

APPENDIX II ACCESS AUDIT

Approach to the building

	Key	Yes	No	Comment/Action
Are there disabled parking facilities?				
Are kerbs lowered?				
Is the entrance gate wide enough for wheelchair users?				
Are there orientation landmarks for visual impairment?				
Is the route clearly signed?				
Are support rails or resting platforms provided on inclines?				
Are all surface coverings even and non-slip?				
Are pathways clear of obstructions?				
Are all areas adequately lit?				
Do steps and handrails accompany ramps?				
Are steps suitable and highlighted for differentiation?				
Are resting platforms available and highlighted?				
Is there adequate lighting at the front and along the route to the building?				

Are door closer mechanisms appropriately adjusted (so as not to close too quickly)?

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Are door controls (handles/knobs) at a suitable height, clearly located and easy to use?

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Completed by (name):		Date:	
Date of next audit:			

Key:

- A: Annual check;
- M: Monthly check;
- W: Weekly check;
- D: Daily check;
- H: Hourly check.