



Returning Office Locations & Criteria

Constituency: _____

Location:	Meets all mandatory requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", describe any missing mandatory requirements
Profile completed by:	
Date profile completed:	Accessibility Checklist completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number:	
Email:	List any remediation (threshold mats, temporary ramps, signage) to make location accessible
Photo attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other Comments

**The Lease Agreement is not in effect until and unless it is approved
and signed by the Chief Electoral Officer**

Response is mandatory for items marked with *

ACCESSIBILITY CHECKLIST

	#	Yes	No
PARKING			
1. Number of parking spaces designated for persons with disabilities	_____		
a. If no parking spaces are designated, indicate how many can be temporarily designated	_____		
2. Describe the following regarding designated parking spaces:			
a. Width of parking space?	_____		
b. Distance from the building's level access entrance?	_____		
c. Walkway adjacent to the level access entrance?			
d. Walkway has a smooth, continuous, paved surface?			
OUTSIDE OF BUILDING			
* 3. Building provides a level access entrance?			
a. If no level access, what is the height of the threshold?	_____		
4. Is a ramp provided?			
Does the ramp have:			
a. Handrail(s)			
b. Non-slip surface			
* c. Minimum width of 36" (92cm)			
* d. A slope of no more than 1" high for every 12" length (for example if the length of the ramp is 24 feet, the highest point of the ramp is not more than 24")			
5. Is there a paved pathway from parking lot to building's entrance?			
6. Is the pathway at least 3' 6" (110 cm) wide?			
7. Pathway is free of a steep incline?			
8. Does the pathway have a curb cut from the street?			
9. Is the lighting sufficient at night (building entrance and pathway)			
* 10. Pathway and entrance is free of any obstacles?			
* 11. Exterior door is a minimum of 32" (81 cm) wide?			
* 12. Weight of entrance door allows it to be easily opened?			
a. If not, an automatic door opening device is installed?			
INSIDE THE BUILDING			
* 13. Interior doors leading to the polling station have a minimum width of 32" (81 cm)?			
* 14. Entrance thresholds to polling station are no more than ¼" (6mm) high?			

Response is mandatory for items marked with *

	#	Yes	No
* 15. Corridors have a minimum width of 36" (92 cm)?			
* 16. Corridors and interior of building is free of any obstacles?			
* 17. Polling location is on the same level as the building entrance?			
a. If no, is a ramp provided?			
b. If no, is an elevator available?			
c. Does the elevator need an operator?			
18. Wheelchair accessible washroom is available?			