

ACCESS AND ACCOMMODATION CHECKLIST GUIDE

A Guide to help churches identify access architectural barriers that prevent people with disabilities from attending church services.



Disabilities Ministries Department
SOUTH ATLANTIC CONFERENCE



INTRODUCTION

BREAKING *Down* THE BARRIER OF ARCHITECTURE

According to the Census Bureau, more than 54 million Americans live with a disability. That's one in every five people. The ADA (Americans with Disabilities Act) defines a disability as a physical or mental impairment that substantially limits one or more of a person's major life activities, e.g., breathing, seeing, hearing, walking, communicating, learning, working, or taking care of one's self.

A Louis Harris survey states that only 47% of 57 million Americans attend any religious services on a given Friday, Saturday, or Sunday. Why do they not attend, and what prevents people with disabilities from attending church?

People with disabilities face three barriers when attempting to worship God -- Architecture, Communication and Attitude. Some lose the will to attend because they can't get in the door, are ignored because of indifference, are pushed out because of insensitive attitudes.

Consider their predicament. If, through an injury or disease, you were suddenly faced with living with a moderate or severe chronic disability with limited mobility, ask yourself these 3 questions:

1. Would you be able to get into your church?
2. Would you be fully accommodated (sanctuary, bathroom, water fountain, etc.)?
3. Would you participate in study and service (e.g., greeter, soloist, deaconess, etc.)?

No barriers should prevent anyone - with and without a disability - from full access to study, worship, leadership, and evangelism. God said in Isaiah 56:7 -- "my house shall be called a house of prayer for **all** people. **All of us are Imago Dei (created in the image of God)**, and *no-one* should feel left out or pushed out of God's house.

Ellen G. White admonishes us in Testimonies, Vol. 3, page 511...*"the blind, the deaf...(the disabled)...in a variety of ways have been placed in close Christian relationship to His church. It is to prove His people and develop their true character. Angels of God are watching to see how we treat these persons who need our love...This is God's test of our character."*

The Americans with Disabilities Act (ADA) was signed into effect in July, 1990 in support of people who have disabilities in the areas of employment, public service, public accommodation, telecommunications and miscellaneous. Title III (Public Accommodation) of the ADA requires that the goods and services rendered to people with disabilities be on an equal basis with the rest of the general public, and that architectural and communication barriers that are structural be removed.

Although churches/religious entities are exempt from the ADA, most states have added addendums and additional restrictions to Title III. Dealing with structure (e.g., the Georgia access code includes churches building new facilities, or renovating).

In this survey, we are addressing Title III (guidelines and measurements). This guide will help you identify problematic areas outside/inside your church facility to:

- determine what changes need to be made, and provide assistance/accommodation for people with disabilities;
- encourage *full inclusion* of people with disabilities with complete access to hear the gospel of Jesus Christ and to participate in worship, study and evangelism.



The information presented here is intended *solely* as an informal guide, and is not binding on any agency with enforcement responsibility under the ADA, or determines your legal rights.

To obtain a copy of the Title III regulations and the Standards, or other technical information, call the U.S. Department of Justice ADA Information Line at 800-514-0301, Voice (202) 514-0381, or SEDBTAC (Southeast Business & Technical Assistance Center) at 800-949-4232.

HOW TO USE THIS SURVEY

The goal of this checklist guide is to help you identify problem areas in your church, and strategize a reasonable accommodation process in making your church more accessible for people with disabilities.

The removal of barriers can often be accomplished by making simple changes. The process of making these changes is not a one-time effort, but should be ongoing, with annual evaluations. Removing barriers from your church will be most effective working on one project at a time within a certain time frame (i.e., replace door handles in one month).

DEVELOPING YOUR ACCESSIBILITY PLAN

Along with this survey, have a clipboard, pen/pencil, additional paper, and a flexible tape measure or ruler.



- **PLAN.** Establish a time frame for completing the survey. Make additional copies, if necessary, and decide *who* will help *survey the whole church*. The assessment team should include:
 - The Disability Ministry coordinator
 - A head deacon or Adventist Men's Leader
 - Head Elder, or Personal Ministries leader
 - A person with a disability

Determine who will read the survey, and take measurements. Be sure to record all dimensions. For entrances, doors, bathrooms sinks, etc., be sure to inspect the equipment with a closed fist for operability.

