

PLEASE NOTE, THIS IS ALWAYS A WORK IN PROGRESS. IF YOU HAVE IDEAS FOR THINGS YOU'D LIKE TO HAVE INCLUDED, EMAIL rampvancouver@gmail.com AND WE'LL SEE ABOUT GETTING IT ONTO THE TEMPLATE.

[If you have questions about a certain line, highlight, shade and/or outline it with dots, and i'll respond]

EDITED COPY FOR DAY-OF-AUDIT, SEE <https://docs.google.com/spreadsheets/d/1dXcPtCucPvIBQsAc6YVD35HwHdwCxPjf11sDyW7ZM4k/edit?usp=sharing>

Name and address of audited space: Progress Lab 1422 (1422 William Street, Vancouver) **Date Audited: October 27, 2016**

OVERALL ACCESSIBILITY RATINGS:

| ACCESS CATEGORY: | HIGH | SEMI | NON | N/A | COMMENTS |
|--|-------------|-------------|------------|------------|-------------------|
| Blind and Low Vision | x | | | | |
| Deaf, Hard of Hearing, or Other Audio Barriers | x | | | | |
| EMS (Electro Magnetic Sensitivity) | | | x | | |
| Multiple Chemical Sensitivity Scent Reduction/ Scent Free | | | x | | renter controlled |
| Wheelchair/ Scooter User /Mobility Limited | | x | | | |
| Bathroom Access | | x | | | |
| Other Access Categories (e.g. allergens, child access, financial, etc) | | | x | | renter controlled |

for more info: <http://radicalaccessiblecommunities.wordpress.com/radical-access-mapping-project-vancouver/>

| GENERAL RENTAL / SPACE INFO | Y | MIX | NO | N/A | COMMENTS |
|------------------------------------|----------|------------|-----------|------------|--|
| Primary function of the space | | | | | Rehearsal venue |
| Hours of operation: | | | | | |
| Size of space, in square footage | | | | | 1600 |
| Maximum capacity for events | | | | | max 100 |
| Rental fees (give full week range) | | | | | please contact progresslab1422@c-space.ca |
| What does rental include? | | | | | access to space and shared kitchen and bathrooms |
| Specific requirements for rental | | | | | General Liability Insurance or Waiver |

| SIGNAGE & WAYFINDING | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Signage is in a clearly visible location? | x | | | | |
| Highly visible w/large, thick lettering <22pt font? | x | | | | |
| Non-glare finish so it's easier to read? | x | | | | |
| Letters & background high contrast for easier reading? | x | | | | |
| Braille? | | | x | | |
| Tactile? | | | x | | |
| At a good height (5' above floor to centre-line of sign)? | x | | | | |
| Can a person approach within 36" of sign without standing within door swing? | | x | | | |
| Directional signage large & consistent (colour, height, placement)? | | x | | | |
| Well-lit at night? | x | | | | |

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| LIGHTING | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|--------------------------------|
| Is lighting even throughout the venue? | | x | | | |
| Are there well-lit areas for people who use sign language to lip read and/sign? | x | | | | |
| Are any hazards well-lit? | | x | | | |
| What kind of lighting: fluorescent, incandescent, halogen etc? Describe | | | | | Flourescent, incandescent, LED |
| Can florescent lighting be turned off and other lighting used instead? | | | x | | |
| Strobe lights restricted, banned or simply not available in the space? | | | x | | |
| Are warning signs used if strobe light/ smoke/ explosive sounds are used (as any one of these can pose danger to some?) | x | | | | |

| VEHICLE & MOBILITY SCOOTER PARKING | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|---|
| Accessible or other parking within 200 feet of the building? | x | | | | Parking Lot with 3 stalls in front of building, good street parking |
| Well-signposted (upright & ground signage)? | | | x | | |
| Signage regarding the misuse of the spaces? | | | x | | |
| Are the spaces on level ground? | x | | | | |
| Is there a slip resistant surface? | x | | | | |
| Extra space designated to allow access to & from car (12' wide; 26' high)? | x | | | | |
| Allow easy & barrier-free access to closest entrance? | x | | | | |
| Can the user avoid passing through traffic & behind parked cars? | x | | | | |
| Are there areas/ spaces inside to park mobility scooters/ walkers, etc? Where? | x | | | | |

| EXTERIOR ACCESS | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Outdoor paths in good condition (no roots, cracks, holes) to prevent tripping etc? | | x | | | |
| Marked w/paint to indicate wheelchair accessible paths? | | | x | | |
| Outline path edges with high contrast paint? | | | x | | |
| Grate slots go against traffic flow so wheelchair wheels don't get stuck? | | | x | | |
| Grate slots no more than ½" wide? | | | x | | 1"wide |
| Sidewalks, ramps & paths 36" wide? | x | | | | |
| Drop-off near accessible entrance? | x | | | | |
| Walkways well-lit at night? | x | | | | |
| Slip-resistant surface? | x | | | | |

| GETTING THERE: PUBLIC TRANSPORTATION ETC. | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Transit near accessible entrance? How near? | | | | | |

