



Lincoln Center
New York, NY

- Danforth Park
- Avery Fisher Hall
- Union Settlement Theater
- Midway L. S. B. Theater
- New York State Public Library for the Performing Arts
- Metropolitan Opera House
- New York State Theater
- Jack Robinson Plaza

→ Union Settlement Theater

→ Midway L. S. B. Theater

→ New York State Public Library for the Performing Arts

→ Metropolitan Opera House



Universal Design Audit Checklist

Design should adapt to people,
not the other way around.

AD AS
furniture purveyors

This Checklist is designed to complete an audit of a design in process or a facility that is already in use. It covers key features of universal design. The Checklist is not designed for use as an audit for accessibility code compliance because it does not cover the level of detail necessary. However, it is useful if an access audit is completed prior to using this Checklist. There are many existing access audit forms that can be used. For compliance with the Americans with Disabilities Act, we recommend using the official ADAAG checklist available from the U.S. Access Board.

This Checklist is a new idea. It is not yet perfected but we think that many people will find it useful. We welcome suggestions and criticisms for developing it further.

For each site or building element in this Checklist, there are three levels of usability defined by the availability of specific features. The first level is defined by basic access code compliance – worth one point. The next level is a higher standard provided by basic access code compliance plus one or more additional features – worth two points. The third level is the highest level of usability. It includes the features in the first two levels plus still additional features – worth 3 points. In other words, all the features must be present to rate 3 points. In some cases, the elements do not have any code requirements so that the first level is not at the code compliance level.

How to Use this Checklist

To use the Checklist:

- Step 1** **Check** all the sections to be included in your evaluation.
- Step 2** **Rate** the level of usability for each element by checking the appropriate box in each section included.
(either 1 point, 2 points, or 3 points.)
- Step 3** **Calculate** the project score as described below.
Remember, to rate 3 points, the element listed must have all the features listed.

How to Score this Checklist

Scores are computed as the percentage of the maximum score possible.

Calculation Steps:

<p>Step 1 Count the number of sections you have rated, enter that number here:</p>	<p>_____</p>
<p>Step 2 Total the scores of all the sections rated.</p>	<p>_____</p>
<p>Step 3 The maximum possible score is the total in Step 1 multiplied by 3</p>	<p>_____</p>
<p>Step 4 UD Audit Score for the Project simply divide total in Step 2 by total for Step 3.</p>	<p>_____</p>

Additional copies of this checklist are available online at www.ap.buffalo.edu/idea



Site Issues

Access Points (omit this section if there is only one site access point)

Score **Level of usability**

Notes

1 **Only one accessible pedestrian access point to the site**

As per code

2 **More than one pedestrian access point is accessible**

To serve different directions of access

3 **All primary access points are accessible**

Parking

Score **Level of usability**

Notes

1 **Required number of accessible spaces**

As per code, including van accessible spaces, in each lot,
Signs, access aisles and curb ramps where needed.

2 **The route(s) from accessible parking spaces do not pass
behind parked vehicles.**

In addition to above

3 **Priority parking for different user groups close to entry**

For example, pregnant women, senior citizens

Passenger Loading Zones

Score **Level of usability**

Notes

1 **An accessible loading zone**

As per code

2 **Loading zone adjacent to a principal entry**

3 **Weather protection for passengers waiting at loading zones**

For example, people waiting for a bus



Site Issues (continued)

Pathways

Score

Level of usability

Notes

- 1 **Each site facility and accessible entrance can be reached along an accessible path of travel**
As per code
 - 2 **All facilities can be reached from a single continuous accessible path system without stairs**
Rather than separate paths from different access points
 - 3 **Options for access to different facilities and entrances provide benefits for different user groups**
For example, a short path with stairs as well as a longer path without stairs
-

Vertical Circulation (omit if the site is all on one level and has no ramps)

Score

Level of usability

Notes

- 1 **All levels connected by ramp, lift or elevator**
As per code
 - 2 **Accessible circulation elements are integrated with the principal route(s) of travel**
For example, entry and exit for elevator are at the same relative locations as stairs.
Ramps run in the same direction as the pedestrian paths
 - 3 **All paths of travel, including elevators are well lit and open to visual access**
Paths of travel are safe and secure
-



Site Issues (continued)

Amenities (drinking fountains, telephones, garbage receptacles, etc.)