- **PROBLEM-SOLVE.** Review the survey with the assessment team. Answers checked “NO” indicate need for renovation changes. Fill in changes on the notes page (i.e. ramp notes page), attach to the “Barrier Worksheet”, and report to head deacon/elder.
- **PRIORITIZE.** The Head Deacon should meet with his committee to determine what changes can be made first, and at a reasonable cost. Present assessment changes to the pastor and church board. Prioritize the changes to be made, and consider what, if any, alternative methods can be done. Establish special funding for large projects - (building a ramp, putting in an elevator, etc.)
- **PACE.** Removing all barriers at the church are not a one-time effort. You will need time to complete changes made for your accessible accommodation process.

Be realistic about the time frame, and monies needed to have quality work done. For instance, schedule 1-2 months to replace all doorknobs with lever handles, 6-9 months to shorten 3 pews in the sanctuary, etc.

Be sure to follow-up on your accessibility plan. Review all routes and entrances annually. Plan effectively, and be sure to include people with disabilities in your survey process.



ACCESS AND ACCOMMODATIONS SURVEY

The measurements indicated in this survey are based on national standards developed by the American National Standards Institute (#A117.1, 1986 edition) and the Uniform Federal Accessibility Standards. Although specific requirements may vary in each state, there are universal access codes required for buildings, and churches making renovations to existing buildings will have to incorporate the access codes.

DATE OF ASSESSMENT: _____

ASSESSMENT TEAM MEMBERS:

1. _____
2. _____
3. _____
4. _____
5. _____



PARKING

Yes No

1. Are there reserved spaces for people with disabilities?
If yes, number of spaces _____
2. Are reserved spaces at least 8 ft wide?
If no, actual width _____
Is there an adjacent access aisle at least 5 ft. wide?
3. Are the reserved spaces and access aisle paved, even if the rest
of the parking lot is not?
4. Are reserved spaces posted with an access symbol (not obscured
by a vehicle parked in the space)?
5. Are reserved spaces on a level surface?
6. Is there a 3 ft. Wide curb cut between the parking lot and side-
walk with a slope of 1:12? Actual wide of curb cut? _____
7. Is the reserved space close to an accessible entrance and on an
accessible route?
8. Is the path between reserved space and accessible entrance
free of obstacles? If no, describe the obstacle _____

9. Are there an adequate number of accessible parking spaces
available?

Guidelines	<u>Total Spaces</u>	<u>Accessible</u>
	1 to 25	One space
	26 to 50	Two spaces
	51 to 75	Three spaces
	76 to 100	Four spaces

Note: One of every 8 spaces must be van-accessible and 98 inches

10. Is there an enforcement procedure to ensure parking is used
for people with disabilities only?
11. Is the parking lot well lit at night?

PARKING – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$ _____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

BUILDING APPROACH

Yes No

- 1. Do walkways have non-slip, paved surfaces?
- 2. Are walkways at least 3 ft. wide?
If no, actual width _____
- 3. Are walkways of a continuing common surface, and not interrupted by steps?
- 4. Are there any protruding objects in the walkway?
- 5. Are walks at least 48 inches wide with a slope no greater than 5%?
- 6. Do curbs on the route have curb cuts at drives, parking, and drop off?
- 7. Is snow and ice adequately removed from walkways during the winter months?



BUILDING APPROACH – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

RAMPS

Yes No

1. Do ramps have:
- Slope no greater than 1 rise in 12 (1":12")?¹
 - Width of no less than 36"
2. Do ramps (longer than 6 ft) have hand rails on both sides?
- Are side rails 30" - 34" above the surface of the ramp?
 - Do side rails extend 1" beyond the top and bottom of the ramp?
 - Is the width between railings or curbs at least 36 inches?
3. Do ramps have a non-slip surface?
4. Is there a 5 ft. long level landing at every 30 ft. horizontal of the ramp, at the top and bottom, and at switchbacks?
5. Does the ramp rise no more than 30 inches between landings?
6. Do ramps have level platforms in front of doors that have at least 5 ft. of straight clearance?
7. Are ramps protected from rain and winter icing with a covering?



¹1:12 means for every 12 inches along the base of the ramp, the height increases one inch.

