

Appendix A - Site Accessibility Checklist

Below are the mandatory criteria and the minimum points required:

List of Mandatory Criteria	Required Points
Accessible Parking Available	10 points or more
Parking Space Width	5 points or more
Width of Pathway	5 points or more
Surface of Pathway	5 points or more
Slope of Pathway	5 points or more
Entrance Door Width	5 points or more
Door Threshold	5 points or more
Door Hardware	2 points or more
Slope of Hallway	5 points or more
Hallway and Door Width	2 points or more
Ground Floor or Elevator	5 points or more

Site Location (name):
Address:
Total Points

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Assessment Criteria	Evaluation Rating	Points
Signage – Location, Name, and Address	<ul style="list-style-type: none"> • Good sign, clearly visible with contrasting colours = 5pts • Poor sign, or temporary sign required = 3 pts • No signage and temporary signs cannot be used = 0 pts 	
Number of Accessible Parking Spots (min 10 pts required)	<ul style="list-style-type: none"> • Correct number of accessible parking spaces (1 for 10, 2 for 20, 3 for 50, 4 for 75, 5 for 100) • Can modify existing parking = 10 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 11 pts 	
Size of Accessible Parking Spots (Min 5 points required)	<ul style="list-style-type: none"> • Parking spot has a width of 370cm (146") = 10 pts • Can modify existing parking = 5 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 6 pts 	
Surface of Parking Spots	<ul style="list-style-type: none"> • Firm & level = 10 pts • Small cracks – not gravel = 5 pts • Compacted/hard dirt = 3 pts • Soft or gravel = 0 pts • No parking at location/parking = 0 pts 	
Lighting of Parking Lot	<ul style="list-style-type: none"> • Working lights, well lit = 5 pts • Dimly lit = 3 pts • Temporary lighting can be used = 2 pts • No lighting = 0 pts 	
Exterior Pathway Width to Building (min 5 pts required)	<ul style="list-style-type: none"> • Route is 110cm (43") or wider = 25 pts • Route is 92cm (36") or wider = 6 pts • Route is less than 92cm (36") = 0 pts • Can modify and or have the route paved/fixed = 5 pts 	
Level of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> • Route is smooth, continuous and free of obstructions = 25 pts • Can modify and/or have the route paved/fixed = 5 pts 	

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	<ul style="list-style-type: none"> • Rout is unstable with obstructions and cannot be modified = 0 pts 	
Slope of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> • Sloped pathway not applicable at location = 25 pts • Sloped pathway is proper slope up to 1:20 = 25 pts • Sloped pathway required, but one does not exist = 0 pts • Temporary ramp can be installed = 5 pts 	
Ramp of Exterior Pathway (min 5 pts required)	<ul style="list-style-type: none"> • Ramp not applicable at location = 25 pts • Ramp has slope of 1:20 , width of ramp > 90cm, handrails height from ground between 86cm and 96cm = 20 pts • Ramp with improper sized handrails = 6 pts • Ramp with no handrails and slope less than 1:12 = 0 pts • Temporary ramp can be installed = 5 pts 	
Entrance to Building Lighting	<ul style="list-style-type: none"> • Working lights, well lit = 5 pts • Dimly lit = 3 pts • Temporary lighting can be installed = 2 pts • No lighting = 0 pts 	
Entrance Door Width (min 5 pts required)	<ul style="list-style-type: none"> • Entry door width 89cm or greater = 25 pts • Entry door width at least 85cm = 6 pts • Entrance can be fixed (Center post removed) = 5 pts • Entrance not accessible = 0 pts 	
Entrance Door Threshold (min 5 pts required)	<ul style="list-style-type: none"> • Entry threshold has no level changes over 1.2cm = 25 pts • Entrance can be fixed/threshold installed = 5 pts • Entrance not accessible = 0 pts 	
Entrance Door Power Assist (min 2 pts required)	<ul style="list-style-type: none"> • Main entrance has a working power assist = 10 pts • Staff to assist/doors propped open = 2 pts • No power assist/power assist is broken = 0 pts • Power assist openers not required = 10 pts 	
Entrance Door Hardware	<ul style="list-style-type: none"> • Door or Power Assist opener pass closed fist test = 10 pts 	

