

PLEASE ONLY MAKE A "COPY" OF THIS TEMPLATE, THEN RENAME IT FOR THE SPACE YOU WANT TO AUDIT, FILL IN AS MUCH AS POSSIBLE, (If you have questions about a certain line, highlight, shade and/or outline it with dots, and i'll respond)

Name and address of audited space: Waves Coffee House, New Westminster Date Audited: September 2, 2018
715 Columbia Street, New Westminster 604-529-9283

OVERALL ACCESSIBILITY RATINGS:

ACCESS CATEGORY:	HIGH	SEMI	NON	N/A	COMMENTS
Blind and Low Vision					
Deaf, Hard of Hearing, or Other Audio Barriers					
EMS (Electro Magnetic Sensitivity)					
Multiple Chemical Sensitivity Scent Reduction/ Scent Free					
Wheelchair/ Scooter User /Mobility Limited					
Bathroom Access					
Other Access Categories					

for more info: <http://radicalaccessiblecommunities.wordpress.com/radical-access-mapping-project-vancouver/>

GENERAL RENTAL / SPACE INFO	Y	MIX	NO	N/A	COMMENTS
Primary function of the space					Coffee shop
Hours of operation:					Mon-Fri 6am – 10pm, Sat – Sun 7am – 10pm
Size of space, in square footage					Unknown
Maximum capacity for events					Main room 80, meeting room 12
Rental fees (give full week range)				x	
What does rental include?				x	
Specific requirements for rental					Meeting room is free to book for a maximum of 2

SIGNAGE & WAYFINDING	Y	MIX	NO	N/A	COMMENTS
Signage is in a clearly visible location?	x				
Highly visible w/large, thick lettering <22pt font?	x				
Non-glare finish so it's easier to read?	x				
Letters & background high contrast for easier reading?	x				
Braille?			x		
Tactile?			x		
At a good height (5' above floor to centre-line of sign)?		x			
Can a person approach within 36" of sign without standing within door swing?	x				
Directional signage large & consistent (colour, height, placement)?	x				
Well-lit at night?	x				

LIGHTING	Y	MIX	NO	N/A	COMMENTS
Is lighting even throughout the venue?	x				
Are there well-lit areas for people who use sign language to lip read and/sign?	x				
Are any hazards well-lit?	x				
What kind of lighting: fluorescent, incandescent, halogen etc? Describe					Fluorescent
Can fluorescent lighting be turned off and other lighting used instead?			x		
Strobe lights restricted, banned or simply not available in the space?			x		
Are warning signs used if strobe light/ smoke/ explosive sounds are used (as any				x	

VEHICLE & MOBILITY SCOOTER PARKING	Y	MIX	NO	N/A	COMMENTS
Accessible or other parking within 200 feet of the building?					
Well-signposted (upright & ground signage)?					
Signage regarding the misuse of the spaces?					
Are the spaces on level ground?					
Is there a slip resistant surface?					
Extra space designated to allow access to & from car (12' wide; 26' high)?					
Allow easy & barrier-free access to closest entrance?					
Can the user avoid passing through traffic & behind parked cars?					
Are there areas/ spaces inside to park mobility scooters? Where?					

EXTERIOR ACCESS	Y	MIX	NO	N/A	COMMENTS
Outdoor paths in good condition (no roots, cracks, holes) to prevent tripping etc?	x				
Marked w/paint to indicate wheelchair accessible paths?			x		
Outline path edges with high contrast paint?			x		
Grate slots go against traffic flow so wheelchair wheels don't get stuck?				x	
Grate slots no more than 1/2" wide?				x	
Sidewalks, ramps & paths 36" wide?	x				
Drop-off near accessible entrance?	x				
Walkways well-lit at night?	x				
Slip-resistant surface?	x				

GETTING THERE: PUBLIC TRANSPORTATION ETC.	Y	MIX	NO	N/A	COMMENTS
Transit near accessible entrance? How near?	x				
Are there curb cuts leading from transit to the venue to ensure those using	x				
Transit accessible?	x				
Bus? Train? Other?					Train and bus.
Route #s and other information					One block to New Westminster Skytrain station. Near stops for 103, 105, 106, 109, 321, others.
Bike lockups? Where?	x				Bike stand within 5 m of entrance
Are transit tokens available?				x	

