

## **AGENDA**

**Date:** Tuesday June 20, 2023

**Location:** TEAMS

**Time:** 9:00am

### **DISCLOSURES OF INTEREST**

### **NEW BUSINESS**

1. Review of Site Audit Checklist Criteria. **Old Version Pages 2-13**  
**New Version Pages 14-17**

### **NEXT MEETING (IF Required)**

### **ADJOURNMENT**

Inspection Completed By: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Municipal Facility: \_\_\_\_\_

**Audit Survey**

**Accessible Approach and Entrance**

	Yes	No	N/A	Suggestions
Easily accessible route from street to building. Free of cracks and dangers marked clearly.				
Parking lot has properly designated disability parking, free of cracks and puddling water (drainage).				
If ramps, ramps slope 1 to 12 with clear width of 60in. (1500mm) and top and bottom marked with contrast colour.				
Ramps have hand railings and toe guard.				
Self opening doors or disabled push button provided.				
Door opens so that disabled person can enter easily.				

**Accessible Entrance**

	Yes	No	N/A	Suggestions
Building has accessible entrance, with clear opening of no less than 35 in. (900) mm.				
Self-opening glass doors marked at eye level.				
Entrance clear of obstructions and surfaces even.				

### Floors and Aisles

	Yes	No	N/A	Suggestions
Clear accessible route for circulation and egress				
Floor free from cracks and tripping hazards				
Change in grade or level clearly marked.				
Water fountains recessed				

### Signage

	Yes	No	N/A	Suggestions
Large Print signage.				
Exits well lit and visible				
Use of Braille Signage				

### Stairs

	Yes	No	N/A	Suggestions
Well lit				
Edges marked with contrasting colour or texture				
Railings on both sides, firmly attached, extending at top and bottom				
Other				

### Shelves and Displays

	Yes	No	N/A	Suggestions
Secured, don't move or tip				
Items within reach or assistance available				
Displays allow movement around them.				

### Elevator

	Yes	No	N/A	Suggestions
Clear signage to access elevator				
Clearly marked threshold to elevator				
Braille used outside and inside of elevator				

### Public Washrooms

	Yes	No	N/A	Suggestions
Clearly marked signage to access public washrooms				
Disabled stall with out swinging door.				
Grab bars installed along side and across back of toilet,				
Accessible cubicle have minimum clearance of 72 in (1800mm)				
Well lit				
Sink has knee clearance for wheelchair /scooter with nearby soap and paper towel dispensers.				
Hot and cold taps clearly marked.				
Use of Braille				
Family Washroom in Facility				

### Showers

	Yes	No	N/A	Suggestions
Easily accessible with sloping floor and drain.				
Fold down hinged seat				
Non-slip floor				
Horizontal grab bar on all walls with an L-shaped bar located on the wall under the shower head..				
Shower head reachable and adjustable from seated position or hand held				

### Emergency Exits

	Yes	No	N/A	Suggestions
Well lit area and well lit exit sign.				
No tripping hazards or obstacles.				
Easily accessible from all directions.				
Egress accessible.				
Use of Braille, flashing lights or audible signal.				

**Principle 4: Perceptible Information**

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.

	Yes	No	N/A	Suggestions
Does the building information system use symbols, print, and or tactile methods for redundant presentation of essential information?				
Do all the rooms have legible signage?				
Is the signage readable under a variety of conditions?				
Are building acoustics designed for effective communication?				
Is lighting designed to support functioning in each area?				
Are emergency alarms designed for use by people with vision and hearing limitations?				
Other?				

**Principle 5: Tolerance for Error**

The design minimizes hazards and adverse consequences of accidental or unintended actions.

	Yes	No	N/A	Suggestions
Are hazardous elements eliminated, isolated, or shielded?				
- Staircases (especially the undersides)?				
- Hanging signs or structural elements?				
- Access to dangerous areas?				
Is the path of travel free of tripping hazards?				
Are exit routes obvious?				
Other?				

**Principle 6: Low Physical Effort**

The design can be used efficiently and comfortably with a minimum of fatigue.

	Yes	No	N/A	Suggestions
Is the route efficient, minimizing wasted effort?				
Are there places to sit and rest along long corridors? Railings?				
Can doors and windows be opened easily?				
Other?				

**Principle 7: Size and Space for Approach and Use**

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of size, and posture.

	Yes	No	N/A	Suggestions
Can people using strollers, wheelchairs, and walkers enter and exit easily?				
Within each area, is there a clear line of sight to important elements for any seated or standing user?				
Can all components be reached by people of different heights?				
Can all controls be reached, and used by people with varied abilities?				
Is there adequate space to use equipment? (strollers, luggage carts, walkers)?				
Other?				

**3. Usability of Rest Rooms**

**Principle 1: Equitable Use**

The design is useful by people with diverse abilities.

