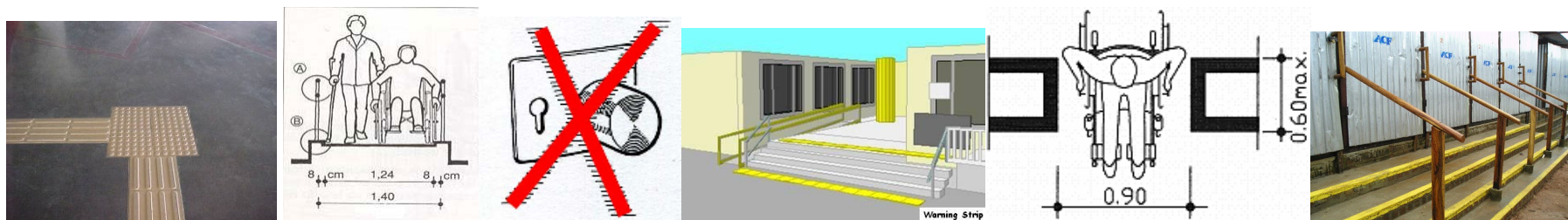


Accessibility checklist¹

The following check list is a basic tool to assess the environment with regard to accessibility and gives hints on how to improve upon weaker areas. However, ensuring accessibility is an ongoing process that involves the continuous identification of barriers and opportunities to increase access for persons with disabilities, children, elderly, women and men. Therefore it is recommended to agree on an update system with the involved stakeholders, where persons with disabilities, children, elderly, women and men should play an essential role. In ideal cases accessibility is adjusted to emergency situations, which generally requires more space. This checklist does not cover all possible areas but a choice has been made to make it as applicable as possible.



*Remark: It is not always possible to adjust the existing environment perfectly and it is therefore mentioned: 'to reasonable accommodate the people with disabilities'. The column **Specific requirements** give information on the best possible solution, where the column **Possible measures** outlines what would be a minimum requirement and what would be within the acceptable range.*

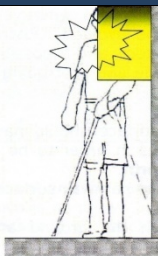
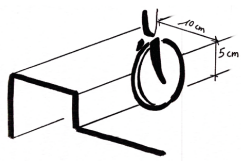
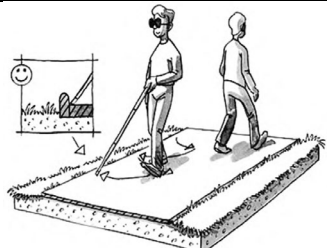
This checklist follows 10 minimum requirements for accessible environment. These 10 requirements address the four components of the chain of movement from a user perspective:

- To **reach** the center, to **enter**; to **circulate** and to **use** the center.

The assessment form will be filled out per heading, concluding with a summary, the identification of prioritization areas and possible action plans. After each heading has been assessed, a final conclusion will be drawn, with the key prioritization areas highlighted and the necessary actions to be taken identified, to make the environment (more) accessible for all people.

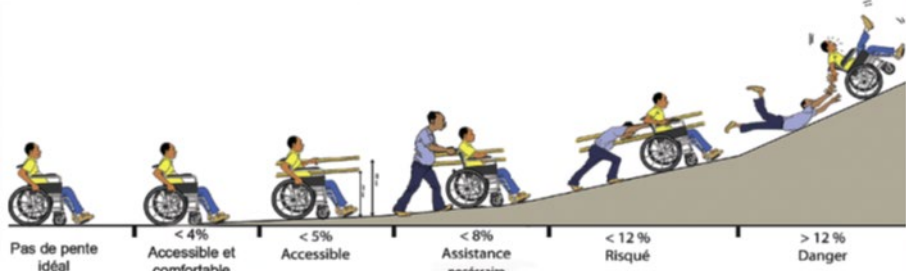
¹ Accessibility checklist has been adapted from:


