



Co-funded by
the European Union

Good Practices Collection as a tool for Accessibility Audits

We hold the Key to Accessibility



Introduction to a Checklist

While the aim is to create a universally accessible built environment, achieving absolute perfection in this regard is not feasible. Instead, a realistic objective is to establish a barrier-free environment that offers reasonable access to the widest possible range of users. To reach this goal, it is essential to identify potential obstacles that hinder the desired level of accessibility for individuals with various disabilities and to systematically remove these barriers from the built environment.

In the context of this checklist, the term "accessible" is defined as "generally or reasonably accessible to most individuals, including those with severe disabilities."

This checklist is designed to evaluate a building's accessibility for the following nine categories of disabled individuals:

- *Visually impaired*
- *Hard of hearing*
- *Reduced mobility - wheelchair users*
- *Reduced mobility - users of walking aids*
- *Reduced mobility - without walking aids (impairments in strength, dexterity, coordination)*
- *Developmentally disabilities (mentally challenged, intellectual disabilities, learning disabilities)*
- *Temporary challenges (conditions such as obesity, pregnancy, or pushing a strollers)*
- *Individuals with addiction, alcoholism, or allergies*
- *Elderly people and children*

This checklist is intended to assess the necessary modifications required to achieve a reasonably barrier-free design in buildings.

Section One addresses the accessibility of the office building from the surrounding community and the exterior access on the building site.

Section Two focuses on the accessibility of the building's entrance, lobby, circulation and common use areas, offices, washrooms, and all other areas where employees and visitors require access.

Section Three underlines the topic of fire security issues.



Accessibility Compliance Checklist for Barrier-Free Buildings

Building Name:

Address:

Date of Survey:

Section 1: Accessibility to the Building Site

A. Transportation

Air

	Yes	No	N/A	Remarks:
Any Airport nearby? Distance to the nearest airport: _____ km				
Is the airport building accessible?				
Is there an airplane ramp that can be used by wheelchairs?				
Distance to nearest airport bus or limousine: _____ km				
Is the bus or limousine accessible in a wheelchair?				

Water

	Yes	No	N/A	Remarks:
Distance to passenger loading dock: _____ km				
Is the dock accessible to wheelchairs?				
Is the dock safe for blind people?				
Are the passenger facilities at the dock accessible?				
Are the boarding facilities (ramps) accessible?				

Land

	Yes	No	N/A	Remarks:
1. Distance to nearest railroad station: _____ km				
Is the station accessible?				
Is there a drop-off for wheelchairs at the railroad station?				
Is there parking designated for disabled persons at the railroad station?				
Are the passenger loading docks accessible?				
Can a wheelchair get to the train from a loading dock?				
Are the railroad coaches accessible?				
2. Distance to nearest commuter train stop: _____ km				
Is there an accessible loading area?				
Is there a drop-off for wheelchairs at the commuter stop?				
Is there a designated parking space for cars transporting wheelchair users at the commuter station?				
Is there an accessible shelter for people waiting for the commuter train?				
Is the commuter passenger loading dock accessible?				
Can a wheelchair get to the commuter train from the loading dock?				
Are the commuter train coaches accessible?				
Are the passenger loading docks accessible?				
Can a wheelchair get on the bus from the loading dock?				
Is the coach accessible?				

Land



Yes No N/A Remarks:

4. Approximate distance to nearest public transportation: _____ m				
Is there streetcar service? Is it accessible?				
Is there trolley bus service? Is it accessible?				
Is there transit bus service? Is it accessible?				
Is there a shelter? Is it accessible?				
Is there a Dial-a-bus service?				
Is there a subway service? Name of nearest station: _____				
Is the station accessible?				
Are the subway coaches accessible from the loading platform?				
Are the coaches accessible?				
5. Is there another public transportation service? Specify: _____				
Is it accessible?				

SUBTOTAL

--	--	--

Section 1A

B. Exterior Access on the Building Site

Vehicular (Car, Van, Limousine)

	Yes	No	N/A	Remarks:
Is there a parking space identified as reserved for vehicles for disabled persons close to an accessible entrance? _____ m to entrance				
Is there an international symbol of access indicating the direction to the designated parking area?				
Are there signs indicating the direction to the entrance for disabled persons?				
Are there parking spaces 3.7 m wide for persons using wheelchairs or braces or crutches?				
Is the wheelchair transfer space on a level surface?				
Does the designated parking space lead directly to an accessible entrance without crossing vehicular traffic?				
Can a car be left in the designated parking area without having to be reparked by a driver after the disabled person is unloaded?				
Is the parking area for disabled persons sheltered from rain, snow, and ice?				
Is the taxi or car drop-off sheltered?				

Pedestrian

	Yes	No	N/A	Remarks:
1. Are the public walks at least 1500 mm wide? Actual width: _____ mm				
Does the walk have a slip-resistant surface?				
Does the sidewalk have curb cuts?				
Are walks on a continuous run without steps or abrupt changes in level?				
Are there tactile cues at the top and bottom of stairs, ramps, and curbs?				
Are the walks free from projecting obstacles (for blind users)?				
2. Is the gradient of the ramp 6% or less? Actual slope: _____				
Is the gradient of the ramp between 5% and 8%? Actual slope: _____				
Is the length of run between landings less than 9 m?				
Is the surface of ramps slip-resistant?				
Is there a level landing at least 1500 mm x 1500 mm at the bottom of the ramp?				
Is there a level landing at each change of direction of the ramp?				
Is the intersection of the ramp and the landing at a right angle to the direction of travel (i.e., two wheels hit the landing at the same time)?				
Is there a level landing at the top of the ramp at least 1500 mm long x 900 mm wide (1500 mm wide if a door swings onto it)?				

Pedestrian

	Yes	No	N/A	Remarks:
Is there a suitable handrail on at least one side of the ramp 800 to 920 mm in height?				
Does the handrail extend 300 mm beyond the top and bottom of the ramp?				
Does the handrail have tactile warning for blind users?				
On free-standing ramps narrower than 1500 mm, are there upturned edges 25 to 50 mm high for safety or protection bars no more than 200 mm above the ramp surface?				
Is the ramp protected from rain, snow, and ice?				
3. Is the common-use patio accessible?				
4. Is the common-use balcony accessible?				
5. Is the communal roof deck accessible?				
6. Is the garden accessible?				
7. Outdoor lighting:				
Is the light soft enough?				
Is the light bright enough?				
Is it sufficiently uniform?				
Is it free from glare?				
8. Outdoor signage for directional orientation:				
Are the characters large enough?				
Is the design easy to read?				
Is there enough contrast?				
Is the sign well-lit?				
Is it legible by touch?				
9. Are the following items positioned in the street so that they do not cause an obstruction for blind persons or persons using wheelchairs, walkers, crutches, braces, canes, or other walking aids?				
Trees				
Planters				
Poles				
Signs				
Guy wires				
Parking meters				
Fire hydrants				
Benches				
Trash containers				
Newspaper boxes				
Mailboxes				
Sculptures				
Drinking fountains				
Reflecting fountains				

Pedestrian

	Yes	No	N/A	Remarks:
Ornamental fountains				
Other (specify): _____				
10. Are the following community facilities within 1500 m and accessible to disabled persons?				
Food store				
Drug store				
Liquor store				
Restaurant				
Bank				
Clothing store				
Hardware store				
Post office				
Doctor's office (G.P.) or clinic				
Dental services				
Community center				
Daycare center for children				
Daycare center for adults				
Kindergarten				
School				
College				
University				
Preschool playground				
School-age playground				
Adult recreational facilities				
Public open space or park				
Place of worship				
Theatre				
Cinema				
Stadium or arena				
Other (specify): _____				

