



Funding Year
2018

Access Fund Request Form

Part A – Instructions

Step 1	Complete Parts B to D of the Access Fund Request Form
Step 2	Attach quotes (Compliance with purchasing By-law)
Step 3	Submit application by the 3rd Wednesday of the month. <ul style="list-style-type: none"> • By email to: Sadie Norrad snorrad@peterborough.ca • In person at: City of Peterborough, Accessibility Office, 500 George Street North • Questions: Phone 705-742-7777 extension 1785
Step 4	Present to the Accessibility Advisory Committee (AAC) at their next scheduled meeting. The AAC meets on the first Wednesday of the month. It is best practice to present supporting material on the reason for request at the meeting. Note: The AAC does not have a scheduled meeting in July, August or December.

Part B – Applicant Information

Name and Title																		
Department																		
Facility (if applicable)																		
Phone Number				-				-						Extension				
Email																		

Part C – Access Fund Request Details

Deadline for Request	
Total Cost of Renovation (if applicable)	\$
Total Cost of Accessibility Upgrade	\$
Compliance with Purchasing By-law (Yes/No)	
Expected Date of Project Completion/ Purchase	

Part C Continued – Access Fund Request Details

Reason for Request

Information to consider including:

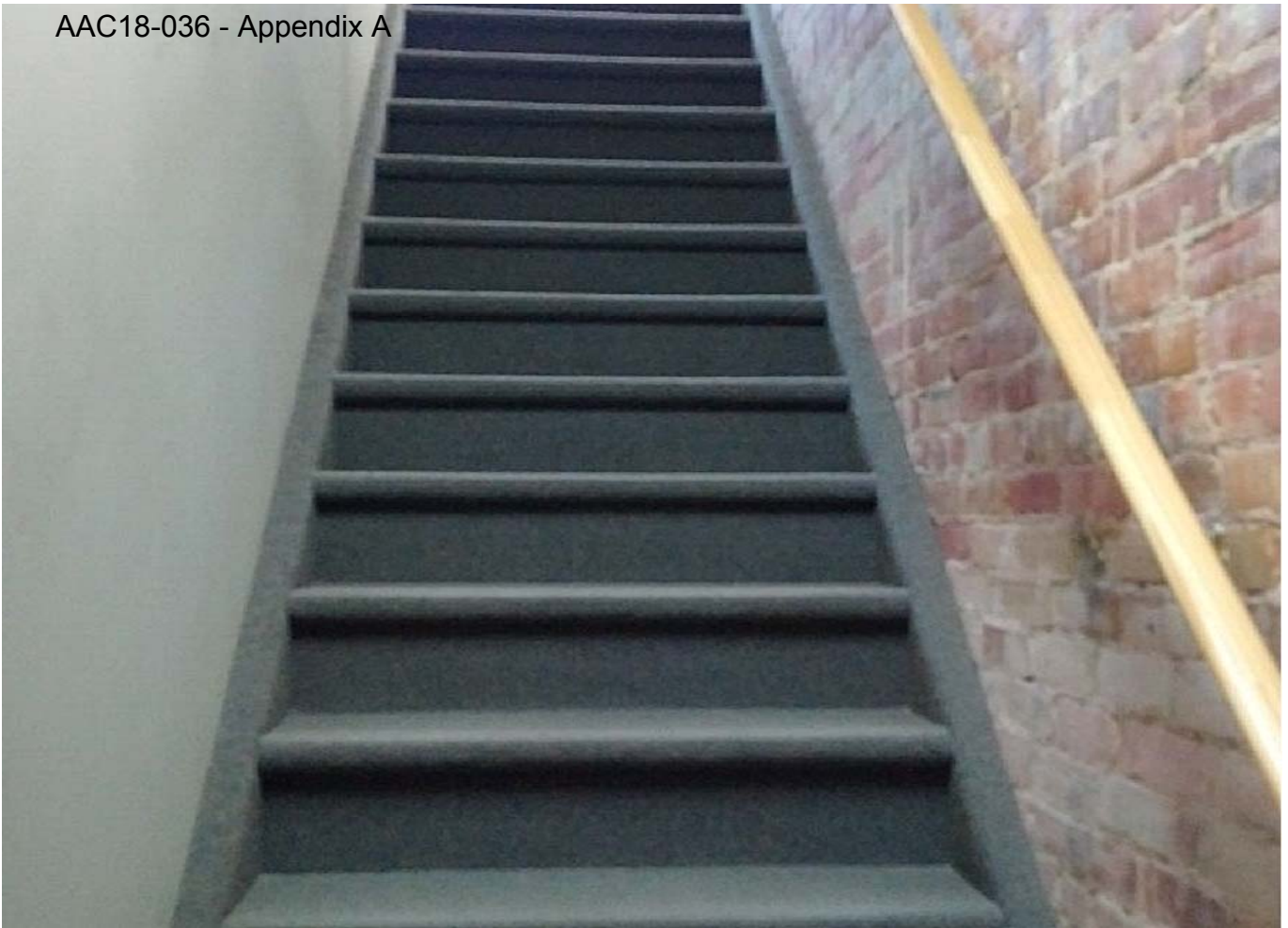
- The number of people who use (or will use) the facility/product;
- Will the request impact staff, the general public or both;
- Explain the expected impact that the accessibility upgrade will have;
- Explain why the Access Fund Request is considered to be an accessibility upgrade.
- Explain the existing barriers that will be removed with the approval of the Access Fund Request.

