Interim Accessibility Guidelines for Indoor and Outdoor Spaces

Nova Scotia Accessibility Directorate

April 2020

NOVA SCOTIA

Contents

This resource is available at novascotia.ca/accessibility

Part 1: Instructions

1. About the interim guidelines

Overview

The Interim Accessibility Guidelines for Indoor and Outdoor Spaces (the interim guidelines) offer a way to identify barriers to accessibility in the built environment. They are "interim" because they will be replaced by a provincial accessibility standard for the built environment, which is now under development. The guidelines are not mandatory, but they can help public sector bodies begin their accessibility planning and be better prepared to meet the provincial standard when it is enacted.

Although this resource was developed for prescribed public sector bodies, it can also be useful for businesses, community organizations, and others committed to making their indoor and outdoor spaces more accessible for all Nova Scotians.

The interim guidelines reflect the highest standard set by either the Nova Scotia Building Code Regulations or Canadian Standards Association B651-18, *Accessible Design for the Built Environment*. They also include recommendations from nationally recognized sources, such as the *Rick Hansen Foundation Accessibility Certification* (RHFAC) *Ratings Professional Handbook*, and others.

What is an accessibility audit?

An accessibility audit is an inspection of indoor and outdoor public spaces to systematically evaluate their accessibility for people of all ages and abilities. The key findings should inform the commitments for the built environment outlined in your organization's accessibility plan.

Note: This resource was designed to be used in combination with the *Accessibility Planning Toolkit for Municipalities* and the *Accessibility Planning Toolkit for Prescribed Public Sector Bodies*. Refer to the toolkits for background about the Nova Scotia Accessibility Act (2017); the steps underway to make Nova Scotia an accessible province by 2030; definitions of key terms; and more. You can download the toolkits at ***novascotia.ca/accessibility***.

The scope of the audit is determined by your organization's needs. Not all of the specifications outlined in these interim guidelines will apply to every organization. An organization may choose from these guidelines to audit some assets, and may choose another resource—such as the more detailed RHFAC guidelines—for other assets, such as buildings that are heavily used by the public. New buildings and significant renovations must comply with the latest version of the Nova Scotia Building Code Regulations.

Using the audit worksheets

The interim guidelines are organized into two main parts:

- Sections 1 to 3 describe how to use the guidelines to do an audit.
- Sections 4 to 6 contain the specifications, organized in a series of audit worksheets.

The specifications are expressed as questions. Some questions are general in nature (for example, Do stairs have closed risers?). Others are more detailed (for example, Are riser heights no more than 125 mm (7 in.) high and no less than 180 mm (5 in.) high?).

Some common measurements

Many of the specifications include measurements that take into account how people use mobility aids, such as wheelchairs and crutches. The following illustrations show some examples that auditors will need to understand.They include:

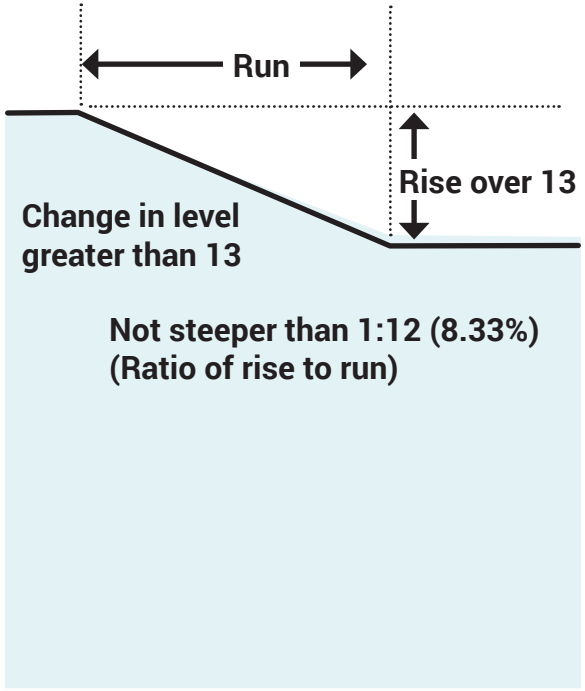
- Ramp slope
- Typical clear width for crutches
- Minimum turning radius for a manual wheelchair
- Height of reach of person in a wheelchair

RAMP SLOPE

1:12 ratio (8.3%) or less is the minimum standard required by CSA (Canadian Standards Association).

1:20 ratio (5%) is recommended

Note: Various apps can quickly and easily calculate slope. For example, SLOPE is a simple iPhone app that provides slope percentage and slope ratio after the user enters a length, rise, and run.

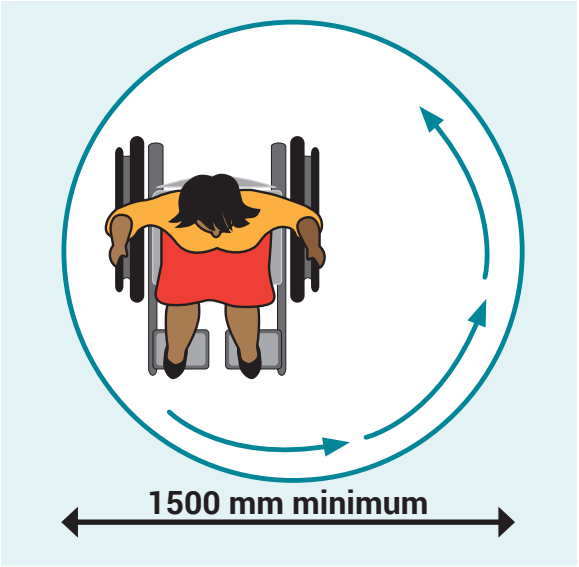


TYPICAL CLEAR WIDTH FOR CRUTCHES

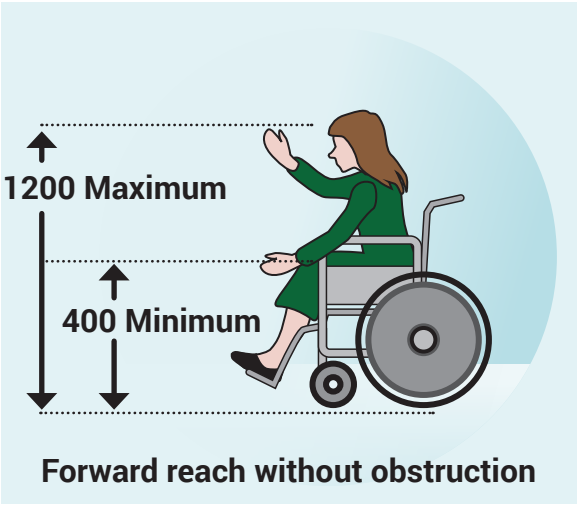
(in mm)

Note: The Nova Scotia Building Code requires a standard doorway to be 800 mm wide. However, a person using crutches typically needs 900 to 950 mm of clearance.

MINIMUM TURNING RADIUS FOR A MANUAL WHEELCHAIR (in mm)



HEIGHT OF REACH OF PERSON IN A WHEELCHAIR (in mm)



Three core principles

The interim guidelines are grounded in three core principles:

- **Whole journey approach**—all parts of a journey are interlinked and equally important.

  A single obstacle can make it impossible to complete the journey, even if the rest of the way is accessible.

- **Universal design**—any environment should be designed to meet the needs of anybody wishing to use it, regardless of their age, size, ability, or disability.

- **Seasonal maintenance**—seasonal conditions, such as snow and ice, can create barriers to accessibility; seasonal maintenance can help to ensure that public spaces are accessible at all times.

In order to address the three core principles, the audit worksheets include the following questions for each feature (for example, for stairs or for transit stops):

- **Principle 1:** Does this feature follow the whole journey approach?

- **Principle 2:** Does this feature reflect the concept of universal design?

- **Principle 3:** Is there an adequate seasonal maintenance program for this feature?

These questions remind the auditor to think holistically about the overall accessibility of the site, beyond specific measurements and other technical details. The questions may not apply in every case.

The following section describes the three core principles in more detail.

2. A closer look at the three core principles

Principle 1: Whole journey approach

The "whole journey approach" acknowledges that all parts of an accessible journey are interlinked and equally important (Evans 2009). A person's journey typically includes a range of activities and destinations in a single trip.

It is important not to look at the accessibility of individual buildings or outdoor spaces in isolation, but to consider the accessibility of connected parts of buildings, spaces, and services from the perspective of a person using the facility. In other words, organizations must adopt a holistic approach when auditing their buildings and outdoor spaces. A single obstacle or element in the building can make it impossible to complete a journey, even if the rest of the building is accessible. For example, a small gap at the top of an accessible entrance ramp could make the ramp unusable for some people.

Examples

Here are some examples of the whole journey approach in action:

- Signage and wayfinding, ramps, stairs, and handrails are strategically located to allow individuals of different size, age, and ability to easily manage a journey.
- Wide ramps (1500 mm, or 59 in. minimum) are placed in all pathway points that are not level, to allow people with a companion, service dog, or mobility aid to complete the journey.
- Accessible parking spaces are located close to the accessible entrances—usually no more than 30 metres, or 98 ft.
- In newer facilities, exterior pathways and entrances are designed with minimal level changes so that people of all abilities may easily enter or leave.
- Doors are avoided wherever possible or are as easy as possible to open.

Principle 2: Universal design

Universal design is a concept that aims to ensure any environment can be accessed, understood, and used to the greatest extent possible by all people regardless of age, size, ability, or disability. In other words, an environment should be designed to meet the needs of anybody wishing to use it. Instead of focusing on specific dimensions of physical designs, universal design principles have the users and their usage as the core consideration.

The universal design concept was originally developed by North Carolina State University's Centre for Universal Design. It suggests the following seven principles to reflect the 'user and usage' perspectives (North Carolina State University 1997):

- **Equitable use.** The design is useful and marketable to people with diverse abilities.
- **Flexibility in use.** The design accommodates a wide range of individual preferences and abilities.
- **Simple and intuitive use.** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- **Perceptible information.** The design communicates necessary information effectively to the user, regardless of the user's sensory abilities.
- **Tolerance for error.** The design minimizes hazards and the adverse consequences of accidental or unintended actions.
- **Low physical effort.** The design can be used efficiently and comfortably and without the user getting too tired.
- **Size and Space for Approach and Use.** Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

Universal design principles are often implicit in many design standards and guidelines, but accessibility audit tools do not always ask whether the site follows these concepts.

Examples

Here are examples of the universal design principles in action:

- Signage and wayfinding provide the same information in different ways—pictograms, text, verbal, and tactile. ***(Equitable Use)***
- Long hallways have handrails and resting places for people with low physical strength. ***(Tolerance for Error and Low Physical Effort)***
- There are as many accessible parking stalls as possible beyond the minimum mandated by the building code. To reduce unauthorized use, the parking spaces are clearly marked with a combination of pictures, words and signs. ***(Perceptible Information)***
- Garbage bins are no higher than 1060 mm (42 in.) so that small children and people in wheelchairs can use them. ***(Equitable Use)***
- All doors have L- or U-shape handles for easy opening. ***(Low Physical Effort)***
- Universal or family washrooms can be used by all genders, and they provide ample flexibility for people needing assistance, such as including the provision of adult change tables, so that people can attend to their personal needs in privacy and with dignity. There is at least one universal washroom on every occupied floor of a facility. ***(Equitable Use)***

Principle 3: Seasonal maintenance

Snow, ice, and rain are common in Nova Scotia for a significant portion of the year, and leaf litter can be a seasonal hazard. Therefore, outdoor spaces should be assessed during all seasons of the year and in all types of weather to ensure year-round standards of accessibility. It is important to know how accessibility is impacted after a snow, ice, or rain event so that everyone has equitable access to outdoor spaces.

Examples

Here are some examples of seasonal maintenance in action:

- Where there are slippery or inaccessible areas, a warning is provided using many different types of signage (using texts, pictures, symbols).
- Accessible parking spaces and adjacent access aisles are regularly maintained and kept clear of debris and snow.
- To prevent a slipping hazard from the ice and snow people might carry into a building on their clothes and boots, ice and snow are regularly cleared near the entrance. If door mats are used for clearing snow from boots, the mats are close to level with the floor so they do not become tripping hazards.

