

## ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533)



Church \_\_\_\_\_ District \_\_\_\_\_  
 Date Form Completed \_\_\_\_\_ Charge Conference Date \_\_\_\_\_

YES	NO	N/A	Description / Guidelines	Explain "NO" Answers
<b>GETTING INTO THE CHURCH</b>				
			Clearly visible signs direct people to accessible entrances	
			Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars	
			At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:____)	
			Accessible spaces are 8' wide with adjacent 5' access aisle.	
			At least one space is van accessible with adjacent, painted with slash lines, 8' access aisle on right side of vehicle	
			36" wide curb cuts (curb ramps) are provided close to parking	
			Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church	
			Ramp has maximum incline of 1:12, preferably 1:20 (length:____ rise:____ ratio:____) with no more than 30' between landings	
			Ramp has minimum width of 36" between handrails (width:____) and has non-slip surface	
			Handrails are 34-38" high on both sides of ramp/ stairs and extend 12" beyond; lower railing is no higher than 4" above deck	
			There is a 60" x 60" level platform at entry door and at least 18" on pull side of door	
			Entrance door is 36" wide; threshold level or max beveled ½" high; no more than 10 lb force needed to open door	
<b>GETTING AROUND THE CHURCH</b>				
			Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface	
			No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries	
			Multi-level building has interior elevator, lift and/ or ramp to allow access to all common/ program areas	
			Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled	
			Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force	
			Carpet pile is level and no more than ½" thick, with no or firm padding; all floor mats have rubberized backing and are stable	
			Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place	
			At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60 x 60 " turning space	
			Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated,	
			Soap and paper towels are no higher than 48", bottom edge of mirror is 40" or lower	
			One+ stall is 66"x 60" with 33" – 36" high wall-mounted grab bar	

			by toilet extending 54" from back wall; toilet height 17" – 19"	
YES	NO	N/A	Description / Guidelines	Explain "NO" Answers
			Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser	
			Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color	
<b>SANCTUARY, CLASSROOMS, FELLOWSHIP AREA</b>				
			Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen/ pulpit when others stand	
			Chancel area and choir loft are accessible (via ramp, or platform lift if needed)	
			If there are steps to the chancel, handrails are provided	
			Aisleways are at least 36" in common areas	
			Fellowship area and one work area in kitchen are accessible	
			In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more	
<b>COMMUNICATIONS AND ENVIRONMENT</b>				
			Members sensitized about need to minimize use of fragrances	
			All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based	
			Lighting adequate for reading in meeting areas, for safety in halls	
			Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request	
			Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request	
			Printed copies of sermon are available if requested	
			Videos and other media are clearly captioned	
<b>ATTITUDES</b>				
			Access and accommodations available are described in church phone message, website, internet postings, signage, etc.	
			Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette	
			Signs or bulletin boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation	
			Disruptions are accepted and incorporated into worship	
			Service animals or guide dogs are welcome within the church building(s) including the sanctuary	
			Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language	
			Educational programs are adapted as needed for inclusion of children and adults with disabilities	
			Disability Awareness Sunday was celebrated during past year	
			Persons with disabilities serve in worship and leadership roles and help plan ways to improve access	
			Needs of those on special diets considered when food is offered,	

			including gluten free communion elements	
			Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed	
<b>GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR</b>				<b>Target Date</b>
1.				
2.				
3.				
4.				
5.				
YES __ NO __ Request consultation from Conference Disability Concerns Committee Comments:				
Signature of Pastor:				<b>Date</b>
Signature of Trustees chair:				
Signature of District Superintendent:				

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

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

**PLEASE NOTE:**

- This form is for **use on existing buildings only**; please refer to current ADA and state regulations for new construction or major remodeling projects: <http://www.ada.gov/regs2010/2010ADAStandards/>.
- The audit 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 audit 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, 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 and through the DisAbility Ministry Committee of the United Methodist Church at <http://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.