SUBTOTAL				Section 1B
SUBTOTAL				Section 1A + 1B

Section 2: Accessibility Within the Building

A. Entrance to the Building

	Yes	No	N/A	Remarks:
1. Is there at least one primary entrance usable without assistance by someone in a wheelchair?				
2. Are there any other accessible entrances?				
3. Is the main entrance accessible from the outside without having to use steps or stairs?				
4. Number of steps: _____				
Do they have an adequate handrail?				
5. Is there a ramp outside the main entrance?				
Are there handrails at the ramp at a height of 800 to 920 mm?				
6. Is there a level, paved area at least 1500 x 1500 mm outside the door?				
7. Is the threshold less than 15 mm high?				
8. Is the accessible entrance identified by the international symbol of access?				
9. Is there an automatic door opening device?				
10. Can the accessible exterior door be opened with a force of less than 36 N?				
11. Can the interior door be opened with a force of less than 22 N?				
12. Does the door have a clear opening of at least 900 mm?				
13. Are the door handles 760 to 915 mm from the floor? (Levers - Knobs - Bars - Other)				
14. Is there space to manoeuvre a wheelchair in the vestibule?				
15. Are the floor surfaces slip-resistant?				
16. Is the doorbell or call button lower than 900 mm?				
17. Where turnstiles are used, is there a clearly marked alternate route not less than 900 mm wide?				
18. Are doors operable by a single effort? (Two-leaf doors are not usable by disabled persons unless one of the two meets minimum clear opening requirement of 760 to 900 mm)				
19. Is there a level floor for at least 1500 mm on both sides of the door and at least 600 mm beyond door width on the opening side?				
20. Do the door closers allow the use of the doors by disabled persons (delayed action)?				
21. Are the lock and opening mechanisms operable with one hand?				

Additional comment regarding main entrance:	
Additional comment regarding other entrances:	

SUBTOTAL

--	--	--

Section 2A

B. Horizontal Circulation (Communal Use)

	Yes	No	N/A	Remarks:
1. Is the lobby accessible?				
2. Is directional orientation provided in the lobby?				
3. Is directional orientation provided elsewhere? Specify: _____				
4. Is directional orientation accessible to the blind?				
5. Are cloakrooms visible from the lobby?				
6. Is the checkroom counter less than 835 mm high?				
7. Is there an accessible cloakroom (hanging rod or hooks less than 1420 mm high)?				
8. Is there an accessible mailbox?				
9. Is the corridor at least 1500 mm wide where wheelchairs must pass one another?				
10. Are the corridors for single wheelchair use at least 940 mm wide?				
11. Are the floors on each storey at a common level or connected by a ramp?				
12. Do corridors have slip-resistant floor surfaces?				
13. Does the carpeting allow the free movement of wheelchairs (i.e., it is not deep pile nor directional weave; does not bunch up or glide, etc.)?				
14. Is the floor covering depressed less than 85 mm under a pressure of 200 kPa (30 psi)?				
15. Are all surfaces free from glare?				
16. Is there a clear demarcation of differences in floor level?				

SUBTOTAL

--	--	--

Section 2B

C. Vertical Circulation

Elevators

	Yes	No	N/A	Remarks:
1. Is there an elevator that is accessible from the entrances used by a person in a wheelchair?				
2. Does the accessible elevator serve all floors including garage levels?				
3. Is there a 1500 mm turning circle in front of the elevator doors?				
4. Are the elevator car dimensions sufficient to accommodate a wheelchair (minimum 1370 x 1300 mm)?				
5. Is the elevator designed for passenger use?				
6. Does the accessible elevator car stop precisely at floor level or within 15 mm?				
7. Is the door opening at least 900 mm wide?				
8. Is the door equipped with an automatic safety reopening device?				
9. Is the gap between the car and the building floor less than 35 mm?				
10. Are the controls accessible from a wheelchair?				
11. Are controls accessible to the blind (raised symbols)?				
12. Are there audible signals for the blind?				
13. Is there emergency communication within reach?				
14. Is there a handrail in the car?				
15. Is there a floor designation on both door jambs, numbers at least 40 mm high, raised at least 1 mm, located 1370 to 1500 mm above the floor?				