	Yes	No	N/A	Suggestions
Is rest room with accessible features located as conveniently as other rest rooms?				
Is the accessible design appealing to all users?				
Are the accessible features integral to the design?				
Is the air quality satisfactory for most users (well vented, no scented cleaning or air freshening products)?				
Other?				

**Principle 2: Flexibility in Use**

The design accommodates a wide range of individual preferences and abilities.

	Yes	No	N/A	Suggestions
Is there a family restroom that can be used by parents with children and others needing assistance?				
Other?				

**Principle 3: Simple and Intuitive Use**

The design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

	Yes	No	N/A	Suggestions
Is the route to the restroom easy to find and use?				
Is the entrance easy to find?				
Are the soap dispensers, faucets well placed, easy to use?				
Other?				



**Principle 4: Perceptible Information**

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.

	Yes	No	N/A	Suggestions
Is the rest room signage usable by people with low or no vision or limited literacy? (including pictograms)				
Is the lighting adequate to facilitate use?				
Other?				

**Principle 5: Tolerance for Error**

The design minimizes hazards and adverse consequences of accidental or unintended actions.

	Yes	No	N/A	Suggestions
Have tripping hazards been eliminated?				
Are all fixtures free from objects that block and limit their use?				
Are heated pipes shielded to prevent burns?				
Can toilet stall doors be closed and locked with limited manual dexterity?				
Can people with children and using equipment easily get in and out of stalls?				
Other?				

**Principle 6: Low Physical Effort**

The design can be used efficiently and comfortably with a minimum of fatigue.

	Yes	No	N/A	Suggestions
If multiple floors, is there an accessible restroom on each floor?				
Does the route to the restroom minimize wasted effort?				

Can the door be opened with ease, limited strength?				
Can all controls be operated with ease by people with strength limitations?				
Other?				

**Principle 7: Size and Space for Approach and Use**

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of size, posture.

	Yes	No	N/A	Suggestions
Can the features be used by people of different heights?				
Does the stall door provide room to enter, exit, if using any equipment, packages, or luggage?				
Is there room for a helper or parent in the toilet stall?				
Is the space free of obstacles that interfere with use (e.g. trash receptacles, supply storage)?				
Other?				

**4. Additional Access**

**Principle 1: Equitable Use**

The design is useful by people with diverse abilities.

	Yes	No	N/A	Suggestions
Are drinking fountains reachable by children, short, tall, and seated users?				
Are telephones with text displays available with other phones?				
Is the design appealing to all users?				

Are accessible features integral to the design?				
Other?				

**Principle 2: Flexibility in Use**

The design of the object accommodates a wide range of individual preference and abilities.

	Yes	No	N/A	Suggestions
Are public telephones usable by people at different heights?				
Does the pay phone allow multiple calling options? (credit card, calling card, coin, collect)				
Does the telephone design provide a place to write comfortably?				
Other?				

**Principle 3: Simple and Intuitive Use**

The design is easy to understand, regardless of the user’s experience, knowledge, language skills, or current concentration level.

	Yes	No	N/A	Suggestions
Are the locations of fountain and phone readily found?				
Do the designs of phone, fountain eliminate unnecessary complexities?				
Other?				

**Principle 4: Perceptible Information**

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.

	Yes	No	N/A	Suggestions
Is any related signage provided in legible fonts and pictograms?				

Is lighting available to maximize the use?				
Does acoustical environment allow for effective telephone use?				
Other?				

**Principle 5: Tolerance for Error**

The design minimizes hazards and adverse consequence of accidental or unintended actions.

	Yes	No	N/A	Suggestions
Does the position of the phone and/or fountain avoid hazards?				
Are protruding objects in the approach shielded?				
Does the location of the phone assure some privacy?				
Other?				

**Principle 6: Low Physical Effort**

The design can be used efficiently and comfortably with a minimum of fatigue.

	Yes	No	N/A	Suggestions
Does the design of the fountain or pay phone provide for ease of use by tall or short or seated persons?				
Is there a place to sit while using the phone?				
Other?				

**Principle 7: Size and Space for Approach and Use**

Appropriate size and space is provided for approach, reach, manipulation and use regardless of size, posture.

	Yes	No	N/A	Suggestions
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Does the placement of the fountain or the phone allow for use by a person using any equipment?				
Other?				

Auditor:

Date:

Facility:

Accessible Approach & Entrance													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Is there an accessible route from the street that is the same for everyone?		Is there more than one way to enter the building?		Is the route to the building easy to find and use?		Is there exterior signage and is it usable by all people?		Is the path of travel free of danger from cars?		Are the routes to entrances efficient, minimizing wasted effort?		Can outside building areas be used by people of all heights?	
Is the accessible route from parking the same for all users?		If there is a ramp, are there also stairs that are designed according to Ontario Building Code requirements and your municipal accessibility design guidelines, if such guidelines exist?		Is the entrance easy to find?		Is good lighting available?		Does the path avoid unexpected level changes?		Can all people easily use both inside and outside doors?		Is there room to exit a vehicle, if using an assistive device such as a scooter or wheelchair or if carrying large packages?	
Is the main entrance the same for all users?				Can you see vertical transportation options from the entrance? (for example, elevators and escalators)		Is the building directory easy to find?		Is there shelter at the entrance for use in bad weather?					
Is the design appealing to all users, with accessibility well-integrated into the design?						Is the directory available in alternate format (e.g., for blind users)?							

