**Office Accessibility Checklist**

Assessing accessibility for offices involves evaluating the physical environment, facilities, communication methods, policies and processes, to ensure they are accessible to individuals with disabilities (seen & unseen). This checklist covers various aspects of accessibility, including physical access, equipment usability, communication methods and documentation formats, which may be relevant in an office setting.

**Physical Accessibility:**

* Evaluate entrances, exits, hallways, and pathways to ensure they are wide enough for wheelchair users and free from obstructions.
* Check for accessible parking, entrances, ramps and lifts.
* Assess the accessibility of facilities such as toilets, kitchens, meeting rooms and common areas.

**Facility Infrastructure:**

* Review the layout and design of the office space to ensure it allows for easy navigation and access for individuals with disabilities.
* Assess the height of desks, counters, and workstations to ensure they are reachable by individuals of different heights or those who use mobility aids.
* Evaluate the availability of accessible seating, signage, and wayfinding aids.

**Equipment and Technology:**

* Evaluate the accessibility of office equipment and technology, including computers, printers, telephones, and software applications. Ensure they are usable by individuals with disabilities and compatible with assistive technologies.
* Ensure that software interfaces are compatible with screen readers and other assistive technologies.
* Provide accommodations such as ergonomic furniture, adjustable desks, and specialized input devices as needed.

**Communication and Documentation:**

* Review communication methods used in in the office, including signage, written materials, and digital platforms. Ensure they are accessible to individuals with disabilities, including those with visual or hearing impairments.
* Provide information about accessibility services and accommodations in office communications.

**Policies and Training:**

* Assess office and building policies related to disability accommodation, including procedures for requesting accommodations and addressing accessibility concerns.
* Ensure staff are trained on accessibility policies and procedures and can effectively assist staff, students and visitors with disabilities.

**User Feedback:**

* Gather feedback from individuals who use the laboratory facilities. Their perspectives can provide valuable insights into areas that may need improvement.

**Review:**

* Regularly monitor and review accessibility requirements to ensure ongoing compliance with accessibility standards and to address new accessibility issues that may arise.