

# Accessibility Audit Checklist



## Audit: Pre Hotel Booking (Policies & Structural)

Date \_\_\_\_\_  
 Liaison \_\_\_\_\_  
 Hotel Liaison \_\_\_\_\_

Yes	No	See Plan	Section	Policies
			PHA 1a	Has the hotel provided the AODA required training for employees? If not, when will it be provided?
Fill out Hotel Info & Plan Form			PHA 1b	What are the emergency procedures in place in case of an evacuation? How do they support guests with accessibility concerns?
			PHA 1c	What are the policies/provisions in place regarding service animals?
			PHA 1d	What are their policies and practice regarding food preparation and guests with allergies? (including vinyl instead of latex gloves)
			PHA 1e	Is the hotel willing/able to make changes to hotel rooms to make them accessible for members who do not require the fully accessible ones? If so, which of the following: furniture moved/removed (including box springs), hardware changed, doors (bathroom or closet) removed, tub mats/bench provided)
			PHA 1f	If there is an insufficient number of accessible parking spaces will the hotel 1) temporarily turn regular spaces into accessible spots or 2) provide valet parking free of charge?
			PHA 1g	Is the hotel able to set aside the accessible rooms/rooms close to the elevators for CUPE Events?
			PHA 1h	Is the hotel willing to follow the checklist for ensuring rooms are accessible and ensuring members with accessibility concerns know what is available to them?

Yes	No	See Plan	Section	Structural - External & Parking
			PHA 2a	Are all curbs 'cut out' to ensure access for wheelchairs, scooters or mobility issues?
			PHA 2b	Are the walkways and accessible areas free from obstructions?
			PHA 2c	Are access doors automated?
			PHA 2d	Is the signage and numbering clear?
			PHA 2e	If parking is underground is there sufficient lighting, elevators, and ramps?
			PHA 2f	Is there an adequate number of accessible parking spots? If not refer to policy about parking accessibility .

Yes	No	See Plan	Section	Structural - Interior (Entrance/Lobby/Hallways)
			PHA 3a	Is the main entrance accessible?
			PHA 3b	Is the lobby area and front desk suitable lit?
			PHA 3c	Is the hotel front desk accessible to someone in a wheelchair or scooter? Ex: A portion of the desk is no higher than 2' 10" or lower than 2' 6" with suitable knee/thigh space below. If not what is their policy on serving guests who
			PHA 3d	Is the business centre accessible to all guests? If not, does the hotel provide complimentary internet access to those unable to access it?

Yes	No	See Plan	Section	Structural - Interior (Entrance/Lobby/Hallways)
			PHA 3e	Are any restaurants in the hotel accessible?
			PHA 3f	Are there elevators to access all areas of the hotel?
			PHA 3g	Are the elevators accessible? Providing enough space for wheelchairs/scooters; Braille/raised-numbering system; audio floor announcement; doors that stay open a minimum of 5 seconds; are the audible signals in elevator lobbies to signal up and down movement, etc. Floor space should be minimum of 5' 6" X 4'.
			PHA 3h	Are there automated doors in common hallways? If not doors must be propped open.
			PHA 3i	Is there emergency lighting in the hallways?
			PHA 3j	Is there high pile carpeting in any of the common use areas? It may pose a barrier to a person using a wheelchair or push walker. Runners in these areas would eliminate this problem.
			PHA 3k	Are safety/handrills free from obstruction and secure? Ex: Handrills covered in garland may prevent someone from being able to use it
			PHA 3l	Does the hardware on the doors allow for easy use? Ex: Lever handles are easier to use than round handles for someone with dexterity problems.

Yes	No	See Plan	Section	Structural - Internal - Public Bathrooms
			PHA 4a	Are scented cleaning products used? If so, unscented products must be used during the event.
			PHA 4b	Are automatic air fresheners used? If so, they must be turned off for the event.
			PHA 4c	Is there an accessible stall? Larger stall (5' X 5'), wide door (at least 36"), handrills / grab bars (behind and next to toilet), raised toilet seat (16.5" – 17.5").
			PHA 4d	Are there automatic doors in and out of the bathroom? If no, the main bathroom door must be able to be propped open if needed.
			PHA 4e	Is there space below the sink to allow for a wheelchair?
			PHA 4f	Is there at least 2' – 3.5' (700mm) knee/thigh clearance below accessible washbasins, vanities or sinks?
			PHA 4g	Is the soap dispenser and hand dryer lower so that it is accessible to someone in a wheelchair or scooter?

Yes	No	See Plan	Section	<b>Structural - Internal - Rooms</b>
Fill out Hotel Info & Plan Form			PHA 5a	How many accessible rooms are available with a roll in shower?
			PHA 5b	How many accessible rooms are there for people who are d/Deaf and Hard of Hearing?
			PHA 5c	Has the hotel been provided with the checklist of items/actions available to members who require accommodation without a fully accessible room?
			PHA 5d	Do the rooms have automatic door closers, if so they need to be turned off (this can usually be done with a screwdriver)









