

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, 2nd 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.

CHURCH OFFICE

yes no

- 1. Is the church office easy to find and accessible to people with disabilities?
- 2. Are your church publications -- newsletter, pamphlets, hand-outs, etc. available in alternative formats such as larger print, cassette tape, Braille?
- 3. Does the church provide an initial tour through its facilities describing the décor, art, etc. so that a blind or partially sighted person can become acclimated and feel more at home?
- 4. Are office staff and volunteers trained in disability "etiquette" so that they are comfortable greeting church visitors and members who have disabilities?
- 5. Is the telephone relay service's toll-free number placed near the telephone for easy access to communication with people who are deaf and using a TTY/TDD (teletypewriter for the deaf) in their work place or home?
- 6. Are office staff and volunteers trained in use of the operator relay telephone service?
- 7. Is there at least one wheelchair accessible workstation in the office (minimum of 27 inches of clearance and 30 inches of width for

wheelchair knee space) for staff and volunteers who use wheelchairs?

- 8. Is there at least one telephone in the office with volume control and large buttons?
- 9. Are labels (on file drawers, binders, etc) in larger print (and Braille?)? Are binders, etc kept at a low enough height to be reached by a person using a wheelchair?
- 10. Is information about public transportation available in the office, and do staff and volunteers know about schedules so they can give information to visitors and members?
- 11. Does the office have a display of information pamphlets and flyers about community agencies and services for people with disabilities?
- 12. Are aisles and passageways at least 36 inches wide, and uncluttered, to accommodate people with mobility difficulties?