

<b>SIGNAGE &amp; WAYFINDING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Signage in a clearly visible location?	Green	Red		
Highly visible w/ large, thick lettering <22pt font?	Green	Red		increase font and contrast on all signage
Non-glare finish?	Green	Red		
Letters & background high contrast?	Green	Red		
Brailled?		Red		
Tactile?		Red		
Good height (5' above floor to centre-line of sign)?	Green			
Can a person approach within 36" of sign without standing within door swing?	Green	Red		varies
Room signage on latch side of door (nearest handle when door is closed)?		Red		
Plan of building at entrances?		Red		ensure the building plan is easily located at the entrance
Directional signage large & consistent (colour, height, placement)?	Green			
Well-lit at night?	Green			
Are warning signs used if strobe lighting, smoke or explosive sounds are used in the venue?		Red		
<b>LIGHTING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Is lighting even throughout the venue?	Green			
Are there well-lit areas for people who use sign language to lip read and/sign?	Green			
Are any hazards well-lit?	Green			
<b>PARKING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Access parking within 200 feet of the building?		Red		
Well-signposted (upright & ground signage)?			Red	
Signage regarding the misuse of the spaces?			Red	
Are the spaces on level ground?			Red	
Is there a slip resistant surface?			Red	
Extra space designated to allow access to & from car (12' wide; 26' high)?			Red	
Allow easy & barrier-free access to closest entrance?			Red	
Can the user avoid passing through traffic & behind parked cars?			Red	
<b>EXTERIOR ACCESS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Outdoor paths in good condition (no roots, cracks, holes)?	Green			
Marked w/paint to indicate wheelchair accessible paths?		Red	Red	
Outline path edges with high contrast paint?		Red	Red	

Grate slots not parallel to traffic flow?					
Grate slots no more than 1/2" wide?					
Sidewalks, ramps & paths 36" wide?					
5' level landing at top & bottom of ramps & at directional changes?					
Temporary ramps meet standard ramp requirements & securely anchored?					
Drop-off near accessible entrance?					
Bus stop near accessible entrance? How near?					
Bus accessible?					
Walkways well-lit at night?					
Slip-resistant surface?					
<b>DOORS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>COMMENTS</b>
Is there a wheelchair accessible entrance?					ensure signage indicating no elevator
Directions to the accessible entrances & descriptions of what that allows access to?					
Minimum door clearance of at least 32"?					
Operable by a single effort (no more than 8.5 lbs pressure for push or pull)?					
Are doors automatic?					
Do automatic doors work?					
Thresholds flush with floor, or nearly so (>1/2")?					
Doormats stationary, flat or recessed (> 1/2" high)?					
Wing handles, not knobs?					consider replacing knob handles with wing/lever handles
3 second closing delay?					
Peephole or windows in doors reachable (> 5 high')?					
Locks no higher than 5'?					
<b>ELEVATORS/LIFTS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>		<b>COMMENTS</b>
Lifts differ from elevators because they are smaller & have no room <i>for manoeuvrability</i>					
Do you have a lift?					
Do you have an elevator?					
Elevator size at least 5' X 5'?					
Threshold no greater than 1/2"?					
Doors open 36" wide?					
Elevator & call buttons at a reasonable height (35" - 54" above floor)?					
No obstructions in front of call buttons or elevator buttons?					
Elevator & call buttons tactile?					

Elevator & call buttons brailled?				
Tactile?				
Braille to left of call buttons?				
Tactile floor identification numbers at each elevator door (height of 54")?				
Braille floor identification numbers at each elevator door (height of 54")?				
Audible signals when elevator call is answered?				
Audible signals for direction?				
Handrails on three sides?				
Handrails mounted 36" above floor?				
Does it require a key?				
Closing delay (3 seconds or more)?				
Electronic re-opening activators?				
<b>STAIRS &amp; STEPS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
How many?				23
Is there a ramp nearby?				
Do the stairs have a non-slip surface?				
Tactile warning strips on stair edges?				install strips
Good lighting?				
Continuous handrails?				
Contrast lines on steps (top/bottom yellow, rest white)?				
Closed risers?				
Maximum step height 7" & uniform?				
Handrails extend 12" past top riser & bottom tread?				install new handrails which extend
Handrails 1 ¼" to 1 ½" in diameter & easy to grasp?				
Handrails in contrasting colour?				
Tread size is at least 11"?				
Suspended stairs provided with sufficient warning devices (planters or railings)?				
<b>RAMPS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Marked by access sign?				
Gradient of 1:12? Note: No more than 1 foot of climb for 12 feet of ramp)				
Interior ramp minimum width 36"?				
Textured, non-slip surface?				
Detectable warning surface?				
Continuous & sturdy handrails?				
Handrails 36" above ramp?				
Handrails extend 12" beyond top & bottom of ramp?				

