BU Accessibility and Inclusion Checklist			
Outside the building checklist			
Pathways Question Y	'es	No	N/A
the route to the main entrance clearly signed?		-	
the walkway to the building free from pot-holes, weeds or loose paving stones? the pathway/external ramp kept clear particularly in the winter?			
the exterior signage in good order? (e.g. nothing obscuring the signage, not faded, or in good working order if electric).			
the exterior lighting adequate? the route level or not too steep, and flat with no side to side cross-fall?			
you have a temporary ramp, is it in good order and available for use?			
Parking Question Y	'es	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) s the accessible car park located as close as possible to the building entry?			
s the accessible parking bay well lit?			
s 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)			
nside the building checklist intrance and doorways			
	'es	No	N/A
s the main entrance easy to find? (adequate signage on display) s 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)			
main entrance is not accessible for all disabled people is it obvious where the alternative entrance is? you have a buzzer or intercom is it at accessible height and in good working order?			
ryou have an ouzzer or intercom is it at accessible neight and in good working order? fyou have an entry-phone system with an induction loop, is this in good order?			
you have automatic doors, are they in good working order?			
re glass doorways and side panels easy to see (solid contrast strip for full width)? s door matting set into a mat well and not loose?			
eception area	los	No	N/A
Question Y s the space between entrance and reception desk clear of obstacles?	'es	No	N/A
s 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)			
s clearance under desks or counters free from clutter to enable wheelchair users to get close enough to fill in forms?			
s at least part of the reception counter at a wheelchair accessible height? s there a hearing induction loop or other amplifying device fitted at reception?			
s your reception seating area tidy and free from obstructions?			
f difficulties are experienced, is there a bell for assistance which will be responded to? lave you provided Fire Safety and Emergency information in a clearly printed format and have alternative formats available?			
f there is seating in the waiting area, is there a mix of seats with armrests and backs and without armrests?			
s there a space for a wheelchair to wait? (itchenettes and break areas			
	'es	No	N/A
Are kitchenettes at a wheelchair accessible height?			
s it possible for wheelchair users and people with other disabilities to approach and use all vending machines, drinking fountains etc.? s there a baby changing facility and is it accessible for a wheelchair user?			
Collets			
	'es	No	N/A
s the location of accessible toilet clearly signed? Are access routes to accessible toilets kept clear?			
s the accessible toilet large enough for a person using a wheelchair and a carer (if required) to move within? s the assistance alarm in the WC in good order?			
s 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?			
s there a basin high enough (with leg clearance) and deep enough for a wheelchair use? Moving around inside of the building			
	'es	No	N/A
s floor covering slip-resistant and safely secured to the floor? we corridors well lit?			
Are all automatic doors working?			
Are hold open devices for fire doors in good working order? f you have painted recently, have you used distinctive tones or colours to aid orientation?			
are the floor announcers and visual signals in elevators working?			
we the floor announcers and visual signals in elevators working? s there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits?			
Are the floor announcers and visual signals in elevators working? s there an adequate delay on the elevator door closing mechanism? lave 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?			
Are the floor announcers and visual signals in elevators working? s there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? we your amplifying devices or induction loops in good working order, and are they easy to find? lignage Question Y	res .	No	N/A
Are the floor announcers and visual signals in elevators working? s there an adequate delay on the elevator door closing mechanism? lave 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? gingange Question Y s there an up to date map of the building layout near the entrance?	r'es	No	N/A
Are the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Are your 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? In the standard of the stan	'es	No	N/A
we the floor announcers and visual signals in elevators working? s there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? we your amplifying devices or induction loops in good working order, and are they easy to find? lignage Question Y s there an up to date map of the building layout near the entrance? loose the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? sinternal signage in good order and lit adequately? s any temporary signage in an accessible size and font? (e.g. sans serif)	'es	No	N/A
we the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Idave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Ive your amplifying devices or induction loops in good working order, and are they easy to find? Ignage Question I y I so there an up to date map of the building layout near the entrance? I so there an up to date map of the building layout near the entrance? I so there any have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? I sinternal signage in good order and lit adequately? I sany temporary signage in an accessible size and font? (e.g. sans serif) I sthe signage clear and easy to read and can it be read from both sitting and standing eye levels? I sistes and Passageways			
ure the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Is there an adequate delay on the elevator door closing mechanism? Is a very our amplifying devices or induction loops in good working order, and are they easy to find? In the same of the building layout near the entrance? Is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? 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? It is standard assageways Question			N/A
re the floor announcers and visual signals in elevators working? there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? re your amplifying devices or induction loops in good working order, and are they easy to find? ignage luestion Ye there an up to date map of the building layout near the entrance? looes 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? a vary 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? isless and Passageways luestion Ye recorridors wide enough or provided with passing spaces for two people using mobility aids to pass each other? there clear space between furniture for a person to manoeuvre a mobility aid?			