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| | | | | | |
|---|-------------------------------------|-------------------------------------|--|--|--------------|
| Are there curb cuts leading from transit to the venue to ensure those using wheelchairs & others unable to climb a step can access the space? | <input checked="" type="checkbox"/> | | | | |
| Transit accessible? | <input checked="" type="checkbox"/> | | | | |
| Bus? Train? Other? | Bus | | | | |
| Route #s and other information | 22 | | | | |
| Bike lockups? Where? | <input checked="" type="checkbox"/> | | | | outside door |
| Are transit tokens available? | | <input checked="" type="checkbox"/> | | | |

| DOORS: main and internal, excluding washroom | Y | MIX | NO | N/A | COMMENTS |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|
| Is there a wheelchair accessible entrance? | <input checked="" type="checkbox"/> | | | | |
| Is there signage to the accessible entrance? | | | <input checked="" type="checkbox"/> | | |
| Entrance well lit at night? | <input checked="" type="checkbox"/> | | | | |
| Path to the accessible entrance clear of obstacles, roots, big cracks, etc? | | <input checked="" type="checkbox"/> | | | |
| Door is at least 33 3/4" wide? (BC Building Code Standard, 2013) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Does door open inwards or outwards? | outwards | | | | |
| Door swing clearance (from door edge to ramp edge) at least 32" to allow enough space when using a wheelchair or other mobility device, or for larger people? | <input checked="" type="checkbox"/> | | | | |
| Operable by a single effort (no more than 8.5 lbs pressure for push or pull)? | <input checked="" type="checkbox"/> | | | | |
| Are doors automatic? | | | <input checked="" type="checkbox"/> | | |
| Do automatic doors work? | | | | <input checked="" type="checkbox"/> | |
| Can users open doors themselves? Wait for assistance? Describe. | | | | | wait for assistance |
| Thresholds flush with floor, or nearly so (>1/2")? | <input checked="" type="checkbox"/> | | | | |
| Doormats stationary, flat or recessed (> 1/2" high)? | | | | <input checked="" type="checkbox"/> | |
| Wing handles, not knobs (there are many people who cannot grasp a doorknob)? | | <input checked="" type="checkbox"/> | | | |
| 3 second closing delay to allow entry without being hit by the door? | | | <input checked="" type="checkbox"/> | | |
| Peephole or windows in doors reachable (> 5 high')? | | | <input checked="" type="checkbox"/> | | |
| Locks no higher than 5'? | <input checked="" type="checkbox"/> | | | | |
| Is there a doorbell at 48" high or less? | <input checked="" type="checkbox"/> | | | | intercom keypad at 48" |
| If so, is there a visible and/or tactile indicator? Describe. | | | <input checked="" type="checkbox"/> | | |

| ELEVATORS/LIFTS | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|-------------------------------------|-----------------|
| Do you have a lift? | | | | <input checked="" type="checkbox"/> | |
| Do you have an elevator? | | | | <input checked="" type="checkbox"/> | |
| ELEVATOR size at least 5' X 5'? | | | | <input checked="" type="checkbox"/> | |
| LIFT dimensions at least 32"W x 48"L? | | | | <input checked="" type="checkbox"/> | |
| Threshold no greater than 1/2"? Many wheelchairs can't get over a lip over 1/2" h | | | | <input checked="" type="checkbox"/> | |
| Doors or compartment opens at least 33 3/4" wide? | | | | <input checked="" type="checkbox"/> | |
| Elevator call buttons at a reasonable height (35" - 54" above floor)? | | | | <input checked="" type="checkbox"/> | |
| Clear of obstructions in front of call buttons? | | | | <input checked="" type="checkbox"/> | |

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| | | | | | |
|--|--|--|--|----------|--|
| Call buttons tactile? | | | | x | |
| Call buttons brailed? | | | | x | |
| Braille to left of call buttons? | | | | x | |
| Tactile floor identification numbers at each door (height of 54")? | | | | x | |
| Braille floor identification numbers at each door (height of 54")? | | | | x | |
| Audible signals when elevator call is answered? | | | | x | |
| Audible signals for direction? | | | | x | |
| Handrails on three sides of elevator? | | | | x | |
| Handrails mounted 36" above floor? | | | | x | |
| Does it require a key? | | | | x | |
| Closing delay (3 seconds or more)? | | | | x | |
| Electronic re-opening activators on elevator door? | | | | x | |
| Can LIFT be operated without assistance? Is someone available to assist? | | | | x | |
| Are all staff trained to operate the LIFT &/or are there clear instructions available? | | | | x | |
| Chairlift available? Describe. | | | | x | |