Stairs

	Yes	No	N/A	Remarks:
1. Location: _____ (Unless all stairs are the same, use separate sheet for each stairs)				
2. Is there an alternative to the stairs?				
3. Are the stairs well-lit (50 lx min. with 300 lx at top and bottom)?				
4. Are there handrails at a height of 920 mm? Actual height: _____ mm				
5. Does the handrail extend at least 300 mm beyond the top step?				
6. Does the handrail extend at least 300 mm beyond the bottom step?				
7. Are the risers less than 180 mm high?				
8. Are the treads more than 265 mm deep?				
9. Do the treads have a slip-resistant finish or skid-resistant strips?				
10. Are the edges clearly marked for visually impaired people?				
11. Have open risers been avoided?				

12. If there is a nosing, is it designed to prevent tripping?				
13. Have winders been avoided?				

Ramps

	Yes	No	N/A	Remarks:
1. Are ramps provided?				
2. Is the location of each ramp indicated by an international symbol of access?				
3. Is the length between landings less than 9000 mm?				
4. Is the ramp width at least 900 mm?				
5. Does the ramp have a gradient which is 1/20 or less?				
6. Is the gradient 1/12 or less? Actual slope: _____				
7. Is the surface of the ramp slip-resistant?				
8. Is there a level landing at the bottom of the ramp at least 1500 mm long and 900 mm wide and 1500 mm wide if a door swings into it?				
9. Is there a level landing at each change of direction?				
10. Do two wheels of the wheelchair hit the slope or the landing at the same time?				
11. Is there a level landing at the top of the ramp at least 1500 mm long and 900 mm wide and 1500 mm wide if a door swings into it?				
12. Is there a suitable handrail on at least one side of the ramp 800 to 920 mm in height?				
13. Does the handrail extend 300 mm beyond the top and bottom of the ramp?				
14. Does the handrail have tactile warning for blind users?				
15. On free-standing ramps narrower than 1500 mm, are there upturned edges 25 to 50 mm high for safety or protective bars no more than 200 mm above the ramp surface?				
16. Is the ramp well-lit (50 lx min. with 300 lx at top and bottom)?				

SUBTOTAL

--	--	--

Section 2C

D. Communal Facilities

	Yes	No	N/A	Remarks:
1. Are there any accessible drinking fountains in the public areas?				
2. Are they hand-operated?				
3. Does the fountain base allow adequate foot clearance for a wheelchair user?				
4. Is the water jet 900 mm or less from the floor?				
5. Is the drinking fountain positioned so as not to be a hazard for blind persons?				
6. Is there a public telephone that is accessible to wheelchair users and that has coin slot and dial 1200 mm or less above the floor?				
7. Is there a telephone equipped for persons with hearing disabilities?				
8. Are switches and essential controls such as lights, ventilation, fire alarms, elevator call, and all similar controls within reach of a person in a wheelchair (1200 mm max. height)?				
9. Are audible warning signals accompanied by simultaneous visual signals for persons with hearing or sight impairment?				
10. Is there a directional signage system for disabled people in the building?				
11. Are raised or recessed letters or numbers used to identify rooms or offices?				
12. Are they at a height of 1300 to 1600 mm above the floor?				
13. Are exit signs easily visible to disabled persons?				
SUBTOTAL				Section 2D

E. Rooms

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

*Strike out uses that do not apply.

a) Main reception waiting area, public or client waiting or sitting areas, conference room, board room, small meeting room, lounge, other common use room Location: _____

	Yes	No	N/A	Remarks:
1. Does the door have a clear opening of at least 900 mm?				
2. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
3. Is the door threshold less than 15 mm high?				
4. Are the light switches within a range of 835 to 1065 mm above the floor?				
5. Is the thermostat at a height not greater than 1065 mm above the floor?				
6. Is the intercom within a range of 835 to 1065 mm above the floor?				
7. Are the wall plug-inns within a range of 450 to 530 mm above the floor?				
8. Is the window sill 760 mm or less from the floor?				
9. Are the window operating devices operable from a wheelchair?				
10. Are the air conditioning controls operable by a disabled person?				
11. Are other electric or electronic devices operable by a disabled person? Specify: _____				
12. Is the counter height within a range of 835 to 915 mm? Actual height: _____ mm				
13. Is there shelving that is reachable from a seated position?				
14. Are there racks, hanging rods, coat hooks that are reachable from a wheelchair?				
15. Are the floors slip-resistant?				
16. Does the carpeting allow the free movement of wheelchairs?				
17. Are all surfaces free from glare?				
18. Is the lighting adequate for visually impaired persons (50 lx min. with 300 lx at focal points or for reading)?				
19. Is the signage appropriate for visually impaired persons (size, colour, contrast)?				
20. Is there proper demarcation of differences in level by contrasting colour and appropriate lighting?				
21. Is there adequate space to manoeuvre a wheelchair in the room?				
22. Does a blind person have an unobstructed path without protrusions from walls, floors, or elsewhere?				
23. Is there an induction loop and/or other audio equipment installed for hearing impaired persons?				

