



**KENTUCKY COMMISSION
ON COMMUNITY VOLUNTEERISM AND SERVICE**



KENTUCKY AMERICORPS DISABILITIES INCLUSION ADVISORY COUNCIL

**2009-10
AmeriCorps Program
Site Accessibility Checklist**

In order to monitor and encourage disability inclusion in all AmeriCorps programs in Kentucky, each AmeriCorps member is asked to complete an accessibility checklist for his or her service site. This information will be used to determine future topics for member trainings and to address staff concerns regarding practices and procedures pertaining to the inclusion of people with disabilities. This checklist will also become a tool to encourage full participation in all program activities for current and future AmeriCorps members with disabilities.

Print this checklist and tour your facility to determine the best answer for each question. Indicate "Yes" or "No" on your printed checklist, according to your observations. Use the measuring tape provided, or any standard measuring tape, to verify any responses involving distances. Enter the information into the Checklist document on the computer, and email it back to your Program Director who will collect the information from each member and forward it to the KCCVS Disabilities Coordinator. The measuring tape is yours to keep. Please complete this checklist within the next 30 days or by the date specified by your Program Director.

2009-10 AmeriCorps Program Site Accessibility Checklist

AmeriCorps Program: _____

Program Site (Location): _____

Assessment done by: _____

Date: _____

| Element | Accommodation Area | Yes | No |
|--|---|--------------------------|--------------------------|
| General | Do you know your service site's responsibility to provide accessibility to persons with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Transportation | Is your service site location accessible by public transportation? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is public transportation available during the hours of your service activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuation | Do you know the emergency evacuation plans for your service site? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there an established emergency evacuation procedure that addresses the needs of people with disabilities, including persons with mobility impairments? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Have you been trained or advised how to assist others during an evacuation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking | Does the building have accessible parking spaces? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are they at least 8' wide & have 5' aisles next to them? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are 16-foot-wide spaces, with 98 inches of vertical clearance, available for lift-equipped vans? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are accessible spaces closest to the accessible entrance? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are accessible spaces marked with the International Symbol of Accessibility? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are there signs reading "Van Accessible" at van spaces? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there an enforcement procedure to ensure that only those who need it use accessible parking? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are adequate numbers of accessible parking spaces available? | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>NOTE: Generally, for every 25 parking spaces, 1 space must be accessible. 1-25 total spaces = 1 required accessible space; 25-50 total spaces = 2 required accessible spaces, etc. At least one of every 8 accessible spaces must be van accessible. Refer to ADA Accessibility Guidelines for updates.</i> | | | |

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| Sidewalk | Are there unobstructed curb ramps leading to the sidewalk? Is there a walkway from the parking lot to the building, at least 36" wide? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Does the walkway have a stable and firm surface? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If the accessible route is different from the primary route to and through the building, are signs posted with the wheelchair symbol to show the route? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the walkway level and free of steps? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If no, is there a ramp at least 36" wide? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If there is a ramp, does it have a gentle slope (1" rise to 12" length)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| Entrance | If there are stairs at the main entrance, is there also a ramp or lift present? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If main entrance is not accessible, is a public entrance to the building accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Do all inaccessible entrances provide directional signage to the accessible entrance? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the international symbol of accessibility provided at the accessible entrance? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If alternate public entrance is used, is it kept unlocked to provide for independent usage? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the door at least 32" wide? (wide enough for a wheelchair) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can the hardware be operated with one hand (lever, push plate, etc.), with a minimum of twisting or grasping? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are the handles low enough to reach? (Maximum 48" high) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can doors be opened without too much force (5 lb. maximum)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the threshold no more than ½" high and beveled? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If two hinged or pivoted doors in a series are present, is there a minimum of 48 inches PLUS the width of a door swinging into the space available between doors? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| Floors | Are the floors hard and not slippery? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there a floor mat to dry feet & crutch tips to prevent slipping? | <input type="checkbox"/> | <input type="checkbox"/> |
| Corridors | Is there a minimum of a 36" wide corridor, from the entrance to where service activities are held? | <input type="checkbox"/> | <input type="checkbox"/> |

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| | Is the path free of objects projecting 4" max. into the corridor? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are corridors kept clear of stacked boxes, trash bins, or other clutter? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If any object is protruding into the accessible route, can it be detected by a person with a visual disability using a cane? | <input type="checkbox"/> | <input type="checkbox"/> |
| | <i>NOTE: An object must be within 27 inches from the ground to be detected by a cane. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room.</i> | | |
| Elevators | Is there an elevator in the facility where the service activity is located? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If yes, is it a working one that is large enough for a wheelchair? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are the controls within reach (max. 48")? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Do the controls have Braille? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there an audible signal ringing at each floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there an audible two-way emergency communication system in the elevator? | <input type="checkbox"/> | <input type="checkbox"/> |
| Meeting/ training rooms | Is there enough clearance around the table for a wheelchair to move? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can the wheelchair pull under the edge of the table to sit close? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there a clear path to the far end of the room wide enough for a wheelchair to maneuver and turn around (minimum of 36")? | <input type="checkbox"/> | <input type="checkbox"/> |
| Restrooms | Is there a wide, accessible path to the restrooms? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there a toilet stall wide enough that a wheelchair can enter & close the door behind? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there enough interior space for a wheelchair to turn around (5' diameter turning space clear of obstruction)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the toilet 17-19" high to the rim? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can the wheelchair roll under the sink (29 inches to the bottom)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can the faucets be reached and turned on easily? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Are the dispensers (soap, towel, etc.) reachable? (max 48" high) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there a mirror at an accessible height (bottom of the mirror 44" above the floor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Interpreters | Do you know how to arrange for sign language interpreters? (You must ask the participant the type of interpretation needed) | <input type="checkbox"/> | <input type="checkbox"/> |

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|------------|---|--------------------------|--------------------------|
| Telephone | Is there a Teletype unit (TTY) in your facility/agency? | <input type="checkbox"/> | <input type="checkbox"/> |
| | If yes, is the number published on the announcements alongside the phone number? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is the staff in your agency trained to use the TTY? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Can the TTY be used by those attending your meeting/training? | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire alarm | Are there flashing fire alarm signals in the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Do all alarms have both flashing lights and audible signals? | <input type="checkbox"/> | <input type="checkbox"/> |
| | At minimum, are visual signal appliances provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies and any other area for common use? | <input type="checkbox"/> | <input type="checkbox"/> |
| Directions | Can you provide clear, detailed directions to the facility and/or the meeting room? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Is there a receptionist to offer assistance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Handouts | Can you provide the meeting/training materials in alternative formats if requested (large print, Braille, audio-tape, text on computer disk, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting | Is there adequate lighting in the elevators, hallways, stairwells, etc.? | <input type="checkbox"/> | <input type="checkbox"/> |

Has this Accessibility Checklist raised additional questions that you would like addressed? If so, what are they?

Have you observed any obvious accessibility barriers that need addressed immediately that would prevent a person with a disability from participating in one of your activities? If so, what are they?