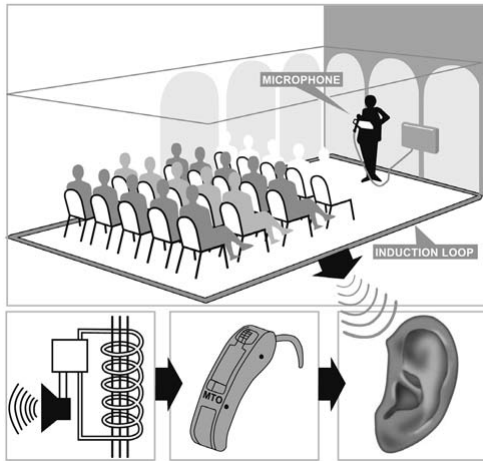

- Handicap International Nepal; Guidelines on barrier free emergency shelter; April 2010
- Promoting Access to the Built Environment Guidelines, CBM, November 2008
- Assessment/ access audit checklist , Handicap International Bangladesh; 2010
- Inclusive post disaster reconstruction: Building back safe and accessible for all; CBM

To reach the venue		
Questions	Specific requirements	Possible measures
1. Pathways leading to main entrance or latrine are accessible and free of obstacles		
<p>•Is the pathway clear of all obstructions and at least 180 cm wide? Are there warning blocks around any obstruction?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>•All overhanging and protruding obstructions within the path of travel should be marked with contrasting colour and/ or tactile warning at least 60mm all around area of the obstruction.</p> <p>•If an obstacle cannot be avoided, pathway width can be reduced to a minimum of 90 cm on a short distance.</p>	 <p>➡ Remove and/or mark all obstacles on the way to reach the venue</p>
<p>•Is the surface level, smooth and non-slippery? Are all uncovered manholes placed outside the pedestrian path of travel?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>•Pathways should be smooth and non-slip, manholes covered</p>	<p>➡ Cover all uneven areas of partway</p>
<p>•Are brick paving provided for approach to toilets, bathing areas, shelters, water points, etc.?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<p>•Approach to areas where water will be used need to be paved to avoid erosion</p>	<p>➡ Install brick stone/ concrete paving for approach of area where water is used</p>
<p>•Are wheel guards installed along the path?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p> 	<p>•Wheel guards should be 5 cm high, and also serve as guide for people using a white cane</p> 	<p>➡ Install wheel guards</p>
<p>Summarize:</p>		<p>Feedback stakeholders:</p>

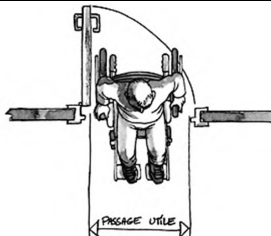
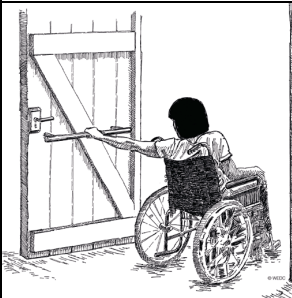

Prioritization area:	Action plan:
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To enter, circulate and use the center


Questions	Specific requirements	Possible measures
2. The entrance is reachable for all people, including people with different types of disabilities		
<ul style="list-style-type: none"> Is the building entrance accessible to wheelchair users? To people using crutches or sticks? To people who need a personal assistance? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p> 	<ul style="list-style-type: none"> At least one entrance should be usable for people with physical impairment; if needed a ramp should be installed with ramp gradient 1:16 and 1:20 Landing areas are provided at the top and the bottom of the ramp with preferable floor space of 180-200 cm or a minimum floor space of 140 cm x 140 cm, with tactile floor markers should be provided Entrance should be connected with accessible pathways, visible with appropriate signage Entrance doors should be easily be operated without too much effort Handrails should be placed at 10-15 cm for children, 70- 75 and 80-90 cm for adults from floor level 	<ul style="list-style-type: none"> Provide a ramp, preferably at the main entrance if there is a difference between round level inside and outside the building Ensure doors are not too heavy and are easily to be operated Install hand rails
<ul style="list-style-type: none"> Is the accessible entrance clearly identifiable? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>		<ul style="list-style-type: none"> Install signage to identify accessible entrance
Summarize:	Feedback stakeholders:	
Prioritization area:	Action plan:	