ESCALATORS

| | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Does your venue offer an escalator? | | | | x | |
| How wide between rails? | | | | x | |
| Is there an escalator for both directions? | | | | | |

STAIRS & STEPS

| | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|------------------------------|
| Is the publicly available space stair-free? | x | | | | |
| If there are any stairs, how many are there, and where are they? Exact count. | | x | | | 16 stairs to private offices |
| Is there a ramp nearby? Where is it in relation to the stairs? | | | x | | |
| Do the stairs have a non-slip surface? | | | x | | |
| Tactile warning strips on stair edges so folks know where a step begins & ends? | | | x | | |
| Good lighting? | x | | | | |
| Contrast lines on steps (top/bottom yellow, rest white) to indicate start/end? | | | x | | |
| Closed risers? (They are safer because they limit chances of tripping) | x | | | | |
| Maximum step height 7" & uniform? | | | x | | 7.25-7.5" |
| Tread size is at least 11"? | x | | | | |
| Suspended stairs have sufficient warning devices (planters or railings)? For example, so folks don't hit their head on the underside. | | | | x | |
| Continuous handrails? Height? | x | | | | 32" |
| Width between handrails. Can you grasp both securely going up/down the stairs? | x | | | | only one handrail |
| Rails extend 12" past top riser & bottom tread to assist past the last/first step? | | | x | | |
| Handrails 1 ¼" to 1 ½" in diameter & easy to grasp? | x | | | | |
| Handrails in contrasting colour for better visibility? | x | | | | |

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| RAMPS: EXTERNAL | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Are there ramps to enter the space? Where? | | | | x | |
| Easy to find / well posted / etc? | | | | x | |
| Marked by access sign? | | | | x | |
| Gradient no more than 1:12? (less than 1 foot of rise for every 12 feet of ramp) | | | | x | |
| Textured, non-slip surface? | | | | x | |
| Detectable warning surface so people can prepare for an incline/decline? | | | | x | |
| Continuous & sturdy handrails? | | | | x | |
| Handrails 36" above ramp? width apart? | | | | x | |
| Handrails extend 12" beyond top & bottom of ramp? | | | | x | |
| Rest areas at less than 30' intervals to provide time not on an incline? | | | | x | |
| Well-lit? | | | | x | |
| At least 32" from door edge to ramp edge to ensure enough space to open door? | | | | x | |
| Are external ramps covered for weather protection? | | | | x | |

| RAMPS: INTERNAL | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Are there ramps inside the venue? Where? | x | | | | |
| Easy to find / well posted? | | x | | | |
| Marked by access sign? | | | x | | |
| Gradient no more than 1:12? (less than 1 foot of rise for every 12 feet of ramp) | x | | | | |
| Textured, non-slip surface? | | x | | | |
| Detectable warning surface so people can prepare for an incline/decline? | | x | | | |
| Continuous & sturdy handrails? | | | | x | |
| Handrails 36" above ramp? width apart? | | | | x | |
| Handrails extend 12" beyond top & bottom of ramp? | | | | x | |
| Rest areas at less than 30' intervals to provide time not on an incline? | | | | x | |
| Well-lit? | x | | | | |
| At least 32" from door edge to ramp edge to ensure enough space to open door? | x | | | | |

| HALLWAYS & FLOORS | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|---------------------|
| Are hallways 59"w? | | x | | | narrowest point 38" |
| Fire doors have magnetic hold-opens? | | | x | | |
| Fire doors clear of obstacles? | x | | | | |
| Door edges painted contrasted colour as warning if door is slightly open? | | | x | | |
| Carpet tightly woven, non-static, level loop with direct glue-down? | | | | x | |
| All floors non-glare? | | x | | | |
| All floors non-slip? | | x | | | |

