Module 7

Chapter 1

Field Visit (Access Survey/Audit)

GUIDELINES ON HOW TO CONDUCT ACCESS SURVEY/AUDIT

Access audits are surveys conducted of existing built environment that needs to be made barrier free.

Objectives

(a) Identify obstacles or barriers to disabled persons' movement in a particular part of the built environment.

(b) Obtain information required for considering solutions on how these obstacles and barriers can be eliminated or remedied.

(c) Document the accessibility of the place surveyed for reference by disabled persons concerned with access improvement.

Identify Team Members

- Identify a mixed group of disabled persons (physical and sensory disabilities) and non-disabled volunteers, who understand access needs.
- Architect or a civil engineer, ideally of the building being audited.

Initial Steps

- Before going for the access audit make sure you have the following items:
  - Audit checklist.
  - Measuring tape (at least 5m long).
  - Clip boards (for easy recording of information).
  - Pens & pencils.
  - A camera.
  - A cap or sunglasses (for surveying external environment).
  - Cassette recorder (for recording of findings by vision impaired persons).
  - A copy of the letter sent to building developer or management (if available).
- Experience, as a group, the routine of an actual survey and how the information is to be recorded in the prescribed format (see sample access survey form, p.104).
- Acquire experience in taking measurements, photographs or making drawings to illustrate survey documentation.

Pre-survey Preparations

(1) Identify the location to be surveyed.

(2) Appoint a survey coordinator with the duty to undertake the following:

- Contact the management or duty in charge of the building or site.
- Obtain permission from the management of the building or the site.
- Make the appointment for the survey and reconfirm the date and time with the concerned authority.
- Obtain security clearance, if necessary, and assistance, as appropriate.
- Request layout plans of the place or area to be surveyed.
- Make a preliminary visit to the site as part of the pre-survey preparations.
- Arrange for transport for to and from the site (if so required).
- Ensure that the essential materials needed for the survey are ready and the quantity is enough for each survey team.

(3) Prepare copies of the survey form to include items such as the following:

- Date of survey.
- Name of the building and location.
- Location of the areas to be surveyed (for example, car park, entrance, lift, toilets, etc.).
- Approved standards with which to compare on-site measurements.

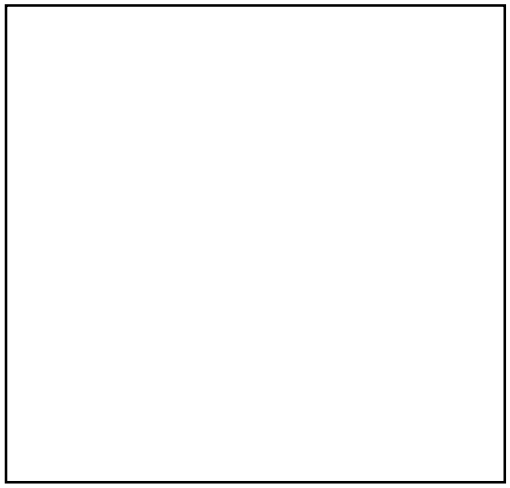
(4) Check for noise levels (such as excessively loud music or traffic noise as this disorients blind people).

(5) Divide the members into teams according to the number of the persons available and the sites to be surveyed.

(6) Initiate discussion on the layout and establish routes to be followed in the survey.

(7) Have each team choose its facilitator and divide among members, tasks such as measuring, writings, recording and taking photographs.

(8) Determine with team members the precise place and time to meet (for example, at the main entrance or bus stop nearest to the place to be surveyed).