Rest areas at less than 30' intervals?				
Well-lit?				
<b>HALLWAYS &amp; FLOORS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Fire doors have magnetic hold-opens?				install hold opens
Clear of obstacles?				ensure any and all obstacles are clear at all times
Door edges painted contrasted colour as warning if door is slightly open?				
Carpet tightly woven, non-static, level loop with direct glue-down?				
All floors non-glare?				
All floors non-slip?				
Floor surface easy for person in wheelchair to move over?				
Hallway obstructions not be detected by a cane (48" into passageway & 27" above the floor)?				
<b>ACCESSIBLE ROUTE THROUGH VENUE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	
Is there an at least 5'wide accessible corridor through the venue from the accessible entrance to the bathrooms?				
How is it marked and/or monitored? (tape? rope? attendant? etc)				
<b>ASSISTIVE LISTENING DEVICES</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Audio Test - PA system (feedback; electrical interference or hum)?				
Can speaker be easily heard from any place in room?				
Acoustics check - Clap, is there an echo? Dead spots?				
For acoustics - carpeting, padded tiles, upholstered seats?				carpets throughout, padded seating
Adjust-able microphones available?				
Low noise machines (Overhead fans are loud; turn off when not using)?				coke machine is loud, outside street noise
Infra-Red system?				
FM system?				
Minimal internal noise (Noisy heating/ cooling system)?				
Limited number of angles/ walls/ pillars to reduce sound bouncing?				
Are there signs to indicate availability of the system and where it's located?				
<b>PUBLIC TELEPHONE</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Clear path width of 30"?				
Located in a low ambient noise level area?				

At least one accessible one in any bank of phones?				
Handset & coin receiver within 48" of the floor?				
Dial & coin slot 36"-48" from floor?				
Cord minimum 29" long?				
Phone directories kept at accessible level?				
TTY?				
Shelf provided for TTY?				
If TTY is provided, do staff know how to operate it?				
Do the phones have volume controls?				
<b>WATER FOUNTAIN</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Provided at varying heights?				
Recessed so as not to cause obstruction?				
Easy to operate?				
<b>EMERGENCY SYSTEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Emergency evacuation plan posted?				this MUST be posted clearly
Does it fit requirements for accessible signage?				
Audible alarm signals?				
Visible alarm signals?				
Refuge area available, or accessible exit doors?				
Fire alarm pulls within reach (5' from floor)?				there are no alarm pulls anywhere on site
Emergency doors clearly marked?				
Crash (panic) bar on doors?				knob and slide lock
Visual alarm flashes >5 flashes/second?				
Fire extinguishers?				throughout
How far from ground?				~4'
<b>SEATING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Is rest seating available in the venue?				
Armrests?				
Is there a variety of seating options?				not in the main space, but throughout the rest
Are there seating options other than folding chairs?				
Dimensions of seating options =				
Weight-bearing capacity of seating =				
Not too low to the ground? Give measurements				
In what areas can people use wheelchairs?				
Do wheelchair seating spaces allow people to sit with companions?				
Does seating allow a guide dog to sit under a chair?				

Are service counters (ticket booths, bars, cutlery/condiment stands etc) at a height that can be accessed by someone using a wheelchair? Give dimensions.				
Is seating secure (eg. no loose bolts)?	Y			
<b>FOOD &amp; BEVERAGE</b>	Y	N	N/A	<b>COMMENTS</b>
Can people have food & beverages delivered if they can't access the bar/ carry it themselves?				
Can people bring their own food & bev into the venue, if they require them?	Y			
Is free water available?	Y			
<b>SCENT-FREE or SCENT-REDUCED POLICY?</b>	Y	N	N/A	
Do you have a policy in place?				
What does it cover?				
<b>SMOKING AREAS</b>	Y	N	N/A	<b>COMMENTS</b>
Accessible for people using wheelchairs?				
<b>SHADE &amp; SHELTER</b>	Y	N	N/A	<b>COMMENTS</b>
If these areas are provided, is this accessible to people using wheelchairs?				
<b>WHEELCHAIR HIRE</b>	Y	N	N/A	<b>COMMENTS</b>
Can people hire or borrow a wheelchair at the venue?				
If so, how is this arranged?				
How many do you provide?				
<b>GUIDE DOGS</b>	Y	N	N/A	<b>COMMENTS</b>
Is water available for guide dogs?	Y			there's nothing out, but could ask
Is there an area where a guide dog can be toileted?				only in surrounding streets
Is there a quiet area where a guide dog can rest?				unsure, but possibly, with so many rooms
<b>SHARPS</b>	Y	N	N/A	
Do you provide sharps containers?	Y			
Where?				bathroom
What kind?				plain white locked box with small hole in top
How high from ground? Accessible?				58"
Clearly identified (incl. picture)?				ensure container is clearly marked with a drawing, not just words
<b>STAFF AWARENESS</b>	Y	N	N/A	<b>COMMENTS</b>

