



# checklist

Name of Location \_\_\_\_\_ Date \_\_\_\_\_ time \_\_\_\_\_

Address \_\_\_\_\_

**CODE -**  **yes**     **no**    N/A  **not applicable**

## Parking Lots and Sidewalks

- well lit
- even surfaces that allow easy access for strollers, wheelchairs, walkers, and scooters
- kept clear of obstacles such as portable signs, shopping carts, etc.
- have disable parking spaces (2 cars wide) with posted sign and space should be painted blue with wheelchair shown on ground

## In Winter

- sidewalks and parking spots kept clear of ice and snow, with all snow banks removed for ease of movement

## Entrances and Exits

*Must have one of these*

- self-opening doors
- disabled push button (both doors)
- doorbell

*Entrance Mats are:*

- non skid and laying flat
- clean and free of water, snow, and ice build up

*Entrances have:*

- well lit
- even surfaces
- ramp if stairs present
- handrails for ramps and steps ideally on both sides
- doors that can be opened easily (consider door handles, weight of door)
- doors that open and close at a safe speed
- signs on glass doors marked at eye level

## Shelves, Racks, and Displays

- secure and do not move or tip when leaned on
- placed to let you move around them easily
- within reach, or assistance available

## Tables

- accessible to wheelchairs, walkers, and scooters

## Floors and Aisles

- well lit
- free from slip and trip hazards (e.g. water, ice, broken tiles, and uneven surfaces)
- wide enough for wheelchairs, walkers, and scooters
- free of clutter (e.g. boxes, produce, merchandise, and displays)

## Stairs (in and out of building)

- well lit
- railings firmly attached  
\_\_\_one side \_\_\_both sides \_\_\_continuous railing
- edges marked with a contrasting colour, texture,  
 or lights
- not slippery
- no carpet of loose tiles

## Carts and Baskets

- available
- accessible
- easy to manage
- maintained

## Public Washrooms (if food is served)

- well lit
- clear sign showing accessible washroom
- wheelchair accessible
- appropriate grab bars, counter height, etc.

## Visually Impaired

- large print on all signs
- braille by handle of  
\_\_\_washrooms \_\_\_elevator
- assistance available when needed

## Other recommendations

- seating in entrances and exits
- phone available and accessible
- price tags facing up on lower shelves and down on upper shelves
- provide scooter cart
- include a family washroom

General comments \_\_\_\_\_

\_\_\_\_\_

Will receive Accessibility Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_

