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| This worksheet is provided for draft purposes only. The actual form must be completed and submitted through Arena at least 10 days prior to the scheduled date of your church conference. PLEASE REVIEW AND NOTE APPROPRIATE CHANGES |
| Church Name: |        |  Church ID (4-Digit): |      |
| Charge Name:  |        | District Name: |  |
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| ***GETTING INTO THE CHURCH*** |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Clearly visible signs direct people to accessible entrances |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars |       |
| **[ ]**  | **[ ]**  | **[ ]**  | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:) |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Accessible spaces are 8’ wide with adjacent 5’ access aisle.  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | At least one space is van accessible with adjacent, painted with slash lines, 8’ access aisle on right side of vehicle |       |
| **[ ]**  | **[ ]**  | **[ ]**  | 36” wide curb cuts (curb ramps) are provided close to parking |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Sidewalks are smooth, flat, and at least 36” wide providing an access route to an accessible entrance into the church |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Ramp has maximum incline of 1:12, preferably 1:20 (length:     ”rise:     ”ratio:      ) with no more than 30’ between landings |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Ramp has minimum width of 36” between handrails (width:    ”) and has non-slip surface |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Handrails are 34-38” high on both sides of ramp/ stairs and extend 12” beyond; lower railing is no higher than 4’ above deck |       |
| **[ ]**  | **[ ]**  | **[ ]**  | There is a 60” x 60” level platform at entry door and at least 18” on pull side of door  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Entrance door is 36” wide; threshold level or max beveled ½” high; no more than 10 lb. force needed to open door |       |
| ***GETTING AROUND THE CHURCH*** |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Corridors are at least 36” wide with 60” passing spaces every 200’ and non-glare floor surface |       |
| **[ ]**  | **[ ]**  | **[ ]**  | No objects protrude more than 4”, and lowest part of protruding object is no more than 27” above floor height to allow a person who is blind to detect the object with a cane and avoid injuries |       |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Multi-level building has interior elevator, lift and/ or ramp to allow access to all common/ program areas |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Doorways have a minimum of 32” clearance and thresholds are level or no more than ½” high and beveled  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Carpet pile is level and no more than ½” thick, with no or firm padding; all floor mats have rubberized backing and are stable |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Fire alarm controls and extinguishers are no more than 48” from floor; visual and auditory fire alarms are in place |       |
| **[ ]**  | **[ ]**  | **[ ]**  | At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60” x 60” turning space  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Sink has 29” clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated.  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Soap and paper towels are no higher than 48”, bottom edge of mirror is 40” or lower |       |
| **[ ]**  | **[ ]**  | **[ ]**  | One+ stall is 66”x 60” with 33” – 36” high wall-mounted grab bar by toilet extending 54” from back wall; toilet height 17” – 19”  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Drinking fountain is no higher than 36” with easy hand controls and wheelchair clearance or paper cup dispenser  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color |       |
| ***SANCTUARY, CLASSROOMS, FELLOWSHIP AREA*** |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33”x48” forward approach, and/or 33”x60” side approach, with view of screen/ pulpit when others stand  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Chancel area and choir loft are accessible (e.g. ramp) |       |
| **[ ]**  | **[ ]**  | **[ ]**  | If there are steps to the chancel, handrails are provided |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Aisle ways are at least 36” in common areas |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Fellowship area and one work area in kitchen are accessible |       |
| **[ ]**  | **[ ]**  | **[ ]**  | In fellowship area and classrooms at least one table has minimum of 29-30” clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18” or more |       |
| ***COMMUNICATIONS AND ENVIRONMENT*** |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Members sensitized about need to minimize use of fragrances |       |
| **[ ]**  | **[ ]**  | **[ ]**  | All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Lighting adequate for reading in meeting areas, for safety in halls |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Printed copies of sermon are available if requested |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Videos and other media are clearly captioned |       |

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| ***ATTITUDES***  |
| **YES** | **NO** | **N/A** | **Description / Guidelines** | **Explain “NO” Answers** |
| **[ ]**  | **[ ]**  | **[ ]**  | Access and accommodations available are described in church phone message, website, internet postings, signage, etc. |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Signs or bulletin boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Disruptions are accepted and incorporated into worship |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Service animals or guide dogs are welcome within the church building(s) including the sanctuary  |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Worship leader invites people to “rise in body or in spirit” and to “be in an attitude of prayer” or uses similar inclusive language |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Educational programs are adapted as needed for inclusion of children and adults with disabilities |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Disability Awareness Sunday was celebrated during past year |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Persons with disabilities serve in worship and leadership roles |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Needs of those on special diets considered when food is offered, including gluten free communion elements |       |
| **[ ]**  | **[ ]**  | **[ ]**  | Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed |       |
| ***GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR*** | **Target Date** |
| **1.**       |  |
| **2.**       |  |
| **3.**       |  |
| **YES** **[ ]  NO** **[ ]  Request consultation from Conference Disability Concerns Committee** **Comments:**       |  |
| **Signature of Pastor:** |  |  |
| **Name of Pastor:**  |       | **Date:** |       |  |
| **Signature of Trustees Chair:** |  |  |
| **Name of Trustees Chair:** |       | **Date:** |       |  |