

Workplace Accommodation Rating System and Standards (WARSS)

Part 1

The questions in this survey ask about the physical environment of your company/ organization. If you work in a complex with multiple buildings, please base your responses on the building in which you primarily work.

When considering each question, think about your own opinions and perceptions. Answers should be based on your experiences within your current position at work. There is no right or wrong answer. It is important that you give the response you feel best fits your situation. All information you provide in this survey is confidential.

Parking Areas

Describe the parking areas that you are able to use. For this survey, a "parking area" is a surface lot, deck, garage, or street parking.

Is there any on-site parking for employees?

- Yes
- No

Logic: Show if "Is there any on-site parking for employees?" has one of the following answers ("Yes")

Do you use a parking area at work?

- Yes
- No

Page entry logic: This page will show when: Question "Do you use a parking area at work?" has one of the following answers ("Yes")

Describe the parking areas that you are able to use. For this survey, a "parking area" is a surface lot, deck, garage, or street parking.

How many of the parking areas are you able to use?

- All available parking areas
- Some parking areas

Think about the area(s) where you regularly park. Do employees without disabilities also park here?

Yes

No

Logic: Show if "Think about the area(s) where you regularly park. Do employees without disabilities also park here?" has one of the following answers ("No")

If you choose to park in an area that is separate from your other coworkers, why do you choose to park there? _____

Physical Environment - Entrance

The following questions are about the company/organization entrance(s) that you are able to use and the paths that you take to get there from the parking area, public transportation, or drop off areas.

Is the company/organization entrance that you use an exterior building entrance?

- Yes, people enter the company/organization directly from the outside.
- No, people enter from a common area shared by other businesses, such as a lobby, hallway, or mall.

Logic: Show if "Is the company/organization entrance that you use an exterior building entrance?" has one of the following answers ("No, people enter from a common area shared by other businesses, such as a lobby, hallway, or mall.")

Is there more than one exterior building entrance?

- Yes
- No

Logic: Show if "Is there more than one exterior building entrance?" has one of the following answers ("Yes")

How many of the building entrances are you able to use?

- All entrances
- Some entrances

Logic: Show if "Is the company/organization entrance that you use an exterior building entrance?" has one of the following answers ("No, people enter from a common area shared by other businesses, such as a lobby, hallway, or mall.")

How many paths to those building entrances are you able to use?

- All paths
- Some paths

Page entry logic: This page will show when: Question "Is the company/organization entrance that you use an exterior building entrance?" has one of the following answers ("No, people enter from a common area shared by other businesses, such as a lobby, hallway, or mall.")

Logic: Show if "Is there more than one exterior building entrance?" has one of the following answers ("Yes")

Do you typically use a separate building entrance from your coworkers?

- Yes
- No

This measurement tool was produced by Georgia Tech's Center for Inclusive Design & Innovation (CIDI) for the Disability Rehabilitation Research Project on Universal Design Practices to Enhance Work Outcomes (#90DP0049), funded by the National Institute on Disability, Independent Living and Rehabilitation Research (NIDILRR). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this tool do not necessarily represent the policy of NIDILRR, ACL, or HHS, and you should not assume endorsement by the Federal Government.

Logic: Show if "Do you typically use a separate building entrance from your coworkers?" has one of the following answers ("No")

Do you typically use a path to the building entrance that is separate from your coworkers?

- Yes
- No

Logic: Hidden unless: (Question "Do you typically use a separate building entrance from your coworkers?" has one of the following answers ("Yes") OR Question "Do you typically use a path to the building entrance that is separate from your coworkers?" has one of the following answers ("Yes"))

If you choose to use an entrance and/or path that is separate from your other coworkers, why do you choose to do so? _____

Is there more than one entrance to the company/organization?

- Yes
- No

Logic: Show if "Is there more than one entrance to the company/organization?" has one of the following answers ("Yes")

How many of the entrances to the company/organization are you able to use?

