


Report Title	Accessibility Self Assessment Tool and Checklist Audit Report
Date Range	2020-01-01 - 2020-12-31
Recorded by	Karen Bowen
Completed:	1/1 (100%)
Threshold	3%
Threshold Remarks	0% (0/1)

Exterior Access								
Parking and Accessibility								
1. Is there accessible parking?								
Question	Raw	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	0	0					
No *	0	0	0					
N/A	0	0	0					
Threshold Percentage: 100%								
Status: Good								
2. What is the total number of parking spaces on site?								
List of Comments Created								
4% required we currently have 7% -Bowen, Karen								
4% required we currently have 7% -Bowen, Karen								
4% required we currently have 7% -Bowen, Karen								
Threshold Percentage: 100%								
Status: Good								
3. What is the total number of accessible parking spaces on site?								
Threshold Percentage: 100%								
Status: Good								
4. Are the accessible spaces located close to the accessible entrance?								
Question	Raw	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100%								
Status: Good								

5. Are the accessible parking spaces at least 2400 mm (95") in width?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

6. Do the accessible spaces have an access aisle adjacent to them?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

List of Comments Created

- Over all width of space is wider than typical -Bowen, Karen
- spaces don't have aisles but are wider than typical-Bowen, Karen
- spaces don't have aisles but are wider than typical -Bowen, Karen
- Spaces don't actually have aisles beside them but are extra wide to accommodate -Bowen, Karen
- Spaces don't actually have aisles beside them but are extra wide to accommodate -Bowen, Karen
- spaces don't have aisles but are wider than typical -Bowen, Karen
- spaces don't have aisles but are wider than typical -Bowen, Karen
- Spaces don't actually have aisles beside them but are extra wide to accommodate -Bowen, Karen
- Over all width of space is wider than typical -Bowen, Karen
- Over all width of space is wider than typical -Bowen, Karen
- Over all width of space is wider than typical -Bowen, Karen

Threshold Percentage: 100%
Status: Good


7. Does the access aisle have a minimum width of 1500 mm (60")?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

List of Comments Created

- is incorporated in size of spot itself -Bowen, Karen
- is incorporated in size of spot itself -Bowen, Karen
- is incorporated in size of spot itself -Bowen, Karen
- is incorporated in size of spot itself -Bowen, Karen


Threshold Percentage: 100%
Status: Good

8. Are the accessible parking spaces located on a firm and level surface?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%

Yes	1	1	100	
No *	0	1	0	
N/A	0	1	0	


Threshold Percentage: 100%
Status: Good

9. Are the accessible spaces designated by a vertical sign and markings on the pavement?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

10. Is there a barrier-free, unobstructed path of travel from parking to the main entrance?


Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created

- There is a chip in the curb at the main entrance that either needs to be repaired or marked -Bowen, Karen
- There is a chip in the curb at the main entrance that either needs to be repaired or marked -Bowen, Karen
- There is a chip in the curb at the main entrance that either needs to be repaired or marked -Bowen, Karen


Threshold Percentage: 100%
Status: Good

11. Is the maximum running slope of the walkway not steeper than 1:20?





Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

12. Are curb cuts provided along the barrier-free path of travel?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					


Threshold Percentage: 100%

Status: Good								
13. Does the barrier-free path have a firm, level, slip-resistant surface?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
14. Is there a ramp located in the barrier-free path of travel?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					
Threshold Percentage: 100% Status: Good								
15. Does the ramp have a maximum slope of 1:12 or less (if applicable)?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					
Threshold Percentage: 100% Status: Good								
16. Is the width of the ramp between handrails 910 mm (36") or greater?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					
Threshold Percentage: 100% Status: Good								
17. If the ramp is longer than 9 m (29.5'), is there a level area with a minimum dimension of 1670 mm x 1670 mm (5'-6"x5'-6") and the same width as the ramp?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					

N/A	1	1	100					
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Threshold Percentage: 100%
Status: Good

18. Are all landings, including the top and bottom of the ramp 1670 mm x 1670 mm (5'-6"x5'-6")?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

Threshold Percentage: 100%
Status: Good

19. Is there a CSA approved lift leading to the entrance?


Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

Interior Access

Accessibility

Threshold Percentage: 100%
Status: Good

1. Is there an accessible entrance into the building?


Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created

- Blue marking paint is worn off on button on outside button -Bowen, Karen
- Blue marking paint is worn off on button on outside button -Bowen, Karen
- Blue marking paint is worn off on button on outside button -Bowen, Karen

Threshold Percentage: 100%
Status: Good


2. Is it located along the barrier-free path of travel?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%


Status: Good

3. Is the threshold at the accessible entrance 13 mm (1/2") or less?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					


Threshold Percentage: 100%
Status: Good

4. Does the main accessible entrance have an automatic door opener?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

5. Is the entrance clearly marked with the international symbol of access?


Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created			
Symbol paint is warn off from outside buttom -Bowen, Karen			
Symbol paint is warn off from outside buttom -Bowen, Karen			
Symbol paint is warn off from outside buttom -Bowen, Karen			