there the floor announcers and visual signals in elevators working? It there an adequate delay on the elevator door closing mechanism? Iave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Iave your ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Iave your ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Iave your emplifying devices or induction loops in good working order, and are they easy to find? Iave your ensured a good order. In the building layout near the entrance? In the end up to date map of the building layout near the entrance? In the sum phave a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? In termal signage in good order and lit adequately? In the singange in good order and lit adequately? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and can it be read from both sitting and standing eye levels? In the singange clear and easy to read and easy	res	No	
re the floor announcers and visual signals in elevators working? there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? re your amplifying devices or induction loops in good working order, and are they easy to find? lignage luestion Ye there an up to date map of the building layout near the entrance? loes the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? internal signage in good order and lit adequately? is the signage clear and easy to read and can it be read from both sitting and standing eye levels? listes and Passageways luestion or corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other? steric clear space between furniture for a person to manoeuvre a mobility aid? re corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? Means of escape in an emergency luestion Ye devices on the man and provided with passing spaces for two people using mobility aids to pass each other? leases of escape in an emergency luestion Ye devices on the man and around all elevator entrances / exits? In the passage ways free from obstruction to wheelchair users and from hazards to people with impaired vision?	res	No	
re the floor announcers and visual signals in elevators working? there an adequate delay on the elevator door closing mechanism? lave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? re your amplifying devices or induction loops in good working order, and are they easy to find? ignage luestion there is there an up to date map of the building layout near the entrance? loos 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? so 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? isles and Passageways luestion Year 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? re corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? //eans of escape in an emergency luestion Years of escape in an emergency Years of escape in an emergency	res	No	N/A
there the floor announcers and visual signals in elevators working? It there an adequate delay on the elevator door closing mechanism? Idave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Ive your amplifying devices or induction loops in good working order, and are they easy to find? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? It is nearly signage in an accessible size and font? (e.g. sans serif) It is the signage clear and easy to read and can it be read from both sitting and standing eye levels? It is signage clear and easy to read and can it be read from both sitting and standing eye levels? It is an Passageways It is the clear space between furniture for a person to manoeuvre a mobility aid? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is clear of escape in an emergency It is clear of escape in an emergency It is clear of escape in an emergency It is clear to the side of	res	No	N/A
we the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Idave you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? Ive your amplifying devices or induction loops in good working order, and are they easy to find? In the standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is 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? It is say temporary signage in an accessible size and font? (e.g. sans serif) It is the signage clear and easy to read and can it be read from both sitting and standing eye levels? It is said Passageways It is said Passageways It is the clear space between furniture for a person to manoeuvre a mobility aid? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is there clear space between furniture for a person to wheelchair users and from hazards to people with impaired vision? It is the clear space in an emergency It is the contribution of the said and entrance routes accessible to all, including wheelchair users? It is count disabled people cannot completely evacuate the building, can they reach places of safety or refuges? It is the contribution of cuttler?	res	No	N/A
the the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? In the standard of cleaning and clearance of obstructions in and around all elevator entrances / exits? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is there an up to date map of the building layout near the entrance? It is the singage in good order and lit adequately? It is the singage in good order and lit adequately? It is the singage in good order and lit adequately? It is the singage in an accessible size and font? (e.g. sans serif) It is the singage clear and easy to read and can it be read from both sitting and standing eye levels? It is the singage clear and easy to read and can it be read from both sitting and standing eye levels? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is the singage in an emergency It is the singage in singag	res	No	N/A
