

Classroom Usability Checklist

The purpose of this checklist is to identify barriers that may be encountered by people with disabilities during learning activities. This checklist may assist in planning for removal of barriers to accessibility.

Building Access:

	Yes	No	N/A
Drop-off areas (cars, Paratransit, or Taxi) or bus stops are as close as possible to the accessible route to entrance. Comments:			
At least one of the marked accessible spaces, measuring a total width of 16 feet (parking space and access aisle) is as close to the accessible route as possible. Comments:			
At least one entrance with an automatic door, measuring at least 36 inches wide with a threshold of less than ¼ inch. Comments:			
At least one entrance is level with pathway (no curbs/steps) OR has a ramp or working lift. Comments:			

Classroom Access:

	Yes	No	N/A
Classroom is located on the main level or there is at least one elevator available (with doors that measure at least 36 inches wide and with a 5-foot circular space inside the elevator). Comments:			
Audible signals are provided at each elevator entrance to indicate which car is answering a call, AND audible signals are provided as the car passes or stops at a floor (tone or verbal announcement of floor). *Score N/A if there are no elevators. Comments:			
All pathways (halls, aisles, etc.) and spaces within the building are at least 36 inches wide. Comments:			
Public spaces and pathways to access classroom and services are clear and unobstructed by objects or overcrowding of people. Comments:			
At least one entrance is equipped with an automatic door or door that requires less than 5 lbs. of force to open, and measures at least 36 inches wide with a threshold of less than ¼ inch. Comments:			
The control button for the automatic door is on the latch side of the door (side with handle) OR is otherwise positioned so that the door may open without interference. Comments:			

Signs inside the building are located at eye level (4.5–6 feet, or 54–72 inches) AND are written in a large, simple, bold font AND contain contrast (dark background with light text or light background with dark text). Comments:			
Using the Classroom:			
	Yes	No	N/A
The floor surface is smooth (no bumpy, worn, or loose elements) and carpeting, if present, is low-pile, tightly woven, and securely attached. Comments:			
Sound-absorbing materials (e.g., drapes, tapestries, upholstery) are on at least one wall or floor is carpeted. Comments:			
All pathways within the classroom have at least 36 inches of clear space in between the seats (when occupied by others). Comments:			
All aisles (when individuals are seated) have spaces wide enough to allow a person in a mobility device to turn around without going backward: a 5-foot circular space OR a T-shaped space (an intersection of 2 aisles). Comments:			
Seating arrangements allow a person with a mobility device to remain in line with other seats (i.e., not sticking out in the aisle or at the far back of the room) Comments:			
There is a microphone for use by the presenter with at least two speakers located around the room. Comments:			
There are visual displays/monitors located in the direct line of sight from the seating locations. Comments:			
Any objects posted on walls above waist level (27 inches) protrude no more than 4 inches into the pathway, AND headroom is maintained at 80 inches. Comments:			
Table seating arrangements provide one or more spaces with removable chairs AND the space measures at least 27 inches high, 19 inches deep, and 30 inches wide. Comments:			
There is seating near a wall, OR seating is available in close proximity (within 4–6 feet) to the main speaker (e.g., teacher, minister, judge).			
The speaker area/podium is level with the floor with clear space at least 36 inches wide to approach. Comments:			

<p>The beginning and the end of all interior stairs, ramps and level changes within the classroom are marked with a contrasting color at the top and the bottom, AND all steps are clearly marked with contrast tape or paint on the edge of each step. *Score N/A if there are no steps or ramps. Comments:</p>			
<p>Handrails are present on at least one side of stairs and ramps AND extend 12 inches beyond the top and bottom riser or ramp segment. *Score N/A if there are no steps or ramps. Comments:</p>			
<p>The floor is covered in matte tile or carpet, AND windows are tinted or have window coverings such as blinds. Comments:</p>			
<p>Task lighting levels are maintained at 500 lux or greater in areas designated for fine tasks such as reading or writing. Comments:</p>			
Restroom Access:			
	Yes	No	N/A
<p>There is a usable entrance on the same floor as the classroom. Comments:</p>			
<p>Entrance and stall doors are at least 36 inches wide and can be opened in both directions using the strength of only 2 fingers (5 lbs of force or less) OR all doors needed to access bathroom are automatic and open without interference. Comments:</p>			
<p>There is a stall measuring at least 36 inches wide and 69 inches deep OR if there are no stalls (i.e., a single restroom), the whole restroom area provides a 5-foot circular space with grab bars on 2 walls near the toilet. Comments:</p>			
<p>Sink rim is no more than 34 inches above the floor and all features (faucets, hand dryers, dispensers) are no more than 54 inches from the floor and can be operated with a closed fist. Comments:</p>			