- All entrances
- Some entrances

How many paths to those entrances are you able to use?

- All paths
- Some paths

Logic: Show if "Is there more than one entrance to the company/organization?" has one of the following answers ("Yes")

Do you typically use a separate entrance to the company/organization from your coworkers?

- Yes
- No

Logic: Show if "Do you typically use a separate entrance to the company/organization from your coworkers?" has one of the following answers ("No")

Do you typically use a path to those entrances that is separate from your coworkers?

- Yes
- No

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Logic: Show if "Do you typically use a separate entrance to the company/organization from your coworkers?" has the answer ("Yes") OR "Do you typically use a path to those entrances that is separate from your coworkers?" has the answer ("Yes")

If you choose to use an entrance to the company/organization and/or path that is separate from your other coworkers, why do you choose to do so? _____

Describe the level changes that you encounter when traveling to the company/organization entrance.

The route to the company/organization entrance involves: (check all that apply)

- No level changes
- A slight level change (e.g., a couple of steps)
- A full level change (e.g., to another floor)

Logic: Show if "The route to the company/organization entrance involves:" has one of the following answers ("A slight level change", "A full level change")

If there are level changes, what do you use to access the company/organization entrance?

Please select all that apply.

- A curb or single step
- A set of 2-5 steps
- A set of 6 or more steps
- An elevator
- A wheelchair lift (vertical or inclined)
- A stair lift (chair that moves along a track up/down a stairway)
- A ramp
- An escalator
- An alternate travel route

Logic: Show if "If there are level changes, what do you use to access the company/organization entrance?" has one of the following answers ("A ramp")

Are these ramps regularly used both by employees with and without disabilities?

- Yes
- No

Logic: Show if "If there are level changes, what do you use to access the company/organization entrance? Please select all that apply." has one of the following answers ("An elevator")

Are these elevators regularly used both by employees with and without disabilities?

- Yes
- No

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Moving Around the Company/Organization

Describe the level changes that you encounter when traveling around the company/organization.

Routes within the company/organization involve: (check all that apply)

- No level changes
- A slight level change (e.g., a couple of steps)
- A full level change (e.g., to another floor)

Logic: Show if "Routes within the company/organization involve: (check all that apply)" has one of the following answers ("A slight level change (e.g., a couple of steps)", "A full level change (e.g., to another floor)")

If there are level changes, what do you use to travel around the company/organization?

Please select all that apply.

- A curb or single step
- A set of 2-5 steps
- A set of 6 or more steps
- An elevator
- A wheelchair lift (vertical or inclined)
- A stair lift (chair that moves along a track up/down a stairway)
- A ramp
- An escalator
- An alternate travel route

Logic: Show if "If there are level changes, what do you use to travel around the company/organization? Please select all that apply." has one of the following answers ("A ramp")

Are these ramps regularly used both by employees with and without disabilities?

- Yes
- No

Logic: Show if "If there are level changes, what do you use to travel around the company/organization? Please select all that apply." has one of the following answers ("An elevator")

Are these elevators regularly used both by employees with and without disabilities?

- Yes
- No

Common Areas

What types of common areas are in the workplace? Please select all that apply.

- Meeting spaces
- Informal gathering spaces (e.g., break room, lounge)
- Cafeteria
- Supply area or stock room
- Copy area
- Other areas specific to your work (e.g., mail area, machine shop, library, locker room):

Other (2): _____

Other (3): _____

None

Which locations are you able to get to? Please select all that apply.

- All colleagues' work areas
- All supervisors' work areas
- All meeting spaces
- All informal gathering spaces (e.g., break room, lounge)
- All cafeterias
- All supply areas or stock rooms
- All copy areas
- All other common areas specific to your work (that you listed above)
- None of these

Logic: Show if "Which locations are you able to get to? Please select all that apply." is not one of the following answers ("None of these")

Which destinations require you to take a different route compared to your colleagues? Please select all that apply.

