

**[Church Name]**  
**Annual Accessibility Audit Checklist (Sample)**

Date Form Completed: \_\_\_\_\_

			<i>Entry into the Church</i>	<b>Comments</b>
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description/Guidelines</b>	<b>Explain "No" Answers</b>
			Visible clear signs that direct people to accessible entrances	
			Designated parking spaces that are on level ground and are close to the entrance and does not require crossing traffic or moving behind parked cars	
			At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: ____)	
			Accessible spaces are 8' wide with adjacent 5' access aisle and at least one 11' space is van accessible with adjacent 5' access aisle	
			36" wide curb cuts (curb ramps) are provided	
			Sidewalks are smooth, flat and at least 36" wide providing an access route to an accessible entrance into the church	
			Ramp has a maximum incline of 1:12, preferably 1:20 (length: ____ Rise: ____ Ratio: ____ ) with no more than 3' between landings	
			Ramp has minimum width of 36" between handrails (width: ____ ) and has a non-slip surface	
			Handrails are 34-38" high on both sides of ramp/stairs and extend 12" beyond; lower railing is no higher than 4" above deck	
			There is a 60" x 60" level platform at entry door and at least 10" on pull side of door	
			Entrance door is 36" wide; threshold no more than 1/2" high	

			<b><i>Entry Around the Church</i></b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description/Guidelines</b>	<b>Explain "No" Answers</b>
			Corridors are at least 36" wide with 60" passing spaces every 200; and a non-glare floor surface	
			No objects protrude more than 4", and the lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries	
			Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled	
			Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force	
			Carpet pile is level and no more than 1/2" thick with no or firm padding; all floor mats have rubberized backing and are stable	
			Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place	
			At least one accessible marked unisex restroom or both male and female restrooms per floor has 60" turning space	
			Restroom sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.) , drain pipes insulated, soap and paper towels no higher than 48", bottom edge of mirror 40" or lower	
			At least one restroom stall is 66" x 60" with 33" – 36" high wall-mounted grab bars next to and at back of toilet; toilet height 17" – 19"	
			Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser	
			Stairs have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color	

			<b><i>Sanctuary, Classrooms, Fellowship Area</i></b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description/Guidelines</b>	<b>Explain "No" Answers</b>
			Level pew cuts/wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33" x 48" forward approach and/or 33" x 60" side approach with a view of pulpit or screen when others are standing	
			If there are steps, handrails are provided	
			Aisles are at least 36" in common areas	
			Fellowship area and one work area in kitchen are accessible	
			In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more	
			<b><i>Communications and Environment</i></b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description/Guidelines</b>	<b>Explain "No" Answers</b>
			Members sensitized about the need to minimize use of fragrances	
			All soups, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based	
			Lighting adequate for reading in meeting areas, for safety in halls	
			Large/bold print bulleting, songbook and Bible available or large print words are projected on the screen; Braille bulleting or alternative media available upon request	
			Microphone used by all speakers or comments repeated; assisted listening devices provided	
			Printed copies of sermon are available if requested	
			Videos and other media are clearly captioned	

			<b>Attitudes</b>	
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description/Guidelines</b>	<b>Explain "No" Answers</b>
			Access described in church phone message, website, signage, etc.	
			Pastor(s)/ushers/greeters/leaders/members have had training in disability awareness and etiquette	
			Disruptions are accepted and incorporated into worship	
			Service animals or guide dogs are permitted within the church building including the sanctuary	
			Worship leader invites people to "rise" and to "be in an attitude of prayer" or uses similar inclusive language	
			Educational programs are adapted as needed for inclusion of children and adults with disabilities	
			Disability Awareness Sunday was celebrated during past year	
			Persons with disabilities serve in worship and leadership roles and help plan ways to improve access	
			Needs of those on special diets are considered when food is offered, including gluten free communion elements	
			Transportation; valet parking assistance; Buddy System (for those needing 1:1 assistance) is offered if needed	

Goals for Accessibility Improvement for the Upcoming Year	Target Date
1.	
2.	
3.	
4.	
5.	
Yes <input type="checkbox"/> No <input type="checkbox"/> Request consultation from [Name of Disability Committee] Comments:	
Signature of Pastor	Date
Signature of Trustees Chair	Date
Signature of District Superintendent	Date

Form Completed By: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Contact Person for Church: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Revised Date: \_\_\_\_\_