Modified Hotel Accessibility Survey
2012 CDC Disability and Health Partners Meeting Hotel Selection

Name of Property: __________________________________________________

Location/City: _____________________________________________________

Anticipated dates(s) for event: ______________________________________

Public Spaces – Hotel Accessibility

☐ Front lobby registration desk – accessible counter (no more than 36” high)? Y/N
If no, what accommodations will be made? ________________________________

☐ Level front entrance or ramp? ________________________________

☐ Free of any obstacles – gravel, curbs or stairs? Y/N

☐ Is the grade very steep? ________________________________

☐ Entrance doors have a clear width of 32”? Y/N

☐ Elevator doors open a minimum of 36” wide and 48” deep? Y/N

☐ Elevators have low buttons and Braille markings? Y/N

☐ Elevators have auditory signals? Y/N

☐ Elevators have an automatic safety reopening device? Y/N

☐ Hotel corridors a minimum of 36” wide? Y/N

☐ Drinking fountains no higher than 35” from the floor? Y/N

☐ Can we post larger signs that indicate the location of accessible washrooms, elevators and any other service(s)? Y/N

☐ How has the staff been trained to handle messages and wakeup calls for blind and hearing impaired guests? ________________________________

☐ Is there a TTY on property? Y/N

Public Area Restrooms

☐ Adapted washroom stall that opens outward? Y/N

☐ Large bathroom stall with grab bar and side transfer that is 42-48” wide? Y/N

☐ Sink set 29” from floor with clear space underneath of 30” wide by 45” deep? Y/N

☐ Men’s bathroom urinal no higher than 17”? Y/N

Lobby Area

☐ Condition of lobby (seating areas, etc.)? ________________________________

☐ How close is the front desk to the entrance? ________________________________

☐ Is the front desk well-staffed? Y/N

☐ Do guests seem to be waiting in line for check in/check out? Y/N

☐ Are a concierge and bellman readily available? Y/N

☐ If applicable, Is the entrance to the hotel gift shop wide enough for a wheel chair to pass through it? Y/N
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- Are there other shops on property? _________________________________
- Are the entrances to the other shops on the property wide enough for a wheelchair to pass through them? Y/N
- Are elevators easily accessible from lobby? Y/N – explain: ________________________________

Guest Rooms
- Room type (standard, deluxe, suite): ____________________
- Size (sq ft) __________________
- How many ADA rooms? ________ How many with roll-in showers? ________

☐ Does the hotel have the proper number of accessible guestrooms and accessible guestrooms with roll-in showers, based on the Table 9.1.2 below?
[ADA Stds. 9.1.2]

(Table 9.1.2) (ADA Checklist for New Lodging Facilities)

<table>
<thead>
<tr>
<th>Total Rooms in Facility</th>
<th>Accessible Rooms</th>
<th>Rooms with Roll-in Showers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>151 to 200</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
<td>See below*</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2% of total rooms</td>
<td>See below*</td>
</tr>
<tr>
<td>1001+</td>
<td>20+(1 per 100 over 1000)</td>
<td>See below*</td>
</tr>
</tbody>
</table>

Note: The total number of accessible guestrooms for a given number of rooms in a hotel (left column) is derived by adding together column “A” and column “B”.
* the number of roll-in shower rooms in hotels with more than 400 guestrooms total equals 4 + (1 per 100 rooms over 400).

☐ Are smoking and non-smoking accessible guestrooms provided based on the ratio of smoking and non-smoking guestrooms (no more than 20% of rooms should be smoking) in the facility? ____________

☐ If we selected this hotel, could you ensure all of the rooms with roll-in showers would be available for our guests? ____________

☐ How many rooms are adapted for use by persons with hearing disabilities? ________

☐ How many double-double bedded? _________________

☐ How many queen/king bedded? _________________
   - Are the peepholes and locks low enough? Y/N
   - Clear opening in rooms of 32” – hallways, bed, etc? Y/N
☑ Accessible door hardware (that does not require twisting or clenching)? Y/N
☑ Door to the bathroom opens outward? Y/N
☑ Sink and toilets no higher than 29” from floor? Y/N
☑ Accessible Guest Bathrooms:
  ☐ Horizontal grab bar along the adjacent side wall by the toilet that is at least 42” long and mounted 33”-36” above the floor for stabilization and assistance during transfer? Y/N
  ☐ Horizontal grab bar along the wall behind the toilet that is at least 36” long and mounted 33”-36” above the floor? Y/N
  ☐ Faucets that are easily operable (no twisting or clenching)? Y/N
  ☐ Clear floor space (60” diameter circle) in each accessible bathroom to turn?
☐ Showers:
  ☐ Roll in? Y/N
  ☐ Clear turnaround space outside? Y/N
  ☐ Stall 3’ by 3’? Y/N
  ☐ Is there an adjustable height hand-held shower wand with at least 60” long hose?
  ☐ Is there a transfer tub seat that can be securely attached to the tub available?
  ☐ Is there a horizontal grab bar at the food of the tub (by the controls) that is at least 24” long?
  ☐ Is there a horizontal grab bar at the head of the tub that is at least 12” long?
☐ Are amplified phones and/or special communications equipment available for deaf and hearing impaired guests in sleeping rooms? Y/N
  ☐ How many are available? _______
  ☐ Can you order more from another hotel if necessary? Y/N
☐ Telephone located close to the bed? Y/N
☐ Are the accessible rooms near the elevators? Y/N