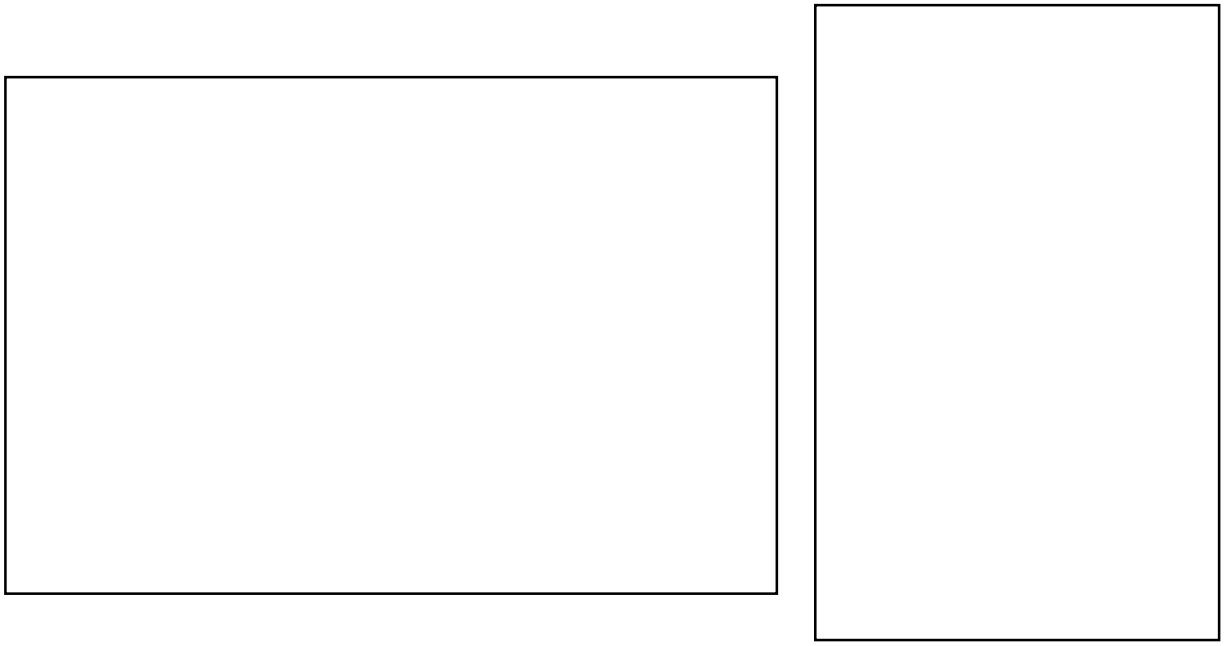
Access audit team comprise persons with diverse disabilities and an architect

Chapter 2

Access Survey/Audit of a Pre-selected Site

Important tips to remember during the actual survey include the following:

- Meet punctually at the pre-determined location.
- Each team members should know the boundaries of the area that the team has to survey.
- Start with entrances, corridors and toilets before the crowds appear.
- It is important to keep measuring the heights and widths of all the areas you pass through like the height of the stairs, width of the doors, size of the toilet, knee space under the counters, telephones, washbasin, etc.
- Pay attention to everyone's safety during the survey.
- Complete the survey forms and provide accompanying sketches, notes and other details.
- Note down when and where photographs are taken so as to be able to identify them when preparing the report.
- Keep discussing the changes you recommend for specific barriers with the architect/engineer.
- Whatever recommendations are thought of keep jotting them down on the writing pad along with, the existing measurements.
- Once the survey is over get photographs developed and prepare a final report to be submitted to the authorities for incorporating the changes.



Chapter 3

Report Making–Comprehensive Solution with Illustrations

Post-survey Action

Cooperation and teamwork are needed to tie up all aspects of the survey effort. The following are some important points to remember:

1. Each team member has a responsibility for the completion of the survey form, with emphasis on updating information so that it is accurate, filling in information gaps and attaching photographs or other illustrations that will enhance the team's survey report
2. The report can take into account long-term and short-term plans for access improvement (for example, providing a ramp, an accessible toilet, etc., as priority areas).
3. Each team facilitator will be responsible for collecting the completed forms.
4. Team members shall agree on a date and time for joint review of the survey process and outcome.
5. The survey coordinator shall:
   (a) Present findings and observations to the whole team.
   (b) Prepare an illustrated survey report, summaries and recommendations, for submission to the relevant authorities such as the management of the concerned building or complex, the planning department of local authorities or other interested parties.
   (c) Determine the deadline for report submission and meet the deadline.
   (d) Send a letter of appreciation to the management or authorities incharge.
   (e) Follow up with the them after the report has been submitted.
   (f) Send congratulatory or appreciation letters, if action has been taken to improve accessibility, especially if access standards have been complied with.
6. Team members shall monitor any changes or action taken by the management or relevant authorities, as well as review action required from time to time.

Use of Reports

The reports on survey outcomes are an important source of information for encouraging access improvement. The records may be used for:

1. Comparative purposes in updating information on the changing access requirements of disabled people from time to time.
2. Reviewing the applicability of existing dimensions as a basis for proposing amendments.

Share findings and observations with the whole team

Follow up with the authorities after the report has been submitted

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?			