3. Signage		
<ul style="list-style-type: none"> Is the location of accessible spaces, features and facilities indicated? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p> 		<ul style="list-style-type: none"> Mark accessible spaces, features and facilities with the respective international symbols Provide directional signs to guide people to the respective locations 
<ul style="list-style-type: none"> Are all maps, information panels and wall-mounted signs placed at a convenient height between 90 cm and 150 cm? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Wall mounted or free standing signs should be installed at a height of 90-150 cm from floor level Hanging signs should be placed at 2 m from floor level All the signs placed in the walls should not project more than 10 cm from the wall 	<ul style="list-style-type: none"> Adjust the height if signage is placed too high or too low.
<ul style="list-style-type: none"> Is key information on signs supplemented with embossed letters, Braille and pictures? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Ideally a signage should read at the top the text, in the middle a picture/sign and at the bottom text in Braille (left text, middle picture/sign, right Braille) Height of Braille text should be between 140-150 cm from floor level 	<ul style="list-style-type: none"> Add tactile information. <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Text</div> <div style="border: 1px solid black; padding: 2px 10px;">Picture</div> <div style="border: 1px solid black; padding: 2px 10px;">Braille</div> </div>
<p>Summarize:</p>		<p>Feedback stakeholder</p>

Prioritization area:	Action plan:
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4. Doors and windows are accessible for every body			
<ul style="list-style-type: none"> • Are the door openings at least 90 cm wide? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Minimum clear width should be 90 cm and height 2m 		<ul style="list-style-type: none"> ➡ Widen the doors accordingly. ➡ Swing clear-hinged doors can be used to slightly enlarge the opening. ➡ A door opening of 75 cm can be sufficient if the access is straight and if the door stays open by itself.
<ul style="list-style-type: none"> • Are the doors and windows easy to open with one hand? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Handles should be installed at the height of 90 cm (-120 cm) from floor level; handles are recommended to be lever type rather than circular knobs • Height of base of window should not be higher than 80 cm 		<ul style="list-style-type: none"> ➡ Heavy, hard to open swinging doors should be replaced by lighter and easier to handle doors. ➡ Use lever-type door handles
<ul style="list-style-type: none"> • Are the doors and windows easy to identify? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Doors or the door frames should be clearly to identify with relation to its surroundings 	<ul style="list-style-type: none"> ➡ Paint door and window frames in a color that contrasts with the adjoining walls and handles. 	

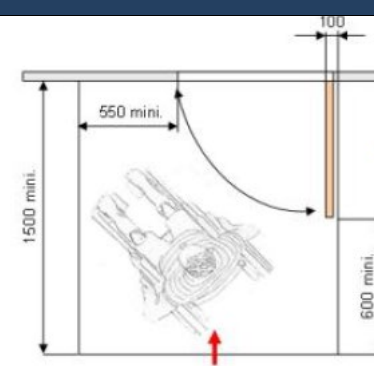
Summarize:	Feedback stakeholders:
Prioritization area:	Action plan:

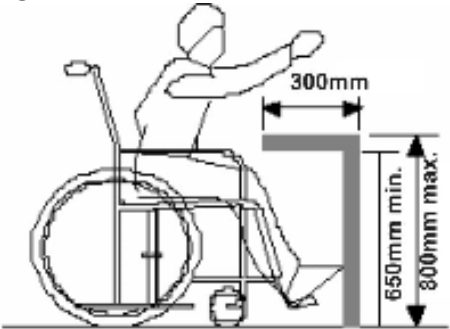
5. Steps and stairs can be used easily		
<ul style="list-style-type: none"> Is the minimum width of the stairs 120 cm? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> Stair width should be at minimum 120 cm; step width 30cm and step height 15 cm 	<ul style="list-style-type: none"> Adjust the stair width
<ul style="list-style-type: none"> Is the step tread (width) 30 cm and the riser (height) 15 cm? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		<ul style="list-style-type: none"> Adjust the steps to the given requirements
<ul style="list-style-type: none"> Do steps have a nosing? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> A clear visible nosing should be provided for; the first and last step should also have tactile marking 	 <ul style="list-style-type: none"> Provide tactile marking strips at the top and bottom of stairs and ramps in a color that contrasts with the surrounding floor.
<ul style="list-style-type: none"> Do treads have non slip surface? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> The treads of the stairs should be non-slip 	<ul style="list-style-type: none"> Provide for non-slip surface
<ul style="list-style-type: none"> Are handrails provided to enhance safety when using steps and stairs? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> Handrails should be placed at two sides of steps and stairs (see point 6) 	<ul style="list-style-type: none"> Install handrails (see point 6)

