SMITHSONIAN INSTITUTION
ACCESSIBILITY PROGRAM

Edited to conform with USDA Forest Service Regulations

EXHIBITION ACCESSIBILITY CHECKLIST

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	Measurements and Notes	Yes	No
I. ROUTE TO AND THROUGH THE EXHIBITION A. The route from the accessible entrance to the exhibition space and through the exhibition space is without obstructions and changes in level (or provides ramps, lifts, or elevators to negotiate those changes). The route has sufficient width (minimum 36" [914mm]), lighting (minimum 10 footcandles), and good directional signs. There are no protruding objects with bottom edges above 27" [685mm] or below 80" [2030mm] above the floor.	Width:_____ Light level:_____ Height:_____		
II. EXHIBITION SPACE **Exhibition Content and Collections** A. The exhibition content is offered in such a way that information can be gathered -- either redundantly or in part -- aurally, tactually, and visually. For example, someone who is deaf can understand all key points of an exhibition because he can receive the information visually; someone who is blind or has low vision can understand all the same key points by receiving the information both tactually and aurally. B. The content presentation offers several levels of intellectual access (i.e., people who have cognitive disabilities can understand key information presented in the exhibition).			

	Measurements and Notes	Y	N
Exhibition Content and Collections, Continued C. Objects, models, or reproductions that illustrate key exhibition information and convey a coherent story are available for tactile examination. D. Audio descriptions for exhibitions are integrated into larger presentations, such as highlights tours of a series of galleries. Audio description can be presented by staff, volunteers, or audio equipment. E. There are no obstructions to seeing objects in the exhibition space if the visitor is short or seated (e.g., high pedestals, railings that obscure the view). F. Railings can be detected by a cane. (Railings at the lowest point may be no higher than 27" [685mm] above the floor to be cane detectable.)	Height:_____		
Color In Exhibitions A. There is 70% light reflectance value contrast between the colors of the floors and the walls to differentiate vertical and horizontal planes. The following formula for determining contrast is located in the appendix section of the Americans with Disabilities Act Accessibility Guidelines, Section A4.30: Contrast = [(B1 - B2)/B1] x 100 where B1=light reflectance value of the lighter area and B2 = light reflectance value of the darker area. Note that in any application both white and black are never absolute; thus B1 never equals 100 and B2 is always greater than 0.	Contrast:_____		

	Measurements and Notes	Y	N
Color In Exhibitions, continued B. The furniture color contrasts the floor and walls nearby. Furniture should not be the same color as the flooring so that it can be seen clearly and does not become a tripping hazard. C. There are no patterns created by color and shape in the flooring which create an optical illusion of depth or height change. For example, a herringbone pattern of bricks with beveled edges may give the illusion of a raised edge at the center of each row; dark colors may appear as a lowered section of the floor. D. The colors work with the lighting to create a well-lit, easily navigated exhibition space. Dark colors will absorb the limited light; light colors may be reflected in cases, potentially creating confusing areas.			
Exhibition Lighting A. If light levels in galleries change from room to room, there is a gentle transition in lighting level from room to room. B. The level of light on circulation routes is at least 10 footcandles. If light levels are restricted by conservation requirements, there are at least 10 footcandles of light on the floor and label text. C. The light is adequate and even (i.e., not creating shadows and under-lit areas) across all objects and the galleries.	Light level:_____ Light level:_____		

	Measurements and Notes	Y	N
Exhibition Lighting, continued D. The lighting in the space minimizes the pooling of light and shadow on the floor that can cause problems with depth perception. E. The lighting minimizes the glare on the objects, labels, panels, and cases for a visitor who is either standing or seated. F. The visitor creates no shadows on objects, labels, and text when standing or sitting in front of them.			
Furniture in Exhibitions A. Cases, benches, and exhibit barriers are positioned so the circulation route is clear and predictable (i.e., cases and objects do not jut out unexpectedly). B. There is seating with arm and back support in the galleries and corridors (50% of the seating in every area is recommended). C. There is enough space (36" [914mm] wide for routes; 30" X 48" [760mm X 1220mm] for clear floor space; 5' [1525mm] diameter for turnaround) around all sides of exhibition cases for people using wheelchairs, walkers and crutches to circulate and view the exhibits.	Seats with back and arm support:_____ Total seats:_____ Route width:_____ Clear floor space:_____ X _____ Turnaround diameter:_____		

	Measurements and Notes	Y	N
Furniture in Exhibitions, continued D. The cases are not bumping or tripping hazards. Wall-mounted cases protruding out from the wall must have their lower edges no higher than 27" [914mm] above the floor to be cane detectable. If their lower edges are cane detectable, they can protrude any amount as long as they do not diminish the required 36" [914mm] wide circulation route. If they are higher than the 27" [685mm] maximum, they can project no more than 4" [100mm] from the wall. E. Case floors are low enough for someone who is short or seated to see everything inside the case. (Actual maximum floor height varies with the size and number of objects within the case.)	Lower edge height:_____ Route width:_____ Lower edge height:_____ Depth from wall:_____		
Labels in Exhibitions A. The letters are in a readable type face (sans serif or slab serif). B. The letters are in a readable size (minimum: 1/4" [6.5mm] x-height). C. There is enough letter spacing so that letters are neither crowded nor separated from each other by large amounts of white space. D. Type is flush left. Label text of more than 3 lines is never centered. E. There is sufficient color contrast between the letters and the background (a minimum of 70% is recommended).	X-Height:_____ Contrast:_____		

