



Sample Facilities Audit

This 17-page Audit¹ is designed for use as a self-assessment checklist for when moving into a new office building, or when assessing an existing building for retrofitting.

This list is neither all-inclusive or exhaustive. It is important to ensure that any alterations you make are compliant with any local Accessibility Codes.

In **Singapore** the Building & Construction Authority has an Accessibility Self Assessment Checklist that audits basic accessibility, full compliance and beyond compliance building features. <http://www.friendlybuildings.sg/web2/common/homepage.aspx>. For further help in carrying out accessibility audits and advice on how to deal with any problem areas contact the Disabled People's Association <http://www.dpa.org.sg>

In **Hong Kong**, the Hong Kong Buildings Department has issued the DESIGN MANUAL - BARRIER FREE ACCESS 2008, which provides comprehensive guidelines and directions for creating a barrier free environment. Click this link to access the document in pdf format.

http://www.bd.gov.hk/english/documents/code/e_bfa2008.htm

¹ Australian Employers' Network on Disability



Auditor's name: _____ Date / Time: _____

Address: _____

Floors Occupied / Visited: _____

Facility Rep: _____ Our Rep: _____

Travel to the Site

Describe nearest train station, bus stop, distance, location. Are they accessible?

Section 1 - Carparking

Number of parks		Comments
1.1 Is there 1 accessible parking bay provided for every 100 standard parking bays? Do all employees have access to car park? Costs?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Accessible parking bay		
1.2 Is the accessible parking bay/s located as close as possible to a main entry door?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
1.3 Dimensions should be 7800mm x 3200mm (shared area 1600mm wide adjacent to non traffic side)	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
1.4 Is the accessible parking bay marked with the International logo on the bay's surface 900mm x 900mm minimum?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 2 – Paths of travel to the entrance		<i>Section Not Required</i> <input type="checkbox"/>
Describe the entrances, entry door, signage (glare / print / background)		
From accessible parking bay		
<p>2.1 Is there a clear path of travel from the accessible parking bay/s to a main entrance?</p> <p>Note - the definition of a clear path of travel is that it shall not incorporate any step, stairway, turnstile, revolving door, escalator or other impediment which would prevent it from being safely negotiated by people with disabilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
From the street		
<p>2.2 Is there a clear path of travel from the street to a main entrance?</p> <p>Note - see 2.1 for the definition of a clear path of travel.</p> <p>Example - bins, trees/shrubs, display boards, external seating etc. Grates - are the openings perpendicular to the direction of travel and are the openings less than 13mm in width and 150mm in length?</p> <p>Note - this is to reduce the incidence of long canes and the narrow type wheels on children's & sports type wheelchairs jamming in the openings.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>2.3 If the path of travel from the street to a main entrance is across a traffic thoroughfare, is there a marked and appropriately signed pedestrian crossing?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 2 – Paths of travel to the entrance		<i>Section Not Required</i> <input type="checkbox"/>
Kerb cuts		
2.4 Do all kerb ramps have a smooth transition with the roadway (i.e. there are no rounded noses at the bottom of the kerb ramp greater than 5mm)	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Tactile Ground Surface Indicators (TGSi)		
2.5 Provided before steps, ramps etc	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 3 – External Ramp		<i>Section Not Required</i> <input type="checkbox"/>
Ramp		
3.1 If a ramp is required, is it provided adjacent to or as near as possible to the entrance? Note - the definition of a ramp is an inclined access way with a gradient more than 1:20 and not more than 1:14. A gradient of 1:20 is a walkway, and ramp criteria does not apply.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
3.2 If the ramp has a rise less than 1900mm (this is known as a Step ramp) is the gradient not more than 1:10? Or ... If the ramp has a rise of more than 1900mm, is the gradient not more than 1:14?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
3.3 If the ramp is between 6 and 12 metres in length, does it have a 1200mm landing in the middle of the ramp? Or If the ramp is over 12 metres in length, does it have a 1200mm landing every six metres?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 3 – External Ramp		<i>Section Not Required</i> <input type="checkbox"/>
3.4 Is the ramp surface of a non-slip material?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
3.5 If the ramp precedes a door entrance, is there a landing with a minimum depth of 1450mm for the full width of the door plus the required latch & hinge side clearances, (see note)?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<i>Tactile Ground Surface Indicators (TGSi)</i>		
3.6 Are Tactile Ground Surface Indicators located top and bottom of all ramps and step ramps, 300mm (+/-10mm) from the commencement and following the completion of the ramp, 600mm - 800mm in depth, and across the full width of the ramp? Note - where handrails are not continuous across landings, Tactile Ground Surface Indicators must be applied on each landing.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<i>Handrails</i>		
3.7 Are handrails at a height between 865mm - 1000mm and a diameter between 30mm and 50mm?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
