

# AA Meeting Accessibility - Assessment Guide

*(Suggestions: Use this list as a guide to assess your meeting space for handicap accessibility and for meeting directory notations.)*

## Parking Spaces

- Are handicapped parking spaces there?
- Are the spaces clearly marked?

## Building

- Is the path to the entrance unobstructed? e.g.: curb cut-outs, ramps, smooth, level surface?
- Are there railings along the ramp?
- Are there ramps, wheelchair lifts or elevators to all public areas?
- Is there an elevator or lift? Does it have visual and verbal or audible indicators of door openings/closings and floors?
- Does the entrance have a sign depicting handicapped entrance?
- Is the entrance 32 inches wide?
- Are the door-thresholds low enough to be cleared by someone in a wheelchair?
- Is the meeting room handicapped accessible?
- Is the door handle a lever or grab bar type?
- Is the door handle no lower than 30 inches and no higher than 44 inches?
- Can doors be opened without excessive force?

- Are the isles and passage ways at least 36 inches wide?
- Does the layout of the building allow people with disabilities to obtain materials and services without help?

## Bathrooms

- Is there at least one fully accessible toilet with room for a 60" circle to turn wheelchair?
- Are there tactile signs (Braille) identifying restrooms?
- Are there pictograms or symbols to restrooms?
- Are there grab bars in the stall?
- Is the toilet 17 to 19 inches high?
- Are soap and other dispensers within reach ranges (maximum 40")?

## Communications

- Upon request, are you able to provide literature, posting information, and audio-visual materials in a format that is understandable to persons with visual, hearing, learning, and cognitive impairments?
- Have you developed a budget for auxiliary aids which could be provided without charge to participants upon request?

## Emergency Exits

- Is there an emergency plan?
- Are there emergency systems provided (fire alarms, smoke detectors, etc.)?
- If so, do they have flashing lights and audible signals?
- Are the exit doors clearly marked?

## Signage for Programs and Services

- Are tactile (Braille) signs mounted with centerline 60 inches from the floor?
- Are there tactile signs for room numbers, bathrooms, and exits?
- Is brailled text of the same information available?
- Do controls in elevator have raised Braille lettering?

## Developed by:

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