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.