

RADICAL ACCESSIBILITY AUDIT PROJECT (RAAP) MONTRÉAL – AUDIT TEMPLATE

DEVELOPED IN COLLABORATION WITH CURE & ACCESSIBILIZE MONTRÉAL!

QUESTIONS? CONTACT RAAP.MONTREAL@GMAIL.COM

LOCATION OF AUDIT			
Address			
Date			
Conducted by			
Contact information			
OVERALL RATING			
Access type			
Blind and Low Vision		Y / N	
Deaf, Hard of Hearing, Other Audio Barriers	ASL Translation	Y / N	
	LSQ Translation	Y / N	
	Closed Captioning (specify language)	Y / N	
Scent Reduction/ Scent Free		Y / N	
Wheelchair/ Scooter User /Mobility Limited		Y / N	
Bathroom Access		Y / N	
Other Access Categories			
Service animals allowed	Water available for them	Y / N	
	Place for them to relieve themselves	Y / N	
Availability of information			
Accessibility information available	Online (provide website/email address)	Y / N	
	In promotional material for events	Y / N	
	Do people have to call ahead to get that information?	Y / N	
Description of event	Information available on what participants should expect at the event		
Format of event	The format of the event is described: if it's a workshop, discussion, panel, what level of participation or audience involvement is expected? Is it interactive or presentation-style?		
	Have considerations been made concerning attention span and the length of time focused on one activity?		

Presentation style/materials	<ul style="list-style-type: none"> • Will the presentation include visual content? Audio content? • Are handouts and/or other materials provided? In what languages? • Is the font easy to read? (Sans serif fonts are recommended - the characters are easier to distinguish for those with reading difficulties or a visual impairment; examples are Helvetica, Arial, Verdana, and comic sans) 		
ADDITIONAL COMMENTS/NOTES			
GENERAL RENTAL / SPACE INFO			
Type of space	Events hall - venue - theatre - studio		
	Café - Restaurant		
	Bar		
	Bar - for events		
	Community centre		
	Other:		
Hours of operation			
Size of space, in square footage			
Maximum capacity for events			
Rental/booking fees (give full week range)			
What does rental include?			
Specific requirements for rental			
Use of large type		Y / N	
Use of braille		Y / N	
ADDITIONAL COMMENTS/NOTES			

OUTSIDE			
Accessibility of entrance/exit			
Stairs	Number		
	Height of one stair		
	Width		
	Railing	Y / N	Both sides / One side
	Height of railing		
Ramps	Where		
	Width		
	Height		
	Length		
	Slope (better if gradient <1:14)	(rise/run or height/length)	
	Railing	Y / N	Both sides / One side
Thresholds/ledges	Where		
	Height		
Doors	Easy to open	Y / N	
	Automatic	Y / N	
	Fully functioning	Y / N	
	Height of doorknob/handle		
	Type of doorknob/handle		
Signage	Clearly marked on outside	Y / N	
	Visible at night?	Y / N	
Transportation	Number of blocks from nearest accessible metro	Station:	
	Number of blocks from nearest metro	Station:	
	Number of blocks from nearest bus route (Is it accessible?)		
Terrain outside venue	Up or down a large hill? Steepness		
	Concrete sidewalk	Y / N	
	Condition of sidewalk		
Side entrance	Conditions along path to side door		
	Grass/dirt	Y / N	
	Concrete	Y / N	
Parking	Is parking available?	Y / N	
	Is accessible parking available? (# of spots?)	Y / N	
	Accessible path of travel from parking lot to venue entrance		

ADDITIONAL COMMENTS/NOTES				
INSIDE				
Elevators/Lifts	Location (to and from where?)			
	Are there specific requirements to use the elevator or lift? (E.g. a special pass card or key?)			
	Braille (Specifically beside call buttons?)			
	Dimensions			
	Functional			
Escalator	Location (to and from where?)			
	Functional			
Stairs	Where			
	Number			
	Height of one stair			
	Width			
	Railing (one or both sides)			
Ramps	Where			
	Width			
	Height			
	Length			
	Slope (better if gradient <1:14)	(rise/run or height/length)		
	Railing	Y / N	Both sides / One side	
Hallways	To and from where			
	Width – maneuverability			
	Height			
Aisles	Where			
	Width – maneuverability			
Floors	Nonslip	Y / N		
	Evenness or potential for tripping			
	Carpet	Y / N		
	Mats	Y / N		

