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.		
• disabled parking spaces clearly identified	☐	
• ten percent of parking spaces accessible and distributed in different areas: visitors, students, staff	☐	
• accessible spaces 3.7 m by 2.4 m (12 feet by 8 feet)	☐	
• accessible parking near main school entrance without passing behind parked cars	☐	
• accessible parking near main school entrance without passing through traffic	☐	
• parking lot surface is smooth and hard	☐	
• parking lot surface is level	☐	
• parking lot surface is slip-resistant	☐	
• accessible spaces are clearly identified (See Handbook p. 55 for specifications of signage.)	☐	
• passenger drop off zone with curb cuts near entrance	☐	
• access to points of public transportation near accessible entrance	☐	
	☐	

• accessible parking near gym entrance and track/playing fields		

Doors		Comments
• accessible main entrance	☐	
• automatic main entrance doors	☐	
• pairs of doors and automatic doors where appropriate	☐	
• all doors at least 900 mm (3 feet) wide	☐	
• levers instead of door knobs	☐	
• all doors operate with minimum amount of strength or pressure of 22 N	☐	
• kick plates on doors at least 410 mm (16 in) high	☐	
• thresholds no more than 13 mm (1/2 inch) high with	☐	
• warning strip	☐	
• in renovations, if some doors remain inaccessible, signs should direct to accessible routes	☐	
• self-closing mechanisms with time delay (minimum 5 seconds closing time)	☐	

• pull-close handles on non-automatic doors • audible warning device and textured handle for emergency exit	☐ ☐	

Stairs		Comments
• nosings do not project • nosings are non-slip • nosings have tactile warning strips • nosings and treads have contrasting colour • risers are 125-175 mm (5-7 inches) • risers are closed (no space between steps) • treads are 300 mm (12 inches) deep • handrails to withstand 1.33 KN (approx. 290 lb.) • handrails contrasting colour to walls • handrail diameter 30-50 mm (1-1/4 to 2-1/4 inches) • clearance between handrail and wall at least 38 mm (1-1/2 inches) • well-lit stairs and landings	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	

• obstruction-free stairs and landings • tactile identification on handrails • emergency evacuation equipment at top of each stairway (plans based on student specific need)	☐ ☐ ☐ ☐ ☐	

Ramps		Comments
• at least 1500 mm (5 feet) wide	☐	
• hard, smooth non-slip surface	☐	
• gradient no more than 1:12 (8%)	☐	
• handrails at both sides	☐	
• 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	☐	
• handrails for secondary schools and middle schools: 800-920 mm (32-36 in) high	☐	
• handrail diameter of 30-60 mm (1-1/4 to 2-	☐	

1/3 in)		
• on long ramps, level platforms at intervals (See Handbook p. 23 for standards.)	☐	
• levelsurface1.5mx1.5m(5feetx5feet)at top and bottom of ramp	☐	
• night lighting throughout length	☐	
• international access symbol marking ramp	☐	

Elevators		Comments
• graspable handrails in the car	☐	
• doors which remain open at least 5 sec., with additional key controls and reactivating detectors if a person or object passes through the doorway	☐	
• visual and auditory signals announcing floors	☐	

Washrooms		Comments
• one accessible cubicle/washroom 1500 mm (60 in) wide and 1500 mm (60 in) deep	☐	
• accessible cubicle clearly identified		
• door swings out, providing clear opening not less than 815 mm (32 in)	☐	
• grab bar diameter 30 and 40 mm (1-1/4 and 2-1/2 in)	☐	
• grab bar at least 40 mm (1-1/2 in) from wall	☐	
• grab bars to withstand 1.33 KN (290 lb.)		
• grab bars contrasting colour to walls	☐	
• toilet seat not spring loaded (See Handbook p. 63 for use of raised toilet seat as back rest.)	☐	
• accessible hand-operated flushing control	☐	
• at least one urinal floor mounted, or on wall no more than 500 mm (20 inches) above floor	☐	
• 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 Note: Consider advantages of infrared controlled flushers, taps, hand dyers, and automatic doors, and emergency call buttons for providing independence opportunities	☐	

	☐ ☐ ☐	

Drinking Fountains		Comments
• upper edges of drinking fountain basins not more than 900 mm (3 feet) above floor	☐	
• controls and spouts located in front; if set in recessed area, recess should be no less than 3 feet (.9 m) wide	☐	
• lever or push bar controls with a force not more than 13 N	☐	
• additional foot bar for control	☐	

Telephones		Comments
• at least one pubic 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	☐	
• accessible telephones clearly identified	☐	
• at least one telephone with amplification control compatible for use with hearing aids	☐	
• accessible Telecommunications Device for the Deaf (TDD) available for students and staff	☐	

Signage and Room ID		Comments
• emergency evacuation plan posted	☐	
• international symbols for accessibility posted	☐	
• large, high contrast, and raised for individuals with print impairments	☐	
• obstacles that do not continue to floor have a vertical clearance at least 210 mm (7 feet)	☐ ☐	

Room ID		
• plaques with 1 mm raised or notched numbers placed on corridor walls next to doorways 1350 mm (5 feet) above floor level (side nearest handle when door is closed), to identify spaces • See Building Access Handbook p. 56 for more details.	☐ ☐	

Signals/Alarms		Comments
• 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	☐	

