Accessibility Checklist

What is the goal of this Checklist?

The goal of this Accessibility Checklist to ensure that each program or service that any bar association presents provides its members with disabilities the full and equal enjoyment of the program or service, and provides him or her an equal opportunity as any other member of the Bar. It is the first step to ensure full inclusion of lawyers with disabilities into Bar activities and services.

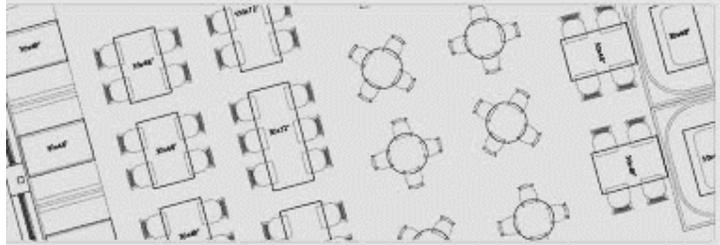Can you ask the facility operator if the facility is accessible? **No**.

Compliance with the Americans with Disabilities Act and Florida Accessibility Code does not mean that the place is accessible, for older facilities, it only means that the facility may have removed architectural barriers that are easily accomplishable and able to be carried out without much difficulty or expense. The correct question is whether the facility meets the new construction or alteration standards of the ADA or Florida Code. When there is a choice to have a program in a facility, you must choose a facility that is fully accessible. The standards in this checklist are an overview of certain accessibility standards and not intended to be a comprehensive listing of all of the requirements for accessible facilities. For more information, please see the Department of Justice webpage at www.ada.gov.

☐ Yes ☐ No ☐ n/a	**Accessible parking and accessible path** Parking in Facility Number of accessible spaces 1 to 25 1 26 to 50 2 51 to 75 3 76 to 100 4 101 to 150 5 151 to 200 6 201 to 300 7 Accessible parking should be located in the shortest route to the accessible entrances. There should not be a ramp from the curb encroaching into the access aisle by the accessible parking. If there is valet parking with no charge for persons with disabilities, then that would be an acceptable alternative.	
☐ Yes ☐ No ☐ n/a	**Accessible Routes/path (1)** There should be an accessible route 36" wide that is stable, firm and slip resistant which goes throughout all areas. Exceptions: 32" for no longer than 24" to get though barriers such as tables or displays 60" circle area where a person in a wheelchair would need to turn around	
☐ Yes ☐ No ☐ n/a	**Accessible Routes/path (2)** Protruding objects: Are all sidewalks and routes free of any objects (e.g., counters, tree limbs, flags, displays) with bottom edges that are between 27 inches and 80 inches above the walkway and extend more than 4 inches into the route?	

☐ Yes ☐ No ☐ n/a	**Doors** The clear space of a door must be at least 32" wide. However, in areas without an automatic door, the pull side of the door must have latch side clear space of 18 to 24" and at least 60" of back-up space. Interior doors should not be heavy (over 5 pounds of pressure).	
☐ Yes ☐ No ☐ n/a	**Knobs and Levers:** Hardware should be usable without tight grasping, pinching, or twisting of the wrist. This includes door handles, as well as faucets.	
☐ Yes ☐ No ☐ n/a	**Slopes and Ramps** Accessible paths and areas in front of doors or in parking areas should be essentially flat (1:50); thresholds through doors should be no higher than ½" and when ¼" to ½" beveled 1:2. However, there are areas that may have slopes or ramps, such as by a set of stairs, or up a curb from the street. The slope of a ramp should not exceed 1:12 – which means for every inch high, the ramp should be a foot long. Ramps longer than five feet should have handrails on both sides of the ramp with edge protection.	
☐ Yes ☐ No ☐ n/a	**Signage** Are signs with raised letters and Braille mounted on the wall (not the door) to the latch side of the door and centered 60" above the floor so that they can be easily located by persons who are blind or have low vision? If there are elevators, the elevator buttons as well as the floor designations on the jambs of the elevator hoistway entrances must have tactile characters and braille. Further there should be audible signals in the elevators. (either a voice or a signal once for up or twice for down).	

