



**The Disabilities Ministry  
Archdiocese of Atlanta**

## **Parish Accessibility Survey**

In 1978 the U. S. Catholic Bishops declared in their Pastoral Statement on People with Disabilities: *It is essential that all forms of the liturgy be completely accessible to people with disabilities...To exclude members of the parish from these celebrations of the life of the Church, even by passive omission, is to deny the reality of that community.*

To assess how well your parish is following the Bishops' mandate to *do all in our power to...reach out to welcome people with disabilities who seek to participate in the ecclesial community*, please take a few moments to complete this survey of facilities and ministries.

### **Part One: Overview**

#### **Policy and Program Issues**

**Yes No**

- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> | Does the parish have a written policy that people with disabilities are welcome?  |
| <input type="checkbox"/> <input type="checkbox"/> | Does the staff know about this commitment?  |
| <input type="checkbox"/> <input type="checkbox"/> | Has the staff ever been trained in awareness/sensitivity to disability concerns?  |
| <input type="checkbox"/> <input type="checkbox"/> | Does the parish advertise accessibility to its activities and services?   |
| <input type="checkbox"/> <input type="checkbox"/> | Is there an accessibility logo at the front door or on the church sign?   |
| <input type="checkbox"/> <input type="checkbox"/> | Does the parish library include resources about various disabling conditions?   |
| <input type="checkbox"/> <input type="checkbox"/> | Are there emergency evacuation plans for people with disabilities?  |
| <input type="checkbox"/> <input type="checkbox"/> | Does the parish have a committee on disability issues? (This assures continuing progress and provides a comfortable way for people with disabilities to offer suggestions for reducing barriers without being made to feel like complainers.) |
| <input type="checkbox"/> <input type="checkbox"/> | Does the staff utilize the resources and materials made available by the Archdiocesan Ministry with Persons with Disabilities?  |

**Auditory Access to Worship and Activities:**

Does the parish use the following to make worship and activities accessible to people whom are deaf or hard of hearing?

<b>Yes</b>	<b>No</b>	
___	___	Assistive Listening Devices regularly available in Church
___	___	Assistive Listening Devices regularly available in the Confessionals
___	___	Sign Language Interpreters
___	___	Written texts of verbal presentations
___	___	Closed Captioned audiovisual presentations

Are the following devices available and in working condition?

<b>Yes</b>	<b>No</b>	
___	___	A visual emergency alarm system in the Church and Parish Center
___	___	A Telephone Device for the Deaf (TTY) in parish administration center
___	___	Is the staff familiar with its use?

**Visual Access to Worship Activities:**

Which of the following does the parish use to make worship and activities accessible to people with visual impairment?

<b>Yes</b>	<b>No</b>	
___	___	Large Print material regularly available (Hymnals, Bulletins, Newsletters)
___	___	Braille material available upon request
___	___	Audio cassette material available upon request
___	___	Real-Time audio-description of liturgical celebrations

Are the following areas well lighted?

<b>Yes</b>	<b>No</b>	
___	___	Parking area
___	___	Approach and entryways to buildings
___	___	Sanctuary
___	___	Parish Center

Are the facilities accessible to persons with visual impairments?

<b>Yes</b>	<b>No</b>	
___	___	Free of hazardous over-hangs and protruding objects or plantings
___	___	Clearly marked abrupt changes in level, especially curbing

**Other Access Issues**

Has there been a survey or is there a place on the parish registration form to ascertain if any parishioners have allergies or chemical sensitivities to such things as paint, perfume, cleaning fluids, etc.?

\_\_\_ **Yes** \_\_\_ **No**

Have accommodations been made to enable such persons to participate in worship?

(Church has a "fragrance free" section; purchases unscented candles, soaps, detergents, cleaning supplies, air fresheners; makes limited use of incense; has air filters on furnace/air conditioning units.)

