

**ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶12533)**



Church: \_\_\_\_\_ District: North \_\_\_ South \_\_\_ East \_\_\_ West \_\_\_

Date Form Completed: \_\_\_\_\_ Charge Conference or Annual Inventory Date: \_\_\_\_\_

Form Completed by: (NAME) \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

			<b>GETTING INTO THE CHURCH</b>	<b>COMMENTS</b> <i>(use p # 4 for add'l comments)</i>
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Description / Guidelines</b>	<b>Explain "NO" Answers</b>
			1. Clearly visible signs direct people to accessible entrances.	
			2. Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars.	
			3. At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and/or on pavement (# of accessible spaces: _____).	
			4. Accessible spaces are 8' wide with adjacent 5' access aisle. At least one 11' space is van accessible with adjacent 5' access aisle.	
			5. 36" wide curb cuts (curb ramps) are provided.	
			6. Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church.	
			7. Ramp has maximum incline of 1:12, preferably 1:20 (length: _____ rise: _____ ratio: _____) with no more than 30' between landings.	
			8. Ramp has minimum width of 36" between handrails (width: _____) and has non-slip surface.	
			9. Handrails are 34-38" high on both sides of ramp / stairs and extend 12" beyond; lower railing is no higher than 4" above deck.	
			10. There is a 60" x 60" level platform at entry door and at least 18" on pull side of door.	
			11. Entrance door is 36" wide; threshold no more than ½" high.	
			<b>GETTING AROUND THE CHURCH</b>	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Description / Guidelines</b>	
			12. Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface.	
			13. No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries.	
			14. Multi-level building has interior elevator, lift and / or ramp to allow access to all common / program areas.	
			15. Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled.	
			16. Door handles are easy to grasp and operate with one hand / single effort, using no more than 5 lbs. force.	
			17. Carpet pile is level and no more than ½" thick, with no or firm padding; all floor mats have rubberized backing and are stable.	
			18. Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place.	
			19. At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60" turning space.	
			20. Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated, soap and paper towels no higher than 48", bottom edge of mirror 40" or lower.	
			21. At least one stall is 66"x 60" with 33" – 36" high wall-mounted grab bars next to and at back of toilet; toilet height 17" – 19".	

			22. Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser.	
			23. Stairs have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color.	
			<b>SANCTUARY, CLASSROOMS, FELLOWSHIP AREA</b>	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Description / Guidelines</b>	
			24. Level pew cuts / wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen / pulpit when others stand.	
			25. Chancel area and choir loft are accessible (via ramp, or platform lift if needed).	
			26. If there are steps to the chancel, handrails are provided.	
			27. Aisleways are at least 36" in common areas.	
			28. Fellowship area and one work area in kitchen are accessible.	
			29. In fellowship area and classrooms at least one table has minimum of 29-30" clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more.	
			<b>COMMUNICATIONS AND ENVIRONMENT</b>	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Description / Guidelines</b>	
			30. Members sensitized about need to minimize use of fragrances.	
			31. All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based.	
			32. Lighting adequate for reading in meeting areas, for safety in halls	
			33. Large / bold print bulletin, songbook, and Bible available or large print words are projected on the screen; Braille bulletin or alternative media available upon request.	
			34. Microphone used by all speakers; assisted listening devices provided; ASL interpreter provided upon request.	
			35. Printed copies of sermon are available if requested.	
			36. Videos and other media are clearly captioned.	
			<b>ATTITUDES</b>	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Description / Guidelines</b>	
			37. Access described in church phone message, website, signage etc.	
			38. Pastor(s) / ushers / greeters / leaders / members have had training in disability awareness and etiquette.	
			39. Disruptions are accepted and incorporated into worship.	
			40. Service animals or guide dogs are permitted within the church building including the sanctuary.	
			41. Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language.	
			42. Educational programs are adapted as needed for inclusion of children and adults with DisAbilities.	
			43. Disability Awareness Sunday was celebrated during past year.	
			44. Persons with DisAbilities serve in worship and leadership roles and help plan ways to improve access.	
			45. Needs of those on special diets considered when food is offered, including gluten free communion elements.	
			46. Transportation; valet parking assistance; Buddy System (for those needing 1:1 assistance) offered if needed.	

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR	Target Date
1.	
2.	
3.	
4.	
5.	
YES ___ NO ___ Request consultation with Desert Southwest Conference DisAbility Ministries Committee:	
Signature of Pastor:	Date
Signature of Trustees chair:	
Signature of District Superintendent:	

**COPY THIS COMPLETED FORM IN DUPLICATE AND SUBMIT AT CHARGE (CHURCH) CONFERENCE**

**PLEASE NOTE:**

- This form is for use on existing buildings only; please refer to current ADA and state regulations for new construction or major remodeling projects: [https://www.ada.gov/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm)
- Anyone can complete the audit, e.g. it can be done by the youth group, the men's group, the woman's group, or the trustees, and does not require specialized skills. The best results come when you include persons with DisAbilities, especially someone who uses a wheelchair and someone with low vision, in the audit process.
- Interview individuals with DisAbilities and family members of children and adults with DisAbilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Please ***DO NOT DO A RUBBER STAMP ACCESSIBILITY AUDIT OF PREVIOUS YEARS***, but do an actual walk-through of your entire facility / campus. This Audit is to be done annually at any time but a suggested time-line is within thirty days prior to your local charge conference or during your annual property inventory.
- Resources are available through the DSC DisAbility Ministries Committee or through the DisAbility Ministry Committee of the United Methodist Church at: <https://www.umdisabilityministries.org/resource.html> to help you plan and carry out improvements.

**COMMENTS CONTINUED: INDICATE ITEM NUMBER FROM FORM**