ACCESSIBILITIES CHECKLIST -For Meetings and Groups			
How accessible is your meeting? This is a guide to help reduce the physically based access barriers that a person may encounter when attending meetings in your location. Accessible meeting locations are physically accessible so that anyone may arrive on site, approach the building, and enter the meeting without barriers. **Following are some questions your group can answer to determine the overall accessibility of your meeting space.**			
PARKING:	**Yes**	**No**	**Comment**
❑ Are an adequate number of accessible parking spaces available? (9 feet wide for car, plus 5-foot wide access aisle)			
❑ Are spaces close to accessible entrances?			
❑ Are spaces marked with identification signs?			
❑ Is the parking area or street well lit, clear of snow, ice, or other debris?			
❑ Is a path of travel from the street or parking area accessible to someone who uses a wheelchair?			
❑ Are the sidewalks even and in good repair? Are there curb cut-outs to facilitate access to the sidewalk?			
ROUTE OF TRAVEL:			
❑ Is the meeting place accessible to public transportation?			

❑ Is there a clear route of travel that does not require the use of stairs?			
❑ Can any potential obstacles along pathways — including hanging objects be detected by a person using a cane or other mobility device?			
❑ If the meeting is at night, is the pathway well lit?			
ENTRANCE:			
❑ Does the entrance have steps, a threshold, or other physical barriers?			
❑ If so, is there a ramp, lift, or an alternate entrance that is accessible?			
❍ Is the ramp excessively steep? Does it have railings?			
❍ Is the lift in good working order? If the lift is operated by a key, does someone on location have possession of the key or know where the key is kept?			
❍ Is there signage indicating the location of the alternate accessible entrance?			
❑ Does the entrance door have adequate width (32") and clearance to accommodate someone who uses a wheelchair?			

❑ Can the doors be opened by someone who uses a wheelchair or would they need assistance?			
INSIDE THE BUILDING:			
❑ Is there level access from the wheelchair accessible entrance to the meeting area?			
❑ If not, are there ramps to enable someone who uses a wheelchair to reach the meeting? (Lifting someone over steps or stairs is not an acceptable solution for access.)			
❑ If there is an elevator or a lift, is it in good working order? If the elevator or lift is operated by a key, does someone on location have possession of the key or know where the key is kept?			
❑ Are corridors and door widths (32") adequate for passage of a wheelchair?			
❑ Are corridors reasonably clear to allow safe passage for everyone?			
MG-16_Accessibility_for_all_Alcoholics.indd 3 11/8/22 10:58 AM			
RESTROOMS:			
❑ Is at least one fully accessible restroom available?			

❑ Are the stall doors operable?			
❑ Is there adequate space for someone who uses a wheelchair to maneuver within the stall? (44" for forward movement and a five-foot diameter or T-shape of clear space to make turns.)			
❑ Are there grab bars on the walls behind and to the side nearest the toilet?			
❑ Can the faucet be operated without grasping, twisting, or turning?			
THE MEETING ROOM:			
❑ Are chairs set up with adequate aisle space for someone who uses a wheelchair?			
❑ Is the lighting adequate?			
❑ Is there a designated section for members who are Deaf or Hard-of-Hearing?			
❍ If so, is there adequate space for a sign language interpreter to sit with easy access to that group?			
❑ Is someone available to assist people with intellectual or developmental disabilities understand and follow along during the meeting?			

❑ Is the coffee service accessible to someone who uses a wheelchair or other mobility device?			
❑ Is A.A. literature available that addresses the needs of individuals with diverse abilities?			
❑ Does the local intergroup/central office know that the meeting space is available to people with diverse accessibility needs?			