

Summary	Accessibility Rating
0	Accessible
0	Partially Accessible
0	Not Accessible

Accessible Event Space Toolkit, an overlay to the Inclusion Lens: Event Management Tool					
ID	Planning the Built Environment Questions	Sub Questions & Better Practice Considerations	Requirement Reference	Accessibility Tags	Accessibility Rating
1	3. Is your event location accessible?	a) An elevator, with low buttons, Braille or raised number markings or audible floor announcements?			
2		1. Is the event space located on the entry floor or easily accessible by elevators?	-	Elevators	
3		2. Are elevators located close to the event space?	Recommend max. 30 m.	Elevators	
4		3. Are elevators large enough to accommodate people using mobility devices including powered wheelchairs and scooters?	Min. 1500 mm clear turning space (CSA B44, Appendix E)	Elevators	
5		4. Are enough elevators available?	-	Elevators	
6		5. Are elevator controls mounted at a comfortable height for people using mobility devices?	890-1220 mm AFF (CSA B44, Appendix E)	Elevators	
7		6. Do elevators have audible and visual cue systems to alert people who have low to no vision as well as persons who are deaf or hard of hearing?	For example, two way communication system.	Elevators, Audible and Visual Signals	
8	3. Is your event location accessible?	b) Accessible functioning bathrooms?			
9		1. Does washroom door signage have visual and tactile information including braille and the International Symbol of Access?	Visual and tactile sign mounted 1500 mm AFF on the wall closest to the latch side of the door, and International Symbol of Access (wheelchair symbol) (OBC 3.8.3.1.)	Accessible Washroom	
10		2. Are washroom doors equipped with power door operators?	Circular push button control 150 mm in diameter mounted 900-1100 mm AFF, or elongated vertical control extending 200-900 mm AFF (OBC 3.8.3.3.)	Automatic Doors	
11		3. Are washrooms large enough to accommodate people using mobility devices including powered wheelchairs and scooters?	Min. 1500 mm clear turning space in accessible (barrier-free) water closet stall or enclosure (OBC 3.8.3.8) Min. 1700 mm clear turning space in universal washroom (OBC 3.8.3.12.)	Spacious	
12		4. Is at least one accessible (barrier-free) and/or universal washroom located on the same floor as the event space?	-	Accessible Washroom	
13		5. Are faucets automatic or lever style, and within reach for persons using mobility devices?	Max. 485 mm from front edge of lavatory (OBC 3.8.3.11.)	Accessible Washroom	

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14		6. Are soap dispensers and paper towel dispensers within reach of people using mobility devices?	Soap dispenser max. 500 mm from front edge of lavatory, and paper towel dispenser max. 610 mm from front edge of lavatory and mounted max. 1200 mm AFF (OBC 3.8.3.11.)	Accessible Washroom	
15		7. Are mirrors at a suitable height for people using mobility devices?	Max. 1000 mm AFF (OBC 3.8.3.11)	Accessible Washroom	
16		8. Do sinks and counters have sufficient knee and toe clearance underneath for people using mobility devices?	Counter max. 865 mm AFF, and knee and toe clearance min. 920 mm wide, 735 mm high at the front edge, 685 mm high at a point 200 mm back from front edge, and 350 mm high over the distance from a point 280 mm to a point 430 mm back from front edge (OBC 3.8.3.11.)	Accessible Washroom	
17		9. Is at least one accessible (barrier-free) water closet stall or enclosure available that has grab bars?	Horizontal grab bar wall mounted behind water closet 600 mm long, and 840-920 mm AFF, and L-shaped grab bar mounted on side wall adjacent to water closet 750 mm long horizontal and vertical component, and 750 mm AFF (OBC 3.8.3.8.)	Accessible Washroom	
18		10. If a universal washroom is provided, is an adult size change table and emergency call system provided?	810x 1830 mm (OBC 3.8.3.12)	Accessible Washroom	
19	3. Is your event location accessible?	c) Built in sound systems?			
20		1. Is the area free of distracting background noises such as noisy HVAC systems?	-	Quiet Spaces	
21		2. Are assistive listening systems or adaptive technology available that encompasses the entire seating area that provides clear communication required for the exchange of information for persons who are deaf or hard of hearing and the presenter?	(OBC 3.8.3.7.)	Assistive Listening Systems	
22		3. Are portable microphones available?	-	Assistive Listening Systems	
23		4. Are cables, wires, and microphones secured away from aisles and traffic areas?	-	Accessible Routes	
24	3. Is your event location accessible?	d) Adjustable lighting?			
25		1. Are event space lighting levels adjustable including artificial or natural lighting levels?	Min. 50 lx at floor level (OBC 3.8.1.6.)	Lighting	
26		2. Where windows are provided, are window coverings such as drapes or blinds available to reduce light or glare?	-	Lighting	
27		3. Is the space well-lit for presenters and sign language interpreters?	Recommend 100-300 lx	Lighting, Sign Language Friendly	
28	3. Is your event location accessible?	e) Accessible doors, aisles/pathways, including entranceways?			