RAMPS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: ____ week(s) ____ month(s)

DOORS/ENTRANCE

- | <u>Yes</u> | <u>No</u> | |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 1. Is at least one primary entrance to building usable by people with mobility impairments? |
| <input type="radio"/> | <input type="radio"/> | 2. Are doors easy to open? |
| <input type="radio"/> | <input type="radio"/> | 3. Do doors (and all rooms) have a clear opening of 32" or more?
If no, actual width _____ |
| <input type="radio"/> | <input type="radio"/> | 4. If doors have a closer, is there a time-delay device? |
| <input type="radio"/> | <input type="radio"/> | 5. When closed, are the doors that are in a series separated by at least 4 ft. plus the width of any door, swinging into the space?
If no, actual distance _____ |
| <input type="radio"/> | <input type="radio"/> | 6. Are all thresh holds level (less than 1/4 inch) or beveled, no more than 3/4" high? |
| <input type="radio"/> | <input type="radio"/> | 7. Are door handles 48" high or less?
- Are door handles operable with a closed fist? |
| <input type="radio"/> | <input type="radio"/> | 8. Are Braille signs and textured doorknobs provided at the appropriate places? |
| <input type="radio"/> | <input type="radio"/> | 9. Do doors with latch hardware have lever or other easy grip handles? |
| <input type="radio"/> | <input type="radio"/> | 10. Are carpets or mats no more than 1/2" high? |
| <input type="radio"/> | <input type="radio"/> | 11. Does the accessible route provide direct access to the lobby, sanctuary, and bathrooms? |
| <input type="radio"/> | <input type="radio"/> | 12. Are there handrails at the church entrance? |



DOORS/ENTRANCE – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

FLOORS/CORRIDORS

Yes No

- 1. Do floors have a non-slip surface?
- 2. Are corridors on each floor at a common level or connected by a ramp?
- 3. Where carpeting is used, is it a tight weave and low pile, preferably free of padding?
- 4. Are carpets and mats no more than ½” high?
- 5. Are corridors free of jutting signs, light fixtures, coat hooks, and loose clutter that can trip or injure a person?
- 6. Is the lighting in the corridors adequate?

FLOORS/CORRIDORS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$ _____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

SANCTUARY

Yes No

1. Are there one or two pews 32" apart for use by people who use crutches or walkers?
2. Are there shortened pews throughout the sanctuary to allow people who utilize wheelchairs to sit with their family or friends?
3. Are aisles wide enough for people utilizing wheelchairs to pass?
4. Are there padded seats for some pews, or seat pads available?
5. Are assistive listening devices for amplification system provided To persons who are hard of hearing?
6. Are there areas of adequate lighting to enable participation in worship with no shadows or glare?
 - Is there adequate lighting on speakers and interpreters with no shadows or glare on either?
7. Are hymnals and bulletins available for people with visual impairments in ___ large print ___ Braille?
8. Are there interpreters for deaf and hearing impaired church members? If yes are they: ___ sign language ___ oral?
9. Is the pulpit or podium in the front of the church accessible so that members or guests with mobility impairments can speak, or sing, etc.?
10. Have the deacons, ushers and hostess/hospitality members been trained to offer appropriate assistance?
11. Are guide dogs permitted in the church sanctuary?
12. Are pews cushioned for added comfort?

NOTE: The Fire Department/Safety Division(s) for Georgia, North and South Carolina declares that aisles are considered exit ways, and are not to be blocked -- seating in the aisles can be a firecode violation. Leniency is given to churches, however, seating people with mobility impairments in the aisles can be life-threatening in case a fire or a violent situation occurs. Fines or penalties will occur in the event of a death resulting from poor evacuation plans. See page 32 -- Recommendations for Shortening Pews. Also contact your state's Fire Safety Division for a sample evacuation plan.

SANCTUARY – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)



NOTE ON SERVICE ANIMALS: “The ADA (Americans with Disabilities Act) defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA. A service animal is not a pet. Owners are given definite rules to follow in keeping the animal alert to their duties. (U.S. Department of Justice, Civil Rights Div., Disability Rights Section)

ROOMS*/TABLES

Yes No

- 1. Do rooms have signs on outside of door indicating use?
NOTE: If pictograms are used, it must be accompanied by raised characters and Braille.
- 2. Do signs on the door have raised characters between 5/8" and 2" high with high contrast?
- 3. Are thresh hold levels less than 1/4" inch high?
- 4. Can doors be opened or closed with a closed fist?
- 5. Do doors have a clear opening of 32"? If no, actual width_____

TABLES

- 5. Are the tops of tables or counters between 28" and 34" high?
- 6. Are knee spaces at accessible tables at least 27" high?
- 7. Are all folding chairs sturdy (not wobbly)?

