ACCESSIBILITY HANDBOOK

AUDIT TEMPLATES















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Audit templates in this document are developed based on the accessibility criteria provided in the 'Accessibility Handbook: Guide to Accessible Built Environments.' To learn more about accessibility criteria and the process of conducting an accessibility audit, please refer to the Accessibility Handbook. When using these audit templates, it is recommended to consult with an accessibility expert.

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AUDIT INFORMATION

GENERAL INFORMATION	
Date	
Time	
Weather conditions	
INFORMATION OF THE BUILDING / SITE	
Name of the building	
Address	
Year of construction	
Year of renovation (if any)	
Additional information	
CONTACT PERSON AT THE BUILDING / SITE	
Name	
Position	
Phone number	
Email address	
Additional information	

AUDITOR / S	
Name	
Organization	
Phone number	
Email address	
Additional information	
OTHER PARTICIPANTS	
Name	
Phone number	
Email address	
Additional information	
ADDITIONAL INFORMATION	



TEMPLATE 1: **PATHWAYS**

*For more information, refer to Section **3.2.1. PATHWAYS (page 42)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Width	Is the **clear width** of a pathway at least 1200 mm? *(Recommended width is 1500 mm or more).*				
	If the clear width of the pathway is less than 1500 mm, does it have **passing and turning areas** for wheelchair users of at least 1500 mm x 1500 mm at intervals of no more than 15 meters?				
Height	Is the **clear height** of the pathway at least 2200 mm without any objects, branches, or signs obstructing this height?				
Slope	Is the pathway **flat or with a gentle slope** not steeper than 5%? *(Measured at the steepest point)* *(If the pathway is steeper than 5%, use Template 4: Ramps).*				
	If the pathway has a **cross-fall** (side inclination), is the slope of the cross-fall less than 2%?				
Height difference	If the pathway has steps, is there **a ramp or a lifting device** available?				

	If there are **intersecting pathways**, are they at the same level?				
	If the height difference between the pathway and the street is more than 700 mm, is the pathway **protected by a handrail**?				
Surface	Is the ground **surface** even, hard, durable and non-slippery even when wet?				
	Is the ground **surface** free from holes and cracks that are larger than 20 mm?				
Tactile surface	Is there a **tactile paving surface** present on the pathway?				
	Is there a **directional tactile paving surface** to indicate the direction of the pathway?				
	Is there a **warning tactile paving surface** to alert users of changes in surface level or upcoming hazards?				
	Is the **tactile paving surface** kept clear of any obstructions, such as trees, road holes, street furniture and other objects?				
Obstacles	Is the pathway **free from obstacles** that may cause accidents (e.g., steps, open manholes, open gutters, tree roots)?				
Bollards	Are there **bollards** on the pathway?				
	Are the **bollards at least 900 mm high**?				
	Do **bollards have visual contrast** with the surrounding background?				

Rest areas	Are there **rest areas** along the pathway?				
	If there are rest areas, are they **located outside the pathway** in a way that does not disrupt walking or create a risk of collision?				
	Is the **distance between rest areas** less than 50 meters?				
	Is the **surface of the rest area** at the same level as the pathway?				
	Is there **seating** at the rest area?				
	If yes, is the seating provided with **different heights**? *(Rest area seating should vary in height, with options at 300 mm, 450 mm, 500-550 mm).*				
	Are some of the seats provided with **armrests and backrests**?				
	Is there a **table** at the rest area?				
	Is the table **wheelchair accessible**? *(Wheelchair-accessible table should allow free space underneath, with dimensions of 800 mm in width, 670 mm in height, and 600 mm in depth).*				
	Is there an **adjacent free space reserved for wheelchairs**? *(Wheelchair space must be at least 1400 mm deep and 800 mm wide. There needs to be a 900 mm wide passage behind and in front of the wheelchair space).*				

