

Self-Evaluation Checklist

Instructions: Please check all statements to which you can answer “yes.”

Access Route, Parking, and Entrances

- 1. The access route to the entrance is free of barriers.
- 2. There is a ramp to ensure access for those using walkers, wheelchairs, crutches, etc.
- 3. The ground on the access route is even and the surface is not slippery.
- 4. There are handicapped parking spaces available.
- 5. These spaces are designated with signs.
- 6. These spaces are designated with pavement markings.
- 7. All inaccessible entrances have signs indicating the location of the nearest accessible entrance.
- 8. The only accessible entrance is a service entrance.

Doors and Elevators

- 9. The door is equipped with (check all that apply):
 - automatic opener
 - a bell
 - an intercom
 - lever handle
 - handle at low spot accessible to person using a wheelchair
 - doorknob at normal height
 - low threshold to allow wheelchair access
- 10. The door is wide enough to allow wheelchair access.
- 11. There is a working elevator.
- 12. There are ramps, lifts, or elevators to all public levels.
- 13. There are visible and audible door opening/closing indicators.
- 14. The elevator's emergency intercom or phone is usable without voice communication.
- 15. The elevator's emergency intercom/phone is identified by Braille and raised letters.

Restrooms, Fountains, Meeting Spaces

- 16. At least one restroom is fully accessible.
 - lever handles throughout
 - space to turn and maneuver wheelchair
 - lavatory height is accessible
 - toilet height is accessible
- 17. There is at least one drinking fountain that is wheelchair accessible.
- 18. There is at least one meeting room that is accessible for public functions.
- 19. Meeting space(s) has aisles wide enough to accommodate a wheelchair.

Communication Accommodation

- 20. There is an emergency warning system
 - equipped with flashing lights
 - equipped with audible signals
- 21. Maryland Relay is available.
- 22. Signs indicate that relay services are available.
- 23. Signs indicate website addresses to access materials and information.
- 24. Brochure racks are accessible to someone using a wheelchair.
- 25. Publications are available in other formats:
 - Large print
 - Braille
 - Audiotape
 - Captioned video
 - Dubbed/voiced-over video
 - Electronic media/web-based versions
 - Other _____