Slow snow removal makes the trip even harder. (Photo: Gerry Post)

3. Steps in the audit process

The audit process at a glance

1 Review
Review the interim guidelines.

2 Select
Select the sites to audit (e.g., streets, public washrooms, services, etc.).

3 Identify
Identify the audit worksheets you need.

4 Assemble
Assemble your audit tool belt—all the resources you might need at each site.

5 Rate
Rate each item.

6 Summarize
Summarize the ratings and note general observations.

Review the interim guidelines

The interim guidelines offer a structured but flexible way to complete an audit or series of audits, and to report the results.

Review the whole resource to understand how it works. In particular:

- Become familiar with the three core principles:
  - whole journey approach
  - universal design
  - seasonal maintenance
- Become familiar with some common measurements of accessibility, such as
  - the turning radius of a manual wheelchair
  - the height of reach for a person in a wheelchair
  - ramp slopes
- Review the worksheets in sections 4, 5, and 6.

To understand how the audit process supports accessibility planning, and where it fits in the planning cycle, refer to the *Accessibility Planning Toolkit for Municipalities* and the *Accessibility Planning Toolkit for Prescribed Public Sector Bodies*, available at novascotia.ca/accessibility.

Select the sites to audit

Your organization may own or manage many buildings and outdoor spaces. It is probably not possible to audit all of these places at one time. The organization should prioritize the sites to be audited first, depending on the building's or site's purpose, the time allotted, and available resources.

The sites selected for your audit may also depend on the following considerations:

- Does the site serve many people?
- Are children, older adults, and people with disabilities frequent users of the site?
- Does the site provide services that community members use frequently?
- Is the site a place people use for assembly (e.g., community centres, theatres, libraries, and town halls)?
- Does the site host recreation, culture, and leisure activities (e.g., parks, promenades, and boardwalks)?

It is important to consult widely with the community and to involve community members in setting priorities.

Identify the audit worksheets you need

Once you have decided which sites to audit first, select the worksheets you will need. It is helpful to use maps and floor plans to identify the types and number of features you will be auditing. For example:

- If you plan to audit a transit route, you might use a Google map to identify the transit stops. If there are seven transit stops, you will gather the information about each transit stop and then enter the combined results on worksheet 5.2.
- If you plan to audit a building, the floor plan will show some of the features you will encounter, such as the entrance (worksheet 6.1), the types and number of washrooms (worksheets 6.4.1 to 6.4.4), and the circulation within the building (worksheet 6.3).

Assemble your audit tool belt

Here are some of the things you may want to bring when you visit a site:

- maps and floor plans identifying priority areas and features to be audited
- a copy of the Interim Accessibility Guidelines
- copies of the audit worksheets
- tape measure
- pen and clipboard
- camera

To print your audit worksheets:
Copy the pages from this document (sections 4, 5, and 6); ***or***
Go to Appendix B to download the worksheet files.

Rate each item

Using the audit worksheets, answer the questions for each feature you selected to audit.

Score each question with one of the following:

3 points = Yes

2 points = Most of the time

1 point = Sometimes

0 points = No

Minus 3 points = Not applicable
(subtracted from the maximum possible score)

Example

The table below outlines the scoring options for each question.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)	Comments
4.1.c Is signage consistently located?	CSA B651-18 (4.5.1.a)						

Note: If a building has many examples of a feature (e.g., many handrails or several washrooms), you will not need a separate worksheet for each example. Instead, using the worksheet as a guide, you may gather the information for all of the examples and then report the overall findings on a single worksheet. For example, if some washrooms in a building are equipped with power door operators, but others are not, you may score 1 point for the power door question.

You are encouraged to use the Comments field in the following ways.

- Note the measurements of an item.
- Provide other details related to conditions of the items.
- Note that the site performed exceptionally well, or exceptionally poorly—to celebrate successes or draw attention to areas needing improvement.
- Comment on why you chose the rating.
- Indicate if you have taken photographs of the feature to support the evaluation.

Summarize the ratings and note general observations

At the end of each worksheet, you can add up the scores and compare the sum to the maximum possible score for that feature. The maximum possible score for a worksheet equals the number of questions x 3.

Example

In the following simplified example, the maximum possible score is 9 (3 questions x 3 points each).

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)	Comments
Is the crosswalk at least 1800 mm (31 in.) wide between pavement markings?		3					
Does the crosswalk include a tactile indicator where the curb slopes to the roadway?				1			Snow clearing not effective; tactile surface partially buried
If the intersection includes both traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?					0		
		Subtotal	Subtotal	Subtotal	Subtotal		Final Total
		3 +	0 +	1 +	0		= 4 out of 9

* If you answer N/A (not applicable) for any question, deduct that question from the maximum possible score. For example, if there are three questions and you answer N/A for one, the maximum possible score would be 6, not 9 (3 questions x 3 points each - 3 for the n/a).

Example

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
Is the crosswalk at least 1800 mm (31 in.) wide between pavement markings?		3					
Does the crosswalk include a tactile indicator where the curb slopes to the roadway?				1			Snow clearing not effective; tactile surface partially buried
If the intersection includes both traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?						- 3	No traffic light
						Subtotal - 3 +	Max. score 9 / Actual score = 6
		Subtotal 3 +	Subtotal 0 +	Subtotal 1 +	Subtotal 0		**Final Total** = 4 out of 6

** Subtract your N/A subtotal from the maximum possible score*

There are many ways to report the results. For example:

- Compare scores of the same items (e.g., washrooms) across different sites to identify which sites require improvement, also taking into account the types of users and user traffic.
- Average the scores of the same items across sites (e.g., washrooms in each of the organization's buildings) to assess general levels of accessibility for that item.
- Compare the site-specific scores or overall averages over time (e.g., score improvements in library washrooms between 2020 and 2022).

The audit findings offer concrete evidence to support budgeting, annual and long-range planning, accessibility awareness for staff and the public, and more.

The Accessibility Directorate aims to continually improve these guidelines, and welcomes your feedback. Please send your feedback to accessibility@novascotia.ca.

Part 2:
Work Sheets

4. Common elements (indoor and outdoor)

Worksheets

4.1 Signage and wayfinding

4.2 Ramps

4.3 Stairs

4.4 Handrails

4.1 Signage and wayfinding

Location:

Date and time:

Auditor:

Description:

Signs are the main way of communicating direction, location, safety, or form of action. Wayfinding describes the ways to help people find their way through touch, print, signage, and architecture or landscaping.

Effective signage and wayfinding communicate necessary information to the user, regardless of indoor or outdoor conditions or the user's sensory abilities. Signage uses different modes (pictogram, verbal, tactile) to present essential information in many ways.

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.1.a	Does the facility have interior signage?							
4.1.b	Is the International Symbol of Access used to identify accessible access when required—washrooms, main entrances, elevators?  *(Source: Federal Highway Administration, US Department of Transportation)*	CSA B651-18 (4.5.7)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.1.c	Is signage consistently located?	CSA B651-18 (4.5.1.a)						
4.1.d	Are signs giving the same type of information within the same facility—consistently shaped, coloured, and positioned?	CSA B651-18 (4.5.2.c)						
4.1.e	Is signage colour-contrasted with the background?	CSA B651-18 (4.5.2.c)						
4.1.f	Is signage positioned to avoid shadow areas and glare?	CSA B651-18 (4.5.1.b)						
4.1.g	Are letters and numbers on the sign in sans serif font?	CSA B651-18 (4.5.3.a)						
4.1.h	Do signs have Arabic (1, 2, 3) numbers?	CSA B651-18 (4.5.3.a)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.1.i	Do tactile signs supplement the text of regulatory signs (such as prohibition and mandatory signs)? Caution and danger signs? Identification signs for rooms, titles, names, or numbers?	CSA B651-18 (4.5.6.1)						

Subtotal	Max. score	Actual score
+	27	=

Subtotal	Subtotal	Subtotal	Subtotal	Final Total
+	+	+	=	

** Subtract your N/A subtotal from the maximum possible score*

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

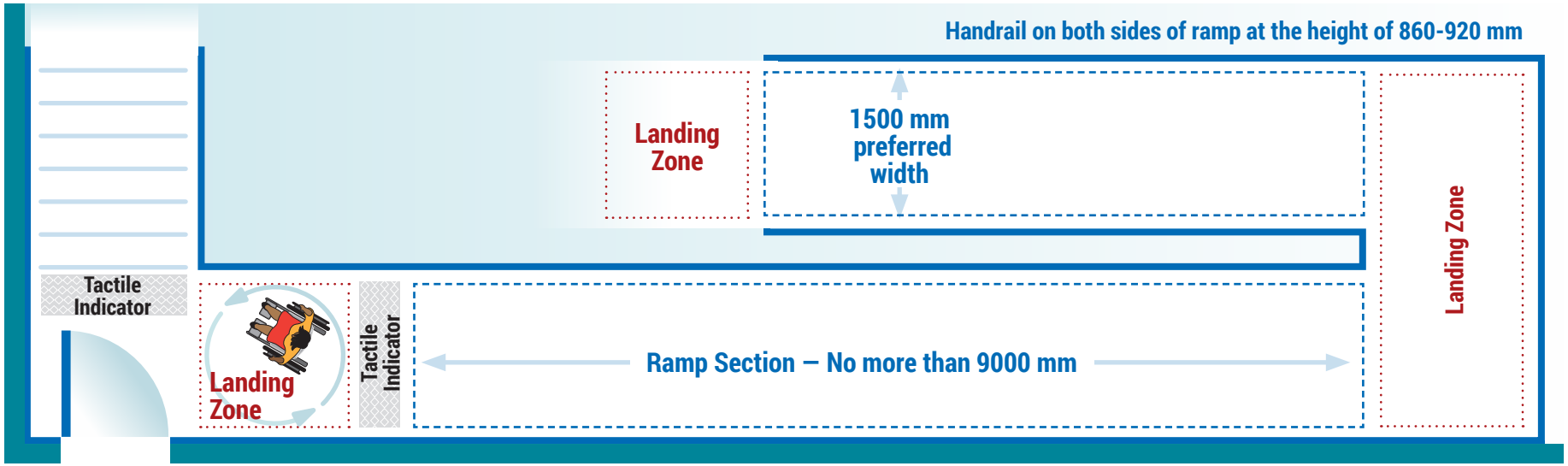
4.2 Ramps

Location:

Date and time:

Auditor:

Description:



A plan view of an accessible ramp, indicating minimal width (4.2.b) and length (4.2.c) of the ramp section. A landing zone is provided before and after the path, which does not exceed 9000 mm. Handrails are present on both sides of the ramp, built to the specified height (not shown) (4.2.j).

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.2.a	If stairs exist to enter the building, is a ramp provided?							
4.2.b	Is the ramp at least 1500 mm (59 in.) wide?	CSA B651-18 (8.2.7.c)						
4.2.c	Is the distance between level landings not longer than 9000 mm (354 in.) so a person can rest along their route?	CSA B651-18 (5.5.1.b)						
4.2.d	**LEVEL LANDING**							
4.2.d.i	Is a level landing provided at the top and bottom of each ramp?	CSA B651-18 (8.2.7.d.i)						
4.2.d.ii	Is a level landing provided at all changes of ramp direction?	CSA B651-18 (8.2.7.d.i)						
4.2.d.iii	When the overall length of a ramp exceeds 9000 mm (354 in.), is a level landing provided?	CSA B651-18 (8.2.7.a)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.2.e	Is the running slope less than 1:12 (8.33%) steep?	CSA B651-18 (8.2.7.a)						
4.2.f	Is the cross slope of the ramp less than 1:50 (2%) steep?	CSA B651-18 (8.2.7.b)						
4.2.g	Does the exterior ramp have level landings that are designed to drain water from their surface?	CSA B651-18 (8.2.7.d.ii)						
4.2.h	**GROUND SURFACE**							
4.2.h.i	Is the ground surface stable and firm?	CSA B651-18 (8.2.7.e)						
4.2.h.ii	Is the ground surface slip resistant?	CSA B651-18 (8.2.7.e)						
4.2.h.iii	Is the ground surface not heavily patterned?	CSA B651-18 (8.2.7.e)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.2.h.iv	Does the ground surface produce minimal glare?	CSA B651-18 (8.2.7.e)						
4.2.i	Is there a curb or raised barrier at least 100 mm (4 in.) high?	CSA B651-18 (8.2.7.f)						
4.2.j	Do ramp handrails have a height between 860 mm and 920 mm (34–36 in.), measured from the ramp surface to the top of the rail?	CSA B651-18 (5.5.8.e)						
4.2.k	Is there a colour-contrasted and slip-resistant strip at landings and the beginning and end of ramp?	CSA B651-18 (8.2.7.d.i)						
4.2.l	Are the strips 50 mm +/- 10 mm (2 in. +/- 0.4 in.) and equal to the width of the ramp?	CSA B651-18 (8.2.7.d.i)						
							Subtotal +	Max. score 51 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

