

Minimum Accessibility Checklist for Meetings

Is your meeting really handicapped accessible?

Location: _____

Entrance

- _ Does the entrance have steps, a threshold, or other physical barriers?
 - o If so, is there a ramp to enable someone in a wheelchair to enter the building?
- _ Are the doors wide enough to accommodate a wheelchair (32") ?
- _ Can the doors be opened by someone in a wheelchair?
 - o If they are heavy or difficult to open, someone may need to assist.
- _ If the main entrance is not accessible by wheelchair, is there an alternate wheelchair accessible entrance?
 - o Is there signage indicating the location of the alternate accessible entrance?
- _ If the entrance is accessible by means of a lift, is the lift in good working condition?
 - o If the lift is operated by a key, does someone know where the key is or have possession of the key?

Path of travel to the building entrance

- _ Is there a path of travel accessible by wheelchair from the street or parking area?
- _ Are "handicapped parking" spaces provided?
- _ Are the sidewalks even and in good repair?
- _ Are there curb cuts/curb cut outs?
- _ Are sidewalks clear of ice, snow, or other debris?

Path of travel within the building

- _ Is there a level path of travel from the wheelchair accessible entrance to the meeting area?
- _ If there is not, are there ramps to enable someone in a wheelchair to reach the meeting?
 - o Lifting someone over steps or stairs is not an acceptable solution for access.
- _ If there is a lift or elevator, is it in working order?
 - o If the lift is operated by a key, does someone know where the key is or have possession of the key?
- _ Are corridors and door widths adequate (32") for passage of a wheelchair?
- _ Are pathways which might be used free of obstacles or protruding objects?
- _ Is the coffee service accessible to a person in a wheelchair or with another type of mobility impairment?

Restrooms

- _ If there are restrooms for the general public, are wheelchair accessible restrooms in the same location?
 - o If not, are there accessible restrooms within a reasonable proximity?
- _ Is the doorway clearance at least 32"?
- _ Does the entry setup provide adequate maneuvering space for a person using a wheelchair? (44" for forward movement, and a 5-foot diameter or T-shape clear space to make turns)
- _ Are grab bars available within the bathroom stall?

For more detailed information see your district special needs chair. Most have the long version (24 pages) of this document which is available on the Wisconsin Area 75 website. It contains more details and suggestions on changes that a meeting may or may not be able to make. This checklist was condensed by D52 Special Needs chair from that checklist.