

# access GUIDE CANADA

www.abilities.ca/agc  
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## Meeting Facility Assessment

Town/City:  
Province:  
Assessment By:  
Date:  
Name of Meeting Facility:  
Address:  
Postal Code:  
Description of Meeting Facility:

Please provide any necessary directional information:

Phone Number:  
Fax Number:  
Toll Free:  
TTY:  
Email:  
Website:

Is this a non-smoking facility?

No  Yes  N/A  I don't know

How many meeting rooms are available at this facility? \_\_\_\_\_

What is the capacity (number of people allowed) of the largest meeting room?

Under 10  11-25  26-50  51-100  
 101-200  201-300  301-400  
 401-500  Over 500  I don't know

What is the capacity (number of people allowed) of the smallest meeting rooms?

Under 10  11-25  26-50  
 51-100  101-200  201-300  
 301-400  401-500  Over 500

I don't know

Is on-site catering available?

No  Yes  N/A  I don't know

**Is an assistive listening device (infrared or FM system) available for a person with a hearing disability?**

- Infrared System*  *FM System*  
 *Infrared and FM Systems*  
 *No*  *I don't know*

Other information you'd like to share:

## Seating

**Does the seating area have designated viewing spaces for wheelchair users?**

- No*  *Yes*  *N/A*  *I don't know*

**Are the designated viewing spaces, at least 90cm x 1.22m (2'11" x 4'), to accommodate a person using a wheelchair or scooter?**

- No*  *Yes*  *N/A*  *I don't know*

**Are the aisles at least 1.06m (3'5") wide?**

- No*  *Yes*  *N/A*  *I don't know*

**Can a person using a wheelchair sit beside an able-bodied companion?**

- No*  *Yes*  *N/A*  *I don't know*

**Can a person using a wheelchair see the presentation clearly from the wheelchair seating area?**

- No*  *Yes*  *N/A*  *I don't know*

**Where a stage is available for a speaker, is it accessible to a person using a wheelchair?**

- No*  *Yes*  *N/A*  *I don't know*

**Are there assistive listening devices (Infrared, loop and FM systems) available for a person with a hearing disability?**

- No*  *Yes*  *N/A*  *I don't know*

**Is sign language interpretation provided?**

- No*  *Yes*  *N/A*  *I don't know*

Is the overall lighting adequate for signing, or for individuals with low vision?

No  Yes  N/A  I don't know

Other information that you'd like to share:

## Drop-Off/Pick-Up

Is there an accessible passenger drop-off/pick-up area?

No  Yes  N/A  I don't know

Is it at least 6.0m (19'8") long x 1.5m (4'11") wide to accommodate modified vehicles, taxis and buses?

No  Yes  N/A  I don't know

Is it close to an accessible entrance?

No  Yes  N/A  I don't know

Is the drop-off/pick-up area sheltered?

No  Yes  N/A  I don't know

What is the posted measurement of the overhead clearance for the drop-off/pick-up area?

Measurement = \_\_\_\_\_

Other information that you'd like to share:

## Parking

Is there at least one parking space identified with the International Symbol of Accessibility (on a sign and/or on the pavement) as reserved for vehicles carrying persons with disabilities?

No  Yes  N/A  I don't know

Are the designated accessible car/van parking spaces at least 3.7m (12') wide?

No  Yes  N/A  I don't know

If no, what is the measurement?

Measurement = \_\_\_\_\_

What is the posted measurement of the overhead clearance for the designated accessible car/van parking space?

Measurement = \_\_\_\_\_

If parking is underground, what is the posted measurement of the overhead clearance?

Measurement = \_\_\_\_\_

Other information that you'd like to share:

## Entrance

Is there an entrance for wheelchair access?

No  Yes  N/A  I don't know

Does the accessible entrance have level access or an entrance threshold a maximum of 13mm (1/2") high?

No  Yes  N/A  I don't know

Is there an exterior ramp?

No  Yes  N/A  I don't know

Is there a sign with the International Symbol of Accessibility to identify the entrance location?

No  Yes  N/A  I don't know

Has a call button or phone to request assistance been provided?

No  Yes  N/A  I don't know

How many exterior steps are there, if any?\* If the answer is 0 please leave this empty.

\_\_\_\_\_

Are the steps marked with a textured strip or colour change?

No  Yes  N/A  I don't know

Is there a handrail for the steps?

