

## Accessible Toronto – Accessibility Audit

	Always	Mostly	Sometimes	Never	N/A	Comments
<b>SIGNAGE AND WAYFINDING</b>						
1						Is the space properly equipped with signage?
2						Is signage clearly visible?
3						Is there a high contrast of words to background?
4						Does signage have a non-glare finish?
5						Does signage include Braille?
6						Is signage at an appropriate height (~5 feet from ground to midpoint of sign)?
7						Can signage be approached within 36 inches (3 feet) without running into any physical obstacles or being in the path of a door?
8						Is a building/floor plan available at all entrances/exits, stairwells, and elevators, wherever applicable?
9						Is room signage at an appropriate height (around the height of the door handle)?
10						Does room signage include Braille?
11						Is all signage consistent (i.e. same font, large size, same colours, etc.)?
12						Is signage well-lit?
13						Do any alarms (i.e. fire alarms) trigger visual as well as audible signals?
<b>LIGHTING</b>						
1						Is the space consistently and evenly lit?
2						If this is an event space, is there at least one area that remains well-lit during the show for people who lip-read and/or sign?
3						Are any tripping hazards, etc., well-lit and clearly marked?
4						Is there any fluorescent lighting?
5						Is there any incandescent lighting?
6						Is there any LED lighting?
7						Are there any strobe lights or flashing lights?
<b>VEHICLE AND MOBILITY DEVICE PARKING</b>						
1						Is there <b>any</b> parking (accessible or non-accessible) available within 100 metres of the building?

2	Are there marked accessible parking spaces available?					
3	Are accessible parking spaces accurately and clearly marked (both on signposts/wall signs and on the ground)?					
4	Is there appropriate signage regarding the misuse of accessible spaces (i.e. "by permit only")?					
5	Are accessible parking spaces on level ground?					
6	Is there adequate space for a vehicle with a side-loading access ramp for a wheelchair or mobility scooter?					
7	Are accessible parking spaces equipped with slip-resistant surfaces?					
8	Are the boundaries of the parking space well-marked with high-contrast paint?					
9	Is there easy and barrier-free access to the nearest entrance to the building in question?					
10	Does the accessible parking space enable vehicle occupants to access the building without having to cross behind parked cars or through traffic?					
11	Is there at least one area inside the building to park a wheelchair or mobility scooter? Describe.					
12	Are there any requirements for parking a wheelchair or mobility scooter inside the building (i.e. calling in advance)? Describe.					
	<b>PHYSICAL ACCESS – EXTERIOR</b>					
1	Are sidewalks in the direct vicinity of the space clear of obstructions (patios, trees, etc.)?					
2	Are outdoor sidewalks, pathways, and/or ramps in good physical condition (i.e. no tree roots, large cracks, potholes, etc.)?					
3	Are edges of pathways and/or ramps clearly marked with high-contrast paint?					
4	Are grate slots on sidewalks and/or pathways perpendicular to the direction of traffic flow to reduce the risk of catching wheels in them?					
5	Are grate slots on sidewalks and/or pathways no more than ½ inch wide?					
6	Are all sidewalks, pathways, and/or ramps at least 36 inches (3 feet) wide?					
7	Are all sidewalks, pathways, and/or ramps well-lit at night or in darker areas?					
8	Are all tripping hazards, etc., well-lit and clearly marked?					
9	Are all ramps equipped with slip-resistant surfaces?					
10	Are all ramps considered at least "moderate" or "gentle" in terms of slope, with "steep" being the most extreme angle of incline/decline?					
	<b>TRANSIT</b>					
1	Is the space near a subway station, bus stop, or streetcar stop (not necessarily accessible)? How far?					
2	Is the space near an accessible subway station or bus stop? How far?					