** Subtract your N/A subtotal from the maximum possible score*

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

4.3 Stairs

Location:

Date and time:

Auditor:

Description:

Photo 1. Stair surfaces that are stable, firm, slip-resistant, and non-glare (4.3.b)
Photo 2. A tactile attention indicator at the top of stairs (4.3.g) (Photos: Cities and Environment Unit)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.3.a RISER HEIGHTS							
4.3.a.i Are riser heights and tread depths uniform?	CSA B651-18 (5.4.1.a)						
4.3.a.ii Are riser heights at least 180 mm (5 in.) and at most 125 mm (7 in.)?	CSA B651-18 (5.4.1.b)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.3.b STAIR SURFACES							
4.3.b.i Are stair surfaces stable and firm?	CSA B651-18 (5.4.1.c)						
4.3.b.ii Are stair surfaces slip resistant?	CSA B651-18 (5.4.1.c)						
4.3.b.iii Do stair surfaces produce minimal glare?	CSA B651-18 (5.4.1.c)						
4.3.c Are tread depths at least 280 mm (11 in.) and at most 355 mm (14 in.) deep, measured from riser to riser?	CSA B651-18 (5.4.1.d)						
4.3.d Do stairs have closed risers?	CSA B651-18 (5.4.1.e)						
4.3.e NOSING							
4.3.e.i If a nosing exists, is it free of an abrupt underside?	CSA B651-18 (5.4.2.a)						

chart continued on next page ➜

		Source`	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.3.e.ii	If a nosing exists, does it project less than 38 mm (1.5 in.)?	CSA B651-18 (5.4.2.a)						
4.3.f	**HORIZONTAL STRIP**							
4.3.f.i	Does the flight of stairs have a horizontal strip at the edge of the tread?	CSA B651-18 (5.4.1.g)						
4.3.f.ii	Is the horizontal strip at the edge of the tread 50 mm +/- 10 mm (2 in. +/- 0.5 in.) deep?	CSA B651-18 (5.4.1.g.i)						
4.3.f.iii	Is the horizontal strip colour-contrasted with the tread and riser?	CSA B651-18 (5.4.1.g.iii)						
4.3.f.iv	Does the horizontal strip extend the full width of the tread?	CSA B651-18 (5.4.1.g.iii)						
4.3.g	**TACTILE ATTENTION INDICATOR**							
4.3.g.i	Is there a tactile attention indicator at the top of the stairs?	CSA B651-18 (5.4.3.1.b)						

chart continued on next page ➜

		Source`	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.3.g.ii	Is a tactile attention-indicator surface provided at each landing that incorporates an entrance into a stair system?	CSA B651-18 (5.4.3.2.b)						
4.3.g.iii	Does the tactile attention indicator at the top of the stairs extend the entire width of the stairs?	CSA B651-18 (5.4.3.1.c)						
4.3.g.iv	Does the tactile attention indicator have a length between 600 mm and 650 mm (24–26 in.) commencing one tread depth from the edge of the stair?	CSA B651-18 (5.4.3.1.d)						
4.3.h	Do stairs have handrails?	CSA B651-18 (5.3)						

Subtotal	Max. score	Actual score
+	54	=

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

** Subtract your N/A subtotal from the maximum possible score*

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

Reference: CSA B651-18 (5.5.8)

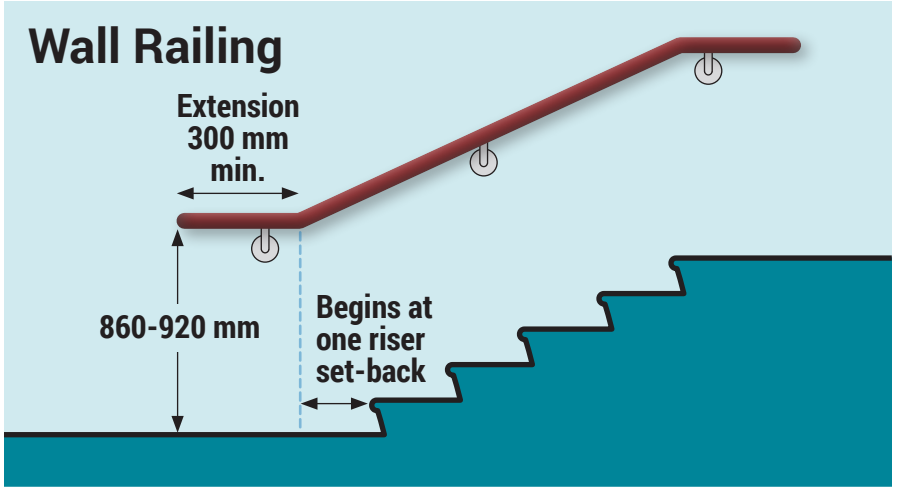
4.4 Handrails

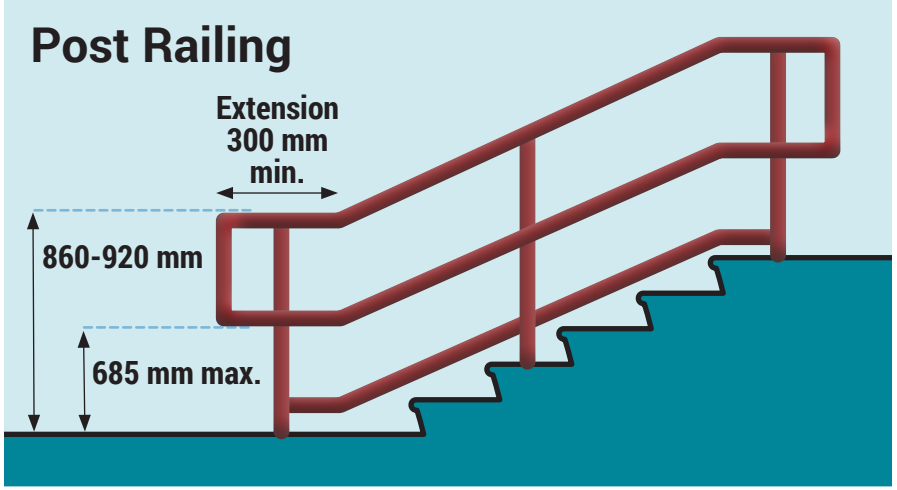
Location:

Date and time:

Auditor:

Description:





Handrails and guards are typically provided at ramps, stairs, terraces, and elevated viewing platforms in both interior and exterior environments.

Example of handrails on both sides of stairs along a wall (4.4.a), showing rail colour contrast against the wall (4.4.c), and rails at the specified height (4.4.d). Handrails also shown extending to areas before and after the stairs at the specified length (4.4.e), with rounded shape for easy grasping.

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.4.a	Are handrails on both sides?	CSA B651-18 (5.5.8)						
4.4.b	Are handrails continuous and around landings?	CSA B651-18 (5.5.8b)						
4.4.c	Are handrails colour-contrasted with the surrounding wall surface?	CSA B651-18 (5.5.8c)						
4.4.d	Do handrails have a height between 860 mm and 920 mm (34–36 in.), measured from the stair surface to the top of the rail?	CSA B651-18 (5.5.8e)						
4.4.e	Do handrails extend beyond the top and bottom of the ramp at least 300 mm (12 in.)?	CSA B651-18 (5.5.8f.i)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
4.4.f	Do handrails have a graspable cross-section that is either a) circular with an outside diameter of 100–125 mm (4–5 in.), or b) elliptical with an outside perimeter between 100 mm and 125 mm (4–5 in.), with the largest cross-sectional dimension at most 45 mm (2 in.)?	CSA B651-18 (5.3.1.b)						
4.4.g	Are handrails free from sharp or abrasive elements?	CSA B651-18 (5.5.8)						
4.4.h	Do handrails have a continuous gripping surface without interruptions by newel posts or other construction elements or obstructions that interrupt hand hold?	CSA B651-18 (4.3.1)						
							Subtotal +	Max. score 24 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5. Outdoor public spaces

Worksheets

5.1.1 Sidewalks and walkways

5.1.2 Curb ramps

5.1.3 Street crossings (crosswalks)

5.2 Transit stops

5.3 Parking

5.4.1 Trails

5.4.2 Parks and playgrounds

5.5.1 Waste receptacles

5.5.2 Picnic tables

5.5.3 Seating

5.1.1 Sidewalks and walkways

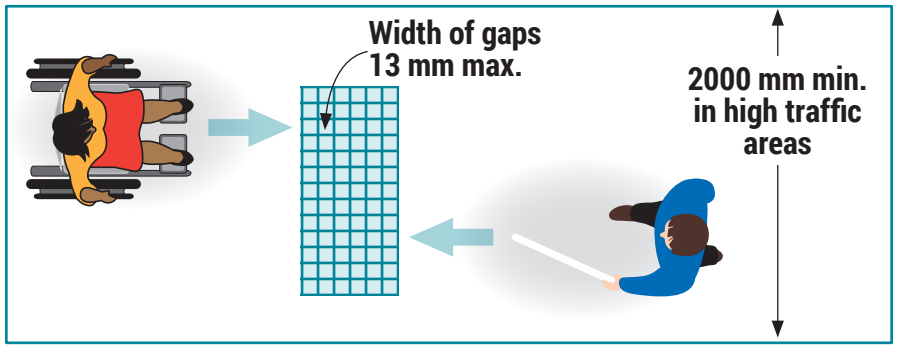
Location:

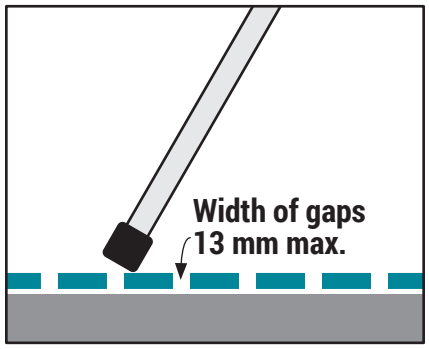
Date and time:

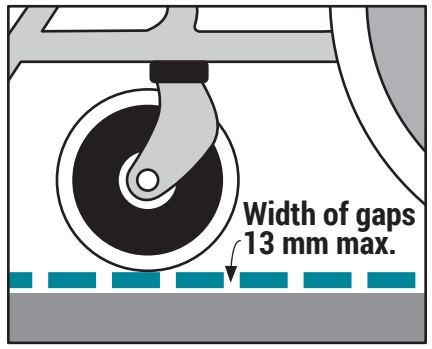
Auditor:

Description:

Sidewalk conditions can be assessed by walking the sidewalk section and noting cracks, misaligned sidewalk slabs, tree root damage, and gaps in utility grates or grilles (CSA B651-18, 4.3.4).