Comments:

Access to Goods, Services, Programs & Activities													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Is the same, accessible route to the lobby and throughout the building available to everyone?		Does the interior route provide choices to users? (For example, if there is an elevator or escalator, are there also stairs designed according to Ontario Building Code requirements?)		If there is more than one floor? Is there a consistent layout?		Does the building information system use a mix of symbols, print, and/or tactile methods to present vital information?		Are hazardous elements eliminated, isolated or shielded? This includes: Staircases (especially the undersides)? Hanging signs or structural elements? Access to dangerous areas?		Is the route efficient, minimizing wasted effort?		Can people using wheelchairs, scooters, walkers and strollers enter and exit easily?	
Can all public spaces be used by everyone?		Are seating options varied (mix of heights, movable)?		Are routes through the building easy to find?		Do all the rooms have signage in accessible formats with good contrast?		Is the path of travel free of tripping hazards?		Are there places to sit and rest along long corridors? Railings?		Within each area, is there a clear line of sight to important elements for any seated or standing user?	
Can seating be used by everyone?		Can daily users adjust temperature controls in their local area?		Are elevator and other key areas visible or clearly marked?		Is the signage readable under a range of conditions?		Are exit routes obvious?		Can doors and windows be opened easily?		Can all components be used by people of different heights?	
Can the entrance to each space be accessed by everyone?				Does signage address a wide range of literacy and language skills?		Are building acoustics designed for effective communication?						Can all controls be reached and used by people with varied abilities?	
Can everyone make use of tables, counters, controls?						Is good lighting available?						Is there adequate space to use equipment (strollers, luggage carts, walkers)?	
Is the design appealing to all users?						Are emergency alarms visible to people with hearing limitations?							
Is the air quality satisfactory for most users?						Are emergency maps or exits accessible for people with vision loss?							
Are accessible features built into the overall design scheme?													

**Comments:**

Auditor:

Date:

Facility:

Usability of Restrooms													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Is a rest room with accessible features located as conveniently as other rest rooms?		Is there a family restroom that parents with children and others needing help can use?		Is the route to the rest room easy to find and use?		Is the rest room signage usable by people with low or no vision or limited literacy (including pictograms)?		Have tripping hazards been eliminated?		If there are multiple floors, is an accessible rest room on each floor?		Can the features be used by people of different heights?	
Is the accessible design appealing to all users?				Is the entrance easy to find?		Is good lighting available?		Are all fixtures free from objects that block and limit their use?		Does the route to the restroom minimize wasted effort?		Does the stall door provide room to enter and exit if using any equipment, packages, luggage?	
Are accessible features built into the design?				Are the soap dispensers and faucets well placed and easy to use?				Are heated pipes shielded to prevent burns?		Can the door be opened with ease, limited strength?		Is there room for a helper or parent in the toilet stall?	
Is the air quality satisfactory for most users (well vented, no scented cleaning or air freshening products)?								Can toilet stall doors be closed and locked with limited manual dexterity?		Can all controls be operated with ease by people with limited strength?		Is the space free of obstacles that interfere with use (trash receptacles, supply storage)?	
								Can people with children and using equipment easily get in and out of the stall?		Are there grab bars in the accessible toilet stall?			

Comments:



Auditor:

Date:

Facility:

<b>Additional access</b>													
Equitable Use	✓	Flexible Use	✓	Simple & Intuitive Use	✓	Perceptible Information	✓	Tolerance for Error	✓	Low Physical Effort	✓	Size & Space for Approach & Use	✓
Are drinking fountains reachable by children, as well as short, tall and seated users?		Are public telephones usable by people at different heights?		Are fountains and phones readily found?		Is signage provided in legible fonts and pictograms?		Does the position of the phone and/or fountain avoid hazards?		Is the phone and/or fountain easy to use by tall, short or seated people?		Does the placement of the phone or fountain allow for use by a person using any equipment?	
Are telephones with text displays available with other phones?		Does the pay phone allow multiple calling options (credit card, calling card, coin, collect)?		Do the designs of phones and fountains make them as easy to use as possible?		Is good lighting available?		Are protruding objects shielded?		Is there a place to sit while using the phone?			
Is the design appealing to all users?		Does the telephone "booth" design provide a place to write comfortably?				Does the acoustical environment allow for effective telephone use?		Does the location of the phone assure some privacy?					
Are accessible features built into the design?													

Comments: