

Accessibility Audit Checklist



Audit: Pre Hotel Booking (Policies & Structural)

Date _____
 Liaison _____
 Hotel Liaison _____

Yes	No	See Plan	Policies
			Has the hotel provided the AODA required training for employees? If not, when will it be provided?
Fill out Hotel Info & Plan Form			What are the emergency procedures in place in case of an evacuation? How do they support guests with accessibility concerns?
			What are the policies/provisions in place regarding service animals?
			What are their policies and practice regarding food preparation and guests with allergies? (including vinyl instead of latex gloves)
			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)
			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?
			Is the hotel able to set aside the accessible rooms/rooms close to the elevators for CUPE Events?
			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	Structural - External & Parking
			Are all curbs 'cut out' to ensure access for wheelchairs, scooters or mobility issues?
			Are the walkways and accessible areas free from obstructions?
			Are access doors automated?
			Is the signage and numbering clear?
			If parking is underground is there sufficient lighting, elevators, and ramps?
			Is there an adequate number of accessible parking spots? If not refer to policy about parking accessibility .

Yes	No	See Plan	Structural - Interior (Entrance/Lobby/Hallways)
			Is the main entrance accessible?
			Is the lobby area and front desk suitable lit?
			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
			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	Structural - Interior (Entrance/Lobby/Hallways)
			Are any restaurants in the hotel accessible?
			Are there elevators to access all areas of the hotel?
			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'.
			Are there automated doors in common hallways? If not doors must be propped open.
			Is there emergency lighting in the hallways?
			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.
			Are safety/handrails free from obstruction and secure? Ex: Handrails covered in garland may prevent someone from being able to use it
			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	Structural - Internal - Public Bathrooms
			Are scented cleaning products used? If so, unscented products must be used during the event.
			Are automatic air fresheners used? If so, they must be turned off for the event.
			Is there an accessible stall? Larger stall (5' X 5'), wide door (at least 36"), handrails / grab bars (behind and next to toilet), raised toilet seat (16.5" – 17.5").
			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.
			Is there space below the sink to allow for a wheelchair?
			Is there at least 2' – 3.5' (700mm) knee/thigh clearance below accessible washbasins, vanities or sinks?

			Is the soap dispenser and hand dryer lower so that it is accessible to someone in a wheelchair or scooter?
Yes	No	See Plan	Structural - Internal - Rooms
Fill out Hotel Info & Plan Form			How many accessible rooms are available with a roll in shower?
			How many accessible rooms are there for people who are d/Deaf and Hard of Hearing?
			Has the hotel been provided with the checklist of items/actions available to members who require accommodation without a fully accessible room?
			Do the rooms have automatic door closers, if so they need to be turned off (this can usually be done with a screwdriver)
KJM: COPE491			

Accessibility Audit Checklist



Audit: Pre Event Planning with Hotel

Date _____
 Liaison _____
 Hotel Liaison _____

Done	No	See Plan	Event Planning
			Flooring check: if any carpets are thick piled, mats may need to be placed down for people using manual wheelchairs
			The furniture set up plan for all meeting rooms must include room between tables for people with mobility devices. A minimum of 36" when chairs are pulled out. If the room is of insufficient size the accessible portion must include lanes into and out of the room, the front stage, and at least one microphone.
			Front stage for the main room must be ramped with a handrail
			Lighting must be sufficient for people with visual impairments, or Deaf/HoH members who may need ASL/LSQ interpretation.
			If insufficient, it must be included in the plan that floor lamps or other supplemental lighting will be provided
			Are the elevators/escalators/automatic doors in working order? If not what is the workaround?
			Will the safety handrails be free of obstruction for the event?
			Are there automated doors in common hallways? If not doors must be propped open.
			Have the hotel staff booking rooms been provided with the checklist for accessible rooms?
			Have any changes agreed upon in the first review been made?
			Are automatic air fresheners used? If so, they must be turned off for the event.

KJM: COPE491

Accessibility Audit Checklist



Audit: CUPE Event Planning

Date _____
 Liaison/Staff _____

Yes	No	See Plan	Conference Call & Information Kit
			Is the information available in a variety of formats?
			Are other formats available upon request?
			^ Formats may include, hard copy, digital copy, large print, audio, and braille
			Is there information available on how to resolve accessibility related issues? (Has there been a liaison assigned?)
			Is there accessibility related information included in the conference kits?
			Has the Access Registration Form been given directly to all members who have indicated they require accommodations?
			Has an information sheet been made for members that have registered through Access Registration, and included in the kit for the general membership?
Yes	No	See Plan	Social Events/Rallies
			Is the social event being held at an accessible location?
			Is there accessible transportation to and from the rally and/or social event?
			Has ASL/LSQ interpretation been arranged for the event?
			Is there adequate seating available?
			Are folding chairs available for people at the event?
Yes	No	See Plan	Hotel Communications
			Has the hotel been made aware of any members with accessibility needs?
			Has the hotel been made aware of any members with food allergies?

