

## Accessibility Checklist for HRM Buildings/Sites

This checklist has been created by members of the HRM Advisory Committee For Persons With Disabilities. It is NOT a definitive checklist. Its purpose is twofold: One, to establish a starting point that HRM can build upon to provide its 'disabled' citizens general information about HRM sites' accessibility... Two, to help staff and employees in HRM sites to consider potential barriers to accessibility within their site. They could then determine 'quick fixes', wherever possible.

### 1. WHEELCHAIR ACCESS

- a) Can Access-A-Bus and other vehicles safely stop at your site to allow passengers using wheelchairs adequate time and space to disembark? {YES\_\_\_ NO\_\_\_ NA\_\_\_}
- b) Is your site's MAIN ENTRANCE accessible by wheelchair?  
 — has ramp, if not located at street level {YES\_\_\_ NO\_\_\_ NA\_\_\_},  
 — has automatic door-openers {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — width of doorway should be 800 mm to accommodate wheelchairs {YES\_\_\_ NO\_\_\_ NA\_\_\_}
- c) Does your site have an elevator which can accommodate a wheelchair? {YES\_\_\_ NO\_\_\_ NA\_\_\_}
- d) Does your site's WASHROOM accommodate a wheelchair?  
 — has sufficient width(.....) through doorway {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — has 'grab bars' {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — counters not more than 865 mm above the floor {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — width of doorway should be 800 mm to accommodate wheelchairs {YES\_\_\_ NO\_\_\_ NA\_\_\_}
- e) Please rate your site's PRIMARY areas of intended usage, for wheelchair accessibility [for example: library 'stacks', arena seating, pool+changing rooms]  
 — 1--2--3--4--5 (1 is not good, 5 is excellent) \_\_\_

### REMARKS & SUGGESTIONS:

- f) Is your site's eating area (cafeteria, snackbar, restaurant) accessible to wheelchair users?  
 — allows for seating {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — counters and utility islands (condiments/utensils etc.) are 'reachable' in self-serve situations {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — seating space for a wheelchair should be 900 mm wide {YES\_\_\_ NO\_\_\_ NA\_\_\_}  
 — counters not more than 865 mm above the floor {YES\_\_\_ NO\_\_\_ NA\_\_\_}

## 2. SIGNS AND LIGHTING

- a) Check only those that apply to your site:  
— Our site's washrooms have Braille \_\_\_ Large Print \_\_\_ Tactile \_\_\_ indicators on doors  
— Our site's elevator has a Braille \_\_\_ Large Print \_\_\_ Tactile \_\_\_ numeric keypad within the car  
— Our site has Braille \_\_\_ Large Print \_\_\_ Tactile \_\_\_ signs indicating at which level elevator car has stopped at (eg. 2nd, 3rd floor)  
— Our site's information signs (providing direction or services) [taking into consideration... print size, contrast, tactility and lighting] are:  
(check one) Highly Visible \_\_\_ Moderately Visible \_\_\_ Not Very Visible \_\_\_
- b) Our site's stairs have high-contrast strips (lengthways) on each step riser  
{YES \_\_\_ NO \_\_\_ NA \_\_\_}
- c) Please rate your site's PRIMARY areas of intended usage (as described in 1e) for overall LIGHTING, (taking into consideration: level of natural light, dim light, bright light, shadow areas, coloured light)  
(check one) VERY GOOD \_\_\_ VARIABLE \_\_\_ NOT VERY GOOD \_\_\_

REMARKS & SUGGESTIONS:

- d) Our site's eating area (cafeteria, snack bar, restaurant) would be easy to NAVIGATE (finding service counters, seating area, 'islands' etc.) for a visually-impaired person using a Cane \* or with a Guide Dog.  
\*White Mobility Cane, White Identification Cane or White Support Cane  
(check one) TRUE \_\_\_ FALSE \_\_\_ NOT SURE \_\_\_

REMARKS & SUGGESTIONS:

- e) Our site's public walking areas (eg. stairs, hallways, washrooms) are kept free of obstacles including: boxes, maintenance equipment, furniture, carts etc.  
(check one) TRUE \_\_\_ MOSTLY TRUE \_\_\_ FALSE \_\_\_
- f) Our site's flooring and walls' colour contrast well for visibility.  
(Check one) YES \_\_\_ NO \_\_\_

3. GENERAL

- a) In an emergency (fire or other), our site's staff or employees would know correct procedures to evacuate ALL persons with disabilities:  
(check one) Yes \_\_\_ Unsure \_\_\_

REMARKS & SUGGESTIONS

- b) In an emergency (fire or other), if fire alarm is going off, it has a visual indicator  
(check one) Yes \_\_\_ Unsure \_\_\_

REMARKS & SUGGESTIONS

- c) Our site's staff and employees are knowledgeable about how and when to offer/provide assistance to their disabled visitors.  
(check one) YES \_\_\_ NO \_\_\_ UNSURE \_\_\_

REMARKS & SUGGESTIONS:

- d) Is there accessible parking at your location and the number of spots? {YES \_\_\_ NO \_\_\_ NA \_\_\_}  
How many accessible parking spots are available? \_\_\_
- e) If you have a reception area is there section of lower counter, a counter not more than 865 mm above the floor? {YES \_\_\_ NO \_\_\_ NA \_\_\_}
- f) Our site has the following features:  
(check those that apply)  
\_\_\_ TTY service  
\_\_\_ Accessible Computers for Public Use (eg. Speech reading software)  
\_\_\_ Water fountain \_\_\_ at low level (wheelchair users, kids)  
\_\_\_ Public telephone \_\_\_ at low level ( " )
- g) SPECIAL EVENTS at our site take into consideration the following during planning for the event:  
(check those that apply)  
\_\_\_ Booking a Sign Language Interpreter  
\_\_\_ Organizing event with adequate space for wheelchair users in mind.  
\_\_\_ Advance seating for disabled attendees (if required/requested)

\_\_\_ Providing assistance for seating during event breaks/intermission (if required/requested)

\_\_\_ An evacuation plan for disabled attendees in case of emergency during the event.

\_\_\_ Access-A-Bus 'landing' area for special event planned in a temporary or out of doors location (park concert)