



NON-TECHNICAL ACCESSIBILITY ASSESSMENT TOOL

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Prepared by:



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List of acronyms:

DAC	Disability Action Council
DAC-SG	Disability Action Council-Secretariat General
DAC-MI	Disability Action Council – at Ministry/Institution
DAC-MP	Disability Action Council – at Municipal/Provincial
DPOs	Disabled People’s Organizations
GPS	Global Positioning System
HI	Humanity & Inclusion
NGOs	Non-Governmental Organizations
NTAA	Non-Technical Accessibility Assessment
RECU	Reach, Enter, Circulate, Use

GENERAL INFORMATION

The Disability Action Council (DAC):

The Disability Action Council (DAC) was established by Royal Decree No. NS/RKAM/0709/010, dated 3 July 2009, promulgating the Law on the Protection and Promotion of the Rights of Persons with Disabilities. , The DAC acts as the national coordination and advisory body on disability and rehabilitation and is a cross-sectoral body composed of ministries, institutions, representatives of the private sector, NGOs, and representatives of persons with disabilities. The Disability Action Council has municipal and provincial representatives. :

The General Secretariat of the Disability Action Council (DAC-SG) is a public institution established by Sub-Decree No. 216 ANKr.BK dated 2 May 2013, with the responsibilities to provide technical advice on disability issues; develop the National Disability Strategic Plan; promote the implementation of policies, laws, strategic plans, legal documents, and international instruments related to disability issues; monitor and evaluate the implementation of policies, laws, strategic plans; propose revisions, additional completion or amendment of policies, laws, strategic plans, legal documents related to the disability issues; communicate with national and international communities to exchange experiences and mobilize resources; develop reports on the implementation of the convention and update situation of persons with disabilities, organize national and international days and other events of persons with disabilities. Presently, DAC-SG locates in building 788, Monivong Blvd., Sangkat Boeung Trabek, Khan Chamkar Mon, Phnom Penh, within the Ministry of Social Affairs, Veterans and Youth Rehabilitation compound.

The Disability Action Council – at Ministry/Institution level (DAC-MI) is a working group established across ministries and institutions to act as focal points and responsible for disability-related works within the sectors and jurisdictions framework of those ministries and institutions.

The Disability Action Council – at Municipal/Provincial level (DAC-MP) refers to groups of DAC representatives at the municipal/provincial level, established by each authority. Each group is a diverse body made of civil society, local authority, representative of private sectors, NGOs, and the representative of persons with disabilities. The Deputy Governor acts as the head of the inter-sector works related to disability issues within the jurisdiction of his/her administrative area.

Handicap International - Humanity & Inclusion (HI):

HI, founded in 1982, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

In 2018, Handicap International's global movement became Humanity & Inclusion. The Federation, which runs projects in around sixty countries, is now working under the operating names of "Humanity & Inclusion", "Handicap International" or "Atlas Logistique". Any document with the letterhead "Humanity & Inclusion" applies de facto to Atlas Logistique and Handicap International teams.

The Accessibility training toolkit has been developed with the involvement of the following persons:

The General Secretariat of the Disability Action Council (DAC-SG)		Handicap International – Humanity & Inclusion (HI)	
1. H.E. Em Chan Makara	Secretary of state of MoSVY	1. Ms. Edith van Wijngaarden	Country Manager
2. H.E. Ung Sambath	Deputy General Secretariat of DAC	2. Mr. Chor Rada	Technical Support Manager
3. Mr. Chhorn Akhra	Director of Development Disability Services	3. Ms. Erika TRABUCCO	Accessibility Specialist
4. Mr. Sam Polong	Officer-Development Disability Services		
5. Ms. Sor San	Officer-Development Disability Services		

Non-Technical Accessibility Assessment

1. What is a Non-technical accessibility assessment?

It is an accessibility assessment of the built environment without any technical drawings, specifications and cost estimates, etc. This assessment intends to identify the general accessibility problems and possible solutions and can be conducted in the outdoor areas of the building as well as in the indoor spaces. A Non-Technical Accessibility Assessment (NTAA) will include:

1.1 Sitevisit

The site visit is conducted using a basic accessibility checklist that the person in charge has to fill.