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
repaint the symbol	Chris Hunt	2018-12-17	Completed


6. Are corridors accessible?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

7. Are these areas free of obstacles or obstructions? Including level changes?


Question	Ra	Total	Percent	20%	40%	60%	80%	100%
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	w		age	
Yes	1	1	100	
No *	0	1	0	
N/A	0	1	0	

Threshold Percentage: 100%
Status: Good


Action Created	User Assigned	Due Date	Status
back entrance (emergency exit) to Options is obstructed by craft materials (clayboxes), Ice melt, keyboard, table , coat racks etc	Joyce Cook	2018-12-17	Completed

8. Is the minimum width of the barrier-free path of travel 1100 mm (43-1/2")?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					


Threshold Percentage: 100%
Status: Good

9. Do doorways along the barrier-free path of travel provide a minimum of 850 mm (33-1/2") of clear space?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

10. Is this building single or multi-story?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

List of Comments Created

- multi-story with each level accessible to the outside (built on hill)-Bowen, Karen
- multi-story with each level accessible to the outside (built on hill) -Bowen, Karen
- multi-story with each level accessible to the outside (built on hill) -Bowen, Karen

Threshold Percentage: 100%
Status: Good

11. Is this building served by stairs with uniform heights and depths with no open risers?

Question	Raw	Total	Percentage	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	1	1	100					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
Having closed stairs at main entrance of office	Sheryl Chandler	2017-12-12	Completed
Enclose Stairs	Sheryl Chandler	2018-01-17	Completed
note that building was built without open risers on front stairs	Teresa Donaldson	2018-12-17	Completed
retrofit stairs to correct open back stairs	Teresa Donaldson	2020-11-27	Completed
Back of stairs at Front off Main Building have open backs	Alexander Rowe	2020-11-19	Not Completed
remediate the stair case to have solid backs on risers	Alexander Rowe	2020-11-19	Not Completed
retrofit stairs to correct the open back risers	Alexander Rowe	2020-11-27	Not Completed
retrofit form to correct open back risers on stairs	Alexander Rowe	2020-11-27	Not Completed

12. Is each floor served by an elevator or lifting device?

Question	Raw	Total	Percentage	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good





13. Is the minimum clear width of the elevator door(s) 910 mm (36")?


Question	Raw	Total	Percentage	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

14. Does the existing elevator, lift or lifting device meet current CSA and Building Code Guidelines?

Question	Raw	Total	Percentage	20%	40%	60%	80%	100%

Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
15. Are the control panels, operating devices, and safety features accessible from a seated position?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
16. Does the building have an accessible washroom?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
17. Is this washroom located along the barrier-free path of travel?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
18. Is this washroom clearly identified by the International symbol of access?								
Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					
Threshold Percentage: 100% Status: Good								
19. Does the barrier-free washroom meet the minimum requirements of the 2006 Ontario Building Code Section 3.8? (• Barrier free – main bathroom in a dwelling unit shall now have reinforcement in the stud wall for future installation of grab bars adjacent to toilet and shower or bathtub (see 3.8.3.8(1)(d) and 3.8.3.13(1)(f))								


for specific locations)					20%	40%	60%	80%	100%
Question	Ra w	Total	Percent age						
Yes	1	1	100						
No *	0	1	0						
N/A	0	1	0						

Life Safety

No section header


Threshold Percentage: 100%
Status: Good

1. In cases of fire or other emergency, is there an alternative accessible exit?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%	
Yes	1	1	100						
No *	0	1	0						
N/A	0	1	0						

Threshold Percentage: 100%
Status: Good

2. Are there audible and visual alarm systems?


Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%	
Yes	1	1	100						
No *	0	1	0						
N/A	0	1	0						

List of Comments Created
Audible but not visual -Bowen, Karen
Audible but not visual -Bowen, Karen
Audible but not visual -Bowen, Karen

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
Addition of visual alarms	Sheryl Chandler	2018-01-17	Completed

3. Are there plans for emergency evacuations?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%	
Yes	1	1	100						
No *	0	1	0						
N/A	0	1	0						

Communication

General

Threshold Percentage: 100%
Status: Good

1. Does your building have an accessible public telephone?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
Public phone	Sheryl Chandler	2018-01-17	Completed
Find Alternatives to Meet the needs of users- We do have conference phone; speaker phones and staff assistances as needed	Teresa Donaldson	2020-11-19	Completed

2. Websites sponsored by CLD are organized in a clear manner, free of jargon and acronyms, so that any potential user can obtain useful information, request assistance, or pursue an opportunity.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created
Home page not working for contrast setting for visual acuity , other pages seem to be fine -Bowen, Karen
Home page not working for contrast setting for visual acuity , other pages seem to be fine -Bowen, Karen
With the exception of the use of CLD, perhaps-Bowen, Karen
Home page not working for contrast setting for visual acuity , other pages seem to be fine -Bowen, Karen

