



# Accessible facilities checklist

## Doors/entrances

- All (non-secure) doors should open via a closed fist from a seated position without requiring extreme force.
- Security key pads should be close to the door so that the door stays open while someone approaches in a wheelchair.
- Security key pads should always light green for open and red for locked.
- Wind tunnel effects in exterior doors should be addressed so doors can open more easily.
- Thresholds need to be easily passable via any wheelchair.
- There must be enough room around the doorway passage so a wheelchair can turn around to exit.

## Elevator

- There must be ample room inside the elevator so a wheelchair can turn around to exit.
- Emergency phone and buttons should be reachable from a wheelchair and identifiable by touch.

## Furniture

- The reception desk should be low enough so a guest can reach the visitor log when seated in a wheelchair or there should be an open section or lower ledge so people of all heights can sign themselves in.
- Adjustable height desks, chairs and shelving should be available wherever possible; all are available off the shelf from Steelcase.
- Reception room seating should be in varying sizes to comfortably accommodate different body types.
- Conference room tables should not have legs that interfere with positioning of a wheelchair.

## Signage

- Every building entrance should have a sign with the address.
- Permanent interior signs should use raised letters.
- Emergency evacuation maps should be displayed in every elevator lobby, break room/pantry, conference room and hoteling space.



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## Restrooms

- Stalls should have enough space for a wheelchair to turn around while the door is closed.
- Paper towel dispensers should be reachable from wheelchair height.
- Washroom doors should open with one hand, and entry should have enough room to turn a wheelchair around for easy entry.

## Pantries/break rooms

- Often used items should be kept on counters or in cabinets or on shelves that can be reached from a wheelchair.
- Label cabinets and shelves with raised letter signs/labels.
- All recycle bins should be blue; trash bins should be grey.
- Paper towel dispensers should be reachable from a wheelchair.
- Sinks should be accessible from a wheelchair without getting splashed.
- Counters should be wheelchair height.

## Garage/parking lot

- The door into the building must open fairly easily with a closed fist; extreme force should not be required to push open the door. This is a prime wind tunnel location and people are often coming into the building alone, without any possibility of assistance.
- Curb cuts should never be obstructed; attendants need to be educated to ensure this, as cars sometimes block passage.
- There should be at least one wheelchair van accessible location on each floor.
- Ensure that wheelchair ramps are at appropriate incline – sometimes ramps are too steep to negotiate without assistance.

## Offices

- Should have enough space for a wheelchair to turn around.
- Shelves and cabinets should be reachable from a wheelchair or adjustable.

## Cafeteria

- Should have enough space for a wheelchair to pass through registers
- Shelves and cabinets should be reachable from a wheelchair or adjustable.
- Salad bar and beverage center should be reachable from a wheelchair.

## Other

- Faxes, printers, copiers and shred bins should be positioned so they can be used easily by someone in a wheelchair.
- Mailboxes in mailroom should be at wheelchair height.
- Label red emergency phones with raised letters and educate everyone on how to use them.
- Signage and posted emergency evacuation maps should identify where floor wardens are located.
- Hoteling touch screens should be at wheelchair height.
- Hoteling directions should be designed and printed for easy readability.
- Water fountains should allow wheelchairs to get close enough without water splashing onto laps.