1.2 Assessment report

After a site visit or building inspection using the questionnaire of the Non-Technical Accessibility Assessment (NTAA), all information or findings are analyzed, and a simple and easy to understand assessment report will be written. This report will include some relevant recommendations based on the technical standards on physical accessibility-infrastructure for persons with disabilities.

2. Why perform an accessibility assessment?

The accessibility assessment checklist can be used as:

- ❖ a tool to identify the accessibility needs of existing environments, identify the common obstacles or existing barriers, to provide recommendations to improve the accessibility,
- ❖ a tool for monitoring and advocacy of accessible environments.

An accessibility assessment:

- ❖ Provides an overview of the situation in terms of obstacles faced by people with different kinds of disabilities and the barriers faced when accessing or using a built environment,
- ❖ Describes the recommended works to perform to allow increased accessibility and the costs to be calculated.
- ❖ Helps to better plan the modifications needed to ensure the infrastructure and/or its facilities meet the minimum accessibility requirements and
- ❖ Helps to develop an effective action plan to prevent and remove accessibility barriers to enable full participation of people with disabilities.

3. When to perform an accessibility assessment?

An accessibility assessment should be undertaken whenever alterations or refurbishment works are planned to a building or environment so that accessibility improvements can be incorporated from the outset or early stage of the design. The assessment is the first step on a long journey and is not an end by itself.

4. Non-Technical Accessibility Assessment's tool

The Non-Technical Accessibility Assessment's tool is a checklist that has been developed following the four steps of the RECU principle for accessibility (RECU: Reach, Entre, Circulate and Use). It needs to cover all the aspects of accessibility (horizontal, vertical, communication-related) and, at the same time, focus on different kinds of barriers (Horizontal, Vertical, Communication-related) for persons with different kind of impairments (physical, visual, hearing, psychosocial and intellectual), elderly people, children, pregnant women, etc. The checklist (see section 7) should be used during the first visit to a building during a Non-Technical Accessibility Assessment. The basic checklist can include references to the national accessibility standards, but the aim of this tool is mainly to guide the site visit and the gathering of data about the building.

NOTE 1: To be more accurate, The NTAA should be performed by a technician such as an engineer or an architect, accompanied by one or more persons with disabilities, to benefit from their experience and, to reinforce their capacity to advocate for increased accessibility.

NOTE 2: The NTAA can also be an opportunity to sensitize local stakeholders about the accessibility of the built environment; for this purpose, it can be performed as a group exercise involving decision-makers, technicians, NGOs, and all other actors involved, directly or indirectly, in (re)construction activities.

NOTE 3: A NTAA is a very good exercise to be included in the agenda of basic training on accessibility; it can be performed by groups of trainees within the venue and the observations can then be discussed collectively.

Instruction: This tool is a reference and you can use it to serve your own needs. It is a basic tool and you can add or copy parts of it according to your needs; for example, in the movement session there is a part talking about the door and if you want to evaluate each door in the building you can copy this part and use it for the different doors. The same for WC, if you want to evaluate more than one toilet you can copy the toilet session and use it in further questions.

5. How to conduct a NTAA?

This checklist has to be used outdoor and indoor of the building. Persons to involve in the assessment (whenever possible): policymaker, persons in charge, owner of the building or equivalent, manager of the building, persons with disabilities, and users of the building.

During the Non-Technical Accessibility Assessment (NTAA), the person in charge has to take as many photos of the general environment and the relevant details as possible, to be included in the assessment report. If a plan of the building is not available at the moment of the NTAA (or after), as many sketches as possible have to be made of the relevant areas where accessibility issues are detected. In this phase, only major measurements are needed.

