

FORT LA BOSSE SCHOOL DIVISION

TITLE – **ACCESSIBILITY CHECKLIST**

POLICY - **ACG-E**

Cross Reference -

Resolution # - 98/17

Legal Reference -

Last Reviewed - 08/05/17

Fort La Bosse School Division Accessibility Checklist Facility (_____)

Note: This checklist is a starting point. Items may or may not be required to make facilities universally accessible, whereas other items will be added when identified.

Parking		Comments
See Building Access Handbook pp. 27-28 for details.		
<ul style="list-style-type: none"> • disabled parking spaces clearly identified 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • ten percent of parking spaces accessible and distributed in different areas: visitors, students, staff 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accessible spaces 3.7 m by 2.4 m (12 feet by 8 feet) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accessible parking near main school entrance without passing behind parked cars 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accessible parking near main school entrance without passing through traffic 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • parking lot surface is smooth and hard 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • parking lot surface is level 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • parking lot surface is slip-resistant 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accessible spaces are clearly identified (See Handbook p. 55 for specifications of signage.) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • passenger drop off zone with curb cuts near entrance 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • access to points of public transportation near accessible entrance 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accessible parking near gym entrance and track/playing fields 	<input type="checkbox"/>	

Stairs		Comments
<ul style="list-style-type: none"> • nosings do not project 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • nosings are non-slip 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • nosings have tactile warning strips 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • nosings and treads have contrasting colour 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • risers are 125-175 mm (5-7 inches) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • risers are closed (no space between steps) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • treads are 300 mm (12 inches) deep 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrails to withstand 1.33 KN (approx. 290 lb.) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrails contrasting colour to walls 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrail diameter 30-50 mm (1-1/4 to 2-1/4 inches) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • clearance between handrail and wall at least 38 mm (1-1/2 inches) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • well-lit stairs and landings 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • obstruction-free stairs and landings 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • tactile identification on handrails 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • emergency evacuation equipment at top of each stairway (plans based on student specific need) 	<input type="checkbox"/>	

Ramps		Comments
<ul style="list-style-type: none"> • at least 1500 mm (5 feet) wide 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • hard, smooth non-slip surface 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • gradient no more than 1:12 (8%) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrails at both sides 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrails at two heights for elementary schools: 720-770 mm (28-30 in) for children and 800-920 mm (32-36 in) for adults and larger students 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrails for secondary schools and middle schools: 800-920 mm (32-36 in) high 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • handrail diameter of 30-60 mm (1-1/4 to 2- 1/3 in) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • on long ramps, level platforms at intervals (See Handbook p. 23 for standards.) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • level surface 1.5m x 1.5m (5 feet x 5 feet) at top and bottom of ramp 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • night lighting throughout length 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • international access symbol marking ramp 	<input type="checkbox"/>	

Elevators		Comments
<ul style="list-style-type: none"> <li data-bbox="228 184 607 212">• graspable handrails in the car <li data-bbox="228 279 850 464">• doors which remain open at least 5 sec., with additional key controls and reactivating detectors if a person or object passes through the doorway <li data-bbox="228 531 797 558">• visual and auditory signals announcing floors 	<input data-bbox="1016 184 1045 212" type="checkbox"/> <input data-bbox="1016 289 1045 317" type="checkbox"/> <input data-bbox="1016 520 1045 548" type="checkbox"/>	

Washrooms		Comments
<ul style="list-style-type: none"> <li data-bbox="277 1052 878 1115">• one accessible cubicle/washroom 1500 mm (60 in) wide and 1500 mm (60 in) deep <li data-bbox="277 1150 781 1178">• accessible cubicle clearly identified <li data-bbox="277 1213 846 1276">• door swings out, providing clear opening not less than 815 mm (32 in) <li data-bbox="277 1312 878 1375">• grab bar diameter 30 and 40 mm (1-1/4 and 2-1/2 in) <li data-bbox="277 1411 878 1438">• grab bar at least 40 mm (1-1/2 in) from wall <li data-bbox="277 1474 829 1501">• grab bars to withstand 1.33 KN (290 lb.) <li data-bbox="277 1537 781 1564">• grab bars contrasting colour to walls <li data-bbox="277 1600 878 1705">• toilet seat not spring loaded (See Handbook p. 63 for use of raised toilet seat as back rest.) <li data-bbox="277 1740 846 1768">• accessible hand-operated flushing control <li data-bbox="277 1803 878 1908">• at least one urinal floor mounted, or on wall no more than 500 mm (20 inches) above floor 	<input data-bbox="1016 1052 1045 1079" type="checkbox"/> <input data-bbox="1016 1136 1045 1163" type="checkbox"/> <input data-bbox="1016 1192 1045 1220" type="checkbox"/> <input data-bbox="1016 1255 1045 1283" type="checkbox"/> <input data-bbox="1016 1360 1045 1388" type="checkbox"/> <input data-bbox="1016 1409 1045 1436" type="checkbox"/> <input data-bbox="1016 1451 1045 1478" type="checkbox"/> <input data-bbox="1016 1514 1045 1541" type="checkbox"/> <input data-bbox="1016 1577 1045 1604" type="checkbox"/> <input data-bbox="1016 1640 1045 1667" type="checkbox"/> <input data-bbox="1016 1780 1045 1808" type="checkbox"/> <input data-bbox="1016 1871 1045 1898" type="checkbox"/>	