Summarize:	Feedback stakeholder:
Prioritization area:	Action plan:

6. Handrails are installed to provide support and security		
<ul style="list-style-type: none"> Are handrails provided to enhance safety when using ramps and stairs? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Handrails should be placed at 10-15 cm for children, 70- 75 and 80-90 cm for adults from floor level or stair nosing Handrails should be extended at least 30 cm beyond the last first/ step Hand rails should be easy to grab: diameter 4 cm In case of wall mounted rails, should have a clearance of 45 cm from adjacent wall 	<ul style="list-style-type: none"> Place handrails next to stairs, ramps and/or in corridors Ensure extension of the handrails of at least 30 cm beyond the first/ last step, with correct diameter and space to grab Ensure secure attachment of handrails
<ul style="list-style-type: none"> Are there tactile strips (Braille plate) placed at the beginning and end of the handrail? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Tactile strips at the beginning and end of the handrails should be placed to support people with visual impairment 	<ul style="list-style-type: none"> Ensure placement of tactile markers on beginning and end of handrail
<ul style="list-style-type: none"> Are handrails painted in contrasting color? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> To enhance visibility, handrails should be painted in a colour contrasting from their surroundings 	<ul style="list-style-type: none"> Paint handrails in contrasting color


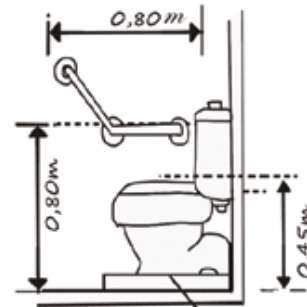
Summarize:	Feedback stakeholders:
Prioritization area:	Action plan:

7. Space inside is sufficient to circulate		
<ul style="list-style-type: none"> Is there sufficient space for wheelchair user to move around? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Wheelchair users need a clear surface of 150 cm x 150 cm to complete a full turn 	<p>Ensure sufficient space</p>  <p>The diagram shows a top-down view of a wheelchair making a 180-degree turn. The overall dimensions of the area are 1500 mm by 600 mm. A clear path of 550 mm is indicated for the turn, with a 100 mm clearance from the right wall. A red arrow points to the front of the wheelchair.</p>
<ul style="list-style-type: none"> Is the floor solid to move over? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> The floor is solid, non-slippery and non-reflective 	<p>Ensure smooth, solid non slippery surface</p>
Summarize:	Feedback stakeholders:	
Prioritization area:	Action plan:	


8. Venues, rooms and works surfaces are accessible, with seats or possibility to rest nearby		
<ul style="list-style-type: none"> Do venues, rooms and work place provide sufficient space for people using a wheelchair? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Adjoining space of 120 cm next to benches or seats should be available for people using a wheelchair Leave a space of 90 cm wide on the side of the bed to allow a transfer. 	<ul style="list-style-type: none"> Rearrange the layout of seats to allow adjoining space of at least 120 cm next to benches and seats Rearrange the layout to allow adjoining space of at least 90 cm next to the bed
<ul style="list-style-type: none"> Are seats accessible for all people? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Seats should be placed at two heights: 35cm and between 45-50 cm Tops of tables between 75-90 cm high; with knee space at least 70 cm high and 60 cm deep 	<ul style="list-style-type: none"> Replace or modify seats and tables that are too high or low. 
<ul style="list-style-type: none"> Is information available and accessible? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Information should be available for all people including for people with visual, hearing, mental-intellectual impairments Information should be placed between 40-120 cm from the floor level 	<ul style="list-style-type: none"> Ensure that information is in clear large font, strong color contrast, with pictures and in Braille available Ensure that information is placed on reachable height
<ul style="list-style-type: none"> Are switches and sockets inside easy to use? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Switches and sockets should be placed between 40-120 cm from the floor level Switches must be easy to use 	<ul style="list-style-type: none"> Adjust height of switches and sockets Ensure switches are easy to handle
<ul style="list-style-type: none"> Are switches in a color that contrasts with the surrounding? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> Switches should have contrasting colour with surroundings or else highlighted by a contrasting colour 	<ul style="list-style-type: none"> Ensure switches are easily to be identified through a color scheme

