



WISE Webinar Viewing Party Site Selection Checklist

Name of the Facility _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ TTY (____) _____ Fax (____) _____

Point of Contact _____

Email _____

Meeting Date _____

Meeting Specifications (room description, size, flexibility of set-up)



	Yes	No	N/A
PARKING			
Are there designated accessible parking spaces located within 200 ft. of the building?			
Are the designated parking spaces clearly identified by the international access symbol?			
ENTRANCE			
Is the approach to the main entrance level?			
If the approach to the main entrance is not level, is there an access ramp?			
Are there automatic and/or powered doors at the main entrance?			
If there are no automatic or powered doors at the main entrance, is the door to the main entrance at least 32 inches wide?			
ENTRY AREA			
Is the entry accessible to wheelchair users?			
Are all accessible routes free of protruding objects that could be dangerous to guest with visual impairments?			
ELEVATORS			
Is an audible as well as a visual signal used to indicate whether the elevator is going up or down?			
Are the control panels low enough for wheelchair users? They should be 42 inches above the floor.			
Are the floor numbers in Braille?			
Are the elevators large enough to permit the wheelchair user to turn around and face the door?			
PUBLIC RESTROOMS			
Are there accessible restrooms for men and women clearly marked with an international access symbol?			
Do restrooms have a clear opening of at least 32 inches?			
Is the sink mounted at least 29 inches from the floor for wheelchair knee clearance?			
Are restroom dispensers and accessories within reach of a person seated in a wheelchair?			

	Yes	No	N/A
Is there at least one restroom stall available with a clear opening of 32 inches?			
Is the accessible toilet stall arranged in such a way to provide either side approach or front approach by someone in a wheelchair? Measures 5' x 5'.			
Are the grab bars of sufficient length located along the side and back of the toilet to facilitate transfers in/out of a wheelchair?			
Does the men's restroom have at least one stall-type or wall hung urinal with elongated rim at a maximum height of 17 inches?			
PUBLIC TELEPHONES			
Is one telephone, with both the handset and coin receiver within 48 inches of the floor, included in each bank of public telephones?			
Are phone directories kept at wheelchair level?			
Is there a text telephone in the bank of public telephones?			
MEETING ROOMS			
Are the meeting rooms served by an accessible route of travel?			
Do the hallways and corridors between rooms have a clearance of 36 inches and adequate space for turning and passing?			
Do the doors for meeting rooms have a clearance of 32 inches?			
Do any of your meeting rooms have permanently installed assistive listening systems?			
Is there a portable assistive listening system available?			