Example of an accessible pedestrian route in a high traffic area providing the minimum specified width (5.1.1.a). The grating is oriented in the direction of travel and has spacings that are a maximum of 13mm wide in one direction (5.1.1.d.i).
Images of minor sidewalk crack and major sidewalk hazard (5.1.1.e) (Photos: Cities and Environment Unit)

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.1.a	**WIDTH**							
5.1.1.a.i	Is the clear width of the pedestrian route at least 1500 mm (59 in.), with no signposts, fixtures, or elements protruding into the space?	CSA B651-18 (8.2.2)						
5.1.1.a.ii	In high traffic areas, when signs are present on the pedestrian route, is the accessible path at least 2000 mm (78 in.) wide?	HRM Bylaw S-801 15 (3)(e)						
5.1.1.b	**SLOPE**							
5.1.1.b.i	Does the pedestrian route have a running slope not exceeding the ratio of 1:20? (5%)?	CSA B651-18 (5.1.2)						
5.1.1.b.ii	Does the pedestrian route have a cross slope not exceeding the ratio of 1:50 (2%)?	CSA B651-18 (5.1.2)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.1.c Surface							
5.1.1.c.i Is the surface material of walkway stable and firm?	CSA B651-18 (4.3.1)						
5.1.1.c.ii Is the surface material of walkway slip resistant?	CSA B651-18 (4.3.1)						
5.1.1.c.iii Does the surface produce minimal glare?	CSA B651-18 (4.3.1)						
5.1.1.c.iv Does the surface have heavy visual patterning?	CSA B651-18 (4.3.1)						
5.1.1.d GRATINGS							
5.1.1.d.i When gratings are located on sidewalks and walkways, are openings 13 mm (0.5 in.) wide or less in one direction?	CSA B651-18 (4.3.4)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.1.d.ii	Are gratings placed so that the long dimension of the opening is across the dominant direction of travel?	CSA B651-18 (4.3.4)						
5.1.1.e	Is the ground surface free of openings and irregularities that can catch accessibility equipment and cause a tripping hazard?	CSA B651-18 (4.3.4.a)						
							Subtotal +	Max. score 33 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

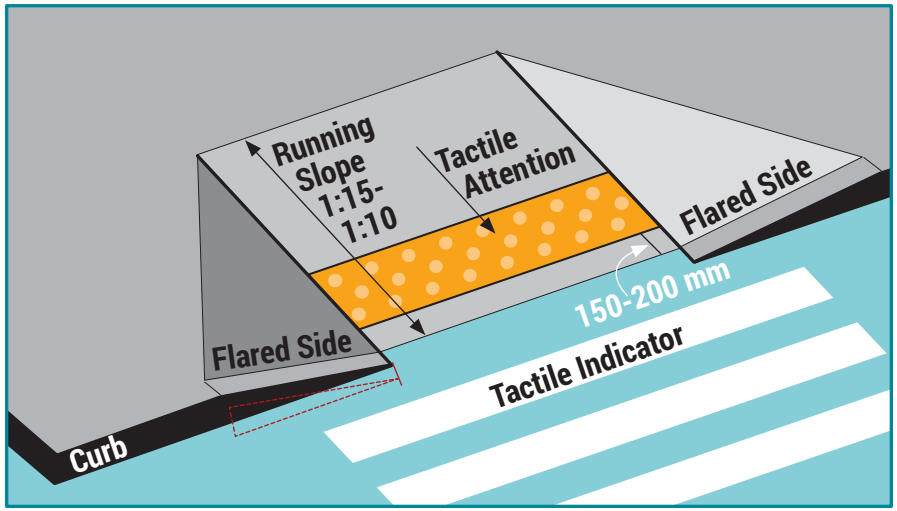
5.1.2 Curb ramps

Location:

Date and time:

Auditor:

Description:



A curb ramp with a tactile attention indicator (5.1.2.a) and a running slope between a ratio of 1:15 and 1:10 (5.1.2.b)

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.2.a	Does the curb ramp have a tactile attention indicator before the curb ramp meets the street?	CSA B651-18 (8.3.3.4.2)						
5.1.2.b	Does the curb ramp have a running slope between a ratio of 1:15 (6.66.%) and 1:10 (10%)?	CSA B651-18 (8.3.3.1)						
5.1.2.c SURFACE								
5.1.2.c.i	Is the surface of the curb ramp stable and firm?	CSA B651-18 (8.3.3.4)						
5.1.2.c.ii	Is the surface of the curb ramp slip resistant?	CSA B651-18 (8.3.3.4)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.2.d	Is the curb ramp aligned with the direction of travel (e.g., crosswalks) and curb ramp or depressed curb on the opposite side of the roadway?	CSA B651-18 (8.3.3)						

Subtotal	Max. score	Actual score
+	15	=

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.1.3 Street crossings (crosswalks)

Location:

Date and time:

Auditor:

Description:

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.3.a	Is the crosswalk at least 1800 mm (31 in.) wide between pavement markings?	CSA B651-18 (8.3.4.1)						
5.1.3.b	Does the crosswalk include a tactile indicator where the curb slopes to the roadway?	CSA B651-18 (8.3.4.1)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.1.3.c	If the intersection includes both a traffic light and sidewalk, does it employ a distinct audible indication for each discrete direction of travel?							
5.1.3.d	If the intersection is within a 500 m radius of a facility serving the visually impaired, does it employ a distinct audible indication for each discrete direction of travel?							
							Subtotal +	Max. score 12 =	Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**		

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.2 Transit stops

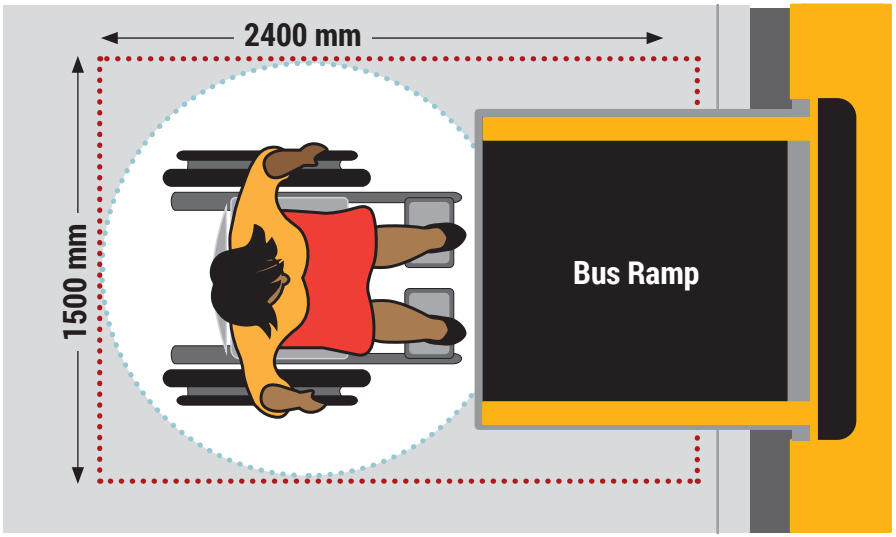
Location:

Date and time:

Auditor:

Description:

Links to transportation should be accessible to all members of the community. An accessible transit stop will have a paved or concrete level surface connecting the transit stop to an accessible pedestrian route. Adequate snow clearing to the ramp of transit vehicles is essential.



A transit stop providing a minimum of 1500 mm to accommodate turning radius of a wheelchair or scooter (5.2.b)

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.2.a SURFACE								
5.2.a.i	If along an accessible route, does the transit stop have a stable and firm surface?	CSA B651-18 (8.5.1)						
5.2.a.ii	If along an accessible route, does the transit stop have a slip-resistant surface?	CSA B651-18 (8.5.1)						
5.2.b	If along an accessible route, does the transit stop provide at least 1500 mm (59 in.) stable ground area to accommodate turning radius of a wheelchair or scooter?	CSA B651-18 (8.5.1); OADS (6.20.2)						
5.2.c	If along an accessible route, is the transit stop identified in a visual and tactile manner?	CSA B651-18 (8.5.2)						
5.2.d	Is the area clear of snow to the transit vehicle door?	CSA B651-18 (8.5.1)						
							Subtotal +	Max. score 15 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

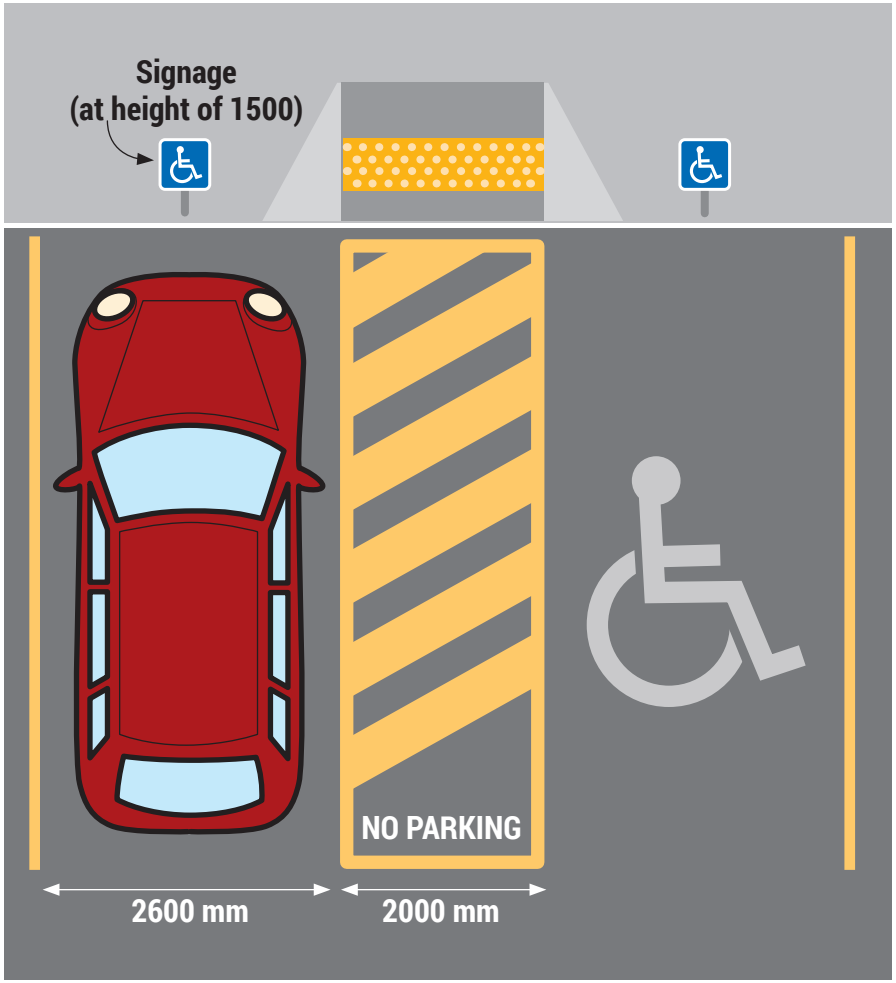
5.3 Parking

Location:

Date and time:

Auditor:

Description:



Parallel parking can be dangerous for people with limited mobility or a disability because oncoming traffic is likely traveling faster than in a parking lot. Accessible parking spaces should be designed to make room for service dogs, companions, and mobility aids.

An accessible parking space that is at least 2600 mm wide (5.3.b), has an adjacent access aisle that is at least 2000 mm (5.3.c), and is clearly identified as being for the use of people with physical disabilities (5.3.d)

Image showing the minimum length of a parallel parking stall and the space between the stall and the pathway to the sidewalk. (5.3.f)

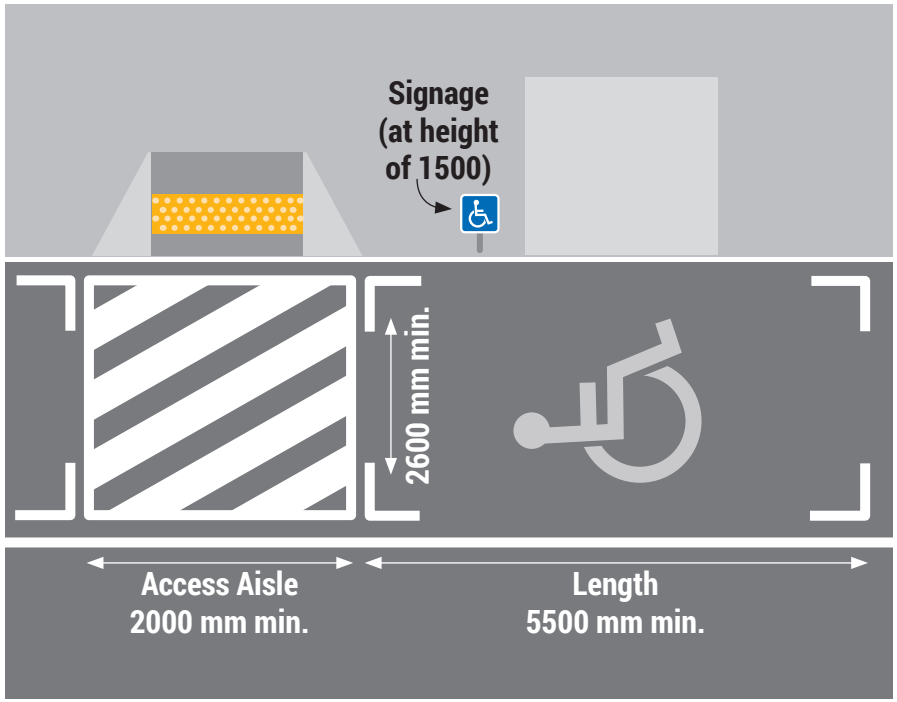


Table 3.8.2.5 from the NSBC
DESIGNATED PARKING STALLS

Number of Parking Stalls	Number of Designated Stalls Required for Wheelchairs
2—15	1
16—45	2
46—100	3
101—200	4
201—300	5
301—400	6
401—500	7
501—900	8
901—1300	9
1301—1700	10
each increment of up to 400 stalls in excess of 1700	one additional space

