

Module 8

Chapter 1

Access Survey/Audit Checklist

General

Name of the building.....

Address.....

Date of Survey.....

Name of Surveyor.....

A. EXTERNAL ENVIRONMENT

1. PARKING	Yes	No	Remarks
● Is there any accessible parking for PwDs?			
● Is the no. of accessible parking enough?			
● Is the accessible parking within 30 metres of the entrance?			
● Is the international symbol of access, imprinted on the parking ground?			
● Is there a vertical, visible signboard indicating that the lot is for use by a disabled driver only?			
● Do curb ramps connect accessible parking spaces with the side curbs?			
● Are there pre-cast wheel stoppers or bollards to separate pathway from the parking?			
● Is the size of the parking 3600 mm x 4800 mm?			
● Is the drop off area marked by signage and curb ramp?			
● Does the drop off area have warning signs for vision-impaired people?			
2. TAXI STAND	Yes	No	Remarks
● Is there a taxi stand near the building?			
● If there is a curb at the taxi stand, then is there a curb ramp leading to the pathway?			

3. PATHWAYS	Yes	No	Remarks
● Is the pathway clear of all obstructions?			
● Is the pathway clear of steps and stairs?			
● Are there tactile guiding blocks, installed along the line of travel?			
● Are there warning blocks around any obstruction?			
● Is the path at least 900 mm wide?			
● Is the surface level, smooth and non-slippery?			
● Does the pathway have a different colour and texture than the adjacent surface?			
● Are all manholes places outside the pedestrian path of travel?			
● Are the grating openings narrow, not more than 12 mm?			
● Are the gratings perpendicular to the direction/path of travel?			
● Is there an edge protection along the pathway, 13 mm ?			
4. CURB CUTS	Yes	No	Remarks
● Are curb ramps provided at all level differences, between the road surface and pathway level: (a) Pedestrian crossings? (b) Accessible parking space? (c) Building entrances?			
● Are curb ramps located at each corner of street intersections?			
● Is every curb ramp faced by another curb ramp on the opposite side of the street?			
● Is the slope of the curb ramp no less than 1:12?			
5. PEDESTRIAN CROSSINGS	Yes	No	Remarks
● Is the road surface even and slip resistant at pedestrian crossings?			
● Are pedestrian traffic lights installed?			
● Do traffic lights have both audible and visual signals?			
● Do traffic islands (zebra crossings) have street-level pathways cut through them with a minimum width of 1500 mm?			
6. GENERAL OBSTRUCTIONS	Yes	No	Remarks
● Are there any protruding objects within the path of travel, not detectable by a vision-impaired person with white cane?			
● Are the protruding objects, marked with tactile warning at least 60 mm beyond the projection area of the obstruction?			
● Are all overhanging obstructions with the path of travel marked with contrasting colour?			

Name of the building.....

Address.....

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Name of Surveyor.....

B. EXTERNAL ENVIRONMENT

1. MAIN ENTRANCE	Yes	No	Remarks
● Is the main entrance of the building accessible?			
● Are there any steps at the entrance?			
● Do the steps have a handrail?			
● Are there handrails on both the sides?			
● Is there a ramp?			
● Does the ramp have a railing?			
● Are there handrails on both the sides?			
● Is the clear door width at least 900 mm?			
● Can the entrance door be operated independently?			
● Is the height of the door handle between 900 mm and 1100 mm?			
● Does the accessible entrance permit access to an elevator?			
● Is the accessible entrance clearly identifiable?			
● Is the landing surface non-slippery?			
2. DOORS	Yes	No	Remarks
● Are there any automatic doors at the entrance?			
● Can the doors be operated without much effort?			
● Do automatic doors have sufficient long opening intervals?			
● Are push buttons for automatic doors located at a maximum height of 1200 mm?			
● Is there sufficient space beside the latch side of the doors (400-450 mm)?			
● Are accessible doors placed adjacent to the revolving doors and turnstiles?			
● Are glazed doors marked with a colour band at eye level?			
● For double leaf doors, is the width of one of the leaves at least 900 mm?			