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(min 2 pts required)	<ul style="list-style-type: none"> • Staff to assist/doors propped open = 2 pts • Fail closed fist test = 0 pts 	
Interior Path Lighting and Surface	<ul style="list-style-type: none"> • Well lit, stable, firm, slip resistant, glare-free and mats do not present slip hazards = 10 pts • Staff present to assist = 5 pts • Interior surface glass issues can be fixed temporary lighting = 1 pt • Surface is unstable and/or unable to be fixed = 0 pts 	
Interior Path Overhanging/protruding Objects	<ul style="list-style-type: none"> • Head space – 210cm, no protrusions = 10 pts • Head space – 198cm, no protrusions = 5 pts • Protruding objects marked/staff to assist = 2 pts • Hazardous protrusions, no staff workaround = 0 pts 	
Interior Path Slope of Hallway (if any) (min 5 pts required)	<ul style="list-style-type: none"> • No slope in hallway leading to voting location = 25 pts • Sloped hallway to voting location is proper slop up to 1:20 = 25 pts • Sloped hallway required, but one does not exist = 0 pts • Temporary ramp can be installed = 5 pts 	
Interior Path Ramp in Hallway (if any) (min 5 pts required)	<ul style="list-style-type: none"> • No ramp in hallway leading to voting location = 25 pts • Ramp has slope of 1:20, width of ramp, handrails height from ground between 86cm and 96cm = 20 pts • Ramp with improper sized handrails = 6 pts • Ramp with no handrails and slope less that 1:12 = 0 pts • Temporary ramp can be installed = 5 pts 	
Interior Width of Corridor and Interior Doors (Min 10 pts required)	<ul style="list-style-type: none"> • Corridor width 106cm or greater & door width 89cm = 25 pts • Corridor width at least 104cm & door width at least 85cm = 10 pts • Corridor width below 104cm or door width below 85cm = 0 pts 	
Interior Threshold	<ul style="list-style-type: none"> • Interior threshold not over 1.2cm = 25 pts 	

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(Min 10 pts required)	<ul style="list-style-type: none"> • Interior threshold can be modified/temporary threshold installed = 10 pts • Level change over 1.2cm with no way to overcome = 0 pts 	
Voting Room on Ground Floor or Elevator (Min 5 pts required)	<ul style="list-style-type: none"> • Location is on ground floor and elevator not applicable = 15 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm, door closed 8 seconds, button-raised or braille, emergency alarm) and within a distance of 2500cm and 5000cm to main accessible entrance = 10 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm, door closed 8 seconds, button-raised or braille, emergency alarm) but distant, in between 2500cm and 5000cm to main accessible entrance = 6 pts • Staff required to operate elevator/key access = 5 pts • No elevator (but needed), or fails criteria = 0 pts 	
Accessible Washroom Available?	<ul style="list-style-type: none"> • Accessible washroom available & meets requirements as below = 25 pts • No accessible washroom = 0 pts 	
Accessible Washroom Door Width	<ul style="list-style-type: none"> • Entry door width 86cm or greater = 10 pts • Entry door width at least 81cm = 5 pts • Entry door is below 81cm = 0 pts 	
Accessible Washroom Stall Size	<ul style="list-style-type: none"> • Washroom stall has a minimum clear turning radius of 150cm = 10 pts • Washroom stall is 100 small = 0 pts 	
Accessible Washroom Accessories	<ul style="list-style-type: none"> • Washroom meets minimal seat height 40cm to 46cm and has a grab-bar = 10 pts • Washroom meets minimal seat height but no grab bar = 5 pts • Washroom does not meet accessibility standards = 0 pts 	

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Assessment Criteria	Evaluation Rating	Points
Total Points		

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