A close-up photograph of a person's hands writing on a white sheet of paper. The person is holding a pencil in their right hand and has their left hand resting on the paper. The background is blurred, showing a wooden desk and a dark red garment. The text 'How to - A guide' is overlaid in white, bold font, and 'Tips for completing the site assessment accurately.' is overlaid in a smaller white font below it.

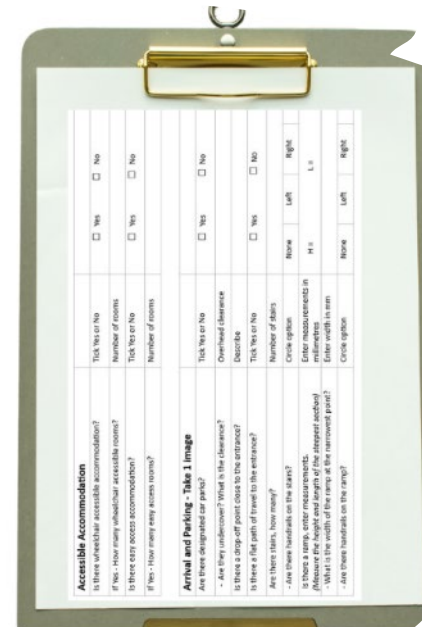
How to - A guide

Tips for completing the site assessment accurately.

What You'll Need

To complete the assessment, you'll need:

- A tape measure
- A pen or pencil
- The printed PDF checklist
- A camera or phone for taking images



A black retractable measuring tape is shown against a white background. The tape is partially extended, showing a black scale with white markings and numbers from 1 to 6. The side of the black plastic housing is visible, featuring the Inclusive Tourism Australia logo, which consists of a stylized 'i' icon and the text 'Inclusive Tourism Australia' in black and orange.

[illegible]



What makes

A Wheelchair Accessible
Room

An Easy Access Room

An Accessible Toilet

Wheelchair Accessible Rooms

- A wheelchair accessible room **must** have an entry door **and** bathroom door with clear opening space 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 and lifts but must not include any stairs.



Easy Access Rooms

- An easy access room **must** feature a step-free, walk-in shower recess fitted with a grabrail and handheld showerhead.
- A shower chair **must** be available for use if required.
- A grabrail beside the toilet is recommended.
- Access to the room should be step free. Where there are stairs, there should be less than 5 and they should be fitted with handrails on both sides.



Accessible Toilets

- An accessible toilet **must** have an entry door with clear opening space of at least 820mm.
- There **must** be a grab rails on the wall next to the toilet and on the wall at the rear of the toilet.
- There **must** be clear space on one side of the toilet to allow room for a person to transfer from a wheelchair to the toilet.





How To Measure

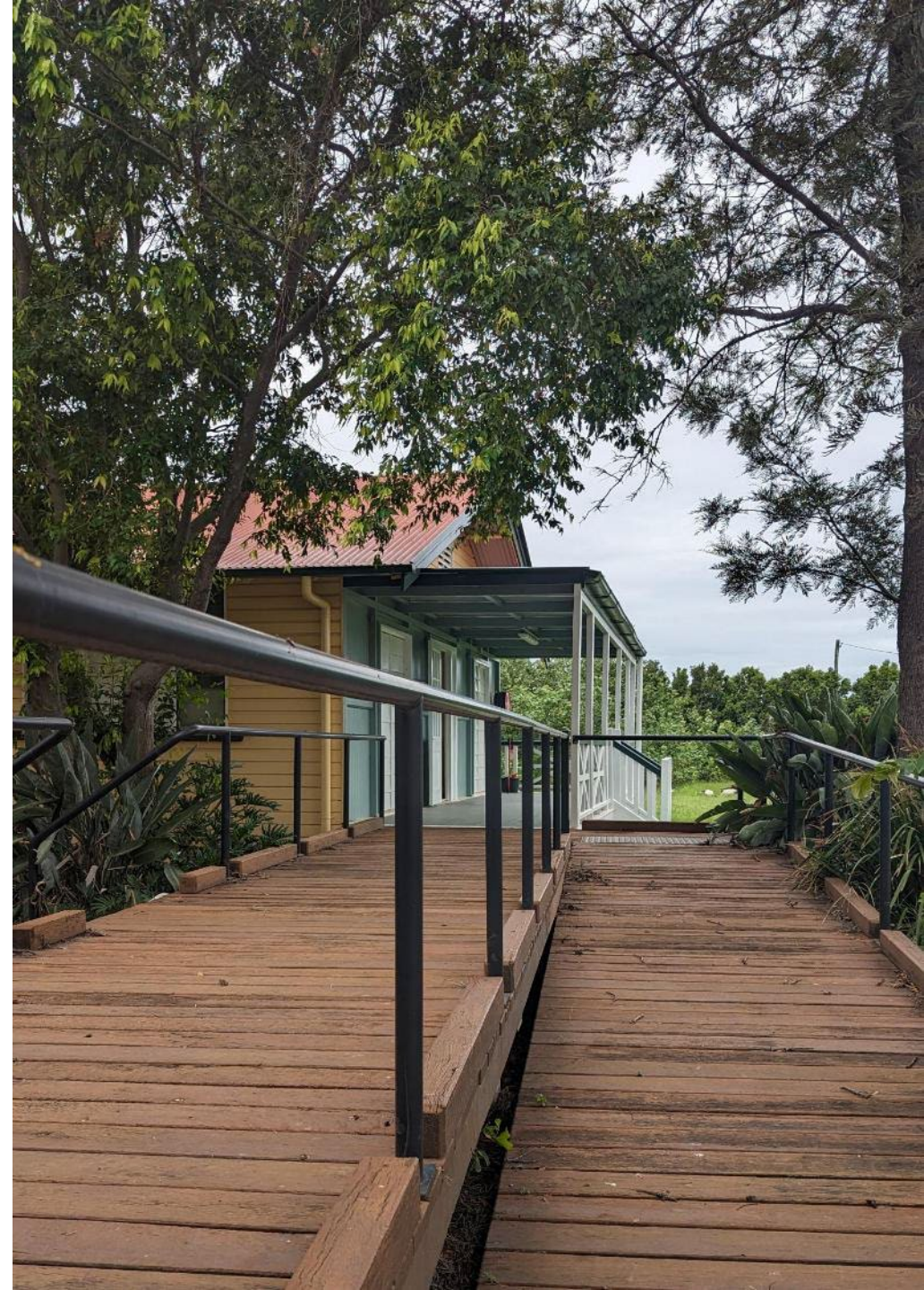
- A Ramp
- A Doorway
- Switches
- Bathrooms
- Beds