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|--|----------|------------|-----------|------------|---|
| Does it seem like the floor would be easy to move around on? | x | | | | |
| Are the halls and common areas free from obstructions? Please detail. | x | | | | Can be cluttered at times |
| ACCESSIBLE ROUTE THROUGH VENUE | Y | MIX | NO | N/A | COMMENTS |
| Is there an at least 48" wide accessible corridor through the venue from the accessible entrance to the bathrooms (to ensure safe passage for those with mobility access barriers to and from washrooms, fire escapes and so on)? | x | | | | Entrance through the loading bay to studio is possible to accomodate this, otherwise narrowest point is 38" |
| Is it marked and/or monitored? How? (tape? rope? attendant? etc) | | x | | | |
| ASSISTIVE LISTENING DEVICES, ASL etc SERVICES / ARRANGEMENTS | Y | MIX | NO | N/A | COMMENTS |
| Can the speaker be easily heard from any place in room? | x | | | | |
| Acoustics check: Clap. Is it free of echos or dead spots? | x | | | | |
| For acoustics: is there carpeting, padded tiles, upholstered seats? | | x | | | |
| Adjust-able microphones available? | x | | | | |
| Can loud fans and other equipment be turned off when not using? | x | | | | |
| Can there be unobstructed views for interpretation and lip-reading? | x | | | | |
| Can front row seating available to Deaf, HoH, low vision at no extra charge? | | | | x | |
| Is that front row seating wheelchair accessible? | | | | x | |
| If a mic or lectern is used, can the speaker's mouth be visible for lip reading? | x | | | | |
| Infra-Red system? | | | x | | |
| FM system? | | | x | | |
| i.e. a personal receiver worn by the person with the hearing loss & a transmitter worn by the speaker. The amplification provided by the person with the hearing loss allows them to participate in a large audience setting as the speech is transmitted directly to the personal receiver blocking out other environmental sounds) | | | | | |
| Are there signs to indicate availability of the system and where it's located? | | | | x | |
| Minimal internal noise from heating / cooling systems? | | x | | | |
| Limited number of angles/ walls/ pillars to reduce sound bouncing? | x | | | | |
| If this is an event, is sign language interpretation provided? | | | | x | renter would arrange |
| How is this arranged? | | | | x | |
| Free & timely copies of program/ agenda/ speech/ etc available for interpreters? | | | | x | |
| If interpretation isn't covered by the venue/event, can someone bring their interpreter to the event / into the venue free of charge? | | | | x | |
| If interpretation can be arranged, is it culturally and otherwise appropriate for the event/venue? Explain. | | | | x | |
| Closed Captioning capabilities? Give details. | | | | x | |
| How is this arranged? Is there a fee? | | | | x | |
| Are Communication Access Real-Time Translation (CART) services offered? | | | | x | |
| If so, how is this arranged? Is there a fee? | | | | x | |
| Any other services offered for those with barriers to accesing audio? | | | | x | |

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| PUBLIC TELEPHONE | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|---------------------------------|
| Is there a public telephone available? | | | X | | |
| Clear path width of 30" to allow wheelchair access? | | | | X | |
| Located in a low ambient noise level area? Where? | | | | X | |
| Handset / coin receiver / dialer within 48" of the floor? | | | | X | |
| Cord minimum 29" long? | | | | X | |
| Phone directories kept at accessible level? | | | | X | |
| TTY? | | | | X | |
| Shelf provided for TTY? | | | | X | |
| If TTY is provided, do staff know how to operate it? | | | | X | |
| Do the phones have volume controls? | | | | X | |
| WATER FOUNTAIN | Y | MIX | NO | N/A | COMMENTS |
| Is there a water fountain available? | | | X | | |
| Provided at varying heights to accommodate more needs? | | | | X | |
| Recessed so as not to cause obstruction? | | | | X | |
| Are there any barriers getting in the way of accessing it? | | | | | |
| EMERGENCY SYSTEM | Y | MIX | NO | N/A | COMMENTS |
| Emergency evacuation plan posted? | X | | | | |
| Does it fit requirements for accessible signage? | | X | | | |
| Audible alarm signals? | X | | | | |
| Visible alarm signals? flashes <5 flashes/second? | | | X | | |
| Refuge area available, or accessible exit doors? | | | | X | |
| Fire alarms within reach (5' from floor)? | | | | X | |
| Emergency doors clearly marked? | X | | | | |
| Fire extinguishers? How far from ground? | X | | | | 37" |
| Sprinkler system? | | | X | | |
| Smoke detectors? | X | | | | |
| Is there a first aid kit anywhere? Where? Is it accessible? | X | | | | |
| SEATING | Y | MIX | NO | N/A | COMMENTS |
| Is rest seating available in the venue? | | | | | seating is determined by renter |
| Armrests? Some do not fit larger people's bodies, and for some people they're necessary for getting into/out of seats. Describe | | | | | |
| Is there a variety of seating options? Describe. | | | | | |

