong (5)
Welcome and Orientation	resources? Q14: How do you track and follow up with newcomers?	No tracking	Basic contact list	Simple follow-up system	Structured follow-up process	Comprehensive engagement system
Welcome and Orientation	Q15: What welcome materials do you provide?	No materials	Basic handout	Standard welcome packet	Comprehensive welcome materials	Accessible materials in multiple formats
Basic Safety and Comfort	Q16: How prepared are you for first aid emergencies?	No first aid	Basic first aid kit	Accessible first aid station	Complete first aid setup	Professional medical kit with trained staff
Basic Safety and Comfort	Q17: How are safety rules communicated?	No posted rules	Basic rules posted	Clear safety guidelines	Comprehensive safety protocol	Multi-format accessible safety system
Basic Safety and Comfort	Q18: How well maintained are your facilities?	Minimal maintenance	Basic cleaning	Regular maintenance	Proactive maintenance system	Comprehensive facility management
Basic Safety and Comfort	Q19: How do you manage environmental comfort?	No controls	Basic temperature control	Adjustable environment	Multiple comfort options	Comprehensive comfort management
Basic Safety and Comfort	Q20: Do you provide quiet or rest areas?	No quiet space	Informal quiet area	Designated quiet space	Dedicated rest area	Multiple accessible rest spaces
Initial Inclusion Practices	Q21: How do you handle bathroom accessibility?	Gendered only	One neutral option	Multiple neutral options	Accessible neutral options	Comprehensive inclusive facilities
Initial Inclusion Practices	Q22: How diverse are your promotional materials?	No diversity	Limited representation	Some diversity shown	Good representation mix	Comprehensive inclusive representation
Initial Inclusion Practices	Q23: How do you handle harassment prevention?	No policy	Basic policy exists	Clear policy posted	Comprehensive policy system	Full inclusion policy with training
Initial Inclusion Practices	Q24: How do you collect and handle feedback?	No system	Basic suggestions	Multiple feedback options	Structured feedback system	Comprehensive accessible feedback
Initial Inclusion Practices	Q25: What inclusion training does your team receive?	No training	Basic awareness	Some inclusion training	Regular inclusion training	Comprehensive ongoing training

## Scoring Information

- Total Questions: 25
- Maximum Possible Score: 125 points

## Scoring Guide

- **None (0):** No evidence of practice
- **Basic (0.5):** Minimal or initial steps
- **Partial (1):** Some implementation
- **Good (2):** Substantial progress
- **Strong (5):** Comprehensive and exemplary practice

[Detailed Scoring Guide](#)