

CAMPAIGN OFFICE

ACCESSIBILITY CHECKLIST



Canadian Disability Policy Alliance
Alliance Canadienne concernant les politiques reliées au handicap

Campaign Office & Entrance	<ul style="list-style-type: none"> • Is there a drop-off point near the main entrance? • Are there designated accessible parking spots? • Is the approach to the building free of barriers & obstacles (eg. uneven pavement, narrow path)? • Does the building have an access point for wheelchairs (eg. level entrance or ramp)? • Are there handrails present on all stairs? • Are doors wide enough to permit entrance of a wheelchair (~ 30”). • Is signage large, at eye level, in bold print and in a contrasting colour to the walls for visually impaired participants? • Are there an automatic sliding doors an automatic door button easy to access/; • Are there accessible washrooms in lobby and close to all meeting rooms? • Are elevator buttons at low level & with Braille? • If doors are glass is there enough contrast provided to make the doors visible to someone with partial sight or another suitable indicator? • Are counter/reception areas clear of communication barriers like plexiglass? • Is the background music turned off in the reception area and meeting rooms?
Volunteer Opportunity	<ul style="list-style-type: none"> • Can someone with mobility, visual, speech, and hearing disabilities participate in volunteer activities for your campaign? • Is equipment assistive equipment available at your campaign office?
Meeting Rooms	<ul style="list-style-type: none"> • Can someone with a wheelchair (manual or power) enter the 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? • Are there wheelchair accessible washrooms nearby?
Information	<ul style="list-style-type: none"> • Does any information available (pamphlets, hand-outs) take account of disability? • Are printed campaign materials offered in alternative formats (eg. large-print, plain language, Braille, audio-enhanced)?
Customer Service	<ul style="list-style-type: none"> • Is there written policy regarding accessibility? • Have all staff received disability awareness training? • Are support services available for the hearing-impaired constituents (sign-language interpretation, audio augmentation, 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?