- One or more colleagues' work areas
- One or more supervisors' work areas
- One or more meeting spaces
- One or more informal gathering spaces (e.g., break room, lounge)
- One or more cafeterias
- One or more supply areas or stock rooms
- One or more copy areas
- One or more other common areas specific to your work (that you listed above)
- None of these (the main route to all of these locations is accessible)

Restrooms

Please describe the restrooms that are in your company/organization.

How many of the employee restrooms have accessible features (e.g., larger stall, grab bars, open space under sink)?

- All restrooms (note: "all" may be the sole restroom)
- Some restrooms
- None

How many of the employee restrooms (for your gender) are you able to use?

- All restrooms
 - Some restrooms
 - None
-

Workstations

Are the workstations of work groups (e.g., teams, departments, units) located close together?

Yes

No

Logic: Show if "Are the workstations of work groups (e.g., teams, departments, units) located close together?" has one of the following answers ("Yes")

Do you work in the same location as your work group?

Yes

No

What type of work space(s) do you use? Check all that apply.

Private or semi-private space surrounded by at least three walls (e.g., office, cubicle)

Open space (e.g., sales floor)

Logic: Show if "What type of work space(s) do you use?" has one of the following answers ("Private or semi-private space surrounded by at least three walls (e.g., office, cubicle)")

Think about the workstation(s) that you use in a private or semi-private space. Who uses your workstation(s)? Check all that apply.

Used only by myself

Used by multiple people at different times

Logic: Show if "What type of work space(s) do you use?" has one of the following answers ("Open space (e.g., sales floor)")

Think about the workstation(s) that you use in an open space. Who uses your workstation(s)? Check all that apply.

Used only by myself

Used by multiple people at different times

Logic: Hidden unless: ((Question "What type of work space(s) do you use?" is exactly equal to ("Private or semi-private space surrounded by at least three walls (e.g., office, cubicle)", "Open space (e.g., sales floor)") OR Question "Think about the workstation(s) that you use in a private or semi-private space. Who uses your workstation(s)?" is exactly equal to ("Used only by myself", "Used by multiple people at different times")) OR Question "Think about the workstation(s) that you use in an open space. Who uses your workstation(s)?" is exactly equal to ("Used only by myself", "Used by multiple people at different times"))

Which combination of work space and workstation type do you use most often?

- Private/semi-private space & workstation used only by myself
- Private/semi-private space & workstation used by multiple people
- Open space & workstation used only by myself
- Open space & workstation used by multiple people

Do you use the same type of work space compared to everyone else who has your type of job?

- Yes
- No
- Nobody else in my organization has my type of job

Page entry logic: This page will show when: Question "Do you use the same type of work space compared to everyone else who has your type of job?" is not one of the following answers ("Nobody else in my organization has my type of job")

What type of work space(s) are used by your coworkers with your type of job? Check all that apply.

- Private or semi-private space surrounded by at least three walls (e.g., office, cubicle)
- Open space (e.g., sales floor)

Logic: Show if "What type of work space(s) are used by your coworkers with your type of job? Check all that apply." has one of the following answers ("Private or semi-private space surrounded by at least three walls (e.g., office, cubicle)")

Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in private or semi-private spaces? Check all that apply.

- Used only by one person
- Used by multiple people at different times

Logic: Show if "What type of work space(s) are used by your coworkers with your type of job? Check all that apply." has one of the following answers ("Open space (e.g., sales floor)")

Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in open spaces? Check all that apply.

- Used only by one person
- Used by multiple people at different times

Page entry logic: This page will show when: Question "Do you use the same type of work space compared to everyone else who has your type of job?" is not one of the following answers ("Nobody else in my organization has my type of job")

Logic: Show if "Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in private or semi-private spaces? Check all that apply." has one of the following answers ("Used only by one person")

Think about the workstations used by coworkers with your type of job. How many of the private or semi-private space / single-user workstations do you think you would be able to use?