24. Is the level of mechanical and other background noises low enough to avoid interference with sound reception on a conversational level by persons using hearing aids (less than 85 dB)?				
25. Is the room accessible by wheelchair from the main entrance?				
26. Is the patio accessible from this room?				
27. Is the balcony accessible from this room?				

SUBTOTAL

--	--	--

Section 2Ea

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

b) Cafeteria:

	Yes	No	N/A	Remarks:
1. Is the food service lane at least 865 mm wide?				
2. Is there knee space under the tray slide at least 660 mm high?				
3. Is the passage between tables (chairs) at least 900 mm wide?				
4. Are there some tables that are accessible in a wheelchair? Total of _____ seating spaces available to wheelchairs.				
5. Are cutlery and food display racks visible and within reach of a person in a wheelchair?				

SUBTOTAL				Section 2Eb
-----------------	--	--	--	--------------------

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

c) Employer and employee offices and similar rooms (Including reception office, mail room, shipping and receiving room, executive offices, staff offices, dining rooms other than main cafeteria, etc. Do not include washrooms or kitchens.) Identify rooms by number, floor level, location, general use, and group together as many rooms as possible where these have the same degree of accessibility. Examples: (1) ALL BASEMENT ROOMS IN NORTH WING, (2) ADMINISTRATION OFFICES ON FIRST FLOOR, (3) ROOMS D 201 to D 224, (4) EXECUTIVE DINING ROOM THIRD FLOOR: _____

	Yes	No	N/A	Remarks:
1. Does the door have a clear opening at least 900 mm wide?				
2. Are the door handles within a range of 750 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
3. Is the door threshold less than 15 mm high?				
4. Are the light switches within a range of 835 to 1065 mm above the floor?				
5. Is the thermostat at a height not greater than 1065 mm above the floor?				
6. Is the intercom within a range of 835 to 1065 mm above the floor?				
7. Are the wall plug-ins within a range of 450 to 530 mm above the floor?				
8. Is the window sill 760 mm or less from the floor?				
9. Are the window operating devices operable from a wheelchair?				
10. Are the air conditioning controls operable by a disabled person?				
11. Are other electric or electronic devices operable by a disabled person? Specify: _____				
12. Is the counter height within a range of 835 to 915 mm? Actual height: _____ mm				
13. Is there shelving that is reachable from a seated position?				
14. Are there racks, hanging rods, coat hooks that are reachable from a wheelchair?				
15. Are the floors slip-resistant?				
16. Does the carpeting allow free movement of wheelchairs?				
17. Are all surfaces free from glare?				
18. Is there adequate lighting for visually impaired persons (50 lx min. at floor with 300 lx at focal points and for reading)?				
19. Is the signage appropriate for visually impaired persons?				
20. Is there proper demarcation of differences in level by colour contrast and appropriate lighting?				
21. Is there adequate space to manoeuvre a wheelchair in the room?				
22. Does a blind person have an unobstructed path without protrusions from walls, floors, or elsewhere?				
23. Is there an induction loop and/or other audio equipment installed for hearing impaired persons?				



Yes No N/A Remarks:

24. Is the level of mechanical and other background noises low enough to avoid interference with sound reception on a conversational level by persons using hearing aids (less than 85 dB)?				
25. Is the room accessible by wheelchair from the main entrance?				
26. Is the patio accessible from this room?				
27. Is the balcony accessible from this room?				