Threshold Percentage: 100%
Status: Good

3. Is a TTY phone or phone with volumes control available for persons with hearing impairments?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created
We do not have TTY but do have volume control telephones-Bowen, Karen
No TTY is available but we do have volume controls on the telephones-Bowen, Karen
We do not have TTY but do have volume control telephones -Bowen, Karen
Phones with volume controls as well as conferences phone are available. -Bowen, Karen
Phones with volume controls as well as conferences phone are available. -Bowen, Karen
Phones with volume controls as well as conferences phone are available. -Bowen, Karen

Threshold Percentage: 100%

Status: Good

4. LISTENING OR COMMUNICATION SYSTEMS If requested, are participants provided with: 1) Sign Language Interpreters/communication supports person? 2) Communication Access Realtime Translation (CART)? 3) Computerized Notetaking? 4) Assistive Listening Devices or System? 5) Are persons with hearing loss seated within 50 feet of the presenter /podium?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

- List of Comments Created
- With advanced notice we would do our Best to provide. People we support who use these services are accommodated People coming in unknown to us would not necessarily have these available onsite -Bowen, Karen
 - With advanced notice we would do our Best to provide. People we support who use these services are accommodated People coming in unknown to us would not necessarily have these available onsite -Bowen, Karen
 - If requested we would make these accommodations. Most of the people participating in our programs bring their own adaptive equipment and we will have staff trained to support, as needed.-Bowen, Karen
 - With advanced notice we would do our Best to provide. People we support who use these services are accommodated People coming in unknown to us would not necessarily have these available onsite -Bowen, Karen

Threshold Percentage: 100%
Status: Good

5. CAPTIONS If using a cd/dvd etc. to provide information does it have captioning capability?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	1	1	100					
N/A	0	1	0					


- List of Comments Created
- If we are made aware that a learner required captioning we would endeavor to provide such services -Bowen, Karen
 - If we are made aware that a learner required captioning we would endeavor to provide such services -Bowen, Karen
 - If we are made aware that a learner required captioning we would endeavor to provide such services -Bowen, Karen

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
if we were made aware of the need for captioning we would make this available or change the presentation material	Teresa Donaldson	2020-11-25	Completed
If requested captioning or another presentation form would be offered	Teresa Donaldson	2020-11-25	Completed
Action Completed	Teresa Donaldson	2020-12-08	Completed

6. PRINTED MATERIALS: Have print materials been offered in a variety of alternate formats (i.e., Braille, CD-ROM, electronically, with pictures/symbols or large print)? If a participant requests large print materials, has the participant been asked what font size is preferred?

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
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Yes	1	1	100	
No *	0	1	0	
N/A	0	1	0	

Technology

List of Comments Created				
We have pcs, large print, and plain language adaptations available as requested. We do not have Braille currently availability nor do we currently serve anyone requiring this mode -Bowen, Karen				
We have pcs, large print, and plain language adaptations available as requested. We do not have Braille currently availability nor do we currently serve anyone requiring this mode -Bowen, Karen				
We have pcs, large print, and plain language adaptations available as requested. We do not have Braille currently availability nor do we currently serve anyone requiring this mode -Bowen, Karen				


Threshold Percentage: 100%
Status: Good

1. Websites sponsored by the CLD are fully accessible by assistive input and reading devices.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good


2. Websites sponsored by CLD are organized in a clear manner, free of jargon and acronyms, so that any potential user can obtain useful information, request assistance, or pursue an opportunity.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

List of Comments Created								
with the exception of the use of "CLD" which id commonly used and felt commonly known to represent us. -Bowen, Karen								
with the exception of the use of "CLD" which id commonly used and felt commonly known to represent us. -Bowen, Karen								
with the exception of the use of "CLD" which id commonly used and felt commonly known to represent us. -Bowen, Karen								

Threshold Percentage: 100%
Status: Good

3. Graphic and sound elements of Informational Technology used by CLD enhance the comprehension of content for users, without interfering with assistive input and reading devices.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					

N/A	0	1	0					
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Threshold Percentage: 100%
Status: Good

4. Workstations with computers connected to the Internet are universally designed for access by all users in terms of height, width, clearance, lighting, and assistive technology.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					

List of Comments Created

We don't provide user stations for public use. Accommodations are made for specific users as needed-Bowen, Karen

We don't have publicly accessible work stations -Bowen, Karen

We don't have publicly accessible work stations -Bowen, Karen

We don't have publicly accessible work stations -Bowen, Karen

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
Accessible computer workstation	Sheryl Chandler	2018-01-17	Completed

5. Users can enter text on workstation computers using word prediction software, to reduce the number of keystrokes needed to create a document.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	1	1	100					
No *	0	1	0					
N/A	0	1	0					

Threshold Percentage: 100%
Status: Good

Action Created	User Assigned	Due Date	Status
Accessible computer workstation	Sheryl Chandler	2018-01-17	Completed

6. Workstation computers have enlarged letters on keys, are able to magnify text, and are able to convert text into voice output, through available headphones.

Question	Ra w	Total	Percent age	20%	40%	60%	80%	100%
Yes	0	1	0					
No *	0	1	0					
N/A	1	1	100					