<ul style="list-style-type: none"> • inside cubicle door pull not greater than 140 mm (5-1/2 in) long (See Handbook p. 61 for pull location.) • coat hook not less than 1200 mm (40 in) from floor • shelf located to ensure accessibility of stall • mirror mounted to floor or down to backsplash, angled so person in wheelchair can view self • accessible sink and vanity (See Handbook p. 65) • lever handled faucet controls • temperature control on hot water faucets • soap and towel dispensers not less than 1100 mm (43 in) from floor, in an area which does not require wheeling across room with wet hands and equipped with handles and tear features that accommodate minimum hand function • accessible hand dryers • insulated pipes and drains on accessible sinks • bidet or toilet with cleansing feature in one accessible washroom <p>Note: Consider advantages of infrared controlled flushers, taps, hand dryers, and automatic doors, and emergency call buttons for providing independence opportunities</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
--	--	--

Drinking Fountains		Comments
<ul style="list-style-type: none"> <li data-bbox="228 218 846 300">• upper edges of drinking fountain basins not more than 900 mm (3 feet) above floor <li data-bbox="228 369 878 499">• controls and spouts located in front; if set in recessed area, recess should be no less than 3 feet (.9 m) wide <li data-bbox="228 569 878 646">• lever or push bar controls with a force not more than 13 N <li data-bbox="228 716 607 743">• additional foot bar for control 	<input data-bbox="1016 218 1045 254" type="checkbox"/> <input data-bbox="1016 369 1045 405" type="checkbox"/> <input data-bbox="1016 548 1045 583" type="checkbox"/> <input data-bbox="1016 684 1045 720" type="checkbox"/>	

Telephones		Comments
<ul style="list-style-type: none"> <li data-bbox="228 1123 870 1308">• at least one public pay telephone accessible from a wheelchair with a clear front approach of 810 mm (32 inches) and dial, receiver and coin slot 900-1200 mm (36 to 48 inches) above floor <li data-bbox="228 1377 711 1404">• accessible telephones clearly identified <li data-bbox="228 1474 824 1551">• at least one telephone with amplification control compatible for use with hearing aids <li data-bbox="228 1621 857 1701">• accessible Telecommunications Device for the Deaf (TDD) available for students and staff 	<input data-bbox="1016 1123 1045 1159" type="checkbox"/> <input data-bbox="1016 1419 1045 1455" type="checkbox"/> <input data-bbox="1016 1524 1045 1560" type="checkbox"/> <input data-bbox="1016 1692 1045 1728" type="checkbox"/>	

Signals/Alarms		Comments
<ul style="list-style-type: none">● accessible from wheelchairs as per light switches● flashing light signals for bells in all rooms (from 1 to 3 flashes/second)● flashing clear or translucent light signals for alarms in all rooms (from 1 to 3 flashes/second)● elevators have "help is on the way" signs that light when stalling occurs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Staff areas/Central office		Comments
<ul style="list-style-type: none">● accessible stove controls, refrigerator, sink and cupboards● accessible staff washroom● low counter not greater than 815 mm (32 in) above floor<input type="checkbox"/> accessible work areas<input type="checkbox"/> accessible offices<input type="checkbox"/> counters intended to be used as work surfaces should be at least 760 mm (30 in) wide	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