SUBTOTAL

--	--	--

Section 2Ec

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

d) Main kitchen, lunchroom kitchenette, kitchen-dining, another kitchen

Specify: _____

	Yes	No	N/A	Remarks:
1. Is the room accessible by wheelchair from:				
Main entrance?				
Service entrance?				
Dining room?				
Other (specify): _____				
2. Does the service entry have a clear opening of 900 mm?				
3. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
4. Is the door threshold less than 15 mm high?				
5. Does the dining room door have a clear opening of 900 mm?				
6. Does the dining room door have a vision panel not higher than 1000 mm from the floor?				
7. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
8. Is the dining room door threshold less than 15 mm high?				
9. Are there accessible switches within a range of 835 to 1065 mm above the floor?				
10. Are the wall plug-inns within a range of 450 to 530 mm above the floor?				
11. Are the accessible electrical outlets at the front or side of the counter?				
12. Is the counter height 840 mm for use by a person in a wheelchair?				
13. Is there knee space at the sink (min. 750 mm wide x 860 mm high x 250 mm)?				
14. Is there pipe insulation or a baffle for knee protection?				
15. Are the faucets a lever type or other accessible type?				
16. Is there a pull-out cutting board below the counter top?				
17. Are there any pull-out storage units under the counter?				
18. Is the toe space at the counter 230 mm high and 150 mm deep?				
19. Is the wall cupboard shelving reachable from a seated position (lower shelf not higher than 1250 mm)?				
20. Is the pantry shelving reachable from a wheelchair?				
21. Are the racks, hanging rods, pot hooks, spice shelves reachable from a wheelchair (1420 mm or lower)?				
22. Are the stove controls accessible from a seated position? Front ____ Top ____				
23. Is the floor slip resistant?				
24. Does the carpeting allow the free movement of wheelchairs?				
25. Are all surfaces free from glare?				
26. Is the lighting adequate for visually impaired persons (50 lx min. with 300 lx at focal points and for reading)?				

	Yes	No	N/A	Remarks:
27. Is there adequate space to manoeuvre a wheelchair (1370 mm in front of counters and appliances; 1500 mm if turn-around required for efficient operation)?				
28. Is the patio accessible from the kitchen?				
SUBTOTAL				Section 2Ed

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

e) Janitor's Closets and Storage Rooms

Location: _____

	Yes	No	N/A	Remarks:
1. Does the door have a clear opening of at least 900 mm?				
2. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
3. Is the door threshold less than 15 mm high?				
4. Is the room accessible by a person using a wheelchair?				
5. Is there shelving that is reachable from a seated position?				
6. Are there racks, hanging rods, coat hooks that are reachable from a wheelchair?				
7. Are the floors slip-resistant?				
8. Is there adequate lighting for visually impaired persons?				
9. Is the signage appropriate for visually impaired persons?				
10. Is there proper demarcation of differences in level by colour contrast and appropriate lighting?				
11. Is there adequate space to manoeuvre a wheelchair in the room?				
12. Does a blind person have an unobstructed path without protrusions from walls, floors, or elsewhere?				

SUBTOTAL				Section 2Ee
-----------------	--	--	--	--------------------

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

f) Washrooms

Location: _____

	Yes	No	N/A	Remarks:
1. Is the entrance door operable with a force of less than 22 N?				
2. Does the door have a clear opening of at least 900 mm?				
3. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
4. Is the door threshold less than 15 mm high?				
5. Are the light switches within a range of 835 to 1065 mm above the floor?				
6. Are the wall plug-inns within a range of 450 to 530 mm above the floor?				
7. Are the floors slip-resistant?				
8. Is there a 1500 mm diameter turning space within the washroom?				
9. Are the toilet compartments accessible to a person in a wheelchair?				
10. Are there grab bars near the toilet?				
11. Is the toilet seat height between 460 mm and 480 mm?				
12. Is there an accessible sink with knee clearance of at least 680 mm?				
13. Are the faucets operable with one hand?				
14. Are the mirrors and shelves accessible to wheelchair users?				
15. Is the flushing mechanism reachable and easily operable from a wheelchair?				
16. Is the showerhead attached to a flexible hose and easily reached from a bathtub or a wheelchair?				
17. Is there the mobile chair installed in the shower wall/mobile chair for the bath?				
18. Is there a mobile sitting ramp in the bathtub? (upon request shall be considered positive)				
19. Does the room have a device to signal for assistance?				
20. Does the room have space for an attendant assisting someone in a wheelchair?				