● Do doors fitted with spring closers have an extra pull handle?			
● Is manual door accessories/hardware (handles, locks, pull, etc.) located no higher than 1200 mm -1300 mm?			
● Are doormats flush with the floor surface and secured to the floor at all edges?			
● Is the threshold, no more than 200 mm high and bevelled?			
3. CORRIDORS	Yes	No	Remarks
● Is the minimum unobstructed width of corridors at least 900 mm?			
● Does the corridor width allow manoeuvring through doors located along its length?			
● Are differences in level, bridged with by ramps or lifts?			
● Can a sightless person with a cane detect all protruding objects within the corridor?			
● Are all over hanging obstructions mounted above a minimum height of 2000 mm?			
● Can a person with low vision, identify all obstacles in the corridor?			
4. ELEVATORS/LIFTS	Yes	No	Remarks
● Is there an accessible path leading to the elevator?			
● Is the clear door opening width 900 mm or more?			
● Are the minimum internal dimensions of the elevator 1400 mm x 1400 mm?			
● Is the height of the call button (outside the lift) between 900 mm and 1200 mm, from the floor level?			
● Is the control panel placed at a height between 900 mm and 1200 mm from the floor level?			
● Is there an audio and video system installed in the lift indicating arrival at a floor?			
● Are there Braille/raised numbers on the control panel?			
● Is the elevator provided with a handrail on the three sides			
● Are the handrails mounted at a height between 800 mm and 900 mm?			
● Is the elevator door easy to identify?			
● Is the emergency intercom provided inside the elevator?			

● Are there tactile or Braille instructions for the communication system?			
● Is the emergency intercom usable without the voice communication?			
● Is the door opening/closing interval long enough?			
● Is the finish of the elevator floor skid-resistant?			
5. STEPS/STAIRS	Yes	No	Remarks
● State the location of the steps?			
● Is the minimum width of the stairs 900 mm?			
● Are there continuous handrails, on both sides, at a height between 800 mm and 900 mm?			
● Is the handrail installed in the center of the stair width is more than 3000 mm?			
● Is there a landing located after the stairs, cover a level difference of more than 2500 mm?			
● Is the landing length not less than 1200 mm?			
● Do the stairs have a nosing?			
● Are the step edges of a different colour or texture easily identifiable by low-vision and vision impaired persons?			
● Are there warning blocks installed at the beginning and end of all flights?			
● Is the location of emergency (fire escape) stairs clearly identifiable?			
● Does the height of the tread is 250 mm and risers 300 mm?			
● Do treads have a non-slip surface?			
● Are the risers having open gaps in the steps?			
6. RAMPS	Yes	No	Remarks
● Is there a ramp next to the stairs?			
● Is the location of the ramp clearly identifiable?			
● Is the ramp gradient no steeper than 1:12?			
● Is there a landing of at least 1200 mm of length, at 10,000 mm intervals?			
● Is there a landing at every change in direction?			

● Is there a landing at the top and bottom of every ramp?			
● Is the minimum width of the ramp 900 mm?			
● Are there continuous handrails, on both sides, at a height between 800 mm and 900 mm?			
● Is the surface of the ramp non-slip?			
● Is there an edge protection on both sides of the ramp?			
7. HANDRAILS	Yes	No	Remarks
● Are handrails mounted at a height between 800 mm and 900 mm?			
● Are handrails easy to grip?			
● Are handrails securely attached?			
● Do handrails extend horizontally between 300 mm and 450 mm at the top and bottom of every staircase or ramp?			
● Are the ending of the handrails grouted in the ground or turn downward?			
● Is the space between the handrails and the wall no less than 40 mm for smooth walls and 60 mm for rough walls?			
● Are the handrails painted in contrast colours to be easily identifiable?			
● Are there tactile strip identifications on the handrails for emergency stairs & floor levels?			
8. TOILETS	Yes	No	Remarks
● Are there separate toilets for PwDs?			
● Are the toilets easily identifiable?			
● Is there sufficient space inside the toilets to manoeuvre a wheelchair?			
● Do individual washrooms have clear dimensions between opposite walls, of not less than 1750 mm?			
● Are water closets (WC) and bidets mounted at a height between 490 mm and 500 mm?			
● Is the space between the WC and the closest adjacent wall, fitted with a grab bar is between 450 mm and 500 mm?			
● Is the accessible washbasin mounted at a height between 800 mm and 850 mm?			
● Is the lower edge of the mirror positioned at a height not exceeding 1000 mm?			