No  Yes  N/A  I don't know

Does the entrance door have a clear opening of at least 81cm (2'7")?

No  Yes  N/A  I don't know

Is the door handle mounted between 40cm (1'4") and 1.2m (4') from the floor?

No  Yes  N/A  I don't know

What is the style of the door handle?

Lever  Knob  Bar  
 Automatic Door Opener  Other  
 I don't know

Other information that you'd like to share:

## Corridor

Are the interior corridors a minimum of 1.06m (3'5") wide?

No  Yes  N/A  I don't know

Are the flooring and walls in contrasting colours?

No  Yes  N/A  I don't know

What material is the flooring? Select all that apply.

Concrete  Terrazzo  Linoleum  
 Non-Slip Tile  Carpet

Other information that you'd like to share:

## Elevator

Is an elevator necessary to access all levels of this building?

No  Yes  N/A  I don't know

Is there an elevator available?

No  Yes  N/A  I don't know

Is the elevator door opening at least 81cm (2'7")?

If no, what is the measurement?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

Are the cab dimensions a minimum of 1.37m x 1.72m (4'5"x 5'7")?

If no, what is the measurement?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

If the elevator doors meet an obstacle while closing, do they immediately reverse direction?

No  Yes  N/A  I don't know

Are the highest call buttons and controls no higher than 1.37m (4'5")?

If no, what is the measurement?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

Are there Braille or raised buttons on the elevator?

- Raised    Braille    Neither  
 I don't know

Does the elevator beep or make some other sound to indicate when it has reached each floor?

- No    Yes    N/A    I don't know

Other information that you'd like to share:

## Public Washroom

Is there at least one washroom that is accessible for a person using a wheelchair?

- No    Yes    N/A    I don't know

Is there a sign with the International Symbol of Accessibility to identify the washroom location?

- No    Yes    N/A    I don't know

Is it a unisex washroom?

- No    Yes    N/A    I don't know

If not, which washroom(s) are you assessing? \* (If only able to assess one washroom please provide any information you have about the other washroom in notes)

- Male    Female    Male & Female

Does the entrance door have a clear opening of at least 81cm (2'7")?

- No    Yes    N/A    I don't know

If no, what is the measurement?

Measurement = \_\_\_\_\_

Is the door handle mounted between 40cm (1'4") and 1.2m (4') from the floor?

- No    Yes    N/A    I don't know

If no, what is the measurement?

Measurement = \_\_\_\_\_

What is the style of the door handle?

- Lever    Knob    Bar  
 Automatic Door Opener    Other  
 I don't know

Does the cubicle door have a clear opening of at least 81cm (2'7")?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

If no, what is the measurement?

Which direction does the cubicle door swing?

In  Out  I don't know

Is the cubicle handle a "D" style door pull?

No  Yes  N/A  I don't know

Are the cubicle dimensions a minimum of 1.5m x 1.5m (4'11" x 4'11")?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

If no, what is the measurement?

Is the washroom equipped with grab bars?

No  Yes  N/A  I don't know

Are they mounted at a height between 75cm (2'5") to 85cm (2'8") from the floor?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

If no, what is the measurement?

Is the top of the toilet seat between 40cm (1'4") and 46cm (1'5") from the floor?

No  Yes  N/A  I don't know

Is there a minimum of 1.04m (3'5") space beside the toilet to allow for a lateral transfer?

No  Yes  N/A  I don't know  
Measurement = \_\_\_\_\_

If no, what is the measurement?

Does the height of the sink allow for adequate knee space 68cm (2'3")?

No  Yes  N/A  I don't know

Are the faucets designed with lever handles?

No  Yes  N/A  I don't know

Is the bottom edge of the mirror mounted at a maximum height of 1m (3'3")?

No  Yes  N/A  I don't know

Other information that you'd like to share:

## Public Telephones

Are there public telephones?

No  Yes  N/A  I don't know

Have the public telephones been lowered for a person using a wheelchair?

No  Yes  N/A  I don't know

Is there a sign with the International Symbol of Accessibility to identify the phone location?

No  Yes  N/A  I don't know

Are the public telephones equipped with volume control?

No  Yes  N/A  I don't know

Does the business/organization have a TTY available for use?

No  Yes  N/A  I don't know

Other information that you'd like to share:

**ATTN : Please send back to**

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