

Sample Accessibility Audit Checklist

This sample checklist is designed to help organizations assess the accessibility of their workplace environment and digital tools. It covers key areas that should be evaluated to ensure that all employees, including those with disabilities, can work effectively and comfortably.

Physical Workspace Accessibility

Entrance and Exit

	Are all entrances and exits wheelchair accessible?
	Are automatic doors installed, or are door handles easy to use for those with limited hand mobility?
	Are ramps and elevators available and properly maintained?

Workstations

	Are workstations adjustable to accommodate different seating positions?
	Are desks and chairs ergonomic and adjustable?
	Is there sufficient space for wheelchair maneuverability around workstations?

Restrooms

	Are accessible restrooms available on each floor?
	Are grab bars installed in restroom stalls?
	Are sinks and hand dryers at an accessible height?

Common Areas

	Are break rooms, kitchens, and meeting rooms accessible?
	Are tables and chairs in common areas adjustable or designed for easy access?
	Is there clear signage indicating the location of accessible facilities?

Digital Accessibility

Software and Applications

	Are screen readers compatible with all software and applications used in the workplace?
	Is speech recognition software available and integrated with commonly used tools?
	Are there customizable accessibility settings within the software (e.g., color contrast, font size)?

Websites and Intranets

	Are all internal and external websites compliant with WCAG (Web Content Accessibility Guidelines) standards?
	Is alt text provided for all images and multimedia content?
	Are navigation menus accessible via keyboard and screen readers?

Documents and Files

	Are electronic documents (PDFs, Word, Excel) accessible (e.g., tagged PDFs, proper heading structure)?
	Is there an option for employees to request accessible formats for documents?
	Are videos captioned and/or transcripts provided?

Communication Tools

	Are instant messaging and email platforms accessible to employees with visual or hearing impairments?
	Are video conferencing tools equipped with features like real-time captioning?
	Are there an option for text-based communication for employees who are deaf or hard of hearing?

Assistive Technologies

Availability of Assistive Devices

	Are assistive devices such as screen readers, magnifiers, and alternative input devices available to employees who need them?
	Are these devices maintained and updated regularly?

Training and Support

	Is there a dedicated support team or helpdesk for troubleshooting accessibility tools?
	Is training provided to employees on how to use assistive technologies?
	Are employees regularly informed about available assistive technologies?

Feedback Mechanism

	Is there a system in place for employees to provide feedback on the effectiveness of assistive technologies?
	Are adjustments made based on employee feedback to improve accessibility?

Accessibility Policy

	Is there a formal accessibility policy in place that is communicated to all employees?
	Does the policy outline procedures for requesting accommodations?

Emergency Procedures

	Are emergency evacuation plans accessible to all employees, including those with disabilities?
	Are there designated staff members trained to assist employees with disabilities in an emergency?

Recruitment and Onboarding

	Are job postings and recruitment processes accessible (e.g., available in multiple formats)?
	Is the onboarding process designed to accommodate new employees with disabilities?