# **Accessibility checklist**

Building: \_Cafeteria\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_ /\_\_\_ /\_\_\_\_\_\_; h \_\_\_\_ : \_\_\_\_

Numbers are used to specify to which extent a property was satisfied in case of yes/no answer proving to be insufficient.

[1=not at all; 5=completely]

Legend:  🡪 Property is satisfied Numbers:

🡪 Property is NOT satisfied

🡪 Property cannot be evaluated

**Entrance and exit**

**Reachability:** (…………………………………………………………………………………………….……………………………………………..)

On the same level  With ramp  Inaccessible

**Ramps:** (…Bicycles tied to the handrail …………………………………………….……………………………………………..)

Appropriate slope  Handrails on both sides  Free handrails

\* max slope ratio: 1:12 or 1:20

**Threshold:** (…Some thresholds are not even, but an alternative pathway is always possible………………..)

Accessible alternative  Even level

\* max threshold height: 1.27 cm (0.5 inch)

**Space:** (…Bikes parked near the automatic entrance door……………….………………………………………………………….)

  Sufficient door width  Obstruction free  Manoeuvrability space

\* min door width: 81-91 cm

**Doors:** (…One manual door to connect to the mensa area……………….………………………………………………………….)

Automatic doors  Always-open doors  Absence of manual doors

In presence of automatic doors: (…………………………………………………….……………………………..…….)

Doors remain open long enough  Well calibrated sensor for different heights

In presence of manual doors: (…………………………………………………….……………………………..…….)

Lever-style door handles  Light weight doors

**Mats:** (…No mats…………………………………………………………………………….………………………………………………………….)

Slip resistant  Securely fastened to the floor  With bevelled edges

**Flooring:** (…………………………………………………………………………………………….……………………………….…………….)

 Slip resistant  Even surface  Smooth surface

**Inside lighting:** (…Closes at 16:30…………………………………………………….……………………………….…………….)

Minimum shadows and glare  Well-lit during the day

**Handrails**

**Location**: (…Stairs to connect to mensa and entrance ramp have single handrail ……………….………………)

Along stairs (both sides)  Along ramps  Along slopes

**Characteristics**: (…Single height only, stairs to connect to mensa have non graspable handrail…………)

Graspable (diameter)  Multiple heights

**Facility reachability**

**Parking spaces:** (…I couldn’t find them ………………………………………………………….…………………………………)

 Close to the building entrance

Provided with appropriate signage and markings

 Wider than standard parking spaces

 Provided with adjacent access aisles for wheelchair users

Provided with tactile paving to the facility

**Bus stops:** (…………………………………………………………………………………………….……………………………….…………….)

Close to the building entrance

 Provided with appropriate signage and markings

Provided with tactile paving to the facility

**By feet:** (…Bicycles are parked very close to the walkways, entrance area slightly on a slope…………….)

Sufficiently wide walkways

\* min walkways width: 91-122 cm (36-48 inches)

Walkways clearance from:  Protruding objects  Overhanging elements  Obstacles

Surfaces condition:  Smooth  Even  Slip-resistant

Level differences:  Low thresholds  Adequate slopes  Present curb-cuts

\* max threshold height: 1.27 cm (0.5 inch)

\* max slope ratio: 1:12 or 1:20

Walkways provided with tactile paving to the facility

 Walkways provided with guardrails to prevent accidental falls

Adequate lighting on the pathways

Provided seats/resting areas

Adequate water draining

Sufficient shaded areas

**Signage and wayfinding**

**Signage location:** (……………………………………………………………………………….……………………………….…………….)

Entrances  Elevators  Restrooms  Important locations

**Signage completeness:** (………………………………………………………………….……………………………….…………….)

  Directional indicators  Room names/numbers

 Accessible routes information  International accessibility symbols

**Signage visibility:** (……………………………………………………………………………….……………………………….…………….)

Large fonts  High contrast  Braille/tactile option

**Wayfinding information clarity**: (1=low understandability, 5=perfectly clear) \_\_1\_\_

(Details: …very difficult to find different areas if unaware of sub-spaces position and utility………………….)

