

Ontario Human Rights Code & Duty to Accommodate  
**Accessibility Evaluation Checklist**

**This checklist is a very general sampling of some of the issues to consider in helping you identify barrier-free access to your building. This list does not encompass all the requirements of the *Building Code Act, 1992, Accessibility Standards* or the *Accessibility for Ontarians with Disabilities Act, 2005* so you may wish to share this checklist with a technical consultant familiar with barrier-free design, architect, engineer or contractor.**

**1. Exterior Access:**

- |  |       |    |
|--|-------|----|
| 1.1. <i>Is there accessible parking?</i>   | Yes   | No |
| 1.1.1. What is the total number of parking spaces on site?   | _____ |    |
| 1.1.2. What is the total number of accessible parking spaces on site?  | _____ |    |
| 1.1.3. Are the accessible spaces located close to the accessible entrance?   | Yes   | No |
| 1.1.4. Are the accessible parking spaces clearly marked with the International Symbol of Accessibility?            | Yes   | No |
| 1.1.5. Are the accessible parking spaces located on a firm and level surface?                                      | Yes   | No |
| 1.2. <i>Is there a barrier-free, unobstructed path of travel from parking lot to the main entrance?</i>            | Yes   | No |
| 1.2.1. Are curbs cuts provided along the barrier-free path of travel?  | Yes   | No |
| 1.2.2. Is there a ramp located in the barrier-free path of travel?   | Yes   | No |
| 1.2.3. Are the curb cuts or ramps wide enough for wheelchairs and scooters and have a firm, level non-slip finish? | Yes   | No |
| 1.2.4. Are accessible entrances clearly marked with the International Symbol of Accessibility?                     | Yes   | No |
| 1.2.5. Is the building and route signage displayed, in large and high-contrast lettering?                          | Yes   | No |

**2. Interior Access:**

- |  |     |    |
|--|-----|----|
| 2.1. <i>Is there an accessible entrance into the building?</i>   | Yes | No |
| 2.1.1. Is it located along a barrier-free path of travel?  | Yes | No |
| 2.1.2. Does the main accessible entrance have an automatic door opener?  | Yes | No |
| 2.1.3. Is the entrance clearly marked with the International Symbol of Accessibility?                          | Yes | No |
| 2.1.4. Are mats level with the floor, and door thresholds beveled so they don't create a tripping hazard?      | Yes | No |
| 2.1.5. Is there is a safe, clearly marked, accessible pedestrian route from parking area to building entrance? | Yes | No |
| 2.1.6. Are there any protruding objects or tripping hazards in accessible routes?                              | Yes | No |
| 2.2. <i>Are corridors accessible?</i>  | Yes | No |
| 2.2.1. Do floor finishes have non-slip surfaces under wet and dry conditions?                                  | Yes | No |

2.2.2.	Where floors are carpeted, is the carpet easy for a wheelchair to roll over it without difficulty?	Yes	No
2.2.3.	Are thresholds beveled to accommodate for different floor materials?	Yes	No
2.3.	<i>Does your building have an elevator?</i>	Yes	No
2.3.1.	Are elevator doorways wide enough and stay open long enough to allow persons using wheelchairs entrance easily?	Yes	No
2.3.2.	Are the control panels, operating devices and safety features accessible from a seated position?	Yes	No
2.3.3.	Is braille signage and a two-way emergency call system or telephone provided?	Yes	No
2.3.4.	Do audible signals announce floors and up/down direction of elevator cars?	Yes	No
2.3.5.	Is your building served by stairs with uniform heights and depths with no open risers?	Yes	No
2.4.	<i>Does the building have an accessible washroom?</i>	Yes	No
2.4.1.	Is this washroom located along the barrier-free path of travel?	Yes	No
2.4.2.	Is this washroom clearly identified by the International Symbol of Accessibility?	Yes	No
<b>3.</b>	<b>Fire and Life Safety</b>		
3.1.	Is a fire policy and fire safety plan in place for evacuation of people with disabilities?	Yes	No
3.2.	Are main exit routes and exit doors easily accessed and used by people using mobility aids?	Yes	No
3.3.	Are exit instructions printed in large text and mounted in accessible and highly visible location?	Yes	No
3.4.	Are there audible and visual alarms systems?	Yes	No
3.5.	Are fire exit doors consistently coloured throughout the building, so they are distinguishable from other doors?	Yes	No
<b>4.</b>	<b>Signage and Information Systems</b>		
4.1.	Can people requiring assistance easily find information, the office, or an accessible call bell?	Yes	No
4.2.	Is appropriate lighting installed to ensure that people with vision disabilities may clearly identify signage?	Yes	No
4.3.	Does the colour of doors or door frames in hallways contrast with surrounding wall colours?	Yes	No
4.4.	Is signage mounted at a convenient height for both wheelchairs users and people with vision disabilities?	Yes	No
<b>5.</b>	<b>Additional Information to consider:</b>		
5.1.	Show the International Symbol of Accessibility		
5.2.	Display universal hearing disability symbols where equipment is available, e.g. TTY		
5.3.	Include Braille information		
5.4.	Include appropriate pictograms, where possible (e.g. – washroom doors, laundry room, etc.)		
5.5.	Include large high-contrast text or symbols on a dark background or dark characters on a light background.		