

AMERICAN WITH DISABILITIES ACT
ACCESSIBLE MEETING
Beverly Litsinger

Meeting managers are required to make their meeting accessible for disable people.

MAKING PROGRAMS ACCESSIBLE INCLUDES:

1. Providing sign language interpreters for the hearing impaired
2. Providing transcribed speakers notes and slide into Braille for sight impaired
3. Provide staff members to accompany visually impaired to the meeting room.
4. Provide special buses to transport disable wheel chair attendees to special events
5. Set up special areas for registration for wheel chair attendees who can not do business with the high hotel registration counters, or meeting registration counters.

The registration form should be used to help identify people who need special accommodations. **THE REGISTRATION FORMS CAN HELP YOU IDENTIFY SPECIAL ACCOMMODATIONS NEEDS.** Sample Statement to include on registration form.

"If you have a disability and may require special accommodation in order to fully participates in this activity, please check here. You will be contacted by someone from the planning committee to discuss your specific needs. We can not provide access if we do not have prior knowledge.

SITE SELECTION: When you are selecting meeting sites, meeting manager have to have into account the American Disabilities Act to ensure that they are selecting a meeting site that offer the same accessibility to all.

Meeting managers are responsible for protecting their organization against legal action for not providing equal accessibility. The organization and the meeting manager hold equal responsibility for providing equal access and both can be used.

SITE INSPECTION CHECK LIST FOR ADA

1. Parking space located within 200 feet of the building
2. Parking space should be clearly marked
3. Parking space should have adequate clearing (minimum 8 ft)
A 5 foot adjacent aisle (or 8' for minimum of 98" vertical clearance for a van along a route to a handicapped parking space
4. Determine how many handicapped parking space are available
5. For parking lot too far away, is there valet parking at the curb side.
6. Access in parking lot clear of loose gravel or other impediments.
7. Passenger loading zone have curb cuts and accessible aisle parallel to the vehicle pull up space.
8. Sidewalks and ramps 36 inches wide with some wider areas for turning and passing.
9. Ramps should have a five foot level landing at the top, bottom and at ramp direction change or a resting intervals
10. Grating designed so that opening aren't wider than half an inch. If elongated, is the grating perpendicular to the direction of the travel
11. Ramp should have tactile warning surface/or they visible through color change.
12. Temporary ramps should meet standard ramp requirements and should be securely anchored.
13. Ramps and landing with drop-lifts (should have curbs at least two inches high) walls, railing or projecting surface that prevent slipping.
14. The approach to the building entrance should be a hard surface at least five feet wide.
15. The international symbol of access should be displayed at the entrance.
16. Single door entrance should be at least 32 inches wide. **(minimum 32 inches)**
The ideal width for a single door is 36 inches. **(ideal 36 inches)**
17. A double wide door should be at least **48 inches wide.**
18. Doors should be easy to open

19. The door sill should be level with inside to outside level
20. Doormat should be stationary and flat or recessed, and **less than an half inch thick**.
21. Bell person should be available to assist for moving in and out.
22. Handles, pulls, latches, lock and other devices on accessible doors easy to grasp. Can they be operated with a closed fist?
23. Automatic power assisted doors should operate in a manner and direction that does not present a hazard to a disabled guest.
24. Handrails should be installed on both sides of the stairs.
24. Check the height of the signage, is it visible to wheelchair attendees.
25. Front desk should be accessible to wheelchair users.
Use concierge table or another table for front desk for handicapped guest in wheel chairs.
26. Rest room should have international access symbol
27. Rest room clearing should be **at least 32 inches wide**
28. Mirrors should be mounted within 40 inches of the floor and slanted for wheelchair use.
29. Sink should be mounted 29 inches from the floor for wheelchair knee clearance
30. The front of sink should be clear to allow for approach of a wheel chair.
31. Hot and cold drain pipes should be wrapped to protect from burns to wheelchair users
32. Check faucet controls for push or lever type
33. Rest room dispenser and accessories within reach of person seated in a wheelchair **(no higher than 54 inches from the floor)**
34. Is there at least one stall with a clear opening **32 inches**
35. Flush controls hand operated on mounted no more than 44 inches above the floor
36. Grab bars long enough along the side and back of the toilet to allow transfer into and out of wheelchair
37. Men room has at least one stall type or wall hung urinal with elongated rim a maximum height of 17 inches.
38. Number of guest rooms adapted person with disabilities
39. Barrier free rooms should be located near elevators.
40. Door handles provide on the outside door and inside door should be levered.
41. Peephole and locks should be low enough for person in wheelchairs.
42. Guest room key card system easy to use or will it pose a problem for the person with limited upper body mobility
43. Doors and hallways inside the room have 32 inch openings
44. Sufficient turning space for wheelchairs to turn and move
45. Hallways and corridors between meeting rooms have 32 inch openings
46. Doors for meeting rooms should have 32 inch openings
47. Floors should be non-slip, level and easy to negotiate for wheelchairs
48. Heating/cooling systems should not interfere for hearing impaired
49. Temporary ramps available for raised podiums and head tables
50. Microphones should be easily adjustable and on flexible holders
51. Room lighting should be non-glare, non-reflecting and non blinking
52. Elevators equipped with braille, voice sound, visual
53. Elevator controls should be 42 inches above floor for wheel chair bound
54. Floor numbers in braille
55. Elevator door at least 32 inches wide.
56. Elevator call buttons free of obstruction for easy access.
57. One telephone in phone bank should be 48 inches of the floor
58. Phone directories should be kept at wheel chair level
59. Telephone should provide special equipment for hearing impaired
60. Accessible water fountains for someone in a wheel chair
70. Water fountain should be easy to use/hand lever or push button
71. Water fountain located in passageway some effort has to be made to alert persons visually impaired