Measuring Ramps

The application has a built-in calculator to determine the gradient of ramps.

You will need to measure the height of the steepest point, followed by the length of the same section.

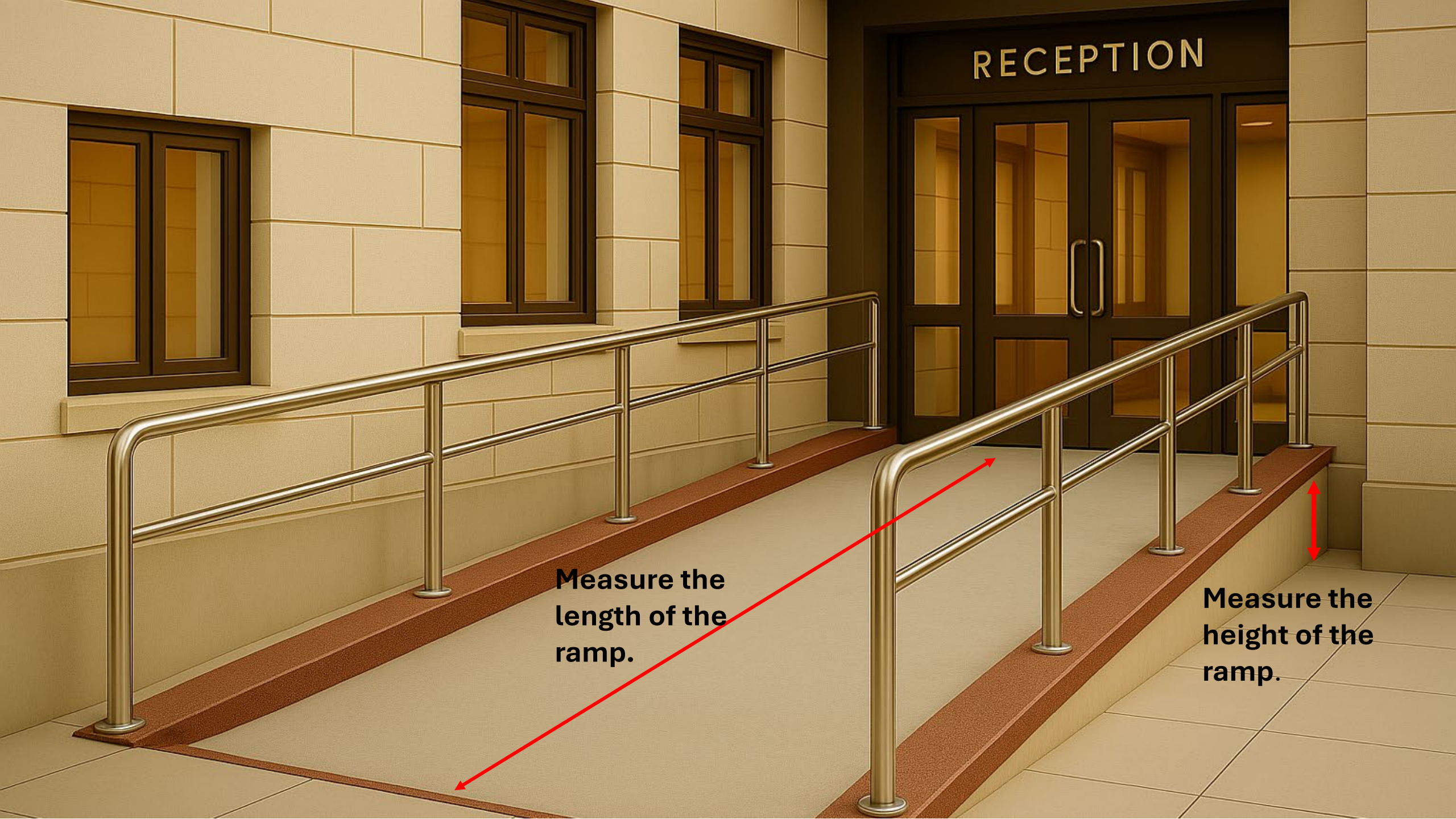
These measurements will be used by the program to calculate the gradient of the ramp.



