

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6)



Church \_\_\_\_\_ District \_\_\_\_\_

	YES	NO	Description / Guidelines	Explain "NO" Answers*
<b>GETTING INTO THE CHURCH</b>				
1			Clearly visible signs direct people to accessible entrances	
2			1 or more ADA parking spaces are on level ground close to entrance	
3			Chair users don't have to move behind parked cars or cross traffic	
4			At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: _____)	
5			Accessible spaces are 8' wide with adjacent 5' access aisle	
6			At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)	
7			36" wide curb cuts (curb ramps) are provided close to parking	
8			Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, & at least 36" wide (width: _____)	
9			<i>Entrance is level</i> <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: _____)	
10			Ramp has max. incline of 1:12 (length: _____ rise: _____ ratio: _____) with no more than 30' between level landings, <u>or entrance is level</u>	
11			34-38" handrails are on both sides of ramp/ stairs and extend 12", lower railing no higher than 4" above deck, <u>or entrance is level</u>	
12			There is a 60"x 60" level platform at entry door (size: _____) and space on pull side of door (preferably 18") to allow door to open	
13			Automatic door opener is available, or doorbell to request assist	
14			Entrance door is 36" wide; threshold no more than beveled ½" high	
<b>GETTING AROUND THE CHURCH</b>				
15			Signs in entrances/ halls direct visitors and help them locate rooms	
16			Corridors are at least 36" wide and have non-glare floor surface	
17			No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow detection with a cane; no sign or high protrusion is lower than 80"	
18			Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or building is on one level</u>	
19			Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than ½" high and beveled	
20			Door handles (e.g. lever style) are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force	
21			Carpet pile is level, no more than ½" thick, w/ no or firm padding; floor mats have non-slip backing and are stable	
22			Fire alarm controls and extinguishers are no more than 48" (h: _____) from floor; visual and auditory fire alarms are in place	
23			At least one accessible marked unisex/ family restroom ( <u>or one stall in male and female restrooms</u> ) per floor has ~60"x 60" turning space with 33 – 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 – 19" (h: _____)	
24			29" sink clearance from floor (h: _____), easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	
25			Soap dispenser and paper towels are mounted no higher than 48" (h: _____) <u>or placed on counter for access</u>	
26			Bottom edge of at least one mirror is 40" or lower (h: _____)	

	YES	NO	Description / Guidelines	Explain "NO" Answers
27			Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <i>or paper cup dispenser is provided</i>	
28			Stairs/ interior ramps have handrails on both sides, <i>or all one level</i>	
29			Top/bottom step edges & ramp level changes marked, <i>or one level</i>	
<b>SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA</b>				
30			Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating	
31			Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), with view of pulpit and screen when others stand	
32			Chancel area and choir loft are accessible, e.g. with ramp or lift	
33			Handrails are provided for steps to the chancel, <i>or floor is level</i>	
34			Aisles are at least 36" (w: _____) in common areas	
35			Fellowship - e.g. potlucks, coffee hour- is offered in accessible space	
36			In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside	
37			Some chairs have armrests and have seat heights ~18" from floor	
<b>COMMUNICATIONS AND ENVIRONMENT</b>				
38			Members are sensitized about need to minimize use of fragrances	
39			Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based	
40			If projection is used, large font and good contrast are provided	
41			Large print bulletin, songbook, and/or Bible provided on request	
42			Braille or alternative/ digital media provided upon request	
43			Microphone used by all speakers or comments are repeated at mic.	
44			Assisted listening system (FM and/ or loop) and receivers available	
45			ASL sign language interpreter is provided upon request	
46			Print copies of sermon are available prior to worship, upon request	
47			Captions are used for videos and other media	
<b>ATTITUDES</b>				
48			Accessibility/ accommodations and who to contact for questions are described in website, Find-A-Church site, and signage	
49			Pastor(s), ushers & greeters, and leaders are trained in disability awareness and etiquette, e.g. using on-line resources	
50			Signs, websites, or bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group brochures, photos	
51			Disruptions are accepted and incorporated into worship	
52			Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall	
53			Congregation works to use inclusive, person-first language in worship, e.g. people are invited to "rise in body or in spirit"	
54			Classes and programs are adapted as needed to facilitate active participation of children and adults with disabilities	
55			Disability Awareness Sunday ¶1265.4 observed during past 1-2 years	
56			Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access	
57			Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements	
58			Transportation and valet parking or parking lot assistance is offered	
59			"Buddy" system offered for individuals needing 1:1 assistance	

<b>GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR</b>		<b>Target Date</b>
1.		
2.		
3.		
4.		
YES _____ NO _____ Request consultation from Conference Disability Concerns Committee		
Comments (* continue on additional pages if needed):		
Signature of Pastor:		Date
Signature of Trustees Chairperson:		Date
Signature of District Superintendent:		Date

Date Form Completed \_\_\_\_\_ Charge Conference Date \_\_\_\_\_

**PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:**

Form completed by \_\_\_\_\_ Contact information \_\_\_\_\_

Contact person for church \_\_\_\_\_ Contact information \_\_\_\_\_

**PLEASE NOTE:**

- This form is for use on existing buildings only; refer to current ADA & state regulations for construction or major remodeling projects: <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>.
- The survey 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 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 or appropriate accommodations, 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 (¶1653) and through the DisAbility Ministry Committee of the UMC at <https://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.