3	With regard to accessible transit, is the nearest accessible transit a bus stop or subway station?					
4	Please state the name of the nearest accessible subway station or the name and stop ID of the nearest accessible bus stop.					
5	Please state the name of the nearest streetcar stop and stop ID, if applicable.					
6	Is outdoor bicycle parking available?					
7	Is indoor bicycle parking available?					
	<b><u>DOORS</u></b>					
1	Is there at least one barrier-free entrance/exit to the space?					
2	Is there at least one barrier-free entrance/exit to the space that is equipped with an automatic door opener?					
3	Please state the location of the barrier-free entrance(s) and what they give access to.					
4	Is the minimum door clearance (width) of all doors at least 30 inches (2.5 feet)?					
5	Are all doors considered "easy" to open (under 10 pounds of pressure to open or close with a single push or pull), even if equipped with an automatic door opener?					
6	Are any and all automatic door openers in working order?					
7	Are any and all automatic door openers appropriately placed (no higher than 4 feet from the ground, out of the path of an opening/closing door)?					
8	Are any and all thresholds flush with the ground or no more than a ½ inch rise?					
9	Are any and all doormats flush with the ground or no more than a ½ inch rise?					
10	Do doors have wing (long and flat) handles, circular knobs, or other?					
11	Do any automatic doors have an appropriate closing delay (5 seconds or longer)?					
12	Are there any peepholes or windows in or beside doors at an appropriate height for wheelchair users (starting no higher than 4 feet from ground)?					
	<b><u>LIFTS, ELEVATORS, AND ESCALATORS</u></b>					
1	Are there any wheelchair lifts in the space?					
2	Are there any stair lifts in the space?					
3	Are there any elevators in the space?					
4	Are there any escalators in the space?					
5	Are any and all wheelchair lifts in working order?					
6	Are any and all stair lifts in working order?					
7	Are any and all elevators in working order?					
8	Are any and all escalators in working order?					
9	Is information available (by phone, internet, etc.) regarding whether or not wheelchair lifts/stair lifts/elevators/escalators are in working order?					

10	Are wheelchair lifts/stair lifts/elevators user-operable or is a key required? Where is the key located?					
11	If wheelchair lifts/stair lifts/elevators are not user-operable, is there an intercom or call button available?					
12	Is the intercom or call button free of obstructions?					
13	Is the intercom or call button placed at an appropriate height (36 - 44 inches from the ground)?					
14	Is the minimum width of all wheelchair lifts/stair lifts/elevators at least 32 inches?					
15	Is the minimum width of all escalators at least 30 inches?					
16	If there are any thresholds to wheelchair lifts/stair lifts/elevators/escalators, are they ½ inch or less in height?					
17	Are all user-operable buttons inside and outside wheelchair lifts/stair lifts/elevators between 36-50 inches from the ground?					
18	Are all user-operable buttons inside and outside wheelchair lifts/stair lifts/elevators free of obstructions?					
19	Are all user-operable buttons inside and outside wheelchair lifts/stair lifts/elevators "oversized"?					
20	Are all user-operable buttons inside and outside wheelchair lifts/stair lifts/elevators equipped with Braille?					
21	Is the wheelchair lift/stair lift/elevator equipped with audible signals for floor and/or directional selections?					
22	Is the wheelchair lift/stair lift/elevator equipped with proper visual signals (arrows, LED displays, light-up buttons, etc.) for floor and/or directional selections?					
23	Are all entrances to wheelchair lifts/stair lifts/elevators equipped with signage indicating the current floor?					
24	Are all entrances to wheelchair lifts/stair lifts/elevators equipped with Braille signage indicating the current floor?					
25	Are all wheelchair lifts/stair lifts/elevators equipped with handrails on the interior of the lift/elevator?					
26	Are all handrails on the interior of lifts/elevators properly secured to the lift/elevator?					
27	Are all handrails at an appropriate height (36 - 40 inches from the ground)?					
28	Are all escalators equipped with moving handrails on both sides?					
29	Are all moving handrails on escalators in good working order?					
30	Do handrails on escalators move in sync with the escalator steps?					
31	Are automated lift/elevator doors equipped with motion sensors [i.e. will not close if an object/person is in the path of the door(s)]?					
	<b><u>STAIRS, STEPS, AND LEDGES</u></b>					
1	Are there any stairs/steps/ledges inside or leading to the space?					
2	Is there access to ramp in place of using the stairs/steps/ledge(s)?					
3	Are the stairs/steps/ledge(s) equipped with a non-slip surface?					