- All workstations
- Some workstations
- No workstations
- Don't know

Logic: Show if "Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in private or semi-private spaces? Check all that apply." has one of the following answers ("Used by multiple people at different times")

Think about the workstations used by coworkers with your type of job. How many of the private or semi-private space / multiple-user workstations do you use (if shared) or think you would be able to use?

- All workstations
- Some workstations
- No workstations
- Don't know

Logic: Show if "Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in open spaces? Check all that apply. " has one of the following answers ("Used only by one person")

Think about the workstations used by coworkers with your type of job. How many of the open space / single-user workstations do you think you would be able to use?

- All workstations
- Some workstations
- No workstations
- Don't know

Logic: Show if "Think about the workstations used by your coworkers with your type of job. Who uses the workstations that are in open spaces? Check all that apply. " has one of the following answers ("Used by multiple people at different times")

Think about the workstations used by coworkers with your type of job. How many of the open space / multiple-user workstations do you use (if shared) or think you would be able to use?

- All workstations
 - Some workstations
 - No workstations
 - Don't know
-

Page entry logic: This page will show when: Question "What types of common areas are in the workplace? Please select all that apply." has one of the following answers ("Meeting spaces")

Meeting Spaces (A1)

Next, describe the characteristics of the spaces regularly used by your department for meetings.

How many of the meeting spaces can be used by you in person (i.e., not via teleconference)?

- All available meeting spaces
- Most meeting spaces (50% or more)
- Some meeting spaces (less than 50%)
- None

Logic: Show if "How many of the meeting spaces can be used by you in person (i.e., not via teleconference)?" has one of the following answers ("All available meeting spaces", "Most meeting spaces (50% or more)", "Some meeting spaces (less than 50%)")

What options for seating locations are available to you in any of the meeting spaces that you use? Please select all that apply.

- I can choose to sit anywhere within the meeting space.
 - I can sit with the group (e.g., "sit at the table"), but have limited places to sit (e.g., must sit at the end of the table closest to the door).
 - I can use the space, but must sit separate from the group (e.g., at a separate, accessible table).
-

Page entry logic: This page will show when: Question "What types of common areas are in the workplace? Please select all that apply." has one of the following answers ("Informal gathering spaces (e.g., break room, lounge)")

Break Rooms / Lounges (A1)

Describe the characteristics of the other spaces where people gather (e.g., break room, lounge). Do not include cafeterias in your answers.

How many of the informal gathering spaces can be used by you?

- All available break rooms or lounges
- Most break rooms or lounges (50% or more)
- Some break rooms or lounges (less than 50%)
- None

Logic: Show if "How many of the informal gathering spaces can be used by you?" has one of the following answers ("All available break rooms or lounges", "Most break rooms or lounges (50% or more)", "Some break rooms or lounges (less than 50%)")

What options for seating locations are available to you in any of the gathering spaces that you use? Please select all that apply.

- I can choose to sit anywhere within the informal gathering space.
 - I can sit with the group (e.g., "sit at the table"), but have limited seating options (e.g., must sit at the end of the table closest to the door).
 - I can use the space, but must sit separate from the group (e.g., at a separate, accessible table).
-

Page entry logic: This page will show when: Question "What types of common areas are in the workplace? Please select all that apply." has one of the following answers ("Cafeteria")

Cafeteria (A1)

Earlier, you indicated that you had one or more cafeterias that are used as a dining space for employees (not as your workspace). Please describe the characteristics of the cafeteria(s).

How many of the cafeterias can be used by you?

- All available cafeterias
- Some cafeterias
- None

Logic: Show if "How many of the cafeterias can be used by you?" has one of the following answers ("All available cafeterias", "Some cafeterias")

What options for seating locations are available to you in any of the cafeterias that you use? Please select all that apply.

- I can choose to sit anywhere within the cafeteria.
- I can sit with the group (e.g., "sit at the table"), but have limited seating options (e.g., must sit at the end of the table closest to the door).
- I can use the space, but must sit separate from the group (e.g., at a separate, accessible table).