**Also see page 12 (Doors/Entrances) for additional information on measurements.*

ROOMS/TABLES – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: ___ week(s) ___ month(s)

BATHROOMS

Yes No

1. Is there at least one accessible bathroom provided on each floor?
2. Are there signs leading to the accessible bathroom(s)?
2. Does the bathroom have turning space of 5 ft. x 5 ft. to allow traffic of individuals who utilize wheelchairs?
3. Do entranceways and doors allow 32" clearance?
5. Are thresh hold levels less than 1/4" high?
4. Is there at least one toilet stall that:
- has a 48" clear depth from door closing to front of commode?
 - has a door (operable with closed fist) 36" wide and swings out?
 - has grab bars 36" long on one side and rear wall, 33" - 36" above floor, fastened securely at the end and center
 - has a commode with seat 17" to 19" from floor?
 - has flush control handle no more than 44" above floor?
5. Are sinks wall-mounted with rim no higher than 34" from floor?
6. Do sinks have faucets operable with a closed fist? (Note: Single lever type handles are not required, hand grips are preferred.)
7. Are exposed drain/hot water pipes covered or insulated?
8. Are some mirrors and shelves at a height with the bottom no higher than 40" above floor (or slanted to allow vision at that level)?
9. Are soap dispensers, towel racks, and other dispensers/disposal units mounted no higher than 40" from the floor?
10. Do bathrooms for men have wall-mounted urinals with the opening of the basin no higher than 17" from the floor, or have floor-mounted urinals that are level with the main floor?
11. If urinal is in a stall, is the stall at least 36" wide?
If no, actual width _____
12. Are restrooms accessible to the sanctuary?

BATHROOMS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

WATER FOUNTAINS

Yes No

1. Is there at least one fountain with clear floor space of at least 30" by 48" in front?
2. Is there one fountain with its spout no higher than 36" from the ground?
3. Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?
4. Is each water fountain cane-detectable (located within 27" of the floor, or protruding into the space less than 4" from the wall)?
5. Are paper cups available for those who cannot bend at the water fountain?



WATER FOUNTAINS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

STAIRS

Yes No

- 1. Do stairs have a non-slip surface?
- 2. Is there a continuous and stable handrail along both sides of the stairs that extends beyond the top and bottom stairs?
- If no, is there a handrail on one side?
- 3. Is there textural, color change or abrasive strips at the top and bottom of steps to alert persons with limited vision where the stairs begin?
- 4. Are steps well lit?
- 5. Are open stairs provided with a means of warning individuals (who are blind) of their existence, such as slightly raised abrasive strips at the approach?
- 6. Do the steps have rubber treads?



STAIRS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

TELEPHONES

Yes No

- | | | | |
|-----------------------|-----------------------|----|--|
| <input type="radio"/> | <input type="radio"/> | 1. | Are telephones at a height accessible to people who utilize wheelchairs? |
| <input type="radio"/> | <input type="radio"/> | 2. | Is there clear floor space of at least 30" x 48" in front of at least one? |
| <input type="radio"/> | <input type="radio"/> | 3. | Is the high operable part of the phone no higher than 48"? |
| <input type="radio"/> | <input type="radio"/> | 4. | Does the phone have push button controls? |
| <input type="radio"/> | <input type="radio"/> | 5. | Is the phone hearing-aid compatible? |
| <input type="radio"/> | <input type="radio"/> | 6. | Is the phone adapted with volume control? |
| <input type="radio"/> | <input type="radio"/> | 7. | Is the phone with volume control identified with appropriate signage? |
| <input type="radio"/> | <input type="radio"/> | 8. | Does the phone protrude not more than 4 inches into the circulation space? |

TELEPHONES – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$ _____

TIME FRAME TO REPAIR: _____ week(s) _____ month(s)

BAPTISMAL POOL

Some of the baptismal pools in our churches are not accessible for people with mobility disabilities. There are usually steps leading to the area of the pool as well as steps to get in/out the pool. Personal assistance and alternative planning will help to be made for individuals who utilize a wheelchair, walkers, canes, and crutches.

There are no federal or state measurement criteria, or recommendations for pool size, or additions for a lift for access in and out of your baptismal pool. The following suggestions will help assist you with baptizing people with disabilities.