Gates	Is there a pedestrian **gate** present on the pathway?				
	If there is a gate, is the **clear opening** width at least 850 mm?				
	Does the gate have a clear space of at least 400 mm **on the opening side**?				
	Is there a **maneuvering space** of at least 1500 x 1500 mm in front of and behind the gate?				
	Does the **gate contrast** with the surrounding surface?				
	If there is an **opening device and/or button at the gate**, is it positioned at a height between 900 and 1100 mm?				
	If the **gate opens automatically**, does it have a visual and/or audible signal indicating when it is open?				
Lighting	Is the pathway **well-lit**? *(Recommended light intensity is at least 10 lx for pathways and 30-50 lx for intersections, gates, stairs, and ramps).*				
	Is the **pathway free from dark blind spots**?				
	If there are **lamp posts** along the pathway, are they evenly spaced on one side of the pathway?				
ADDITIONAL INFORMATION					



TEMPLATE 2: **PEDESTRIAN CROSSINGS**

*For more information, refer to Section **3.2.2. PEDESTRIAN CROSSINGS (page 46)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location	Is the **pedestrian crossing** located next to an accessible pathway?				
	Is the **pathway leading to the pedestrian crossing** well-maintained, obstacle-free, with a smooth and even surface?				
	Is the **pedestrian crossing** wide enough to accommodate all pedestrians, including people using mobility aids and guide dogs?				
Level difference	If there is a difference in level between the pathway and the street, is a **curb ramp** provided to ensure a smooth transition for people using mobility aids?				
	Is the **width of a curb ramp** at least 900 mm, excluding the sloping sides? *(Recommended width of a curb ramp is 1200 mm).*				
	Is the **slope of a curb ramp** less than 8%?				
Traffic island	Is there a **traffic island** at the pedestrian crossing?				

	Is the **minimum size of a traffic island** at least 1500 mm in width and 1500 mm in depth?				
	Is there a **tactile warning surface** present at the traffic island?				
	If yes, is the **tactile surface** kept clear of any obstructions, such as trees, road holes, street furniture and other objects?				
Traffic control signals	Is the pedestrian crossing equipped with **traffic control signals**?				
	Are the **push buttons** for the traffic control signals placed at a height 900-1100 mm from the ground?				
Surface	Is the surface of the pedestrian crossing **well-drained and non-slippery** to prevent falls and slips?				
Obstacles	Is the **pedestrian crossing kept free of any obstacles** (e.g., construction joints, manholes, open drainage, or any other objects that can cause hazards)?				
Road markings	Are the **road markings at the pedestrian crossing** clearly visible and contrasting (e.g., white stripes on a dark road surface)?				
Tactile surface	Is there a **tactile paving surface** present at the pedestrian crossing?				
	Is there a **directional tactile paving surface** leading users to pedestrian crossings and to traffic control signals?				

	Is there a **warning tactile paving surface** to alert users of changes in surface level or upcoming hazards?				
	Is the **tactile paving surface** kept clear of any obstructions, such as trees, road holes, street furniture and other objects?				
Audio signals	Is the pedestrian crossing equipped with **audio signals** to assist people with visual impairments?				
Visual signals	Is the pedestrian crossing equipped with **visual signals** to assist people with hearing impairment?				
ADDITIONAL INFORMATION					



TEMPLATE 3: **PARKING, PICK-UP AND DROP-OFF AREAS**

*For more information, refer to Section **3.2.3. PARKING, PICK-UP AND DROP-OFF AREAS (page 49)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location	Is the accessible parking **located near an accessible** entrance (preferably not more than 10 meters away)?				
Number of parking spaces	Is there **at least one accessible parking** space available?				
	If the parking facility has over 50 parking places, are **at least two accessible parking spaces** provided for every 50?				
Dimensions	Is the **width** of the accessible parking space at least 3600 mm?				
	Is the **length** of the accessible parking space at least 5000 mm?				
Signage	Is the accessible parking **marked** with the International Symbol of Accessibility?				
	Is the signage placed on a **vertical signpost** next to the parking space?				
	Is the signage placed on the **ground surface of the parking space** with a contrasting color?				

