CAMPAIGN OFFICE
ACCESSIBILITY CHECKLIST

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

Campaign Office & Entrance	- 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	- 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	- 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	- 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	- 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?	