Accessibility Self Audit

The suggestions and questions provided below are a framework to assess how inclusive and accessible your office, event, or department is. Considering access from the start is vital to creating an inclusive and equitable experience for everyone. I encourage you to please contact Student Accessibility Services for support in any of the checklist areas!

Office Environment and Culture

Disability Awareness and Etiquette

☐ My office has training in basic disability awareness.

☐ I am familiar with etiquette for interacting with people with disabilities. (*i.e. interacting with a Deaf student and an interpreter*)

☐ I assume disabled people are in the room, even if they are not obvious.

☐ I have knowledge of inclusive language regarding disability.

☐ I design programs to help develop positive disability awareness within the community.

Physical Office Space

☐ A wheelchair can get through my door easily, and the aisles are clear.

☐ There is no clutter that would post mobility problems or cause distractions.

☐ I have alternatives to strong fluorescent lighting.

☐ My office is free from strong chemical scents.

☐ There is accessible parking and pathways to my office space.

☐ There is clear signage providing directions to my office.

☐ There are accessible bathrooms near my office.

Privacy

☐ I have an office with a door, or other space with a door to provide privacy as needed.

☐ My confidential forms and student files are kept secure.

☐ Staff in my office know where to direct students for accessibility related concerns.

Digital Accessibility

Outlook, Social Media, and other Publicity

☐ My office uses a variety of formats to disseminate important information (*i.e. audio, printed text, electronic, and/or video*).

☐ I provide videos with closed captions.

☐ I provide a description of an image, or use alternative text, when posting on social media or sending materials through Outlook.

☐ I review for good color contrast when creating digital content.

☐ I use accessibility checkers to check for access errors before finalizing documents or e-mails.

☐ I use accessible fonts and formatting.

Event Planning

Location Considerations

☐ I vet locations for accessibility when planning events (*i.e. ramps, restrooms, parking, seating, lighting*)

Planning Logistics

☐ My event fliers include language about how and when to request accommodations.

☐ My event fliers include language about what accommodations are already being made available.

☐ I preview my event fliers for screen reader-friendliness.

☐ I acquire accessible products for events (*i.e. captioned movies*)

☐ I provide details on the physical accessibility of the location to attendees, including information on accessible parking, entrances, and availability/location of bathrooms.

☐ I ensure there is a clear evacuation plan that includes the needs of people with disabilities.

☐ I am prepared to handle new disability accommodation requests at my events.

Event Implementation

☐ I ensure that anyone speaking, including audience members, uses a microphone.

☐ I ensure that pathways are barrier free and accessible to someone using a mobility device.

☐ I ensure that captions are utilized for all media.

☐ I designate accessible spaces at large events for those who may need it.