

DCA Meeting Checklist

This checklist is comprised of questions designed to evaluate the venue’s accessibility to individuals with disabilities.

Accessible Meeting Facilities Checklist

Name of Facility (hotel, restaurant, state, city or county facility):	
Address:	City, State & Zip code:
Phone :	Email:
Surveyor’s Name:	Survey Date:
Phone:	Email:
Office:	Agency:

Building Exterior

Off-Street Parking/Passenger Loading Zone

- _____ Number of accessible parking spaces, (see Appendix A) # Required Spaces
- _____ At least one van space, (96" space with 96" access aisle or 132"space with 60", 114" vertical clearance)
- _____ Sign at parking space, International Access Symbol, white on blue, “Van Accessible” for van space.
- _____ Built-up curb ramps do not project into access and parking spaces.
- _____ Level Slope < 1:48, firm, and non-slip surface. Slope < 1:48

- _____ Curb-cut, ramp or level area to walkway
- _____ If surface unpaved, then size of gravel < 0.3 inches
- _____ Closest parking space to accessible entrance. Crosses vehicular traffic lane?
- _____ Directional signage to accessible entrance, at non-accessible entrance
- _____ Passenger drop off or loading zone with accessible route or travel to building

Proximity to Public Transportation

- Bus stop within 1-2 blocks. Approximate Distance: _____
- Bus available evenings: (Please Circle) Yes or No
- Level, firm, non-slip surface from bus stop to primary accessible building entrance, maximum slope of 1:12
- Curb cut, ramp, or level area to walkway (see Walkways). Note: handrails required if slope > 1:20 and the rise is >6"

Walkways

- 44" minimum exterior width
- Max. slope of 1:12 (Up to 1:8 permissible for rises < 3" Up to 1:10 for rises < 6") preferably 1" to 20" (can carry a latte in your lap and go down ramp without spilling)
- Level (slope >1:20) or ramped from parking to primary accessible entrance
- Level, firm, non-slip surface with no drop-offs, grass or soil meet sidewalk
- Walkways free of obstructions that protrude > 4" (higher than 27" or < 80")
- Walkways free of grating openings larger than 1/2", openings perpendicular to path of travel.
- Threshold 1/4" maximum, or 1/2" if beveled

Ramps (exterior)

- Maximum slope of 1':12' (no more than 30' between landings); slope 1':20' (40' between landings)
- Landings at top and bottom of run, Landings shall be level and be 60" in direction of travel
- Graspable handrails provided, 34" - 38" high (Slope 1:20, or rise < 6" no handrails required.)
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Firm, non-slip surface
- 44" minimum exterior width

Building Exterior (Cont'd)

Stairways

- Graspable handrails provided on both sides, 34" - 38" high, properly secured
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Uniform riser height and tread width
- 5' x 5' level landings on top and bottom
- Contrast on stairs and landings
- Adequate lighting on stairs
- No open risers (steps). No hanging stairwells, unless cane detectable barriers are provided underneath.

Entrances (exterior)

- At least one primary entrance accessible, door 32" clear opening
- Threshold height 1/4" maximum, 1/2" if beveled. If not, actual height is _____
- An 18" clear maneuvering space at the pull side of the door
- Level and unobstructed area 5' x 5' both sides of door
- Lever or loop-type door handles
- Door opening pressure 8.5 lbs. maximum, or Automatic door openers

- Alternate accessible entrance for a revolving door
- Sign indicating accessible entrance
- Directional signage at inaccessible entrances designating the accessible entrance

Building Interior

Interior Doors and Corridors

- Firm, non-slip surface (no loose or deep pile carpet, maximum pile thickness < 1/2")
- Doors have a minimum clear opening width of 32"
- An 18" clear maneuvering space at the pull side of the door
- Lever or loop-type handles, path to meeting room
- Door pressure 5 lbs. Maximum, or Automatic door

Interior Doors and Corridors Continued:

- Corridors have a clear width of 36"
- Wall-mounted objects protruding 4" or greater (located within 27" - 80" from the floor) have barriers detectable by individuals using a white cane. Wall mounted objects protruding less than 4" or higher than 80" from the floor, no detectable barrier required
- Adequate lighting in corridors, provide uniform illumination

Ramps (interior)

