

Activity Room, Classroom, or Meeting (ACM) Room Checklist

ROOM1	Agency name:	
ROOM2	Total number of Activity, Classroom or Meeting (ACM) rooms assessed:	_____ ACM rooms
ROOM3	Name/location of the ACM room:	
ROOM4	Is there a continuous unobstructed route of travel from entrance to the ACM room?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM5	Is the route of travel well-lit?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM6	Describe the surface of the route of travel:	
ROOM7	Slope of route of travel (at its steepest incline):	_____ % (enter 0% if flat)
ROOM8	Width of route of travel (at its narrowest point):	_____ inches (at least 36")
ROOM9	Clear open width of door to ACM room:	_____ inches (at least 32")
ROOM10	Opening force of door:	_____ pounds (5 pounds or less)
ROOM11	Handle type entering : <input type="checkbox"/> automatic <input type="checkbox"/> knob <input type="checkbox"/> pull <input type="checkbox"/> push/pull paddle/bar <input type="checkbox"/> entry set-top button <input type="checkbox"/> lever <input type="checkbox"/> push plate <input type="checkbox"/> other:	
ROOM12	Handle type exiting : <input type="checkbox"/> automatic <input type="checkbox"/> knob <input type="checkbox"/> pull <input type="checkbox"/> push/pull paddle/bar <input type="checkbox"/> entry set-top button <input type="checkbox"/> lever <input type="checkbox"/> push plate <input type="checkbox"/> other:	
ROOM13	Clear space on pull side of door:	_____ inches (at least 18")
ROOM14	Overall, is there a clear route of travel throughout the ACM room? (minimum of 36" wide)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM15	Width of the aisle leading up to and between tables/desks (at its narrowest point):	_____ inches (at least 36")
ROOM16	Do at least 5% (but not less than one) of fixed seating, tables, or desks provide spaces for wheelchair users that have a 30 by 48 inch clear space which overlaps an accessible route?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM17	Overall, is the knee space under tables and desk areas at least 27 inches high, 30 inches wide, and 19-24 inches deep? (<i>See Figure 45</i>)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM18	Overall, are the tops of the tables and desks between 28 and 34 inches from the floor?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM19	Are adjustable-height tables available in the room? (recommended but not required)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
ROOM20	Indicate the technology available in the ACM room: <input type="checkbox"/> LCD projector <input type="checkbox"/> computer <input type="checkbox"/> LCD flat panel (laptop ready) <input type="checkbox"/> DVD player <input type="checkbox"/> VCR <input type="checkbox"/> overhead projector <input type="checkbox"/> ELMO <input type="checkbox"/> sound system <input type="checkbox"/> screen <input type="checkbox"/> assistive listening devices <input type="checkbox"/> other:	
ROOM21	Comments/additional information regarding activity room, classroom, or meeting room:	

Activity Room, Classroom, or Meeting (ACM) Room Checklist Information

Additional information for completing Activity Room, Classroom, or Meeting (ACM) Room checklist:

Complete a checklist for each of the various rooms used for activities, programs and meetings within the facility. Examples include rooms for arts and crafts, classes and special events, such as party rooms.

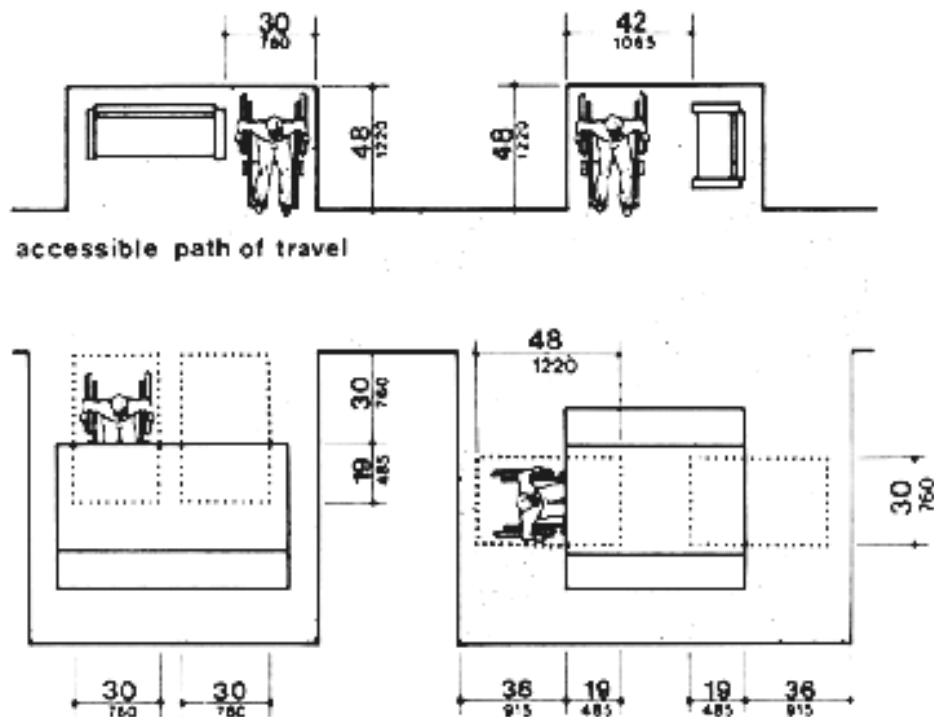


Fig. 45
Minimum Clearances for Seating and Tables