

## Access Audit Checklist

**Date**

**Name of Building**

		Yes	No
1.	Is there any car parking on site or in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is there any designated parking for Disabled Parking Badge Holders?	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Does it comply with the standard size and layout (see Appendix A)?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	How far is the designated parking from the main entrance (approx.)? Should be no more than 50m		
(c)	What is the surface of the car park (gravel, tarmac etc)?		
(d)	Is the car park well lit?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there a bus stop in the vicinity (within 50m)?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the route to the main entrance clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>
(a)	Is the route suitable for wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Are there dropped kerbs where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Is this route suitably lit?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the main entrance level, ramped or stepped (see Appendix A1)?	<input type="checkbox"/>	<input type="checkbox"/>
(a)	If stepped are there handrails on both sides?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Are the nosings colour contrasted?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Is there a tactile warning strip at the top?	<input type="checkbox"/>	<input type="checkbox"/>
(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 alongside the steps?	<input type="checkbox"/>	<input type="checkbox"/>
(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	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the entrance door automatic or manual?		
7.	Does at least one leaf give a minimum clear opening width of 800mm?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
8.	Is the door furniture at a reasonable height (1400mm from ground level and colour contrasted from the frame)?	<input type="checkbox"/>	<input type="checkbox"/>
	(a) If there is a doorbell or entry system, is it at a reasonable height (1200mm from ground level)?	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Is the entrance mat of firm texture and flush with the floor?	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Is there a vision panel at wheelchair level?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is at least part of the reception desk at a wheelchair accessible height?	<input type="checkbox"/>	<input type="checkbox"/>
	(a) Is there a hearing induction loop or other amplifying device fitted in reception?	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Is there any seating in the waiting area?	<input type="checkbox"/>	<input type="checkbox"/>
	(c) If yes, is there a mix of seats with arms and seats without arms?	<input type="checkbox"/>	<input type="checkbox"/>
	(d) Is there space for a wheelchair user to wait?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is all the ground floor accessible?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is there a lift in the building?	<input type="checkbox"/>	<input type="checkbox"/>
	What type of lift?	<b>(Please tick)</b>	
	(a) a full passenger lift?		
	(b) If a passenger lift does it comply with Part M (see Appendix B)		
	(c) a platform stairlift?		
	(d) a platform lift?		
12.	Is the staircase suitable for ambulant disabled people (see Appendix C)?	<input type="checkbox"/>	<input type="checkbox"/>
	(a) What is the rise of each step?		
	(b) What is the going of each step?		
	(c) Are the nosing of each step colour contrasted	<input type="checkbox"/>	<input type="checkbox"/>
	(d) How many steps in each flight?		
	(e) Are there any intermediate landings?	<input type="checkbox"/>	<input type="checkbox"/>
	(f) Are the handrails continuous on both sides?	<input type="checkbox"/>	<input type="checkbox"/>
	(g) Do the handrails extend 300mm past the top and bottom steps?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Do all internal doors give a minimum clear opening width of 750mm?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is the door furniture at a reasonable height?	<input type="checkbox"/>	<input type="checkbox"/>
	(a) Is there a vision panel at a wheelchair height?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
15. Are there any internal ramps in the building?	<input type="checkbox"/>	<input type="checkbox"/>
(a) If yes what are the gradients?		
(b) What are the lengths of the ramps?		
(c) Are handrails on the ramps	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there a wheelchair accessible WC cubicle?	<input type="checkbox"/>	<input type="checkbox"/>
(a) Does it comply with the minimum dimensions of 2000mm x 1500mm?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does it comply with the dimensions in BS 8300 2200mm x 1500mm	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are the grab-rails colour contrasted from the background?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Are the hand washing and drying facilities within easy reach of anyone sitting on the WC?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Is there an emergency pull-cord that reaches down to the floor?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there a textphone in the building?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there a public telephone?	<input type="checkbox"/>	<input type="checkbox"/>
(a) Is it at a reasonable height for wheelchair users (car or coin slot 1200mm from floor level)?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does it have an acoustic hood?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is the main hall fitted with a hearing induction loop?	<input type="checkbox"/>	<input type="checkbox"/>
20. If kitchen facilities are available are they at a wheelchair accessible height?	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:**

**Audit Carried out by:**

## • Car Parking •

### Key

1. Accessible parking bay.

The width of 3600mm is required because wheelchair transfer may be needed from the drivers or the passengers side.

