



## ACCESSIBILITY CHECKLIST

✓	<b>Ensure site is accessible for individuals with mobility challenges.</b>	✓	<b>When applicable, ensure appropriate signage is available.</b>
	<ul style="list-style-type: none"> <li>Area is barrier-free (no stairs or curbs without ramps or curb cuts).</li> </ul>		<ul style="list-style-type: none"> <li>Signs include common and easily recognized symbols (e.g. restrooms, exits, parking).</li> </ul>
	<ul style="list-style-type: none"> <li>Seating available for those unable to stand for long periods.</li> </ul>		<ul style="list-style-type: none"> <li>All signs with directional instructions have arrows.</li> </ul>
	<ul style="list-style-type: none"> <li>Parking spaces available within minimal distance of the site.</li> </ul>		<ul style="list-style-type: none"> <li>Dark font on a light background is best and avoid using green/red or purple/blue combinations.</li> </ul>
	<ul style="list-style-type: none"> <li>Path of travel is wide enough to accommodate a person using a wheelchair.</li> </ul>		
✓	<b>Ensure assistance with registration and communication is available.</b>	✓	<b>Allow service and emotional support animals.</b>
	<ul style="list-style-type: none"> <li>Staff available If assistance is needed to complete written or electronic forms.</li> </ul>		<ul style="list-style-type: none"> <li>Service animals are legally allowed in all areas with their handlers and should never be separated unless absolutely necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>All communications accessible for those using assistive technology.</li> </ul>		<ul style="list-style-type: none"> <li>Staff should not touch or interact with service animals while they (animals) are working.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure written and verbal instructions are clear, with step-by-step procedures (e.g. visuals, pictures, photos), and provide a dry-erase board for interactive conversations.</li> </ul>		<ul style="list-style-type: none"> <li>Individuals with service animals are not required to provide any documentation indicating that the animal is a service animal.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide interpretation services for individuals who do not speak English or are deaf or hard of hearing. Allow for requests for ASL interpretation in advance.</li> </ul>		<b>Ensure process for responding to requests for specific accommodations, training to address requests, and advance notice that accommodations are available in all promotional materials.</b>