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| | | | | | |
|--|--|--|--|--|--|
| Seating options other than folding chairs? Folding chairs can be precarious for larger folks & many folks with disabilities requiring more supportive seating. | | | | | |
| Dimensions of seating options (floor to top of seat cushion x width between armrests or edges of seat x depth from front of seat cushion to back) | | | | | |
| Is seating sturdy/solid/secure? | | | | | |
| At least 16" from ground to top side of seat cushion? | | | | | |
| Can people use wheelchairs in all areas? | | | | | |
| Do wheelchair seating spaces allow people to sit with companions? | | | | | |
| Does seating allow a guide dog to sit under a chair? | | | | | |
| Is front row & barrier-free seating available for blind/low vision, Deaf/hoh or other people who require closer seating? | | | | | |
| Is there priority seating for disabled and/or fat folks and/or elders? | | | | | |
| If so, how is it marked/ maintained/ made known? | | | | | |
| Are seats available while waiting in lines, etc? Prioritized? Describe. | | | | | |

FOOD, BEVERAGE, SERVICE COUNTERS, BANK MACHINES

| | Y | MIX | NO | N/A | COMMENTS |
|--|---|-----|----|-----|----------------------|
| Can people have food etc delivered to their table? | | | | | determined by renter |
| Can people bring their own food & beverages into the venue, if required? | | | | | |
| If food is served, what is the price range? | | | | | |
| Are there a variety of options? Vegan, halal, vegetarian, kosher, gluten free, etc? | | | | | |
| Are common allergens noted? | | | | | |
| Are ingredient lists available? | | | | | |
| Is staff available to clear off the tables? | | | | | |
| Is free water available? | | | | | |
| Service counters (ticket booths, bars, cutlery/condiment stands etc) easily accessed by someone using a wheelchair? I.e. barrier free? Dimensions? | | | | | |
| Automated bank machine buttons < 48"high? | | | | | |
| Enough clearance to access ATM? Things blocking the way? | | | | | |
| Is there a coatcheck available? | | | | | |
| What is the cost? | | | | | |
| Is the coat check wheelchair accessible? | | | | | |
| Is the coat check mandatory? For what items? | | | | | |

ENVIRONMENTAL: ANIMALS, ALLERGENS, MCS, SCENTS, MOLD, SMOKING, ETC.

| -- Scent Free or Reduced Policy | Y | MIX | NO | N/A | COMMENTS |
|---|---|-----|----|-----|----------|
| Do you have a policy in place? | | | x | | |
| What does it cover? Reduced or free? All events or only some? Etc.Describe: | | | | x | |
| In what formats do you provide info on the policy? | | | | x | |
| How / is the policy enforced? | | | | x | |

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| | | | | | |
|---|----------|------------|-----------|------------|----------------------|
| Is the space free from air "fresheners"? | | | | X | |
| If there are "fresheners", can they be moved/ blocked/ removed? | | | | X | |
| Is the space free from any other scents? (e.g. incense, sage, paints, etc) | | | | X | |
| If not, can use of those scented products be stopped/ alternated use/ altered? | | | | X | |
| If yes, how can this be arranged? | | | | X | |
| Are there air purifiers/filters available for use in the space? How? | | | | X | |
| -- Animals | | | | | |
| | Y | MIX | NO | N/A | COMMENTS |
| Are animals regularly in the space? | X | | | | |
| If so, what kind? | | | | | dogs |
| Are steps taken to reduce hair, dander, bird dust, etc? | X | | | | weekly cleaning |
| Are there any areas or times where/when no animals are allowed? | X | | | | |
| -- Guide Dogs | | | | | |
| | Y | MIX | NO | N/A | COMMENTS |
| Is water available for guide dogs? | X | | | | |
| Is there an area where a guide dog can be toileted? | X | | | | |
| Is there a quiet area where a guide dog can rest? | X | | | | |
| -- Smoking Areas | | | | | |
| | Y | MIX | NO | N/A | COMMENTS |
| Accessible for people using wheelchairs and with other access needs? | X | | | | |
| At least 6 meters from doors/ intake? | X | | | | |
| Is it clearly blocked off? How? | | | X | | on street |
| -- Dust and Mold | | | | | |
| | Y | MIX | NO | | |
| Is or has mold been a problem in the space? | | | X | | |
| If so, describe any efforts to deal with it, and outcomes. | | | | | |
| Is the venue dusty? | | X | | | |
| Is regular dusting / vacuuming / filtering / etc done to reduce dust? | X | | | | |
| DRUGS AND ALCOHOL | | | | | |
| | Y | MIX | NO | N/A | COMMENTS |
| Are alcohol or other substances served or consumed in the space? Describe. | | | | | determined by renter |
| Are alcohol or other substances a central aspect of the space? | | | | | |
| Are there designated sober and non-sober spaces within the larger venue? | | | | | |
| If so, are those spaces wheelchair or otherwise accessible? | | | | | |
| Are non-alcololic beverages available? | | | | | |
| What is the culture of the space in terms of people attending while intoxicated or using substances, or to using on-site? E.g. are people welcome? vilified? How? | | | | | |

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How do the venue/ event/ organizers speak about alcohol/ drug use?

