

It is strongly advised that you thoroughly review the tutorial materials before starting the assessment.

To successfully complete the assessment, you will need:

- A printed copy of this document OR a Windows Notepad application with the necessary files loaded
- A pen or pencil
- A tape measure
- A camera or mobile phone for capturing photos – these images must be accessible for inclusion in the desktop application. The image must be no larger than 130kb and in landscape mode, preferably square in shape.

The program accommodates details for two wheelchair accessible rooms and two swimming pools. If you have multiple rooms and swimming pools, please ensure that you print two copies of these sections.

The additional pages are available on pages 12 and 14.

Minimum Requirements

Wheelchair Accessible Room

A wheelchair accessible room **must** have an entry door and bathroom door width of at least 820mm. The bathroom **must** be equipped with grab rails at the toilet and in the shower, a shower chair or shower bench, and a handheld showerhead.

There **must** be a step-free path of travel from the building entry to the room. This may include ramps but must not include any stairs.

Easy Access Room

An easy access room **must** feature a step-free, walk-in shower recess fitted with a handheld showerhead. A shower chair must be available for use if required. A grab rail beside the toilet is recommended.

The path of travel from the building entry to the room should be step-free or have a minimal number of stairs. Where stairs are present, they must be equipped with handrails.

Accessible Toilets in General Areas

Accessible toilets are required to have an entry door width of at least 820mm, sufficient space to manoeuvre a wheelchair, and clear space on one side of the toilet with a grabrail fitted on the opposite side.

Ramps

The form includes a built-in calculator to determine the gradient of ramps. You will need to measure the height of the steepest section of the ramp, followed by the length of the same section. The measurements must be recorded in millimetres.

For the ramp measurements in the General Area section, identify the steepest ramp in the general area and provide the details for that ramp.

Accessible Accommodation		
Is there wheelchair accessible accommodation?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes - How many wheelchair accessible rooms?	Number of rooms	
Is there easy access accommodation?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes - How many easy access rooms?	Number of rooms	

Arrival and Parking - Take 1 image		
Are there designated car parks?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Are they undercover? What is the clearance?	Overhead clearance	
Is there a drop-off point close to the entrance?	Describe	
Is there a flat path of travel to the entrance?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there stairs, how many?	Number of stairs	
- Are there handrails on the stairs?	Circle option	<div>None</div> <div>Left</div> <div>Right</div> <div>Both</div> <div>Middle</div>
Is there a ramp, enter measurements. <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	<div>H =</div> <div>L =</div>
- What is the width of the ramp at the narrowest point?	Enter width in mm	
- Are there handrails on the ramp?	Circle option	<div>None</div> <div>Left</div> <div>Right</div> <div>Both</div> <div>Middle</div>

Reception and entry - Take 1 image						
Is there a reception area? Opening Hours?	Enter opening hours					
Is there a flat path of travel into reception?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
- Are there stairs, how many?	Number of stairs					
- Are there handrails on the stairs?	Circle option	None	Left	Right	Both	Middle
- Is there a ramp, enter measurements <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H =		L =		
- What is the width of the ramp at the narrowest point?	Enter width in mm					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
How wide is the doorway? <i>(Measure maximum open space)</i>	Enter width in mm					
Is there a low-height service counter?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there good seating options? <i>(E.g. Chairs with backs and arm rests)</i>	Describe seating					
Is there free Wi-Fi?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

General Areas - Take 2 images		
Are walkways wide and level?	Describe	
Are there step free paths of travel to all areas and facilities?	Describe	
- Where there are stairs, are there handrails?	Describe	
Where there are ramps, enter the steepest. <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H = L =
Are there accessible toilets in general areas?	Describe	
Elevators		
Are there elevators?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
- What is the door width?	Enter measurement	
- What is the circulation space?	Enter measurement	

Wheelchair Accessible Room - Take 2 images						
Is there a flat path of travel to the room? <i>(can include a ramp, but no stairs)</i>	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
- Is there a ramp along the path? Enter measurements <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H =		L =		
- What is the width of the ramp at the narrowest point?	Enter measurement					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
How wide is the doorway? <i>(Measure maximum open space)</i>	Enter measurement					
What is the circulation space outside of the doorway?	Describe - measure					
Is the door easy to open? Handle style.	Describe					
Wheelchair Accessible Bathroom - Take 2 images						
How wide is the doorway? <i>(Measure maximum open space)</i>	Enter measurement					
Is there a toilet with grab rails? <i>(Measure grabrail height.)</i>	Enter height of grabrail and which side.					
What is the toilet height? <i>(Measure from floor to seat.)</i>	Enter measurement					
Is there clearance on one side of the toilet? <i>(Measure side with most space. Record measurement and which side.)</i>	Enter measurement and side					
What is the clearance under the handbasin? <i>(Measure space from floor to bottom of basin.)</i>	Enter measurement					
Is there a mirror over the handbasin? <i>(Measure lowest point of mirror.)</i>	Enter measurement					
Is there a roll-in shower with grab rails? <i>(Measure space inside the shower.)</i>	Enter measurement					
Is there a shower chair? <i>(Describe type of chair and if bench, measure height)</i>	Describe					
Is there a handheld showerhead?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Bedding		
What height is the bed?	Enter measurement	
What is the clearance under the bed?	Enter measurement	
Is there clearance around the bed? <i>(Measure space on widest side.)</i>	Enter measurement and which side	
Furniture & fittings		
What height are the switches/controls? <i>(If vary, measure highest and note, measure general.)</i>	Enter measurements and details	
Are light switches within reach of the bed?	Enter measurements and description	
Is the furniture easy to move?	Describe	
Is clothes storage at a good height?	Describe, measure hanging.	
Are curtains or blinds easy to reach to open and close?	Describe	
Kitchen and food		
Are there cooking, tea and coffee facilities?	Describe	
- How high is the bench top?	Enter measurement	
- Are the appliances above or below the bench?	Describe	
- Are utensils above or below the bench?	Describe	
Balcony / Courtyard		
Is there a balcony / courtyard?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Is there level access to the balcony/courtyard?	Describe	
- How wide is the doorway? <i>(Measure maximum open space)</i>	Enter measurement	

Easy Access Accommodation - Take 2 images						
Is there a flat path of travel to the room?	Describe					
- Are there stairs, how many?	Enter number					
- Are there handrails on the stairs?	Option Response	None	Left	Right	Both	Middle
Is there a ramp along the path? <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H =	L =			
- What is the width of the ramp at the narrowest point?	Enter measurement					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
Bathroom - Take 2 images						
Does the toilet have a grab rail? <i>(Measure the grabrail height.)</i>	Enter height of grabrail and which side.					
Is there a walk-in shower?	Describe					
Is there a shower chair?	Describe					
Is there a grab rail in the shower?	Describe					
Is there a handheld showerhead?	Tick Yes or No	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Restaurants - Take 2 images						
Are there cafés or restaurants?	Describe					
Is there step free access?	Describe					
- If there are stairs, how many?	Describe					
- Are there handrails on the stairs?	Circle option	None	Left	Right	Both	Middle
Is there a ramp, enter measurements <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H =		L =		
- What is the width of the ramp at the narrowest point?	Enter measurement					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
Is there an accessible toilet nearby?	Describe location					
Is there good seating at eateries?	Describe					
Are there low height service counters?	Describe					
Is table service available?	Describe					

Swimming Pool - Take 2 images						
Are there swimming pools?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
How many swimming pools are there?	Describe					
Pool Name <i>(Name or location of pool to allow identification.)</i>	Enter name of pool					
Is there ramped or level access?	Describe					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
- Is there an aqua wheelchair available?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do any pools have hoist access?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there Steps into the pool - how many?	Describe					
- Are there handrails at the steps?	Circle option	None	Left	Right	Both	Middle

Day Spa - Take 2 images						
Is there a Day Spa?	Enter opening hours					
Is there step free access?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there stairs, how many?	Describe					
- Are there handrails on the stairs?	Circle option	None	Left	Right	Both	Middle
Is there a ramp, enter measurements <i>(Measure the height and length of the steepest section)</i>	Enter measurements in millimetres	H =		L =		
- What is the width of the ramp at the narrowest point?	Enter measurement					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
What is the doorway width? <i>(Measure maximum open space)</i>	Enter measurement					
What is the circulation space outside the door?	Describe, measure					
is the door easy to open, handle style?	Describe					
Are treatment tables height adjustable?	Describe					
Can treatments be provided in the guest room?	Describe					

Additional Wheelchair Accessible Room

Wheelchair Accessible Room - Take 2 images						
Is there a flat path of travel to the room?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
- Is there a ramp along the path? Enter measurements (Measure the height and length of the steepest section)	Enter measurements in millimetres	H =		L =		
- What is the width of the ramp at the narrowest point?	Enter measurement					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
How wide is the doorway? (Measure maximum open space)	Enter measurement					
What is the circulation space outside of the doorway?	Describe - measure					
Is the door easy to open? Handle style. Describe	Describe					
Wheelchair Accessible Bathroom - Take 2 images						
How wide is the doorway? (Measure maximum open space)	Enter measurement					
Is there a toilet with grab rails? (Measure grabrail height.)	Enter height of grabrail and which side.					
What is the toilet height? (Measure from floor to seat.)	Enter measurement					
Is there clearance on one side of the toilet? (Measure side with most space. Record measurement and which side.)	Enter measurement and side					
What is the clearance under the handbasin? (Measure space from floor to bottom of basin.)	Enter measurement					
Is there a mirror over the handbasin? (Measure lowest point of mirror.)	Enter measurement					
Is there a roll-in shower with grab rails? (Measure space inside the shower.)	Enter measurement					
Is there a shower chair? (Describe type of chair and if bench, measure height)	Describe					
Is there a handheld showerhead?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Bedding		
What height is the bed?	Enter measurement	
What is the clearance under the bed?	Enter measurement	
Is there clearance around the bed? <i>(Measure space on widest side.)</i>	Enter measurement and which side	
Furniture & fittings		
What height are the switches/controls? <i>(If vary, measure highest and note, measure general.)</i>	Enter measurements and details	
Are light switches within reach of the bed?	Enter measurements and description	
Is the furniture easy to move?	Describe	
Is clothes storage at a good height?	Describe, measure hanging.	
Are curtains or blinds easy to reach to open and close?	Describe	
Kitchen and food		
Are there cooking, tea and coffee facilities?	Describe	
- How high is the bench top?	Enter measurement	
- Are the appliances above or below the bench?	Describe	
- Are utensils above or below the bench?	Describe	
Balcony / Courtyard		
Is there a balcony / courtyard?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Is there level access to the balcony/courtyard?	Describe	
- How wide is the doorway? <i>(Measure maximum open space)</i>	Enter measurement	

Additional Swimming Pool

Swimming Pool – Take 2 images						
Are there swimming pools?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
How many swimming pools are there?	Describe					
Pool Name <i>(Name or location of pool to allow identification.)</i>	Enter name of pool					
Is there ramped or level access?	Describe					
- Are there handrails on the ramp?	Circle option	None	Left	Right	Both	Middle
- Is there an aqua wheelchair available?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do any pools have hoist access?	Tick Yes or No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there Steps into the pool - how many?	Describe					
- Are there handrails at the steps?	Circle option	None	Left	Right	Both	Middle