The assessment team must dynamically facilitate the process by providing stakeholders with the explanations they require and when they require them. This kind of support can be a recapitulation of technical definitions depending on the type of obstacle encountered: projections, slopes, etc.; pointing out obstacles that participants may not have detected or may have forgotten to note and tackling a preliminary technical solution to the obstacles noted on-site, regarding the norms, to prepare the next stage of the process. Various kinds of obstacles are described in the technical standards on physical accessibility-infrastructure for persons with disabilities. When the data collected with the checklist is analyzed, the person in charge will have to compare them with the technical standards on accessibility enforced in Cambodia to formulate the recommendations.

6. How to write an assessment report?

List of elements that should be included in this type of report, and which should help the people in charge in their writing:

1) Title/subject of the report

2) General data

- Name of Building
- Location/address
- GPS coordinates
- Date of the visit
- Author and Contacts
- Brief description of the building: one or more buildings, no floors, elevator or not, water/electricity supply or not, approximate area, reinforced concrete or others, rural / semi-rural / urban area, approximate building age, etc.
- Reference project (if relevant)

3) Preamble:

- Background of the report
- Purpose of the report/definition of non-technical accessibility assessments
- People present during the visit and relevant contacts
- Data on disabled users (number, type of disability, etc.)
- Aerial photo with explanations, if possible
- Architectural of existing plans or sketching the real situation, if available

4) General observations:

- A detailed description of the building and its issues

5) Report of the visit:

- The current situation following the RECU steps (texts, photos with comments, diagrams with main dimensions)
- Recommendations following the RECU steps (texts, drawings, or basic diagrams)

6) Conclusions:

- Prioritization of proposed interventions
- Basic cost estimate
- The indicative timeframe of work
- Possible difficulties/constraints (variation of unit prices, shortage of materials, rainy season, etc.)
- Procedural Suggestions (the type of contract, administrative checks to be made, etc.)

7. Non-Technical Accessibility Assessment Checklist

Building:

Location:

Date:

Author:

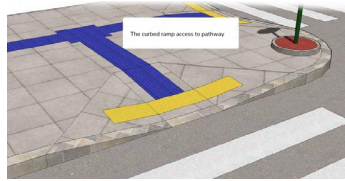
Short description of the building:



REACH


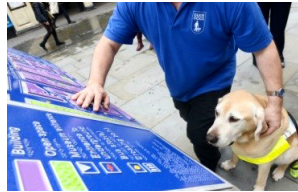
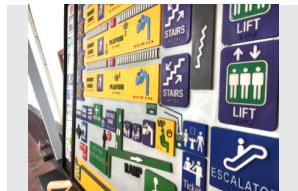


please assess the outside courtyard, parking, and sidewalks, entrance gate, entrance route, connection route between buildings, wayfinding system, etc.


OBJECTIVE


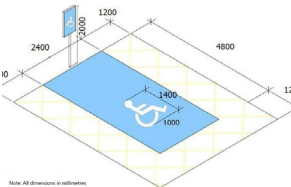
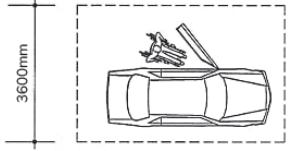

1. A person using a wheelchair or with other physical impairments can easily go from the outside road/pavement to the internal pathway leading to the main entrance of the building
2. A person with visual impairments can easily find his way from the outside road/pavement to the main entrance of the building
3. A person with a disability who use their transportation(customize bike/motorbike or non-customized) can easily access the main entrance of the building and a person with a disability coming by private car or taxi can easily access the main entrance of the building



No	Checklist points	Response	Instruction	Remarks/ Comments
1	The outside pavements have curbed ramps (if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No curbed ramps	Please insert a picture of the actual curbed ramps 	
2	The entrance is at least 1200mm width	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please measure the entrance gate and take a picture	

3	Are there obstacles on the floor close to the entrance gate? (thresholds, trenches, grids, holes in the ground, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of the obstacle(s)	
4	An outside panel, on the main road, with the name and function of the service/building is clearly visible	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 5)	Please insert a picture of the panel 	
4.1	The panel has enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.3	It is not hidden behind trees or other obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.7	There is enough colour contrast	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.8	The panel is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.9	Used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	There is a clear plan of the site close to the entrance gate showing where the different services/buildings are	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 6)	Please insert a picture of that map 	
5.1	The panel has enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		

