



**Head Office**

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**Accessibility Checklist**

**Instructions**

This checklist conforms to portions of the Nova Scotia Building Code. It is designed so that the person completing the form can start at the parking lot and travel in reasonable order throughout the facility in order to minimise time and effort. It gives the acceptable standard and a place to provide information if the standard is not met or exceeded (OTHER). It can be used as a self-assessment tool if that option is taken. Answer each question.

**General Information**

Name of Facility \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Street Address is different than above \_\_\_\_\_  
Telephone \_\_\_\_\_ Toll Free Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Web Site \_\_\_\_\_

What is the location on the grid system of the official Scotia Highway Map? (Examples of this are Halifax K-7 and Sydney D-16 \_\_\_\_\_)

Directions. (An example of this is take Highway # 4 and exit 12 for 4 kilometres and it is found on the left.)

\_\_\_\_\_

**Parking**

Does the location have designated parking for persons with disability?

YES \_\_\_\_\_ NO \_\_\_\_\_

*(If no go to the next section)*

Is the designated parking level?

YES \_\_\_\_\_ NO \_\_\_\_\_

Is the designated parking at least 3.9 meters wide?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is the designated parking within 50 meters of the entrance?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

If there is designated parking underground, is the clearance at least 2.4 meters?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

### **Exterior Walkway**

Does the path of travel to the ramp or the door (if there is no ramp) have obstructions such as steps or other abrupt changes in level?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does the path of travel have a slope that is greater than 1 to 12 gradient?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does the path of travel have a width of 1.1 meters?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Does the path of travel have a surface that will not create a hazard from slipping?

YES \_\_\_\_\_ NO \_\_\_\_\_

### **Ramps**

Is there a ramp?

YES \_\_\_\_\_ NO \_\_\_\_\_

*(If not please go to the next section)*

Does the ramp have a distance of 870 millimetres between the handrails?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Does the ramp have a slope of 1 to 12 gradient?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a level area of 1500 by 1500 millimetres at the top and bottom?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

If there is a change of direction or the ramp is more than 9 meters long, is there a level area (landing) that is as wide as the ramp and 1.2 meters in length?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

### **Doorways and Doors**

Is there a power door operator?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do the doors have an opening of 800 millimetres when the door is open?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is the threshold of the door 13 millimetres or less above the ramp or floor?  
YES \_\_\_\_\_ NO \_\_\_\_\_

### Reception Area

Is there a reception area?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If no please go to the next section)*

Does the counter in the reception area have clear space underneath of 760 millimetres wide, 685 millimetres high and 485 millimetres deep?  
YES \_\_\_\_\_ NO \_\_\_\_\_

### Elevators

Does the facility have an elevator?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If no, please go to the next section)*

Are all elevator control buttons less than 600 millimetres from the floor?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

### Food and Beverage Areas

Does the facility have a food and beverage area?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
*(If no, please go to the next section)*

Are there designated seating areas for persons in wheelchairs?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Are there areas that cannot be reached by persons in wheelchairs? (E.g. patios)  
YES \_\_\_\_\_ NO \_\_\_\_\_ SPECIFY \_\_\_\_\_

Are there removable chairs at the tables?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Does the table have a clearance from the floor of 685 millimetres high and 485 millimetres deep?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

## Washrooms

Are there washrooms?

YES \_\_\_\_\_ NO \_\_\_\_\_

*(If no, please go to the next section)*

Does the door of the washroom have an opening of 800 millimetres when the door is in the open position?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Does the washroom have an unobstructed turning area of 1500 millimetres?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Are there grab bars in the washroom on the wall closest to the toilet that are at a height of between 840 and 920 millimetres?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Do the grab bars in the washroom extend at least 450 millimetres in front of the toilet?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is the toilet seat between 400 and 460 millimetres from the floor?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Does the sink have a clearance underneath of 735 millimetres?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Are there lever operated taps on the faucet?

YES \_\_\_\_\_ NO \_\_\_\_\_

Is the soap dispenser, paper towel dispenser or other hand-drying device at a height of 1200 millimetres?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is the bottom of the mirror in the washroom at a height of 1 metre from the floor?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a bathtub in the washroom?

YES \_\_\_\_\_ NO \_\_\_\_\_

*(If no, please go to the questions on showers)*

Is there room beside the bathtub to get a wheelchair parked parallel?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are there levered handles on the faucet of the bathtub?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are the grab bars in the bathtub L-Shaped in design?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are the grab bars in the bathtub between 150 and 200 millimetres above the rim of the bathtub?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a shower unit in the washroom?

YES \_\_\_\_\_ NO \_\_\_\_\_

*(If no, please go to the next section)*

Does the shower stall have dimensions of 1500 millimetres wide and 900 millimetres deep?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Does the shower stall have a bench that folds that is 450 millimetres from the floor?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a threshold to enter the shower that is 13 millimetres or less?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Is there a grab bar in the shower that is horizontal to the floor and is 850 millimetres from the floor and 900 millimetres long?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

## **Bedrooms**

Is there a sleeping area or bedroom in the facility?

YES \_\_\_\_\_ NO \_\_\_\_\_

Is there a 1500 millimetre turning area on one side of the bed?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

Are all the controls for heating and air conditioning unobstructed and at a height of 1375 millimetres or less?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

If there is a balcony, does it have a threshold of 13 millimetres or less?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

If there is a closet, does it have a curtain rod at a height of 1200 millimetres?

YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

*(Please note use the previous section for the washroom and note this in the comments area provided below)*

**Comments**

Use this area to note any points that have not been included and that you feel are appropriate.

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Person Completing Checklist \_\_\_\_\_

Date \_\_\_\_\_