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.3.a	Does the number of designated stalls required for wheelchairs meet the recommendations in the Nova Scotia Building Code, Table 3.8.2.5?	NSBC (3.8.2.5)						
5.3.b	Is the designated parking stall at least 2600 mm (102 in.) wide?	CSA B651-18 (9.4.1.a)						
5.3.c	Does the designated parking stall have an adjacent side access aisle at least 2000 mm (79 in.) wide?	CSA B651-18 (9.4.1.b)						
5.3.d	**SIGNAGE FOR ACCESSIBLE PARKING SPACE**							
5.3.d.i	Is the designated parking stall identified by a vertically mounted mounted sign, at least 1500 mm (59 in.) above ground level?	CSA B651-18 (9.4.4.1.a)						
5.3.d.ii	Does the designated parking stall have the International Symbol of Access painted on the pavement?  *(Source: Federal Highway Administration, US Department of Transportation)*	CSA B651-18 (9.4.4.1.b)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.3.e	Is there unimpeded access from the access aisle to an adjacent sidewalk?							
5.3.f	**PARALLEL PARKING SPACES**							
5.3.f.i	If the accessible parking space is for parallel parking, is the space at least 2600 mm (102 in.) wide?	CSA B651-18 (9.4.1.a)						
5.3.f.ii	If the accessible parking space is for parallel parking, is there a rear passage or aisle at least 2000 mm (79 in.) wide?	CSA B651-18 (9.4.1.c)						
5.3.f.iii	If the accessible parking space is for parallel parking, is the stall at least 5500 mm (216 in.) long?	CSA B651-18 (9.4.1)						
							Subtotal +	Max. score 27 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.4.1 Trails

Location:

Date and time:

Auditor:

Description:

Wherever possible, pathways should have a width of 1200 mm or more, or provide passing space at that width frequently (5.4.1.d). Protective guardrails should be provided where there is a drop-off from the trail or pathway's edge (5.4.1.g).

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.1.a When a recreational trail system exists, is there at least one trail with an accessible entrance and path with a firm, stable, slip-resistant surface?	RHFAC (10-10. 1.10)						
5.4.1.b Is the trail free of any obstacles on the path and overhead?	RHFAC (10-10. 1.4)						
5.4.1.c Does the accessible trail contain only low-gradient slope: running slope not exceeding the ratio of 1:20 (5%), and a cross slope not exceeding the ratio of 1:50 (2%)?	RHFAC (10-10. 1.10)						
5.4.1.d Is there is a clear width of at least 1200 mm (47 in.), or passing spaces at regular intervals?	RHFAC (10-10. 1.10)						
5.4.1.e SEATING							
5.4.1.e.i Is seating provided at regular intervals?	RHFAC (10-10. 1.10)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.1.e.ii	Is seating provided before decision points?	RHFAC (10-10. 1.10)						
5.4.1.e.iii	Is seating provided before level changes?	RHFAC (10-10. 1.10)						
5.4.1.f	If the path crosses traffic, are crossings clearly marked?	RHFAC (10-10. 1.10)						
5.4.1.g	If there is a drop-off at the edge of the trail, is there a curb, barrier, or guardrail?	RHFAC (10-10. 1.10)						
5.4.1.h	If the trail is open at night, is the trail or path well illuminated?	RHFAC (10-10. 1.10)						

Subtotal	Max. score	Actual score
+	30	=

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.4.2 Parks and playgrounds

Location:

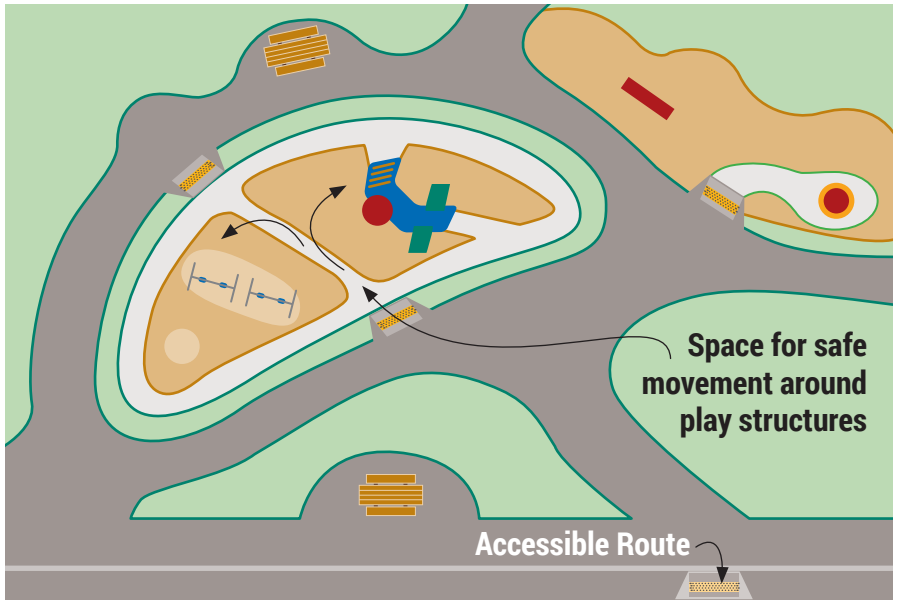
Date and time:

Auditor:

Description:

Note: In outdoor parks, all exterior pathways that connect parking areas with facilities, and amenities should comply with the accessible routes criteria outlined for sidewalks (5.1.1).

A playground surface able to absorb the shock of a fall (5.4.2.c) and containing a stand-alone feature (5.4.2.f)



A playground that is connected to at least one accessible route (5.4.2.a), providing adequate space for all children and their caregivers to move through (5.4.2.b), and quiet areas to support children with invisible disabilities (5.4.2.e)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.2.a Are playgrounds, parking areas, and other facilities connected by at least one accessible route?	CSA B651-18 (8.2); RHFAC (8.8)						
5.4.2.b Is there adequate space for children and their caregivers to move through, in, and around the play space?	RHFAC (8.8.1)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.4.2.c Is the ground firm, stable, not slippery, and able to absorb the shock of a fall?	RHFAC (8.8.2)						
5.4.2.d Does the playground have sensory components, such as gardens or planters?	RHFAC (8.8.3)						
5.4.2.e Does the playground provide quiet areas to support children with invisible disabilities who prefer to play alone?	RHFAC (8.8.3)						
5.4.2.f Does the playground provide ground level stand-alone features, such as spring rockers or teeter-totters?	RHFAC (8.8.3)						
5.4.2.g Is seating provided throughout the playground?	RHFAC (8.8.4)						
						Subtotal +	Max. score 21 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.5.1 Waste receptacles

Location:

Date and time:

Auditor:

Description:

The following guidelines apply where a waste receptacle, recycling bin, or ashtray is located along an accessible route.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.1.a Is the waste receptacle adjacent or connected to an accessible route?	CSA B651-18 (8.6.11.a)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.1.b Is the waste receptacle securely fastened to the ground, post, or wall?	CSA B651-18 (8.6.11.b)						
5.5.1.c Is the waste receptacle's opening lid within 1060 mm (41 in.) of the ground?	CSA B651-18 (8.6.11.c)						
5.5.1.d Does the waste receptacle have a clear ground area of at least 800 mm × 1350 mm (31 in. x 53 in.) at the opening or lid?	CSA B651-18 (8.6.11.d)						
5.5.1.e Is the waste receptacle cane-detectable to the ground?	CSA B651-18 (8.6.11.e)						
5.5.1.f Is the waste receptacle colour-contrasted with the surroundings?	CSA B651-18 (8.6.11.f)						
						Subtotal +	Max. score 18 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

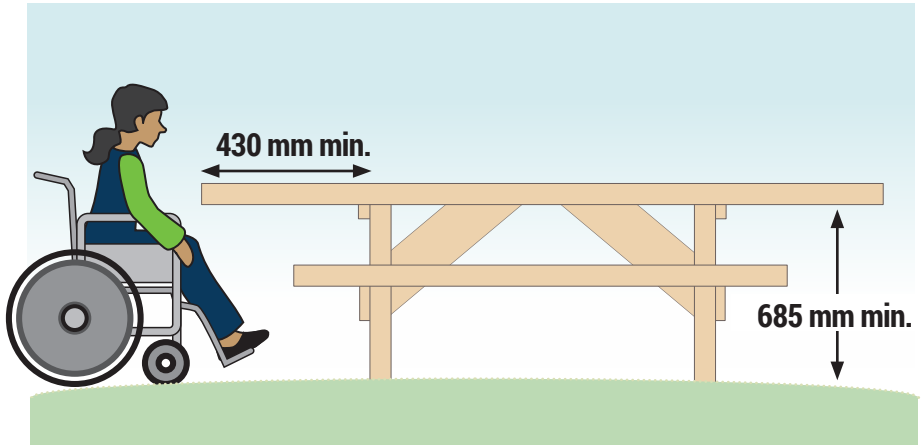
5.5.2 Picnic tables

Location:

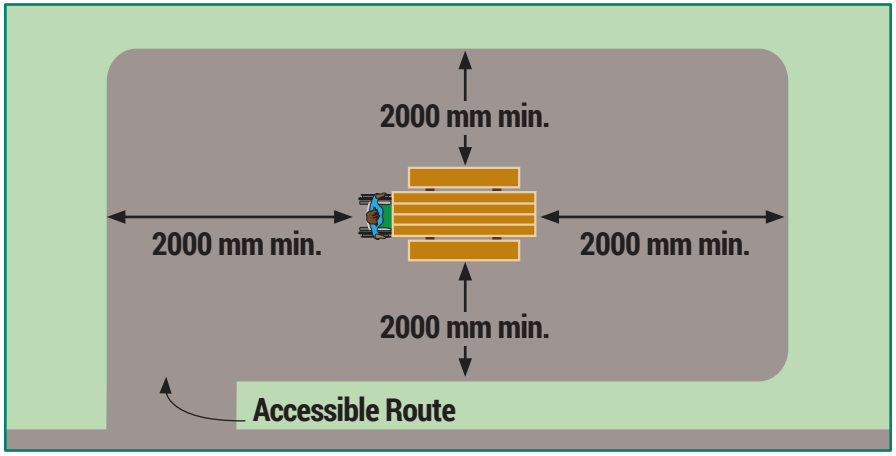
Date and time:

Auditor:

Description:



Accessible picnic tables should provide knee and toe clearance at least 800 mm wide (not shown), 430 mm deep, and 685 mm high (5.5.2.c).



An accessible picnic table with a clear space of 2000 mm minimum on all sides of the table (5.5.2.d) and an accessible route to and from the picnic table (5.5.2.e)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.2.a If there are two or fewer picnic tables, are all tables accessible?	RHFAC (8.17.1)						
5.5.2.b If there are more than two picnic tables, are most tables accessible?	RHFAC (8.17.1)						
5.5.2.c Do accessible picnic tables provide suitable knee and toe clearances of at least 800 mm wide x 430 mm deep x 685 mm high (31in. x 17in. x 27in.)?	CSA B651-18 (8.6.3.2.b)						
5.5.2.d Is there at least 2000 mm (79 in.) of clear space on all sides of the table?	CSA B651-18 (8.6.3.2.b)						
5.5.2.e Is there a clear accessible path up to the table?	CSA B651-18 (6.7.2.a)						
5.5.2.f Is the ground surface under the tables firm, stable, and level?	CSA B651-18 (6.7.2.b)						
						Subtotal +	Max. score 18 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

5.5.3 Seating

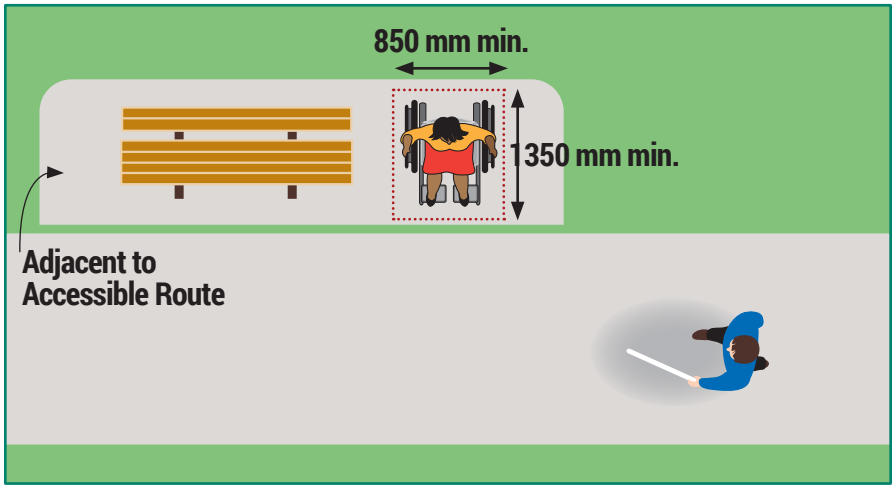
Location:

Date and time:

Auditor:

Description:

Benches and seating provide rest and waiting areas for people who may have difficulty with standing or walking for extended periods. Seating should be provided at regular intervals along pedestrian routes and before level changes or decision points.



