



Wheelchair accessibility self-review check list

Use this checklist to identify where adjustments can be made to your property to enhance the wheelchair accessibility. Depending on the size and function of your business it could be useful to narrow down your review scope. Over time, you could do multiple rounds of reviews which will help you to build upon your previous efforts and continuously enhance the accessibility of your business.

Once you have compiled your actions, add them to your action plan on page 7. We ask you to identify 3 - 5 areas where barriers to wheelchair accessibility can be addressed. If you have an existing accessibility plan or a relevant line item in your capital plan, reference them or expand upon them.

The action plan will help you to inform

- a) the site review with the accessibility consultant. You will be able to discuss your needs and questions and fine-tune your action plan and goals.
- b) a funding submission to the Tourism Accessibility Fund (subject to eligibility).

Tip: Visit Ottawa Tourism's membership portal to access these and other useful resources:

- Tips for Your Accessibility Journey in the tourism sector
- Accessibility focused supplier directory



Building Exterior	Yes	No	Suggestions	Notes
Are there accessible parking spaces at/near your location?	☐	☐	Enquire with your local municipality or ownership group if they could be installed.	
Is there a curb ramp from the parking spot onto the sidewalk?	☐	☐	Enquire with your local municipality or ownership group if they could be installed.	
Is the route to the building entrance stable, firm and slip-resistant?	☐	☐	Repair uneven paving Fill small bumps and breaks with patches Replace gravel with asphalt or other surface	
If the accessible route crosses a curb, is there a curb ramp?	☐	☐	Install curb ramp	
Do you use salt outside your building when there is ice?	☐	☐	Consideration should be given to using sand instead of salt on paths, ramps and stairs, as salt may be harmful to the paws of service animals.	



Building Entrance

Is the main entrance accessible?	☐	☐	Redesign to make it accessible including: - Adjust or replace closers - Install lighter doors - Install power-assisted or automatic door openers - Reverse the door swing if it is safe to do so. Move or remove obstructing partitions. - Lower handles - Replace inaccessible knobs or latches with lever or loop handles - Install power-assisted or automatic door openers - Remove mats or install slip-resistant and wheelchair friendly mats	
If the main entrance is not accessible by one step, is there a ramp?	☐	☐	- Install a temporary ramp. Check with your municipal planning department for specific requirements - Install a permanent ramp	
Does the main entrance door have an automatic door opener?	☐	☐	Install an automatic door opener or a wireless doorbell to call for assistance	
If the main entrance is not accessible, is there an alternative accessible entrance?	☐	☐	- Designate an entrance and make it accessible; - Ensure that accessible entrance can be used independently and during the same hours as the main entrance.	



			- Provide signage directing people to the accessible entrance before arriving at the main entrance so that they do not have to turn around and retrace route	
If there is a threshold, is it no more than 1/4 inch high? Or, no more than 1/2 inch high with the top 1/4 inch bevelled?	☐	☐	Remove or replace threshold	
Are edges of carpets or mats securely attached to minimize tripping hazards?	☐	☐	Secure carpeting or mats at edges	
Building Interior				
Does the reception desk allow for engagement with a person in a wheelchair?	☐	☐	Adjust current tables or desks for an inviting experience or provide alternative seating areas where possible.	
Are aisles and pathways to goods and services at least 36 inches wide?	☐	☐	Rearrange goods, equipment and furniture	
Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	☐	☐	Rearrange furnishings to clear more room	



If there are public seating areas, can the chairs at the tables be moved?	☐	☐	Replace fixed seating at tables	
Are popular items at an easy to reach height on shelves?	☐	☐	Place popular items on shelves at medium height	
Public Washrooms				
Are washroom doors equipped with an automatic or push-button opener?	☐	☐	Install automatic door opener	
Does the toilet stall door swing outwards?	☐	☐	Change the door swing	
Is there a grab bar beside the toilet?	☐	☐	Install a grab bar	
Are washrooms large enough to accommodate people who use scooters and power wheelchairs?	☐	☐	Redesign to allow a minimum five-foot turning radius for wheelchair users to manoeuvre without restriction	



Are washroom accessories and dispensers within easy reach of a person using a wheelchair or scooter? Are the dispensers automatic or easy to use?	☐	☐	Install automatic dispensers within easy reach of wheelchair users	
Other	Yes	No	Notes	
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		



Action Plan

#	Accessibility improvement	Priority (Low/ medium/high)	Time frame (short: <1 year; medium: <3 years; long: 3+ years)
1			
2			
3			
4			
5			



References:

- **Accessibility Checklist for Existing Facilities:**
<http://uiaccess.com/facilities.html#p2>
- **Accessibility Checklist: Restaurants**
<http://www.ohrc.on.ca/en/dining-out-accessibly-review-audit-results-and-commitments/appendix-iii-accessibility-checklist>
- **Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11**
<https://www.ontario.ca/laws/statute/05a11>
- **ADA Checklist for Existing Facilities**
<http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf>