**ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6)**

**Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** | **NO** | **Description / Guidelines**  | **Explain “NO” Answers\*** |
| ***GETTING INTO THE CHURCH***  |
| 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 |  |  | *Entrance is level* *or* 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, *or entrance is level*  |  |
| 11 |  |  | 34-38” handrails are on both sides of ramp/ stairs and extend 12”, lower railing no higher than 4” above deck, *or entrance is level*  |  |
| 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  |  |
| ***GETTING AROUND THE CHURCH***  |
| 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), *or building is on one level*  |  |
| 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 (*or* *one stall in male and female restrooms*) 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:\_\_\_\_\_) *or placed on counter for access* |  |
| 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, *or* *paper cup dispenser is provided*  |  |
| 28 |  |  | Stairs/ interior ramps have handrails on both sides, *or all one level* |  |
| 29 |  |  | Top/bottom step edges & ramp level changes marked, *or one level* |  |
| ***SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA***  |
| 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, *or floor is level* |  |
| 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  |  |
| ***COMMUNICATIONS AND ENVIRONMENT***  |
| 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  |  |
| ***ATTITUDES***  |
| 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 ¶265.4 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  |  |
| ***GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR*** | **Target Date** |
| **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 (¶653) 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.**