

## Classroom Accessibility Quick Checklist

*Ensuring every classroom is physically accessible and barrier-free for all students.*

This checklist should be reviewed:

- At the start of each semester for every classroom.
- Whenever classroom furniture or layout is rearranged.
- When new equipment or technology is added.

Accessible classrooms benefit **everyone** and are **required under the Americans with Disabilities Act (ADA)**.

### **Building, Layout, and Equipment**

#### **1. Building & Entry Access**

- Accessible route from parking/drop-off to building entrance
- Automatic doors or lever handles/push bars (no knobs)
- Entrances and hallways at least 36 inches wide
- Elevator available if classroom is not on the ground floor
- Signage with Braille/tactile features posted

#### **2. Classroom Physical Layout**

- Doorways at least 32 inches wide
- Pathways/aisles at least 36 inches wide and free of clutter
- Desks/tables of adjustable or varied heights (28–34 inches recommended) with knee space (at least 27 inches tall and at least 30 inches wide)
- Accessible seating dispersed throughout the room (front, middle, back)
- Companion seating available for peer collaboration
- Furniture can be rearranged without blocking exits

### **3. Equipment & Controls**

- Light switches, AV controls, and technology controls at reachable height
- Lab stations, counters, sinks, shared equipment accessible from a seated position
- Materials, tools, and supplies stored within reach (no higher than 48 inches from the floor)
- Emergency equipment (fire alarms, extinguishers) visible and unobstructed

### **4. Emergency Access**

- Clearly marked, accessible emergency exits
- Visual and audible emergency alarms
- Evacuation routes posted and accessible
- Faculty aware of procedures for assisting students with mobility needs

## **Communication, Instruction, and Participation**

### **5. Communication Access**

- Adequate lighting for lip reading and clear sightlines for interpreters
- Assistive listening systems in large classrooms/lecture halls
- Microphones used by instructors when needed
- Captioning provided for all videos/media

### **6. Instructional Materials & Technology**

- Syllabi, handouts, and course content in accessible digital formats
- PDFs, PowerPoints, and online content are screen reader-compatible
- All videos captioned; audio recordings have transcripts
- Adaptive technology supported (screen readers, speech-to-text, etc.)

### **7. Testing & Participation**

- Quiet, distraction-reduced testing areas available
- Extended time/alternative formats available for exams
- Adaptive technology permitted for assessments

## **Reference**

**Institute for Human Centered Design. (2016.). *ADA checklist for existing facilities.*  
<https://adachecklist.org/>**