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29		1. Are sidewalks, curb cuts and the entranceway clear of snow, ice, wet leaves, and standing water?	-	Accessible Routes	
30		2. Are the entrances wide enough for people using mobility devices?	Min. 850 mm door clear width (OBC 3.8.3.3.) Min. 1500 mm clear turning space in vestibule (OBC 3.8.3.3.)	Spacious	
31		3. If the main entrance is not accessible, is there clear, visible signage at the front of the building indicating the location of an alternative accessible entrance?	Recommend CSA B651 Accessible design for the built environment, 4.6 Signage, and CNIB Clear Print Accessibility Guidelines	Alternative Accessible Routes, Signage and Wayfinding	
32		4. Is the main accessible entrance well-lit?	Min. 50 lx at floor level (OBC 3.8.1.6.)	Lighting	
33		5. Do exterior doors have power door operators and is door hardware easy to open (i.e., lever handles)?	Circular push button control 150 mm in diameter mounted 900-1100 mm AFF, or elongated vertical control extending 200-900 mm AFF (OBC 3.8.3.3.)	Automatic Doors, Accessible Routes	
34		6. Does signage in main lobby clearly indicate the location of the event space?	Recommend CSA B651 Accessible design for the built environment, 4.6 Signage, and CNIB Clear Print Accessibility Guidelines	Signage and Wayfinding	
35		7. Are signs large enough for people with low vision to read?	Recommend CSA B651 Accessible design for the built environment, 4.6 Signage, and CNIB Clear Print Accessibility Guidelines	Signage and Wayfinding	
36		8. Is construction or renovation work scheduled during the time of the event? If so, have arrangements been made for alternative accessible routes with signs to direct participants?	Recommend CSA B651 Accessible design for the built environment, 4.6 Signage, and CNIB Clear Print Accessibility Guidelines	Alternative Accessible Routes, Signage and Wayfinding	
37		9. Are hallways and doorways used for the event wide enough for people using mobility devices?	Min. 850 mm door clear width (OBC 3.8.3.3.) Min. 1100 mm clear path width (OBC 3.8.1.3.)	Accessible Routes	
38		10. Are accessible routes clear of non-fixed furniture, fixtures, and equipment (i.e., planters, waste and recycling receptacles, low hanging or protruding objects, etc.)?	Min. 1100 mm clear path width (OBC 3.8.1.3.)	Accessible Routes	
39		11. Do interior doors have power door operators and is door hardware easy to open (i.e., lever handles)?	Circular push button control 150 mm in diameter mounted 900-1100 mm AFF, or elongated vertical control extending 200-900 mm AFF (OBC 3.8.3.3.)	Automatic Doors, Accessible Routes	
40		12. Are floors non-slip and dry, and where provided, are all carpets secured with no loose edges or tripping hazards?	(OBC 3.8.1.3.)	Accessible Routes	
41		13. Are reception and refreshment areas large enough to accommodate people using mobility devices and/or with guide dogs or service animals?	Recommend 1700-2100 mm clear turning spaces.	Spacious, Service Animal Friendly	