	Measurements and Notes	Y	N
Labels in Exhibitions, continued			
F. Letters are not printed over a patterned background in a way that they are difficult to read.			
G. The labels are placed so that they can be seen and read if someone is short or seated. (For example, labels should not be placed on a horizontal surface higher than 36" [914mm] above the floor.) Wall-mounted labels should be located between 43" [1220mm] and 67" [1675mm] above the floor (depending on type size) for easy viewing by both those seated and standing.	Height:_____		
H. Labels are placed in consistent, predictable locations, with relation to the objects, so that they are easy to find.			
I. The text is written in concise, simple language.			
J. Label text -- totally or in part -- is available in Braille, or on computer disk or audiotape.			
K. As with cultural and gender equity, where appropriate, information about the life experiences of people with disabilities is included in the content.			
L. When included, information regarding people with disabilities uses language that is correct and appropriate.			

	Measurements and Notes	Y	N
Audiovisuals and Manipulatives in Exhibitions			
A. There is enough room for a wheelchair user to use an interactive station. Wheelchair users need a clear floor space of at least 30" [760mm] wide by 48" [1220mm] long to use a station.	Width:_____ Length:_____		
They need knee clearance of 19" [485mm] deep X 27" [685mm] high x 30" [760mm] wide.	Depth:_____ Height:_____ Width:_____		
B. The controls at the stations are reachable by people who are short or seated. Controls, at the highest position, can be no higher than 48" [1220mm] above the ground. If the controls are obstructed by a barrier, they can be no higher than 42" [1065mm] above the barrier.	Height:_____		
C. The controls are not difficult to use. Controls must require use by only one hand, no more than 5 pounds of force, and no pinching, grasping, and twisting to operate.	Force required:_____		
D. The control buttons are large enough. Buttons should be at least 3/4" [19mm] at the smallest diameter.	Diameter:_____		
E. The interactives are captioned (including instructions for use) for those who cannot hear narration or instruction. If the presentation has no narration, there is a label to indicate this.			
F. If closed captioning is used, the decoder activator is clearly marked and easy to find.			
	Measurements and Notes	**Y**	**N**

Audiovisuals and Manipulatives in Exhibitions, continued G. Instructions for the interactive are easy to understand. H. The instructions are available in audio and in Braille. I. Audio presentations are not loud or located near each other so that they conflict with each other or provide distracting background noise. J. Audio-only presentations have provided a transcript of the narration within the exhibition space.			
Public Programming Spaces in Exhibitions A. An assistive listening system is available, and there are signs to indicate its availability and location. B. The presentation is captioned. The presentation with the captioning open. If the presentation has no narration, there is a label to indicate this. C. The presentation is audio described. Appropriate equipment for accessing the audio description is available on site, or directions for obtaining the equipment are shown at the exhibit entrance.			

	Measurements and Notes	Y	N
Public Programming Spaces in Exhibitions, continued			
D. There are locations for seating for wheelchair users (minimum 30" [760mm] wide by 48" [1220mm] long), and there are signs to indicate the locations. Required number of seating locations are listed at the end of this checklist.	Width:_____ Length:_____ Total seating capacity: _____ Number of wheelchair seating locations:_____		
E. Designated wheelchair locations are dispersed to provide a variety of views comparable to those offered in fixed seat locations.			
F. Locations for wheelchair users are next to spaces with seats.			
G. One percent of the total seats (no fewer than one seat) are available with removable or no armrests. These seats are located on the aisle. These are marked as accessible to people with disabilities.	Number of locations with removable armrests:_____		
H. If there is a raised stage designated for audience and staff involvement, it must be accessible from both the audience level and behind stage with the following characteristics: 1. There is a ramp that meets all access requirements up to the stage. 2. There is enough maneuvering room on the stage for a wheelchair user. 3. There is a detectable warning at the edge of the stage (e.g., railing, color strip, detectable surface change).			
	Measurements and Notes	**Y**	**N**

Emergency Egress A. Emergency routes out of the exhibition are accessible paths of travel (i.e., free of changes in level, sufficient width and light level, accessible doors and hardware, accessible signs directing to the exits). B. Emergency routes connect directly to accessible routes within the museum. C. Emergency exits are obvious and clearly marked as such. D. There are the required number and configuration of visual fire alarms within the gallery space. E. Information on emergency egress (i.e., floor plans indicating accessible egress) is available to visitors. F. The information on emergency egress is available in large print, in Braille, and on audiotape.	# Visual fire alarms:_____		

Capacity of seating in assembly areas	Number of required wheelchair locations
4 to 25	1
26 to 50	2
50 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
Over 1000	20 plus 1 for each 100 over 1000