

## ACCESSIBILITY AUDIT

Based on the United Methodist Church's accessibility manual

With many thanks to the United Methodist Church, who permitted us to freely use material from their comprehensive accessibility manual:

***Accessibility Audit for Churches, 2<sup>nd</sup> edition***  
edited by the Rev. Kathy N. Reeves.

**Remember, everyone whether they live with a disability or not, is unique. Therefore, it is impossible to make universal decisions about what accommodations will be completely welcoming to everyone. As with all reciprocal relationships, it is always important and appropriate to ask the people being welcomed what will work for them.**

### THE BUILDING

#### DOORS AND CORRIDORS

yes no

- 1. Do all doors have the recommended minimum in width of 36 inches? (Absolute minimum clear opening is 32 inches)?
- 2. Do door thresholds have an edge height of no more than ½ inch?
- 3. Do all doors have closures that require not more than 5 pounds of pressure to open them? (check local codes)?
- 4. Do all doors have 12-16 inch-high kickplates to allow people in wheelchairs to push them open?
- 5. Do all doors have safety glass in them low enough to see children and wheelchairs on the other side of the door before opening? (Check local codes for glass requirements and size limitations. Full glass or tall narrow windows work better than 10-inch square windows to prevent accidents.)
- 6. Is all door handle hardware large, easy to grasp, and operable with large muscle groups or full body motion (as are lever handles, panic exit bars, door pulls, or push plates)?
- 7. Is the touching surface of all hardware on door leading to places that are hazardous equipped with a warning texture?

- 8. Are all interior signs mounted at a uniform height between 54-66 inches above the floor on the wall adjacent to the latch side of the door?
- 9. Are all parts of the corridor and all circulation paths at least 5 feet wide?
- 10. Are walls finished smooth in order to prevent injury in case of a fall?
- 11. Are all objects that protrude more than 4 inches into the corridor detectable by a cane?
- 12. Are protruding objects located no higher than 27 inches above the floor?
- 13. Are protruding objects equipped with a warning barrier that extends down below 27 inches above the floor into the cane-detectable area?
- 14. Are protruding objects flanked by partitions that extend to the floor?

**GENERAL INDOOR CONCERNS**

yes no

- 1. Are signs with visible and tactile raised numbers or letters provided to identify all rooms, offices, and places that might prove to be dangerous?
- 2. Does the fire alarm system have flashing lights, flashing exit signs, and other visible as well as audible warning signals?
- 3. Are accessible emergency exits clearly marked?
- 4. Have staff and volunteers, such as ushers and greeters, had training to assist people with disabilities in case of emergency?
- 5. Has a person, or a committee, been designated to monitor the church's accessibility concerns?
- 6. Are less toxic cleaning products used whenever possible?
- 7. Have maintenance personnel, the appropriate staff, and volunteers been familiarized with less toxic cleaning products and the need to use them?

- 8. Is the church adequately ventilated and periodically aired out to eliminate the buildup of harmful fumes?
- 9. Are remodeling materials chosen with regard to low offgassing qualities?
- 10. Is advance notice given when chemicals such as floor waxes and pesticides are to be used in the building?
- 11. Is work with chemicals confined to times when the building is least likely to be occupied?
- 12. Is the building aired out and ventilated after chemical application?
- 13. Has a person or committee been designated to monitor concerns about the building's air quality?
- 14. Has the church undertaken an audit of indoor and outdoor pollution throughout the church property?

#### **TELEPHONES and WATER FOUNTAINS**

yes no

- 1. Have you provided accessible telephones for public use?
- 2. Is there at least one telephone mounted at a maximum height of 48 inches to accommodate people sitting in wheelchairs?
- 3. Is at least one telephone equipped with a volume control for people who are hard of hearing?
- 4. Is at least one telephone equipped with large buttons for people who have visual problems?
- 5. Are telephone directories placed at a level accessible to people using wheelchairs?
- 6. Is there a chair near at least one telephone so a person can use the phone while seated?
- 7. Is there either a TTY available or are staff trained in the use of relay operators?
- 8. Is there an accessible water fountain mounted with the spout no higher than 36 inches above the floor?

- 9. Is there a paper cup dispenser mounted next to the water fountain?
- 10. Can water fountain controls be operated without complicated hand movements and with no more than 5 pounds of pressure?