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42		14. Do reception and refreshment areas provide rest areas including accessible seats for participants who cannot stand for a long time?	Recommend rest areas max. every 30 m, and seating with arm and back support.	Rest Areas	
43		15. Does the event space have enough room to maneuver within the location, such as wide hallways or places with large turning radiuses?	Min. 1100 mm clear path width (OBC 3.8.1.3.) Recommend 1700-2100 mm clear turning spaces.	Spacious	
44	3. Is your event location accessible?	f) Accessible desks / work surface?			
45		1. Can seats be removed to allow freedom of movement for people using mobility devices and to give them enough room to back up and turn around?	Recommend 1700-2100 mm clear turning spaces.	Spacious	
46		2. Is the space large enough to provide accessible seating and designated clear floor spaces for the anticipated number of participants using mobility devices and/or with guide dogs or service animals?	If fixed seats, have at least two min. 900x1500 mm clear floor space side-by-side, and at least one clear floor space adjacent to one fixed seat (OBC Table 3.8.2.1., 3.8.3.6.)	Spacious	
47		3. Are counters low with knee clearance to serve persons using mobility devices or short participants? This could include fixed or non-fixed / temporary or permanent cashiers, ticketing counters, teller stations, registration counters, checkout aisles, serving counters, work surfaces, etc.	Max. 865 mm AFF counter, and knee clearance min. 800 mm wide, 685 mm high, and 485 mm deep (OBC 3.8.3.14., and AODA DOPS 80.41)	Lowered Counters	
48		4. Where provided, are tablecloth corners taped or tied down so they do not pose a tripping hazard or get entangled in a wheelchair?	-	Accessible Routes	
49	3. Is your event location accessible?	g) Accessible stage?			
50		1. Are stages and speaking areas accessible with ramp access if raised?	Min. 1000 mm between handrails, max. 8.33% running slope, min. 1700x1700 mm landing at top and bottom (OBC 3.8.3.4.)	Accessible Routes	
51		2. Are lecterns and podiums height adjustable for people using mobility devices?		Lowered Counters	
52	3. Is your event location accessible?	h) Well-lit pathways leading up to and from the venue?			
53		1. Is the street address and/or building name clearly visible and well-lit?	Min. 50 lx at floor level (OBC 3.8.1.6.)	Signage and Wayfinding, Lighting	
54		2. Is the main accessible entrance well-lit?	Min. 50 lx at floor level (OBC 3.8.1.6.)	Lighting	
55	3. Is your event location accessible?	i) Accessible parking and a drop off area, close to the venue door with ramp access?			
56		1. Is the street address and/or building name clearly visible and well-lit?	Min. 50 lx at floor level (OBC 3.8.1.6.)	Signage and Wayfinding, Lighting	
57		2. Is the pick-up and drop-off area well-lit, covered, close to a rest area and an accessible entrance?	Recommend max. 30 m.	Accessible Pick-Up and Drop-Off, Lighting, Rest Areas	

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58		3. Are enough designated accessible parking spaces available for the estimated number of attendees with disabilities?	Minimum number of accessible parking spaces depends on the total number of parking spaces provided per area (AODA DOPS 80.36)	Accessible Parking	
59		4. Have arrangements been made for additional designated parking spaces if necessary?	-	Accessible Parking	
60		5. Are designated accessible parking spaces located on a firm, slip-resistant surface?	-	Accessible Parking	
61		6. Is the pick-up and drop-off, and accessible parking area clear of snow, ice and water?	-	Accessible Pick-Up and Drop-Off, Accessible Parking	
62		7. Are designated accessible parking spaces wide enough for accessible vans with side ramps?	Min. 3400 mm wide Type A (van), min. 2400 mm wide Type B (car), and min. 1500 mm wide access aisle (AODA DOPS 80.34 and 80.35)	Accessible Parking	
63		8. Where provided, do the ramps have gradual slopes and handrails on both sides?	Min. 1000 mm between handrails, max. 8.33% running slope, min. 1700x1700 mm landing at top and bottom (OBC 3.8.3.4.)	Accessible Routes, Ramps, Handrails	
64		9. Are service animal relief areas provided in close proximity to the accessible entrance?	Recommend max. 30 m.	Service Animal Friendly	
65	3. Is your event location accessible?	k) An emergency alarm system with audible and visual cues?			
66		1. Are audible and visual signal devices that form part of the emergency and fire alarm system provided?	-	Audible and Visual Signals	
67	4. Does your event location have an all-gender washroom?	-			
68		1. If all gender washrooms are provided within multi-stall washrooms, are water closet enclosures available to provide privacy and safety?	-	Accessible Washroom	
69	7. In your floor plan, have you designated space to ensure accessibility?	-			
70		1. Are sight lines clear for people using sign language interpreters?	-	Sign Language Friendly	
71		2. Are tables numbered and is there reserved seating at the front of the room for participants who are deaf, hard of hearing, or have low vision?	-	Sign Language Friendly	
72		3. Is a floor plan included that illustrates a typical layout with accessible routes, accessible seating, designed wheelchair spaces, etc.?	-	Accessible Routes, Spacious	