DOORS: main and internal, excluding washroom	Y	MIX	NO	N/A	COMMENTS
Is there a wheelchair accessible entrance?	x				
Is there signage to the accessible entrance?			x		
Entrance well lit at night?	x				
Path to the accessible entrance clear of obstacles, roots, big cracks, etc?	x				
Door is at least 33 3/4" wide? (BC Building Code Standard, 2013)	x				Double doors
Does door open inwards or outwards?					Outwards

Door swing clearance (from door edge to ramp edge) at least 32" to allow enough Operable by a single effort (no more than 8.5 lbs pressure for push or pull)?	x					
Are doors automatic?						x
Do automatic doors work?						x
Can users open doors themselves? Wait for assistance? Describe.						User opens.
Thresholds flush with floor, or nearly so (>1/2")?	x					
Doormats stationary, flat or recessed (> 1/2" high)?						x
Wing handles, not knobs (there are many people who cannot grasp a doorknob)?	x					
3 second closing delay to allow entry without being hit by the door?						x
Peephole or windows in doors reachable (> 5 high)?	x					
Locks no higher than 5'?						x
Is there a doorbell at 48" high or less?						x
If so, is there a visible and/or tactile indicator? Describe.						x

ELEVATORS/LIFTS	Y	MIX	NO	N/A	COMMENTS
Do you have a lift?					x
Do you have an elevator?					x
Elevator size at least 5' X 5'?					x
Lift dimensions at least 32"W x 48"L?					x
Threshold no greater than 1/2"? Many wheelchairs can't get over a lip over 1/2" h					x
Doors or compartment opens at least 33 3/4" wide?					x
Elevator call buttons at a reasonable height (35" - 54" above floor)?					x
Clear of obstructions in front of call buttons?					x
Call buttons tactile?					x
Call buttons brailed?					x
Braille to left of call buttons?					x
Tactile floor identification numbers at each door (height of 54")?					x
Braille floor identification numbers at each door (height of 54")?					x
Audible signals when elevator call is answered?					x
Audible signals for direction?					x
Handrails on three sides of elevator?					x
Handrails mounted 36" above floor?					x
Does it require a key?					x
Closing delay (3 seconds or more)?					x
Electronic re-opening activators on elevator door?					x
Can lift be operated without assistance? Is someone available to assist?					x
Are all staff trained to operate the lift &/or are there clear instructions available?					x

ESCALATORS	Y	MIX	NO	N/A	COMMENTS
Does your venue offer an escalator?					x
How wide between rails?					x
Is there an escalator for both directions?					x

STAIRS & STEPS	Y	MIX	NO	x	COMMENTS
Is the publicly available space stair-free?	x				
If there are any stairs, how many are there, and where are they? Exact count.					x
Is there a ramp nearby? Where is it in relation to the stairs?					x
Do the stairs have a non-slip surface?					x
Tactile warning strips on stair edges so folks know where a step begins & ends?					x
Good lighting?					x
Contrast lines on steps (top/bottom yellow, rest white) to indicate start/end?					x
Closed risers? (They are safer because they limit chances of tripping)					x
Maximum step height 7" & uniform?					x
Tread size is at least 11"?					x
Suspended stairs have sufficient warning devices (planters or railings)? For					x
Continuous handrails? Height?					x
Width between handrails. Can you grasp both securely going up/down the stairs?					x
Rails extend 12" past top riser & bottom tread to assist past the last/first step?					x
Handrails 1 1/4" to 1 1/2" in diameter & easy to grasp?					x
Handrails in contrasting colour for better visibility?					x

RAMP: EXTERNAL	Y	MIX	NO	N/A	COMMENTS
Are there ramps to enter the space? Where?					x
Easy to find / well posted / etc?					x
Marked by access sign?					x
Gradient no more than 1:12? (less than 1 foot of rise for every 12 feet of ramp)					x
Textured, non-slip surface?					x
Detectable warning surface so people can prepare for an incline/decline?					x
Continuous & sturdy handrails?					x
Handrails 36" above ramp? width apart?					x
Handrails extend 12" beyond top & bottom of ramp?					x
Rest areas at less than 30' intervals to provide time not on an incline?					x
Well-lit?					x
At least 32" from door edge to ramp edge to ensure enough space to open door?					x

RAMP: INTERNAL	Y	MIX	NO	N/A	COMMENTS
Are there ramps inside the venue? Where?	x				to rear fire exit.
Easy to find / well posted?	x				
Marked by access sign?					x
Gradient no more than 1:12? (less than 1 foot of rise for every 12 feet of ramp)	x				
Textured, non-slip surface?	x				
Detectable warning surface so people can prepare for an incline/decline?					x
Continuous & sturdy handrails?	x				
Handrails 36" above ramp? width apart?					40"/102cm high
Handrails extend 12" beyond top & bottom of ramp?					x
Rest areas at less than 30' intervals to provide time not on an incline?					x
Well-lit?	x				

At least 32" from door edge to ramp edge to ensure enough space to open door?	x					
HALLWAYS & FLOORS						
Are hallways 59"w?						x
Fire doors have magnetic hold-opens?						x
Fire doors clear of obstacles?						x
Door edges painted contrasted colour as warning if door is slightly open?						x
Carpet tightly woven, non-static, level loop with direct glue-down?						x
All floors non-glare?						x
All floors non-slip?						x
Does it seem like the floor would be easy to move around on?						x
Are the halls and common areas free from obstructions? Please detail.						x
ACCESSIBLE ROUTE THROUGH VENUE						
Is there an at least 48" wide accessible corridor through the venue from the	x					
Is it marked and/or monitored? How? (tape? rope? attendant? etc)						x
ASSISTIVE LISTENING DEVICES / SERVICES / ARRANGEMENTS						
Can the speaker be easily heard from any place in room?						
Acoustics check: Clap. Is it free of echos or dead spots?						
For acoustics: is there carpeting, padded tiles, upholstered seats?						
Adjust-able microphones available?						
Can loud fans and other equipment be turned off when not using?						
Can there be unobstructed views for interpretation and lip-reading?						
Can front row seating available to Deaf, HoH, low vision at no extra charge?						
Is that front row seating wheelchair accessible?						
If a mic or lectern is used, can the speaker's mouth be visible for lip reading?						
Infra-Red system?						
FM system?						
i.e. a personal receiver worn by the person with the hearing loss & a transmitter worn by the speaker. The amplification provided by the person with the hearing loss allows them to participate in a large audience setting as the speech is transmitted directly to the personal receiver blocking out other environmental sounds)						
Are there signs to indicate availability of the system and where it's located?						
Minimal internal noise from heating / cooling systems?						
Limited number of angles/ walls/ pillars to reduce sound bouncing?						
If this is an event, is sign language interpretation provided?						
How is this arranged?						
Free & timely copies of program/ agenda/ speech/ etc available for interpreters?						
If interpretation isn't covered by the venue/event, can someone bring their						
If interpretation can be arranged, is it culturally and otherwise appropriate for the						
Closed Captioning capabilities? Give details.						
How is this arranged? Is there a fee?						
Are Communication Access Real-Time Translation (CART) services offered?						
If so, how is this arranged? Is there a fee?						
Any other services offered for those with barriers to accessing audio?						
PUBLIC TELEPHONE						
Is there a public telephone available?						x
Clear path width of 30" to allow wheelchair access?						x
Located in a low ambient noise level area? Where?						x
Handset / coin receiver / dialer within 48" of the floor?						x
Cord minimum 29" long?						x
Phone directories kept at accessible level?						x
TTY?						x
Shelf provided for TTY?						x
If TTY is provided, do staff know how to operate it?						x
Do the phones have volume controls?						x
WATER FOUNTAIN						
Is there a water fountain available?						x
Provided at varying heights to accommodate more needs?						x
Recessed so as not to cause obstruction?						x
Are there any barriers getting in the way of accessing it?						
EMERGENCY SYSTEM						
Emergency evacuation plan posted?	x					
Does it fit requirements for accessible signage?						
Audible alarm signals?	x					
Visible alarm signals? flashes <5 flashes/second?						x
Refuge area available, or accessible exit doors?						x
Fire alarms within reach (5' from floor)?	x					
Emergency doors clearly marked?	x					
Fire extinguishers? How far from ground?	x					40"/110cm
Sprinkler system?	x					
Smoke detectors?	x					
Is there a first aid kit anywhere? Where? Is it accessible?	x					Behind counter
SEATING						
Is rest seating available in the venue?	x					
Armrests? Some do not fit larger people's bodies, and for some people they're						x
Is there a variety of seating options? Describe.						Barstools, cafe chairs, padded armchairs
Seating options other than folding chairs? Folding chairs can be precarious for	x					
Dimensions of seating options (floor to top of seat cushion x width between						Barstools: 36"/76cm; cafe chairs: 17"/44cm;
Is seating sturdy/solid/secure?	x					
At least 16" from ground to top side of seat cushion?	x					
Can people use wheelchairs in all areas?	x					
Do wheelchair seating spaces allow people to sit with companions?	x					

Does seating allow a guide dog to sit under a chair?	x				
Is front row & barrier-free seating available for blind/low vision, Deaf/hoh or other?					x
Is there priority seating for disabled and/or fat folks and/or elders?			x		
If so, how is it marked/ maintained/ made known?				x	
FOOD, BEVERAGE, SERVICE COUNTERS, BANK MACHINES	Y	MIX	NO	N/A	COMMENTS
Can people have food etc delivered to their table?	x				On request
Can people bring their own food & beverages into the venue, if required?					
If food is served, what is the price range?					Up to \$10
Are there a variety of options? Vegan, halal, vegetarian, kosher, gluten free, etc?					Vegetarian, gluten free, vegan (bagels).
Are common allergens noted?			x		
Are ingredient lists available?	x				
Is staff available to clear off the tables?	x				
Is free water available?	x				
Service counters (ticket booths, bars, cutlery/condiment stands etc) easily	x				
Automated bank machine buttons < 48"high?					x
Enough clearance to access ATM? Things blocking the way?					x
Is there a coatcheck available?			x		
What is the cost?					x
Is the coat check wheelchair accessible?					x
ENVIRONMENTAL: ANIMALS, ALLERGENS, MCS, SCENTS, MOLD, SMOKING, ETC.					
-- Scent Free or Reduced Policy?	Y	MIX	NO	N/A	COMMENTS
Do you have a policy in place?	x				
What does it cover? Reduced or free? All events or only some? Etc.Describe:					Staff can't wear any strong scent.
In what formats do you provide info on the policy?					
How / is the policy enforced?					Based on complaints in washrooms
Is the space free from air "fresheners"?		x			
If there are "fresheners", can they be moved/ blocked/ removed?			x		
Is the space free from any other scents? (e.g. incense, sage, paints, etc)	x				Other than food/drink scents
If not, can use of those scented products be stopped/ alternated use/ altered?				x	
Are there air purifiers/filters available for use in the space?				x	
-- Animals	Y	MIX	NO	N/A	COMMENTS
Are animals regularly in the space?			x		
If so, what kind?				x	
Are steps taken to reduce hair, dander, bird dust, etc?				x	
Are there any areas or times where/when no animals are allowed?				x	
-- Guide Dogs	Y	MIX	NO	N/A	COMMENTS
Is water available for guide dogs?	x				
Is there an area where a guide dog can be toileted?	x				
Is there a quiet area where a guide dog can rest?	x				
-- Smoking Areas	Y	MIX	NO	N/A	COMMENTS
Accessible for people using wheelchairs and with other access needs?			x		
At least 6 meters from doors/ intake?				x	
Is it clearly blocked off? How?				x	
-- Dust and Mold	Y	MIX	NO		
Is or has mold been a problem in the space?			x		
If so, describe any efforts to deal with it, and outcomes.				x	
Is the venue dusty?				x	
Is regular dusting / vacuuming / filtering / etc done to reduce dust?				x	
ALCOHOL AND OTHER SUBSTANCES	Y	MIX	NO	N/A	COMMENTS
Are alcohol or other substances served or consumed in the space? Describe.			x		
Are alcohol or other substances a central aspect of the space?			x		
Are there designated sober spaces within the larger venue?				x	
If so, are those spaces wheelchair or otherwise accessible?				x	
Are non-alcololic beverages available?	x				
SHADE & SHELTER	Y	MIX	NO	N/A	COMMENTS
Accessible to people using wheelchairs and with other access needs?	x				
WHEELCHAIR/ MOBILITY/ ETC EQUIPMENT HIRE	Y	MIX	NO	N/A	COMMENTS
Can people hire or borrow a wheelchair or other equipment at the venue?			x		
If so, how is this arranged?			x		
How many do you provide?			x		
STAFF/ORGANIZATIONAL AWARENESS	Y	MIX	NO	N/A	COMMENTS
Have staff undertaken any disability awareness trainings?			x		
Staff have experience assisting people w/disabilities and/or specific needs?	x				
If so, are staff available to provide assistance to patrons?	x				
Do any staff members have sign language skills?			x		
Is there a staff member with responsibility for access or for patrons with a disability?			x		
Are people encouraged & enabled to discuss issues around accessibility & ableism					
Are conversations currently underway re: increasing access & awareness?					
CHILDCARE	Y	MIX	NO	N/A	COMMENTS
Is childcare available onsite?			x		
Is it wheelchair and otherwise accessible? Where is it located?				x	
How much does it cost?				x	
How is it arranged?				x	
Who is the contact person? And who is directly providing care?				x	
FINANCIAL ACCESS	Y	MIX	NO	N/A	COMMENTS

What is the cost to enter venue?					No entry cost.
Do you offer sliding scale or a "no one turned away" policy?			x		
Are people able to be in the space without purchasing something?		x			
If there is a "minimum order", what is it? Describe.					
What is the cost to rent the space? Please give the range across the week.					Free to book meeting room
What is included in that rental price? What is extra?					use of room
FINDING INFO ABOUT THE SPACE / EVENT	Y	MIX	NO	N/A	COMMENTS
Is information about the venue & event available in a range of formats (e.g. Printed					
Is information about goods and services (programs and menus) available in a					
Is printed information easy to read?					
Is information available in multiple languages? Which?					
How are multiple formats/ languages accessed?					
Is accessibility information posted online & in promotional material? Specify.					
ENTRY TO VENUE (ID REQUIREMENTS, SECURITY, ETC.)	Y	MIX	NO	N/A	COMMENTS
Is identification of any kind required to enter the space? Describe.			x		
Does staff hold onto ID or simply check it?				x	
Do you have specific gender requirements to enter? Describe.			x		
How do you handle discrepancies in ID (e.g. the name someone goes by is not their legal name)?					
Must people be legal citizens to enter?			x		
Re undocumented folks, how do you handle ID requirements?				x	
Are there security cameras anywhere inside or at entry to venue?					
Are there security personnel at or outside the venue?			x		
EMS (electro magnetic sensitivity) ACCESS	Y	MIX	NO	N/A	COMMENTS
<i>We're committed to improving our information & knowledge in this area. If you have any input into more questions we can be asking, more work we can be</i>					
Are there alternatives to fluorescent lighting? Fluorescent is often a major cause					
Has wifi been banned or restricted in the space?					
Is there an option for using an ethernet cable access, not full-scale WiFi?					
Are cellphones restricted or banned in the space?					
Can people be asked at events to turn off / airplane mode their cellphones?					
Is there an identifiable, confined WiFi or cellphone zone for checking non					
If so, how do people locate these? Are they noted?					
Where are the nearest cell phone towers? See map:					
Is the venue located away from dense wifi hotspots?					
To make your event/venue more EMS accessible: https://docs.google.com/file/d/0B81n0auqDG8kLXQ4Z2FQcnhWjA/edit?usp=sharing					
PUBLIC WASHROOMS: add additional washroom sections as needed					
If there are no w/c accessible washrooms in the space, are there any nearby? If so, how far? And fill in as much as possible about those washrooms in the sections below. Otherwise, delete this line.					
	Y	MIX	NO	N/A	COMMENTS
Is it a stand-alone room, or a stall within a larger shared bathroom?					2 stand-alone rooms
Room number if applicable:					
Is the bathroom publicly available without a key/code?		x			There is a number pad, but it was unlocked when
Signage to accessible washrooms?	x				
Is it marked as all-gender? Specify:			x		Male and female washrooms
Is it in a safe location (ie. not in an isolated spot)? Where?	x				
Entrance at least 33 3/4" wide? (BC Building Code, 2013)	x				
Is the door automatic?			x		
Do automatic doors work?				x	
Lever door handles? Specify.	x				
Is there unobstructed internal wheelchair clearance (5' x 5') in the stall or room?	x				give specific dimensions of room (width x depth);
Light switch <5' from ground? Location?	x				provide layout info include any photos,
What type of lighting in the bathroom?					floorplans, or diagrams
Recessed incandescent.					
Does the bathroom have a changing table? specify location and height:			x		
Are there sharps container/s?			x		
Are scent-free soaps available?			x		
Is the washroom free from air "fresheners" or other scents?			x		
If there are "fresheners" etc., can they be moved/ removed/ blocked?				x	
Is there an audible alarm system?			x		
Is there a fan? Loud? Quiet? User activated? Etc. Please describe.	x				
Is there a wall-mounted wash-basin, or space provided under sink with wheelchair	x				
Pipes wrapped to prevent burns?			x		
Lowered mirror (40"h maximum from floor, or tilted down)?			x		
Lever or auto type faucets, not spring-loaded?		Lever			
How far are faucet handles from the front of sink?					37cm
How far are soaps from the front?					57cm
Towel dispensers a maximum of 48" from floor? location?			x		
Is there a tampon/pad dispenser?			x		
Tampon/pad dispensers no more than 48" from floor? Location?				x	
Does the door lock from the inside?	x				
Do locks work securely?	x				
Free of obstructions other than toilet? Describe if necessary.					trash can
Does the door swing outwards (clearance of 32")?					inwards
If it is a stall, is the stall door at least 32" wide?				x	
Is the door self-closing?	x				
Does it have an inside door handle on the hinge-side?			x		
Grab bars on 2 sides? Which?					On one side, left
Grab-bars max 1" from wall?	x				
Slanted grab bars minimum 33"h to a maximum of 36"h at top?	x				
Grab bars minimum 42" long?	x				

Transfer to toilet from which side/s?					from right
Toilet paper holder 7" - 9" in front of toilet (@centerline of the dispenser)?				x	
Toilet paper outlet between 20" - 48" from floor so it's easier to reach?				x	
What kind of flush mechanism? Lever? Auto? Centre button? Etc.					lever
Is the flush mechanism located closest to where the user is? I.e. not on wallside?	x				
Is the toilet seat 17"h - 19"h?				x	
Is the centreline of the toilet 12" - 18" from the side wall/ partition?	x				
Space between wall and edge of toilet					27cm/11"
Space between front of toilet and opposite wall					117cm/46"
Coat hook & inside shelf inside cubicle 40"h min - 48"h max?					Coat hook only. 51"/130cm
Is there an alarm button for people to use in an emergency? Where is it?				x	
Is there a urinal in the room?				x	
How high is the urinal?					x
Wall hung or stall type urinal?					x
Is it on ground level?					x
Are there dividers between urinals?					x
Flush mechanism auto or lever at lower than 48" high?					x
Support bars?					x
Are there other stalls? How many?				x	
Clearance under partition (divider between stalls) at least 9"h?					x
Door width in other stall/s					x
Does door swing out in other stall/s?					x
How much space is between the opened stall door and front of toilet?					x
Is the centreline of toilet 17" - 19" from the side wall / partition?					x
Other stalls measure a minimum of 60"deep x 35-37"w?					x
Toilet seat in other stalls 11"h - 17"h?					x
Support bars?					x
Are there showers?				x	
seat height					x
to support bar					x
to faucet					x
to showerhead					x
hook					x
If the door is directly in front of the toilet, the toilet cannot overlap the required	Open the door, swings to the right; light switch is on the left; immediately in				
If sink is in the stall, it should be opposite the stall door, next to the toilet, the stall	N/A; not stalls.				
Cut and paste additional sections for more bathrooms below					
RECOMMENDATIONS: add doorbell outside. Note that the lobby of the building connects to the coffee shop through a separate entrance.					
This template is regularly updated. If there's anything you'd like to see included, please contact RAMP. If you'd like to use this audit template in whole or in part For more info: http://radicalaccessiblecommunities.wordpress.com/radical-access-mapping-project-vancouver/					