

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) |
|--------------------------|--------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | On accessible route of travel from or to meeting room |
| <input type="checkbox"/> | <input type="checkbox"/> | 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