\_\_\_ **Yes** \_\_\_ **No**

## **Parish Accessibility Survey**

### **Part Two: Staff**

	<b>Yes</b>	<b>No</b>
1. Is the staff aware of any parishioners with the following disabilities:		
a. Mental retardation	___	___
b. Deafness or hearing loss	___	___
c. Blindness or visual impairments	___	___
d. Physical disabilities	___	___
e. Emotional disturbance or mental illness	___	___
f. Other	___	___
2. Has the parish taken any means to identify persons with disabilities?	___	___
3. Has anyone discussed with parishioners with disabilities how each of them might better share in worship and other activities of the parish?	___	___
4. Interior of church and other parish facilities:		
a. Are Eucharistic Ministers trained to bring the Eucharist to those who have difficulty approaching the altar?	___	___
b. Are assistive listening devices available in church and confessionals?	___	___
c. Is a place available for persons who are deaf and others to receive the Sacrament of Reconciliation face to face, and with assistive listening?	___	___
d. Is a place reserved that provides a vantage point for persons with limited vision?	___	___
e. Is the amplification system always adequate to provide clear sound?	___	___
f. Is the ambo microphone moveable so as to be available for use by persons of small stature and wheelchair users?	___	___
5. Assistance:		
a. Are people available to offer assistance with heavy doors to those entering church and meeting rooms?	___	___
b. Is transportation to church and other activities available for those who are disabled or elderly and cannot drive?	___	___
6. Liturgy:		
a. Do parishioners with disabilities sing in the choir or play an instrument for liturgies?		
b. If so, do they have sheet music in accessible format for rehearsals?	___	___
c. Do they participate in the presentation of the gifts?	___	___
7. Education:		
a. Are people with disabilities included in the religious education program as students and teachers?	___	___
b. Are parishioners with disabilities considered when adult education programs, retreats, etc., are planned for the parish?	___	___
c. Do catechists receive in-service about providing support to students with disabilities?	___	___

8. Ministry Access:

What are the numbers of parishioners with disabilities serving in the following?

People with impairments of:	Mobility	Vision	Hearing	Mental Retardation	Other	
Altar Servers	_____	_____	_____	_____		
Catechist	_____	_____	_____	_____		
Eucharist Minister	_____	_____	_____	_____		
Greeters / Ushers	_____	_____	_____	_____		
Lectors	_____	_____	_____	_____		
Parish Council	_____	_____	_____	_____		
Parish Staff	_____	_____	_____	_____		
Youth Ministry	_____	_____	_____	_____		
Service Groups (K of C, Circles, Youth service groups, etc.)	_____	_____	_____	_____		
Special Ministries (Bereavement, Money counters, RCIA, etc.)	_____	_____	_____	_____	<b>Yes</b>	<b>No</b>
9. What is being done to promote awareness and sensitivity to parishioners with disabling conditions? Has this been the subject of:						
a. Retreat and recollection day conferences?					___	___
b. Talks at meetings of parish organizations?					___	___
c. Religious education programs?					___	___
d. In-service for staff, ushers, and catechists?					___	___
e. Parish workshops?					___	___
10. What is being done to minister with families that have members who are disabled?						
a. Is there automatic support when a disability is first identified, such as a hospital visit or home visit when a child with a disability is born?					___	___
b. Later, is on-going support provided?					___	___
c. Is staff or a volunteer permanently assigned to provide this support?					___	___
11. Is the parish staff knowledgeable of community agency resources for people with disabilities in the diocesan area for the purpose of referral?						
					___	___
12. Does the parish minister to the residents of group homes, nursing homes, or other residential facilities within parish boundaries?						
					___	___
13. Does the parish registration form include questions regarding family members with disabilities or functional limitations?						
					___	___
14. Does the parish census form include questions regarding family members with disabilities or functional limitations?						
					___	___
15. Does the parish have an outreach/volunteer program to help meet the needs of parishioners with disabilities?						
					___	___

## Parish Accessibility Survey

### Part Three: Facility Management

The measurements indicated throughout this part of the survey are based on national standards developed by the American National Standards Institutes (#A117.1, 1986 edition), and the Uniform Federal Accessibility Standards.

“NO” answers indicate areas of non-access which need to be addressed in providing full access to people with disabilities.

	<u>Yes</u>	<u>No</u>
<b><u>Access to Worship</u></b>		
1. Are there one or two pews 32” apart for use by people who use crutches or walkers?	_____	_____
2. Have the ends of several pews been removed to allow people in wheelchairs to sit with family?	_____	_____
3. Are there padded seats for some pews, or seat pads to distribute?	_____	_____
4. Is an Assistive Listening System available at every liturgical celebration?	_____	_____
5. a. Are there areas of adequate lighting to enable participation in worship?	_____	_____
b. Is there adequate lighting on speakers and interpreters, with no shadows on either?	_____	_____
6. a. Are missalettes available for visually impaired people in: - large print? _____		
- Braille? _____		
b. Is Real Time Audio-description regularly available? _____		
7. Is real-time Captioning regularly available for hard of hearing and late deafened parishioners?	_____	_____
8. Is the sanctuary itself accessible so that mobility-impaired parishioners can serve as lectors and Eucharistic Ministers?	_____	_____
9. Has the Hospitality Ministry been trained to offer appropriate assistance?	_____	_____

	<u>Yes</u>	<u>No</u>
<b><u>Parking</u></b>		
1. Are there reserved spaces for people with disabilities? If yes, actual number of “Handicapped Parking” spaces _____ Actual number of regular spaces _____	_____	_____
2. Are reserved spaces at least 8’ wide? If no, actual width _____ Is there an adjacent access aisle at least 5’ wide (this is the ideal)?	_____	_____
3. Are the reserved space and access aisle paved, even if the rest of the parking lot is not paved?	_____	_____

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 4. Are reserved spaces posted with a "Handicapped Parking" access symbol not obscured by a vehicle parked in the space?   | _____      | _____     |
| 5. Are reserved spaces on level surfaces, near all major entrances?   | _____      | _____     |
| 6. Are there 3' wide curb cuts between the street or parking lot and sidewalks, with a slope of 1:12?<br>Actual width of curb cut? _____<br>Actual slope of curb cut? _____ | _____      | _____     |
| 7. Are reserved spaces close to accessible entrances and all are on an accessible route?  | _____      | _____     |
| 8. Are the paths between reserved spaces and accessible entrances free of obstacles?<br>If no, describe: _____  | _____      | _____     |

**Building Approach and Entrance Walkways**

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Do walkways have non-slip, paved surfaces?                                 | _____      | _____     |
| 2. Are walkways at least 3' wide? If no, actual width _____                   | _____      | _____     |
| 3. Are walkways of a continuing common surface, and not interrupted by steps? | _____      | _____     |
| 4. Are there any protruding objects or plantings in the walkway?              | _____      | _____     |

**Ramps**

- |  | <b><u>Yes</u></b> | <b><u>No</u></b> |
|--|-------------------|------------------|
| 1. Do ramps have: <ul style="list-style-type: none"> <li>a. slope no greater than 1 rise in 12?</li> <li>b. width of no less than 36"</li> </ul>   | _____             | _____            |
| 2. Do ramps have side rails on both sides? <ul style="list-style-type: none"> <li>a. Are side rails 30"-34" above the surface of the ramp?</li> <li>b. Do side rails extend 1' beyond the top and bottom of the ramp?</li> </ul> | _____             | _____            |
| 3. Do ramps have a non-slip surface?   | _____             | _____            |
| 4. Do ramps have at least a 5' clearance (landing) at the top and bottom?<br>If no, actual dimension _____   | _____             | _____            |
| 5. Do ramps have level platforms at 30' intervals and whenever they turn (for purposes of rest and safety)?  | _____             | _____            |

**Wheelchair-lift**

- |  | <b><u>Yes</u></b> | <b><u>No</u></b> |
|--|-------------------|------------------|
| 1. Is platform at least 42"x48"?<br>If no, actual dimension _____        | _____             | _____            |
| 2. Can lift be operated by persons with disabilities without assistance? | _____             | _____            |
| 3. Is lift secured to prevent accidents or misuse?                       | _____             | _____            |

**Entrance**

- |   | <b>Yes</b>     | <b>No</b>      |
|---|----------------|----------------|
| 1. Is at least one primary entrance to each building usable by people with mobility impairments?  | _____          | _____          |
| 2. Do doors have a clear opening of 32" or more?<br>If no, actual width _____   | _____          | _____          |
| 3. If doors have a closer, is there a time-delay device?  | _____          | _____          |
| 4. When closed, are doors that are in a series separated by at least 4' plus the width of any door swinging into space?<br>If no, actual distance _____ | _____          | _____          |
| 5. Are all thresholds level (less than ¼ inch), or beveled, up to ½ inch high?  | _____          | _____          |
| 6. a. Are door handles 48" high or less?<br>b. Are door handles operable with a closed fist?  | _____<br>_____ | _____<br>_____ |
| 7. In hallways and aisles, are all obstacles cane-detectable (located within 27" of the floor or protruding less than 4" from the wall)?                | _____          | _____          |

**Stairs**

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. Do stairs have a non-slip surface?  | _____      | _____     |
| 2. Is there a continuous and stable handrail along both sides of the stair?  | _____      | _____     |
| 3. Is there both textural and color change at the top and bottom of steps to alert persons who are blind or visually impaired? | _____      | _____     |
| 4. Are steps and landings well lit?  | _____      | _____     |

**Interior Access**

**Restrooms**

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1. Is there at least one accessible restroom provided on each floor?  | _____      | _____     |
| 2. Do entranceways, doors, and modesty screens allow 32" clearance?   | _____      | _____     |
| 3. Is there at least one toilet stall that:   |            |           |
| a. has a 48" clear depth from door closing to front of commode?   | _____      | _____     |
| b. Has a door that is 36" wide and swings out?  | _____      | _____     |
| c. Has grab bars 36" long on each side or on one side and rear wall, 33"-36" above floor, fastened securely to the wall at the ends and center? | _____      | _____     |
| d. Has commode with seat 17" to 19" from floor?   | _____      | _____     |
| e. Has flush control no more than 44" above floor?  | _____      | _____     |
| 4. Are sinks wall-mounted with rim no higher than 34" from floor?   | _____      | _____     |
| 5. Do sinks have faucets operable with a closed fist? (Single-lever type handles not requiring hand grip are preferred.)                        | _____      | _____     |
| 6. Are exposed sink drainpipes and hot water pipes covered or insulated?  | _____      | _____     |

- |  | <b><u>Yes</u></b> | <b><u>No</u></b> |
|--|-------------------|------------------|
| 7. Are some mirrors at a height with the bottom no higher than 40" above floor (or slanted to allow vision at that level)?   | _____             | _____            |
| 8. Are some shelves, towel racks, and other dispensers and disposal units mounted no higher than 40" from the floor?   | _____             | _____            |
| 9. Do restrooms for men have wall-mounted urinals with the opening of the basin no higher than 17" from the floor, or have floor-mounted urinals that are level with the main floor? | _____             | _____            |
| 10. If urinal is in a stall, or between modesty screens are they at least 36" wide?<br>If no, actual width _____   | _____             | _____            |

**Floors and Corridors**

- |  | <b><u>Yes</u></b> | <b><u>No</u></b> |
|--|-------------------|------------------|
| 1. Do floors have a non-slip surface?  | _____             | _____            |
| 2. Are corridors on each floor at a common level or connected by a ramp?   | _____             | _____            |
| 3. Where carpeting is used, is it a tight weave and low pile, preferably free of padding?                                  | _____             | _____            |
| 4. Are corridors free of jutting signs, light fixtures, coat hooks, or unsecured statues that can trip or injure a person? | _____             | _____            |

**Elevators**

- |   | <b><u>Yes</u></b> | <b><u>No</u></b> |
|---|-------------------|------------------|
| 1. If building is multi-story, is there an elevator?                                  | _____             | _____            |
| 2. Does the door have a clear opening at least 36" wide?<br>If no, actual width _____ | _____             | _____            |
| 3. Are the call buttons 42" from floor?   | _____             | _____            |
| 4. Are all of the controls 48" or less from floor?<br>If no, actual height? _____     | _____             | _____            |
| 5. Are the buttons labeled with raised or Braille numbers beside them?                | _____             | _____            |
| 6. Is the cab at least 68"x51"?<br>If no, actual dimension _____                      | _____             | _____            |
| 7. Is there a handrail provided on at least one side, 32" from the floor?             | _____             | _____            |
| 8. When the elevator stops, is it self-leveling (1/2" maximum)?                       | _____             | _____            |
| 8. Is there an audible signal at each floor?  | _____             | _____            |
| 9. Is the door slow closing, with a sensing device?                                   | _____             | _____            |