Have staff/volunteers undertaken disability awareness training?				we currently have one staff member that has undergone such training (CYC 364: Disability and Child and Youth Care Practice This course is an introduction to disabilities for child and youth care practitioners. It includes an historic perspective on disability, demographics, definitions and conceptual models of disability and service delivery. Quality of life, inclusion, culture, legislation, public policy and ethical issues relating to persons with disabilities and their families are examined in this course.)
Do staff/volunteers have experience assisting patrons with a range of disabilities and/or specific needs?				Staff/volunteers experience assisting patrons with range of disabilities and/or specific needs – at least three of us have such experience
Are staff/volunteers available to provide assistance to patrons?				yes, there is usually at least one staff or volunteer (and usually two) on site that can assist patrons
Do any staff members/volunteers have sign language skills?				Staff/volunteers sign language skills – one of our staff has limited sign language skills
Is there a staff member with responsibility for access or for patrons with a disability? Who? Provide contact info.				
<b>COMMUNICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Is information about the venue available in a range of formats (e.g. Printed material, large print, audio, website)? Which formats are used?				website, printed. No large format.
Is information about goods and services (programs and menus) available in a range of formats? Which formats?				
Is printed information easy to read?				Varies
<b>PUBLIC WASHROOMS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
Signage to accessible washrooms?				
Washroom entrance at least 36" wide?				27"
Can a person in a wheelchair easily close the toilet door behind them?				
Transfer easily to toilet?				
Transfer on both sides?				
At least one stall with good internal clearance (5'X 5')?				single use
Compartment door swings outwards (clearance of 32")?				
Does it have an inside door handle?				knob
Grab-bars (1" from wall; max 48" from floor)?				install appropriate grab bars
On both sides? Which?				
Are the toilet paper holders accessible?				depends
How far from ground?				32"
How far from toilet?				1'
What kind of flush mechanism? Lever? Centre button? Etc.				lever
How much clearance @ front of toilet?				approximately 8"
How high is the toilet seat?				18"
How high is the urinal?				

Coat hook & inside shelf inside cubicle < 40" high?				
Wall-mounted wash-basin, or space provided under sink for wheelchair clearance 30" wide X 20" deep X 28" high)?				wall-mounted, no space underneath 35"h X 37"w X 17"d
Pipes wrapped to prevent burns?				
Lowered mirror (39" from floor or tilted down)?				at 53 1/2"h
Lever-type faucets, not spring-loaded?				knobs, not spring loaded
Towel dispensers at a reachable level (54" from floor) and location?				no, dispenser located at 68"
Soap dispenser? How high from ground?				not accessible at 52" high, over top of radiator, not wrapped to prevent burns
Is there a tampon/pad dispenser?				
Located at no more than 48" from floor?				
Is there an audible alarm system?				
Alarm button for people to use in an emergency?				
Is the accessible stall marked as accessible?				
Are the bathrooms marked as unisex? Specify:				"Restroom"
Is it in a safe location (ie. not in an isolated spot)?				
Next to a gender-specific restroom so that it serves as a de facto "men's" or "women's" restroom?				
Does the door lock from the inside?				
Do locks work securely?				
Does the bathroom have a changing table? specify location and height:				

## RECOMMENDATIONS

You should include this audit, with a clearly-identified tab or symbol, on your website; people shouldn't have to search to find the link to accessibility information. Please include my name, contact info (email), and this statement: "This accessibility audit was conducted by me on September 18, 2009 for QMunity. It is a work in progress, and as such may be updated as scooters, there are some adjustments which can be made in the current space to allow more access for those who are able to access the current space. Please consider the following: IJ ensure that without exception your promotional materials identify me (ever) or accessibility of the space. Qmunity is not wheelchair accessible, and there are substantial barriers for those with physical disabilities accessing and navigating the space. This information must accompany all promotional materials.

2) Remove the existing main entry handrail and fire exit stairwell railing, and install in each: 2 solid, easy to grasp, rails which extend 12" beyond both the top and bottom stairs.

3) Washroom: a) While I was conducting my audit, I was unable to use the washroom because of how it is currently organized: there is not enough room in front of the toilet to accommodate a wide range of folks. It is possible to remove the existing cabinetry and either

3b) Install a lowered mirror (39" from floor or tilted down).

3c) Towel dispenser needs to be lowered to 52" from floor; soap dispenser needs to be more

3d) ensure the SHARPS container is appropriately marked, and lowered to 52" from the