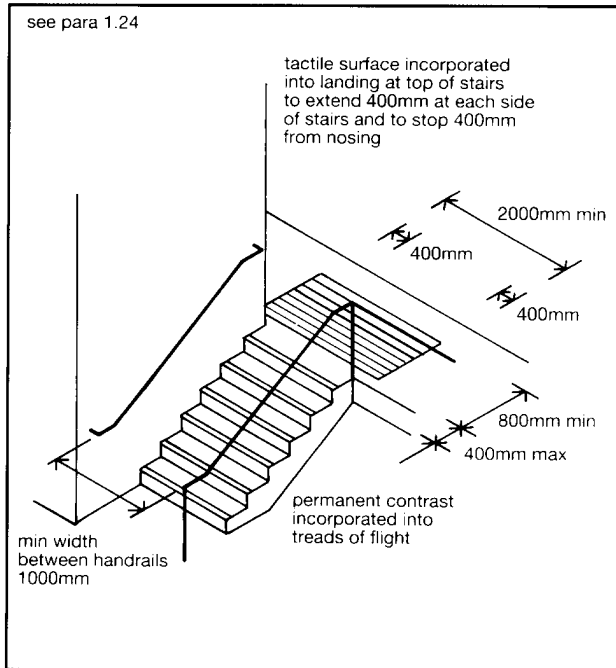
The length of 5000mm is required because some people store their wheelchair in the boot of the car.

2. A wheelchair transfer zone shared between two bays increases the number of bays where space is limited.
3. Totally level access from the front of bays is to be encouraged.
4. Footpaths should be provided to the front of parking bays, so that bay users do not have to move behind parked vehicles and into the flow of traffic. This is especially hazardous for wheelchair users where they may be below the line of other motorists vision.
5. Where level access is provided to the front of bays, signs can be used to prevent vehicles from overrunning parking space.



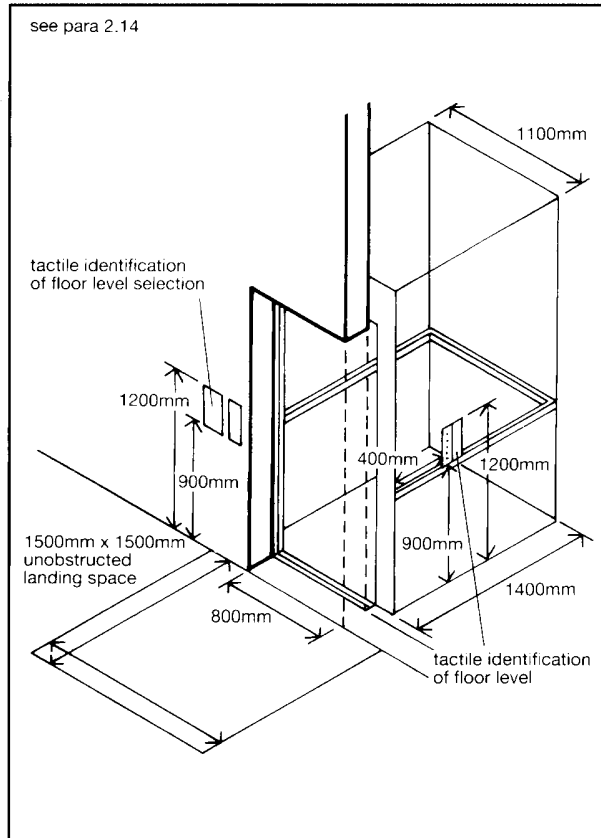
# Appendix A1

**Diagram 3 Tactile and visual warnings**



## Appendix B

Diagram 11 Lift dimensions



## Appendix C

### Provisions

An internal stair will satisfy requirement M2 if;

- A. It has flights whose unobstructed widths are at least 100mm;
- B. All step nosings are distinguishable through contrasting brightness
- C. The rise of a flight between landings is not more than 1800mm;
- D. It has top and bottom, and if necessary intermediate landings, each of whose lengths is not less than 1200mm clear of any door swing in to it
- E. The rise of each step is uniform and not more than 170mm
- F. The going of each step is uniform and not less than 250mm, which for tapered treads should be measured at a point 270mm from the “inside” of the stair
- G. Risers are not open
- H. There is a continuous handrail on each side of flights and landings, if the rise of the stair comprises two or more risers.



## Appendix D

### Diagram 16 Wheelchair WC compartment

