

# Accessibility Mini-Audit for Churches

This Accessibility Mini-Audit is designed to help congregations analyze their church facilities, their methods of communication and their attitudes. It may be used to aid churches in identifying barriers that can cause persons with disabilities to be excluded from full participation in worship and other congregational activities. We realize that achieving the goal of full accessibility is a continuing process, but this audit can be a starting point. It is recommended that a committee of the church, including at least seven persons, be formed to do this audit. To be most effective, the committee should include the chair of trustees, pastor, lay leader, persons with disabilities and others interested in disability concerns. As the audit is made, it is important to consider what can be accomplished in a short period of time and which goals must be long-range.

## CHECK

### YES OR NO

#### A. PARKING

- /  Have you provided accessible parking? **IF NO, go to B**; if yes, does each accessible parking space:
- /  1. Have a vertical sign showing the International Symbol of Accessibility?
- /  2. Have an overall ratio of 1 accessible space to 25 total spaces in the lot?
- /  3. Measure at least 96 inches wide?
- /  4. Have a clearly marked adjacent access aisle at least 60 inches wide by 20 feet long (96 inches wide for vans)?
- /  5. Is there an accessible route connecting accessible spaces to accessible buildings on the same site? **IF NO, go to B; if yes,**
- /  6. Is accessible parking located between the entrance drive and the building so that the accessible route is short and does not cross streets, drives, or the parking lot?

#### B. PASSENGER LOADING ZONES

- /  Have you provided a passenger loading zone? **IF NO, go to C; if yes,**
- /  1. Is its access aisle a minimum of 60 inches wide and 20 feet long?
- /  2. Is the loading zone's surface level and even?
- /  3. Can passengers get in and out of vehicles sheltered from weather?

# Accessibility Mini-Audit for Churches

## CHECK

### YES OR NO

#### C. CURB RAMPS

/  Is there a curb ramp wherever an accessible route (connecting accessible facilities, accessible buildings, accessible elements & accessible spaces) crosses a curb?  
**IF NO, go to D; if yes,**

/  1. Is the ramp's width, not including the flared sides, a minimum of 36 inches?

/  2. Is its slope no steeper than 1:20 (one foot rise in 20 feet)?

#### D. RAMPS

/  Where there are steps or a change in grade level, and platform lifts or elevators are not appropriate, has a ramp been provided? **IF NO, go to E; if yes,**

#### E. ENTRANCES

/  Is there at least one accessible door at each accessible entrance to the building, and to the worship, fellowship, education, and pastoral care areas? **IF NO go to F; if yes,** does each door:

/  1. Measure 36 inches wide?

/  2. Have levers, U-shaped handles, push plates, door pulls, panic bars, or other door hardware than can be operated with one hand, and does not require twisting, tight grasping, tight pinching, or finger strength to operate?

/  3. Have a threshold no higher than 3/4 inch for exterior doors, and 1/2 inch for other doors?

#### F. CORRIDORS (or interior accessible routes)

Is each corridor:

/  1. At least 36 inches wide (with passing space at least 60 inches wide and 60 inches long, or intersecting corridors allowing passing at reasonable intervals not exceeding 200 feet)?

/  2. Equipped with handrails on at least one wall?

#### G. RESTROOMS

/  1. Is there at least one wheel chair accessible restroom (can be unisex) 72 x 96 inches?

/  2. Is at least one toilet stall equipped with grab bars and able to accommodate wheelchair turning space?

/  3. Do faucets have lever handles to ensure easy operation?

# Accessibility Mini-Audit for Churches

## CHECK

### YES OR NO

/  4. Is there a 27-inch clear knee space under the sink to accommodate wheelchair users?

/  5. Is there an unobstructed wheelchair turning space (60-inch diameter circle or T shaped space) in the restroom?

## H. COMMUNICATIONS

/  1. Are dog guides permitted within the congregation and in the sanctuary space?

/  2. Is the worship bulletin available in large print?

/  3. Are hymnals, Bibles and church school materials all readily available in large print?