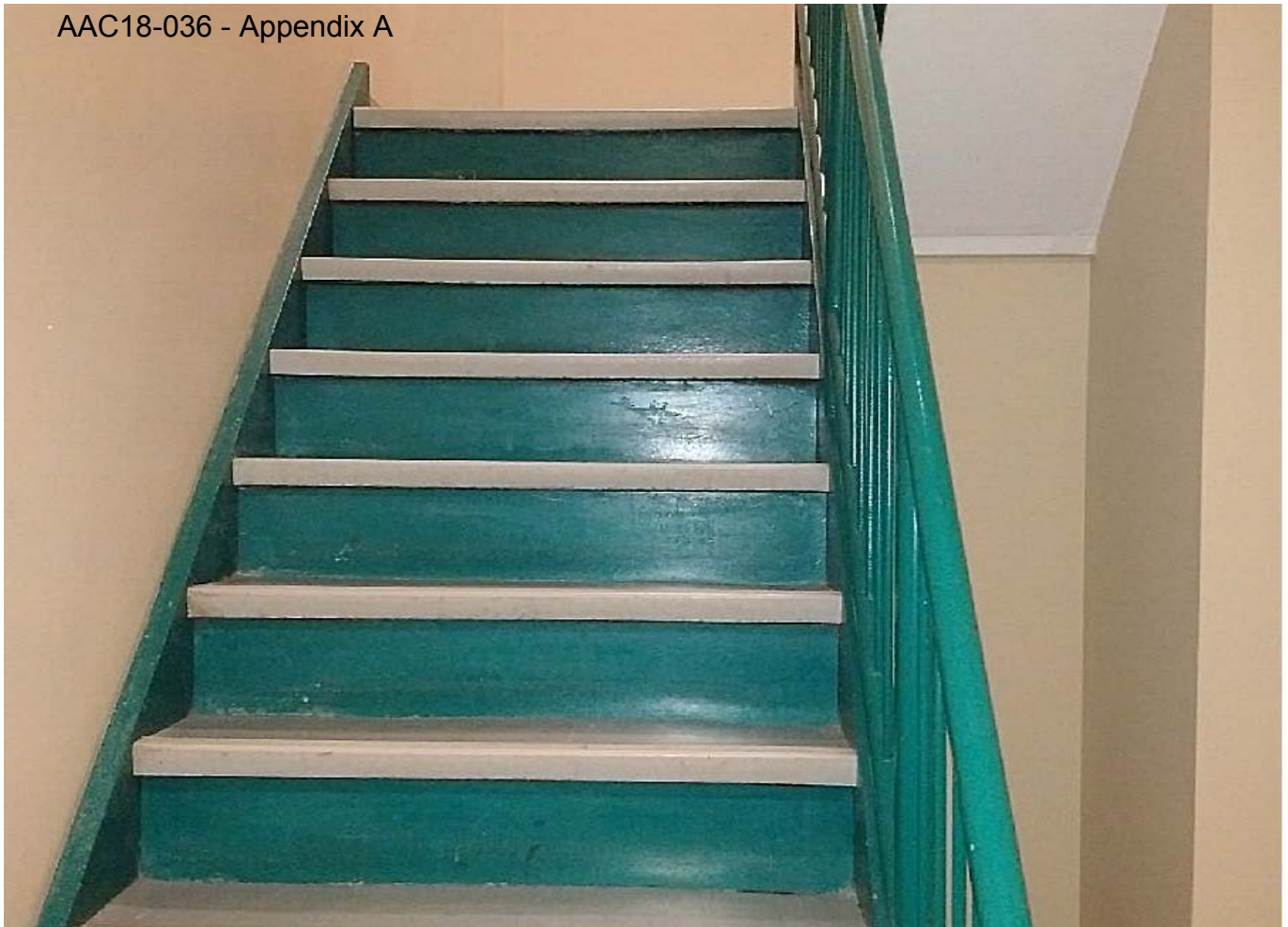
Part D – Photo of Existing Conditions / Product Specifications

