

Access Audit Checklist

Date

Address

		Yes	No
1.	Type of building, eg shop, bank, restaurant, office etc..		
2.	Is it a single or 2storey building		
3.	Is the building listed		
4.	Is the building in a conservation area		
5.	Is there any parking on site		
6.	If Yes, is any of the parking designated for disabled parking badge holders		
7.	Is there any parking within 50 metres		
8.	Is there a bus stop within 50 metres		
9.	Is the main entrance level, ramped or stepped		
	(a) If stepped are there handrails on both sides?		
	(b) Are the nosings colour contrasted?		
	(c) Is there a tactile warning strip at the top?		
	(d) What is the rise of the steps?		
	(e) What is the going of the steps?		
	(f) How many steps in a flight?		
	(g) Is there a ramp		
	(h) What is the gradient of the ramp?		
	(i) What is the length of the ramp?		
	(j) Is there a level platform at the top of the ramp		
10.	Is the entrance door automatic or manual?		
11.	Does at least one leaf give a minimum clear opening width of 800mm?		
12.	Is the door furniture at a reasonable height (1400mm from ground level and colour contrasted from the frame?		
13.	Is the entrance mat of firm texture and flush with the floor?		
14.	If a 2 storey building is there lift access to the upper floor		

	Yes	No
15. If not is the staircase suitable for ambulant disabled people		
16. Is at least part of any reception or payment desk at a wheelchair accessible height?		
17. Is there a hearing induction loop or other amplifying device fitted in reception or at the payment point		
18. Is there adequate circulation space around the building for wheelchair users and parents with pushchairs.		
19. If a restaurant etc are the tables and chairs fixed to the floor		
20. Are all articles for sale accessible to people with disabilities		
21. Is there a hearing induction loop in the meeting or conference room.		
22. Is there a wheelchair accessible WC cubicle in the building		
(a) Does it comply with the minimum dimensions of 2000mm x 1500mm?		
(b) Does it comply with the dimensions in BS 8300 2200mm x 1500mm		
(c) Are the grab-rails colour contrasted from the background?		
(d) Are the hand washing and drying facilities within easy reach of anyone sitting on the WC?		
(e) Is there an emergency pull-cord that reaches down to the floor?		
23. Are there any internal ramps in the building?		
(a) If yes what are the gradients?		
(b) What are the lengths of the ramps?		
(c) Are handrails on the ramps		
24. Do all internal doors give a minimum clear opening width of 750mm		
Is the door furniture at a reasonable height?		
Is there a vision panel at a wheelchair height?		
25. Is there a public telephone?		
(a) Is it at a reasonable height for wheelchair users (car or coin slot 1200mm from floor level)?		
(b) Does it have an acoustic hood?		

	Yes	No
26. If kitchen facilities are available are they at a wheelchair accessible height?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Audit Carried out by: