



Initial Accessibility Audit

Generic Checklist for Accessibility Proofing


The following are the key questions to consider from the perspective of a disabled person using your premises.

Entrance and arriving

- Disabled parking near the entrance, including access aisles
- Clear set down area
- Level access or ramp to avoid steps
- Finding the door
- Opening the door
- Location and usability of doorbell/intercom system
- Getting in the door
- Avoiding the leading edge of an open door
- Warning sounds indicating open or closing movement
- Handles and hinge sides in doors clearly marked and visible

Reception area and hallways

- Easy access from entrance to reception desk
- High counters obstruct communication with a wheelchair user

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- Getting through the waiting visitors
 - Room to stop and let others pass
 - Location of public telephones
 - Keeping leaflets and notices accessible to all

Way-finding and signage


- Adequate and appropriate signage throughout the building
- Easily legible typeface, font size and design in signs
- Consistent placing of signage
- Using colour and number codes to distinguish areas
- Signage indicating routes to public transport

Moving around and getting upstairs

- Lift access to all levels
- Easy access to lift
- No need for wheelchair users to use the back door
- Clear markings on start of the stairs, steps and handrails
- Access to public transport

Interior design

- Floor materials (non-slip, colours, visibility)
- Lighting (levels, location, glare and location of control switches)

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- Colours and contrast used in interior design
 - Acoustic treatment of spaces

Working space and office environment

- Proper table and chair height
- Consider the style of the chair for back support
- Arm supports – required or obstructive
- The shape of work station (L-shaped or straight desk)
- Avoid overhead lockers and storage
- Enough free space for manoeuvring a wheel chair
- Availability of assistive equipment and technology
- Keep throughways clear of boxes

Toilet and hygiene facilities

- Easily accessible locations, layout and adequate size
- Alarms and fittings (colours, types, location and maintenance)
- Sink/counter height and space underneath
- Operating taps, water temperature and pressure
- Doors (size, door furniture, signage and automation)
- Sanitary disposal



Emergencies and evacuation

- Visual and auditory emergency alarms
- Clear evacuation routes & signage
- Location of evacuation areas and clear signage
- Special evacuation equipment (such as evacuation chairs)
- Evacuation assistance for persons with disability
- Availability and usability of communication devices
- Emergency and evacuation information in accessible formats


Technical equipment

- Technical equipment that should be considered for accessibility:
 - information displays
 - public access terminals (ATM's, information kiosks, vending machines)
 - smart cards
 - computer hardware
 - computer application software
 - websites
 - telecom devices
 - multimedia products (DVDs, videotapes, CDs)
 - photocopiers
- What assistive technology is required/already provided?



Information and communication

- Using Plain English (clear and concise language) in all communications
- All information should be free of stereotypes and discriminatory notions
- Things to consider in printed publications:
 - Using clear (sans-serif) typeface and large font size
 - Ensure adequate contrast between background and text
 - Printing on non-glossy material
 - Clear design
- Providing printed information in alternative formats:
 - Large print
 - Braille
 - Audio
 - Video
 - Electronic formats (CD-Rom/e-mail/PDF/RTF/Word document)
 - Irish Sign Language and other languages
 - Key words, pictures and symbols
- Providing communication support:
 - Translators and interpreters
 - Lipspeakers
 - Note-takers
 - Deafblind interpreters

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- Speech-to-text reporters
 - Options for information services
 - Telephone service
 - Text-messaging
 - Video phones
 - Face-to-face information
 - Make efforts to reach diverse target groups
 - Include accessibility information in marketing

Staff

- Identifying & addressing attitudinal barriers amongst staff
- Training to increase awareness and understanding of issues relating to disability
- Training staff to deal with people with disability:
 - welcoming approach
 - face-to-face and telephone communication
 - writing easy-to-read documents
 - non-discriminatory interview practices
 - sign language
 - dealing with service animals
- The language used around disability
- Making sure staff knows what is expected of them