4	Are the edges of the stairs/steps/ledge(s) equipped with a tactile warning surface?					
5	Are any stairs/steps/ledges well lit?					
6	Are any ledges clearly marked?					
7	Are any stairs/steps/ledges equipped with handrails?					
8	If so, are the handrails at an appropriate height (32 - 40 inches from the ground)?					
9	Are the edges of any stairs/steps marked with high-contrast paint (top and bottom painted yellow, middle steps painted white)?					
10	Are any ledges clearly marked with high-contrast paint?					
11	Do any stairs/steps have closed risers?					
12	Please indicate the height(s) of any stairs/steps/ledges:					
13	Do any handrails extend at least 12 inches (1 foot) past the top and bottom of each flight of stairs/steps, or each ledge?					
14	Are handrails between 1 ¼ to 1 ¾ inches in diameter and easy to hold onto?					
15	Are handrails clearly marked with high-contrast paint?					
16	Are the treads of any stairs/steps at least 11 inches deep?					
	<b>RAMPS: EXTERIOR</b>					
1	Are any and all ramps clearly marked with an access sign?					
2	Is the grade of the ramp no steeper than 1:12 (1 inch of height for every 12 inches of length)?					
3	Are any and all ramps equipped with a non-slip surface?					
4	Are any and all ramps equipped with a "toe rail" measuring at least 1 ½ inches in height?					
5	Are any and all ramps equipped with a continuous and stable handrail?					
6	Are all handrails at an appropriate height (32 - 38 inches from the ground)?					
7	Do all handrails extend at least 12 inches (1 foot) past the top and bottom of the ramp, and around corners?					
8	On ramps over 30 feet in length, are the appropriately-placed rest stops?					
9	Please state the length of the ramp in feet.					
10	Are any and all ramps well lit?					
11	Are any and all ramps free of obstructions (i.e. no bicycles chained to them, etc.)?					
12	Are any and all ramps equipped with signage prohibiting chaining bicycles to them?					
13	Does this signage include Braille?					
	<b>RAMPS: INTERIOR</b>					
1	Are any and all ramps clearly marked with an access sign?					
2	Is the grade of the ramp no steeper than 1:12 (1 inch of height for every 12 inches of length)?					

3	Are any and all ramps equipped with a non-slip surface?					
4	Are any and all ramps equipped with a "toe rail" measuring at least 1 ½ inches in height?					
5	Are any and all ramps equipped with a continuous and stable handrail?					
6	Are all handrails at an appropriate height (32 - 38 inches from the ground)?					
7	Do all handrails extend at least 12 inches (1 foot) past the top and bottom of the ramp, and around corners?					
8	On ramps over 30 feet in length, are the appropriately-placed rest stops?					
9	Please state the length of the ramp in feet.					
10	Are any and all ramps well lit?					
11	Are any and all ramps free of obstructions (i.e. no bicycles chained to them, etc.)?					
12	Are any and all ramps equipped with signage prohibiting chaining bicycles to them?					
13	Does this signage include Braille?					
<b><u>HALLWAYS AND FLOORS</u></b>						
1	Are hallways clear of obstructions?					
2	Is the space carpeted?					
3	Does the space have hardwood flooring?					
4	Does the space have tiled floors?					
5	Does the space have linoleum flooring?					
6	Are all floors non-glare?					
7	Are floors equipped with a non-slip finish?					
<b><u>ASSISTIVE LISTENING DEVICES, SOUND, AND INTERPRETATION</u></b>						
1	Can speakers be heard easily from anywhere in the space, if applicable?					
2	Are height-adjustable microphones available for performers, question/answer periods, etc.?					
3	Is internal noise (fans, heating/cooling systems, etc.) kept to a minimum?					
4	Is an FM system available?					
5	Is an Infra-Red system available?					
6	Is there signage to indicate availability of any of these systems and their location(s)?					
7	Are staff trained in the use of any available assistive listening devices?					
8	Is sign language interpretation available at events held in this venue?					
9	Is the space equipped for closed captioning at events?					
<b><u>IN CASE OF EMERGENCY</u></b>						
1	In case of emergency (fire, etc.), are doors kept open by magnetic door holders?					