5.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.3	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.7	There is enough colour contrast	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.8	The panel is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.9	Used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.10	The plan includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	There is direction panels/ arrows close to the entry gate and in other parts of the courtyard, showing in a clear way which way to go to reach the main services	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 7)	(if No, please jump to question 7) 	

6.1	The panel has enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.3	It is not hidden behind anything or other obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.7	There is enough colour contrast	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.8	The panel is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.9	Used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.10	The plan includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	There are obstacles on the floor between the entry gate and the main entrance of the building (steps, narrow path, protruding objects, uneven soil, holes in the ground, trenches, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please take a photo of that obstacle If available	
8	There is tactile paving leading from the entry gate to the main entrance of the building	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of the tactile paving way 	

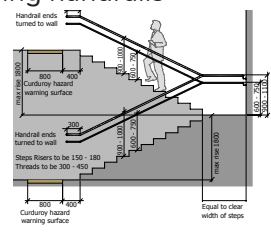
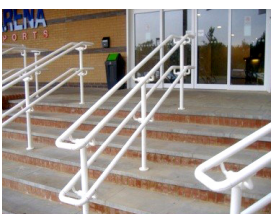
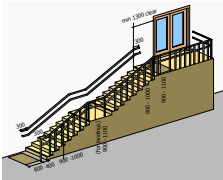
9	For persons coming by taxi, there is a drop-on/off space close to the main entrance (less than 30m)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of that drop-on/off space and measure it to the main entrance 	
10	There is a canopy over the drop-on/off space to protect from rain or sun	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of that Canopy	
11	On the building parking, if any, there is at least one parking slot reserved for persons with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 17)	Please insert a picture of the parking slot 	
12	The parking slot is big enough (3600mm x 6000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the parking slot 	
13	There is enough space beside the parking slot to get in/out of the car (1200mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the space of the parking bay 	
14	The parking slot is close enough to the main entrance of the building (less than 50m)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the distance from the parking slot to the main entrance	
15	The path between the parking slot and the entrance is clear of obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of the path	

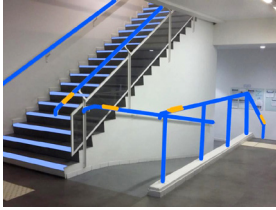

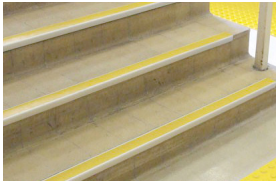


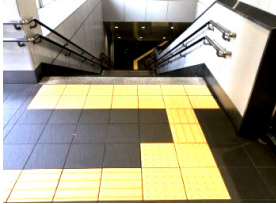
15.1	The path between the parking slot and the entrance is flat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of the path	
15.2	The path between the parking slot and the entrance to the main building is large enough (at least 1200mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the path size	
16	Vertical sign showing the parking slot for persons with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 17)	Please insert a picture of that parking sign 	
16.1	International sign to showing the parking slot	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16.2	The size is at least 300mm x 450mm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16.3	The vertical parking sign is between 1500mm to 2500mm from the ground and in the middle of the parking slot	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16.4	The sign is visible enough	<input type="checkbox"/> Yes <input type="checkbox"/> No		


Enter : The area surrounding the building/s main entrance, staircase, ramp, type of door, etc.

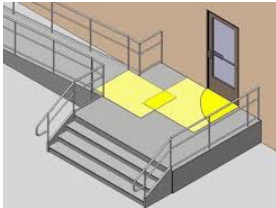
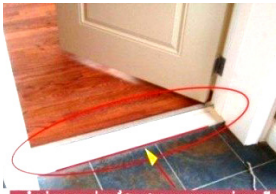

OBJECTIVES


1. A person using a wheelchair or with other physical impairments can easily enter the building through the main door and get in
2. A person with visual impairments can easily identify the building's main door and get in
3. A person using a wheelchair or with other physical impairments can easily be welcomed at the reception area
4. A person with visual impairments can easily be welcomed at the reception area
5. A person with a hearing or intellectual impairments can easily be welcomed at the reception area as well as overweight people, pregnant woman, the elderly, and people with belonging can easily access as well

No	Checklists	Response	Instruction	Remarks/ Comments
Entrance				
17	There are steps/stairs in front of the main entrance door	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 18)	Measure the steps (height, length, number, etc.) and the area in front, to see if building a ramp is possible	
17.1	There are regular steps (all risers have the same height, 150-180mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure each step	
17.2	All threads have the same depth, 300-450mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure each step	
17.3	There are handrails on both sides	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 17.9)	Insert a photo and measure the area around the door	
17.4	There are handrails protruding 300mm from the end of the steps	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert the photo and measure the protruding handrails 	
17.5	If the stairs are larger than 2000mm, there is an additional handrail in the middle	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please measure the width of the stair 	
17.6	The handrails are at double height (600mm-700mm and 850mm-900mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the height of the handrails 	

17.7	Handrails are in a contrasting colour (compared to the background walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture of the handrail and compare it with the wall's background 	
17.8	There are braille signs fixed on the handrails to provide location information and directions to blind persons	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture 	
17.9	The nose of step marked with a non-slippery, relief at corner profile	<input type="checkbox"/> Yes <input type="checkbox"/> No		
17.10	The nose of step marked with colour contrasted at corner profile	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture 	
17.11	There is a tactile paving alert at the beginning of a stair	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the dimension and position of the tactile element 	
17.12	There is a tactile paving alert at the end of a stair	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture and measure the dimension and position of the tactile element 	
18	There is tactile paving leading from the top of the stairs to the main entrance door	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please insert a picture 	

19	There is a sidewalk to get on accessible curb ramp before the main entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the curb ramp and measure it	
20	There is a ramp in place in front of the main entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 21)	Insert a photo of the ramp	
20.1	The width of a ramp is at least 1200mm (with a net length of at least 1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the width	
20.2	The slope is less than 8% (10% is tolerable, 12% is the max possible in very special cases)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the ramp (length of slopes only and total height)	
20.3	There are handrails on both sides of the ramp	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 20.6)	Measure the ramp (length) on both sides	
20.4	There are handrails at double height (600-750mm+900-1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the height of the handrail 	
20.5	There are handrails in a contrasting colour (compared to the background walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
20.6	Curbed is on both side of the ramp with the height of 50-100mm	<input type="checkbox"/> Yes <input type="checkbox"/> No		

20.7	There is a landing slots at the top of the ramp	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 20.10)	Insert a picture	
20.8	The landing slot is at least 1500mm long	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the landing	
20.9	There is no interference with door opening outwards on the landing, if any	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the landing and the opening of the door 	
20.10	There is an intermediate landing if the ramp is longer than 2500mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the intermediate landing	
20.11	The ramp surface is non-slippery, flat, even	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
21	The main entrance door is easy to open and use	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
22	The door or entrance has a threshold.	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 23.3)		
22.1	The threshold height is less than 12mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please measure	
22.2	If the threshold is higher than 12mm, there is a ramp on both sides	<input type="checkbox"/> Yes <input type="checkbox"/> No		
22.3	The door colour is in a contrasting colour (compared to the background walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

22.4	If it is the glass door, visual markings sign on glass are at double height (850mm-1000mm and 1400mm-1600mm) to make it more visible	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure the height of the door's markings 	
22.5	The door net passage width is at least 900mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the door's width	
22.6	The door can be opened by push/pull	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 22.9)		
22.7	The door can be opened by sliding	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 22.9)		
22.8	The door can be opened by a sensor	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 22.9)		
22.9	The handle is at a convenient height (850mm-1100mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure handle's height	
22.10	The handle easy to grab and use (lever type or push bar is not bigger than 50mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the handles	
23	There is a tactical pathway leading to reception or information center	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
24	There is a reception area	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 25)	Insert a picture	
24.1	The receptionist area is far from the entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No		

24.2	The floor at the reception area is non-slippery, non-reflecting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
24.3	The floor at the reception area is even and flat	<input type="checkbox"/> Yes <input type="checkbox"/> No		
24.4	There is enough light at reception	<input type="checkbox"/> Yes <input type="checkbox"/> No		
24.5	There is no echo noise	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25	The reception area is marked with clear and visible signs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
25.1	There is enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.3	It is hidden or other obstacles at the reception area	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.7	There is enough colour contrasting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.8	The sign is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.9	Used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.10	The sign includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		

26	The counter has a part at a lower height (700-760mm) to be used by persons using a wheelchair	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No counter	Insert a picture and measure the height of the counter	
26.1	In front of the counter there is a space of 2440mm x 2440mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure the space	
26.2	Printed information is available at the reception desk that can be handed to people with hearing impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
26.3	Hearing equipment is available at the reception desk that can help people with hearing impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
26.4	Information includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
27	There are resting places (armchairs, benches) close to the reception as a waiting area	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
27.1	The chair height is 450mm to 475mm and width is 500mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure it	
28	There is a tactile path leading from the reception area to the elevators, stairs, and all services on the ground floor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
29	Accessible elevators are close to the reception area if any	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ground floor building	Insert a picture	

30	There are clear indications on how to get from the reception to the different services	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 31)	Insert a picture	
30.1	The panel sign has enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.3	It is not hidden behind anything or other obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.7	There is enough colour contrasting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.8	The information written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.9	Used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
30.10	The information includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Circulate : From the reception area to any other public place of the building: internal corridors and other circulation spaces, staircases, doors, elevators, ramps, landings, open spaces, etc.
 Rooms (sleeping room, WC, working room, meeting room, waiting room,...) stage(meeting stage, performing stage..) classroom stage, corridor, waiting area in front of the counter, etc.

OBJECTIVES

1. A person using a wheelchair or with other physical impairments can easily move from the reception area through all the public areas of the building
2. A person with visual impairments can easily move from the reception area through all the public areas of the building
3. A person with hearing impairment can easily move from the reception area through all the public areas of the building
4. A person with visual impairments can easily be welcomed at the reception area

No	Checklists	Response	Instruction	Remarks/ Comments
Entrance				
31	The corridors width is enough to allow the circulation of more than one person, including a person using a wheelchair, at the same time (1200mm min, 1500/1800mm preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 32)	Measure the width of corridors	
31.1	Corridors end in open spaces of at least 1500mmx1500mm so that a person using a wheelchair can easily make a U-turn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure space	
31.2	There is tactile paving leading through the corridors to the doors of the different services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
31.3	There are handrails on the walls of the corridors if they are over 20m long	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Less than 20m	Insert a picture	

31.4	There are benches in the corridors if they are over 20m long	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Less than 20m	Insert a picture	
31.5	There are obstacles in the corridors such as walls and furnitures	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of that obstacle	
31.6	Corridors are flat	<input type="checkbox"/> Yes <input type="checkbox"/> No		
32	There are steps, or level changes along the corridors	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the steps and measure length, width, and height	
33	There are steps, is there an accessible ramp as well?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, Please jump to question 34)	Insert a picture of the ramp and measure length, width, and height	
33.1	The width of a ramp is at least 1200mm (with a net length of at least 1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.2	The slope is less than 8% (10% is tolerable, 12% is the max possible in very special cases)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.3	There are handrails are on both sides	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.4	The handrails are at double height (600-750mm+900-1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.5	The handrails are in a contrasting colour (compared to the background walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.6	There is curb on the open sides of the ramp, if any (50-100mm height)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

33.7	There is a landing slot at the top of the ramp	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 33.10)		
33.8	The landing slot is at least 1500mm long	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.9	There is an intermediate landing if the ramp is longer than 2500mm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.10	Ramp surface is non-slippery, flat, even	<input type="checkbox"/> Yes <input type="checkbox"/> No		
33.11	The ramp surface is flat	<input type="checkbox"/> Yes <input type="checkbox"/> No		
34	If the building has more than one floor, there is an accessible elevator in place	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 35) <input type="checkbox"/> The building is on the ground floor (Please jump to question 35)		
34.1	The elevator's door is at least 950mm width	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the inside of the elevator and measure	
34.2	The internal cabin is at least 1100mmx1400mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the inside of the elevator and measure	
34.3	Commands height is at 900mm-1200mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture of the inside of the elevator and measure	
34.4	There are handrails on both sides of the elevator	<input type="checkbox"/> Yes <input type="checkbox"/> No		
34.5	If the wheelchair cannot make a complete U-turn, there is a mirror on the top of elevator	<input type="checkbox"/> Yes <input type="checkbox"/> No		

34.6	Inside and outside the elevator commands include braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please Insert photo	
34.7	There is an audio message giving instructions	<input type="checkbox"/> Yes <input type="checkbox"/> No		
34.8	There are hearing enhancement for emergency calls	<input type="checkbox"/> Yes <input type="checkbox"/> No		
34.9	Elevators connect to all the floors of the building (including mezzanines)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35	If there are staircases, they are easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 36) <input type="checkbox"/> The building is on the ground floor (Please jump to question 36)	Insert a picture and measure elements	
35.1	Regular steps (all risers have the same height, 150/180mm) (all threads have the same depth, 300/450mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.2	There are handrails on both sides	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.3	The handrails are protruding 300mm from the end of the steps	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.4	There are additional handrails in the middle of the stairs if they are larger than 2500mm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.5	The handrails are at double height (600-750mm+850-900mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

35.6	Handrails are in a contrasting colour (compared to the background walls)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.7	The nose of the step has a corner profile, is non-slippery	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.8	The nose of the step has a corner profile, is contrasted colour	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.9	There is a tactile paving alert at the beginning and the end of the staircase	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35.10	There are braille signs fixed on the handrails to provide location information and directions to blind persons			
36	The floor of the corridor is not slippery	<input type="checkbox"/> Yes <input type="checkbox"/> No		
37	The floor of the corridor is not reflexives	<input type="checkbox"/> Yes <input type="checkbox"/> No		
37.1	The floor of the corridor is flat			
37.2	The corridor has light enough			
38	There are wayfinding panels/arrows in the circulation spaces to guide throughout the building	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no please jump to 39)	Take a picture	
38.1	The sign has enough/useful information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.2	It's position is good/logical	<input type="checkbox"/> Yes <input type="checkbox"/> No		

38.3	It is not hidden behind anything or other obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.4	It is a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.6	The fonts are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.7	There is enough colour contrasting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.8	The panel is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.9	The used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
38.10	The sign includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		


Use: Everything that has to do with the use of all spaces in the building: toilets, switches, and plugs, windows and light conditions, materials, handles, etc.



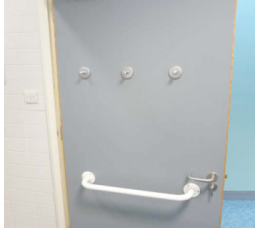
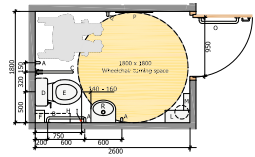

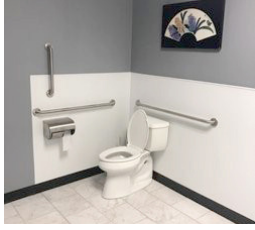
OBJECTIVES




1. A person using a wheelchair or with other physical impairments can easily use the different spaces and elements of the building
2. A person with visual impairment can easily identify and use the different spaces and elements of the building
3. A person with hearing impairment can easily use the different spaces and elements of the building
4. A person with intellectual and physical disabilities can easily use the different spaces and elements of the building
5. A person with other types of disability including the elderly, children, pregnant woman as well as weaken people can easily use the different spaces and elements of the building