Insert, or indicate if attached, photos of areas affected or product specifications.
(Examples include: area of renovation, area where equipment will be placed, equipment specifications.)

Part E – Accessibility Office Use Only

Date request received	
Comments	
Submitted to	











City of
Peterborough

Accessibility Audit Form

Location: _____ Date: _____

Parking areas	Yes	No	Notes
Accessible parking spaces are clearly marked with the International Symbol of Accessibility <ul style="list-style-type: none"> • Signage • 2.1m to underside of sign • “Van Accessible” tag for Type A spaces • Surface markings 			
1.5m access aisles beside accessible parking space, marked with diagonal striped lines			
Accessible parking located within 30m of accessible entrance to the facility			
People don't have to walk along the drive aisle to get to the entrance of the facility from the accessible parking spaces			
There are the correct number of accessible parking spaces: <ul style="list-style-type: none"> • 1 to 12 total = 1 Type A • 13 to 25 total = 1 Type A or B • 26 to 50 total = 1 Type A, 1 Type B • 51 to 75 total = 1 Type A, 2 Type B • 76 to 100 total = 2 Type A, 2 Type B • 101 to 133 total = 2 Type A, 3 Type B • 134 to 166 total = 3 Type A, 3 Type B • 167 to 200 total = 3 Type A, 4 Type B Note: Type A spaces = 3.4m + 1.5 aisle Type B spaces = 2.4m to 2.7m + 1.5 aisle			
The parking area has adequate lighting			

Entrance/Exit	Yes	No	Notes
Entrances are accessible to all people: <ul style="list-style-type: none"> • Door opens automatically • Door has power assisted door operators and accessible hardware (pass the 'fist test') 			
Entrance has adequate lighting			
Entrance has adequate signage, including international symbol of accessibility			
Entrances have adequate headroom			
Entrance has minimal slope			
Mats are level with the floor			
Door thresholds are bevelled so they do not create a tripping hazard			
People who need assistance can easily find: <ul style="list-style-type: none"> • Information • Reception counter • Accessible call bell or information phone 			

Exteriors	Yes	No	Notes
Location name and address are: <ul style="list-style-type: none"> clearly visible good contrast good size 			
Location is near a bus stop			
Accessible pedestrian route(s) or path(s) are minimum 1.5m wide			
Curb cuts are located near the accessible parking spaces			
Tactile attention indicators are located at each curb cut			
Curb cuts or ramps are minimum 1.2m wide			
Accessible pedestrian route is made of firm, level material			
Routes are not obstructed by poles, plants, bicycle racks, etc.			
Accessible passenger loading zone accommodates taxis, buses, or accessible vehicles			
Accessible passenger loading zone has adequate signage			
Exterior steps include: <ul style="list-style-type: none"> forward edges with good colour contrast tactile attention indicator at the top of stair 			
On both sides of ramps or exterior stairs, continuous handrails are a good contrasting colour and have horizontal or vertical rails			
Exterior ramps have appropriate slope			

