*Complete a separate checklist for* ***EACH*** *accessible workstation*

Office: Monitor: Date:

Number of standing workstations: Number of sitting workstations: Number of accessible workstations: Accessible workstation location:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meets** | | **Requirement** | **Monitor Notes** |
| YES | NO | 1 accessible for every 25 workstations |  |
| YES | NO | Working surface 28-34” above floor |  |
| YES | NO | Knee and toe clearance at least 27” high by 30” wide by 17-25” deep |  |
| YES | NO | Working area at least 36” wide |  |
| YES | NO | Clear floor space at least 30” wide by 48” long for approach |  |
| YES | NO | Labeled with ISA that can be seen from above |  |
| YES | NO | Located at the end of an aisle or as a stand-alone station |  |
| YES | NO | Located throughout Resource Room, not grouped in one place (if more than one) |  |
| YES | NO | Paper copy of Assistive Technology Guide | Revision Date: |
| YES | NO | Paper copy of Auxiliary Aids List | Revision Date: |
| YES | NO | Computer has minimum of 4 GB RAM |  |
| YES | NO | JAWS starts automatically when computer is booted; Ctrl+Alt+ J opens menu |  |
| YES | NO | MAGic starts automatically when computer is booted; Ctrl+Alt+ M opens menu |  |
| YES | NO | Screen contains ONLY the following icons and each icon opens correctly:  JAWS, MAGic,  Magnifier, Narrator,  Word, Excel,  PowerPoint, Chrome,  Internet Explorer, Firefox,  wrksolutions.com, workintexas.com,  Assistive Technology Guide,  List of Auxiliary Aids,  Screen Reader friendly EO is the Law  (English and Spanish) | *optional icons* –  FS Reader,  Recycle bin,  Cover Sheet,  Libraries,  Resume writing software,  O-Net Interest Profiler,  PetroChem Works |
| YES | NO | 22” or larger monitor |  |
| YES | NO | Trackball Mouse |  |
| YES | NO | Standard Mouse |  |
| YES | NO | Large Print Keyboard |  |
| YES | NO | Headphones |  |
| YES | NO | Adjustable Height Chair |  |