- ASK FIRST before lending assistance
- Have additional deacons and deaconness available for extra hands
- Ask the candidate if they'd like family members or a friend to help assist
- For candidates with vision impairments, describe the procedure, and the number of steps getting to and in the pool.
- For candidates who are deaf, have a sign interpreter present to help with communication
- To assist people who utilize a wheelchair - explain first the process and ask them for any suggestions they may have for access to and in the pool. Have a tall chair sitting in the pool to place them in, and lean the chair slowly backwards to baptize. To help maintain dignity of the person utilizing a wheelchair, use a curtain to shield the awkwardness during placement. Also solicit help from family members and friends of the candidate.



BAPTISMAL POOL – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: ___ week(s) ___ month(s)

ELEVATORS

- | <u>Yes</u> | <u>No</u> | | |
|-----------------------|-----------------------|-----|---|
| <input type="radio"/> | <input type="radio"/> | 1. | If the building is multi-story, is there an elevator? |
| <input type="radio"/> | <input type="radio"/> | 2. | Does the door have a clear opening at least 36" wide?
If no, actual width _____ |
| <input type="radio"/> | <input type="radio"/> | 3. | Are the call buttons 42" from the floor? |
| <input type="radio"/> | <input type="radio"/> | 4. | Are all of the controls 48" or less from floor? |
| <input type="radio"/> | <input type="radio"/> | 5. | Are the buttons labeled with raised or Braille letters besides them, and placed 4.5 to 5.5 feet from the floor? |
| <input type="radio"/> | <input type="radio"/> | 6. | Is the cab at least 68" x 51"?
If no, actual dimension _____ |
| <input type="radio"/> | <input type="radio"/> | 7. | Is there a handrail provided on at least one side, 32" from the floor? |
| <input type="radio"/> | <input type="radio"/> | 8. | When the elevator stops, is it self-leveling (1/2" maximum)? |
| <input type="radio"/> | <input type="radio"/> | 9. | Is the door slow closing, with a sensing device? |
| <input type="radio"/> | <input type="radio"/> | 10. | Is there an audible signal at each floor? |
| <input type="radio"/> | <input type="radio"/> | 11. | Is there a sign on both door jambs at every floor, identifying the floor in raised/Braille letters? |
| <input type="radio"/> | <input type="radio"/> | 12. | If an emergency telecom is provided, is it usable without voice communication? |

ELEVATORS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: ____ week(s) ____ month(s)

RECOMMENDATIONS FOR SHORTENING PEWS IN CHURCHES

There are no precise guidelines on shortening pews in the sanctuary for accessibility of people who utilize wheelchairs, scooters, walkers and canes. Overall seating arrangements and distance between pews will vary depending on structure and layout of each church

Taking out complete rows of pews in the back, side, or front is **not** recommended because this does not allow individuals with a mobility impairment to sit next to family members or friends, and subsequently, segregates them from the congregation.

The following recommendations will be helpful for shortening pews:

1. Consult with church members who utilize a wheelchair to see what their preference may be regarding the best seating locations for pew cuts, (or use the church's allocated wheelchair if one is available, or contact an agency to help).
2. Contact the company you purchased the pews from and request shortened pews (measurement of 36" to 48" removed from each original setting). Also, depending on distance between rows, remove two pew ends together in one section to allow a person who utilizes a wheelchair room to move and turn freely without bumping.
3. Place shortened pews in several different locations in the church (e.g., side or middle aisle, 3 rows from front, 3 rows up from the back, etc.)
4. If the floor slants to the front, shorten pews on the most level surface.



PEWCUTS – ADDITIONAL NOTES:

SOLUTIONS:

ESTIMATED COST: \$_____

TIME FRAME TO REPAIR: ____ week(s) ____ month(s)

BARRIER WORKSHEET

If you checked any “no” answers on the Access and Accommodation Worksheets, renovations need to be made. Transfer any notations from each worksheet page and list below. Attach the worksheet page and submit to the head deacon. The deacon committee will review the changes to be made, and determine priorities, cost factors, etc. Establish a follow-up accessibility plan and time frame for making changes. Review all routes and entrances annually. Fill out the following and attach the indicated notes page.

TITLE AREA(S) _____

ESTIMATED COST FOR REPAIR: \$ _____

PERSONS RESPONSIBLE FOR REPAIRS: _____

TIME FRAME TO MAKE REPAIRS: ___ WEEKS ___ MONTHS

ALTERNATE SUGGESTIONS FOR REPAIR:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



Note: Also see pages 35, 36 - Practical Solutions

PRACTICAL SOLUTIONS

Listed below are a few suggestions to make your church more accessible. Brainstorm ideas for changes, review with the pastor and church board. If necessary, set up a special fund, prioritize and schedule changes. Set up a time schedule for each project (i.e., replace all door knobs = 1 month, etc.).