Interiors	Yes	No	Notes
Floor finishes in high traffic public areas have non-slip surfaces under wet and dry conditions and are glare-free			
Open-concept, accessible routes provide use floor materials with distinctive colour or texture as directional cues for people with vision loss.			
There are no protruding objects or tripping hazards in accessible routes, and if so, they are clearly marked with a bright colour, a cane-detectable floor finish, or a guard			
Where floors are carpeted, the carpet is of firm, dense construction and easy for a wheelchair user to roll over without difficulty			
Thresholds are bevelled to accommodate different floor materials			
Interior has adequate lighting			
Interior doors have automatic door operators and accessible hardware (pass the 'fist test') <ul style="list-style-type: none"> • accessible washroom(s) • along accessible routes • meeting rooms • staff/lunch rooms • other public rooms and spaces 			
Meeting rooms have: <ul style="list-style-type: none"> • accessible seating • accessible tables • min. 1100mm clear space around the table 			
Meeting rooms are equipped with hearing assistive devices and signage indicating it is available			
Interior stairways have handrails			
Interior steps include: <ul style="list-style-type: none"> • forward edges with good colour contrast • tactile attention indicator at the top of stair 			

Elevators	Yes	No	Notes
Elevator is available where multiple levels exist			
Signage directing people to the elevator is adequate			
Elevator doorways are wide enough and stay open long enough to allow all people to pass through easily			
Braille signage and controls can be easily reached and a two-way emergency call system or telephone is provided			
Dual illumination numerals (constant back lit numbers) with good contrast between the buttons and the background			
Audible signals announce floors and up/down direction of elevator cars			
Adequate lighting in the elevator			
Exterior side of elevator door face and jamb have adequate contrast from surrounding wall surface			

General layout and services	Yes	No	Notes
There's at least one accessible service counter <ul style="list-style-type: none"> underside of counter 27 inch topside of counter 34 inch knee to toe clearance 			
Where a single queuing line serves a single or multiple counters, all counters can accommodate a person using a mobility aid			
Clear floor space has been provided, can people walk by			
Between fixed queuing lines a minimum of 1,100 mm (3.6 feet)			
Sufficient space has been provided for turning a mobility aid wherever queuing lines change direction (between 5 feet and 6 feet)			
Does the queuing line have a bottom rail for cane detection			
Speaking ports have been located at an effective height and it is easy to hear			
Clear path of travel is provided between all functional elements in the room, reception counter, literature racks, children play areas, seating spaces			
A choice of seating options have been provided with at least once space where two wheel chairs can sit side by side			
The wheel chair space is clear and near other chairs			
Public telephones, coat racks or display shelves are accessible to and useable by people with various disabilities			
Tables in eating areas are accessible to and useable by people using a mobility aid			

Fire and life safety	Yes	No	Notes
Fire alarms have both visual and audible signals			
Fire alarms are placed at 1200mm above finish floor level			

Public washrooms	Yes	No	Notes
An accessible stall is provided for each washroom			
A separate universal washroom is provided			
<p>The following washroom features are accessible to people with a wide range of disabilities:</p> <ul style="list-style-type: none"> • grab bars • coat hooks • flush controls • wash basins • toilet paper dispenser • call button for emergencies • mounted automatic hand-dryers or paper towel holders • lever-handled faucets or automatic faucet 			

Signage and information systems	Yes	No	Notes
Show the International Symbol of Accessibility			
Display universal hearing disability symbols where equipment is available, e.g. TTY			
Include Braille information			
Include appropriate pictograms, wherever possible (e.g. on washroom doors)			
Include large high contrast text, clear, light-coloured lettering or symbols on a dark background, or dark characters on a light background			
Are mounted at a convenient height for both wheelchair users and people with vision disabilities			

Wall finishes	Yes	No	Notes
Walls in busy areas, corridors, ramps or staircases are finished in smooth, non-glossy, non-abrasive finishes			
Colour of doors or door frames in hallways contrast with surrounding wall colours			
Fire exit doors are consistently coloured throughout the building, so that they are easily distinguishable from other doors			
Fire hose cabinets and fire extinguishers are in a highly contrasting colour			
Wall mirrors are limited in size, to prevent visual confusion			
Mirrors that cover a wall (e.g. in a restaurant) are clearly marked for people with low vision			

List all assistive devices available at this location

General Notes