Curb	If a curb exists between the parking space and a pathway, is there a **curb ramp** provided along the parking space?				
	If no curb exists, is there a **tactile surface** provided to separate the parking space from the accessible pathway?				
Surface	Is the **surface material** of the accessible parking spaces hard, even, and non-slip even when wet?				
Lighting	Are the parking areas **well-lit**? *(Recommended light intensity is 75 lx).*				
Pick-up and drop-off areas	Is there a **pick-up and drop-off area located within close proximity** to the building entrance (preferably not more than 10 meters away)?				
	Does the pick-up and drop-off area accommodate **at least two cars**?				
	Is the pick-up and drop-off area **covered by a shelter or canopy**?				
	Are **curb ramps** provided to facilitate circulation over paved surfaces?				
	Is there **clear signage** indicating the location of pick-up and drop-off areas?				
	Is **seating** available for people waiting for transportation?				
	If yes, is the seating provided with **different heights**? *(Seating should vary in height, with options at 300 mm, 450 mm, 500-550 mm).*				

	Is the pick-up and drop-off area **well-lit**? *(Recommended light intensity is 75 lx).*				
Bicycle parking	Is there **bicycle parking** available?				
	Is the **bicycle parking** positioned outside the accessible pathways to ensure they do not reduce the intended size or width of the pathway?				
	Is the bicycle parking **marked with signage**?				
	Is the bicycle parking area **well-lit**? *(Recommended light intensity is 75 lx).*				
ADDITIONAL INFORMATION					



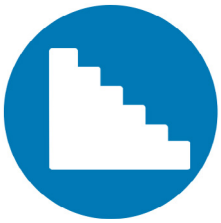
TEMPLATE 4: **RAMPS**

*For more information, refer to Section **3.2.4. RAMPS (page 52)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Type of ramps	Is the ramp **straight** (turning only at the landings)?				
Clear width	Is the **clear width** of the ramp (measured between handrails) at least 1000 mm? *(The recommended width is 1500 mm or more).*				
Protective edge	If the ramp is not attached to a fixed structure (such as a wall or a handrail with a lower rail), is there a **protective edge** on both sides of the ramp with a height of at least 50 mm?				
Slope	Is the **slope of the ramp** less than 8% (preferably 5%)? *(The slope is measured at the steepest point of the ramp).*				
	In outdoor areas, is there a **cross-fall** (side inclination) of the ramp with less than 2% incline?				
Landing	Is there a clear landing area at least 1500 x 1500 mm in size **at the top** of the ramp?				
	Is there a clear landing area at least 1500 x 1500 mm in size **at the bottom** of the ramp?				

	If the **ramp is long**, does it have an intermediate landing of at least 1500 mm x 1500 mm after every 6 meters?				
Tactile surface	Is there a tactile warning surface **at the top** of the ramp (minimum length 600 mm)?				
	Is there a tactile warning surface **at the bottom** of the ramp (minimum length 600 mm)?				
Handrails	Are there **handrails on both sides** of the ramp?				
	Is there a **double-height handrail** with an upper height of 900 mm and a lower height of 700 mm?				
	Do the **handrails extend** at least 300 mm beyond the top of the ramp?				
	Do the **handrails extend** at least 300 mm beyond the bottom of the ramp?				
	Do the **handrail continue uninterrupted** around intermediate landings (if any)?				
	If the width of a ramp exceeds 2700 mm, is a **central handrail** provided?				
	Is the **shape of the handrail** round with a diameter of 25-40 mm?				
	Is the **texture of the handrail** smooth and easy to grip?				
	If the **handrail is attached to a wall or a fixed structure**, is it at least 45 mm away from the wall with brackets attached from below?				

	Does the handrail **contrast** with the background?				
Surface	Is the **surface** of the ramp even, hard, and non-slip even when wet?				
	Is the ramp **free from any unevenness and thresholds** at the top and bottom of the ramp?				
Lighting	Is the ramp **well-lit?** *(Recommended light intensity for outdoor ramps is 30-50 lx).*				
ADDITIONAL INFORMATION					



TEMPLATE 5: **STAIRS**

*For more information, refer to Section **3.2.5. STAIRS (page 56)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Type of stairs	Are the stairs **straight** and not spiral or curved?				
Rise and going	Is the **maximum rise (height)** of each step 160 mm?				
	Is the **minimum going (depth)** of each step 300 mm?				
	Do the stairs have **uniform steps** with consistent dimensions for both the risers and goings?				
	Do the stairs have **closed/solid risers** and not open risers?				
	If **nosing** is present, is it flush, rounded, and not protruding more than 25 mm?				
Width of stairs	Is the **minimum width** of the stairs 1200 mm (min.1000 mm measured between handrails)?				
Landings of stairs	Is there a clear and unobstructed landing area **at the top** of the stairs?				
	Is there a clear and unobstructed landing area **at the bottom** of the stairs?				

	Is there an **intermediate landing** provided after every 10-15 risers?				
Tactile surface	Is there a tactile warning surface **at the top** of the stairs (minimum length 600 mm)?				
	Is there a tactile warning surface **at the bottom** of the stairs (minimum length 600 mm)?				
Contrast stripe	Is there a **contrasting colored warning stripe** on the front edge of all the steps?				
Surface	Is the **surface material** of the stairs even, hard, and non-slippery even when wet?				
Open space under the stairs	Is the **space under the stairs** closed?				
	If the space under the stairs is open, is there a **guard, rails, tactile markings or other protective element** installed?				
Handrails	Are there **handrails on both sides** of the stairs?				
	Are there **double-height handrails** with an upper height of 900 mm and a lower height of 700 mm?				
	Do the **handrails extend** at least 300 mm beyond the top of the stairs?				
	Do the **handrails extend** at least 300 mm beyond the bottom of the stairs?				
	Do the **handrails continue uninterrupted** around intermediate landings (if any)?				
	Is the **shape of the handrails** round with a diameter of 25-40 mm?				

	Are handrails **smooth and easy to grab**?				
	Do handrails visually **contrast** with the background?				
Lighting	If the lighting for the stairs works with a motion detector, does it respond to **movement at different heights**?				
	Is the staircase **well-lit and glare-free**? *(Recommended light intensity for stairs indoors is at least 300 lx on the flight of stairs and 500 lx at the top and the bottom of the stairs. The light intensity outdoors is recommended to be between 30-50 lx).*				
ADDITIONAL INFORMATION					



TEMPLATE 6: **ENTRANCES**

*For more information, refer to Section **3.2.6. ENTRANCES (page 60)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location	Is the entrance **connected** to an accessible pathway?				
	Is the entrance **connected** to an accessible parking lot, pick-up or drop-off area?				
Cover	Is the entrance **covered** by a shelter or canopy?				
Lighting	Is the entrance **well-lit**? *(Recommended light intensity for the entrance is 50-200lx).*				
Contrast	Is the entrance **easy to perceive** and contrasts the surrounding background?				
Signage	Is the accessible entrance **marked** with clear signage (e.g., the name of the building)?				
	Is the accessible entrance **marked** with the International Symbol of Accessibility?				
Level difference at the entrance	Is there a **ramp** at the entrance? *(If yes, use 'Template 4: Ramps')*				
	Are there **stairs** at the entrance? *(If yes, use 'Template 5: Stairs')*				

Landing in front of the entrance	Does the entrance have a **clear and obstacle-free** landing area in front of it, without obstructions like seating, ATM machines, decorative plants, etc.?				
	Is the **landing in front of the entrance** at least 1500 mm x 1500 mm in size?				
	Is there a **clear space** of at least 400 mm on the opening side of the entrance door/gate?				
	Is the **surface** at the landing even, hard, and non-slippery even when wet?				
	Is the landing **free from doormats**?				
Entrance doors/gates	*For entrance doors/gates, use Template 7: Doors.*				
Entrance systems	Are there any **entry systems** (e.g., doorbell, code lock, access control) at the entrance?				
	Are **entry systems** located 900-1100 mm from the floor/ground?				
	Are **entry systems** located on the opening side of the door to avoid collision when the door opens?				
ADDITIONAL INFORMATION					



TEMPLATE 7: **DOORS**

*For more information, refer to Section **3.2.7. DOORS (page 63)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Width	Is the clear width of **interior doors** at least 800 mm? *(Recommended width is 850 mm or more, especially for accessible building entrances and accessible toilet doors).*				
Height	Is the **clear height** of a door opening at least 2000 mm?				
Maneuvering space	Is there a **maneuvering space** of at least 1500 x 1500 mm both outside and inside the door?				
	Is there a **clear space** of at least 400 mm on the opening side of the door?				
Threshold	Is the door **free from thresholds**?				
	If there is a threshold, does it have **beveled or sloped edges**?				
	If there is a threshold, is it **less than 20 mm** high?				
	Is the threshold **visually contrasting** with the adjacent floor/ground?				

Signage	Is there **signage** at the door?				
	Is the signage placed on the **opening side** of the door?				
	Is the **signage placed** at a height of 1400-1600 mm from the floor/ground?				
	Is the information on the signage also provided in **raised tactile and Braille**?				
Door handles and equipment	Is the door handle **easy to grab** with one hand?				
	Does the door handle **visually contrast** with the background?				
	Are the **door handles and buttons** located 900-1100 mm from the ground?				
	Are the **door handles and buttons located** 400 mm away from the corner or other fixed structures?				
	Is it possible to open the door with **one hand**?				
	Can the door be opened with **a force of ≤10N**?				
Automatic doors	If there is an automatic door, is there a **push button** to open the door?				
	Is the **push button** located on the opening side of the door?				
	Is the push button **marked** with the International Symbol of Accessibility?				
	Does the push button clearly **stand out** from the surrounding background?				
	Is the push button **placed** at a height of 900-1100 mm?				

	Is the push button **placed** at least 400 mm from the corner of the other fixed structure?				
	Does the automatic door **stay open** for at least 25 seconds?				
	Do the **sensors** of automatic doors react to people of different heights?				
Glass doors	If there is a **glass door**, does it have horizontal stripes or contrast markings? *(Recommended to have at least two strips/markings at heights of 1000 mm and 1400-1600 mm).*				
	Is there a **frame or a kick plate** at the bottom of the glass door to make it easier to perceive? *(Recommended height of a kick plate is 300-400 mm, measured from the lower edge of a door leaf).*				
ADDITIONAL INFORMATION					



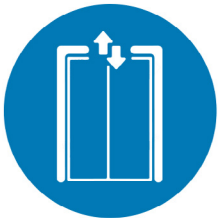
TEMPLATE 8: **RECEPTION AREAS**

*For more information, refer to Section **3.2.8. RECEPTION AREAS (page 67)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location	Is the reception area **located** close to the accessible entrance of the building?				
	If the reception area is not located close to the accessible entrance, are there **clear signs guiding the way** to the reception area?				
Surface	Is the **floor surface** of the reception area even, hard, and non-slippery even when wet?				
Reception counters	Is there a **maneuvering space** of at least 1500 x 1500 mm in front of the reception counter?				
	Are the **reception counters** provided at two different heights?				
	Is one of the **counters** provided with a height of 1100-1200 mm (suitable for standing customers)?				
	Is one of the **counters** provided with a height of 750-800 mm (suitable for wheelchair users)?				

	Is there a **clear space under the reception counter** to allow wheelchair access? *(Recommended clear space is at least 800 mm wide, 670 mm high, and 600 mm deep, and there must be no structures in the clear space that reduce its size).*				
	Is there **seating** at the reception counter?				
	If yes, is the seating provided with **different heights**? *(Rest area seating should vary in height, with options at 300 mm, 450 mm, 500-550 mm).*				
	Are some of the seats provided with **armrests and backrests**?				
Lighting	Is the reception area **well-lit**? *(Recommended light intensity for the reception area is 500 - 750 lx).*				
	Are the **light switches** placed at a height of 900-1100 mm from the floor?				
	Is the reception counter **free from glare and reflections**?				
Waiting area	Is there a **waiting area** at the reception area?				
	If yes, is there **seating** at the waiting area?				
	Is the seating provided with **different heights**? *(Rest area seating should vary in height, with options at 300 mm, 450 mm, 500-550 mm).*				

	Are some of the seats provided with **armrests and backrests**?				
	Is there an **adjacent free space reserved for wheelchairs** in the waiting area? *(Wheelchair space must be at least 1400 mm deep and 800 mm wide. There needs to be a 900 mm wide passage behind and in front of the wheelchair space).*				
Acoustic environment	Is the reception located in an area with **as little noise and echo as possible**?				
	Is the reception area equipped with an **induction loop and a related sign**?				
Number systems	Is there a **take-a-number dispenser** available at the reception area?				
	Do the **buttons** on the number dispenser clearly contrast the background?				
	Is the queue number **displayed on the screen and also announced aloud** when the user's turn comes?				
ADDITIONAL INFORMATION					



TEMPLATE 9: **ELEVATORS**

*For more information, refer to Section **3.2.9. ELEVATORS (page 70)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location	Is the **elevator** located near an accessible entrance?				
Maneuvering space	Is there a **clear maneuvering space** of at least 1500 x 1500 mm in front of the elevator on every floor?				
Surface	Is the **surface** of the elevator floor even with the floor's surface outside the elevator?				
Doors	Are the elevator doors **easy to perceive** and contrast with the surrounding surface?				
	Is the elevator door **at least 900 mm** wide?				
	Is there an **audio announcement** that informs about the elevator's direction (going up or down) and notifies when it reaches the selected floor?				
	If the elevator door is **fully glazed**, are there safety markings (such as horizontal stripes or contrasting markings) on the doors? *(Recommended to have at least two strips/markings at heights of 1000 mm and 1400-1600 mm).*				

	Are the elevator doors **open long enough** to provide sufficient time for safe entry and exit?				
Dimensions	Is the **size of the elevator** at least 1100 mm wide and 1400 mm deep? *(Recommended size is at least 1500 mm wide and 1500 mm deep).*				
Control panel and operating buttons	Are the **operating buttons** placed in a low, horizontal row at a height of 900-1100 mm from the floor and positioned at least 400 mm away from the corners of the lift cabin?				
	Do the **operating buttons** have tactile numbers (and preferably also Braille)?				
	Does the **control panel** with the operating buttons protrude from the wall at a 45-degree angle?				
	Is the **exit floor button** raised and has a different color (e.g., green) from the other buttons?				
	Does the **emergency button** stand out from other buttons (e.g., with red color)?				
	Is there an **audio signal** (voice connection) that confirms that the emergency alarm has been received?				
	Is there a **visual signal** that confirms that the emergency alarm has been received?				
	Are the **fonts and signs** inside the elevator easy to read?				

Fixtures	Is there a **handrail** in the elevator at a height of 900 mm?				
	Is there a **foldable seat** in the elevator measuring 500 mm in height and 300-400 mm in depth?				
	Is there a **mirror** in the elevator with the bottom edge between 300-900 mm from the floor and the upper edge at least 2000 mm from the floor?				
Lighting	Is the elevator **well-lit**? *(Recommended light intensity both inside and outside the elevator is 300 lx).*				
ADDITIONAL INFORMATION					



TEMPLATE 10: **HALLWAYS**

*For more information, refer to Section **3.2.10. HALLWAYS (page 73)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Width	Is the **clear width** of a hallway at least 1200 mm? *(Recommended width is 1500 mm or more).*				
	If the clear width of a hallway is less than 1500 mm, does it have a **turning space** of 1500 mm x 1500 mm at least every 15 meters?				
Height	Is the **clear height** of a hallway at least 2100 mm?				
Obstacles	Is the hallway **free of any obstructions** protruding from the top or sides of the hallway (e.g., signage, lights)?				
Rest area	Is there a **rest area** along the hallway?				
	If there is a rest area, is it **located outside the walking part** in a way that does not disrupt walking or create a risk of collision?				
	Is there **seating** available at the rest area?				

	If yes, is the seating provided with **different heights**? *(Rest area seating should vary in height, with options at 300 mm, 450 mm, 500-550 mm).*				
	Are some of the seats provided with **armrests and backrests**?				
	Is there an **adjacent free space reserved for wheelchairs**? *(Wheelchair space must be at least 1400 mm deep and 800 mm wide. There needs to be a 900 mm wide passage behind and in front of the wheelchair space).*				
Surface	Is the **floor surface** of the hallway hard, level, glare-free and non-slippery, even when wet?				
	Does the floor **visually contrast** with the walls?				
	Is the hallway **free from any individual steps or level changes**?				
	If there are individual steps or level changes in the hallway, do they **stand out and contrast** the running surface?				
	If there are individual steps or level changes in the hallway, is there an option for an **alternative route, a ramp, or a lifting device**?				
Signage	Is there **clear and consistent** signage in the hallway?				
	Is the **signage placed** at a height of 1400-1600 mm from the floor/ground?				

	Is the information on the signage also provided in **raised tactile and Braille**?				
	Are the **overhanging signs** (if any) at least 2100 mm above the floor surface to prevent collisions?				
Lighting	Is the hallway **well-lit**? *(Recommended light intensity for the hallway is 200-300 lx).*				
	Are the **light switches** placed at a height of 900-1100 mm from the floor?				
ADDITIONAL INFORMATION					



TEMPLATE 11: **ACCESSIBLE TOILETS AND WASH AREAS**

*For more information, refer to Section **3.2.10. ACCESSIBLE TOILETS AND WASH AREAS (page 76)** on the Accessibility Handbook.*

LOCATION / NUMBER:					
ELEMENT	**CRITERIA**	**NOTES**	**YES**	**NO**	**N/A**
Location for indoor toilet	If the accessible toilet is **located indoors**, is there direct and easy access to the toilet from key areas (e.g., entrance, lobby, reception area)?				
Location for outdoor toilet	If the accessible toilet is **located outdoors**, is it located in close proximity to the building it serves?				
	Is the pathway to the outdoor toilet at least **1200 mm wide** with an even, hard, and non-slippery surface even when wet?				
	Is the toilet located on a **flat surface with no level changes**?				
	If the outdoor toilet is located above the ground, is there a **ramp** with a slope of less than 8%? *(If a ramp is present, use Template 4: Ramps).*				
Location of outdoor wash areas	Is the **outdoor wash area** located near the outdoor toilet?				

	Is there a **maneuvering space** of at least 1500 mm x 1500 mm in front of the outdoor hand wash basins?				
Signage	Is there **clear signage leading** to an accessible toilet?				
	Is the accessible toilet **marked** with a clear sign and the International Symbol of Accessibility?				
	Is the signage placed on the **opening side** of the door?				
	Is the **signage placed** at a height of 1400-1600 mm from the floor/ground?				
Doors	Does the door **open outwards**?				
	Is the **clear width** of the door at least 850 mm?				
	Is there a **maneuvering space** outside the toilet door at least 1500 x 1500 mm in size?				
	Does the door **visually contrast** with the background wall?				
	Is there a **clear space** of at least 400 mm on the opening side of the door, both outside and inside the door?				
	Is the toilet door **free from a threshold**?				
	If a threshold is present, are the edges of the threshold **beveled or sloped**?				
	Is it possible to lock and unlock the door with just **one hand**?				

