EARTHQUAKE PLANNING & PROTECTION ORGANIZATION (EPPO)
MINISTRY FOR CLIMATE CRISIS AND CIVIL PROTECTION

METHODOLOGY FOR THE ACCESSIBILITY ASSESSMENT OF BUILDINGS

Dr. PANAGIOTIS TSALIS
civil engineer specialized in accessibility issues
Accessible Limitless Living – all.org.gr

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1. Introduction

Variations in human abilities such as cognition, vision, hearing and speech, body functions, mobility, may affect usability of products, services and spaces.

Unfortunately, built environments, transport systems and information often do not take the above into account. Lack of access to transport may constitute a major barrier to an individual in his/her effort to access infrastructure. There may be physical barriers and information that cannot be accessed (particularly by persons with sensory disabilities).

All the above created the need for the definition of the concepts “Persons with restricted mobility” and “Accessibility”. In Greek Accessibility Guidelines, Persons with restricted mobility are people with disabilities, as well as people with reduced abilities, i.e. the elderly, pregnant women, pre-adolescents, people with unusual body dimensions, those addicted to harmful substances, those who use or drive any wheelchair type, those who carry weights. According to the new Greek Building Regulations published at the Official Government Gazette (OGG 79/A’/9-4-2012), accessibility is the characteristic of the environment that allows all persons, regardless of sex, age or other parameters such as size, strength, nationality, to have access to it and approach and use all infrastructure and services autonomously, safely and comfortably.

The Center for Universal Design at the North Carolina State University defines universal design as “the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design”.

In order to specify this concept, the principles of universal design have been developed. There are seven principles for universal design which are: (1) equitable use, (2) flexibility in use, (3) simple and intuitive design, (4) perceptible information, (5) tolerance for error, (6) low physical effort, and (7) size and space for approach and use.

- Equitable use principle aims to achieve designs that are “useful and marketable to people with diverse abilities”.

- Flexibility in use principle refers to design that “accommodates a wide range of individual preferences and abilities”.

- Simple and intuitive design principle suggests that “use of the design is easy to understand regardless of the user’s experience, knowledge, language skills, or current concentration levels”.

- Perceptible information principle is defined as “designs that communicate necessary information effectively to the user regardless of ambient conditions or the user’s sensory abilities”.

- Tolerance for error principle refers to designs “minimizing hazards and adverse consequences of accidental or unintended actions”.

- Low physical effort principle defines designs that can be “used efficiently and comfortably and with a minimum fatigue”.

- Size and space for approach and use principle means that “appropriate size and space is provided for approach, reach, manipulation, and use regardless of the user’s mobility, posture or body size”.

It should be noted that all principles may not be applicable to all designs and may need contextual modifications. Nevertheless, they provide guidance in creating environments and products welcoming all users; and the main goal in designing for all should be providing inclusion of all people by good, equitable, and accessible designs.

Basic needs of different groups of disabled persons in infrastructure

The following paragraph describes some basic needs of disabled persons in infrastructure. We focus on three major groups of persons with disability:

- People with physical impairments
- People with vision impairments
- People with hearing impairments.

It should be noted that the abovementioned groups obviously do not constitute the full spectrum of disabled persons and, even within these groups, individuals' needs may vary. However, the needs described provide a clear view of the requirement in the design of infrastructure.

For persons with physical impairment

- Pavements with sufficient width, free from obstacles
- Bridging of altitude differences (ramps, lifts)
- Lifts on all floors with appropriate dimensions, equipment and signage
- Corridors with sufficient width
- Doors with sufficient width
- Accessible sanitary and changing rooms
- Equipment requiring little muscle strength.
- Handrails properly formed and at the appropriate height
- Smooth and slip resistant surfaces
- Development of an evacuation plan
- Appropriate signage.

For persons with vision impairment

- Simple and logical design
- Routes free from obstacles that do not have protruding elements, at a height of less than 2.20 m., that are not projected on the floor
- Tactile guides, where needed
- Use of colour contrast
- High level of illumination that does not create reflections
- Audible and accessible signage
- Use of handrails.

For persons with hearing impairment

- Use of sign language and lip reading
- Sound amplification facilities compatible with personal aids
- Good acoustics
- Minimal general noise
- Ability to use personal hearing aids

- Visual information, clear signage
- Good illumination conditions that encourage reading

The present deliverable aims to provide an in depth view of the existing situation and initiate actions for the improvement of the accessibility offered by public infrastructure as well as to provide the tools necessary to facilitate the development of accessible infrastructure.

2. Checklist for evaluating the accessibility level of buildings

The checklist was developed as a tool to assist the evaluation of buildings from the point of view of users groups with reduced mobility.

The use of the list facilitates the systematic identification and evaluation of the physical condition of buildings in terms of their accessibility for people with different impairments.
The list includes various groups of “structural elements” of the buildings which may function as obstacles. The checklist created ensures that the data collected can be easily updated.

Methodology for applying the checklist

Please follow these guidelines in the checklist’s application:
Before the application:

1. First, carefully study the checklist and make yourself familiar with the questions.
2. Obtain drawings of individual buildings. If gathering this information is not possible, then with site visits, draw a sketch of each building before the application of the checklist.
3. Prepare a data recording form, copying required sections from the checklist.
4. Prepare a cover page or a header for the application form with spaces provided to record investigator’s information and information on date and building studied. Suggested information should include, “name, last name of the auditor”, “date, time of the investigation” and the building names.
5. Create multiple copies of the forms to be used for each building floor to be studied.

During the application:

1. Identify a starting point (the building’s entrance is recommended) and draw the route you followed on the drawing.
2. Make sure you note each obstacle you see on the drawing of the appropriate floor.
3. Be sure to take notes such as any additional information or comments on the right section provided in the questions area.
4. Please take photos of the obstacles you observe and take notes about it.
5. Be sure to include any additional observations you make that are not included in the checklist.

2.1 General information

Name of building	
Year of built	
No. of employees	
Estimated no. of visitors per year	
Estimated no. of visitors with disability per year (per type of disability, if possible)	
Working hours	

2.2 Parking spaces

General

	Yes	No	Notes
2.2.1 If there is a parking space available, please draw on the map and take a photo.			
2.2.2 What is its parking space capacity (number of cars)?			
2.2.3 Are there parking spaces reserved specifically for drivers and passengers with disabilities?			
2.2.4 If yes, how many parking spaces are reserved for them?			
2.2.5 Are these parking spaces on accessible routes and as close to accessible entrances of the served facilities as possible? Please measure the distance between parking space and the served facilities, or else this question can also be answered by measuring distances on the maps, at the evaluation stage.			
2.2.6 Are 5% of all parking spaces reserved for people with disabilities?			

2.2.7 Is there the possibility of reserving a parking space (over the telephone, by email, etc.)?			

Geometry

	Yes	No	Notes
2.2.8 Please measure the dimensions of parking spaces reserved for vehicles of people with disability.			
2.2.9 Can vehicle doors be fully opened within the designated space in order to allow drivers and passengers with disabilities to be transferred to an adjacent wheelchair, if this is required?			
2.2.10 Is there enough space provided for drivers to access the vehicle from the rear door (depending on the vehicle)?			
2.2.11 Is there enough free height provided (that is 2.6 m. as some disabled motorists use vans or high-top cars, while others have wheelchairs stowed on top of their vehicles)?			
2.2.12 Type of surface used? (Loose gravel surfaces can cause problems to wheelchair users)			
2.2.13 Are all height differences appropriately bridged, or are the routes interrupted by stairs and kerbs?			
2.2.14 Is there a free moving route available?			
2.2.15 If yes please measure its width (it should be at least 90 cm. wide available).			
2.2.16 Is there a height difference between the parking space and the sidewalk?			
2.2.17 If yes, is it appropriately bridged?			

2.2.18 Is there any ticket dispenser present? If yes, please measure its height. Are ticket dispensers, slots for cards etc. placed between 90 cm. and 1.2 m. high? Is info provided in accessible form?			

Signage

	Yes	No	Notes
2.2.19 Are the parking spaces reserved for people with disabilities and persons with restricted mobility clearly indicated (appropriate signing on the ground and on a pole using the International Symbol of Access)?			
2.2.20 Are the designated parking spaces easily identified from the entrance of the car park?			
2.2.21 Are there Tactile Surface Indicators implemented, where necessary?			

2.3 Entrance

General

2.3.1 How many entrances does the building have?		Where?
2.3.2 How many of these are used by the general public?		Which ones?
2.3.3 Which one(s) being used as the main entrance(s)?		

Approach

2.3.4 If there are sidewalks in front of the entrance, are they accessible (ramps, appropriate free space of 90 cm. for the circulation of wheelchair users, tactile surface indicators for the blind people, etc.)?	Yes	No	
2.3.5 Is there clear level space in front of the entrance that can accommodate a wheelchair manoeuvre (150 cm. diameter, 50 cm. free space. next to entrance)?	Yes	No	Specify dimensions:
2.3.6 How is the area in front of the building entrance levelled in relation to the walkway (same level, level change with step(s), ramp(s), lift(s) or a combination)?	Same level: Step(s): Ramp(s): Lifts(s):		
2.3.7 How is the area in front of the building entrance levelled in relation to the entrance door (same level, level change with step(s), ramp(s), lift(s) or a combination)?	Same level: Step(s): Ramp(s): Lifts(s):		
2.3.8 In front of the building entrance, if there are any vertical thresholds where floor materials change, are they less than 1 cm.?	Yes	No	

Ramps/Stairs General

2.3.9 Are there any level differences between the walkway and the entrance area in front of the building?	Yes	No	
2.3.10 If yes, how they are bridged (stairs or ramps)?			