● Are the accessible showers provided with a folding seat?			
● Are all the grab bars installed near WC and showers at a height between 850 mm and 900 mm?			
● Do grab bars have a diameter of 40 mm?			
● Do wall mounted grab bars have knuckle space 40 mm?			
● Are grab bars non-slippery?			
● Can the grab bars withstand the load?			
● Are faucets easy to grip and operate with one hand?			
● Are shower fixtures with at least 1500 mm long hoses?			
● Are hot water pipes insulated or covered?			
● Is the toilet equipped with an emergency alarm system?			
● Can doors be locked from inside and releasable from outside under emergency situations?			
● Are flushing arrangements, dispensers and toilet paper mounted between 500 mm and 1200 mm?			
● Are flushing equipments easy to operate?			
● Is the floor material skid proof, well drained and waterproof?			
● Do pivoted doors open outwards?			
9. EATING OUTLETS	Yes	No	Remarks
● Is the eating outlet accessible to PwDs?			
● Is there a circulation path of at least 900 mm wide to allow a wheelchair user to move around the eating outlet?			
● Are the cash and service counter height below 850 mm?			
● Is the table accessible with a height of 750 mm to 850 mm and knee space of 750 mm wide and 480 mm deep?			
● Do the table with fixed stools have accessible spaces for wheelchairs?			
10. PUBLIC TELEPHONES	Yes	No	Remarks
● Are there public telephones accessible to wheel chair users?			
● Is there at least one telephone in the building equipped with a loop induction unit?			
● Are the numerals on the telephone raised to allow identification by touch?			

● Is there proper signage directing to the public telephone?			
● Are the heights of the operable parts of the telephone between 800 mm and 1200 mm?			
● Is there a clear knee space of more than 750 mm?			
11. RESTING FACILITIES	Yes	No	Remarks
● Where there are large spaces are resting facilities provided between 100 metres and 200 metres?			
● Is there an adjoining space for a wheelchair next to benches and public seats?			
● Are public seats with a height of 750 mm to 850 mm and knee space of 750 mm wide and 480 mm deep?			
● Are the tops of the table between 750 mm and 900 mm height?			
● Are knee spaces at accessible tables with a height of 750 mm and knee space of 750 mm wide and 480 mm deep?			
12. RECEPTION & INFORMATION COUNTERS	Yes	No	Remarks
● Are the counters easily identifiable?			
● Is the counter between 750 mm and 900 mm height?			
● Is a part of the counter lowered to accessible height?			
● Is a loop induction unit installed at the counter?			
● Are there tactile pictographic maps of the building near the counter?			
● Is the counter well illuminated?			

Chapter 2

Community Accessibility Check List

The following checklist covers six specific target areas:

- (a) General access to municipal areas.
- (b) Transportation.
- (c) Housing.
- (d) Employment.
- (e) Recreation.
- (f) Education.

By answering “yes” or “no” to the questions listed for each target area, current levels of accessibility can be gauged.

Use of the checklist can help in the:

- (a) Identification of barriers which need to be removed;
- (b) Provision of a record of improvements; and
- (c) Development, by users, of strategies based on current assessment of access in their community.

The checklist does more than identify physical barriers. It provides users with a tool for measuring the accessibility of services and facilities such as those relating to employment, housing, recreation and education, in their local area.

Individuals and organizations can use the checklist for periodic assessment of their community’s position on access and integration of citizens with disabilities and senior citizens.

A. GENERAL ACCESS TO MUNICIPAL AREAS

1.	Decision-making process	Yes	No
(a)	Do persons with disabilities participate in the municipal decision-making process?		
(b)	Has your community adopted policies, which ensure that municipal facilities and services are accessible to persons with disabilities?		
(c)	Has a Municipal Advisory Committee on Accessibility, including members with disabilities, been established?		
(d)	If so, has the Committee developed a plan to improve accessibility based on needs identified by persons with disabilities?		

(e)	Have goals and dates been established so that progress can be measured?		
(f)	Have resources been made available to improve accessibility?		
(g)	Are all members of the community aware of these goals?		
(h)	Have your municipal authorities passed laws and regulations to ensure that all new buildings are accessible?		

2.	Municipal authority action on access	Yes	No
(a)	Has your municipal authority set an example for the community by providing physical access for everyone to all public buildings and facilities?		
(b)	Has your municipal authority initiated training to widen staff understanding of issues concerning persons with disabilities and elderly persons?		
(c)	Have building code specifications concerning access been fulfilled?		
(d)	Is there a surveillance system in operation for the identification of barriers to accessibility?		
(e)	Is there an action plan and budget provided by your municipal authority to remove identified barriers?		

3.	Public facilities in the municipality	Yes	No
(a)	Are the following municipal buildings barrier-free? Courts of Law		
	Police stations		
	Post Offices		
	Social service buildings		
	Health care clinics/centers		
	Hospitals		
	Libraries		
(b)	Is there a choice of barrier-free banks, finance companies and financial institutions in the area?		
(c)	Are stores, shops, supermarkets, markets and shopping malls barrier-free?		
(d)	Can persons using wheelchairs access public telephones?		
(e)	Are public telephones amplified for persons with hearing impairments?		
(f)	Can wheelchair users access most automatic teller machines/cash points?		
(g)	Can persons with disabilities and elderly persons use ramps in the community without the assistance of helpers?		

