

BU Accessibility and Inclusion Checklist

Outside the building checklist

Pathways

Question	Yes	No	N/A
Is the route to the main entrance clearly signed?			
Is the walkway to the building free from pot-holes, weeds or loose paving stones?			
Is the pathway/external ramp kept clear particularly in the winter?			
Is the exterior signage in good order? (e.g. nothing obscuring the signage, not faded, or in good working order if electric).			
Is the exterior lighting adequate?			
Is the route level or not too steep, and flat with no side to side cross-fall?			
If you have a temporary ramp, is it in good order and available for use?			

Parking

Question	Yes	No	N/A
Are designated parking spaces kept available for disabled people? (e.g. is it clear these spaces are not for use by non-disabled people)			
Is the accessible car park located as close as possible to the building entry?			
Is the accessible parking bay well lit?			
Is the ground surface of the accessible bay firm and level?			
Can you move from the accessible parking by to the pathway easily and safely (i.e. without having to move behind parked vehicles)			

Inside the building checklist

Entrance and doorways

Question	Yes	No	N/A
Is the main entrance easy to find? (adequate signage on display)			
Is the door clearly distinguishable from façade?			
Are there wide, easy to open or automatic doors (does at least one door leaf give a minimum clear opening width of 800mm)			
If main entrance is not accessible for all disabled people is it obvious where the alternative entrance is?			
If you have a buzzer or intercom is it at accessible height and in good working order?			
If you have an entry-phone system with an induction loop, is this in good order?			
If you have automatic doors, are they in good working order?			
Are glass doorways and side panels easy to see (solid contrast strip for full width)?			
Is door matting set into a mat well and not loose?			

Reception area

Question	Yes	No	N/A
Is the space between entrance and reception desk clear of obstacles?			
Is the reception area well lit, to enable people with hearing impairments to lip read easily and people with visual impairments to navigate the areas easily?			
Can people on either side of the reception desk see each other? (e.g. boxes or papers not obscuring the view)			
Is clearance under desks or counters free from clutter to enable wheelchair users to get close enough to fill in forms?			
Is at least part of the reception counter at a wheelchair accessible height?			
Is there a hearing induction loop or other amplifying device fitted at reception?			
Is your reception seating area tidy and free from obstructions?			
If difficulties are experienced, is there a bell for assistance which will be responded to?			
Have you provided Fire Safety and Emergency information in a clearly printed format and have alternative formats available?			
If there is seating in the waiting area, is there a mix of seats with armrests and backs and without armrests?			
Is there a space for a wheelchair to wait?			

Kitchenettes and break areas

Question	Yes	No	N/A
Are kitchenettes at a wheelchair accessible height?			
Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines, drinking fountains etc.?			
Is there a baby changing facility and is it accessible for a wheelchair user?			

Toilets

Question	Yes	No	N/A
Is the location of accessible toilet clearly signed?			
Are access routes to accessible toilets kept clear?			
Is the accessible toilet large enough for a person using a wheelchair and a carer (if required) to move within?			
Is the assistance alarm in the WC in good order?			
Are the door fittings/locks and light switches easily reached and operated from both sitting and standing height?			
Are there colour contrasting grab rails and toilet seat?			
Is there a basin high enough (with leg clearance) and deep enough for a wheelchair user?			

Moving around inside of the building

Question	Yes	No	N/A
Is floor covering slip-resistant and safely secured to the floor?			
Are corridors well lit?			
Are all automatic doors working?			
Are hold open devices for fire doors in good working order?			
If you have painted recently, have you used distinctive tones or colours to aid orientation?			
Are elevators in good working order?			
Are the floor announcers and visual signals in elevators working?			
Is there an adequate delay on the elevator door closing mechanism?			
Have you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits?			
Are your amplifying devices or induction loops in good working order, and are they easy to find?			

Signage

Question	Yes	No	N/A
Is there an up to date map of the building layout near the entrance?			
Does the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems?			
Is internal signage in good order and lit adequately?			
Is any temporary signage in an accessible size and font? (e.g. sans serif)			
Is the signage clear and easy to read and can it be read from both sitting and standing eye levels?			

Aisles and Passageways

Question	Yes	No	N/A
Are corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other?			
Is there clear space between furniture for a person to manoeuvre a mobility aid?			
Are corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision?			

Means of escape in an emergency

Question	Yes	No	N/A
Are ground floor exit and entrance routes accessible to all, including wheelchair users?			
Are exit routes free from obstructions?			
If some disabled people cannot completely evacuate the building, can they reach places of safety or refuges?			
Are refuges free from obstructions / clutter?			
Are refuges clearly signposted?			
Is your audible alarm system in good working order?			
Is your visual alarm system in good working order?			

Design for neuro diverse conditions and sensory impairment

Question	Yes	No	N/A
What acoustic control is in place to minimise background noise, echo and reverberation?			
Is glass panelling extensively used in rooms? If so what is available to minimise external distractions?			
Is the building designed with logical and replicated sequences in mind? (i.e. does the layout support routine and predictability?)			
Are areas within the building colour coded or 'zoned' to aid orientation and navigation?			
Are quiet spaces and breakout areas available to provide respite from sensory overstimulation?			
Is building design neutral, using low arousal décor, to reduce risk of sensory overstimulation?			
Is signage presented in a variety of styles to appeal to appeal to different ways of processing information? (i.e. text, recognisable pictures,			
Are areas of activity grouped so that quieter activities are located near to each other			