Ramps

2.3.11 If a ramp is used, where is it located?	Specify on map:		
2.3.12 If a ramp is used, is it located in a logical place relative to the entrance?	Yes	No	
2.3.13 If the ramp is not visible at a first glance, does signage exist guiding to the ramp?	Yes	No	
2.3.14 If a ramp is used, does the ramp extend to the walkway or is it sunken in the entrance area?			
2.3.15 If a ramp is used, is it sheltered?	Yes	No	
2.3.16 If ramp is used, what is the shape of the ramp (linear, l-turn, U-turn)?			
2.3.17 If ramp is used, what is the length of the ramp?			
2.3.18 If ramp is used, what is the width of the ramp?			
2.3.19 If ramp is used, what is the height difference between beginning and end of ramp – slope?			
2.3.20 Does the ramp have landings at its beginning and end?	Yes	No	
2.3.21 If there are landings in the beginning and the end, what are their dimensions?			
2.3.22 If there is no landing at the end of the ramp, is there enough space available for the opening of a door (if a door exists)?	Yes	No	
2.3.23 Does the ramp have a landing in the middle due to increased length (for ramps more than 10 m. long), change of slope or direction?	Yes	No	
2.3.24 If there are landings in the middle, what are their dimensions?			
2.3.25 Are the landings marked with colour-contrast?	Yes	No	
2.3.26 Are tactile surface indicators signifying “danger” placed at the beginning and end of ramps?	Yes	No	
2.3.27 Is the ramp’s surface slip-resistant, stable, and easy to maintain?	Yes	No	
2.3.28 In which way are the ramp’s sides protected (e.g. solid kerbs, railing, etc.)?	Yes	No	
2.3.29 At which height is the upper level of the handrails used (recommended height 70 and 90 cm.)?			

2.3.30 In case the ramp's width exceeds 300 cm., is there a continuous handrail in the middle?	Yes	No	
2.3.31 What is the shape of the handrails' cross-section? Does it facilitate their use?	Yes	No	Sketch shape:
2.3.32 Do the handrails have enough colour-contrast with the environment?	Yes	No	
2.3.33 Do the handrails continue beyond the end of the ramps by a 30 cm. minimum?	Yes	No	
2.3.34 If a permanent ramp cannot be constructed, are other alternatives available (e.g. portable ramp, platform lift, stair lift, etc.)? This question can be answered after field study, at evaluation stage.			

Stairs

2.3.35 If stairs are used at the building's entrance, where are they located?	Specify on map:		
2.3.36 What is the shape of the stairs (straight, with a turn and landing, round, etc.)?			
2.3.37 What is the width of the stairs?			
2.3.38 What is the height of the riser?			
2.3.39 What is the depth of the tread?			
2.3.40 Do the treads have the same depth along the walking line?	Yes	No	
2.3.41 Do the steps have rounded noses?	Yes	No	
2.3.42 Is there proper lighting in the staircase?	Yes	No	
2.3.43 What is the material used for the stairs?			
2.3.44 Are the treads slip-resistant? If not, do treads have slip resistant materials at their edge?	Yes	No	
2.3.45 Are there tactile warning surfaces at the foot and head of stairs (tiles marking "Danger)?	Yes	No	
2.3.46 Is there provision for bridging by ramp small height differences (5 cm.) at the same level?	Yes	No	
2.3.47 Are there handrails provided at both sides of the stairs?	Yes	No	
2.3.48 If yes, at what is the height of the handrails?			
2.3.49 If there are any landings, are there handrails provided at landings?	Yes	No	

2.3.50 If yes, what is the height of the handrails?			
2.3.51 Do the handrails continue beyond the end of the stairs by a 30 cm. minimum?	Yes	No	
2.3.52 Do the handrails have a cross-section which facilitates their use? What is the diameter of the handrail (preferred 45-50 mm. of circular cross section)?	Yes	No	Sketch cross section and shape of handrail:
2.3.53 If the stairs run along a wall surface, is the distance between the handrail and the wall larger than 4 cm. for smooth walls and 6 cm. for harsh walls?	Yes	No	
2.3.54 Are handrails provided at the middle of stairs when the unobstructed width of stairways is more than 300 cm.?	Yes	No	
2.3.55 Do handrails provide enough colour contrast with the environment?	Yes	No	
2.3.56 Are the steps' edges marked with colour contrasting material? Is there visual marking of landings?	Yes	No	
2.3.57 Are all dangerous areas suitably protected?	Yes	No	

Doors

2.3.58 Is the entrance door open to visitors/employees at all times when the building operates (locked, coded, unlocked, etc.)?	Yes	No	
2.3.59 Is the main entrance protected from weather elements (e.g. shelter)? If yes, is it partially or fully sheltered?	Yes	No	Specify the shelter means:
	Partial or fully:		
2.3.60 Is the main entrance's door swinging, revolving or sliding (automatic sliding doors are recommended)?	Yes	No	Specify type:
2.3.61 What is the clear width of the accessible door (recommended 120 cm., minimum 90 cm.)?			
2.3.62 Is the accessible door the main entrance? If it is not, show its location on the map/drawing.	Yes	No	
2.3.63 Is there a vestibule present?	Yes	No	
2.3.64 If yes, what are its dimensions?			
2.3.65 How are its doors opening (swinging, sliding)?			
2.3.66 Do they swing inwards or outwards?			
2.3.67 Do the doors in the vestibule open in the same direction?	Yes	No	

2.3.68 Are the doors (entrance door or vestibule doors) manually operated or automatic?	Specify type (manual/auto):		
2.3.69 If automatic doors are used, are they equipped by a sensing device or a push button?	Specify system		
2.3.70 If there is a push button, is it raised? Does it have clear signage and texture?	Specifics of the push button:		
2.3.71 Is sufficient time provided for a user with mobility impairments?	Specify (enough time / not enough):		
2.3.72 Is there a way to keep automatic doors open?	Yes	No	
2.3.73 Is there a doormat installed?	Yes	No	
2.3.74 If yes, does it hinder easy entrance?	Yes	No	Give specifics:
2.3.75 How is the doormat placed, is it directly put on the floor tiling, sunken fully, or sunken partially (the maximum vertical threshold should be 1 cm.)?			
2.3.76 Does the entrance create enough colour contrast with the surroundings?	Yes	No	
2.3.77 What is the material used for the main entrance door (e.g. metal, wood, glass, etc.)?			
2.3.78 If the entrance gate is made of translucent material, does contrasting colour banding at eye level and between 80-100 cm. above floor level exist?	Yes	No	If yes, give specifics:
2.3.79 What is the height of the door handle?			
2.3.80 What is the shape of the door handle?			
2.3.81 Can the door handle be operated with a closed fist?	Yes	No	
2.3.82 Is there significant force required to open the door	Yes	No	
2.3.83 Do security systems of automatic doors (if they exist) have audible and visual warnings when they are activated?	Yes	No	
2.3.84 Is there enough space to park motorised scooters near the entrance in case these cannot move inside the building?	Yes	No	

2.4 Circulation. Horizontal and vertical movement

General

2.4.1 How many floors does the building have?	
2.4.2 Which floors are open for public/employees use and access?	

Horizontal movement: Entrance halls

2.4.3 Does the accessible entrance lead directly to an area serving the visitor or to a lift?	Yes	No	Notes
2.4.4 If that is not the case, is there an accessible route leading to the above?	Yes	No	
2.4.5 Is there free space of 150 cm. * 150 cm. in the entrance hall?	Yes	No	
2.4.6 If access to public serving areas is done through stairs, is there a ramp or a lift available?	Yes	No	
2.4.7 Does the entrance area allow (dimensions – form) the installation of an information desk?	Yes	No	
2.4.8 If there is an information desk, is it accessible to wheelchair users (lower height of the transaction bench at a length of 1,00m, enough free space (150 * 150 cm.) in front of the desk)?	Yes	No	
2.4.9 Is there free 150 cm. * 150 cm. area in front of the lift?	Yes	No	

Horizontal movement: Corridors

2.4.10 What is the average free width of the building's corridors (not counting furniture or other obstacles)?	Specify width:		
2.4.11 What is the minimum width encountered?	Specify minimum width:		
2.4.12 Is there free space 150 cm. * 150 cm. available where corridors change direction?	Yes	No	Specify dimensions:
2.4.13 Are there any furniture or objects that create obstacles for free movement in the corridors?	Yes	No	If yes, specify what(s) and where(s):

2.4.14 Are the objects (such as fire extinguishers, water fountains, trashcans, etc.) placed/mounted along the same side of the corridors so that people with disabilities can follow the other wall without obstacles?	Yes	No	
2.4.15 What is the material used on floor?	Specify material:		
2.4.16 Does the floor material used allow easy movement of people with disabilities?	Yes	No	
2.4.17 Is it slip-resistant?	Yes	No	
2.4.18 Are polishing products used on the floor?	Yes	No	
2.4.19 Are there any maintenance problems on floors such as raised tiles?	Yes	No	
2.4.20 If carpeting or mats are used, are they fixed (at the sides or edges)?	Yes	No	
2.4.21 Are there elements on the corridor floor that possibly could cause danger (loose cables, etc.)?	Yes	NO	
2.4.22 Does the corridor floor have a different colour and texture than adjacent surfaces?	Yes	No	
2.4.23 Does the floor have any decoration drawings or shapes with changes in colour?	Yes	No	
2.4.24 Is there some form of Tactile Surface Indicator inside the building?	Yes	No	
2.4.25 In case that the corridor is on a higher level than the adjacent surfaces, is there a protective formation at its sides at least 15 cm. high?	Yes	No	
2.4.26 On which height are the windows' bases?			

Vertical movement: general

2.4.27 How are the vertical connections between floors done (check all that apply)?	Staircase: Lift/ Elevator Ramps:	

Vertical circulation: Elevators, lifts

2.4.28 Is there an elevator in operation?	Yes	No	
2.4.29 Is there clear signage in the building directing the visitor to the elevator, in case the elevator is not directly visible?	Yes	No	
2.4.30 For how many persons has the elevator been designed? When was it constructed?			
2.4.31 What is the clear width of the elevator's door?			

2.4.32 What are the clear dimensions of the elevator cab?			
2.4.33 How does the elevator's door open (swinging, sliding)?			
2.4.34 Is the elevator door automatic?	Yes	No	
2.4.35 Does the elevator door-closing mechanism provide enough time for a person with mobility impairments?	Yes	No	
2.4.36 Can the elevator door be fixed in the open position?	Yes	No	
2.4.37 Has the elevator got internal opening doors? Do they reduce the cabin's dimensions?	Yes	No	
2.4.38 In what height are the elevator operating buttons placed? What is their size?			
2.4.39 Are the elevator operating buttons easily visible, lighted, and easy to use? Are they raised and in Braille?	Yes	No	
2.4.40 Is there audible announcement of floors?	Yes	No	
2.4.41 Does the elevator serve all floors?	Yes	No	
2.4.42 Is there audible and visible signage for rise/descent and opening/ closing of elevator's doors?	Yes	No	
2.4.43 Is there Braille signage next to the elevator's doors at each level?	Yes	No	
2.4.44 In the elevator cabin, is there a way other than audible to communicate in case of an emergency?	Yes	No	
2.4.45 Are the elevators equipped by emergency phones with volume control, visual signage and instructions for use in case of an emergency?	Yes	No	
2.4.46 Is there a height difference between the elevator's floor and the floor level? Can it be adjusted?	Yes	No	
2.4.47 Does the elevator's door create colour contrast with the door's surface?	Yes	No	
2.4.48 Are there grab bars placed in the elevator cabin? If yes, at what height?	Yes	No	
2.4.49 For vertical platform lifts: In case the height difference bridged is more than 120 cm., is the platform lift of a closed type?	Yes	No	
2.4.50 Does the platform lift have a platform for carrying the user with their wheelchair or a folding chair (not allowed in public buildings)?	Yes	No	
2.4.51 In case a stair-lift is used, is the minimum clear remaining width of the stairs greater than 90 cm. when the stair lift is in operation?	Yes	No	

2.4.52 In case of a power cut, can the lift still operate?	Yes	No	
2.4.53 Is there a lift maintenance schedule?	Yes	No	

Vertical circulation: Stairs

2.4.54 How many staircases do exist in the building?			
2.4.55 What is the form of the staircase (e.g. straight, with a turn and landing, round, etc.)?			
2.4.56 What is the main staircase's width (minimum clear width preferred 100 cm., preferably 120 cm.)?			
2.4.57 What is the height of riser (13-15 cm. preferred, 17 cm. max)?			
2.4.58 What is the depth of the tread?			
2.4.59 Do the treads have the same depth along the walking line?	Yes	No	
2.4.60 Do the steps have rounded noses?	Yes	No	
2.4.61 Is there proper lighting in the staircase?	Yes	No	
2.4.62 What is the material used for the construction of staircase (e.g. metal stairs, wooden treads, concrete, etc.)?			
2.4.63 Are the treads slip-resistant? If not, do treads have slip resistant materials at their edge?	Yes	No	
2.4.64 Are there tactile warning surfaces at the foot and head of stairs (tiles marking "Danger)?	Yes	No	
2.4.65 Is there provision for bridging by ramps small height differences (5 cm.) at the same level?	Yes	No	
2.4.66 Are there handrails provided at both sides of the stairs?	Yes	No	
2.4.67 If yes, at what is the height of the handrails?			
2.4.68 Are there handrails provided at landings?	Yes	No	
2.4.69 If yes, what is the height of the handrails			
2.4.70 Are the handrails continuous throughout the staircase?	Yes	No	
2.4.71 Do the handrails continue beyond the end of the stairs by a 30 cm. minimum?	Yes	No	
2.4.72 Are double handrails at both 70 and 90 cm. provided?	Yes	No	

2.4.73 Do the handrails have a cross-section which facilitates their use? (preferred 45-50 mm. of circular cross section)?	Yes	No	Sketch cross section and shape of handrail:
2.4.74 Is the distance between the handrail and the wall larger than 4 cm. for smooth walls and 6 cm. for harsh walls?	Yes	No	
2.4.75 Are handrails provided at the middle of stairs when the unobstructed width of stairways is more than 300 cm.?	Yes	No	
2.4.76 Do handrails provide enough colour contrast with the environment?	Yes	No	
2.4.77 Are the steps' edges marked with colour contrasting material? Is there visual marking of landings?	Yes	No	
2.4.78 Are all dangerous areas suitably protected?	Yes	No	
2.4.79 Are low windows in landings protected by bars?	Yes	No	

Vertical circulation: Ramps

2.4.80 How many ramps are there in the building used for vertical circulation?			
2.4.81 Where are they located?	Show on map:		
2.4.82 Are ramps located at logical places?	Yes	No	
2.4.83 What is the shape of the ramp (linear, L-turn, U-turn)?			
2.4.84 What is the height difference between beginning and end of ramp?			
2.4.85 Does the ramp have landings at its beginning and end?	Yes	No	
2.4.86 If there are landings in the beginning and the end, what are their dimensions?			
2.4.87 If there is no landing at the end of the ramp, is there enough space available for the opening of a door (if a door exists)?	Yes	No	
2.4.88 Does the ramp have a landing in the middle due to increased length (for ramps more than 10 m. long), change of slope or direction?	Yes	No	
2.4.89 If there are landings in the middle, what are their dimensions?			
2.4.90 Are the landings marked with colour-contrast?	Yes	No	
2.4.91 Are tactile surface indicators signifying danger placed at the beginning and end of ramps?	Yes	No	

2.4.92 Is the ramp's surface slip-resistant, stable, easy to maintain?			
2.4.93 In which way are the ramp's sides protected (e.g. solid kerbs, railing, etc.)?	Yes	No	
2.4.94 In which height is the upper level of the handrails used (recommended height 70 and 90 cm.)?			
2.4.95 In case the ramp's width exceeds 300 cm., is there a continuous handrail in the middle?	Yes	No	
2.4.96 What is the shape of the handrails' cross-section? Does it facilitate their use?	Yes	No	Sketch shape and cross section of handrail:
2.4.97 Do the handrails have enough colour-contrast with the environment?	Yes	No	
2.4.98 Do the handrails continue beyond the end of the ramps by a 30 cm. minimum?	Yes	No	

2.5 Services

Restrooms-General

2.5.1 How many accessible lavatories exist in the building (to dispose at least appropriate door opening, enough space for free movement of wheelchair users, accessible toilet, accessible shower, etc.)?			
2.5.2 How are the restrooms (lavatories/toilets) distributed in the building (personnel restrooms, public restrooms, etc.)?			
2.5.3 Is there an accessible public restroom (lavatory/toilet) available at each floor?			
2.5.4 Is the accessible toilet separate or located in a restroom of common use? If located in another restroom, specify type (e.g. 2nd floor personnel, etc.).			
2.5.5 Are the restrooms (lavatories/toilets) concentrated/dispersed in the building? Are they at the same location at each floor?			
2.5.6 Is the accessible restroom (lavatory/toilet) gender-neutral?	Yes	No	
2.5.7 Is the accessible restroom (lavatory/toilet) open for use at all times (open, locked, card entry, etc.)?			
2.5.8 If it is locked or a card entry, who has the keys and how is he notified?			
2.5.9 In case there is an employee with disability, does he have access (i.e. key, access card, etc.) to the accessible restroom (lavatory/toilet)?	Yes	No	Notes
2.5.10 Is there signage directing to the accessible restroom (lavatory/toilet)?	Yes	No	
2.5.11 Is there signage provided with Braille – International Symbol of Access?	Yes	No	
2.5.12 What is the clear width of the door entering the restroom (lavatory/toilet)?			
2.5.13 How does the door to the restroom (lavatory/toilet) operated (automatically, push button, manually, etc.)?			
2.5.14 If a manual door is used, what is the shape and height of the door handle?			

2.5.15 Can the door handle be operated using a closed fist?	Yes	No	
2.5.16 Does the door require significant force to open?	Yes	No	
2.5.17 If a push button system is used, what is the height of the button?			
2.5.18 What type is the door to the restroom (lavatory/toilet) (hinge, sliding, swing, etc.)?			
2.5.19 If hinged doors are installed, to which direction do they open (outwards, inwards)?			
2.5.20 Are there any height differences on floors at the entrance to the restroom (lavatory/toilet)?	Yes	No	Notes
2.5.21 If there are height differences at the entrance what is the height difference?			
2.5.22 If there are height differences at the entrance how these are bridged (step, ramp, etc.)?			
2.5.23 What is the surface material used on restroom floor?			
2.5.24 Is there sufficient lighting in the restrooms?	Yes	No	
2.5.25 Do hallways exist in the restrooms?	Yes	No	
2.5.26 If there are hallways in the restrooms what are the dimensions of the clear space?			
2.5.27 Is there a colour contrast between toilet cabin doors and the other adjacent walls?	Yes	No	
2.5.28 Are there any height differences between the restroom floor and toilet cabin floor?	Yes	No	
2.5.29 If yes, what is the difference in height?			
2.5.30 If yes, how are these bridged (step, ramp, etc.)?			
2.5.31 What is the clear door width of the toilet cabin?			
2.5.32 How does the toilet cabin door operate (auto/manual)?			
2.5.33 What type of door is used in toilet cabins (hinge, sliding, folding, etc.)?			
2.5.34 At which direction does the toilet cabin door open (outwards, inwards)?			
2.5.35 What are the dimensions of the clear space in the toilet cabin?			
2.5.36 What is the distance of the toilet unit from the walls to the left and to the right?			
2.5.37 Is this area free from obstacles?	Yes	No	Notes

2.5.38 Is there a space of minimum 150 cm. diameter where a wheelchair user can rotate without obstacles?	Yes	No	
2.5.39 Is the toilet equipped with appropriate handrails?	Yes	No	
2.5.40 What is the height of handrails from the floor level?			
2.5.41 What is the length of handrails?			
2.5.42 What is the height of the toilet unit?			
2.5.43 What type is the toilet unit (e.g. wall mount, floor mount, etc.)?			
2.5.44 What type is the flush tank (e.g. wall mounted high, toilet mounted, embedded, etc.)?			
2.5.45 Does the flush tank form an anatomic “back” for the user?	Yes	No	Notes
2.5.46 How is the flush tank operated (e.g. manual pull type, manual push type, auto with sensor)?			
2.5.47 If manual flush tank system is used, what is the height of the flush tank operator cord/button?			
2.5.48 If manual system is used, does it require significant force to operate?	Yes	No	
2.5.49 Is there a basin in the toilet cabin?	Yes	No	
2.5.50 What is the free height under the basin?			
2.5.51 Do waste pipes under the basin prohibit easy use by a wheelchair user?	Yes	No	
2.5.52 Are hot water pipes under the basin properly insulated?	Yes	No	
2.5.53 Does the basin have a lever-operated mixer tap?	Yes	No	
2.5.54 Is the basin of “anatomical” shape?	Yes	No	
2.5.55 What is the height of soap dispenser from the floor? Is it easy to use? Is it within reach of a wheelchair user?	Specify height:		
2.5.56 What is the height of the mirror from the floor? Can a wheelchair user easily use it or the mirror should be inclined?	Specify height:		
2.5.57 Are there shelves provided (a changing shelf to the side of the WC at a height of 95 cm., a lower shelf at 70 cm. above floor level by the wash basin)?	Yes	No	
	Specify height:		
2.5.58 Is there a system providing toilet paper by sheet, helping users with only one hand?	Yes	No	

2.5.59 Are there any showers?	Yes	No	
2.5.60 If yes, are these accessible (without any height difference from the surrounding floor, with appropriate dimensions for wheelchair users –minimum 90 * 150 cm.)?	Yes	No	
2.5.61 If there is an accessible shower, are there grab rails and a folding seat provided? What is their height from the floor?	Yes Specify height:	No	
2.5.62 Is there an alarm system in case of emergency which contains a cordon placed around the room, parallel to the floor at a height of 10-15 cm. from the floor, so that it can easily be used? Who is receiving the alarm notice?	Yes	No	
2.5.63 Does the floor ensure proper drainage of water?	Yes	No	
2.5.64 Does the shower have a lever-operated mixer tap? What is its height from the floor?			
2.5.65 Can the door of the accessible restroom (lavatory/toilet) be opened from the outside in case of emergency, although it is locked from the inside?	Yes	No	
2.5.66 Is there enough colour contrast provided between the equipment and the walls?	Yes	No	
2.5.67 If there is no basin in the accessible toilet cabin is there any accessible basin in the lavatory area of common use (with appropriate free space underneath, easy to use accessories, etc.)?			
2.5.68 Is there a room for baby-care?	Yes	No	
2.5.69 If yes where is it located?	Show on map:		

Service equipment: Telephones

2.5.70 Where are the public telephones located in the building?	Show on map:		Notes
2.5.71 What is the free height under the telephone?			
2.5.72 What is the free space in front of the telephone?			
2.5.73 Does the telephone have buttons in Braille?	Yes	No	
2.5.74 Is the telephone compatible with hearing aids?	Yes	No	

2.5.75 Can the phone's volume be adjusted?	Yes	No	
2.5.76 Is it equipped with a text phone?	Yes	No	
2.5.77 If yes, does it have proper signage?	Yes	No	
2.5.78 Are there phone books provided at a suitable height?	Yes	No	
2.5.79 Is the telephone cord longer than 75 cm.?	Yes	No	
2.5.80 What is the distance of button from the floor?			

2.6 Emergency cases

2.6.1 How many emergency exits does the building have?	Give number and show on map:		
2.6.2 How many of these exits are accessible? Which ones?	Give number and show on map:		
2.6.3 Are there accessible emergency exits at every floor?	Yes	No	
2.6.4 If the building has a terrace, can it be accessed?	Yes	No	
2.6.5 Is there both light and audible alarm?	Yes	No	
2.6.6 What other systems for alerting visitors are provided in case of emergency?			
2.6.7 Can the alarm be easily heard in all the building?			
2.6.8 Can the alarm be seen from all rooms of the building?	Yes	No	
2.6.9 Can the alarm be easily activated by the visitor?	Yes	No	
2.6.10 At which height are emergency buttons placed?			
2.6.11 Are there special wheelchairs provided for the transportation of people with disability in case of emergency?	Yes	No	
2.6.12 Is there info provided about the building's evacuation process? Can it be understood by blind or deaf people?	Yes	No	
2.6.13 Is there an alternative electricity supply provided?	Yes	No	
2.6.14 Is there an evacuation plan for the public in case of emergency?	Yes	No	
2.6.15 Is there a special plan (or provision in the general plan) for the evacuation of the building by visitors with disabilities in case of emergency?	Yes	No	
2.6.16 Is the building single storey (ground floor) and has an accessible entrance/exit or an automatic sprinkler system?			
2.6.17 If not, is there a protected accessible area in case of emergencies? (open waiting area for one or two wheelchair users (0.80 m. X 1.30 m.) depending on the population, inside the fire compartment of the shared staircase)			

2.7 Signage

2.7.1 Is there a tactile map indicating routes inside the building and the services provided?	Yes	No	
2.7.2 Is there clear signage concerning different uses of the building's rooms? If yes where is it located (doors, floors, etc.)?	Yes	No	
2.7.3 Where are signs located on doors (centre, side)? What form do they have?	Sketch:		
2.7.4 What kind of typeface is used? What's the letters' size?			
2.7.5 Are tactile characters with colour contrast used?	Yes	No	
2.7.6 Is Braille signage used?	Yes	No	
2.7.7 Do signs have anti-reflective surface?	Yes	No	
2.7.8 Are pictograms used? Are they according to guidelines?	Yes	No	
2.7.9 Is signage easy to understand?	Yes	No	
2.7.10 Are the rooms numbered?	Yes	No	
2.7.11 Is the colour of the doorplates different from the one on the doorframe and the adjacent wall?	Yes	No	
2.7.12 How is information provided at the front desk (e.g. "Office 410 in the Department")?			
2.7.13 Is there colour coding available in the building leading to the different departments?			

2.8 Acoustics

2.8.1 Do the reception and public areas of the building have good acoustics?	Yes	No	
2.8.2 In case it is considered necessary, is there a quiet room where a confidential discussion with a person with hearing problems can take place?	Yes	No	
	If yes, where?		
2.8.3 Are there any induction loops in use?	Yes	No	
2.8.4 If yes, where are they located?			
2.8.5 Is background noise evident?	Yes	No	

2.9 Lighting

2.9.1 Is there sufficient lighting that allows lip reading, the use of sign language and assists people with sight impairments?	Yes	No	
2.9.2 Do the surfaces used on floors and walls create reflections?	Yes	No	

2.9.3 Does the area have artificial lighting if needed?	Yes	No	
2.9.4 If yes, is it sensor operated or manual?			
2.9.5 If it is manual, how high are the buttons used to operate them from the floor?			

2.10 Offices

2.10.1 What is the type of the office setting (e.g. administrative office, etc.)?			
2.10.2 What is the clear width of the door opening?			
2.10.3 How does the door to the room operate (e.g. automatic, push button, manual, etc.)?			
2.10.4 If a manual door is used, what is the shape and height of the door handle?			
2.10.5 Can the door handle be operated using a closed fist?	Yes	No	
2.10.6 Does the door require significant force to open?	Yes	No	
2.10.7 If a push button system is used, what is the height of the button?			
2.10.8 What type is the door to the room (hinged, sliding, swing, etc.)?			
2.10.9 If hinged doors are installed, to which direction do they open (outwards or inwards)?			
2.10.10 Are there any height differences on floors at the entrance to the rooms?	Yes	No	
2.10.11 If there are height differences at the entrance, what is that height difference?			
2.10.12 If there are height differences at the entrance, how these are bridged (step, ramp, etc.)?			
2.10.13 What is the surface material used on room floor?			
2.10.14 Is furniture fixed or can it be moved in order to facilitate its use by people with disabilities and different attributes?			
2.10.15 Is there enough space for a wheelchair user to circulate within the room (width of 90 cm. minimum, 120 cm. recommended)?	Yes	No	
2.10.16 Is there enough space for a wheelchair user to manoeuvre in the room (150 cm. * 150 cm. required)?	Yes	No	

2.10.17	In case fixed desks are used, what is the height of the clear space underneath from the floor?		
2.10.18	Does the furniture used create colour contrast for easy identification by people with low-vision?	Yes	No
2.10.19	How high is the windows lower level from the floor?		
2.10.20	In case blinds or curtains are used, can these be operated by a person using a wheelchair?	Yes	No

3. General remarks/ services

	Yes	No	Notes
3.1.1 Is a Sign Language Interpreter available?			
3.1.2 Is the venue's website, if available, accessible?			
3.1.3 Are there accessibility enhancing technologies available? Please describe them			
3.1.4 Is personnel trained on the particular needs of disabled visitors or colleagues?			
3.1.5 Is written material available in accessible form (braille, enlarged print etc.)			
3.1.6 Are guide dogs accepted in the premises?			