Important Note: RAMP views drug & alcohol use in spaces to be an access issue, *but not only for sober folks*. If your space/event vilifies or otherwise demonizes alcohol or drug consumption/ use, RAMP believes you're not creating an accessible space. Sober space \neq accessible. It's not that simple. People use & don't-use for many reasons, and any space/ event which vilifies people based on assumptions around what that use or not-use means & how it must manifest, is not accessible. There are times when a sober or not-sober space is the central point or necessary part of an event/gathering; and there are ways to have those spaces without treating each other like we're enemies. As a sober person, i feel strongly about this way of approaching alcohol and drug use / not-use / occasional-use in auditing spaces for access; it's central to auditing access without employing moralistic frameworks which already shut out too many people.

| SHADE & SHELTER | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------|
| Accessible to people using wheelchairs and with other access needs? | | | x | | |

| WHEELCHAIR/ MOBILITY/ ETC EQUIPMENT HIRE | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------|
| Can people hire or borrow a wheelchair or other equipment at the venue? | | | x | | |
| If so, how is this arranged? | | | | x | |
| How many do you provide? | | | | x | |

| QUIET SPACE | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------------------|
| Is there a quiet space available to sit or lay down? | x | | | | |
| Is this space available during all open hours? | | | | | determined by renter |
| Is it wheelchair accessible? | x | | | | |
| Is it scent-reduced or in line with the other scent situation in the rest of the space? | | | | | |

determined by renter

| STAFF/ORGANIZATIONAL AWARENESS | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Have staff undertaken any disability awareness trainings? | | | | x | rented space |
| Staff have experience assisting people w/a range of disabilities &/or needs? | | | | x | |
| If so, are staff available to provide assistance to patrons? | | | | | |
| Do any staff members have sign language skills? | | | | x | |
| Is there a staff member with responsibility for access or for patrons with a disability? Who? Provide contact info. | | | | x | |
| Are people encouraged & enabled to discuss issues around accessibility & ableism in the space? How? | | | | x | |
| Are conversations currently underway re: increasing access & awareness? | | | | x | |
| If someone experiences ableism, racism, transmisogyny, or any other form of oppressive behaviour from staff or other patrons, who can they speak with? | | | | x | |
| Is there currently an anti-oppression or human rights policy in place? | | | | x | |
| Are conversations encouraged and/or currently underway re: anti-oppression etc? | | | | x | |

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| CHILDCARE | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|---|
| Is this venue open to & welcoming of children? Describe specifics. | | | | x | determined by renter |
| Is childcare available onsite? | | | | x | |
| Is it wheelchair and otherwise accessible? Where is it located? | | | | x | |
| How much does it cost? | | | | x | |
| How is it arranged? | | | | x | |
| Who is the contact person? And who is directly providing care? | | | | x | |
| FINANCIAL ACCESS | | | | | |
| FINANCIAL ACCESS | Y | MIX | NO | N/A | COMMENTS |
| What is the cost to enter venue? | | | | x | determined by renter |
| Do you offer sliding scale or a "no one turned away" policy? | | | | x | |
| Are people able to be in the space without purchasing something? | | | | x | |
| If there is a "minimum order", what is it? Describe. | | | | x | |
| What is the cost to rent the space? Please give the range across the week. | | | | x | |
| Are there deals for small groups, low income folks, non-profits, etc? | | | | x | |
| FINDING INFO ABOUT THE SPACE / EVENT | | | | | |
| FINDING INFO ABOUT THE SPACE / EVENT | Y | MIX | NO | N/A | COMMENTS |
| Is information about the venue & event available in a range of formats (e.g. Printed material, large print, audio, website)? Which formats are used? | | x | | | website: www.c-space.ca |
| Is information about goods and services (programs and menus) available in a range of formats? Which formats? | | | | x | |
| Is printed information easy to read? | | | | x | |
| Is information available in multiple languages? Describe. | | | x | | |
| How are multiple formats/ languages accessed? | | | | x | |
| Is accessibility information posted online & in promotional material? Specify. | x | | | | |
| ENTRY TO VENUE (ID REQUIREMENTS, SECURITY, ETC.) | | | | | |
| ENTRY TO VENUE (ID REQUIREMENTS, SECURITY, ETC.) | Y | MIX | NO | N/A | COMMENTS |
| Is identification of any kind required to enter the space? Describe. | | | | | determined by renter |
| Does staff hold onto ID or simply check it? | | | | | |
| Do you have specific gender requirements to enter? Describe. | | | | | |
| How do you handle "discrepancies" in ID (e.g. the name someone goes by is not their legal name, or you believe their photo doesn't "match" their name or stated gender)? | | | | | |
| Must people be legal citizens or residents to enter? Describe. | | | | | |
| Re undocumented folks, how do you handle ID requirements? | | | | | |
| Are there security cameras anywhere inside or outside the venue? | | | | | |
| Are there security personnel anywhere inside or outside the venue? | | | | | |

