



4-H Facility Accessibility Checklist

Enter Yes, No or N/A to the following questions. Possible solutions are provided for each.

Access to facility

- 1) ____ Do the sidewalks have curb cuts?
 - Install curb cuts.
 - Add a small ramp up to curb.
- 2) ____ Are there accessible parking spaces near the entrance?
 - Reconfigure lot to allow for parking space and install signs that will not be obstructed by cars.
 - Reconfigure spaces.
- 3) ____ Is the entrance on grade or is there a ramped entrance?
A ramp's incline should not exceed 1 foot for a 12 foot run.
 - Consider using a different entrance, if more accessible
 - Add a ramp.
- 4) ____ Are there handrails at inclines?
 - Add handrails
- 5) ____ Are drains and gratings aligned not to trap wheels?
 - Relocate drains and gratings to avoid traffic areas.
 - Relocate traffic areas to avoid drains and gratings.

Entrances, doorways, and pathways

- 1) ____ Are door openings (internal and external) at least 32 inches?
 - Replace traditional knife hinges with offset hinges; can gain 2 inches width at minimal cost.
 - Widen door openings.
- 2) ____ Do doors have levers or handles not requiring twisting or squeezing (no knobs)?
 - Replace inaccessible knobs with a lever or loop handle.
 - Retrofit with an add-on lever extension.
- 3) ____ Do doors have a power-assist or open with a 5 pounds or less push/pull?
 - Adjust the door closers and oil the hinges.
 - Install power-assisted or automatic door openers.
 - Install lighter doors.
- 4) ____ Are doorway thresholds beveled and less than ¾ inch high?
 - If there is a single step with a rise of 6 inches or less, add a short ramp.
 - If there is a threshold greater than ¾ inch high, remove it and modify it to be a ramp.

5) _____ Are hallways and pathways at least 36 inches wide?
(60 inches where 2 wheelchairs may pass)

- Change or move landscaping, furnishings or other features that narrow the route of travel.
- Widen route.

6) _____ Is there a route of travel that does not require the use of stairs?

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

7) _____ Is the route of travel stable, firm, and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hardtop.
- Replace uneven or slippery flooring.
- Secure edges on all carpeting.

8) _____ Can objects protruding into paths be detected by a person with a visual disability using a cane?

In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

Restroom facilities

1) _____ Is there an accessible restroom?

- Reconfigure restroom.
- Combine restrooms to create one unisex accessible restroom.

2) _____ Is there space to transfer from a wheelchair to a seat, at least 60 inches?

- Reconfigure restroom.
- Rearrange furnishings such as chairs and trash cans.

3) _____ Are there grab bars in the toilet and shower?

- Add grab bars.

4) _____ Is the seat height at 18 inches?

- Add raised seat.

5) _____ Is the sink no higher than 34 inches, yet allows 27 inches for knee clearance?

- Adjust or replace sink.

6) _____ Is the faucet lever, push, or electronically controlled?

- Replace faucet.

7) _____ If there is a shower that will be used, does it allow roll-in transfer to a seat?

- Reconfigure shower.
- Rearrange shower.
- Add grab bars.
- Increase shower size.
- Add a shower seat.

- 8) ____ Is there a private area where diapering can be done for those too big to use an infant changing table?
 - Add a changing table made for larger individuals.
 - Provide an alternative diapering area.
- 9) ____ Are there signs at inaccessible restrooms with directions to accessible ones?
 - Install accessible signs.
- 10) ____ Is there tactile signage identifying restrooms?
 - Add accessible signage to side of the door, 60 inches to centerline, not on the door itself.
- 11) ____ Are pictograms or symbols used to identify restrooms, and, if used, are raised characters and braille included below them?
 - If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbols.

Multi-level buildings

- 1) ____ If facilities are not on grade level, are there internal ramps or an elevator?
 - Install ramps.
 - Install an elevator.
 - Use rooms at grade level only.
- 2) ____ Are elevator call buttons no higher than 42 inches and control buttons 54 inches?
 - Lower call buttons.
 - Provide a permanently attached reach stick.
- 3) ____ Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?
 - Install visible and verbal or audible signals.
- 4) ____ Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?
 - Add or replace handrails if possible with existing floor plan.
- 5) ____ Do the controls inside the cab have raised and braille lettering?
 - Install raised lettering and braille next to buttons.

Safety and convenience features

- 1) ____ Are water fountains projecting at a 36 inch spout level or is a cup holder available for a wheelchair user?
 - Provide a cup dispenser or an accessible cooler.
- 2) ____ Are the operable parts on a public telephone no higher than 54 inches?
 - Lower phone.

- 3) ____ Is there a quiet break space and/or sensory friendly area to go to when suffering from sensory overload?
 - Provide a separate space that can be used.

Meeting room

- 1) ____ Are there tactile indicators which can warn a person with vision impairments to obstructions and dangers?
 - Install visible and audible alarms.
 - Provide portable devices.
- 2) ____ Are audible alarms supplemented by strobe lights for the hearing impaired?
 - Install visible and audible alarms.
 - Provide portable devices.
- 3) ____ Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?
 - Rearrange chairs or tables to provide 36 inch aisles.
- 4) ____ In a location with fixed seats, are there seating cutouts or are the aisle seat armrests removable to facilitate transfer from a wheelchair?
 - Add alternative seating options.
- 5) ____ If videos are part of the program, are these videos captioned for participants with hearing impairments?
 - When purchasing or renting AV materials, request closed-captioned capability.
- 6) ____ Are the spaces for wheelchair seating distributed throughout?
 - Rearrange tables to allow room for wheelchairs in seating areas throughout the area.
 - Remove some fixed seating.
- 7) ____ Are the tops of tables or counters between 28 inches and 34 inches high so that wheelchair users can utilize “work” areas (tables, desks, etc.)?
 - Lower part or all of the high surface.
 - Provide auxiliary table or counter.
 - Use wooden blocks to raise table height.
- 8) ____ Are others in the group made aware of individuals’ disabilities so that they can make accommodations and demonstrate empathy?
 - Inform group members and leaders about disabilities.

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