

ACCESSIBILITIES CHECKLIST

For Meetings and Groups

How accessible is your meeting? This is a guide to help diminish the trials that people with access barriers may encounter in attending meetings in your location.

Introduction

People with physical challenges should be able to arrive on site, approach a building, and enter as freely as everyone else. At least one route of travel should be safe and accessible to everyone.

Following are some questions your group can answer to determine the overall accessibility of your meeting space.

PARKING:

- Are an adequate number of accessible parking spaces available?
(9 feet wide for car, plus 5-foot wide access aisle)
- Are spaces close to accessible entrances?
- Are spaces marked with identification signs?
- Is the parking area or street clear of snow, ice, or other debris?
- Is a path of travel by wheelchair accessible from the street or parking area?
- Are the sidewalks even and in good repair? Are there curb cut-outs to facilitate access to the sidewalk?

ROUTE OF TRAVEL:

- Is the meeting place accessible to public transportation?
- Is there a clear route of travel that does not require the use of stairs?
- Can any potential obstacles along pathways — including hanging objects — be detected by a person using a cane or other mobility device?
- If the meeting is at night, is the pathway well lit?

ENTRANCE:

- Does the entrance have steps, a threshold, or other physical barriers?
- If so, is there a ramp, lift, or an alternate entrance that is accessible?
 - Is the ramp excessively steep? Does it have railings?
 - Is the lift in good working order? If the lift is operated by a key, does someone on location have possession of the key or know where the key is kept?
 - Is there signage indicating the location of the alternate accessible entrance?
- Does the entrance door have adequate width (32") and clearance to accommodate a wheelchair?
- Can the doors be opened by someone in a wheelchair or would he or she need assistance?

INSIDE THE BUILDING:

- Is there level access from the wheelchair accessible entrance to the meeting area?
- If not, are there ramps to enable someone in a wheelchair to reach the meeting?
 - Lifting someone over steps or stairs is not an acceptable solution for access.
- If there is an elevator or a lift, is it in good working order? If the elevator or lift is operated by a key, does someone on location have possession of the key or know where the key is kept?
- Are corridors and door widths (32") adequate for passage of a wheelchair?
- Are corridors clear for wheelchair passage? Can any potential obstacles along corridors or walkways be detected by a person with a visual impairment using a cane — including hanging objects?

RESTROOMS:

- If there are restrooms for the general public, are wheelchair accessible restrooms in the same location?
 - If not, is at least one fully accessible restroom available (one for each sex or unisex) within reasonable proximity?
- Are the stall doors operable?
- Is there adequate space for a person in a wheelchair to maneuver within the stall? (44" for forward movement and a 5-foot diameter or T-shape of clear space to make turns.)
- Are there grab bars on the walls behind and to the side nearest the toilet?
- Can the faucet be operated without grasping, twisting, or turning?

THE MEETING ROOM:

- Are chairs set up with adequate aisle space for a wheelchair?
- Is the lighting adequate?
- Is there a designated section for members who are Deaf or Hard-of-Hearing?
 - If so, is there adequate space for a sign language interpreter to sit with easy access to that group?
- Is someone available to provide information about the meeting space —where the restrooms are, where the best seating might be, noting any obstacles, etc.— for people with disabilities when they first arrive at the meeting?
- Is the meeting set up with the same configuration each time to help people who are Blind or have low vision become familiar enough with the layout to navigate without assistance?
 - If the meeting is set up differently, is someone responsible to alert attendees who may have difficulty navigating the space?
- Is the coffee service accessible to a person in a wheelchair or with another type of mobility device?
- Is A.A. literature available that addresses the needs of people with disabilities?
- Does the local intergroup/central office know that the meeting space is available to people with diverse accessibility needs?

Additional information about Accessibilities and setting up your meeting space may be available from your district or area Accessibilities Committee or your local intergroup/central office. You may also want to search the internet for a variety of Accessibilities Guides and information.