(h)	Are there enough public information systems and auditory signals for people with visual impairments and elderly persons to move around safely and independently in the community?		
(i)	Are there enough public information systems and visual signals for hearing-impaired persons and elderly persons to move around safely and independently in the community?		
(j)	Are public signs large and clear in the community?		

4.	Access for pedestrians with disabilities	Yes	No
(a)	Can wheelchair users and other pedestrians with disabilities easily use pavements?		
(b)	Are there audible traffic signals installed at pedestrian crossings for the safety of people with visual impairments?		
(c)	Can persons who use wheelchairs use footpaths and pavements easily and safely?		
(d)	Have dropped kerbs been installed at road intersections?		
(e)	Are those dropped kerbs practical and safe for blind persons as well as wheelchair users?		

5.	Reserved parking space for persons with disabilities	Yes	No
(a)	Are there sufficient parking spaces designated for vehicles driven by or carrying persons with disabilities?		
(b)	Are there laws and regulations, which ensure the provision of ample parking space?		

6.	Municipal support for organizations	Yes	No
(a)	Are there sufficient funds for organizations that represent persons with disabilities?		
(b)	Are services such as meeting rooms and photocopying facilities made available?		

B. TRANSPORTATION

1.	Decision-making process	Yes	No
(a)	Is there a Transport Advisory Committee that includes members with disabilities?		
(b)	Does the Committee recommend policies based on needs identified by persons with disabilities?		
(c)	Does the Committee report to the local government or its equivalent?		

2.	Regular transportation system	Yes	No
(a)	Are there adequate assistive features to increase access on buses and in taxis?		
(b)	Are the following transportation services barrier-free and accessible to persons with disabilities?		
	Mini-buses/vans		
	Underground trains		
	Over ground trains		
	Trams		
	Trains (inter-city)		
	Trains (inter-state)		
	Boats		
	Ferries		
	Ships		
	Airplanes (domestic)		
(c)	Are the following locations barrier-free?		
	Bus stops		
	Underground/overground train stations		
	Seaports		
	Airports		
(d)	Is there any disability awareness training for drivers and conductors on the public transport system?		

3.	Parallel transportation system: a separate service for persons with disabilities	Yes	No
(a)	Is there a parallel transport system for passengers with disabilities?		
(b)	Do the service areas and the hours of operation ensure adequate service?		
(c)	Are there sufficient vehicles, full-time/part-time drivers, and other staff for the system?		
(d)	Is the structure of the system satisfactory to those who use it?		
(e)	Are the user eligibility criteria fair and equal?		
(f)	Are there priority requests and advance booking policies?		
(g)	Is there disability awareness training for drivers within the system?		

4.	Taxis	Yes	No
(a)	Are barrier-free taxis available in the community?		
(b)	Are there licensing regulations, which ensure the provision of accessible taxis?		

5.	Transportation information	Yes	No
(a)	Is information available and accessible to persons with disabilities and elderly persons?		

C. HOUSING

1.	Decision-making process	Yes	No
(a)	Is there a Housing Advisory Committee that includes members with disabilities?		
(b)	Does this Committee recommend policies based on needs identified by the community?		
(c)	Does the Committee report to local government authorities?		
(d)	Are there laws and regulations that ensure access to new government and shared housing?		
(e)	Are there laws and regulations that ensure access to new private and shared housing?		
(f)	Are there laws and regulations ensuring the modification of existing housing?		
(g)	Are there laws and regulations ensuring barrier-free private housing projects?		
(h)	Do local hotels, motels boarding houses and guest houses have barrier-free units for guests with disabilities?		

2.	Steps taken to ensure the adequate provision of housing	Yes	No
(a)	Are accessible homes, apartments, flats, shared units and boarding houses available for persons with disabilities?		
(b)	Are barrier-free rehabilitation services, halfway houses and shelter homes available for persons with disabilities?		
(c)	Does the municipality provide incentives to developers to meet building accessibility standards?		
(d)	Is funding support for access refurbishment available?		
(e)	Is information regarding this funding easily available to persons with disabilities and elderly persons?		
(f)	Is barrier-free design information readily available?		

3.	Community support	Yes	No
(a)	Is there a housing referral system to assist persons with disabilities and elderly persons?		
(b)	Are there sufficient barrier-free houses on the market?		
(c)	Does the community support accessible housing through the provision of services such as cleaning maintenance?		

