

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533)



Church _____ District _____
 Date Form Completed _____ Charge Conference Date _____

| YES | NO | N/A | Description / Guidelines | Explain "NO" Answers |
|----------------------------------|----|-----|--|----------------------|
| GETTING INTO THE CHURCH | | | | |
| | | | Clearly visible signs direct people to accessible entrances | |
| | | | Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars | |
| | | | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:____) | |
| | | | Accessible spaces are 8' wide with adjacent 5' access aisle. | |
| | | | At least one space is van accessible with adjacent, painted with slash lines, 8' access aisle on right side of vehicle | |
| | | | 36" wide curb cuts (curb ramps) are provided close to parking | |
| | | | Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church | |
| | | | Ramp has maximum incline of 1:12, preferably 1:20 (length:____ rise:____ ratio:____) with no more than 30' between landings | |
| | | | Ramp has minimum width of 36" between handrails (width:____) and has non-slip surface | |
| | | | Handrails are 34-38" high on both sides of ramp/ stairs and extend 12" beyond; lower railing is no higher than 4" above deck | |
| | | | There is a 60" x 60" level platform at entry door and at least 18" on pull side of door | |
| | | | Entrance door is 36" wide; threshold level or max beveled ½" high; no more than 10 lb force needed to open door | |
| GETTING AROUND THE CHURCH | | | | |
| | | | Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface | |
| | | | No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries | |
| | | | Multi-level building has interior elevator, lift and/ or ramp to allow access to all common/ program areas | |
| | | | Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled | |
| | | | Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force | |
| | | | Carpet pile is level and no more than ½" thick, with no or firm padding; all floor mats have rubberized backing and are stable | |
| | | | Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place | |
| | | | At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60 x 60 " turning space | |
| | | | Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated, | |
| | | | Soap and paper towels are no higher than 48", bottom edge of mirror is 40" or lower | |
| | | | One+ stall is 66"x 60" with 33" – 36" high wall-mounted grab bar | |

| | | | by toilet extending 54" from back wall; toilet height 17" – 19" | |
|---|----|-----|--|----------------------|
| YES | NO | N/A | Description / Guidelines | Explain "NO" Answers |
| | | | Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser | |
| | | | Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color | |
| SANCTUARY, CLASSROOMS, FELLOWSHIP AREA | | | | |
| | | | Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen/ pulpit when others stand | |
| | | | Chancel area and choir loft are accessible (via ramp, or platform lift if needed) | |
| | | | If there are steps to the chancel, handrails are provided | |
| | | | Aisleways are at least 36" in common areas | |
| | | | Fellowship area and one work area in kitchen are accessible | |
| | | | In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more | |
| COMMUNICATIONS AND ENVIRONMENT | | | | |
| | | | Members sensitized about need to minimize use of fragrances | |
| | | | All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based | |
| | | | Lighting adequate for reading in meeting areas, for safety in halls | |
| | | | Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request | |
| | | | Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request | |
| | | | Printed copies of sermon are available if requested | |
| | | | Videos and other media are clearly captioned | |
| ATTITUDES | | | | |
| | | | Access and accommodations available are described in church phone message, website, internet postings, signage, etc. | |
| | | | Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette | |
| | | | Signs or bulletin boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation | |
| | | | Disruptions are accepted and incorporated into worship | |
| | | | Service animals or guide dogs are welcome within the church building(s) including the sanctuary | |
| | | | Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language | |
| | | | Educational programs are adapted as needed for inclusion of children and adults with disabilities | |
| | | | Disability Awareness Sunday was celebrated during past year | |
| | | | Persons with disabilities serve in worship and leadership roles and help plan ways to improve access | |
| | | | Needs of those on special diets considered when food is offered, | |

| | | | | |
|--|--|--|---|--------------------|
| | | | including gluten free communion elements | |
| | | | Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed | |
| GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR | | | | Target Date |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| YES __ NO __ Request consultation from Conference Disability Concerns Committee Comments: | | | | |
| Signature of Pastor: | | | | Date |
| Signature of Trustees chair: | | | | |
| Signature of District Superintendent: | | | | |

Form completed by _____ Contact information _____

Contact person for church _____ Contact information _____

PLEASE NOTE:

- This form is for **use on existing buildings only**; please refer to current ADA and state regulations for new construction or major remodeling projects: <http://www.ada.gov/regs2010/2010ADAStandards/>.
- The audit should be completed by a team including a member of the trustees, and people with construction, architecture and rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the audit process.
- Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.

- **This is not an all-inclusive listing of ADA guidelines, but rather represents basic first steps that a church may take to begin to implement accessibility measures.**
- **Resources are available through your conference Disability Concerns Committee and through the DisAbility Ministry Committee of the United Methodist Church at <http://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.**