2	Is at least one emergency evacuation plan posted in a way that meets requirements for signage (see section #1)?						
3	Is there an accessible evacuation plan? If so, what is it?						
4	Do alarms (fire alarms, etc.) trigger visual as well as audible signals?						
5	Are fire alarms mounted at an appropriate height (less than 48 inches (4 feet) from the ground)?						
6	Are emergency doors clearly marked?						
7	Do emergency doors have crash bars?						
8	Are fire extinguishers clearly marked?						
9	Are fire extinguishers mounted at an appropriate height (less than 48 inches from the ground)?						
10	In case of emergency in a space with stairs, is a stair climbing/descent device for wheelchair users available (i.e. the "Roby")?						
11	If this equipment is available, are staff trained in its use?						
	<b><u>SEATING</u></b>						
1	Is seating available in the space?						
2	Do seats have armrests?						
3	Is there some variety in seating options?						
4	Is there a designated area for wheelchair users to sit, if this is a venue? Describe.						
5	Approximately how many designated seating spaces are there for wheelchair users, if this is a venue?						
6	Do designated seating areas for wheelchair users have space for companions? If so, how many?						
7	Does seating allow for a service animal to sit under a seat?						
	<b><u>FOOD AND BEVERAGE, TRANSACTIONS, AND ATMs</u></b>						
1	Can food and beverage be brought to a patron if they can't carry it themselves?						
2	Is free water available?						
3	Are service counters (tills, bars, ticket booths, etc.) at an appropriate height for wheelchair users? Specify dimensions.						
4	Does the space have an ATM?						
5	If so, are ATMs at an appropriate height for wheelchair users? Specify height of keypad.						
6	Is the ATM free of obstructions?						
7	Does the ATM have a well-lit display panel?						
	<b><u>SCENT-FREE SPACES</u></b>						
1	Does the space have a scent-free or scent-reduced policy in place?						
2	What does the policy include?						

3	In what formats is information on this policy provided (verbally, on a website, printed, large print, etc.)?						
<b>SMOKING AREAS</b>							
1	Are any designated smoking areas accessible to wheelchair/mobility device users? Describe.						
<b>BORROWING/RENTING WHEELCHAIRS/MOBILITY DEVICES</b>							
1	Can wheelchairs/other mobility devices be borrowed or rented in this space?						
2	If so, how is this arranged, and what are their rates, if applicable?						
3	How many wheelchairs/other mobility devices are available?						
4	Do these mobility devices appear to be in a good state of repair?						
<b>SERVICE ANIMALS</b>							
1	Is free water available for service animals?						
2	Is there a quiet area available where service animals can rest?						
<b>STAFF POLICIES/DISABILITY AWARENESS</b>							
1	Have staff been provided with disability awareness/AODA/"sensitivity" training?						
2	Do staff have experience assisting patrons with a range of disabilities and/or specific needs?						
3	Are staff available to provide assistance to patrons?						
4	Do any staff have any ASL knowledge?						
5	Is there a specific staff member in charge of accessibility in the space or for patrons with disabilities? If applicable, provide their contact information.						
6	Are staff aware of the emergency evacuation plan?						
7	Are staff aware of the accessible emergency evacuation plan, if applicable?						
<b>COMMUNICATION</b>							
1	Is information about the space available in a variety of formats (i.e. printed materials, large print materials, audio, website, etc.)? Describe.						
2	Are all programs, menus, etc., available in large print format?						
3	Is printed information easy to read (i.e. good contrast, consistent and easy-to-read font in a larger size, etc.)?						
<b>WASHROOMS</b>							
<b>MULTI-OCCUPANT (STALLED)</b>							
1	Is at least one designated accessible washroom stall available?						
2	Is the main entrance to the washroom at least 32 inches wide?						
3	Is the entrance to the accessible stall(s) at least 32 inches wide?						
4	What are the dimensions of the accessible stall(s)?						



