Reviewer:

School/College:

Reviewer Email:

Date reviewed: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Date scheduled for follow up: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

*This checklist should be completed based on the Computer Lab accessibility guidelines.*

|  |  |  |
| --- | --- | --- |
| Compliance | If no, how many should be fixed? | Requirements |
| Yes | No | N/A | # needed | Signs & Documentation: |
|  |  |  |  | Signs are printed with appropriate font (18 point, sans serif, high contrast, etc.) and symbols |
|  |  |  |  | Letters on signs are between 40” (48” for Braille) and 60” from the floor |
|  |  |  |  | Documentation is located no more than 48” from the floor |
|  |  |  |  | Documentation is available in braille or as a file on desktop |
| Yes | No | N/A | # needed | Counters: |
|  |  | **Side Approach counters:** |
|  |  |  |  | Counters are at most 36” from the floor or have a cut away that is at most 36” from the floor and is at least 36” long, and should be adjacent to a walking surface that is at least 30” by 48” |
|  |  | **Front Approach counters:** |
|  |  |  |  | Counters are at most 36” from the floor or have a cut away that is at most 36” from the floor and is at least 30” wide, and have an appropriate cut away for the wheelchair to go under the counter |
|  |  | **Counters that require writing:** |
|  |  |  |  | Counter height is between 28” and 34” from the floor |
| Yes | No | N/A | # needed | Pay to Print: |
|  |  |  |  | At least one of each UniPrint station is on a counter that is wheelchair accessible (see above counter requirements) |
|  |  |  |  | Each accessible UniPrint station has NVDA installed |
|  |  |  |  | Each accessible UniPrint station is configured to allow for the contrast to be adjusted |
|  |  |  |  | Each printer associated with an accessible UniPrint station has output bins that are 20” – 25” from the persons lap, and between 15” and 48” from the floor (between 24” and 40” preferred) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | # needed | Adaptive Workstations: |
|  |  |  |  | The number of adaptive workstations of each type (i.e. PC, Mac, CAD Station, Scanning Station, and Breakout room) of are in compliance with the following chart:

|  |  |
| --- | --- |
| **Number of Workstations of a unique Type (i.e. General purpose Macs)** | **Minimum Number of Required Accessible Workstations** |
| 1 to 25 | 1 |
| 26 to 50 | 2 |
| 51 to 150 | 4 |
| 151 to 300 | 5 |
| 301 to 500 | 6 |
| 501 to 5000 | 6, plus 1 for each 150, or fraction thereof, between 501 through 5000 |

 |
|  |  |  |  | Adaptive workstations are designated with an international symbol and a note that others may be requested to move |
|  |  |  |  | Top of work surface is between 28” and 34” from the floor, with clearance of at least 27" underneath to a depth of between 17" and 25", and width of at least 30” side to side for knee space |
|  |  |  |  | 60" turning radius clearance into work surface |
|  |  |  |  | 36" minimum isle clearance with 48" (60" preferred) between the back of one work surface and the front of the next |
|  |  |  |  | Equipment, controls, and access to input/output bins for scanners/printers are 20” – 25” from the persons lap, and between 15” and 48” from the floor (between 24” and 40” preferred) |
|  |  |  |  | Mice/trackballs allow for left and right handed use |
|  |  |  |  | Chairs have locking casters (casters locked when there's no weight) |
|  |  |  |  | Headphone, Power, and CD buttons have braille labels |
|  |  |  |  | 21” monitor with adjustable resolution |
|  |  |  |  | Trackball  |
|  |  |  |  | Touchpad |
|  |  |  |  | Alternate (mini and light touch) keyboard |
|  |  |  |  | Book edge scanner (required only for general purpose labs) |
|  |  |  |  | Sound card |
|  |  |  |  | Large print keyboard (Zoom Caps) |
|  |  |  |  | Wrist and forearm wrests |
| Yes | No | N/A | # needed | Adaptive Software: |
|  |  |  |  | Kurzweill 1000 (for PCs) |
|  |  |  |  | Read and Write Gold |
|  |  |  |  | JAWS (VoiceOver for Macs) |
|  |  |  |  | Hardware drivers for student's braille devices so they can be used with JAWS as braille displays |
|  |  |  |  | ZoomText (with speech) (ZoomText for Macs) |
|  |  |  |  | Dragon Naturally Speaking Professional with MathTalk plugin (Dragon Dictate for Macs) |
|  |  |  |  | MathPlayer plugin (for PCs) |
|  |  |  |  | 'Accessibility Tools' folder on desktop (for both Macs and PCs) with designated accessibility icon, the folder contains shortcuts to accessibility programs |
|  |  |  |  | Voice dictation options installed in Microsoft Office |
|  |  |  |  | Accessibility options activated in Acrobat Reader |
|  |  |  |  | Captioning turned on in Windows Media Player |
|  |  |  |  | OS screen magnification software available |
|  |  |  |  | OS Speech recognition software available |
|  |  |  |  | OS Text to speech software available |
|  |  |  |  | Keyboard settings adjustable |
| Yes | No | N/A | # needed | Personnel: |
|  |  |  |  | Personnel trained how to use the accessible hardware and software, and on serving customers with disabilities |