

Accessible Office Checklist

Portland Community College

What makes an office accessible...

...to people who use wheelchairs?

- A clear pathway through your area that is 36" wide (doorways can be 32").
- Interior doors open with less than five pounds of force with clear space all around.
- Countertops or service windows that are no higher than 34" from the floor.
- Self-serve materials placed within easy reach.
- Workstations or writing desks no higher than 34" and which have at least 27" clear knee space from bottom of the work surface to the floor.
- A 60" diameter clear circular area for a wheelchair to turn around.
- Someone who knows where the nearest All-User restroom is located.

...to people who are blind or low-vision?

- A clear pathway through your area that has:
 - No objects overhead that are lower than 80" from the floor.
 - No objects protruding from the walls more than 4" and if the bottom edge of the protruding object is higher than 27" from the floor (for cane detection).
 - No objects (such as folding signs) in "unexpected" places that are away from walls, or placed where someone would run into them when reaching for a handrail or elevator button.
- Written materials available by request in enlarged or electronic format.
- Good lighting. Report all lighting concerns to Facilities Management Services (FMS).

...to people who are deaf or hard-of-hearing?

- Telecommunication Relay Service (a free national service) provides two-way translation for people who use Telecommunications Devices for the Deaf (TDD).

...to people who have stamina problems?

- Chairs available where long lines form.

...to people who have allergies and respiratory conditions?

- Staff members who refrain from wearing scented products.

Some final thoughts...

- Refer to PCC's "Facility Standards Regarding Accessibility" at [website link].
- Contact Facilities Management Services (FMS) before you begin to make any cubicle or office modifications.