Condominium Home Owners Association of British Columbia
Leadership, Education and Resources for Strata Owners Across BC
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Checklist for Accessible Elevators

Accessible Elevator Features	How does our building compare?	Determine next steps and timing
Is the elevator easy to locate? ➢ The elevator is in a central location, accessible from the main entrance and along the main corridors of each floor. ➢ Clearly indicate the direction to the elevator. Directional signs, such as blade signage (mounted perpendicular on the walls), indicate the elevator location in multiple ways by using graphics or raised lettering. ➢ Consider installing tactile directional indicators from the building's main entrance to the elevator.		
Is the route to the elevator and space in front of the elevator accessible? ➢ The route along the main corridor to the elevator is barrier-free for easy access. ➢ Include seating for users to rest on or to place objects they are carrying on while waiting for the elevator. ➢ There is enough space outside of the elevator for people with disabilities to wait and move around if using mobility devices. Allow for a large enough turning radius in the elevator lobby area.		
Is the elevator easy to call? ➢ The elevator call buttons are: o At a level suitable for those using mobility devices. o Located on the wall between elevators or to the left of the elevator. o Easily identifiable by colour contrast and raised symbols. o Call buttons protrude from the base so users with lower manual dexterity can easily activate them. o Call buttons have tactile and braille with light activation for people with visual impairments.		

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○ Note, voice activate systems must co-exist with other call button systems as they do not work for people who are d/Deaf or hard of hearing. ➢ The control panel for call buttons in the elevator cabin is best located along the side wall so people in wheelchairs, mobility devices, or with service animals can easily use the panel.		
How accessible is the elevator for entry and exit? ➢ The elevator self-levels each time the elevator stops at a floor, where the floor of the elevator lobby and the cabin are flush. ➢ The elevator doors remain completely open for 8 – 10 seconds. ➢ The door has an automatic, non-contact door reopener to ensure it does not close on a passenger.		
Is the interior of the elevator cabin accessible? ➢ Lighting in the elevator is evenly distributed with no surfaces that cause glare or reflections. ➢ The cabin has handrails that are easy to grasp, encircle the cabin, return into the walls, and stop before the control panel. ➢ A flip-down seat is provided for people who may be unsteady or need a rest. ➢ The walls and floor colour contrast where the walls are slightly darker than the floor; the floor is a similar tone to the lobby floor. ➢ Ideally elevators are designed to flow-through so people with mobility devices do not have to turn around. ➢ The cabin fits an ambulance stretcher and be easy for a large mobility device to turn around.		
Does the elevator have an emergency communication system? ➢ The communication system is sound activation along with text. ➢ Each floor of the building has clear evacuation instructions and directional signage for additional accessible egress.		
Is there a maintenance plan to keep the elevator system accessible and continuously in service?		

Note: This checklist presents suggestions for consideration. Consult with local authorities as well as agencies and governing bodies responsible for accessibility before planning for accessibility.

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