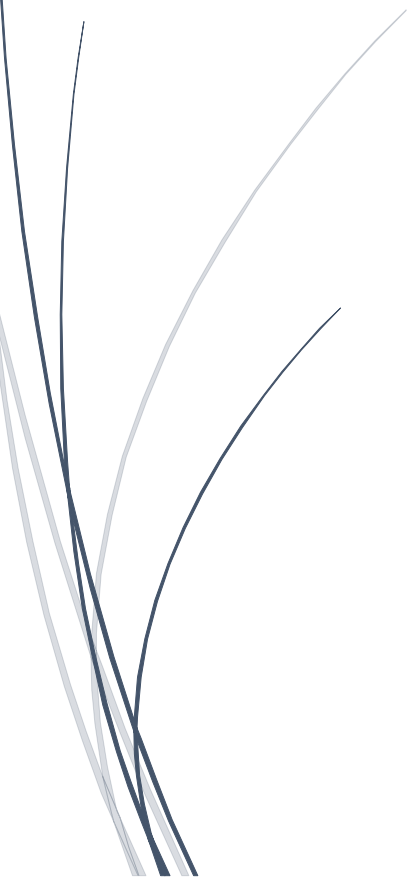


C O D I

Accessibility Checklist



GENERALIZED BUSINESS AND FACILITY CHECKLIST

This checklist is a collaboration between Knoxville's Mayors Council on Disability Issues (CODI) and disability advocates within our local area. **Title III of the Americans with Disabilities Act (ADA)** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the public. The overall goal is to afford every individual the opportunity to benefit from our county's businesses and services and to recognize and celebrate our businesses and services that are disability friendly.

This tool was developed by the CODI Livability Committee to serve as a common **"Best Practice Guide"** for businesses and facilities, and for enhancing their quality of services to people with disabilities. The CODI Accessible Checklist by **"NO MEANS"** is meant to replace OR add to the ADA Checklist for Readily Achievable Barrier Removal for Existing Establishments or Facilities. The removal of barriers can often be achieved by making simple changes to the physical environment. Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes.

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|--|
| <p>Establishment Name: _____</p> <p>Date: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Neatly Print</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> |
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This checklist is based on five top priorities recommended by the ADA Title III Compliance Materials.

The Five Priorities are:

1. Accessible Approach and Entrance
2. Access to Goods and Services
3. Access to Restrooms
4. Access to Emergency Notifications (visual alarms, service signage, etc.)
5. Access to Parking

| 1. Accessible Approach & Entrances | | Yes | No | Comment/NA |
|---|---|------------|-----------|-------------------|
| 1. | Is the route of travel stable, firm and slip-resistant, free from obstacles, including stairs? Note: (From parking/bus stop to facility entrance) | | | |
| 2. | Are outside ramp railings sturdy & between 34" – 38" high | | | |
| 3. | Is the surface floor entrance raised ½" elevation or less? | | | |

| 2. Access to Goods and Services | | Yes | No | Comment/NA |
|--|--|------------|-----------|-------------------|
| 4. | Are all public spaces or access to Goods and Services on an on an accessible route of travel? | | | |
| 5. | Does the entrance provide direct access to the main floor, lobby, or elevator? | | | |
| 6. | Is there a portion of counters that are no more than 36" high, or is there space clear for proper use at the side for passing items to customers who have difficulty reaching over a high counter? | | | |

| 3. Rooms and Spaces | | Yes | No | Comment/NA |
|----------------------------|---|------------|-----------|-------------------|
| 7. | Is there a 5-foot circle or T-shape space for turning a wheelchair completely around (360 degrees)? | | | |
| 8. | Can the entrance door be opened by a lever bar, a push bar, or automatic door (operable with a closed fist and take no more than 5lbs psi. to push or pull open)? | | | |
| 9. | Is there a 5-foot circle or T-shape space for turning a wheelchair completely around (360 degrees)? | | | |
| 10. | Is carpeting low-pile and are door mats non-slip and/or secured along the floor edges. | | | |
| 11. | Are the spaces for wheelchair seating distributed throughout the facility? | | | |

| 4. Access to Restrooms | | Yes | No | Comments/NA |
|------------------------|---|-----|----|-------------|
| 12. | Are restroom doors equipped with accessible handles? | | | |
| 13. | Is the restroom stall door closure mechanism and handle operable with a closed fist from the INSIDE and OUTSIDE ? | | | |
| 14. | If restrooms are available to the public, is at least one restroom fully accessible 360 degrees? | | | |
| 15. | Does the rim of the sink come no higher than 34" inches above the finished floor? | | | |
| 16. | Are hand dryers or towel dispensers usable with one closed fist? 48" max to highest operable part | | | |
| 17. | Are soap dispensers usable with one closed fist? 48" max to highest operable part | | | |
| 18. | In the accessible restroom stall, are there grab bars behind and on the side wall nearest to the toilet? | | | |
| 19. | Are pictograms or symbols used to identify restrooms, and if used, are raised characters and braille included below them? | | | |

| 5. Access to Emergency Notifications and Services | | Yes | No | Comments/NA |
|---|--|-----|----|-------------|
| 20. | Are emergency exits clearly visible and easy to access? | | | |
| 21. | Are fire alarms visually noticeable with audible signals. | | | |
| 22. | Does room identification signage have tactile characters / Braille between 48" to 60" above the finished floor? <i>*Tactile characters are raised letters and braille are raised dots.</i> | | | |
| 23. | Does the facility or establishment have a policy in place for emergency incidents? (<i>Spare key readily available for lockable rooms, accessible evacuation plan, individuals designated/trained to perform CPR, calls 911, etc.</i>) | | | |

| 6. Access to Parking | | Yes | No | Comments/NA |
|----------------------|---|-----|----|-------------|
| 24. | Are the accessible parking spaces closest to the entrance? | | | |
| 25. | Are accessible parking spaces marked with <i>the International Symbol of Accessibility</i> ? | | | |
| 26. | Any "Van Accessible" parking spaces? (See Reference Page) | | | |
| 27. | Do curbs on the route have curb cuts at drives, parking, and drop-offs? | | | |
| 28. | Is there an enforcement procedure to ensure that accessible parking is used by ONLY those who need it? | | | |

All bolded items must be marked “yes” or “n/a” to qualify for a score of Excellent or Great.

Establishment Score _____

SCORE RANGE:

23 – 28 = Excellent

18 – 22 = Great

13 – 17 = Good

Checklist Assessor _____

Date: _____

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| Additional Notes or Comments: |
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