

# Accessibility Info Document Creation Guide

This Guide Was Created by The University of Edinburgh's People and Planet Society  
and Modified for UC Davis

## Wheelchair Access

- Is there step free access
- If not you need to say if there is a small lip/step (measure it) or a few steps (give the number of steps). If there are multiple steps you need to state whether there is a handrail
- If there is a ramp mention its steepness and if there is a rail
- What are the door widths
- Is there maneuvering room for a wheelchair
- If we are going to be sitting around tables you need to state whether they are fixed and what the height of the tables are

## Access for blind and partially sighted people

- Are there signs and are they in braille or large print
- Are the lighting levels good
- Are the walls, floors and doors contrasting colors
- Are the floors shiny
- Are there trip hazards (uneven flooring)

## Access for deaf people and people with hearing impairments

- Are there hearing loop facilities
- Do fire alarms have a visual component

## Toilet facilities

- Is there an accessible toilet
- If not, give a brief summary of key info (light levels, contrast walls, floors etc., key features such as hoist, handrails, radar key etc.)
- Is there a gender inclusive toilet in the building - is that toilet accessible
- If not, try to list the closest one
- Try to survey light levels etc. in at least one "standard" (non-disabled) toilet

## General Info

- What type of doors are used (swing doors or sliding doors; manual or automatic - are the doors heavy)

## Event Specific Info

Consider the specific type of event you are hosting and cover relevant information

- If food is involved:
- What allergies and dietary requirements are being covered
- Is there somewhere in the event food will not be consumed
- Do you need to sit around a table to eat the food
- Do you need a knife and fork to eat the food
- If information is being displayed:
- What format will this take
- Do people need to bring anything along
- If we are watching a film/video
- Will subtitles/a transcript/an ASL interpreter be available
- Are there ways people need to engage to be involved in the event
- Will the event be in a noisy environment
- Anything else you think is relevant

Remember to make it clear how to anonymously submit accessibility requirements (e.g. google form) and also give email addresses for people to ask any questions if they want a response.