Are the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? Are your amplifying devices or induction loops in good working order, and are they easy to find? Are your amplifying devices or induction loops in good working order, and are they easy to find? Are your amplifying devices or induction loops in good working order, and are they easy to find? Are stone map to date map of the building layout near the entrance? Are so there an up to date map of the building layout near the entrance? Are so the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? Are sinternal signage in good order and lit adequately? As any temporary signage in an accessible size and font? (e.g. sans serif) So the signage clear and easy to read and can it be read from both sitting and standing eye levels? Are corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other? Are corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other? Are corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? Are corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? Are ground floor exit and entrance routes accessible to all, including wheelchair users? Are exit routes free from obstructions? Are exit routes free from obstructions? Are exit routes free from obstructions? Are exit routes free from obstructions / clutter? Are refuges clearly signopsted? Are refuges clearly signopsted? Are refuges clearly signopsted? Are your visual alarm system in good working order?	res	No	N/A
Are the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? Is the sum 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 theren a 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? Isless and Passageways Luestion Ye 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? We are some of escape in an emergency We ground floor exit and entrance routes accessible to all, including wheelchair users? Are exit routes free from obstructions? Formed disabled people cannot completely evacuate the building, can they reach places of safety or refuges? Are refuges clearly signposted? So your vaudible alarm system in good working order? So your audible alarm system in good working order? So your visual alarm system in good working order? So your visual alarm system in good working order?	res	No	N/A
sthere 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? Isles and Passageway Luestion Vecorridors 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? Vecorridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? In deans of escape in an emergency Luestion Vere ground floor exit and entrance routes accessible to all, including wheelchair users? Vere exit routes free from obstructions? If some disabled people cannot completely evacuate the building, can they reach places of safety or refuges? Vere refuges free from obstructions / clutter? Vere refuges clearly signposted? Is your audible alarm system in good working order? Is your visual alarm system in good working order? So your visual alarm system in good working order? Lossifor neuro diverse conditions and sensory impairment Luestion What acoustic control is in place to minimise background noise, echo and reverberation?	res	No	N/A
the the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? Is the power 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 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? It is the signage clear and easy to read and can it be read from both sitting and standing eye levels? It is the signage the signal of the provided with passing spaces for two people using mobility aids to pass each other? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is there clear space between furniture for a person to manoeuvre a mobility aid? It is considered the importance of sage and the provided with passing spaces for two people using mobility aids to pass each other? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is considered the provided with passing spaces for two people using mobility aids to pass each other? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is considered the provided with passing spaces for two people using mobility aids to pass each other? It is the receiver space between furniture for a person to manoeuvre a mobility aid? It is the receiver space between furniture for a person to manoeuvre a mobility aid? It	res	No	N/A
Are the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? Is the sum 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 theren a 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? Isless and Passageways Luestion Ye 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? We are some of escape in an emergency We ground floor exit and entrance routes accessible to all, including wheelchair users? Are exit routes free from obstructions? Formed disabled people cannot completely evacuate the building, can they reach places of safety or refuges? Are refuges clearly signposted? So your vaudible alarm system in good working order? So your audible alarm system in good working order? So your visual alarm system in good working order? So your visual alarm system in good working order?	res	No	N/A
the the floor announcers and visual signals in elevators working? Is there an adequate delay on the elevator door closing mechanism? Alave 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? It is the end of the building layout near the entrance? Sues the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? Is there an up to date map of the building layout near the entrance? Soes 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? It is standard and easy to read and can it be read from both sitting and standing eye levels? It is standard and end or provided with passing spaces for two people using mobility aids to pass each other? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other? It is the clear space between furniture for a person to manoeuvre a mobility aid? It is corridors and passageways free from obstruction to wheelchair users and from hazards to people with impaired vision? It is the corridors and passageways free from obstructions to wheelchair users and from hazards to people with impaired vision? It is the refuges free from obstructions? It is some disabled people cannot completely evacuate the building, can they reach places of safety or refuges? It is refuges free from obstructions / clutter? It is refuges free from obstructions / clutter? It is refuges free from obstructions / clutter? It is refuges free from obstructions	res	No	N/A