PARKING LOT

- Repair uneven paving in parking lot
- Fill small bumps and breaks with beveled patches
- Replace gravel with hard top
- Change or move landscaping
- Widen route
- Move protruding objects
- Install curb cuts
- Add a small ramp up to the curb near parking lot
- Reconfigure spaces by repainting stripes
- Reconfigure spaces to include one van accessible
- Make sure symbol parking signs are not obstructed by cars or trees
- Implement enforcement policies so people with disabilities have places to park

RAMP

- Add a ramp if the route from parking lot to church is interrupted by stairs
- Lengthen ramp to decrease slope
- Add railings and secure in fixtures
- Widen or relocate the ramp
- Reconfigure the ramp to include switchbacks
- Add non-slip surface material
- Reconstruct sidewalk

ENTRANCE

- If the main entrance can't be made accessible, create an alternate accessible entrance
- Install direction signs to accessible routes and entrances
- Install offset (swing-clear) hinges
- Add power assisted or automatic door opener
- Relocate furnishings
- Replace or remove mats
- Secure carpeting or mats at edges
- If there is a single step with a rise of 6" or less, add a short ramp
- Replace door knobs with lever handles
- Adjust door closer

- Remove inner door if there is a vestibule with two doors
- Widen doors
- Reverse the door swing
- Move obstructing objects

ROOMS

- Mount signs on the wall
- Add accessible language (easy english/braille) on signs
- Install offset (swing clear) hinges
- Widen the doorway
- Replace door knobs or latches with lever handles
- Widen the doorway

TABLES

- Rearrange chairs or tables to provide 36" aisles
- Rearrange tables to allow room for wheelchairs in seating areas
- Remove some fixed seating
- Provide auxiliary table counter
- Raise (or lower) tables

STAIRS

- Add non-slip surface to treads
- Add or replace handrails

BATHROOMS

- Reconfigure rest rooms
- Combine rest rooms to create one accessible stall
- Reverse door swing if possible
- Add grab bars
- Add raised seats with rails
- Cover pipes underneath sink
- Remove a partition or wall
- Lower sink counter
- Lower dispensers
- Tilt or lower mirrors
- Add a large mirror

ADDITIONAL RESOURCES/ORGANIZATIONS

BOOKS

***“Checklist for Existing Facilities”, ver. 2.1,
“The Americans with Disabilities Act–Title III Tech. Assist. Manual”
“Code of Federal Regulations 28 CFR Part 36”, rev. July 1994 – Department
of Justice***

Southeast Disability Business & Technical Assistance Center
490 Tenth St.
Atlanta, GA 30318
800-949-4232, www.sedbtac.org

“Accessibility in Georgia”

Governor’s Council on Developmental Disabilities for Georgia
2 Peachtree St, N.W., 3rd Floor, Suite 210
Atlanta, GA 30303-3142
(404) 657-2126, (888) 275-4233
www.ga-ddcouncil.org

“Opening Doors to People with Disabilities”, Volume II, Book A/B

National Catholic Office for Persons with Disabilities
The McCormick Pavilion
415 Michigan Avenue, N.E., Suite 240
Washington, DC 20017-1557
(202) 529-2933, (202) 529-4678-fax
www.ncpd.org

“That All May Worship” & “Loving Justice”

National Organization on Disability – Religion Division
910 16th St., NW
Washington, DC 20006
(202) 293-5960
www.nod.org

ORGANIZATIONS

ADA Hotline – www.ada.gov

Architectural and Transportation Barriers Compliance Board –
www.federalregister.gov

Adaptive Environments (617) 695-1225, www.adaptive-environments.com

U.S. Department of Justice ADA Information -- Title III standards/regulations –
www.justice.gov

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National Catholic Office of Persons with Disabilities
Opening Doors to People with Disabilities, Vol. I, Sect. B.3.a.(1)
Washington, D.C., Sect. B.3.b.(2), Access Place of Springfield

Adaptive Environments Center, Inc.
Checklist for Existing Facilities version 2.1, ADA Compliance Materials
Boston, MA



Compiled and adapted by Rosemary Graham (with permission) from above-listed agencies

South Atlantic Conference of Seventh-day Adventists
Disabilities Ministries Department
3978 Memorial Drive
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