

# Accessibility Checklist<sup>i</sup>

Date of Evaluation: \_\_\_\_\_

Evaluators: \_\_\_\_\_

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## Introduction

Our Unitarian Universalist principles call us to respect the inherent worth and dignity of every one of us. These values require that our congregation allow full participation for people with disabilities. Ours is a theology of wholeness and justice. Accessibility is about social justice—civil rights. A fully welcoming environment is most evident in the attitudes and actions of the congregation - from *all* members including the lay and professional leadership. The barriers to an individual's participation will vary by a person's specific disability, and specific accommodations are made on a case-by-case basis, as well as general accommodations for the benefits of all who might attend a service. ([http://www.uua.org/documents/equalaccess/accessibility\\_guidelines.pdf](http://www.uua.org/documents/equalaccess/accessibility_guidelines.pdf))

This is one of two check lists. This **Accessibility checklist** concerns the physical access to the building, in the building and the grounds. The other checklist is the **Inclusion checklist** which concerns policies, programs, services.

Conducting the checklist needs assessment can be different for each congregation: some people may want to conduct a needs assessment with a small group, other people may want to conduct a needs assessment with the assistance of the local center for independent living, and other congregations may want to conduct a needs assessment using taskforces. It is strongly recommended that the process includes paid staff members of the congregation and lay persons will have expertise in a particular area (e.g. in the area of the acoustics). This will raise awareness about accessibility issues, it will empower the leadership in their decision-making and participation in this process. Member participation early in the process will empower leaders and decision-makers to secure support, approval, and funding for an inclusive action plan.

We recommended that you consider the following before completing the Accessibility checklist:

1. Address access for people with a broad range of disabilities including cognitive, vision, hearing, chemical sensitivity, mobility, and mental health challenges.

2. Items to use during the accessibility needs assessment:

- Floor plans, or a list of the rooms to check off completed spaces and to make additional notes about barriers to be removed.
- A tape measure with a reach of at least 12 feet.
- A fish scale (available at discount stores for under \$15) for checking the force required to open doors. You will need a string to connect the scale to the door knob or handle.
- Several guides from the ADA program and implementing it can be helpful references:
  - A copy of the Accessibility Guidelines for the ADA (ADAAG). Having one of the standards with you will raise additional points that you may also want to evaluate. Also, the diagrams in the standards may help clarify any questions you find confusing. You can get this resource on-line at: [www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag](http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag)
  - Check the specific recommendations according to the ADA checklist at: [www.adachecklist.org/](http://www.adachecklist.org/).
  - A guide to implementing ADA standards can be found at: [www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards](http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards)
- A construction level or clinometer to measure the angle of ramps and slopes. A level can be purchased at any hardware store
- Bring a camera or cell phone to take pictures of specific barriers – this is very useful for showing over time change!
- Optional: Bring a cell phone, tablet, notebook, or a laptop to take notes.

3. Specific Instructions

- **Closed Fist:** There are points in the checklist that require a “closed fist” test. This requires operating something with one hand or fist to measure whether someone with limited use of their hands can use all handles and knobs.
- **Cane:** In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.
- **Slope:** Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- Measuring Force:** You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open. Keep in mind that the amount of force varies depending on where a person is in relation to the center of gravity of the door. Thus, a door that one could open when standing can be too heavy to open when sitting in a chair.

**Ratings: Our congregation meets the criteria ...**

Ratings	Nowhere 1	In a few places 2	In some places 3	In most places 4	Every where 5	NA	Comments/ proposed action plan
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Feel free to attach sheets to explain any item in more depth.

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
<b>Access to the Location of the church building</b>		
1. Is public transportation available?		
2. Is there a sidewalk from the bus/metro stop to the church building?		
3. Are the directions to the church building on the church website?		
<b>Accessible Approach/Entrance</b> This section addresses whether people with disabilities able to arrive on the site, approach the building, and enter as freely as everyone else.		
<b>Route of Travel</b>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
3. Is there clear signage that directs members and visitors to accessible entrances?		
4. Is there a snow removal policy?		
5. Are sidewalks cleared and maintained on a regular basis?		
6. Is street lighting bright enough so that people with disabilities can safely find their way from public transportation to our congregation?		
7. Are there routes of travel to sanctuary, offices, classrooms, social hall and other destinations that do not require the use of stairs?		
8. Are the routes of travel stable, firm and slip-resistant?		
9. Are the routes at least 38 inches wide for a wheelchair, with a slope of no more than 5% (firmly paved surfaces, not gravel or crushed shells, preferable).		
10. Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? See Specific Instructions in the Introduction.		
11. Do curbs on the route have curb cuts at drives, parking, and drop-offs?		
12. Is street lighting bright enough so that people with disabilities feel safe and can find their way from public transportation to our congregation?		
13. Are there curb cuts and unbroken pavement on the route to the church?		
14. Is there signage along travel route to congregation from public transportation directing people to the church?		
15. Is there adequate lighting in the parking areas so that people with disabilities can see to stow their equipment?		
16. Are there electronically operated external doors or attendants at accessible building entrance(s)?		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans										
17. If the accessible entrance is separate from the main entrance, do we station greeters in the same way we do at the main entrance?												
18. Are greeters stationed at the accessible entrances?												
<b>Ramps</b>												
19. Are the slopes of ramps no greater than 1:12? See Specific Instructions in the Introduction.												
20. Do all ramps longer than 6 feet have railings on both sides?												
21. Are railings sturdy, and between 34 and 38 inches high?												
22. Is the width between railings or curbs at least 36 inches?												
23. Are ramps non-slip?												
24. Is there an unobstructed 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?												
25. Does the ramp rise no more than 30 inches between landings?												
<b>Parking and Drop-Off Areas</b>												
26. Have we assessed our congregation's membership to identify who would benefit from accessible parking, and have added additional spaces for visitors?												
27. Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? The table below gives the ADA requirements for new construction and alterations: <table border="1" data-bbox="197 1198 785 1382"> <thead> <tr> <th data-bbox="197 1198 478 1235">Total parking spaces</th> <th data-bbox="478 1198 785 1235">Accessible spaces</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1235 478 1273">1 to 25</td> <td data-bbox="478 1235 785 1273">1 space</td> </tr> <tr> <td data-bbox="197 1273 478 1310">26 to 50</td> <td data-bbox="478 1273 785 1310">2 spaces</td> </tr> <tr> <td data-bbox="197 1310 478 1347">51 to 75</td> <td data-bbox="478 1310 785 1347">3 spaces</td> </tr> <tr> <td data-bbox="197 1347 478 1382">76 to 100</td> <td data-bbox="478 1347 785 1382">4 spaces</td> </tr> </tbody> </table>	Total parking spaces	Accessible spaces	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces		
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Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
28. Are 8-foot-wide spaces, with minimum 8-footwide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?		
29. Are at least one of every 8 accessible spaces van-accessible (with a minimum of one van-accessible space in all cases)?		
30. Are the access aisles part of the accessible route to the accessible entrance?		
31. Are the accessible spaces closest to the accessible entrance?		
32. Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?		
33. Is there a "drop off" zone established near the building entrances?		
34. Is there a covered "drop off" area where people using motorized wheelchairs or scooters can keep their equipment dry when it is raining?		
35. Is there an enforcement procedure to ensure that accessible parking is used only by those who need it? This needs to be done with sensitivity as people with less visible disabilities sometimes get accosted in commercial parking lots.		
<b>Grounds</b>		
36. Is there an accessible play ground?		
37. Is the memorial garden accessible?		
38. Are trails, picnic area / bon fire and other outdoor locations accessible?		
<b>Entrance</b>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
39. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? Do not use a service entrance as the accessible entrance unless there is no other option.		
40. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?		
41. Can the alternate accessible entrance be used independently?		
42. Is the door at the top of the ramp unlocked whenever the main entrance door is unlocked?		
43. Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?		
44. Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? A person using a wheelchair or crutches needs this space to get close enough to open the door.		
45. Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?		
46. If provided, are carpeting or mats a maximum of 1/2-inch high?		
47. Are carpet or mat edges securely installed to minimize tripping hazards?		
48. Is the door handle no higher than 48 inches and operable with a closed fist? (See Specific Instructions in the Introduction.)		
49. Can doors be opened without too much force? The maximum is 5 ft. lb. (foot pounds) for interior doors. (See Measuring Force in Specific Instructions.)		
50. If the door has a closer, does it take at least 3 seconds to close?		