Seating	Rest seating available	Y / N	
	Different types of chairs available (if yes, describe)	Y / N	
	Dimension of chairs		
	Number people who can be seated		
	Can seating accommodate a service dog sitting under chair	Y / N	
	Priority seating available	Y / N	
	In the case of limited seating/ standing room only, or sitting on the floor, is it possible for someone to reserve a chair/spot by calling ahead?	Y / N	
Visibility/lighting	Well-lit for people who use sign language or lip read		Y / N
	Type of lighting		
	If fluorescent lighting, can it be turned off if requested?		Y / N
	Strobe/flashing lights (Are they restricted or banned? Are warnings given?)	Y / N	
	Areas of high reflection/glare	Y / N	
Other Sensory concerns	Smoke machines If yes, are warnings given?	Y / N	
	Sudden/abrupt noises If yes, are warnings given?	Y / N	
	Other:		
Performance space	What are the sightlines like from the audience (to the stage)		
	Height of the stage		
	Accessibility of stage for performers Stairs (height, width) Ramp		
Water fountain	Available	Y / N	
	Clear path to allow access	Y / N	
	Height Different heights?	Y / N	
Public telephone	Available	Y / N	
	Clear path to allow access	Y / N	
	Location - low ambient noise level?		
	Height of handset/coin receiver/dialer (within 48" of floor?)		
	Phone directory available at accessible level	Y / N	
	Volume control		

Food, beverage, service counters	Food/beverages can be delivered to the table and cleared away by staff	Y / N	
	People can bring own food/beverages if required?	Y / N	
	Common allergens noted	Y / N	
	Ingredients lists available	Y / N	
	Free water available	Y / N	
	Straws available	Y / N	
	Service counters (ticket booths, bars, condiment stands, etc.) and payment devices at cash can be easily accessed by someone using a wheelchair	Y / N	
	Menus are available	Y / N	
	Easy to read	Y / N	
	In which languages?		
Payment	Prices/amount displayed somewhere visible	Y / N	
	Methods available (cash, credit, debit)		
	ATM/bank machine	Y / N	
	Clearance for access	Y / N	
	Buttons - braille?	Y / N	
	Buttons - within 48" of floor?	Y / N	
ADDITIONAL COMMENTS/NOTES			
WASHROOMS			
Are accessible washrooms available? (If not, give other relevant information – location of closest accessible washroom, etc.)			
Up or down stairs?		Gender neutral	Y / N
Stall within larger washroom or separate stand-alone room?			
Clear signage to indicate washroom	Y / N	Alternative signage?	Y / N
		Braille signage?	Y / N
Door	Does door opens inwards or outwards?		
	If door opens inwards, is there enough space for a person in a wheelchair to shut the door once inside?	Y / N	Unsure
	Width of entrance		
	Does door lock from inside? (height of lock)	Y / N	
	Automatic door	Y / N	

Flushing mechanism	Automatic flush	Y / N	
Grab rails	One side of toilet or both	Y / N	
Space beside toilet	Relevant measurements around toilet		
	(9.5 cm of space at one side?)	Y / N	
Toilet paper dispenser	Automatic	Y / N	
	Height		
Sink	Height		
	Wheelchair clearance	Y / N	
	Is there a shelf or counter?	Y / N	
Faucets	Height		
	Type (levers, automatic, etc)		
	Easy to use?	Y / N	
Soap dispenser	Height		
	Dispense mechanism (Automatic? Manual?)		
	Distance from edge of sink		
	Is soap scented or unscented?		
Hand dryer	Dryer or towels?		
	Height		
	Manual or automatic?		
Changing station	Height		
Pad or tampon dispenser	Y / N	Height	
Sharps container	Y / N	Height	
Light switch	Automatic?	Y / N	Height
ADDITIONAL COMMENTS/NOTES			
STAFF	Respectful behaviour toward patrons/customers	Y / N	
	Staff are patient with people who have slow or slurred speech	Y / N	
	Staff are attentive to patrons' varying needs	Y / N	