A bench adjacent to an accessible route (5.5.3.a). A minimum clear floor space of 850 mm wide x 1350 is provided (5.5.3.d)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.3.a Are benches and seats located adjacent to an accessible route with no barriers leading up to the seating?	CSA B651-18 (6.7.2.a)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
5.5.3.b	**GROUND SURFACE**							
5.5.3.b.i	Is the seating area ground CSA surface level and firm?	B651-18 (6.7.2.b)						
5.5.3.b.ii	Is the seating area ground surface slip-resistant?	CSA B651-18 (6.7.2.b)						
5.5.3.c	Is there contrast between the ground finish, texture, or tone to distinguish the area from the accessible path of travel?	RHFAC (10.1.7)						
5.5.3.d	Is there clear floor space of at least 850 mm wide x 1350 mm long (34 in. x 53 in.) around the seating?	CSA B651-18 (6.7.2.c)						
5.5.3.e	Does seating provide the option for back support and at least one armrest?	RHFAC (10.1.7)						
							Subtotal +	Max. score 18 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6. Indoor public spaces

Worksheets

6.1	Entrance and approach
6.2	Interior doors and doorways
6.3	Circulation
6.4	Public washrooms
6.5.1	Interior wayfinding (used in conjunction with 4.1, which is more detailed)
6.5.2	Reception area and service counter
6.5.3	Emergency systems
6.5.4	Assistive listening devices

6.1 Entrance and approach

Location:

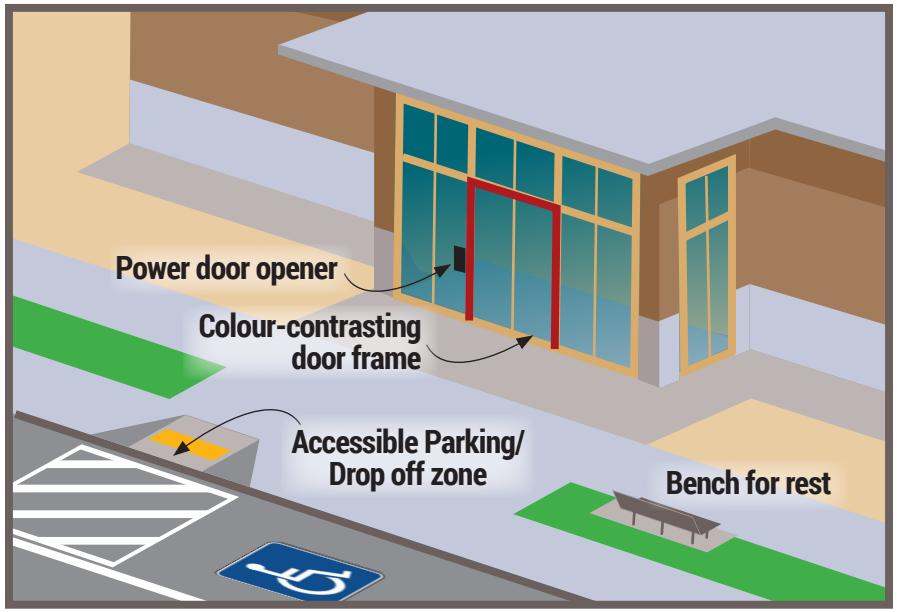
Date and time:

Auditor:

Description:

Entrance refers to all access points into a building and the exterior pathway to the entrance. This includes sidewalks and walkways, ramps, and stairs along the routes that connect pedestrians to the building site and the building entrance. Consider routes from arrival points such as parking, drop-off areas, public streets and sidewalks, and public transit stops.

Refer to the following worksheets for related details: 4.1 Signage and wayfinding; 4.2 Ramps; 4.3 Stairs; 4.4 Handrails; and 5.1.1 Sidewalks and walkways.



A building where the main entrance is easy to find, with a clear contrast between the door and the façade (6.1.a). The entrance is close to the accessible drop-off area. Accessible parking is provided (6.1.e.), adjacent to an accessible ramp, (6.1.g). A bench is provided nearby (6.1.i).

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.1.a MAIN ENTRANCE								
6.1.a.i	Is the main or primary entrance accessible?	RHFAC (2.4.1)						
6.1.a.ii	Is the main entrance easy to find and clearly distinguishable from the facade?	RHFAC						
6.1.a.iii	If the main or primary entrance is not accessible, is a secondary or alternative entrance accessible?	RHFAC (2.4.1)						
6.1.a.iv	Is at least one entrance door or doorway equipped with a power door operator?	RHFAC (2.4.2)						
6.1.b	If an accessible entrance is not obvious, does signage exist?							
6.1.c	Is the International Symbol of Accessibility displayed at entrances that are accessible?  *(Source: Federal Highway Administration, US Department of Transportation)*	CSA B651-18 (4.5.7)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.1.d	Are there multiple accessible entrances?	RHFAC (2.4.1)						
6.1.e	Is the accessible entrance close to a drop off zone or designated accessible parking space?	RHFAC (1.2.1)						
6.1.f	**EXTERIOR APPROACH**							
6.1.f.i	Is there a direct continuous path free of obstacles connecting the building entrance to a pedestrian route, parking, and/or public transit?	CSA B651-18 (8.2.1)						
6.1.f.ii	Is the approach route at least 1600 mm (63 in.) wide?	CSA B651-18 (8.2.2)						
6.1.f.iii	If there is a slope, is it less than a ratio of 1:20 (5%)?	CSA B651-18 (8.2.1)						
6.1.g	If there are stairs or ramps, complete 2.0 Common Elements sections: Ramps (2.2), Stairs (2.3) and Handrails (2.4).	CSA B651-18 (8.2.7; 5.4.1; 5.5.8)						*chart continued on next page ➜*

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.1.h	Is the accessible route well illuminated?	CSA B651-18 (8.2.9)						
6.1.i	Is a bench or seated area located adjacent to an accessible route?	CSA B651-18 (6.7.2.1.a)						
6.1.j	Is the pedestrian route well drained to prevent accumulation of ice and water?	CSA B651-18 (8.2.4)						
6.1.k GROUND SURFACE								
6.1.k.i	Is the ground surface stable and firm?	CSA B651-18 (4.3.1.a)						
6.1.k.ii	Is the ground surface slip-resistant?	CSA B651-18 (4.3.1.b)						
6.1.k.iii	Does the surface produce minimal glare?	CSA B651-18 (4.3.1.c)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.1.k.iv Does the surface avoid heavy visual patterning?	CSA B651-18 (4.3.1.d)						
6.1.l GRATINGS							
6.1.l.i If gratings are located on sidewalks and walkways, is the width of the openings in one direction 13 mm (0.5 in.) or less?	CSA B651-18 (4.3.4.a)						
6.1.l.ii Are gratings placed so that the long dimension of opening is across the dominant direction of travel?	CSA B651-18 (4.3.4.b)						
						Subtotal +	Max. score 63 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

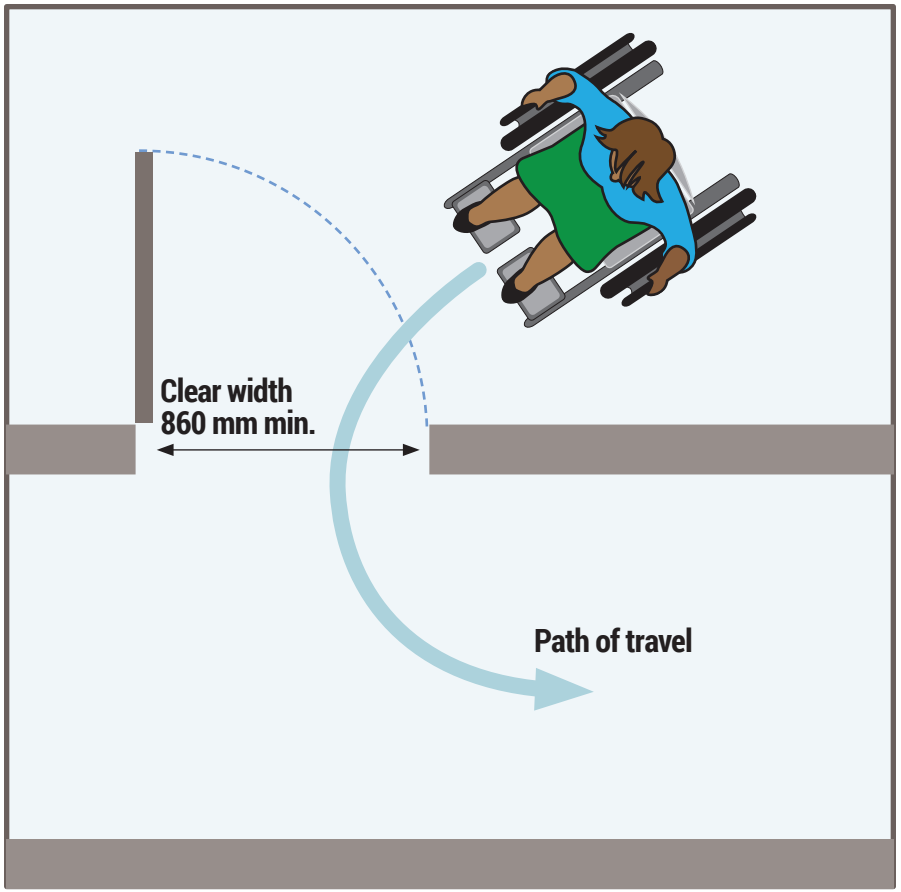
6.2 Interior doors and doorways

Location:

Date and time:

Auditor:

Description:



A door providing at least 860 mm (32 in.) when the door is 90 degrees open (6.2.a.ii)

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.2.a	**ALL DOORS**							
6.2.a.i	Is there space for manoeuvering on both sides of the entrance, with a landing area of at least 1670 mm x 1670 mm (66 in. x 66 in.)?	CSA B651-18 (5.2.2)						
6.2.a.ii	Is the width of the door at least 860 mm (32 in.) measured when the door is 90 degrees open?	CSA B651-18 (5.2.1)						
6.2.a.iii	Is the door marked with the International Symbol of Accessibility?  *(Source: Federal Highway Administration, US Department of Transportation)*	CSA B651-18 (5.2.9.3)						
6.2.b	**MANUAL DOORS**							
6.2.b.i	Is the door easy to open with minimal force?	CSA B651-18 (5.2.8)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.2.b.ii Is the handle or hardware accessible? For one-hand operation? Without grasping, pinching, or twisting? For people with mobility impairments, large "D" handles are easy to use.	CSA B651-18 (4.2.4)						
6.2.c AUTOMATIC OR POWER-OPERATED DOORS							
6.2.c.i Is the placement of a manually activated door button within 900–1100 mm (35–43 in.) of the ground?	CSA B651-18 (4.2.3)						
6.2.c.ii Are door controls colour contrasted with their background?	CSA B651-18 (4.2.6)						
6.2.c.iii Are automatic door sensors suitably placed to detect users approaching?	CSA B651-18 (5.2.9)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.2.c.iv	Do doors remain open long enough for safe and comfortable passage? Automatic doors should take at least three seconds to fully open from a closed position and should remain open for at least five seconds to allow safe entry and exit.	CSA B651-18 (5.2.9.1)						
6.2.d	For doors opening outward into corridors or pedestrian traffic, is the door swing path marked to show how far out the door will open?	RHFAC (2.4.11)						
							Subtotal +	Max. score 30 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6.3 Circulation

Location:

Date and time:

Auditor:

Description:

This worksheet applies to paths of travel within a building that provide access to building elements, rooms, washrooms, or other spaces. This includes corridors/hallways and (where there is a change in elevation) ramps, sloped walkways, and elevators or lifts.