CUPE Event Planning


			If valet parking is not covered by the hotel, are there sufficient spaces designated for accessible parking, and if not have arrangements been made to cover valet parking for those who require it?
			Has accessibility been taken into consideration in the planning/booking of the breakout rooms? Especially in regards to any breakout rooms that will be holding meetings/caucuses/etc around accessibility issues, as these meetings tend to have a much higher proportion of people with disabilities or accessibility needs
Yes	No	See Plan	Announcements/Signage Required
			Accessibility liaison – where and how to contact them?
			Accessible bathrooms, microphones, quiet room
			Emergency exits and procedures
			Ask that people who may need assistance in an emergency situation identify themselves to the accessibility liaison
Yes	No	See Plan	VIRTUAL PLATFORMS
PRE- EVENT			
			Have you checked the Accessibility forms and met requests?
			Have you shared information (documents, presentation slides including notes) in advance?
			Are log ins user friendly and have they been testes
			Have you reviewed pre-recorded videos and other material so that it is tested for accessibility e.g. Closed Captions
DURING THE EVENT			
			Did you have a practice call before the event to test the platform?
			Did you nclude a guide to the technology and how to use it e.g. raising hands, muting microphone, chat, breakout rooms?
			Did you respect preferences on using the microphone, video, or chat platforms for communication?. Don't force anyone on
			Do you have one point of contact for all questions and concerns?
			dislike, clap?
			Have you considered physical difficulties with typing or using a mouse (Solutions can be the voice over typing) event?
			Language - If there are switches from one language to another, ensure that people needing Interpreters etc have a
CLOSED CAPTIONS			
			Are Closed Captions available?
			Is the Closed Captioning application accurate?
			Are the Closed Captions big enough to be seen by everyone and small enough to fit on the screen?

CUPE Event Planning

			Is the closed Captioning Live and are the lines limited to two? (3 or more lines make it difficult to read in a timely manner)
			Is there enough time allotted to Closed Captioning it for everyone to read it?
Yes	No	See Plan	TIME
			Is there enough time allotted to Closed Captioning to allow everyone to read the captions?
			Is enough time being allotted to allow for ASL and other interpretations?
			Are the breakout rooms flexible on time and having those with ASL and other equipment added time for set up?
			Is enough time allotted for log ins when people are moving to breakout rooms?
			EQUIPMENT
			Are there options for people without cameras or microphones?
			Do the participants have the ability to control the platform and be able to position the interpreters e.g. Pin interpreters?
			Is technical support (moderate level) available for those who may need it?
			FOLLOW UP
			Is the recording of the event, text etc available to the participants?
			Are opportunities for feedback of the event during the breaks and after the event available to the participants?

KJM: COPE491

Accessibility Checklist for Hotel Rooms

	Guest:		
	Date of Stay:		
	Hotel Room #:		
	Hotel Liaison:		

(v) Required	Accessibility Requirements
	Fully accessible room - requires roll in shower
	Visually accessible room for d/Deaf/Hard of Hearing guests
	Fridge
	Unscented product use
	Hardware changed/added to room
	Door handles (if rounded, changed to lever)
	Grab bars in the washroom
	Non slip mats available
	Cordless phone (in case of emergency in the bathroom)
	Raised toilet seats
	Bath Seats
	Transfer Boards
	Automatic Door Closers turned off
	Furniture change/removal
	Furniture re-arranged/removed for mobility device turning range
	Box spring removed (for transfers to and from a mobility device)
	Closet doors removed
	Have the appropriate staff been notified?

KJM: COPE491

Hotel Information Form

CUPE Event Accessibility Plan



Section:

Plan:

Date:

Hotel:

Completed By:

Hotel Liaison:

Fully Accessible Rooms:

Physically Accessible:

Auditory Accessible:

Visually Accessible:

Evacuation Policy/Plan for PWD:

Policy for Service Animals:

Policy/Practices for Food Prep for Guests with Allergies:													
Other:													
KJM: COPE491													

Accessibility Log Sheet

Date/Time:	Reported By:	Liaison:	Description:	