<b>Accessibility Specification</b>	<b>Rating 1 - 5</b>	<b>Comments / Solutions / Plans</b>
51. Does the coat closet have a coat rack at a maximum height above the finished floor of 48 inches for a forward approach or 54 inches for a side approach?		
<b>Access to Sanctuary, Fellowship and Classrooms</b>	<b>Rating 1 - 5</b>	<b>Comments / Solutions / Plans</b>
52. Are there "pew cuts" for persons with wheelchairs, service dogs, and/or walkers are scattered throughout the sanctuary/classroom areas so that persons with disabilities can sit with their family/friends. (Pew cuts can be easily made by shortening several pews by 36 inches).		
53. Is there room at the back of the sanctuary/classroom for those individuals who prefer to sit in the back or who need to move around? Are folding chairs available for family and friends to join them in this location?		
54. If the floor is not level, is there a level area where people using wheelchairs or scooters can sit with their family/friends?		
55. Is there seating space available, with extra legroom, for people who have casts, use walkers, etc.		
56. Is there wheelchair access to chancel area?		
57. Does the choir area allow wheelchair users to participate?		
58. Is the pulpit accessible?		
59. Is the carpeting low-pile and tightly woven so wheelchairs and walkers can be easily used?		
60. Are there routes of travel to classrooms and meeting rooms that do not require the use of stairs?		
61. Do meeting rooms have good lighting?		
62. Is the lighting directed to the face of the speaker, for persons who read lips, and adequate general lighting, throughout the building?		

<b>Accessibility Specification</b>	<b>Rating 1 - 5</b>	<b>Comments / Solutions / Plans</b>
63. Is there seating in the front set aside for people who lip read?		
64. Is the congregation's website accessible to people with vision, mobility, learning or other disabilities?		
65. Do we use unscented candles?		
66. Is our congregation periodically reminded about allergies and encouraged to refrain from wearing perfume, after-shave lotions and scented deodorants or have designated a "scent-free" area for people who has some type of chemical sensitivity?		
67. Do we label foods at pot lucks and other congregation functions with the ingredients so as to accommodate people with allergies?		
68. Are meetings not on congregation property held in accessible locations? Ex: people's homes, retreat centers		
<b>Acoustics</b>		
69. Is there a good quality sound system?		
70. Does the sanctuary and other congregation building rooms have hearing loops? (See Annotated Accessibility Resources.)		
71. Are assisted listening devices provided for worship, religious education classes and small group meetings, along with signage noting that it is available?		
72. Do meeting rooms have good acoustics?		
<b>Access to Materials and Activities</b> This section will assess whether the layout of the building allows people with disabilities to obtain materials and engage in activities without assistance.	<b>Rating 1 - 5</b>	<b>Comments / Solutions / Plans</b>
<b>Horizontal Circulation</b>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
73. Does the accessible entrance provide direct access to the main floor, lobby, or elevator?		
74. Are there routes within the building that are at least 38 inches wide? If so, how many?		
75. Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?		
<b>Doors</b>		
76. Do doors have at least a 32-inch clear opening?		
77. On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?		
78. Can doors be opened without too much force (5 lbf maximum for interior doors)? (See Specific Instructions in the Introduction.)		
79. Are door handles 48 inches high or less and operable with a closed fist?		
80. Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?		
<b>Rooms and Spaces</b>		
81. Are all aisles and pathways at least 36 inches wide?		
82. Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?		
83. Is carpeting low-pile, tightly woven, and securely attached along edges?		
84. In circulation paths, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?		
<b>Emergency Egress</b>		
85. If emergency systems are provided, do they have both flashing lights and audible signals?		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
86. Are emergency exit doors labeled as to whether they are wheelchair accessible?		
<b>Signage for Materials and Services</b> Different requirements apply to different types of signs.		
87. If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?		
88. Are signs mounted with the centerline 60 inches from floor?		
89. Are signs mounted on wall adjacent to latch side of door, or as close as possible?		
90. Do signs have raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, and exits)?		
91. Is there Braille text of the same information?		
92. If pictogram is used, is it accompanied by raised characters and Braille?		
93. If there is an interpreter for the Deaf, is there signage indicating how to engage the interpreter?		
<b>Directional and Informational Signage</b>		
94. If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?		
95. Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)		
<b>Controls</b>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
96. Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height? Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 20 inches for a front approach and 14 inches for a side approach.		
97. Are controls operable with a closed fist? (See Specific Instructions in the Introduction.)		
<b>Seats, Tables, and Counters</b>		
98. Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?		
99. Are the spaces for wheelchair seating distributed throughout?		
100. Are the tops of tables or counters between 28 and 34 inches high?		
101. Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?		
<b>Vertical Circulation</b>		
102. Are there ramps, lifts, or elevators to all levels?		
103. On each level, if there are stairs between the entrance and/or elevator and essential areas, is there an accessible alternate route?		
<b>Stairs</b>		
104. Do treads have a non-slip surface and slightly raised abrasive strip on the top step to warn people where stairs begin?		
105. Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?		
<b>Elevators</b>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
106. Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?		
107. Are the call buttons in the hallway no higher than 42 inches?		
108. Do the controls inside the cab have raised and braille lettering?		
109. Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?		
110. If an emergency intercom is provided, is it usable without voice communication?		
111. Is the emergency intercom identified by braille and raised letters?		
<b>Lifts</b>		
112. Can the lift be used without assistance? If not, is a call button provided?		
113. Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?		
114. Are controls between 20 and 48 inches high (up to 54 inches if a side approach is possible)?		
<b>Usability of Rest Rooms – (See more details and diagrams in ADA documentation mentioned in the Introduction.)</b>		
<i>Getting to the Rest Rooms</i>		
115. Is at least one rest room (either one for each sex, or unisex) fully accessible?		
116. Is there at least one accessible bathroom on each floor (these may be unisex and labeled as family restrooms for multiple use)?		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
117. Are there pictograms or symbols that identify gendered restrooms and accessibility symbols that identify accessible restrooms (using Braille or raised characters are recommended)?		
118. Are there signs at inaccessible rest rooms that give directions to accessible ones?		
<i>Doorways and Passages</i>		
119. Is there tactile signage identifying rest rooms? Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.		
120. Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?		
121. Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?		
122. Can doors be opened easily (5 lbf maximum force)? (See Specific Instructions in the Introduction.)		
123. Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.		
124. Is there a 36-inch-wide path to all fixtures?		
<i>Stalls</i>		
125. Is the stall door operable with a closed fist, inside and out?		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
126. Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)? If the accessible stall is too small for a scooter to turn around, is there a direct path to back out?		
127. In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet, to facilitate transfer from a wheelchair?		
128. Is the toilet seat 17 to 19 inches high?		
<i>Lavatories</i>		
129. Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? A maximum of 19 inches of the required depth may be under the lavatory.		
130. Is the lavatory rim no higher than 34 inches?		
131. Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?		
132. Can the faucet be operated with one closed fist?		
133. Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?		
134. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?		
<i>Lighting</i>		
135. Are the rest room lights on a motion sensor?		
<i>Clutter</i>		
136. Are accessible restrooms kept clutter free and not used for storage?		
<b>Communication</b>		
<b>Signage for Materials and Services</b> Different requirements apply to different types of signs.		