/  4. Are church school and worship materials available on tape or written in Braille?

/  5. Are interpreters available for deaf persons upon request?

/  6. Are video or audio recordings made of worship services?

/  7. Are greeters available to welcome persons and assist them to their seats if needed?

/  8. Are assistive listening devices (e.g., audio loop, FM system) provided for persons who are hard of hearing?

/  9. Are microphones (portable and stationary) used during all parts of the worship service?

## I. ASSEMBLY SEATING

/  1. Are all aisles, including side aisles, at least 36 inches wide?

/  2. Have special seating arrangements or paired wheel chair spaces totaling 66 inches in width been provided (by means of pew cuts, the shortening of selected pews, or by the removal of several chairs) that accommodate wheelchair users within the body of the congregation and still provide lines of sight (one such location in area seating up to 25 persons; two in an area seating up to 50; four in an area up to 300)?

/  3. Is the chancel platform accessible via ramp?

/  4. Are people who are physically challenged encouraged to be liturgical leaders in the worship service?

/  5. Is the choir loft accessible to wheelchair users in all vocal sections?

# Accessibility Mini-Audit for Churches

## CHECK

### YES OR NO

#### J. TELEPHONES

- /  Have you provided accessible telephones? **IF NO, go to K; if yes,**
- /  1. Is at least one phone at a maximum height of 48 inches to accommodate wheelchair users?
- /  2. Is at least one phone equipped with a volume control for persons who are hard -of-hearing?
- /  3. Is a telephone communications device -- Text Telephone Yoke (TTY) -- available to accommodate persons who are deaf or hard-of-hearing?

#### K. ATTITUDINAL ACCESS

- /  1. Is Access Sunday observed each year?
- /  2. Do you hold training sessions and sensitivity workshops for greeters, ushers, church school leaders, church staff and others interested in developing and maintaining ministries with persons with mentally and physically challenging conditions?
- /  3. Do you conduct sign language classes to help members of the congregation learn to communicate with persons who are deaf?
- /  4. Have teachers and children discussed their own attitudes toward Persons with disabilities?

#### L. SIGNS AND SYMBOLS

Is the international sign and symbols of accessibility posted at the following:

- /  1. Building entrance doors?
- /  2. Accessible parking spaces?
- /  3. Passenger loading zones?
- /  4. Restrooms?

#### M. PARSONAGES

- /  1. Is there a garage or covered area for loading and unloading passengers?
- /  2. Is the parsonage accessible to persons with mobility difficulties?
- /  3. Are the bathrooms accessible to all persons?

# Accessibility Mini-Audit for Churches

**CHECK**

**YES OR NO**

/  4. Is there one bedroom on the first floor that can be used to accommodate a person with a disability?

/  5. In case of an emergency, are there at least two exits that a person with a disability could use?

A resource of the Health and Welfare Ministries Program Department of the General Board of Global Ministries, The United Methodist Church, 458 Ponce De Leon Ave. NE, Atlanta, GA 30308, 404-460-7575; Fax 404-942-4350.

**ACCESSIBILITY AUDIT WORKSHEET**

Put the total number of YES and NO responses answered in each category below.

<b>Total</b>		<b>Total</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
/	A. Parking	/	G. Restrooms
/	B. Passenger Loading Zone	/	H. Communications
/	C. Curb Ramps	/	I. Assembly Seating
/	D. Ramps	/	J. Telephones
/	E. Entrances	/	K. Attitudinal Access
/	F. Corridors	/	L. Signs and Symbols
		/	M. Parsonage

If you answered NO to the first questions in sections A, B, C, D, E, J or you have more than two (2) NO answers in any category, you are not considered accessible in this area of your facility. In order to ensure greater access, we suggest that you complete the planning worksheet below.

# Accessibility Mini-Audit for Churches

## PRIORITY ITEMS BASED UPON AUDIT RESULTS

### Short Range Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Long Range Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### List all deficiencies that will require a large financial layout (+\$5,000.00).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Name of Church: \_\_\_\_\_

District: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date Audit Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_