Score **Level of usability**
Notes

- 1 **Amenities are accessible**
As per code
- 2 **Adjustable or alternative heights provided for amenities**
- 3 **Amenities are grouped together and conveniently located**

Walking Surfaces

Score **Level of usability**
Notes

- 1 **Walking surfaces are all stable, firm, non-slip, and free of dangerous overhanging hazards and unprotected falling hazards**
As per code
- 2 **Walking surfaces are well drained**
- 3 **Walking surface textures aid in direction finding activities**
Tactile domes, guide strips or a distinctive track

Public Restrooms

Score **Level of usability**
Notes

- 1 **Accessible doors, circulation clearances, accessories, plumbing fixtures and grab bars**
Designed per code and maintenance practices keep accessible
- 2 **Fixtures and/or grab bars accommodate a wide range of different needs**
Adjustable heights for fixtures, options for grab bars and/or space for assisted transfers
- 3 **Potty parity achieved for women's restrooms**



Building Issues

Entry

Score

Level of usability

Notes

- 1 **Accessible circulation to doorways, sufficient door width and maneuvering clearances, opening force below limits**
As per code
 - 2 **All entries are accessible**
Rather than separate paths from different access points
 - 3 **Principal entries have automated doors and on grade access**
If there is a ramp, it is used by all visitors
-

Lobby

Score

Level of usability

Notes

- 1 **There is enough space for people who need to wait outside the flow of traffic**
No code requirements (This includes queuing areas at ticket booths)
 - 2 **Seating for people who have to wait**
 - 3 **Convenient access to amenities, including restrooms**
If there is a security barrier, amenities available on both sides
-

Reception Area

Score

Level of usability

Notes

- 1 **A directory and wayfinding information are provided in visual as well as tactile or audible form**
No code requirements (someone available to assist visitors is a viable alternative)
- 2 **There is seating for people who need to wait**
- 3 **Amenities and restrooms are located close by**



Building Issues (continued)

Doorways

Score	Level of usability	Notes
<input type="checkbox"/> 1	Doorways on accessible routes have sufficient door width and maneuvering clearances, opening force below limits	As per code
<input type="checkbox"/> 2	All doors in building or facility are accessible	
<input type="checkbox"/> 3	Automated doors provided at principal entrances	Sliding automated doors are preferable

Vertical Circulation (stairs, ramps, elevators, lifts)

Score	Level of usability	Notes
<input type="checkbox"/> 1	All levels connected by accessible ramp, lift or elevator	As per code
<input type="checkbox"/> 2	Accessible vertical circulation is as safe, secure and convenient as stairs	
<input type="checkbox"/> 3	Building or facility has only one level or all ramps, lifts and elevators are integrated fully into the path that everyone follows	Entry and exit for elevator is at the same relative locations as for stairs

Walking Surfaces

Score	Level of usability	Notes
<input type="checkbox"/> 1	Walking surfaces are all stable, firm, non-slip, and free of dangerous overhanging hazards and unprotected falling hazards	As per code
<input type="checkbox"/> 2	Edges of walking surfaces well defined	
<input type="checkbox"/> 3	Walking surface textures aid in direction finding activities	Tactile domes, guide strips or a distinctive track



Building Issues (continued)

Amenities (drinking fountains, telephones, garbage receptacles, etc.)

Score

Level of usability

Notes

- 1 **Amenities are along accessible path, have wheelchair clearance space for access and operable parts are within accessible reach limits**
As per code
- 2 **Amenities are located to the side of the direct path of travel**
- 3 **Amenities are grouped together and conveniently located**
-

Restrooms

Score

Level of usability

Notes

- 1 **Accessible doors, circulation clearances, accessories, plumbing fixtures and grab bars**
Designed per code and maintenance practices keep accessible
- 2 **Fixtures and/or grab bars accommodate a wide range of different needs**
Adjustable heights for fixtures, options for grab bars and/or space for assisted transfers
- 3 **Potty parity achieved for women's restrooms**
-

Service Counters

Score

Level of usability

Notes

- 1 **All service counters have accessible sections or auxiliary counters**
As per code
- 2 **Counter heights are comfortable for a range of statures and for the uses intended**
For example grid, linear spine, hollow square, hub and spoke
- 3 **Privacy conditions are similar for all users**



Environmental Systems

Natural Illumination

Score

Level of usability

Notes

- 1 **Adequate natural illumination is provided**

No code requirements

- 2 **Direct and reflected glare is minimized**

External shading devices, light shelves, baffles, tinted glass, etc.

- 3 **Occupant control over sunlight provided**

Blinds, shades, etc.

