



## 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"><li>• Signage</li><li>• 2.1m to underside of sign</li><li>• “Van Accessible” tag for Type A spaces</li><li>• Surface markings</li></ul>			
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"><li>• 1 to 12 total = 1 Type A</li><li>• 13 to 25 total = 1 Type A or B</li><li>• 26 to 50 total = 1 Type A, 1 Type B</li><li>• 51 to 75 total = 1 Type A, 2 Type B</li><li>• 76 to 100 total = 2 Type A, 2 Type B</li><li>• 101 to 133 total = 2 Type A, 3 Type B</li><li>• 134 to 166 total = 3 Type A, 3 Type B</li><li>• 167 to 200 total = 3 Type A, 4 Type B</li></ul> 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"> <li>• Door opens automatically</li> <li>• Door has power assisted door operators and accessible hardware (pass the 'fist test')</li> </ul>			
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"> <li>• Information</li> <li>• Reception counter</li> <li>• Accessible call bell or information phone</li> </ul>			

Exteriors	Yes	No	Notes
Location name and address are: <ul style="list-style-type: none"> <li>clearly visible</li> <li>good contrast</li> <li>good size</li> </ul>			
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"> <li>forward edges with good colour contrast</li> <li>tactile attention indicator at the top of stair</li> </ul>			
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			

<b>Interiors</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
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"> <li>• accessible washroom(s)</li> <li>• along accessible routes</li> <li>• meeting rooms</li> <li>• staff/lunch rooms</li> <li>• other public rooms and spaces</li> </ul>			
Meeting rooms have: <ul style="list-style-type: none"> <li>• accessible seating</li> <li>• accessible tables</li> <li>• min. 1100mm clear space around the table</li> </ul>			
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"> <li>• forward edges with good colour contrast</li> <li>• tactile attention indicator at the top of stair</li> </ul>			

<b>Elevators</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
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			

<b>General layout and services</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
There's at least one accessible service counter <ul style="list-style-type: none"> <li>underside of counter 27 inch</li> <li>topside of counter 34 inch</li> <li>knee to toe clearance</li> </ul>			
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			

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

<b>Public washrooms</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
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"> <li>• grab bars</li> <li>• coat hooks</li> <li>• flush controls</li> <li>• wash basins</li> <li>• toilet paper dispenser</li> <li>• call button for emergencies</li> <li>• mounted automatic hand-dryers or paper towel holders</li> <li>• lever-handled faucets or automatic faucet</li> </ul>			

<b>Signage and information systems</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
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			

<b>Wall finishes</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
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			



<b>List all assistive devices available at this location</b>

General Notes