SUBTOTAL				Section 2Ef
-----------------	--	--	--	--------------------

*Add sheet number for each room surveyed or group of rooms with same set of conditions.

g) Assembly Rooms, Halls, Meeting Rooms

Location: _____

	Yes	No	N/A	Remarks:
1. Does the door have a clear opening of at least 900 mm?				
2. Are the door handles within a range of 760 to 915 mm above the floor? (Levers - Knobs - Bars - Other)				
3. Is the door threshold less than 15 mm high?				
4. Are the light switches within a range of 835 to 1065 mm above the floor?				
5. Is the thermostat at a height not greater than 1065 mm above the floor?				
6. Is the intercom within a range of 835 to 1065 mm above the floor?				
7. Are the wall plug-inns within a range of 450 to 530 mm above the floor?				
8. Is the window sill 760 mm or less from the floor?				
9. Are the window operating devices operable from a wheelchair?				
10. Are the air conditioning controls operable by a disabled person?				
11. Are other electric or electronic devices operable by a disabled person? Specify: _____				
12. Is the counter height within a range of 835 to 915 mm? Actual height: _____ mm				
13. Is there shelving that is reachable from a seated position?				
14. Are there racks, hanging rods, coat hooks that are reachable from a wheelchair?				
15. Are the floors slip-resistant?				
16. Does the carpeting allow the free movement of wheelchairs?				
17. Are all surfaces free from glare?				
18. Is the lighting adequate for visually impaired persons (50 lx min. with 300 lx at focal points or for reading)?				
19. Is the signage appropriate for visually impaired persons (size, colour, contrast)?				
20. Is there proper demarcation of differences in level by contrasting colour and appropriate lighting?				
21. Is there enough space to manoeuvre a wheelchair in the room?				
22. Does a blind person have an unobstructed path without protrusions from walls, floors, or elsewhere?				
23. Is there an induction loop and/or other audio equipment installed for hearing impaired persons?				
24. Is the level of mechanical and other background noises low enough to avoid interference with sound reception on a conversational level by persons using hearing aids (< 85 dB)?				
25. Is the room accessible by wheelchair from the main entrance?				

SUBTOTAL

Section 2Eg

Section 3: Emergency Exit

	Yes	No	N/A	Remarks:
1. Are there accessible emergency exits?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. Are emergency alarms both audible and visible?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Are evacuation plans inclusive of people with disabilities?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Are there tactile indicators for visually impaired persons leading to emergency exits?	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. Are there emergency procedures in place for assisting persons with disabilities during an evacuation?	<input type="text"/>	<input type="text"/>	<input type="text"/>	

SUBTOTAL

Section 5

Tally Sheet

Building Name: _____

Address: _____

Date of Survey: _____

Survey Team: _____

	YES	NO	N/A	Rating:
1A Transportation				
1B Exterior Access				
2A Entrance to Building				
2B Horizontal Circulation				
2C Vertical Circulation				
2D Communal Facilities				
2Ea Common Use Room(s)				
2Eb Cafeterias				
2Ec Offices				
2Ed Kitchens				
2Ee Janitor's Closets and Storage Rooms				
2Ef Washrooms				
2Eg Assembly Rooms, Meeting Rooms				
3 Emergency Exit				

Additional Info:

1. How well educated is the hotel staff, when it comes to barrier-free space?

Comment: _____

2. How well educated is the hotel staff, when it comes to understanding and dealing with the people with difficulties?

Comment: _____

Sections requiring considerable modifications (positives are less than 90% of the sum of positives and negatives): _____

Sections requiring minor modifications (positives are less than 97% of the sum of positives and negatives): _____

Rating of the building's accessibility on a scale of 0 to 10: _____

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).



OPEN BUILDINGS

GOOD PRACTICES
COLLECTION AS TOOLS FOR
ACCESSIBILITY AUDITS



moveo