Please also refer to the following related worksheets: 4.1 Signage and wayfinding; 4.2 Ramps; 4.3 Stairs; and 4.4 Handrails and guardrails.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.3.a FLOORS							
6.3.a.i Are floors stable and firm?	CSA B651-18 (4.3.1)						
6.3.a.ii Are floors slip resistant?	CSA B651-18 (4.3.1)						
6.3.a.iii Are floors not heavily patterned?	CSA B651-18 (4.3.1)						
6.3.a.iv Do floors produce minimal glare?	CSA B651-18 (4.3.1)						
6.3.b SIGNAGE AND WAYFINDING							
6.3.b.i Is there signage and wayfinding along interior routes—entrances, exits, washrooms, and service areas?	CSA B651-18 (4.5)						
6.3.b.ii Are there sufficient visual clues to help orientation, such as directional indicators in large open areas?	CSA B651-18 (4.5)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.3.c	Are corridors at least 1100 mm (36 in.) wide?	OADS (4.3.2)						
6.3.d	Are corridors wide enough for wheelchairs users to manoeuvre and easily turn corners and for others to pass—at least 1500 mm x 1500 mm (59 in. x 59 in.) wide?	OADS (4.3.2)						
6.3.e	If the corridor has a slope, is the slope within the ratio of 1:20 (5%) or less?	CSA B651-18 (5.1.2)						
6.3.f	Are corridors free from obstructions? Objects protrude only 100 mm (4 in.) from walls, columns, or free-standing supports. Objects are cane-detectable at or below 660 mm (27 in.) from the floor. Objects have their undersides at a height of at least 2100 mm (83 in.) from the floor.	CSA B651-18 (4.4.1)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.3.g	Is there a headroom clearance of at least 2100 mm (83 in.)?	CSA B651-18 (4.4.3.1)						

Subtotal		Max. score		Actual score
	+	33	=	

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6.4 Public washrooms

Location:

Date and time:

Auditor:

Description:

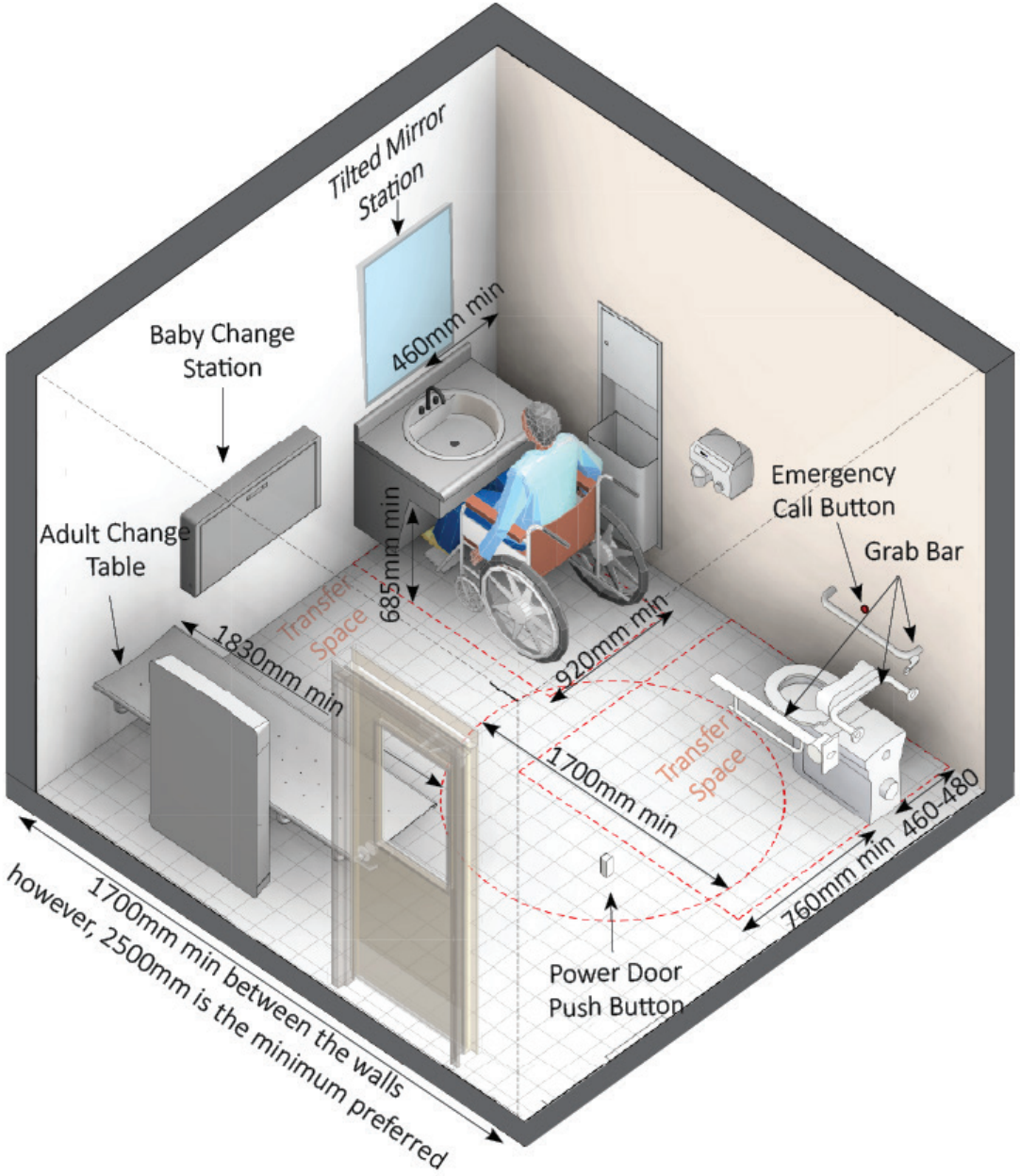
A washroom providing clear entrance signs to indicate that it is accessible (6.4.b.ii) (Photos: Cities and Environment Unit)

A well-lit washroom (6.4.f) (Photos: Cities and Environment Unit)

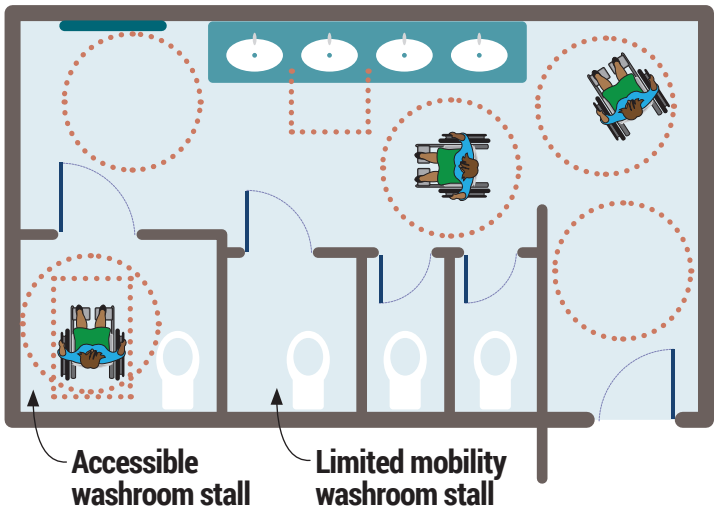
This worksheet applies to washroom facilities including, but not limited to:

- multiple-occupancy washrooms with multiple stalls, accessible stalls, and limited mobility stalls for independent use
- universal or family washrooms, which allow for assisted use.

A Universal washroom that provides a minimum of 1700 mm on all sides. The diagram on the next page shows a Universal washroom at the preferred size of 2500 mm wide (6.4.g.ii) so that fixtures like an accessible toilet (6.4.g.iv), adult change table (6.4.h.i), and other amenities (6.4.g.v) fit comfortably for use. An unobstructed turning radius of 1700 mm allows for easier navigation in the space (6.4.g.iii) and an emergency call system is available should a user require assistance (6.4.h.vi). (Image: Cities and Environment Unit)



UNIVERSAL WASHROOM



UNIVERSAL WASHROOM

A plan showing at least one fully accessible washroom stall (6.4.i.i) and one wider stall for people with limited mobility (6.4.i.ii) in a multiple occupancy washroom. The doors to these stalls should open outward (6.4.i.iv). Ideally, the accessible stall and the pathways to this stall should be wide enough to accommodate at least a 1500 mm turning radius for a wheelchair user.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.a AVAILABILITY OF WASHROOMS							
6.4.a.i Is there a Universal Washroom?	NSBC (3.8.2.8)						
6.4.a.ii Is there a Multiple Occupancy Washroom with an accessible stall?							
6.4.b GENERAL PROVISIONS							
6.4.b.i Are washrooms centrally located within a building, along an accessible route?	RHFAC (5)						
6.4.b.ii Do the washrooms have clear entrance signs that indicates it is accessible—braille, tactile, International Symbol of Accessibility?  *(Source: Federal Highway Administration, US Department of Transportation)*	CSA B651-18 (5.2.9.3)						
6.4.b.iii If the washroom is not accessible, is the location of the nearest accessible washroom indicated?	CSA B651-18 (6.2.1.d)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.c	**WASHROOM ENTRANCE DOORS**							
6.4.c.i	Is the washroom entrance door accessible with a clear width of at least 860 mm (34 in.) when the door is in the open position?	CSA B651-18 (5.2.1)						
6.4.c.ii	Is the door equipped with power door operators?	CSA B651-18 (5.2.9.1)						
6.4.d	Is there clear space to manoeuvre on both sides of the doorway?	CSA B651-18 (5.2.1)						
6.4.e	Is the floor stable, firm, slip resistant, produce minimal glare, not heavily patterned? With a maximum slope of 1:50 (2%)?	CSA B651-18 (4.3.1)						
6.4.f	Is the area well lit?	RHFAC (p. 50)						
6.4.g	**UNIVERSAL WASHROOMS**							
6.4.g.i	Is the washroom on an accessible route?	RHFAC (8.11.3)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.g.ii Is the internal dimension between walls at least 1700 mm (67 in.), preferably 2500 mm (98 in.)?	CSA B651-18 (6.2.2)						
6.4.g.iii Is there a clear turning diameter of at least 1700 mm (67 in.) within the universal washroom?	CSA B651-18 (6.2.2)						
6.4.g.iv Is there an accessible toilet within the universal washroom?	NSBC (3.8.3.12)						
6.4.g.v Are washroom amenities accessible—mirror, soap dispenser, paper towel dispenser, automatic hand dryer?	NSBC (3.8.3.15)						
6.4.h ADULT CHANGE TABLES							
6.4.h.i Is an adult change table present?	RHFAC (8.11.3)						
6.4.h.ii Is there a clear floor space 760 mm wide x 1830 mm long (30 in. x 72 in.) for an adult-size change table?	CSA B651-18 (6.3.4.1)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.h.iii If an adult-size change table is installed, is there clear floor space of 900 mm wide x 1830 mm long (35 in. x 72 in.) parallel to the long side of the adult-size change table?	CSA B651-18 (6.3.4.2)						
6.4.h.iv Does the adult change table provide clear floor transfer space parallel to the long side of the table—at least 760 mm wide and 1500 mm long (30 in. x 59 in.)?	RHFAC (8.11.3)						
6.4.h.v Is the adult change table designed for a load of at least 250 kg?	CSA B651-18 (6.3.4)						
6.4.h.vi Are operating mechanisms within 1200 mm (47 in.) of the floor?	RHFAC (8.11.3)						
6.4.h.vii Is an emergency call system provided?	CSA B651-18 (6.3.1.2)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.i MULTIPLE OCCUPANCY WASHROOMS							
6.4.i.i Is there at least one accessible toilet stall to accommodate people with wheeled mobility devices?	NSBC (3.8.2.8)						
6.4.i.ii Is at least one limited mobility stall provided—a standard-sized stall equipped with rear and sidewall grab bars (in addition to the accessible stall)?	RHFAC (5.1.2)						
6.4.i.iii Are doors on stalls easy to open and close?	RHFAC (5.1.2)						
6.4.i.iv Do doors on accessible toilet stalls open outward to provide ample room for manoeuvring inside the stall?	CSA B651-18 (6.2.7.3)						
6.4.i.v Are doors on accessible stalls easy to lock—sliding-style lock, operable with a closed fist? Rotary locks are not appropriate.	CSA B651-18 (6.2.7.3)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.i.vi Is there clearance of at least 1700 mm (67 in.) between the inside face of an in-swinging entrance door and the outside face of an adjacent stall?	CSA B651-18 (6.2.7.3)						
6.4.i.vii Is there clear floor space of at least 1700 mm x 1700 mm (67 in. x 67 in.) in front of the accessible stall?	CSA B651-18 (6.2.2)						
6.4.j WASHROOM ACCESSORIES							
6.4.j.i Are there grab bars installed in accordance with Nova Scotia Building Code Regulations?	NSBC (3.8.3.11)						
6.4.j.ii Is the toilet seat located within 400–460 mm (16–18 in.) of the floor?	NSBC (3.8.3.9)						
6.4.j.iii Does the toilet have either hand operated flushing controls that are easily accessible to a wheelchair user or automatic flushing?	NSBC (3.8.3.13)						