- Maximum slope of 1':12' (no more than 30' of rise between level landings)
- 5' x 5' level landings on top and bottom
- Graspable handrails provided, 34" - 38" high
- Handrails 1-1/2" diameter and 1-1/2" from wall
- Firm, non-slip surface
- 36" minimum interior width

Elevators

- Door has 36" minimum clear opening
- Size of elevator floor at least 54" x 68"
- Serves all floors and public meeting areas
- Highest control buttons 48" maximum (54" built before 2002), emergency controls 35"
- Audible and visible signals, hallway and elevator interior
- Controls have raised Arabic numerals and Braille identification
- Exterior call buttons 35"max
- Floor levels indicated on door jambs by raised numerals placed no more than 60" high
- Elevator doors remain fully open for 5 seconds minimum
- Visible and audible signal provided at each entrance to indicate which car is answering a call

Building Interior (Cont'd)

Water Fountains (where provided)

- At least one fountain on accessible route of travel
- Maximum spout no higher than 36" from floor
- Spout located at front of unit with water projecting parallel
- Hand operated control (push or lever) within 5" of the front of the fountain
- 27" clear knee space
- If no knee space, then at least 30" x 48" clear floor space provided for parallel approach

Public Restrooms

Women

Men

(One restroom may be accessible while another is not, check both)

On accessible route of travel from or to meeting room

At least one accessible stall in each restroom. Or unisex restroom available

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ambulatory accessible toilet stalls (required when six or more water closets are available in a restroom) |
| <input type="checkbox"/> | <input type="checkbox"/> | High contrast, non-glare sign, raised and Braille between 48" - 60" from floor, located on latch side of door |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs at inaccessible restrooms giving directions to accessible restrooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Entry 32" minimum clear width |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible stall doors 32" minimum clear width |
| <input type="checkbox"/> | <input type="checkbox"/> | Door pressure 5 lbs. maximum |
| <input type="checkbox"/> | <input type="checkbox"/> | Stall width 60" wide x 56" wall mounted, 60" x 59" floor mounted toilet |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum 48" width next to toilet on one side |
| <input type="checkbox"/> | <input type="checkbox"/> | Grab bars side and back, 33" - 36" above and parallel to floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Grab bars 1-1/2" diameter and 1-1/2" from wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet seat 17" - 19" high |
| <input type="checkbox"/> | <input type="checkbox"/> | 5' x 5' diameter clear floor space to turn around (by mirrors or sink area) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bottom of mirror, top of shelf, towel and all other types of dispensers at 40" maximum from floor |
| <input type="checkbox"/> | <input type="checkbox"/> | Soap and towel dispensers and hand dryer adjacent to the sink |
| <input type="checkbox"/> | <input type="checkbox"/> | 27" clear knee space under basin |
| <input type="checkbox"/> | <input type="checkbox"/> | Insulation of exposed pipes under sinks |
| <input type="checkbox"/> | <input type="checkbox"/> | Lever-type faucets (or automatic) |
| <input type="checkbox"/> | <input type="checkbox"/> | Lever-type door hardware, entry door and on accessible stall and urinal |

Meeting Rooms and Common Use Areas

Meeting Rooms – Room # / Name of room: _____

(please complete for each meeting room to be used)

- Capacity
- High contrast signage with non-glare finish, Raised and Braille at 48"- 60", latch side of

door

- Ramps for raised platforms, speaking areas
- Top of table 28" - 34" from floor
- Clear knee space for tables (minimum 27" high x 30" wide x 19" deep)
- Public Address System with Assistive Listening equipment
- Assistive Listening Equipment (identified by signage)
- Low noise level (inside and outside)
- Meeting and other functions provided in nonsmoking areas
- Firm, non-slip surface (no loose or deep pile carpet)
- If Audible, then visible alarm system

Event Set-up

- If a stage or raised dais is used, it is accessible via ramp or lift.

Fixed Seating Only (auditorium)

- For auditoriums, integrated wheelchair seating, a minimum of one, for 4-25 seats
- Number of wheelchair spaces required _____
- (See Appendix A Wheelchair Spaces Required in Assembly Areas)
- Minimum space 33" x 48" for rear or forward access, 33" x 60" for side access
- Unobstructed viewing position from wheelchair seating

Fixed Seating Continued

- Aisles at least 36" having seating on one side of aisle, 42" with seating on both sides
- Integrated seating, people using wheelchairs can sit next others, accessible seating dispersed throughout auditorium.