CLASSROOMS		
• accessible work tables not less than 700 mm (28 in) high	<input type="checkbox"/>	
• adjustable chalkboards	<input type="checkbox"/>	
• aisles at least 900 mm (3 feet) wide	<input type="checkbox"/>	
• background noise level is no greater than 30dBA	<input type="checkbox"/>	
• space and area for storing large equipment	<input type="checkbox"/>	
LIBRARY		
<input type="checkbox"/> one percent or a minimum of one study carrel accessible to wheelchairs (for new construction, plan all carrels accessible for universal access)	<input type="checkbox"/>	
<input type="checkbox"/> accessible carrels distributed throughout library	<input type="checkbox"/>	
<input type="checkbox"/> aisles between stacks at least 1200 mm (4 feet) wide	<input type="checkbox"/>	
<input type="checkbox"/> all tables have clear minimum of 760 mm (30 in) floor to underside of work area or adjustable height	<input type="checkbox"/>	
<input type="checkbox"/> access to library ensured (even when electronic monitoring devices are in place)	<input type="checkbox"/>	
<input type="checkbox"/> workroom and charge desk accessible	<input type="checkbox"/>	
<input type="checkbox"/> area set aside for Braille books, cassette books and large print materials	<input type="checkbox"/>	
<input type="checkbox"/> card and computer catalogues are accessible to persons in wheelchairs	<input type="checkbox"/>	
<input type="checkbox"/> microfiche readers are accessible to persons in	<input type="checkbox"/>	

wheelchairs	<input type="checkbox"/>	
• photocopiers are accessible to persons in wheelchairs	<input type="checkbox"/>	
LABS/SHOPS		
<input type="checkbox"/> one percent or a minimum of one station accessible with 715 mm (28 inches) from floor to underside of work area	<input type="checkbox"/>	
<input type="checkbox"/> one larger size station to accommodate assistant and extra equipment	<input type="checkbox"/>	
<input type="checkbox"/> aisles between stations should have minimum clear width of 900 mm (3 feet)	<input type="checkbox"/>	
<input type="checkbox"/> accessible utility and equipment controls	<input type="checkbox"/>	
<input type="checkbox"/> "U" or "C" pull handles on drawers	<input type="checkbox"/>	
<input type="checkbox"/> non-glare work surfaces	<input type="checkbox"/>	
<input type="checkbox"/> lever handle controls	<input type="checkbox"/>	
<input type="checkbox"/> Braille labeled controls	<input type="checkbox"/>	
<input type="checkbox"/> temperature safety controls on water faucets	<input type="checkbox"/>	
<input type="checkbox"/> eye wash stations with pull cords not more than 900 mm (3 feet) from floor	<input type="checkbox"/>	
<input type="checkbox"/> accessible safety equipment	<input type="checkbox"/>	
<input type="checkbox"/> Braille labeled safety equipment	<input type="checkbox"/>	
<input type="checkbox"/> adjustable height storage units	<input type="checkbox"/>	

<input type="checkbox"/> pull-out or drop-leaf shelves on counters <input type="checkbox"/> flexible connections to electrical, water and gas lines <input type="checkbox"/> audible signals for equipment <input type="checkbox"/> flashing light signals for equipment <input type="checkbox"/> for new construction, all computer lab stations <input type="checkbox"/> are universal (for renovations, minimum of 1 percent or one station accessible with clear path to station)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
--	--	--

Change Rooms		Comments
CHANGE AREA		
<ul style="list-style-type: none"> • one percent or minimum of one locker is/are accessible • wheelchair accessible vanities • hand dryers at different heights • hair dryers at different heights • aisles in locker area at least 1200 mm (4 feet) wide • faucets at wheelchair accessible height • lever handle faucets • temperature safety controls on water faucets • insulated pipes where exposed 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<ul style="list-style-type: none"> • mirror mounted at 900 mm (3 feet) from floor • accessible change table or bench in an area with ensured privacy . 	<input type="checkbox"/>	
<p>GYMNASIUM</p>	<input type="checkbox"/>	
<input type="checkbox"/> access to weight room	<input type="checkbox"/>	
<ul style="list-style-type: none"> • access to equipment room storage 		
<p>SHOWERS</p>		
<p>See Building Access Handbook pp. 70-72 for details of both code requirements and explanations of each standard.</p>	<input type="checkbox"/>	
<input type="checkbox"/> shower stall at least 1500 mm (5 feet) wide and not less than 900 mm (3 feet) deep	<input type="checkbox"/>	
<input type="checkbox"/> shower stall has slip-resistant floor surface	<input type="checkbox"/>	
<input type="checkbox"/> shower stall has horizontal grab bar 725-775 mm (28-30 in)	<input type="checkbox"/>	
<input type="checkbox"/> shower stall has hand held shower	<input type="checkbox"/>	
<input type="checkbox"/> shower stall has fully recessed soap holder that is accessible from sitting position	<input type="checkbox"/>	
<input type="checkbox"/> benches in drying area of shower stalls	<input type="checkbox"/>	
<input type="checkbox"/> wheelchair accessible shower stalls with threshold not more than 13 mm (1/2 in) high		
<input type="checkbox"/> shower stall has hinged seat that is not spring loaded or a fixed seat no greater than 450 mm (18 in)		