5	How many accessible stalls are available?					
6	In the accessible stall(s), can the toilet be accessed from both sides? Describe.					
7	What are the dimensions of the accessible stall(s)?					
8	Are grab bars available in the accessible stall(s)? Describe (height, location, position, etc.).					
9	Are there interior handles on the door(s) of the accessible stall(s)?					
10	Does the toilet have a flush handle?					
11	Does the toilet have a push-button flusher?					
12	Does the toilet have an automatic (motion-sensor) flusher?					
13	How high from the ground is the top of the toilet seat?					
14	Is a urinal available in the washroom?					
15	Is a coat hook available in the accessible stall(s)?					
16	Is the coat hook at an appropriate height (48 inches or less from the ground)?					
17	Is a shelf available in the accessible stall(s)?					
18	If so, is the shelf at an appropriate height and distance from the toilet (within 2 feet and 24 – 30 inches from the ground)?					
19	Is there at least one accessible sink in the washroom? Provide dimensions (height from floor, depth).					
20	Is there at least one mirror appropriate for wheelchair users (tilted downwards and/or at a lower height)?					
21	Are sink faucets lever-style? If not, describe.					
22	Are sink faucets automatic (motion-detected)?					
23	Describe location and style of soap dispenser(s).					
24	Describe location and style of paper towel dispenser(s).					
25	Describe location and style of hand dryer(s).					
26	Is there an emergency call button in the accessible stall(s) within reach of the toilet (2 feet or less)?					
27	Are any accessible stalls clearly marked with the international access symbol?					
28	Are multi-occupant washrooms marked as “male” and “female”?					
29	Are multi-occupant washrooms unmarked or marked as gender-neutral?					
30	Is an infant changing table available in the washroom?					
31	If so, is one available in the accessible stall(s) at an appropriate height for wheelchair users (24 – 30 inches from the ground)?					
32	Is a sharps container available in the washroom? If so, is there one in the accessible stall(s) set at an appropriate height (24 – 36 inches from the ground)?					
33	Are scent-free soaps available?					
	<b>SINGLE-OCCUPANT</b>					

1	Is at least one designated accessible single-occupant washroom available?					
2	Is the entrance to the washroom at least 32 inches wide?					
3	What are the dimensions of the washroom?					
4	Can the toilet be accessed from both sides? Describe.					
5	Are grab bars available? Describe (height, location, position, etc.)					
6	Does the toilet have a flush handle?					
7	Does the toilet have a push-button flusher?					
8	Does the toilet have an automatic (motion-sensor) flusher?					
9	How high is the top of the toilet seat from the ground?					
10	Is a coat hook available in the washroom?					
11	If so, is it an appropriate height for wheelchair users (48 inches or less from the ground)?					
12	Is a shelf available in the washroom?					
13	If so, is the shelf within 24 inches (2 feet) of the toilet and at an appropriate height for wheelchair users (26 – 32 inches from the ground)?					
14	Is there an accessible sink in the washroom? Provide dimensions (height from floor, depth).					
15	Is there a mirror appropriate for wheelchair users (tilted downwards and/or at a lower height)?					
16	Are faucets level-style, If not, describe.					
17	Describe location and style of soap dispenser(s) (i.e. push to dispense, automatic).					
18	Describe location and style of paper towel dispenser(s), if applicable (i.e. pull to dispense, automatic).					
19	Describe location and style of hand dryer(s), if applicable (i.e. push-button, automatic).					
20	Is there an emergency call button in the washroom within reach of the toilet (24 inches [2 feet] or less)?					
21	Are single-occupant washrooms specifically marked as “male” or “female”?					
22	Are single-occupant washrooms unmarked or marked as gender-neutral?					
23	Does the washroom lock securely from the inside?					
24	Can the lock be operated by a powered push button?					
25	Is a changing table available in the washroom? Is it for infants or adults?					
26	Is a sharps container available in the washroom?					
27	Is scent-free soap available in the washroom?					