3.8 Is the top 270° arc of the handrail clear for the full length of the handrail?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
3.9 Do handrails have turned down ends and extend horizontally for 300mm from the commencement and 300mm from the conclusion of the ramp?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 4 – Steps & Stairs	<i>Section Not Required</i> <input type="checkbox"/>
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Section 4 – Steps & Stairs		Section Not Required <input type="checkbox"/>
Alternative accessible path		
4.1 Is an alternative main accessible point provided, wherever possible, to enable access to areas with steps/stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
4.2 Is there signage for the alternative accessible path of travel displayed at the steps/stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
4.3 Does the signage for the alternative accessible path of travel use a Sans Serif font (i.e. easy to read & same thickness throughout letters) and upper & lower case? Note - use upper and lower case as some people with cognitive or intellectual disabilities do not understand signs in upper case.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Risers/grips		
4.4 Do all steps/stairs have closed risers? Note - a closed riser has a back board, tiling etc that runs vertically from the back of one step up to the front of the next step.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
4.5 Do all steps/stairs have treads flush with the riser (i.e. the tread does not extend out past the edge of the riser)?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
4.6 Are there grips and visual indicators that meet the required 30% minimum Luminance Contrast criteria, on the nosing of each step/stair across the full width, 50mm - 75mm on the nosing of the tread? Note - includes fire stairs.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 4 – Steps & Stairs		<i>Section Not Required</i> <input type="checkbox"/>
<i>Tactile Ground Surface Indicators (TGSi)</i>		
<p>4.7 Are Tactile Ground Surface Indicators located top and bottom of all steps/stairs 300mm (+/-10mm) from the beginning and following the completion of the steps/stairs, 600mm – 800mm in depth, and across the full width of the steps/stairs?</p> <p>Note - where handrails are not continuous across landings, Tactile Ground Surface Indicators must be applied on each landing</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<i>Handrails</i>		
<p>4.8 If there are two or more steps, are handrails provided on both sides?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>4.9 Are handrails at a height between 865mm - 1000mm and a diameter between 30mm and 50mm?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>4.10 Do handrails have turned down ends and extend 300mm past the top of the steps/stairs, and 300mm plus the width of one tread from the last riser at the bottom of the steps/stairs?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>4.11 Is the top 270° arc of the handrail clear for the full length of the handrail?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 5 – Reception		<i>Section Not Required</i> <input type="checkbox"/>
<i>Circulation</i>		
<p>5.1 Do main entry doors have a minimum clear width of 850mm?</p> <p>Note - clear opening means from the face of the door to the door jamb on the latch side.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 5 – Reception		Section Not Required <input type="checkbox"/>
<p>5.2 Do main entry doors have a circulation space of appropriate dimensions? (Wheelchair circulation space, type of seating available)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Doors		
<p>5.3 Do all glass panels in doors, <i>and side lights</i> in a path of travel, have a minimum 75mm solid continuous strip across the full width of the glazing, at a height of between 900mm – 1000mm above the finished surface of the floor (this may include company logo on it)? Note - the mid rail in the centre of manual doors provides compliance if it is at a height of between 900-1100mm above the surface of the finished floor.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>5.4 Do frameless glass doors (manual & automatic) have some visual indication that meets the 30% Luminance Contrast criteria on the leading edge of the door and the door surrounds? Note - this allows a person with vision impairment to locate the door.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>5.5 Do all manual doors have a “D” shaped door handle on the pull side of the door at an operable height between 900mm – 1100mm above the surface of the finished floor level? Note - if doors do <u>not</u> have door closers fitted, “D” shaped handles are required on both sides of the door.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 5 – Reception Section Not Required

<i>Door signage</i>		
<p>5.6 Do all manual doors have clear “direction of swing” signage internally and externally, at a height of between 1200mm -1600mm ?</p> <p>Note –where the sign is unable to be located at this height, it is allowed to lower the sign to the mid rail of a framed door but to no less than 1000mm above the level of the finished floor.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>5.7 Does the “direction of swing” signage use a Sans Serif font (i.e. easy to read & same thickness throughout letters) and upper & lower case?</p> <p>Note - use upper and lower case as some people with cognitive or intellectual disabilities do not understand signs in upper case.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<i>Inaccessible entrances signage</i>		
<p>5.8 Is there sufficient signage at all inaccessible entrances to direct people with disabilities to a main accessible entrance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 6 – Reception Area Section Not Required