Common Use Areas

- Restaurant /coffee shops, gift shops, ATM, lobby, vending machines, copy machines and other common use areas accessible to persons with disabilities. (entrance, seating, counter height, reach range, 48")

Problem Areas:

Audible alarm system

Visible alarm system

Maintenance/remodeling at time of meeting

DCA Meeting Checklist

This checklist is comprised of questions designed to review the meeting preparation/arrangement organized by program offices in order to evaluate accessibility to individuals with disabilities.

What kind of meetings are initiated, convened and/or sponsored (with the exception of grants) by your program?

Please choose all that apply

- In-house business meetings with staff and/or with members of the general public
- Panel (in-house) Access issues are discussed with policy and/or service groups
- Panel (outside the program location)
- Council/board (in-house)
- Council/board (outside the program location)
- Symposia/Seminars
- Workshops/Classes
- Conferences
- None
- Other (please specify)

Does your program ask meeting participants in advance about any needed physical or programmatic accommodations?

- Yes
- No
- I don't know
- Any additional comments:

Does your program offer to meet panelists/visitors with disabilities at the building's entrance and show them the location of the meeting room, rest room or other areas?

- Yes
- No
- I don't know
- Any additional comments

Does your program ensure that meetings are held in offices or other meeting spaces that are accessible to people with mobility impairments? (See Appendix A)

- Yes
- No
- I don't know
- Any additional comments

When requested, is your program able to provide any of the following communication techniques to make your written and visual materials (e.g. agenda, reports, panel books, power points or meeting proceedings) accessible to people with visual impairments? Please choose all that apply:

- Materials in large print
- Braille materials
- Recorded materials
- Qualified readers
- Material on discs
- Computer bulletin boards
- Audio descriptions of visual presentations
- Support materials provided to participants for review prior to meeting
- None
- I don't know
- We have never had this request but if requested we are able to provide the following:

When requested, is your program able to provide any of the following communication techniques to make your meetings accessible to individuals who are deaf or hard-of-hearing? Please choose all that apply:

- Qualified sign language interpreters
- Assistive listening systems
- Captioned audio-visual material
- Sign language and/or orally interpreted audiovisual material
- Communication Access Real time Translation or CART (where everything that is said is "captioned" live)
- None
- I don't know
- Other (please specify) or additional comments:

While learning and mental disabilities are very distinct from one another, many accommodations for these two disability types overlap. When requested is your program able to provide any of the following communication techniques to make your meetings accessible to people with learning or mental disabilities? Please choose all that apply:

- Short, direct and clear presentations
- Pictures that supplement written materials when possible
- Recording of meeting for review following the meeting
- Support materials (e.g. agenda, outline of presentation) prior to meeting
- None
- We have never had this request but if requested we are able to provide the following:

When planning meetings outside of the agency or when making hotel accommodations, does your program seek spaces that are accessible to persons with the following disabilities? Please choose all that apply:

- Mobility Impairments
- Visual Impairments
- Hearing Impairments
- Speech Impairments
- None
- I don't know
- Other type of impairments or additional comments:

When planning meetings outside of your location, do you offer communication techniques to ensure that the meetings are accessible to participants with the following disabilities? Please choose all that apply:

- Mental or Learning Disabilities
- Visual Impairments
- Hearing Impairments
- Speech Impairments
- None
- I don't know
- Other disability type(s) (please specify) or additional comments:

When planning meetings outside of your location, do you assure that any local organizers make necessary accessibility arrangements and offer communication techniques to ensure that the meeting are accessible to participants with the following disabilities? Please choose all that apply:

- Mobility Impairments
- Visual impairments
- Hearing Impairments
- Speech Impairments
- Mental or Learning Disabilities
- None
- I don't know
- Other disability type(s) (please specify) or additional comments:

How does your office notify the general public that accommodations for people with disabilities are available upon request at public meetings? Please choose all that apply:

- Notice provided to websites that are utilized by people with disabilities
- Notice published in meeting announcements, brochures, press releases or other publications
- Notice provided to organizations and agencies of and for individuals with disabilities
- On our website
- Posted in our office location(s)
- We don't notify the general public about accommodations
- I don't know
- Other notice format(s) (please specify) or any additional comments:
