

Brief Accessibility Checklist for Meetings

Is your meeting handicapped accessible?

Please complete and submit this form to the Valley Service Center in order to have your meeting coded as handicapped accessible on the meeting directory.

- info@valleyservicecenter.org
- 6990 Village Parkway, Suite 214 Dublin, CA 94568
- Office Hours: Mon: 5pm-7:30pm ~ Wed: 6pm-8pm ~ Sat: 10:30am-2:30pm

Meeting: _____

Location: _____

Contact Person and Phone Number: _____

Entrance

- Y N Does the entrance have steps, a threshold, or other physical barriers?
 Y N If so, is there a ramp to enable someone in a wheelchair to enter the building?
- Y N Are the doors wide enough to accommodate a wheelchair (32 inches wide)?
- Y N Can the doors be opened by someone in a wheelchair?
If they are heavy or difficult, someone may need to assist.
- Y N If the main entrance is not accessible by wheelchair, is there an alternate wheelchair accessible entrance?
- Y N Is there signage indicating the location of the alternate accessible entrance?
- Y N Is the entrance accessible by means of a lift?
 Y N If so, is the lift in working order?
 Y N If so, if the lift is operated by key, does someone have possession of key or know where key is located?

Path of travel to the building entrance

- Y N Is there a path of travel accessible by wheelchair from street or parking area?
- Y N Are handicapped parking spaces provided?
- Y N Are the sidewalks even and in good repair?
- Y N Are there curb cuts/curb cut outs?
- Y N Are sidewalks clear of obstacles/debris?

Path of travel within the building

- Y N Is there a level path of travel from wheelchair accessible entrance to meeting area?
Lifting wheelchair over steps or stairs is not an acceptable solution for access.
- Y N Are corridor and door widths adequate for passage of a wheel chair (32 in. wide)?
- Y N Is the path of travel to the meeting area clear of obstacles/debris?
- Y N If the path of travel requires a lift or elevator, is it in working order?
- Y N If the lift is operated by key, does someone have possession of key or know where key is located?
- Y N Is the coffee service accessible to a person in a wheelchair?

Restrooms

- Y N If there are restrooms, are there wheelchair accessible restrooms in same location?
 Y N If not, are there wheelchair accessible restrooms within a reasonable proximity?
- Y N Is the restroom doorway clearance at least 32 inches wide?
- Y N Are grab bars available within the bathroom stall?