☐ Yes ☐ No ☐ n/a	**Bathrooms – Toilets** The essential part of the toilet stall is the five foot radius that the person has to turn around in the wheelchair. As such, the door does not open into the stall, and the sink is not within the 60" radius. Toilet paper dispensers, soap dispensers, hooks for coats and toilet seat covers must be within reach range (under 48"). The smaller stalls with two parallel bars are used when there are more than 5 stalls, and are useful for persons who have mobility impairments, but not in wheelchairs.	
☐ Yes ☐ No ☐ n/a	**Bathrooms - Lavatories** Each bathroom must have one accessible lavatory with adequate knee clearance. Other issues: • Undersink pipes must be insulated • Reflecting edge of mirror no higher than 40" • The sink must have controls that do not requrire pinching or twisting with the wrist • The soap dispensers must be within reach range (if over the sink 40", but if no obstruction 48"	
☐ Yes ☐ No ☐ n/a	**Notice in outreach/advertisements:** "If you have a disability and may require an accommodation to fully participate in this activity, please call (staff name) to request an accommodation at (phone) or at (e-mail)."	 **This diagram should be put into your outreach/advertisement**

☐ Yes ☐ No ☐ n/a	**Assistive listening system** Many convention centers have amplification system utilizing transmitters, receivers, and coupling devices to bypass the acoustical space between a sound source and a listener. There are three types - induction loop, infrared, and FM radio transmission.	
☐ Yes ☐ No ☐ n/a	**Accessible tables**: Table-top surface should be no higher than 34 inches above the floor and clear space underneath at least 27 inches high (for wheelchair users to get their feet and knees under the table). An accessible path should lead to each table. Long table cloths (especially without an adequate accessible path) get stuck on wheels and may pose a hazard.	
☐ Yes ☐ No ☐ n/a	**Set up of dining areas** Ensure that there is an accessible path (see page 1) to all tables so that persons with mobility impairments are not relegated to tables in the rear of the facility.	
	If Accommodations are Requested Many accommodations requested are individual to each person with disabilities, but there are certain norms should be observed. The primary rule is to ask. Then certain issues are customary or required as follows: **Deaf/Hard of Hearing** • If any communication is long, important **or** complex, an interpreter is needed, and if the event is longer than two hours, two interpreters are needed. The interpreters should be certified, which provides an assurance that the interpreters are qualified. The interpreters or captioners should be provided with the materials before the event to ensure that they are prepared with any specialized terminology. • Interpreters should be provided for any social event prior to or following the educational event to ensure that the deaf person has the same opportunity to participate in the event. • Interpreters should be placed in an event in the same line of sight as the speaker.	

Visually Impaired
- A person should be responsible for welcoming that person, helping them find a seat, and answer any questions about orientation to the room.
- If a buffet is provided, the visually impaired person should be offered assistance to accompany them through the line, or telling them what is there and getting the food, if that is what the person would prefer.
- The speakers should be advised if there is a person who is visually impaired so he or she explains what is being displayed on a PowerPoint.
- Materials should be provided to the visually impaired guest on an electronic format, if requested, or in Braille beforehand.

Service or Assistance Animal
- Best practices is don't ask about the dog or the disability.
- Ask the facility owner or operator where you can direct the dog owner of a place where the dog can relieve itself.

☐ Yes

☐ No

☐ n/a

Setting up the program –

For setting up the program, accessibility must be built in, and the facility must be set up to accommodate persons in wheelchairs in an integrated manner, dispersed through the facility, and with the same line of sight as other patrons.

A single wheelchair space shall be 36" wide minimum, and if the space can be entered from the front or the rear, the space shall be 48" deep. Where the space can be entered into from the side, it should be 60" deep. If two wheelchair spaces are together, the width is 33" wide each, instead of 36" wide. Companion seats should be aligned so the person in the wheelchair is aligned with the companion's shoulder.

# of Seats	Wheelchair Spaces
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
501 to 5000	6, plus 1 for each 150

front row wheelchair position
omit two chairs, 33" x 48" clear floor space

interpreter

5' min.

66" x 48" clear floor space

midpoint wheelchair position, 33" x 60" clear floor space

3' to 5'   3' to 5'   3' to 5'

back row wheelchair position
omit two chairs
33" x 48" clear floor space

back row position for two wheelchairs - omit three chairs
66" x 48" clear floorspace

doors 5lbf max. opening force