**Meeting Space/Registration Area**
☐ Location of meeting space in relation to sleeping rooms: __________________________
☐ Is the carpet low pile? __________________________
☐ Any renovations scheduled prior to/during our program? Y/N Date(s): ______
☐ What are hotel regulations concerning hanging signs, banners, or posters on walls or hanging from ceiling? __________________________
   Is there a fee for hanging? Y/N Explain: __________________________
☐ What is the hotel’s policy on signs or banners outside the hotel or in the lobby area?

☐ Hallways and corridors have clearance of 36”? Y/N
☐ Doors have a 32” clearance? Y/N
☐ Temporary ramps available for use with all raised podiums? Y/N
Where are the meeting rooms located in relation to the elevators? ______________________

**Registration Area(s)**
- Built in registration counters? Y/N
- Area(s) available for registration: ________________________________
- How close to meeting space? ________________________________
- Is there a room available for conference office and storage? Y/N

**Ballroom/General Session**
- Total sq. ft. ________________  Ceiling height ________________
- Any obstructions with pillars or chandeliers? Y/N
- Can it accommodate a stage/dance floor? Y/N
- Able to set up rear-screen projection? Y/N
- Can telephone in meeting room be cut off? Y/N
- Where are the electrical outlets in meeting rooms? _________________________
- Are restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? _______________________

**Breakout Rooms**
- Total number of breakout rooms? _________________________
- Average sq. ft.: __________  Ceiling height: __________
- Number with solid walls: _______  Number with air walls: __________
- Do any rooms have built-in screens? Y/N
- How soundproof are the meeting walls? ________________________________
- Where are the electrical outlets in meeting rooms? _______________________
- Are accessible restrooms and phones nearby? Y/N
- Where are doors in meeting rooms (back, front, side)? _______________________

**Restaurant Options**
- Number of restaurants on property
  1) ________________________________ Hours open: ________________
  2) ________________________________ Hours open: ________________
- Is room service available, and at what times? Y/N Hours: ________________
- Are restaurants accessible? Ramps, flat surface? 32” clear opening? Y/N
- Are restaurant and room service menus available in Braille or large print? Y/N

**Audio Visual / Hotel Equipment**
- Do you have an in-house audiovisual company? Y/N
- If no, whom do you contract with? ________________________________
- May I receive a copy of the pricing list? ________________________________
- What pieces of equipment does your property own? ________________________________
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☐ Who is in charge of the hotel equipment? ____________________________
☐ What kinds and sizes of projection screens does the hotel own? ________

______________________________________________________________

☐ Does the hotel have recording equipment? Audio? Y/N Video? Y/N
☐ Where are the lighting and PA system controls (in the room or in a central room? 

______________________________________________________________

Security
☐ What type of guest room key system is used? _________________________
☐ Are hallways and staircases well lit? Y/N
☐ Are the fire exits well marked? Y/N
☐ What are your alternate plans for evacuating people with disabilities in an emergency?

______________________________________________________________

☐ Does the hotel have an emergency plan? Is it available for review? Y/N
☐ What are the arrangements for medical emergencies? _________________________
☐ Is there a visual alert system available in some guest rooms? Y/N

Parking
☐ Self-parking available? Y/N
☐ Is there a cost per day? ________
☐ Valet parking – cost per day? ________
☐ Are there in/out privileges Y/N
☐ How many wheelchair accessible parking spots? _____
☐ Additional wheelchair accessible spots with signs for our event? Y/N

Other Items to Check
☐ May we hold a pre-convention meeting with your staff? Y/N
☐ How accessible is the area?/What modes of transportation are easily accessible from this hotel? _____________________________
☐ Business Center Y/N Days/Hours Open: _____________________________
Services provided: __________________________________________________________________
☐ How far is the hotel from the airport? __________________
☐ What restaurants/entertainment activities are nearby?

____________________________________________________________________

☐ Will you keep us informed as you book events around our meeting? Y/N
☐ Does the hotel have space to store multiple boxes? Y/N
☐ How soon can packages be delivered to the hotel before the event?

☐ Is there a fee for storage? Y/N Explain:

☐ What is the process for shipping items from the hotel?

☐ Where is the package room and when is it normally open?

☐ How does the hotel notify our group if a package has arrived?

☐ Will hotel staff assist with the delivery of packages to meeting rooms? Y/N