No	Checklists	Response	Instruction	Remarks/ Comments
There may be many rooms in the building, prioritize the room to be evaluated and write down the function of that room				
ROOM 1 :				
39	Light switches are in a colour contrasting with the adjacent wall	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
40	Plugs are in a colour contrasting with the adjacent wall	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
40.1	Switches are at a convenient height from the floor (max 1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure the height	
40.2	Plugs are at a convenient height from the floor (300/400mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure the height	
41	The floor in the room is non-slippery	<input type="checkbox"/> Yes <input type="checkbox"/> No		
41.1	The floor in the room is flat	<input type="checkbox"/> Yes <input type="checkbox"/> No		
42	The sharp corners are protected	<input type="checkbox"/> Yes <input type="checkbox"/> No		
43	The room is bright enough	<input type="checkbox"/> Yes <input type="checkbox"/> No		
44	The windows are easy to open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No windows (Please jump to question 45)	Insert a picture	
44.1	The windows are push/pull	<input type="checkbox"/> Yes (if Yes, please jump to 44.3) <input type="checkbox"/> No		
44.2	The window is sliding	<input type="checkbox"/> Yes <input type="checkbox"/> No		

44.3	The handle is at a convenient height (800-1000mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No handle		
44.4	The handle is easy to grab and use (lever type or push bar)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No handle		
45	There is enough space to circulate in the room around the furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No		
45.1	There are steps inside the room (or to get on a podium/ stage)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please jump to question 46) <input type="checkbox"/> No stage (Please jump to question 46)		
45.2	If there are steps, there is also an accessible ramp	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Room 2: Toilet				
46	There is at least 1 accessible toilet per floor for people with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure elements	
47	If it is located within normal toilets, there is a sign to show it	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.1	The sign has enough information	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.2	The sign is clearly visible and identified	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.3	It is not hidden anything or other obstacles	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.4	It is at a good high	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.5	The letters are sufficiently big	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.6	The font is clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		

47.7	There is enough colour contrasting (between letters and background)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.8	The WC sign is written in at least 2 languages (local language + English)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.9	The used symbols are clear	<input type="checkbox"/> Yes <input type="checkbox"/> No		
47.10	The letters includes braille text	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48	The toilet is accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture and measure elements	
48.1	There are steps in front of the toilet	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.2	The toilet door is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.3	The toilet door is opening outwards	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.4	The toilet door is a pulling door	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.5	The toilet door is a sliding door	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.6	The width of the toilet door is at least 900mm	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.7	There is threshold in front of the entrance of the toilet	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 48.10)		
48.8	The threshold height is less than 12mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the threshold	

48.9	If the threshold is higher than 12mm, is there a ramp on both sides?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.10	There are grab rails on the toilet door	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, please jump to question 48.13)		
48.11	The grab rails are at a good height to use (800-100mm)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.12	Grab rail is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No grab rail		
48.13	The internal free space is at least 1800mmx1800mm to allow a complete U-turn of a wheelchair	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the space 	
48.14	WC seat is at a height of 400-480mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the height	
48.15	There is a horizontal grab rail on the wall close to the WC	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.16	There is a vertical grab rail on the wall close to the WC	<input type="checkbox"/> Yes <input type="checkbox"/> No		

48.17	There is a drop-off grab rail on the side of the WC	<input type="checkbox"/> Yes <input type="checkbox"/> No		
48.18	There is a free space of 900mm on the side of the WC	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the space	
48.19	Toilet paper dispenser is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert a picture	
49	Lavabo is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No lavabo (Please jump to question 49.2)	Insert a picture	
49.1	Lavabo height is at 720m-750mm	<input type="checkbox"/> Yes <input type="checkbox"/> No	Measure the lavabo	
49.2	There is a vertical grab rail on the wall close to the lavabo	<input type="checkbox"/> Yes <input type="checkbox"/> No		
49.3	The mirror is at a convenient height of 900-1000mm	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No mirror	Measure the mirror	
49.4	The soap dispenser is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No soap dispenser	Insert picture	
49.5	The hand dryer system is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No		

50	The hanging hook is at a convenient height 1050mm-1700mm	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No hanging hook		
51	There is an emergency alarm with a pull cord	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Insert a picture</p> 	

