

ACCESS AUDIT REPORT

CARRIED OUT BY	<input type="text"/>	DATE	<input type="text"/>
ADDRESS OF PROPERTY	<input type="text"/>		
CONTACT	<input type="text"/>		
CONTACT ADDRESS	<input type="text"/>		
CONTACT TEL No.	<input type="text"/>		

TOPICS

PARKING & APPROACH YES/NO/NA NOTE ANY RELEVANT/QUALIFYING ISSUES

IS THERE PARKING AT THE PROPERTY?	<input type="text"/>	IF YES, HOW MANY SPACES <input type="text"/>
ARE SUITABLE & SUFFICIENT IDENTIFIED BAYS PROVIDED FOR DISABLED PEOPLE?	<input type="text"/>	IF YES, HOW MANY SPACES <input type="text"/>
ARE THEY WITHIN 50 M OF THE ENTRANCE?	<input type="text"/>	<input type="text"/>
IS THERE A DROPPED KERB?	<input type="text"/>	<input type="text"/>
IS THE APPROACH BETWEEN CAR PARK &/OR PAVEMENT AND ENTRANCE FREE OF OBSTACLES? [ALSO TYPE OF FINISH]	<input type="text"/>	IF NO, SPECIFY TYPE OF OBSTACLE e.g. LOOSE PAVING, BOLLARDS, SIGNS, BENCHES ETC. <input type="text"/>
ARE ANY POTENTIAL OBSTRUCTIONS COLOUR CONTRASTED WITH THE BACKGROUND OR DO THEY HAVE CONTRASTING OR REFLECTIVE BANDS?	<input type="text"/>	<input type="text"/>
IS PUBLIC TRANSPORT ACCESSABLE NEARBY?	<input type="text"/>	<input type="text"/>

ENTRANCES

IS THE ENTRANCE OF CONTRASTING COLOUR TO THE BACKGROUND?	<input type="text"/>	<input type="text"/>
IS THERE A SUITABLE RAMP TO ENTRANCE?	<input type="text"/>	<input type="text"/>
DO STEPS/RAMP HAVE HAZARD WARNING SIGNAGE/MARKING TOP & BOTTOM?	<input type="text"/>	<input type="text"/>
DO STEPS HAVE CONTRASTING COLOURED NOSINGS EXTENDING FULL WIDTH?	<input type="text"/>	<input type="text"/>
IS THE HANDRAIL COLOUR CONTRASTED?	<input type="text"/>	<input type="text"/>
IF HANDRAIL, IS IT ON BOTH SIDES?	<input type="text"/>	IF NOT, INDICATE WHICH SIDE LEFT OR RIGHT <input type="text"/>
IF ENTRANCE IS NOT SUITABLE FOR DISABLED ACCESS IS ALTERNATIVE AVAILABLE?	<input type="text"/>	<input type="text"/>
IS BELL AVAILABLE FOR ASSISTANCE?	<input type="text"/>	<input type="text"/>
IS IT ILLUMINATED TO SHOW ACTIVATION?	<input type="text"/>	<input type="text"/>
IS IT AT APPROPRIATE HEIGHT?	<input type="text"/>	<input type="text"/>
IS ENTRANCE LEVEL? [MATS ETC COULD PRESENT AN OBSTACLE]	<input type="text"/>	<input type="text"/>
IF ENTRANCE DOOR(S) OPEN OUTWARD IS THERE SUFFICIENT SPACE FOR WHEELCHAIR?	<input type="text"/>	<input type="text"/>
IS ENTRANCE SUFFICIENTLY WELL LIT?	<input type="text"/>	<input type="text"/>

ENTRANCES CONT. YES/NO/NA NOTE ANY RELEVANT/QUALIFYING ISSUES

IF THEY ARE MANUAL DOOR(S) ARE THEY EASY TO OPEN?		
DO THEY REMAIN OPEN DURING ENTRY?		
ARE HANDLES AT WHEELCHAIR HEIGHT?		<i>Note: 1000mm - 1400mm.</i>
ARE DOOR(S) WIDE ENOUGH TO ALLOW WHEELCHAIR MANOUVERABILITY?		<i>Note: single door - 800mm, double doors - 1800mm</i>
DO DOORS ENABLE WHEELCHAIR USERS TO SEE PEOPLE APPROACHING FROM THE OTHER SIDE?		<i>Note: should be a zone of visibility between 900mm - 1500mm above floor level</i>
IF DOORS ARE MAINLY GLASS IS THERE CLEAR IDENTIFICATION ON THE GLASS?		
ARE DOORS DISTINGUISHABLE FROM SURROUNDING WALLS/PANELS?		<i>e.g. contrsting colour, lighting, colour/texture, prominent eye-level signs.</i>

ENTRANCE LOBBIES

CAN WHEELCHAIR USERS, BLIND PERSON & GUIDE DOG/ESCORT MOVE CLEAR OF ONE DOOR BEFORE USING NEXT?		
CAN INNER AND OUTER DOORS MOVE OTHER THAN TOWARDS EACH OTHER?		

INSIDE THE BUILDING

ARE ALL INTERNAL FLOORS LEVEL?		
IS THE FLOOR SURFACE FREE OF HAZARDS?		
IS THE FLOOR OF A MATT FINISH? [CARPET OR LINO/VINYL]		
ARE ACCESSABLE AREAS ADEQUATELY LIT?		IF NO, THEN SPECIFY

ARE THE FOLLOWING SPECIFIC FACILITIES PROVIDED WITHIN THE BUILDING:-		
TACTILE SURFACES?		
BRAILLE MESSAGE SIGNS?		
TACTILE OR COLOUR CONTRAST SIGNS?		
VISUAL [AS WELL AS AUDIBLE] ALARMS?		
SPACES ENGINEERED FOR AUDIBLE CLARITY?		
HEARING LOOPS IN PUBLIC AREAS?		
PROVISION OF VISUAL CONTRAST IN AREAS SUCH AS CORRIDORS, STEPS ETC.		

INTERNAL DOORS/CORRIDORS

ARE INTERNAL DOORS WIDE ENOUGH FOR:-		
WHEELCHAIR? [750mm MINIMUM]		
BLIND PERSON & GUIDE DOG [1100mm]		
BLIND PERSON WITH ESCORT? [1200mm]		
ARE SPACES INTO WHICH DOORS OPEN UNOBSTRUCTED?		
ARE INTERNAL DOORS :-		
COLOUR CONTRASTED AGAINST WALLS AND FURNITURE?		
FITTED WITH PUSH PLATES SHOWING WHICH SIDE OPENS?		
CLEAR OF PROBLEMS RE VISIBILITY, WEIGHT ETC?		
ARE ALL CORRIDORS MIN 1200mm WIDE		

FURNITURE/EQUIPMENT

DO TABLES/DESKS ALLOW FOR WHEELCHAIR USAGE [650mm-700mm TO CLEAR ARMRESTS]		
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ARE ALL FACILITIES WITHIN REACH OF WHEELCHAIR USERS?		
IF NO, CAN THEY BE ADAPTED OR MOVED?		
IS WRITTEN INFORMATION IN STANDARDISED FORM [e.g. ARIAL 14pt]?		
IS INFORMATION AVAILABLE IN LARGE PRINT, BRAILLE OR AUDIO CASSETTE?		
CAN YOU PROVIDE TRANSLATOR OR INTERPRETER SERVICES?		

TOILETS/WASHING FACILITIES

IS THERE A DESIGNATED AND PROPERLY EQUIPED TOILET WITHIN THE BUILDING?		
IS THIS DESIGNATED TOILET ADEQUATE?		
IS THERE ALWAYS CLEAR ACCESS?		
DO FITTINGS CONTRAST WITH WALLS/FLOORS?		
ARE EMERGENCY & LIGHTING CORDS EASILY DISTINGUISHED?		
IS SPECIALIST [e.g. CLOSIMATS] PROVISION ADEQUATE?		
IF NO ACCESSIBLE TOILET IS AVAILABLE IS THERE ONE THAT COULD BE USED BY WHEELCHAIR USERS?		

SIGNAGE

Note: not all aspects of signage are relevant to all buidings. Though important to some. Guidance on this is important. Good practice fundamentals are applicable in all cases.

IS SIGNAGE IN:-		
VISUAL FORM?		
EMBOSSSED/BRAILLE FORM?		
AUDIBLE FORM?		
CONSISTANTLY USED [e.g. COLOURED THEMES]?		
WELL POSITIONED [e.g. EYE LEVEL]		
CLEAR & RELATED TO USER NEEDS?		
CONSISTANT FROM ENTRANCE TO ACTUAL ROOM DOOR?		
CONCISE & HELPFUL TO FIND THE WAY?		
USING BOTH UPPER & LOWER CASE [TO AID LEGIBILITY]		
LEGIBLE TYPEFACE?		
EASILY RECOGNISABLE SYMBOLS?		
IN SYMBOLS RELATING TO DISABILITIES?		
WELL MAINTAINED, CLEAN AND UN DAMAGED?		
AVOID USING TEMPORARY SIGNS [e.g. HAND WRITTEN]		

GENERAL

ARE LEADERS TRAINED IN DISABILITY AWARENESS?		IF YES, SPECIFY NUMBER	
IF YES, SPECIFY TYPE OF TRAINING			

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IF NO, NOTE PROPOSED TRAINING

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ARE FIRE ESCAPES SATISFACTORY FOR PEOPLE WITH DISABILITIES?

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IF NO, SPECIFY NEEDS/ISSUES/PROBLEMS

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ARE THERE VISUAL ALARMS OR OTHER WAYS TO HELP THOSE WITH HEARING DISABILITIES?

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IF STORAGE IS REQUIRED RELATED TO DISABLED-USER FACILITIES (STORAGE OF FRAMES, WHEELCHAIRS ETC) IS IT ADEQUATE?

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IF NO, SPECIFY NEEDS ETC

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WHAT COMMENTS HAVE YOU RECEIVED FROM VISITORS/USERS WITH DISABILITIES BOTH INSIDE & OUTSIDE THE BUILDING?

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