D. EMPLOYMENT

1.	Municipal employment equity programmes	Yes	No
(a)	Is there a municipal employment equity programme in place?		
(b)	Is there an employment equity coordinator?		
(c)	Is information freely available on employment opportunities?		
(d)	Is reasonable accommodation (services and physical adaptations) provided in places of employment of persons with disabilities?		
(e)	Is there disability awareness training for employees and employers?		

2.	Private sector employment equity programmes	Yes	No
(a)	Do local businesses have employment openings for persons with disabilities?		
(b)	Is sufficient information on employment opportunities freely available?		
(c)	Are there opportunities for employment in the private sector and in a variety of locations for persons with disabilities?		
(d)	Is there disability awareness training for private sector employees and employers?		

3.	Municipal incentives for the private sector	Yes	No
(a)	Do local authorities provide incentives to employers to encourage employment equity?		
(b)	Are support and funding available for persons with disabilities to start and to operate their own businesses?		

4.	Community support for integrated employment	Yes	No
(a)	Does community spirit prevail among private and public organizations to encourage the opening of employment opportunities for persons with disabilities?		

5.	Community job training and placement programmes	Yes	No
(a)	Are community job training and placement programmes available for and accessible by persons with disabilities?		
(b)	Is there adequate communication between local government officials and organizations that represent persons with disabilities and senior citizens?		
(c)	Is there disability awareness training for staff involved in placement programmes?		
(d)	Do partnerships between educational institutions and local authorities exist?		

E. RECREATION

1.	Decision-making process	Yes	No
(a)	Is there a Recreation Advisory Committee that includes members with disabilities and elderly persons?		
(b)	Does this Committee recommend policies based on requirements identified by persons with disabilities?		
(c)	Does this Committee report to the local government or its equivalent?		

2.	Services	Yes	No
(a)	Are persons with disabilities integrated into community sports and recreation programmes?		
(b)	Are specialized sports and recreational programmes for persons with disabilities freely available?		
(c)	Are there Special Needs Coordinators in sports and recreation centres?		
(d)	Is information on sports and recreation facilities available and accessible?		
(e)	Are there any volunteer support groups who assist persons with disabilities to take part in integrated recreational activities?		
(f)	Is there disability awareness training for staff in sports and recreational centres?		

3.	Privately-owned facilities	Yes	No
(a)	Are theatres, cinemas and entertainment centres available?		
(b)	Are private sports facilities accessible for persons with disabilities?		
(c)	Do local authorities encourage the owners of private recreation centres to make their facilities barrier-free?		
(d)	Do non-profit making organizations offer community recreation programmes that can accommodate persons with disabilities and elderly persons?		

(e)	Are the following locations barrier-free for persons with disabilities and elderly persons in the community?		
	Sports stadiums		
	Recreation/amusement centres		
	Camping grounds		
	Restaurants/cafeterias/canteens/food halls		
	Social clubs		
	Cultural and religious buildings		
	Public parks and gardens		

F. EDUCATION

1.	Decision-making process	Yes	No
(a)	Is there an Education Advisory Committee that includes members with disabilities and elderly persons?		
(b)	Does this Committee recommend policies based on needs identified by the community?		
(c)	Does this Committee report to the local government or the school board?		

2.	Accessible schools	Yes	No
(a)	Are all schools in the community accessible for students and/or staff with disabilities?		
(b)	Are there any regulations to ensure the accessibility of new schools?		
(c)	Is there an accessibility plan and budget for modification of existing schools?		
(d)	Are all secondary education buildings barrier-free?		
(e)	Are all tertiary education facilities barrier-free?		
(f)	Are all facilities, such as gymnasiums and science laboratories, inside local schools barrier-free?		
(g)	Are there barrier-free toilets on each floor in all schools in the locality?		

3.	Study options	Yes	No
(a)	Are students with disabilities placed in classrooms with non-disabled students?		
(b)	Is there a policy covering integration of all students?		
(c)	Is there a means whereby parents can contribute to the decision-making process on issues concerning students with disabilities?		
(d)	Is educational support provided for persons with disabilities?		
(e)	Are students with disabilities able to participate in the classes of their choice?		
(f)	Are students with disabilities able to participate in all or most extra-curricular activities?		
(g)	Does the student council or union address issues concerning persons with disabilities?		

4.	Community commitment to appropriate policies, programmes, services and support	Yes	No
(a)	Is adequate accessible transportation for disabled students or staff available?		
(b)	Are there positions available for special education staff?		
(c)	Is there in-service training for regular teachers to meet special learning needs?		
(d)	Is there teacher and student disability awareness training?		
(e)	Are there any persons with disabilities on the school board?		
(f)	If not, has someone been designated to represent persons with disabilities?		