<b>Accessibility Specification</b>	<b>Rating 1 - 5</b>	<b>Comments / Solutions / Plans</b>
137. If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?		
138. Are signs mounted with the centerline 60 inches from floor?		
139. Are signs mounted on wall adjacent to latch side of door, or as close as possible?		
140. Do signs have raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, and exits)?		
141. Is there Braille text of the same information?		
142. If pictogram is used, is it accompanied by raised characters and Braille?		
143. If there is an interpreter for the Deaf, is there signage indicating how to engage the interpreter?		
<b>Directional and Informational Signage</b>		
144. If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?		
145. Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)		
<b>Additional Access</b>		
<b>Drinking Fountains</b>		
146. Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?		
147. Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
148. Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?		
149. Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?		
<b>Telephones</b>		
150. Do phones in the congregation office and other areas in the building have clear floor space of at least 30 by 48 inches in front of it?		
151. Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?		
152. Does the phone protrude no more than 4 inches into the circulation space?		
153. Does the phone have push-button controls?		
154. Is the phone hearing-aid compatible?		
155. Is the phone adapted with volume control?		
156. Is the phone with volume control identified with appropriate signage?		
157. If there are four or more phones in the building, is one of the phones equipped with a text telephone (TTY or TDD) or Video Relay Service (VRS)?		
158. Is the location of the text telephone or VRS identified by accessible signage bearing the International TDD Symbol?		
<b>Cleanliness</b>		
159. Elevator and accessible bathrooms – if separate – should be cleaned on same schedule as main bathrooms.		
<b>Food and Beverage areas</b>		
<i>In the kitchen:</i>		

Accessibility Specification	Rating 1 - 5	Comments / Solutions / Plans
160. Is the kitchen accessible so that a person using a wheelchair or scooter can participate in congregational food preparation activities?		
161. Is there is there a portion of the counter that is no more than 36 inches high?		
<i>During coffee hour:</i>		
162. Are self-service areas for beverages and food accessible?		
163. Is there enough room to move around?		
164. Are the table heights for beverages, food, condiments, flatware, etc. accessible?		
165. Is there a portion of the serving table that is no more than 36 inches high, or is there space at the side for passing items to congregants who have difficulty reaching over a high table?		
<i>For community meals:</i>		
166. Are buffet tables at an accessible height, i.e. no more than 36 inches high?		
167. Is there enough room for a wheelchair to maneuver between rows of tables?		
168. Are serving containers, steam trays, etc. at an accessible height, i.e. no more than 36 inches high?		
169. If buffet tables are accessed from both sides, is food placed in the middle accessible to someone in a wheelchair?		
170. Is the area for returning soiled dishes at an accessible height, i.e. no more than 36 inches high? Are waste and recyclable containers at an accessible height? Is there enough room to maneuver?		

## Annotated Accessibility Resources:

- **Accessibility Information for Unitarian Universalist Churches**, by Charlotte Hawkins Shepard, Ph.D. and Rev. Dr. Devorah Greenstein (2010) has a comprehensive accessibility resource guide for UU congregations including a checklist for an accessibility audit, as well as information about accessibility organizations and manufacturers of accessibility equipment. Available online at [www.uua.org/documents/idbm/accessibility/manual.pdf](http://www.uua.org/documents/idbm/accessibility/manual.pdf)
- Consult [Appendix C: Resource – Universal Design](#) to understand the principles of Universal Design and how they apply to your congregation.
- **Accessible Faith: A Technical Guide for Accessibility in Houses of Worship**, by Elizabeth A. Patterson, and Neal A. Vogel, The Retirement Research Foundation, 2003. This fifty-page guide provides a concise guide to planning, designing, funding, and constructing for greater accessibility in your church or synagogue—without detracting from the beauty or historical significance of your worship space. Available online at [http://www.rrf.org/wp-content/uploads/Accessible\\_Faith\\_CF\\_7\\_19\\_11.pdf](http://www.rrf.org/wp-content/uploads/Accessible_Faith_CF_7_19_11.pdf)
- **Including People with Disabilities in Faith Communities – A Guide for Service Providers, Families and Congregations**, by Eric W. Carter. Paul H. Brookes Publishing, 2007. This practical book gives workable strategies for supporting needs of people with disabilities and their families, with a strong focus on developmental disability.
- **Central East Congregational Group** offers online classes on safety and a wealth of other congregational topics at [www.cerguua.org/moodle](http://www.cerguua.org/moodle), including:
  - Disruptive Behavior and Faithful Responses
  - To Dwell Together in Peace: Covenants and Right Relations Policies
- The **Chemical Sensitivity Foundation** is a nonprofit corporation that raises public awareness about multiple chemical sensitivity. Access this organization at [www.chemicalsensitivityfoundation.org/](http://www.chemicalsensitivityfoundation.org/)
- **Hearing Loops** is a nonprofit informational website that provides an online guide for “induction loop” systems, which magnetically transmit sound to hearing aids and cochlear implants. Access this site at [www.hearingloop.org/](http://www.hearingloop.org/)
- **Internet Technologies and Information Services**, by Joseph B. Miller. Libraries Unlimited, 2008. Basic resource on the Internet for non-experts.
- **Money and Ideas: Creative Approaches to Congregational Access**, Alban Institute and National Organization on Disability (2001). Presenting stories and selected resources, this 36-page pamphlet encourages congregations to think creatively about ways to become more accessible to people with disabilities.
- **Loving Justice: The ADA and the Religious Community**, Ginny Thornburgh, Editor. National Organization on Disability, Religion and Disability Program (1996). Providing both legal and moral guidelines, this publication explains the relationship between the Americans with Disabilities Act (ADA), other disability legislation, and the religious community.
- **WebAIM: Web Accessibility in Mind** is a nonprofit organization based at Utah State University whose mission is to “expand the potential of

the web for people with disabilities....” One excellent resource on their website is guidance for how to make websites accessible to people with vision disabilities. Access this guidance (and this organization) at [www.webaim.org/articles/visual/](http://www.webaim.org/articles/visual/)

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<sup>i</sup> Sources for Accessibility Checklist include:

- *ADA Checklist for Readily Achievable Barrier Removal, Checklist for Existing Facilities*, Version 2.1., 1995. <http://www.ada.gov/racheck.pdf>
- *Congregational Audit of Disability Accessibility and Inclusion*, Presbyterian Health, Education and Welfare Association, <http://images.rca.org/docs/discipleship/Disability-CongregationalAudit.pdf>