<p>6.1 Is the reception desk clear from obstruction and allow minimum of 1200mm pathway?</p> <p>Desk height (850mm +/- 20mm) Clearance (820mm +/- 20mm)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>6.2 Are Product brochures available at an accessible height? (common reach zone 700mm – 1200mm)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 6 – Reception Area Section Not Required

6.3 Do the customer chairs have arms which enable people with back problems to support themselves in and out of the chair?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
6.4 Is there adequate seating for those people waiting in the reception area?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 7 – Way finding Section Not Required

<p><i>Describe floor surfaces</i></p> <p><i>Describe lighting (natural / fluorescent / even)</i></p>		
Signage		
7.1 Is there clear signage indicating reception areas?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
7.2 Is way-finding assistance provided by way of TGSI paths, or other Braille or tactile signs?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
7.3 Are TGSI installed where a blind or vision impaired person could approach a stairway, escalator, ramp or step, overhead obstruction less than 2m overhead other than a doorway, or an access way?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
7.4 Is the general lighting in the premises sufficient for people with low vision?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 8 – Meeting Rooms		<i>Section Not Required</i> <input type="checkbox"/>
Seating		
8.1 Are the chairs adjustable?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Doors		
8.2 Do all manual doors have a “D” shaped door handle on the pull side of the door at an operable height between 900mm – 1100mm above the surface of the finished floor level?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Accessible table		
8.3 Are the tables adjustable OR, Does the table provided have a minimum knee and foot clearance of between 800mm – 840mm and a height to the top of the table of 850mm (+/- 20mm)	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Paths of travel		
8.4 Are the main paths of travel from the meeting room to the accessible toilets / work stations clear from obstruction and a minimum of 1000mm?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Computer Screens		
8.5 Can computer screens be turned to be visible by the client? Can the font size of the text of the screen be adjusted?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Privacy		
8.6 Are there meeting rooms / space offering an area which is quiet and free from distraction?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 8 – Meeting Rooms		<i>Section Not Required</i> <input type="checkbox"/>
Hearing Augmentation		
8.7 Is there any sort of hearing augmentation system in this room? Is there international sign for deafness indicating hearing augmentation?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Lighting		
8.8 Lighting (natural and artificial) shall be designed to provide high levels of even illumination without creating glare, reflections.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Section 9 – Work Area		<i>Section Not Required</i> <input type="checkbox"/>
Paths of travel		
9.1 Are the main paths of travel to the work spaces clear from obstruction and a minimum of 1000mm? (free from fixtures, skirting, fire hoses, door handles less than 900mm high)	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
9.2 Are the main paths of travel to the accessible toilets clear from obstruction and a minimum of 1000mm? (free from fixtures, skirting, fire hoses, door handles less than 900mm high)	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Internal doors		
9.3 Do the internal doors have a minimum clear width of more than 850mm? Note - clear opening means from the face of the door to the door jamb on the latch side.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
9.4 Does the security door have a “D” shaped door handle on the pull side at an operable height of between 900mm – 1100mm?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
9.5 Or are the swipe card entry between 900 – 1100m (timing)	<input type="checkbox"/> Not Required	



Section 9 – Work Area		<i>Section Not Required</i> <input type="checkbox"/>
Describe layout of work area		
Work stations diagram (describe enviro / lighting, telephone system – headsets / adjustable, any software for visually / hearing impaired)?		

Section 10 – Accessible Toilets		<i>Section Not Required</i> <input type="checkbox"/>
Accessible toilet facility		
<ul style="list-style-type: none"> - unisex facility must be provided in accessible area - At each bank of amenities, an accessible amenity must be provided (non unisex) - 1 on every level containing amenities - If level has more than one bank of amenities, at not less than 50% of those banks - Showers – not less than 1 for every 10 		
10.1 Is there an unlocked accessible toilet for people with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Directional signage		
10.2 Is there sufficient signage to direct people with disabilities to the accessible toilet facilities between a height of 1200mm – 1600mm? Note: where the International symbol for disability is used, it must face in the direction of the accessible toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 10 – Accessible Toilets		<i>Section Not Required</i> <input type="checkbox"/>
<i>Airlock entry door</i>		
<p>10.3 Does the airlock entry door have a minimum clear width of more than 850mm?</p> <p>Note - clear opening means from the face of the door to the door jamb on the latch side.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>10.4 Does the airlock entry door have a circulation space of appropriate dimensions?</p> <p>Note - for a door with a width of 850mm opening and a straight approach, opening towards the user, there must be a latch side clearance of 510mm and a hinge side clearance of 160mm. The depth must be a minimum of 1450mm.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>10.5 Does the airlock entry door have a “D” shaped door handle on the pull side at an operable height of between 900mm – 1100mm?</p> <p>Note - if doors do <u>not</u> have door closers fitted, “D” shaped handles are required on both sides of the door.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<i>Accessible toilet door</i>		
<p>10.6 Does the accessible toilet door have a minimum clear width of more than 850mm?</p> <p>Note - clear opening means from the face of the door to the door jamb on the latch side.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 10 – Accessible Toilets		Section Not Required <input type="checkbox"/>
<p>10.7 Does the accessible toilet door have a circulation space of appropriate dimensions?</p> <p>Note - for a door with a width of 850mm opening and a straight approach, opening towards the user, there must be a latch side clearance of 510mm and a hinge side clearance of 160mm. The depth must be a minimum of 1450mm.</p> <p>Note - refer to manual for dimensions required for other door widths and angles of approach.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>10.8 Does the accessible toilet door have a “D” shaped door handle on both sides at an operable height of between 900mm – 1100mm?</p> <p>Note - “D” shaped handles required on both sides of the accessible toilet door to enable 9.22.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
<p>10.9 Does the accessible toilet door design provide for external outward opening in emergency situations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Accessible toilet door signage		
<p>10.10 Does the accessible toilet door have clear “direction of swing” signage (e.g. Push/Pull) and a minimum of 17.5mm in height per metre of viewing distance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Accessible toilet dimensions		
<p>10.11 Are the dimensions of the accessible toilet a minimum of 2300mm x 1900mm from the finished wall and skirting surfaces?</p> <p>Note - if a baby change table is installed, it must not encroach on the circulation space between the finished floor surface (from the face of the skirting) to 900mm in height.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 10 – Accessible Toilets		Section Not Required <input type="checkbox"/>
10.12 Does the accessible toilet have a seat height of between 460mm - 480mm to enable easy transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
10.13 Is the centre line of the accessible toilet 450mm – 460mm away from the adjacent wall?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
10.14 Is the distance from the front of the accessible toilet pan to the finished wall directly behind between 800mm (+/- 10mm)?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Accessible toilet devices / provisions		
10.15 Is a large push panel flushing device placed at a height of between 600mm - 1100mm on the back wall of the toilet or on the cistern, and within 500mm from the center line of the toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
10.16 Is the toilet roll holder of a standard design and placed on the adjacent wall to the toilet, within 300mm from the front of the toilet pan and at a height of between 480mm – 700mm?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
10.17 Is a moveable sanitary disposal unit provided adjacent to the toilet pan on the wall side?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Accessible toilet grab rail		
10.18 Is the grab-rail of appropriate design and provided adjacent to the toilet at a height of 800mm - 810mm and a diameter between 30mm & 40mm? Note - grab rails to have 30° - 45° angle from the horizontal or a 90° angle from the horizontal.	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 10 – Accessible Toilets		<i>Section Not Required</i> <input type="checkbox"/>
Accessible toilet hand basin		
10.19 Is the foot and knee clearance under the hand basin between 640mm - 650mm and the front lip of the hand basin between 770mm – 800mm above the finished floor surface?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
10.20 Is there lever action, sensor or capstan tapware provided?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Diagram		

Section 17 – Lifts/Elevators		<i>Section Not Required</i> <input type="checkbox"/>
Lift dimensions		
11.1 If there is a change in level that is not accessed via a ramp, is there a compliant lift with an internal dimension of 1400mm deep X 1100mm width when the doors are closed?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Lift controls / handrail		
11.2 Are the control buttons on the landings located at a height of between 900mm – 1200mm and the centre of the control panel inside the lift between a height of 750mm – 1250mm above floor level?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
Lift doors		
11.3 Does the lift door have a clear opening of 900mm?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	



Section 17 – Lifts/Elevators		Section Not Required <input type="checkbox"/>
Lift signage		
11.4 Are all of the symbols inside and outside the lift in raised tactile lettering and Braille?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	
11.5 Are lift floors announced?	<input type="checkbox"/> Yes <input type="checkbox"/> Acceptable <input type="checkbox"/> No / NA <input type="checkbox"/> Not Required	

Fire exit

Are there ground surface tactile indicators prior to the stairs?

Is there sufficient space for a wheelchair user to take refuge whilst others pass?

Are there contrasting strips on the edge of the stairs?

Flashing light so deaf people are alerted of fire?

Procedure?

Kitchen **YES / NO**

Access to hot/cold water taking restricted reach into account?

Microwave height: _____

Access to refrigerator? _____

Access to crockery: _____

Access to cutlery: _____

Table height? _____

Non slip floor? _____

Vending machines? _____

Drinking fountains? _____

Other

First Aid room

Security swipe pads (location and timing)