Name of Organization:_____

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

The Virginia Commission for the Arts has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act (ADA); the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each questions and checking *yes*, *no*, or n/*a* for each accommodation in relation to the question.

        YES   Physical feature exists.

        NO   Physical feature does not exist but should.

        N/A   Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entry way accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)?   ☐Yes ☐No

	YES	NO	N/A
Ramps/Lifts	☐	☐	☐
Hand Railing on Ramps	☐	☐	☐
Steps	☐	☐	☐
Hand Railings on Steps	☐	☐	☐
Doors Open Easily/Automatically	☐	☐	☐

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)? ☐Yes ☐No

	YES	NO	N/A
Large-Print Signage	☐	☐	☐
Well-Lighted	☐	☐	☐

3. Is the entry way accessible to people with hearing impairments? (i.e., hard of hearing, deaf)? ☐Yes ☐No

	YES	NO	N/A
Buzzer Door	☐	☐	☐
If Yes, is there a Visual Entry Code (i.e., Flashing Light)?	☐	☐	☐

4. Is patron parking available?   ☐Yes ☐No

	YES	NO	N/A
Designated "Handicapped Parking"	☐	☐	☐
Clear Passage to Entry (i.e., for wheelchair users)?	☐	☐	☐

5. Is the interior space accessible to people with mobility impairments? ☐Yes ☐No

	YES	NO	N/A
Ramp	☐	☐	☐
Hand Railing on Ramps	☐	☐	☐
Steps	☐	☐	☐
Hand Railings on Steps	☐	☐	☐
Firm, Smooth Surfaces	☐	☐	☐
Doors Open Easily	☐	☐	☐
Elevators	☐	☐	☐
Chair Lifts	☐	☐	☐
Accessible Restrooms	☐	☐	☐
Designated Wheelchair Seating	☐	☐	☐

6. Is the interior space accessible to people with visual impairments? ☐Yes ☐No

	YES	NO	N/A
Large-Print Signage	☐	☐	☐
Braille Signage	☐	☐	☐
Braille Marked Elevator Buttons	☐	☐	☐
Raised Letter Signage	☐	☐	☐
Free of Hazardous Overhangs and Protruding Objects	☐	☐	☐
Clearly Marked Abrupt Changes in Levels	☐	☐	☐

7. Is the interior accessible to people with hearing impairments? ☐Yes ☐No

	YES	NO	N/A
Visual Emergency Alarm System	☐	☐	☐

ACCESS TO ORGANIZATIONS PROGRAMS: Answer each question **8 through 10** as it relates to programmatic accessibility.

8. Does the organization use the following to make its programs accessible to people with visual impairments?

☐Yes ☐No

	YES	NO	N/A
Large Print Materials	☐	☐	☐
Large Print Labeling	☐	☐	☐
Braille Materials	☐	☐	☐
Taped Materials	☐	☐	☐
Audio Description	☐	☐	☐

9. Does the organization use the following to make its programs accessible to people with hearing impairments?

☐ Yes   ☐ No

	YES	NO	N/A
Assisted Listening Devices – Infrared	☐	☐	☐
Audio Loop	☐	☐	☐
FM System	☐	☐	☐
Sign Interpreters	☐	☐	☐
Oral Interpreters	☐	☐	☐
Scripts and Text of Verbal Presentations	☐	☐	☐
Captioned Audio Visual Materials	☐	☐	☐
TDD/TTY (Telecommunications Device for the Deaf)	☐	☐	☐

10. Does the organization publicize its accessibility?   ☐ Yes   ☐ No

	YES	NO	N/A
By Telephone	☐	☐	☐
By TDD/TTY	☐	☐	☐
In Large Print	☐	☐	☐
In Braille	☐	☐	☐
On Audio Cassette Tape	☐	☐	☐

Authorizing Official, Title:_____

Signature of Authorizing Official:_____

Date:_____