Staff areas/Central office		Comments
• accessible stove controls, refrigerator, sink and cupboards	☐	
• accessible staff washroom	☐	
• low counter not greater than 815 mm (32 in) above floor	☐	
accessible work areas	☐	
accessible offices	☐	
counters intended to be used as work surfaces should be at least 760 mm (30 in) wide	☐	

CLASSROOMS		
• accessible work tables not less than 700 mm (28 in) high	☐	
• adjustable chalkboards	☐	
• aisles at least 900 mm (3 feet) wide	☐	
• background noise level is no greater than 30dDA	☐	

• space and area for storing large equipment	☐	
LIBRARY		
☐ one percent or a minimum of one study carrel accessible to wheelchairs (for new construction, plan all carrels accessible for universal access)	☐	
☐ accessible carrels distributed throughout library	☐	
☐ aisles between stacks at least 1200 mm (4 feet) wide	☐	
☐ all tables have clear minimum of 760 mm (30 in) floor to underside of work area or adjustable height	☐	
☐ access to library ensured (even when electronic monitoring devices are in place)	☐	
☐ workroom and charge desk accessible	☐	
☐ area set aside for Braille books, cassette books and large print materials	☐	
☐ card and computer catalogues are accessible to persons in wheelchairs	☐	
☐ microfiche readers are accessible to persons in wheelchairs	☐	

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

adjustable height storage units	☐	
pull-out or drop-leaf shelves on counters	☐	
flexible connections to electrical, water and gas lines	☐	
audible signals for equipment	☐	
flashing light signals for equipment	☐	
for new construction, all computer lab stations	☐	
are universal (for renovations, minimum of 1 percent or one station accessible with clear path to station)	☐	

Change Rooms		Comments
CHANGE AREA		
• 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	☐	
• mirror mounted at 900 mm (3 feet) from floor	☐	
• accessible change table or bench in an area with ensured privacy .	☐	
GYMNASIUM		
□ access to weight room	☐	
• access to equipment room storage	☐	
SHOWERS		
See Building Access Handbook pp. 70-72 for details of both code requirements and explanations of each standard.		
□ shower stall at least 1500 mm (5 feet) wide and not less than 900 mm (3 feet) deep	☐	
□ shower stall has slip-resistant floor surface	☐	
□ shower stall has horizontal grab bar 725-775 mm (28-30 in)	☐	

shower stall has hand held shower	☐	
shower stall has fully recessed soap holder that is accessible from sitting position	☐	
benches in drying area of shower stalls	☐	
wheelchair accessible shower stalls with threshold not more than 13 mm (1/2 in) high	☐	
shower stall has hinged seat that is not spring loaded or a fixed seat no greater than 450 mm (18 in) wide and deep, equipped to withstand 1.33 KN (290 lb.)	☐	

Cafeteria/Dinning Area/Teaching Kitchen		Comments
• directly accessible	☐	
• aisle between tray slides and control railings is a minimum of 900 mm (3 feet)	☐	
• outside rail heights of tray slides are no higher than 860 mm (34 in)	☐	
• continuous tray slides	☐	
• width between tables are a minimum of 1700 mm (5-1/2 feet)	☐	
• 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)		
• cutlery and food display racks within view and reach of persons in wheelchairs	☐	
• display cases accessible with one hand	☐	
• accessible stove, refrigerator, work table, and sink in one teaching kitchen station	☐	

Recreational Spaces		Comments
TRACK		
• asphalt or other hard, smooth surface	☐	
• avoid track edges (i.e., lips)	☐	
TENNIS COURT		
☐ asphalt (avoid rough and rubberized surfaces)	☐	
☐ adequate space for maneuvering by coaches, referees, spectators, players	☐	
☐ basketball hoops on cantilevered L-shaped posts outside fence	☐	

PLAYGROUND(S) See The Universal Playground: A Planning Guide, Ministry of Education, 1993.		
☐ access to playground area	☐	
☐ multiple ways to access equipment	☐	
☐ multiple ways to exit equipment	☐	
☐ provide surfaces appropriate for persons in wheelchairs	☐	
☐ auditory cues on moving equipment	☐	
☐ appropriate modifications to equipment providing access to students with special needs	☐	
PLAYING FIELDS		
☐ access to playing fields	☐	
☐ accessible viewing spaces located on level surface adjoining bleachers, in several locations	☐	

General		Comments
LIGHT SWITCHES		
• light switches located on plate 900 mm (3 feet) above floor	☐	
• rocker switches wherever possible	☐	
ELECTRIC OUTLETS		
• outlets 460 mm (18 inches) above floor; in areas specifically designed for people with disabilities, outlet height should be 610 mm (24 inches)	☐	
VENDING MACHINES		
☐ vending machine controls 2 to 4 feet (.6 to 1.2 m) above floor	☐	
☐ pull-on or push control knobs requiring no more than 13 N of force	☐	
FLOORING		
☐ resilient flooring	☐	
☐ tightly woven, non-static, direct glued level carpet	☐	
☐ contrasting colours to indicate function changes	☐	

☐ all floor coverings installed at same level	☐	
☐ all floors non-reflective to reduce glare	☐	
• all floors non-slip surfaces (See Building Access Handbook p. 45 for chart of slip resistance in flooring finishes.)	☐	
• WINDOWS all windows low enough for people using wheelchairs and people of short stature to use	☐	
LOCKERS		
☐ 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.)	☐	
☐ accessible lockers distributed throughout school	☐	