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| EMS (electro magnetic sensitivity) ACCESS | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|----------------------|
| <i>We're committed to improving our information & knowledge in this area. If you have any input into more questions we can be asking, more work we can be doing to integrate this info into the rest, please do contact us.</i> | | | | | |
| Are there alternatives to fluorescent lighting? (Fluorescent lighting is often a major cause for headache, dizziness and other symptoms.) | x | | | | determined by renter |
| Has wifi been banned or restricted in the space? | | | x | | |
| Is there an option for using an ethernet cable access, not full-scale WiFi? | | x | | | |
| Are cellphones restricted or banned in the space? | | | | x | |
| Can people be asked at events to turn off / airplane mode their cellphones? | | | | | |
| Is there an identifiable, confined WiFi or cellphone zone for checking non emergency messages, making calls, using WiFi laptops, etc.? | | | | | |
| If so, how do people locate these? Are they noted? | | | | | |
| Where are the nearest cell phone towers? See map: www.ertyu.org/steven_nikkel/cancellsites.html | | | | | |
| Is the venue located away from dense wifi hotspots? | | | | | |
| To make your event/venue more EMS accessible: https://docs.google.com/file/d/0B81n0augDG8kLXQ4Z2FQcnhxWjA/edit?usp=sharing | | | | | |

PUBLIC WASHROOMS: add additional washroom sections as needed

If there are no w/c accessible washrooms in the space, are there any nearby? If so, how far? And fill in as much as possible about those washrooms in the sections below. Otherwise, delete this line.

| | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|--|
| Is it a stand-alone room, or a stall within a larger shared bathroom? | | | | | Standalone room |
| Room number if applicable: | x | | | | |
| Is the bathroom publicly available without a key/code? | x | | | | |
| Signage to accessible washrooms? | x | | | | |
| Is it marked as all-gender? Specify: | x | | | | |
| Is it in a safe location (ie. not in an isolated spot)? Where? | x | | | | with other toilets by bathroom |
| Entrance at least 33 3/4" wide? (BC Building Code, 2013) | x | | | | |
| Is the door automatic? | | | x | | sliding accordion door |
| Do automatic doors work? | | | | x | |
| Lever door handles? Specify. | | | | x | sliding accordion door |
| Is there unobstructed internal wheelchair clearance (5' x 5') in the stall or room? | | | x | | <i>Between toilet and wall is 2' and opposite wall 70". There is handrails. LED lighting</i> |
| What is the clearance inside the Lift? | | | | x | |
| Light switch <5' from ground? Location? | x | | | | |
| What type of lighting in the bathroom? | | | | | |

| Amenities | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------|
| Does the bathroom have a changing table? specify location and height: | x | | | | |

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| | | | | | |
|--|---|---|---|--|-----------------------|
| Are there sharps container/s? | | | x | | |
| Are scent-free soaps available? | x | | | | |
| Is the washroom free from air "fresheners" or other scents? | | x | | | |
| If there are "fresheners" etc., can they be moved/ removed/ blocked? | x | | | | |
| Is there an audible alarm system? | | | x | | |
| Is there a fan? Loud? Quiet? User activated? Etc. Please describe. | x | | | | automatic with lights |

| Sink | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Sink has w/c clearance (30" wide X 10" deep to pipes or 20" to wall X 28" high)? | x | | | | |
| Pipes wrapped to prevent burns? | x | | | | |
| Lowered mirror (40"h maximum from floor, or tilted down)? | x | | | | |
| Lever or auto type faucets, not spring-loaded? | x | | | | |
| How far are faucet handles from the front of sink? | | | | | 13 3/4" |
| How far are soaps from the front? permanent? | | x | | | non-permanent |
| Towel dispensers a maximum of 48" from floor? location? | | | x | | |
| Is there a tampon/pad dispenser? | | | x | | |
| Tampon/pad dispensers no more than 48" from floor? Location? | | | | x | |
| Other | | | | | |

