

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6)



Church \_\_\_\_\_ District \_\_\_\_\_

|                                  | YES | NO | Description / Guidelines  | Explain "NO" Answers* |
|----------------------------------|-----|----|---|-----------------------|
| <b>GETTING INTO THE CHURCH</b>   |     |    |   |                       |
| 1                                |     |    | Clearly visible signs direct people to accessible entrances   |                       |
| 2                                |     |    | 1 or more ADA parking spaces are on level ground close to entrance  |                       |
| 3                                |     |    | Chair users don't have to move behind parked cars or cross traffic  |                       |
| 4                                |     |    | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: _____)   |                       |
| 5                                |     |    | Accessible spaces are 8' wide with adjacent 5' access aisle   |                       |
| 6                                |     |    | At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)   |                       |
| 7                                |     |    | 36" wide curb cuts (curb ramps) are provided close to parking   |                       |
| 8                                |     |    | Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, & at least 36" wide (width: _____)  |                       |
| 9                                |     |    | <i>Entrance is level</i> <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: _____)  |                       |
| 10                               |     |    | Ramp has max. incline of 1:12 (length: _____ rise: _____ ratio: _____) with no more than 30' between level landings, <u>or entrance is level</u>  |                       |
| 11                               |     |    | 34-38" handrails are on both sides of ramp/ stairs and extend 12", lower railing no higher than 4" above deck, <u>or entrance is level</u>  |                       |
| 12                               |     |    | There is a 60"x 60" level platform at entry door (size: _____) and space on pull side of door (preferably 18") to allow door to open  |                       |
| 13                               |     |    | Automatic door opener is available, or doorbell to request assist   |                       |
| 14                               |     |    | Entrance door is 36" wide; threshold no more than beveled ½" high   |                       |
| <b>GETTING AROUND THE CHURCH</b> |     |    |   |                       |
| 15                               |     |    | Signs in entrances/ halls direct visitors and help them locate rooms  |                       |
| 16                               |     |    | Corridors are at least 36" wide and have non-glare floor surface  |                       |
| 17                               |     |    | No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow detection with a cane; no sign or high protrusion is lower than 80"  |                       |
| 18                               |     |    | Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or building is on one level</u>   |                       |
| 19                               |     |    | Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than ½" high and beveled  |                       |
| 20                               |     |    | Door handles (e.g. lever style) are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force  |                       |
| 21                               |     |    | Carpet pile is level, no more than ½" thick, w/ no or firm padding; floor mats have non-slip backing and are stable   |                       |
| 22                               |     |    | Fire alarm controls and extinguishers are no more than 48" (h: _____) from floor; visual and auditory fire alarms are in place  |                       |
| 23                               |     |    | At least one accessible marked unisex/ family restroom ( <u>or one stall in male and female restrooms</u> ) per floor has ~60"x 60" turning space with 33 – 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 – 19" (h: _____) |                       |
| 24                               |     |    | 29" sink clearance from floor (h: _____), easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered  |                       |
| 25                               |     |    | Soap dispenser and paper towels are mounted no higher than 48" (h: _____) <u>or placed on counter for access</u>  |                       |
| 26                               |     |    | Bottom edge of at least one mirror is 40" or lower (h: _____)   |                       |

|   | YES | NO | Description / Guidelines   | Explain "NO" Answers |
|---|-----|----|--|----------------------|
| 27  |     |    | Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <i>or paper cup dispenser is provided</i>  |                      |
| 28  |     |    | Stairs/ interior ramps have handrails on both sides, <i>or all one level</i>   |                      |
| 29  |     |    | Top/bottom step edges & ramp level changes marked, <i>or one level</i>   |                      |
| <b>SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA</b> |     |    |  |                      |
| 30  |     |    | Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating   |                      |
| 31  |     |    | Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), with view of pulpit and screen when others stand   |                      |
| 32  |     |    | Chancel area and choir loft are accessible, e.g. with ramp or lift   |                      |
| 33  |     |    | Handrails are provided for steps to the chancel, <i>or floor is level</i>  |                      |
| 34  |     |    | Aisles are at least 36" (w: _____) in common areas   |                      |
| 35  |     |    | Fellowship - e.g. potlucks, coffee hour- is offered in accessible space  |                      |
| 36  |     |    | In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside  |                      |
| 37  |     |    | Some chairs have armrests and have seat heights ~18" from floor  |                      |
| <b>COMMUNICATIONS AND ENVIRONMENT</b>             |     |    |  |                      |
| 38  |     |    | Members are sensitized about need to minimize use of fragrances  |                      |
| 39  |     |    | Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based   |                      |
| 40  |     |    | If projection is used, large font and good contrast are provided   |                      |
| 41  |     |    | Large print bulletin, songbook, and/or Bible provided on request   |                      |
| 42  |     |    | Braille or alternative/ digital media provided upon request  |                      |
| 43  |     |    | Microphone used by all speakers or comments are repeated at mic.   |                      |
| 44  |     |    | Assisted listening system (FM and/ or loop) and receivers available  |                      |
| 45  |     |    | ASL sign language interpreter is provided upon request   |                      |
| 46  |     |    | Print copies of sermon are available prior to worship, upon request  |                      |
| 47  |     |    | Captions are used for videos and other media   |                      |
| <b>ATTITUDES</b>                                  |     |    |  |                      |
| 48  |     |    | Accessibility/ accommodations and who to contact for questions are described in website, Find-A-Church site, and signage   |                      |
| 49  |     |    | Pastor(s), ushers & greeters, and leaders are trained in disability awareness and etiquette, e.g. using on-line resources  |                      |
| 50  |     |    | Signs, websites, or bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group brochures, photos |                      |
| 51  |     |    | Disruptions are accepted and incorporated into worship   |                      |
| 52  |     |    | Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall  |                      |
| 53  |     |    | Congregation works to use inclusive, person-first language in worship, e.g. people are invited to "rise in body or in spirit"  |                      |
| 54  |     |    | Classes and programs are adapted as needed to facilitate active participation of children and adults with disabilities   |                      |
| 55  |     |    | Disability Awareness Sunday ¶1265.4 observed during past 1-2 years   |                      |
| 56  |     |    | Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access  |                      |
| 57  |     |    | Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements  |                      |
| 58  |     |    | Transportation and valet parking or parking lot assistance is offered  |                      |
| 59  |     |    | "Buddy" system offered for individuals needing 1:1 assistance  |                      |

| <b>GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR</b>                      |  | <b>Target Date</b> |
|---|--|--------------------|
| 1.  |  |                    |
| 2.  |  |                    |
| 3.  |  |                    |
| 4.  |  |                    |
| YES _____ NO _____ Request consultation from Conference Disability Concerns Committee |  |                    |
| Comments (* continue on additional pages if needed):                                  |  |                    |
| Signature of Pastor:  |  | Date               |
| Signature of Trustees Chairperson:  |  | Date               |
| Signature of District Superintendent:   |  | Date               |

Date Form Completed \_\_\_\_\_ Charge Conference Date \_\_\_\_\_

**PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:**

Form completed by \_\_\_\_\_ Contact information \_\_\_\_\_

Contact person for church \_\_\_\_\_ Contact information \_\_\_\_\_

**PLEASE NOTE:**

- This form is for use on existing buildings only; refer to current ADA & state regulations for construction or major remodeling projects: <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>.
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the process.
- Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Resources are available through your conference Disability Concerns Committee (¶1653) and through the DisAbility Ministry Committee of the UMC at <https://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.