Summarize:	Feedback stakeholder:
Prioritization area:	Action plan:

9. Toilets/ restrooms			
<ul style="list-style-type: none"> Are there accessible toilets in the venue/ home? Are there separate accessible toilets available for women and men? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> Separate toilets for men and women should be available and accessible for people using wheelchairs 		<ul style="list-style-type: none"> Provide at least one accessible toilet for women and one for men allowing turning circles of 150 cm and including adequate grab bars.
<ul style="list-style-type: none"> Is there sufficient space inside the toilet to maneuver a wheelchair? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> Space available inside toilet should be at minimum of 150 mmx150 cm; total space of toilet should be 175 cmx200 cm Space next to toilet should be at least 90 cm 		<ul style="list-style-type: none"> Ensure large enough space for accessible toilet

	wide; space in front of toilet should be 120 cm	
<ul style="list-style-type: none"> • Is height of toilet seats accessible for all people? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> • Toilet seat should be on a height of 45-50 cm; for children 30-35 cm 	<ul style="list-style-type: none"> ➡ Adjust height of toilet seats
<ul style="list-style-type: none"> • Do toilet have grab bars? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> 	<ul style="list-style-type: none"> • Grab bars should be placed at the height of 70-80 cm (adults) and 50-55 cm (children) for western type toilet next to the toilet • Grab bars should be placed at the height of 40-50 cm for Asian type toilet next to the toilet • Grab bars should be rounded and have a diameter of 4-4.5 cm • Wall mounted grab bars should have knuckle space of 4.5 cm 	<ul style="list-style-type: none"> ➡ Grab bars should be placed at right height and leave sufficient space for knuckles ➡ Grab bars should have rounded form and must be able to hold body weight 
<ul style="list-style-type: none"> • Are the taps with long lever handle and easily to operate? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> • Lever type taps are recommended 	<ul style="list-style-type: none"> ➡ Install lever type taps
<ul style="list-style-type: none"> • Are toilets safe and ensure for sufficient privacy? Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure for sufficient privacy with doors that can be locked. The lock needs to be easy to handle for people with disabilities • Separate toilets for girls/ women and boys/men 	<ul style="list-style-type: none"> ➡ Install at minimum 2 toilets, one for girls/women and one for boys/men which are accessible ➡ In case of windows, these should be placed that people cannot see inside ➡ Door should have a safe locking system
Summarize:	Feedback stakeholders:	
Prioritization area:	Action plan:	

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10. Emergency system	
<ul style="list-style-type: none"> • Can an emergency situation be recognized as such by people, also those with different types of disabilities? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Audible fire alarms/ emergency alarms supplemented by flashing lights to alert all people, including the people with hearing impairment (emergency kit, including brief orientation) • Clear, well illuminated signage indicating escape routes should be provided at strategic location • Potential danger areas should be clearly marked in bright, clear colours, and slightly raised edges (10 cm height) • Refuge areas should have sufficient space and needs to be well equipped with backup means of communication for emergency, with clear signage, flashing bulbs and audio messages
<ul style="list-style-type: none"> • Is the emergency route identifiable and leads to refuge area? <p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	<ul style="list-style-type: none"> ➡ Provide tactile and visual guidance along emergency routes. ➡ Provide audible alarm signals. ➡ Provide flashing light signals ➡ Ensure the provision of a support system/ personal assistance
	
Summarize:	Feedback stakeholder:
Prioritization area:	Action plan:

Name of person who performed assessment:	Position:
Date:	Location:

Final conclusion:

Prioritization area:

Action plan: