

# **ACCESS CHECKLIST**

**Provided by**

**Explorer Hotel, Yellowknife, NT**

## **2011 Arctic Ungulate Conference**

### **Overall Access**

- Attendant available to assist delegates
- Adequate room in front of a doorway
- Doorways easy to open and wide enough
- Reception desk low enough to accommodate wheelchairs
- Signage clearly posted
- Carpeting or area rugs securely in place
- Adequate room to move around in reception halls or foyers
- Proper elevator access

### **Accommodations**

- Furniture arranged to allow for easy access to dressers
- Bed easily accessible from both sides
- A table or desk high enough for people in wheelchairs
- Light switches flat, wide and low enough for people in wheelchairs
- Bathrooms with ample room
- Grab-bars placed near toilet and bathtub
- Doorway wide enough for wheelchair access

**Comments: The wheelchair accessible rooms are available on the smoking floor.**

## **Public Facilities**

- Adequate room for a wheelchair in the washrooms
- Mirror, hand-dryer and paper towels low enough for every-one to access
- Public telephones low enough for everyone to access
- Proper lighting for visually impaired people to see numbers when dialing
- Volume adjustment for people with hearing impairments

## **Food & Beverage**

- Tables have proper leg-room and easy access for people in wheelchairs
- Proper lighting for visually impaired people to read menu

## **Meeting Place**

- Layout and design accommodates any delegates with disabilities
- Aisles wide enough for easy access
- Designated seating to accommodate participants with special needs
- Proper lighting