chart continued on next page ➜

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.j.iv	Is the coat hanger mounted on a side wall within 1200 mm (47 in.) of the floor and within 40 mm (1.5 in.) of the wall?	CSA B651-18 (6.3.3.c)						
6.4.j.v	Is the toilet paper dispenser placed within 600–800 mm (24–31 in.) of the floor, located in front of the toilet seat, and easily reached?	CSA B651-18 (6.2.6.5)						
6.4.j.vi	If faucet handles are used, are they lever-type handles that are operable with a closed fist?	OADS (4.5.9)						
6.4.j.vii	Does the washroom have a soap dispenser located within 1100 mm (43 in.) of the floor and accessible to persons in wheelchairs?	NSBC (3.8.3.11)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.4.j.viii Does the washroom have towel dispensers or other hand drying equipment located within 200 mm (47 in.) of the floor and in an area that is accessible to persons in wheelchairs?	NSBC (3.8.3.11)						
						Subtotal +	Max. score 33 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6.5.1 Interior wayfinding

Location:

Date and time:

Auditor:

Description:

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.1.a Is signage clearly and consistently located and positioned to avoid shadow or glare?	CSA B651-18 (4.5.1)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.1.b Are the letters and numbers in sans-serif font and colour contrasted with the background?	CSA B651-18	(4.5.3)					
6.5.1.c Does the sign have tactile markings to supplement the text?	CSA B651-18 (4.5.6)						
						Subtotal +	Max. score 9 = Actual score
		Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6.5.2 Reception area and service counter

Location:

Date and time:

Auditor:

Description:

A lowered accessible counter surface (6.5.2.c) providing adequate space for knees (6.5.2.d) (Image: Cities and Environment Unit)

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.2.a Is there an accessible path to reception desks, service counters, and waiting areas?	RHFAC (4.1.1)						
6.5.2.b Is the reception desk highly visible and easily located on a direct route from the entrance?	RHFAC (4.1.1)						
6.5.2.c Is there at least one lowered accessible counter surface within 730–860 mm (29–34 in.) of the floor?	RHFAC (4.2.1)						
6.5.2.d Does the accessible counter area provide knee space at least 480 mm (19 in.) deep where physical action or exchange takes place?	RHFAC (4.2.2)						
6.5.2.e Does clear, understandable identification signage indicate the function of the service desk?	RHFAC (4.2.5)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.2.f If there is a waiting area, are a variety of seating options provided—seats with and without armrests, seats with backrests, and clear floor space for users of mobility aids to position themselves and their equipment?	RHFAC (4.1.5)						
6.5.2.g Is the access to seating areas unobstructed and direct from the main circulation route?	RHFAC (4.1.5)						

Subtotal	Max. score	Actual score
+	21	=

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

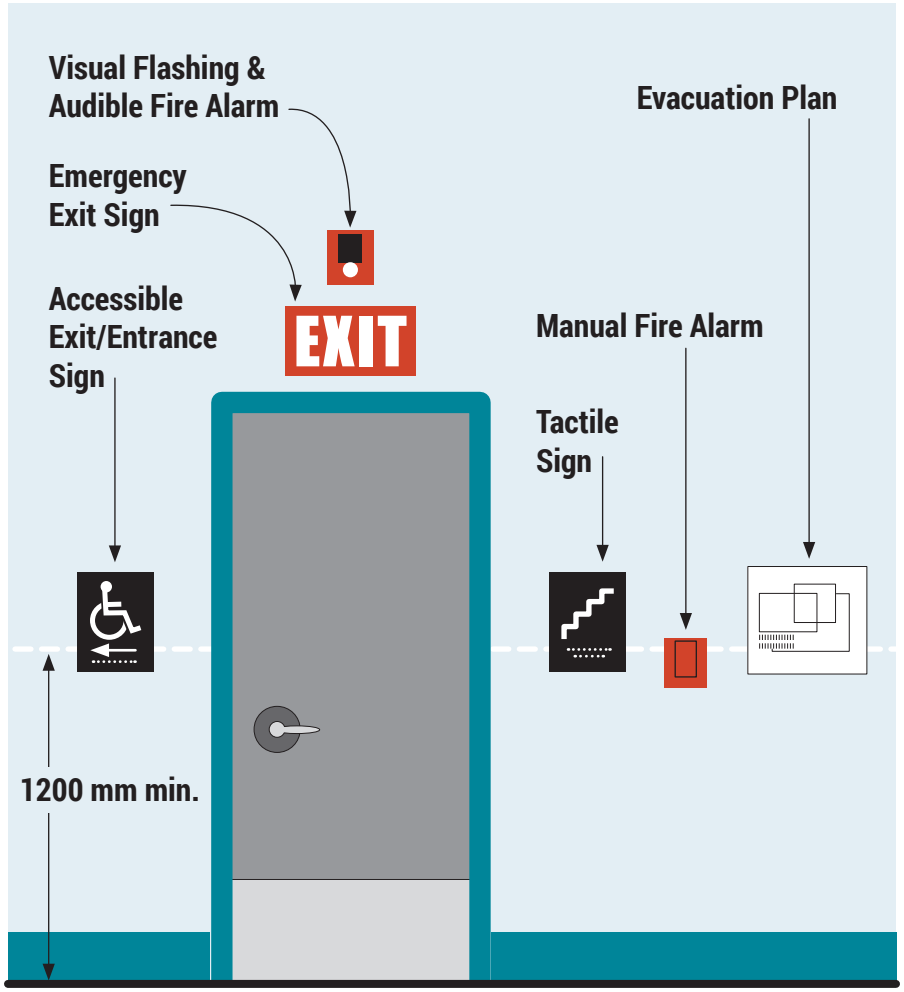
6.5.3 Emergency systems

Location:

Date and time:

Auditor:

Description:



This worksheet applies to fire and life safety systems, addressing the needs of people with varying disabilities in emergency situations.

An evacuation system providing visual and audible fire alarms (6.5.3.a), instructions that address the needs of users with varying disabilities (6.5.3.b), and alarm controls and emergency equipment that is mounted at an accessible height (6.5.3.c.i).

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.3.a	Are visual fire alarms generally visible both throughout the facility and where people might expect to be alone?	RHFAC (7.2.1)						
6.5.3.b EVACUATION INSTRUCTIONS								
6.5.3.b.i	Are evacuation instructions posted within 1200 mm (47 in.) of the floor?	RHFAC (7.2.1)						
6.5.3.b.ii	Are evacuation instructions both identified by signage and displayed in high contrast, large print (at least 14-point type)?	RHFAC (7.2.1)						
6.5.3.b.iii	Is there signage that indicates evacuation plans?	RHFAC (7.2.1)						
6.5.3.c	**ALARM CONTROLS & EMERGENCY EQUIPMENT**							
6.5.3.c.i	Are manual fire and emergency alarm controls mounted within 1200 mm (47 in.) of the finished floor?	RHFAC (7.2.1)						

chart continued on next page ➜

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.3.c.ii Is emergency equipment mounted within 900–1100 mm (35–43 in.) of the floor—fire extinguishers, hoses, first aid kits, defibrillators?	RHFAC (7.2.1)						

Subtotal	Max. score	Actual score
+	18	=

Subtotal	Subtotal	Subtotal	Subtotal	**Final Total**
+	+	+	=	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

6.5.4 Assistive listening devices

Location:

Date and time:

Auditor:

Description:

Assistive listening systems should be used in areas where people assemble. This includes—but is not limited to—classrooms, auditoriums, meeting rooms, and theatres with

- an area of 100 square metres; or
- 75 or more fixed seats; and/or
- installed speakers

		Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
6.5.4.a	Is the space equipped with any assistive listening system?	NSBC (3.8.2.9)						
6.5.4.b	Does the system perform with the use of hearing aids or headphones?	NSBC (3.8.2.9)						
6.5.4.c	Does the system work throughout the space?	OADS (5.2.1)						
6.5.4.d	Does the system provide volume control?	OADS (5.2.1)						
6.5.4.e	 Is signage provided with the International Symbol for Hearing Loss pictogram to identify the availability of the assistive listening system—marked with a "T" and with T-coil where T-coil usage is available?	OADS (5.2.1)						
							Subtotal +	Max. score 15 = Actual score
			Subtotal +	Subtotal +	Subtotal +	Subtotal =	**Final Total**	

Principle 1
Does this feature follow the whole journey approach?

Principle 2
Does this feature follow the concepts of universal design?

Principle 3
Is there an adequate seasonal maintenance program for this feature?

Appendix A. *References*

Canadian Standards Association (CSA). 2018. ***Accessible Design for the Built Environment B651-18.***

City of Burlington. 2016. ***City of Burlington Accessibility Design Standards.*** https://www.burlington.ca/en/services-for-you/resources/Accessible%20Services/2016-Burlington-Accessibility-Design-Standards---FINAL.pdf

City of Edmonton. 2016. ***Edmonton Winter Design Guidelines.***
https://www.edmonton.ca/city_government/documents/PDF/WinterCityDesignGuidelines_draft.pdf

City of Ottawa. 2015. ***Ottawa Accessibility Design Standards*** (OADS).
https://documents.ottawa.ca/sites/default/files/documents/accessibility_design_standards_en.pdf

Evans, Graeme. 2009. "Accessibility, Urban Design and the Whole Journey Environment," ***Built Environment***, 35 (3).

Halifax Regional Municipality. 2015. HRM Bylaw S-801 15(3)(e), ***A By-Law Respecting the Licensing of Temporary Signs.***
https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-LawS-801.pdf

North Carolina State University, Centre for Universal Design. 1997. "The 7 Principles," quoted by the Centre for Excellence in Universal Design (Dublin, Ireland). http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/

Nova Scotia Building Code Regulations (NSBC), 2017. https://novascotia.ca/just/regulations/regs/bcregs.htm

Rick Hansen Foundation. 2018. ***Rick Hansen Foundation Accessibility Certification Ratings Professional Handbook*** (RHFAC).

Transportation Association of Canada. 2008. ***Guidelines for Understanding, Use and Implementation of Accessible Pedestrian Signals.***

Appendix B. *Download your worksheets here*

Common elements (indoor and outdoor)

- 4.1 Signage and wayfinding
- 4.2 Ramps
- 4.3 Stairs
- 4.4 Handrails

Outdoor public spaces

- 5.1.1 Sidewalks and walkways
- 5.1.2 Curb ramps
- 5.1.3 Street crossings (crosswalks)
- 5.2 Transit stops
- 5.3 Parking
- 5.4.1 Trails
- 5.4.2 Parks and playgrounds
- 5.5.1 Waste receptacles
- 5.5.2 Picnic tables
- 5.5.3 Seating

Indoor public spaces

- 6.1 Entrance and approach
- 6.2 Interior doors and doorways
- 6.3 Circulation
- 6.4 Public washrooms
- 6.5.1 Interior wayfinding (used in conjunction with 4.1, which is more detailed)
- 6.5.2 Reception area and service counter
- 6.5.3 Emergency systems
- 6.5.4 Assistive listening devices