| If it is a stall within a larger shared room: | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------|
| Does the stall door lock from the inside? | | | | x | |
| Do locks work securely? | | | | x | |
| Free of obstructions other than toilet? Describe if necessary. | | | | x | |
| Does the door swing outwards (clearance of 32")? | | | | x | |
| Self-closing door? | | | | x | |
| Is the stall door at least 32" wide? | | | | x | |
| Is the door self-closing? | | | | x | |
| Does it have an inside door handle on the hinge-side? | | | | x | |
| Does it have an inside door handle on the hinge-side? | | | | x | |

| Urinal | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------|
| Is there a urinal in the room? | | | | x | |
| How high is the urinal? | | | | x | |
| Wall hung or stall type urinal? | | | | x | |
| Is it on ground level? | | | | x | |
| Are there dividers between urinals? | | | | x | |
| Flush mechanism auto or lever at lower than 48" high? | | | | x | |
| Support bars? | | | | x | |

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| Supports | Y | MIX | NO | N/A | COMMENTS |
|--|----------|------------|-----------|------------|-----------------------------|
| Grab bars on 2 sides? Which? | x | | | | front and side |
| Grab-bars max 1" from wall? | x | | | | |
| Slanted grab bars minimum 33"h to a maximum of 36"h at top? | x | | | | |
| Grab bars minimum 42" long? | | x | | | |
| Transfer to toilet from which side/s? | | | | | right and front |
| Toilet paper holder 7"- 9" in front of toilet (@centerline of the dispenser)? | x | | | | |
| Toilet paper outlet between 20" - 48" from floor so it's easier to reach? | x | | | | 29" |
| What kind of flush mechanism? Lever? Auto? Centre button? Etc. | | | | | lever |
| Is the flush mechanism located closest to where the user is? I.e. not on wallside? | | | x | | on wallside |
| Is the toilet seat 17"h - 19"h? | | x | | | a booster seat is available |
| Is the centreline of the toilet 12" - 18" from the side wall/ partition? | x | | | | |
| Space between wall and edge of toilet | | | | | 9" |
| Space between front of toilet and opposite wall | | | | | 24 3/4" |
| Coat hook & inside shelf inside cubicle 40"h min - 48"h max? | | x | | | shelf yes, no coat hook |
| Is there an alarm button for people to use in an emergency? Where is it? | | | x | | |

| Other stalls | Y | MIX | NO | N/A | COMMENTS |
|---|----------|------------|-----------|------------|-----------------|
| Are there other stalls? How many? | | | | | 2 |
| Clearance under partition (divider between stalls) at least 9"h? | | | | x | seperate rooms |
| Door width in other stall/s | | | | | 30" / 27" |
| Does door swing out in other stall/s? | | | | | in |
| How much space is between the closed stall door and front of toilet? | | | | | 38" / 31" |
| Is the centreline of toilet 17" - 19" from the side wall / partition? | | | | | yes / yes |
| Other stalls measure a minimum of 60"deep x 35-37"w? | x | | | | |
| Toilet seat in other stalls 11"h - 17"h? | x | | | | |
| Support bars? | | | x | | |

| Showers | Y | MIX | NO | N/A | COMMENTS |
|--------------------|----------|------------|-----------|------------|-----------------|
| Are there showers? | | | x | | |
| seat height | | | | x | |
| to support bar | | | | x | |
| to faucet | | | | x | |
| to showerhead | | | | x | |
| hook | | | | x | |

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| | |
|--|--|
| If the door is directly in front of the toilet, the toilet cannot overlap the required maneuvering clearance (5' x 5') for the stall door. Describe setup. | Open the door, swings to the right; light switch is on the left; immediately in front of door is the sink; toilet is on the left; baby changing station is behind the door. It's the opposite setup in the other bathroom. |
|--|--|

| | |
|--|------------------|
| If sink is in the stall, it should be opposite the stall door, next to the toilet, the stall compartment must measure 66"d x 60"w. Describe setup. | N/A; not stalls. |
|--|------------------|

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Cut and paste additional sections for more bathrooms below

RECOMMENDATIONS:

- E.g.
- ems policy
 - multi-language
 - replace knobs with lever handles
 - visible first aid kit
 - visible emergency evacuation plan in multiple languages
 - consider providing scent free soap folks can take to bathrooms and return
 - scent policy
 -
 -
 -

This template is regularly updated. If there's anything you'd like to see included, please contact RAMP. If you'd like to use this audit template in whole or in part to create or add to your own, please do so, and ensure you credit this work. If you use a specific RAMP-completed audit in any way, please ensure RAMP contact information is attached so we can field specific questions/ concerns/ additions. rampvancouver@gmail.com

For more info: <http://radicalaccessiblecommunities.wordpress.com/radical-access-mapping-project-vancouver/>