<p>wide and deep, equipped to withstand 1.33 KN (290 lb.)</p>		
---	--	--

Cafeteria/Dinning Area/Teaching Kitchen		Comments
<ul style="list-style-type: none"> • directly accessible 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • aisle between tray slides and control railings is a minimum of 900 mm (3 feet) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • outside rail heights of tray slides are no higher than 860 mm (34 in) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • continuous tray slides 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • width between tables are a minimum of 1700 mm (5-1/2 feet) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • at least 715 mm (28 in) to under surface of tabletops; if aprons are greater than 50 mm (2 in), they are recessed 300 mm (1 foot) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • cutlery and food display racks within view and reach of persons in wheelchairs 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • display cases accessible with one hand 	<input type="checkbox"/>	

<ul style="list-style-type: none"> • accessible stove, refrigerator, work table, and sink in one teaching kitchen station 		
--	--	--

Recreational Spaces		Comments
TRACK <ul style="list-style-type: none"> • asphalt or other hard, smooth surface • avoid track edges (i.e., lips) 	<input type="checkbox"/> <input type="checkbox"/>	
TENNIS COURT <ul style="list-style-type: none"> <input type="checkbox"/> asphalt (avoid rough and rubberized surfaces) <input type="checkbox"/> adequate space for maneuvering by coaches, referees, spectators, players <input type="checkbox"/> basketball hoops on cantilevered L-shaped posts outside fence 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PLAYGROUND(S) See The Universal Playground: A Planning Guide, Ministry of Education, 1993.	<input type="checkbox"/>	

<input type="checkbox"/> access to playground area	<input type="checkbox"/>	
<input type="checkbox"/> multiple ways to access equipment	<input type="checkbox"/>	
<input type="checkbox"/> multiple ways to exit equipment	<input type="checkbox"/>	
<input type="checkbox"/> provide surfaces appropriate for persons in wheelchairs	<input type="checkbox"/>	
<input type="checkbox"/> auditory cues on moving equipment	<input type="checkbox"/>	
<input type="checkbox"/> appropriate modifications to equipment providing access to students with special needs	<input type="checkbox"/>	
PLAYING FIELDS		
<input type="checkbox"/> access to playing fields	<input type="checkbox"/>	
<input type="checkbox"/> accessible viewing spaces located on level surface adjoining bleachers, in several locations		

General		Comments
LIGHT SWITCHES		
<ul style="list-style-type: none"> • light switches located on plate 900 mm (3 feet) above floor 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • rocker switches wherever possible 	<input type="checkbox"/>	
ELECTRIC OUTLETS		
<ul style="list-style-type: none"> • outlets 460 mm (18 inches) above floor; in areas specifically designed for people with disabilities, outlet height should be 610 mm (24 inches) 	<input type="checkbox"/>	
VENDING MACHINES		
<input type="checkbox"/> vending machine controls 2 to 4 feet (.6 to 1.2 m) above floor	<input type="checkbox"/>	
<input type="checkbox"/> pull-on or push control knobs requiring no more than 13 N of force	<input type="checkbox"/>	
	<input type="checkbox"/>	
FLOORING		
<input type="checkbox"/> resilient flooring	<input type="checkbox"/>	
<input type="checkbox"/> tightly woven, non-static, direct glued level carpet	<input type="checkbox"/>	
<input type="checkbox"/> contrasting colours to indicate function changes	<input type="checkbox"/>	
<input type="checkbox"/> all floor coverings installed at same level	<input type="checkbox"/>	
<input type="checkbox"/> all floors non-reflective to reduce glare	<input type="checkbox"/>	
<ul style="list-style-type: none"> • all floors non-slip surfaces (See Building Access Handbook p. 45 for chart of slip resistance in 	<input type="checkbox"/>	

<p>flooring finishes.)</p> <ul style="list-style-type: none"> • WINDOWS all windows low enough for people using wheelchairs and people of short stature to use <p>LOCKERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> at least one percent of total lockers, with a minimum of one locker per school, is accessible (an assessment of individual student need should determine height of hooks, shelves, etc.) <input type="checkbox"/> accessible lockers distributed throughout school 	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	
---	---	--