

## ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533)



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

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

| YES                              | NO                       | N/A                      | Description / Guidelines   | Explain "NO" Answers |
|----------------------------------|--------------------------|--------------------------|--|----------------------|
| <b>GETTING INTO THE CHURCH</b>   |                          |                          |  |                      |
|                                  |                          |                          | Clearly visible signs direct people to accessible entrances  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:____)  |                      |
|                                  |                          |                          | Accessible spaces are 8' wide with adjacent 5' access aisle.   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | At least one space is van accessible with adjacent, painted with slash lines, 8' access aisle on right side of vehicle   |                      |
|                                  |                          |                          | 36" wide curb cuts (curb ramps) are provided close to parking  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Ramp has maximum incline of 1:12, preferably 1:20 (length:____ rise:____ ratio:____) with no more than 30' between landings  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Ramp has minimum width of 36" between handrails (width:____) and has non-slip surface  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Handrails are 34-38" high on both sides of ramp/ stairs and extend 12" beyond; lower railing is no higher than 4" above deck   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | There is a 60" x 60" level platform at entry door and at least 18" on pull side of door  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Entrance door is 36" wide; threshold level or max beveled ½" high; no more than 10 lb force needed to open door  |                      |
| <b>GETTING AROUND THE CHURCH</b> |                          |                          |  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Multi-level building has interior elevator, lift and/ or ramp to allow access to all common/ program areas   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Carpet pile is level and no more than ½" thick, with no or firm padding; all floor mats have rubberized backing and are stable   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place  |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60 x 60 " turning space   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated,   |                      |
| <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | Soap and paper towels are no higher than 48", bottom edge of mirror is 40" or lower  |                      |
|                                  |                          |                          | One+ stall is 66"x 60" with 33" – 36" high wall-mounted grab bar   |                      |

|   |                          |                          | by toilet extending 54" from back wall; toilet height 17" – 19"  |                      |
|---|--------------------------|--------------------------|--|----------------------|
| YES   | NO                       | N/A                      | Description / Guidelines   | Explain "NO" Answers |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color  |                      |
| <b>SANCTUARY, CLASSROOMS, FELLOWSHIP AREA</b> |                          |                          |  |                      |
|   |                          |                          | Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen/ pulpit when others stand |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Chancel area and choir loft are accessible (via ramp, or platform lift if needed)  |                      |
|   |                          |                          | If there are steps to the chancel, handrails are provided  |                      |
|   |                          |                          | Aisleways are at least 36" in common areas   |                      |
|   |                          |                          | Fellowship area and one work area in kitchen are accessible  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more                                  |                      |
| <b>COMMUNICATIONS AND ENVIRONMENT</b>         |                          |                          |  |                      |
|   |                          |                          | Members sensitized about need to minimize use of fragrances  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based   |                      |
|   |                          |                          | Lighting adequate for reading in meeting areas, for safety in halls  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request   |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request   |                      |
|   |                          |                          | Printed copies of sermon are available if requested  |                      |
|   |                          |                          | Videos and other media are clearly captioned   |                      |
| <b>ATTITUDES</b>                              |                          |                          |  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Access and accommodations available are described in church phone message, website, internet postings, signage, etc.   |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Signs or bulletin boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation   |                      |
|   |                          |                          | Disruptions are accepted and incorporated into worship   |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Service animals or guide dogs are welcome within the church building(s) including the sanctuary  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language   |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Educational programs are adapted as needed for inclusion of children and adults with disabilities  |                      |
|   |                          |                          | Disability Awareness Sunday was celebrated during past year  |                      |
| <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/> | Persons with disabilities serve in worship and leadership roles and help plan ways to improve access   |                      |
|   |                          |                          | Needs of those on special diets considered when food is offered,   |                      |

|  |                             |  |   |                    |
|--|-----------------------------|--|---|--------------------|
|  |                             |  | including gluten free communion elements  |                    |
| <input type="checkbox"/>   | <input type="checkbox"/>    | <input type="checkbox"/>   | Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed |                    |
| <b>GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR</b> |                             |  |   | <b>Target Date</b> |
| 1.   |                             |  |   |                    |
| 2.   |                             |  |   |                    |
| 3.   |                             |  |   |                    |
| 4.   |                             |  |   |                    |
| 5.   |                             |  |   |                    |
| YES <input type="checkbox"/>                                     | NO <input type="checkbox"/> | Request consultation from Conference Disability Concerns Committee |   |                    |
| Comments:  |                             |  |   |                    |
| Signature of Pastor:   |                             |  |   | <b>Date</b>        |
| Signature of Trustees chair:                                     |                             |  |   |                    |
| Signature of District Superintendent:                            |                             |  |   |                    |

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

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

**PLEASE NOTE:**

- This form is for use on existing buildings only; please refer to current ADA and state regulations for new construction or major remodeling projects: <http://www.ada.gov/regs2010/2010ADAStandards/>.
- The audit 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 audit 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, 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 and through the DisAbility Ministry Committee of the United Methodist Church at <http://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.**