HANDICAP ACCESSIBLE CHECK LIST

HANDICAP ACCESSIBLE ROOMS # of handicap accessible rooms_____

Fire safety system: Fire alarms ____audible Visible_____

For hearing impaired: what type of system is in place to notify hearing impaired
____Flashing lights ___Vibrating beds

Does the hotel have a system in place to check the rooms of the handicap_____ in an emergency

For sight impaired:

What type of system in place to notify sight impaired: ___vibrating beds to alert sight impaired
other systems to alert sight impaired _____

System in place to check the room occupied by handicap system to aid the handicap in emergency

Sprinkler systems in place: in sleeping rooms_____ in meeting rooms___ in common areas____

Fire alarm pull box within reach for wheel chairs disabled

Emergency exit clearly marked, with a 32 inch clearance and equipped with a crash bar_____

BATHROOM: Roll in shower stalls for wheel chair accessibility Yes___ NO__

Rest room have international access symbol_____

Rest room entrance clearing **at least 32 inches wide**__

Mirrors mounted within 40 inches of the floor and slanted for wheelchair use _____

Sink mounted 29 inches from the floor/wheel chair knee clearance

The front of sink allows for approach of a wheel chair _____

Hot and cold drain pipes are wrapped to protected burns to wheelchair users _____

Facet controls are push or lever type _____

Rest room dispenser and accessories are within reach of person seated in a wheelchair (**no higher than 54 inches from the floor**)

At least one stall with a clear opening **32 inches**_____

Flush controls: hand operated/mounted no more than 44 inches above the floor_____

Garb bars long enough along the side and back of the toilet to allow transfer into and out of wheelchair

Men room: at least one stall type or wall hung urinal with elongated rim a maximum height of 17 inches.

PARKING: Parking spaces located within 200 feet of the building__

Handicapped spaces are clearly marked_____

Parking space have adequate clearing (minimum 8 ft)

A 5 foot adjacent aisle (or 8' for minimum of 98" vertical clearance for a van along a route to a handicapped parking space

How many handicapped parking space are available_____

Valet parking at the curb side for handicapped____

Parking lot clear of loose gravel or other impediments____

Passenger loading zone have curb cuts and accessible aisle parallel to the vehicle pull up space.

Sidewalks and ramps 36 inches wide with some wider areas for turning and passing.

Ramps have a five foot level landing at the top, bottom and at ramp direction change or a resting intervals

SITE INSPECTION CHECK LIST FOR ADA

Grating designed so that opening aren't wider than half an inch.

Elongated grating should be perpendicular to the direction of the travel

Ramp should have tactile warning surface/or they visible through color change.

Temporary ramps are securely anchored.

Ramps and landing with drop-lifts (should have curbs at least two inches high) walls, railing or projecting surface that prevent slipping.

The approach to the building entrance is a hard surface at least five feet wide_____

Entrance: The international symbol of access is displayed at the entrance_____

Single door entrance at least 32 inches wide_____

Double wide door at least **48 inches wide**.

Door sill is level with inside to outside level____

Doormat is stationary and flat or recesses, and **less than an half inch thick**_____

Bell person are available to assist for moving in and out____

Handles, pulls, latches, lock and other devices on accessible doors easy to grasp_____

Door handles can they be operated with a closed fist_____

Automatic power assisted doors operate in a manner and direction that does not present a hazard to a disable guest_____

Stairs: Handrails installed on both sides of the stairs_____

Height of the signage is visible to wheelchair attendees.

Front desk is accessible to wheelchair users_____

If not the use of the concierge table or another table may be used for front desk check in for handicapped guest in wheel chairs_____

GUEST ROOMS:

How many guest rooms adapted for use of person with disabilities____

Barrier free rooms should be located near elevators_____

Door handles on outside of doors _____ Levers on the inside of doors _____

Peephole and locks should be low enough for person in wheelchairs____

Guest room key card system easy to use or will it pose problems for the persons with limited upper body mobility

Doors and hallways inside the room have 32 inch openings_____

Is there sufficient tuning space for wheelchairs to tuning and move

Meeting Rooms

Hallways/corridors between meeting rooms have 36 inch clearance_____

Doors for meeting rooms should have 32 inch openings

Floors should be non-slip, level and easy to negotiate for wheelchairs

ELEVATORS: Elevators with braille, voice sound, visual _____

Controls should be 42 inches above floor for wheel chair bound

Floor numbers in braille

Elevator door at least 32 inches wide_____

Area in front of call buttons free of obstruction for easy access

SITE INSPECTION CHECK LIST FOR ADA

PUBLIC TELEPHONES: At least one telephone should be 48 inches of the floor
Phone directories keep at wheel chair level
Special equipment for hearing impaired

WATER FOUNTAINS: Water fountains should be accessible to someone in a wheel chair
Water fountain control should be easy to use/hand lever or push button
Water fountain located in passageway some effort has to be made to alert persons visually impaired

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