

Accessible Meeting Checklist

The following is an accessible meeting checklist to assist you in planning your event.

This checklist reflects an optimum level of accessibility which may not always be feasible. Please use accordingly and in relation to the York Region Customer Service Strategy to encourage participation by all.

PLANNING A MEETING

Planning Team

- Assign responsibility for accessibility planning

Choosing a location

- Visual fire alarms for the safety of persons who are deaf, deafened or hard of hearing
- Telephone available that is situated low enough for use by a person who uses a wheelchair
- Counter service areas low enough for persons who use wheelchairs or scooters to see over
- Recent renovations or current construction that may impact on accessibility
- Portable FM Listening Systems and/or telephones with auditory adjustments available for persons who have hearing loss
- Sign language interpreter and/or real time captionist required (To book this service contact the York Region Canadian Hearing Society as soon as possible at 905-715-7511)
- TTY service available
- Staff trained in disability awareness
- Relieving area for service dogs. Water bowls for dogs.

EXTERNAL ENVIRONMENT

Signage

- Clearly marked signs for street address, building name, and rooms, written in large print and illuminated if necessary

Parking

- Sufficient number of accessible parking spaces and van accessible parking spaces available close to the main entrance
- Curb cuts and/or level access provided to enter into the building
- Adequate snow removal during the winter months

Sidewalks/Path of Travel

- Path of travel from the parking lot to the building barrier free; non-slip, few or no stairs, even level and clear
- Ramps gradual in slope, have handrails and are wide enough to accommodate mobility equipment
- Sidewalks separate from the roadway

Accessible Transit

- Location serviced by accessible or parallel transit services
- Drop off area located in the front of the building

INTERIOR ACCESS

Entrances and Lobbies

- Doorways wide enough for the passage of a person using equipment such as a wheelchair, walker or scooter and guide dog (2 ft. 8 in. - 3 ft.)
- Doors lightweight and easy to open with large handles at a reasonable height (2 ft. 7 ½ in. to 3 ft.) or do they have automatic door openers
- Entrance well lit and located centrally

Elevators

- Large enough to accommodate the size of equipment such as wheelchairs, walkers and scooters and guide dog
- Located close to the meeting facility
- Braille buttons, sound and/or light signals to indicate their operation as well as a control panel at an appropriate height for use by all individuals
- Additional signs clearly marked and at a height suitable for all individuals

Accessible Washrooms

- Located in close proximity to the meeting
- Doors equipped with an automatic or push button door opener
- Large enough to accommodate equipment such as wheelchairs and walkers
- At least one accessible stall large enough to accommodate equipment such as wheelchairs, walkers and scooters
- Stalls have grab bars and raised toilet seats
- Signs clearly marked preferably with raised pictures
- At least one accessible sink with handles that are easy to operate using one hand and accessories/dispensers are within easy reach for all individuals located at an accessible height for all

Hallways and Corridors

- Wide and clear enough to accommodate the passage of equipment such as wheelchairs, walkers and scooters and guide dogs
- Floors smooth and non-slip
- Lighting adequate and adjustable for the environment
- Stairs have handrails on both sides

Meeting Rooms

- Large enough to accommodate seating and mobilization of all individuals and any equipment that they may have
- Easy to navigate and located conveniently on the first floor
- Refreshments and meals provided in a location that is accessible for all individuals
- Refreshments served in containers or on dishware that is lightweight and easy to use
- Speaking areas such as podiums or stages accessible to all individuals both presenting as well as in the audience (physically, visually and audibly)
- Consider accessibility related to distracting noise, window coverings, taped down cables and wires
- Well-lit space and seating provided for the sign language interpreter/real-time captionist

Making refreshment and dietary arrangements

- Bendable straws and lightweight cups available within easy reach of individuals using wheelchairs or scooters
- Sugar-free drinks and desserts for those with dietary concerns
- Assign someone to assist those who need help to get their food/drink
- Height of tables suitable and/or adjustable for use by all individuals

ACCESS TO MEETING CONTENTS AND MATERIALS

Promotional Materials

- Promotional materials have the appropriate international symbol(s) of accessibility printed in an obvious location
- Materials produced and available in formats that are required (e.g. Braille, large print, CD) based on the needs of the audience
- Materials easy to read with colour contrasts of black on white, minimum of 14 point size in a simple font choice on non-glossy paper

Ensure Accessible Communications

- Arranged for a sign/language interpreter and/or real time captionist, if necessary
- Alternate formats (or the process to request materials) available