	Can the door be opened with a **force of ≤10N**?				
	Is there a **horizontal rail** inside the door, at least 600 mm long and mounted at a height of 800 mm from the floor?				
Maneuvering space	Is there a **clear, obstacle-free maneuvering space** of at least 1500 x 1500 mm inside the toilet?				
	Is the **space obstacle-free** up to 2 meters?				
Toilet seat	Is there a clear space of at least 800 mm **on one or both sides of the toilet seat** for wheelchair access or assistance?				
	If the toilet seat is only accessible from one side, is there a **mirror-image accessible** toilet nearby?				
	Is the toilet seat placed **between 200-300 mm from the rear wall**?				
	Is the **height of the toilet seat** between 450 mm and 500 mm? *(Measured from floor to the top of the ring)*.				
Squat toilet	If there is a **squat toilet**, is it equipped with either a movable or fixed toilet chair?				
	Does the squat toilet have **grab rails** on both sides?				
Hand basin	Is there a **hand basin** in the toilet?				
	Is the **height of a hand basin** 800 mm?				

	Is the **depth of the hand basin** 450-600 mm?				
	Is there a **clear space under the hand basin** to allow wheelchair access? *(Recommended clear space is at least 800 mm wide, 670 mm high, and 600 mm deep, and there must be no structures in the clear space that reduce its size).*				
	Is the distance between the **centerline of the hand basin and the adjacent side wall** at least 450 mm to allow easy access?				
	Are the **soap and hand towel dispensers** positioned to allow easy access from a wheelchair and with only one hand?				
	Do **faucets** allow easy operation that can be operated with one hand or elbow?				
Surface	Is the **surface of the toilet floor** even, hard and non-slippery even when wet?				
	Does the wall and floor surface have a **matte surface** to prevent glare?				
Grab rails	Are there **grab rails** in the toilet?				
	Are grab rails placed in the **appropriate position** to support people sitting down and getting up from the toilet seat? *(Recommended distance from the center of the toilet seat to the grab rail is 300-350 mm).*				

	Are grab rails **circular and easy to grab** and about 35–45 mm in diameter?				
	Is the **height** of the grab rails 750-800 mm above the ground?				
	Do the grab rails **contrast** with the surrounding surface?				
	Are the **grab rails** that are attached to the wall or other fixed structure at least 45 mm away from the wall?				
Other fixtures and fittings	Is the **toilet paper holder** positioned so that it can be easily reached from the toilet seat?				
	Do other **fixtures and fittings** (e.g., soap dispensers, hand towel dispensers, and wall-mounted disposal bins) have their operable parts positioned between 900-1100 mm from the ground?				
	Are there **coat racks** in the toilet positioned at heights ranging from 1000-1600 mm?				
Alarm system	Is there an **alarm** in the toilet that can be used for calling for help in case of an emergency?				
	If yes, is the alarm (e.g.,push button/string) **easy to see** and has a visual contrast from the wall?				
	Is there an **audible signal** to ensure that the alarm has been received?				
	Is there a **visual signal** to ensure that the alarm has been received?				

	Is there an **alarm reset button** located inside the toilet at a height of 900-1100 mm so that any fault alarms can be acknowledged?				
Baby changing facilities	If there is a baby changing table in the accessible toilet, does it have a **height** of 750-850 mm from the floor?				
Lighting	Is the toilet **well-lit**? (*Recommended light intensity for the toilet is 200-300 lx).*				
	Are the **light switches** placed at a height of 900-1100 mm from the floor?				
ADDITIONAL INFORMATION					

NOTES AND FURTHER ASSESSMENTS

ATTACHMENTS

To access and download the Accessibility Handbook, audit templates, and a sample audit report, scan the QR code or click on it to be directed to the online shared folder.

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