Presence of tactile paving on walkways

**Elevators and Lifts**

 Present at intuitive locations

Sufficient size to accommodate mobility devices

\* min door width: 91-107 cm (36-42 inches)

Provided with handrails or grab-bars inside

Provided with door sensors and automatic doors

Provided with enough manoeuvrability space in front

**Controls characteristics:** (……………………………………………………………………………….……………………………….…)

Easily reachable  Operable with varying abilities

Tactilely discernible buttons  Clear and visible signage

Braille information available

**Audio indicators for:** (……………………………………………………………………………….……………………………….………….….)

Floor number  Door movements

**Lighting**

**Shadows and sharp contrasts:** (…………………………………………………………………………………………….………)

Uniform lighting distribution  Even lighting level across the entire space

Ensure that lighting does not directly shine into occupants' eyes

[Nota 1. to avoid glare, shadows, or areas of excessive brightness contrast within a space, to reduce eye strain, enhance visual perception, and ensure that individuals can see objects and navigate comfortably]

[Nota 2. minimization of variations and sharp contrasts between different areas]

**Light fixtures:** (…………………………………………………………………………………………….……………………………………………)

Appropriate selection  Appropriate placement  Accurate colour rendering

 Accessible and user-friendly lighting controls

Adequate exterior lightning

Adequate lighting in correspondence of entrances/exits

Adequate lighting in correspondence of stairs/steps

Adequate illumination level according to the space use [\*see guidelines]

**Acoustics**

 Appropriate background noise level

**Sound insulation between different spaces:** (…………………………………………………………………………………………)

Acoustic-rated doors  Acoustic-rated windows  Acoustic-rated walls

**Reverberation control:** (…………………………………………………………………………………………….……………………)

Wall coverings  Curtains  Acoustic ceiling tiles  Absorptive panels

**Sound reflection minimization:** (…………………………………………………………………………………………….……….)

Strategic placement of furniture  Regular room shape  Presence of soft surfaces

**Assistive listening systems:** (Not needed, visual alternative provided when interacting with the cashier)

Personal amplification devices  Induction loop system

Infrared systems  FM systems

**Visual alternatives:** (…………………………………………………………………………………………….…………………………………)

 Visual displays  Visual labels  Visual alerts for emergency notification

**Restrooms**

**Position:** (…………………………………………………………………………………………….……………………………….…………….)

Available on each floor  Available at convenient locations  Frequently present

**Clearance:** (…………………………………………………………………………………………….……………………………….…………….)

 Sufficient manoeuvring space in front of the entrance  Sufficient turning space inside

**Accessible furniture:** (…I don’t have access…………………………………………………………….…………………………………)

Provided with grab bars  Accessible sinks  Accessible toilet  Wide door

**Permission to use:** (…………………………………………………………………………………………….…………………………………)

Free  With key only

**Furniture and Fixtures**

 Desks/tables with knee and leg clearance (different types pf tables)

Accessible counters height and depth

Visual contrast in furniture elements

Easily graspable objects

Frequent possibility to rest (chairs/benches)

**Adjustable:** (…Mot adjustable, but different options available…………….……………………………………………..)

Desks  Work surfaces  Seating height

**Storage:** (…………………………………………………………………………………………….……………………………………………..)

Reachable storage cabinets  Reachable storage shelves  Reachable storage areas

**Circulation space:** (…………………………………………………………………………………………….…………………………………)

Around tables  Around chairs  Around furniture

**Flooring:** (…………………………………………………………………………………………….……………………………………………..)

 Contrasting colour  Smooth  Non-slip surfaces  Even

**Obstacles:** (…………………………………………………………………………………………….……………………………………………..)

 Ambient free from sharp edges  Ambient free from protrusions  Clear pathways

**Stairs/steps:** (…………………………………………………………………………………………….……………………………………………..)

 Handrails on both sides  Slip-resistant surface  Tactile warning strips  Colour contrast  Rounded or bevelled nosing  Consistent rise and run

**Emergency Evacuation**

Accessible emergency exits

Evacuation chairs

Refuge areas

**Elevators communication systems:** (…………………………………………………………………………………………….………)

Emergency call buttons  Emergency intercoms

**Communication:** (…………………………………………………………………………………………….…………………………………)

Visual emergency alarms Auditory emergency alarms