Artificial Illumination

Score

Level of usability

Notes

- 1 **Lighting controls within reach and operable with a closed fist or open hand, wheelchair clearance for approach**

As per code

- 2 **Illumination supports task performance, safety and security**

- 3 **Key features emphasized by higher illumination levels**

For example, landmarks, signs, stair treads

Acoustics

Score

Level of usability

Notes

- 1 **Audible alarms are detectable over background noise levels**

As per code

- 2 **Reverberation (echo) controlled to insure best sound for the activity**

Optimal reverberation times vary based on function

- 3 **Background noise controlled to allow conversation and support concentration**



Environmental Systems (continued)

Heating Ventilation and Air Conditions

Score

Level of usability

Notes

- 1 **All controls controls within reach and operable with a closed fist or open hand, wheelchair clearance for approach**
- 2 **All spaces heated and cooled effectively year round**
- 3 **Controls available to occupants for individualized adjustment**

Communication Systems

Information and Direction Signs

Score

Level of usability

Notes

- 1 **Signs for information and directions have large well proportioned characters, good contrast, easy to read fonts**
As per code
- 2 **Signs in prominent locations, well illuminated and worded effectively**
- 3 **Pictograms and/or alternative languages included**

Room Identification Information

Score

Level of usability

Notes

- 1 **Room identification signs have tactile characters, well proportioned fonts, good contrast, easy to read fonts, Braille, mounted at required height**
As per code
- 2 **Room numbering system is logical and helpful in finding locations**
- 3 **Talking Sign[®] or similar technology for key destinations**



Communication Systems (continued)

Security Systems

Score **Level of usability**
Notes

- 1 **Security system**
As per code
- 2 **Emergency communication devices in critical locations**
- 3 **Building access is monitored directly or through video**

Emergency Alarms

Score **Level of usability**
Notes

- 1 **Controls within reach and operable with a closed fist or open hand, wheelchair clearance for approach to controls, warning devices have both visual and audible modes**
As per code
- 2 **Two way emergency communications in all remote areas**
Without requiring the ability to speak
- 3 **Systems direct users toward safe routes during building evacuation**

Public Address Systems

Score **Level of usability**
Notes

- 1 **Assisted listening systems (ALS) are provided**
As per code
- 2 **Equivalent public information announcements through audible and visual modes**
For example, public address systems and electronic message boards or monitors
- 3 **Wireless web access to current information**



Communication Systems (continued)

Telecommunications

Score

Level of usability

Notes

- 1 **Public telephones are hearing aid compatible, mounted within reach, wheelchair clearance for approach, volume control and TTY access if required**

As per code

- 2 **TTYs or electrical outlet and shelf are provided at all public telephone locations**

- 3 **Telephone system is hearing aid and TTY compatible**
-

Public Information Technology

Score

Level of usability

Notes

- 1 **ATMs, ITMs and public Internet access points are within required reach, have wheelchair clearance, operable controls, alternate input/output methods**

As per code

- 2 **Multiple payment methods are possible**

- 3 **Systems are adaptable to different statures, sensory abilities and languages**

For example, display angle can be adjusted



Program Spaces

Work Stations

Score

Level of usability

Notes



1

Accessible circulation to all work spaces

As per code



2

Extra space for future accommodations



3

Options for sitting and standing

For example, a sit-stand workstation or a seat for a security guard



Public Assembly

Score

Level of usability

Notes



1

Accessible seating area and stages, assistive listening system (ALS), line of sight to activities

As per code



2

Circulation designed to accommodate large volume of traffic



3

Amenities and restrooms in predictable and obvious locations



Outdoor Recreation

Score

Level of usability

Notes



1

Accessible path of travel to all facilities

As per code



2

Seating for onlookers at all long term attractions

For example, playgrounds, tennis courts and playing fields



3

Protection from excessive sun and sudden rain

Program Spaces (continued)

Exhibit Spaces

Score

Level of usability

Notes

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 1 | Accessible path of travel, alternative media for all descriptive information and audio-visual presentations, accessible sight lines for all displays, interactive devices within accessible reach ranges and have operable controls |
| <input type="checkbox"/> | 2 | Seating dispersed throughout exhibit |
| <input type="checkbox"/> | 3 | Information in alternative languages for major exhibits |
-

Sleeping Rooms

Score

Level of usability

Notes

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 1 | Accessibility to a minimum number of rooms
As per code |
| <input type="checkbox"/> | 2 | Additional rooms are accessible or adaptable for a wide range of needs |
| <input type="checkbox"/> | 3 | All rooms are accessible or adaptable for a wide range of needs |
-

Additional Notes:

