



HOTEL AND MEETING ROOM CHECKLIST		Yes/No	Comments
PHYSICAL ACCESSIBILITY			
1. Hotel & Entrance	• Is there a drop-off point near the main entrance?	<input type="checkbox"/>	
	• Are there designated accessible parking spots?	<input type="checkbox"/>	
	• Is the approach to the building free of barriers & obstacles (eg. uneven pavement, narrow path)?	<input type="checkbox"/>	
	• Does the building have an access point for wheelchairs (eg. level entrance or ramp)?	<input type="checkbox"/>	
	• Are there handrails present on all stairs?	<input type="checkbox"/>	
	• Are doors wide enough to permit entrance of a wheelchair (~ 30").	<input type="checkbox"/>	
	• Is signage large, at eye level, in bold print and in a contrasting colour to the walls for visually impaired participants?	<input type="checkbox"/>	
	• Are there an automatic sliding doors an automatic door button easy to access/;	<input type="checkbox"/>	
	• Are there accessible washrooms in lobby and close to all meeting rooms?	<input type="checkbox"/>	
	• Are elevator buttons at low level & with Braille?	<input type="checkbox"/>	
	• If doors are glass is there enough contrast provided to make the doors visible to someone with partial sight or another suitable indicator?	<input type="checkbox"/>	
	• Are counter/reception areas clear of communication barriers like plexiglass?	<input type="checkbox"/>	
	• Is the background music turned off in the reception area and meeting rooms?	<input type="checkbox"/>	
2. Guest Rooms	• Can someone with a wheelchair (manual or power) enter the suite or room?	<input type="checkbox"/>	
	• Are tables high enough to accommodate someone in a wheelchair?	<input type="checkbox"/>	
	• Is there adequate manoeuvring room and wide doorways?	<input type="checkbox"/>	
	• Are there wheelchair accessible washrooms with wheel in showers available in guest rooms?	<input type="checkbox"/>	
	• Is equipment such as shower benches or lifts available?	<input type="checkbox"/>	

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3. Meeting Rooms	<ul style="list-style-type: none"> • Can someone with a wheelchair (manual or power) enter the suite or room? • Are tables high enough to accommodate someone in a wheelchair? • Is there adequate manoeuvring room and wide doorways? • Is the path to meeting rooms clearly marked by signage appropriate for visually impaired clients as described in Section 1? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
STAFF AWARENESS			
4. Customer Service	<ul style="list-style-type: none"> • Have all staff received disability awareness training (In Ontario AODA related)? • Is there written policy regarding accessibility? • Are support services available at all times for the hearing-impaired (Staff trained in sign-language interpretation, and the use of audio augmentation and other communication devices like text to text systems)? • Is assistance available for light attendant care needs? • Are staff familiar with guiding someone who is blind or partially sighted? • Are staff aware they must allow service animals to accompany guests? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5. Information	<ul style="list-style-type: none"> • Does any information available (pamphlets, hand-outs) take account of disability? • Are marketing materials offered in alternative formats (eg. large-print, plain language, Braille, audio-enhanced)? 	<input type="checkbox"/> <input type="checkbox"/>	

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For more information contact Mike Schaub at 613-533-6000 Ext. 79363 or schaubm@queensu.ca

www.disabilitypolicyalliance.ca