# 2.5 Accessible Meeting Facility Checklist

**Purpose:** This checklist is a guide that presents minimum standards for an accessible meeting site. It does not replace the Americans with Disabilities Act requirements or state or local building codes. Buildings constructed after 2002 generally should meet or exceed these standards.

**Directions:** Many of these standards are technical. Consult with an architect, building codes department, or public and community organizations who serve people with disabilities if in doubt.

## Signage

* International Symbol of Accessibility used to designate reserved parking, accessible entrances, routes, and restrooms

## Exterior Surfaces, Interior Floors, and Landings

* Level
* Firm, non-slip surface
* Free of obstructions
* No recent carpet cleaning

## Parking

* Parking spaces designated for individuals with disabilities in close proximity to site
* At least one van space
* If unpaved, size of gravel less than 1/3"
* Curb cut, ramp, or level area to walkway or to entrance of facility

## Meeting Rooms and Common Use Areas

* Ramps for raised platforms, speaking areas
* Audible and visible alarm system
* Unobstructed viewing position from wheelchair seating
* Assisted listening devices or audio aids
* Multiple outlets for laptops or other electronic devices
* No painting under way in facility

## Entrances, Interior Doors

* Passenger drop-off and loading zone near accessible entrance with an unobstructed access aisle adjacent and parallel to the vehicle pull-up space
* Doors have a clear opening width of 32"; elevator door has 36" minimum clear opening
* At least one primary entrance accessible door
* Alternate accessible entrance for a revolving door
* Thresholds level, no higher than 1/4"
* Lever or loop-type handles on doors
* Door pressure 5 pounds maximum or automatic door**Ramps, Walkways, Interior Stairways, and Corridors**
* 36" minimum interior width
* Ramps have maximum slope of 1': 12' and no more than 30” of rise between level landings
* 5' x 5' level landings on top and bottom
* An 18" clear maneuvering space at the pull side of the door
* Graspable handrails on both sides, 34"- 38" high, properly secured
* No open risers (steps)

## Elevators

* Serves all floors and public meeting areas
* Audible and visible signals in hallway and elevator interior that indicate both UP and DOWN directions of elevator
* Reopening device that will reopen a door automatically if the door becomes obstructed
* Visible and audible signals provided at each entrance to indicate which car is answering a call

## Public Restrooms (Men and Women)

* On an accessible route of travel to and from meeting room
* At least one accessible stall
* High contrast, non-glare sign, raised print and Braille between 48"- 60" from floor located on latch side of door
* Stall width 60" x 56" with mounted toilet or 60" x 59" with wall mounted toilet
* Grab bars side and back, above and parallel to floor
* Toilet seat 17" - 19" high
* Lever-type faucets (or automatic)

## General

* Service animal accommodations

Note: The symbol ' stands for foot or feet. The symbol " stands for inch or inches.