RECEPTION

Measure the
length of the
ramp.

Measure the
height of the
ramp.



Ramp Width

Measure the width of the ramp at the narrowest point.

In this example, the ramp is 1000mm wide all the way until the top, where it narrows to 900mm.



Measuring Doorways

You will need to measure doorways multiple times during the assessment.

It is important to measure the actual clear opening space of a doorway rather than the space between architraves.

This can make the difference between a wheelchair fitting through the door or not.

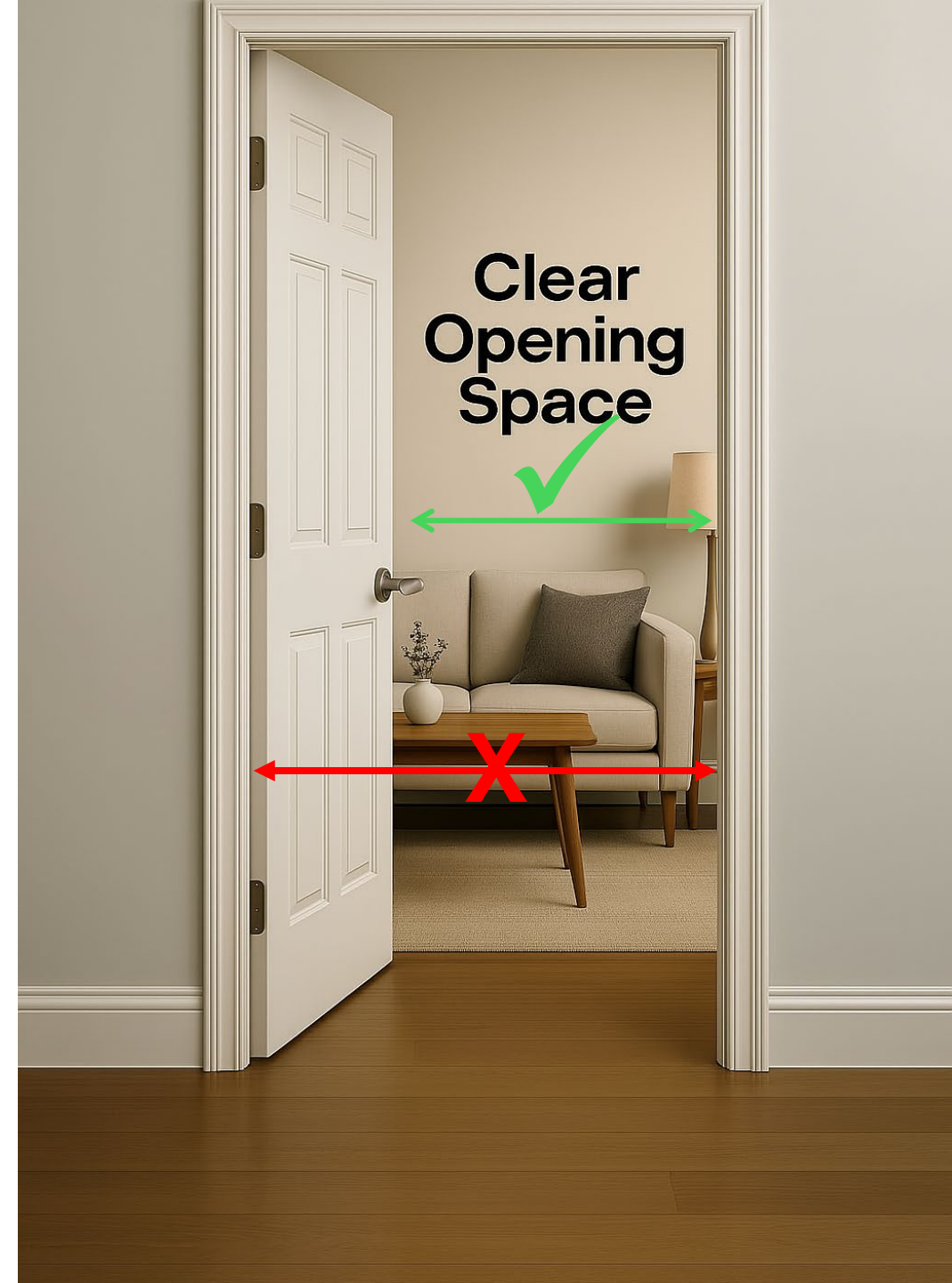
You will need to describe the door handle, ease of opening and measure the circulation space outside the door.



Measuring the clear opening space of a doorway

X Do not measure from architrave to architrave as that does not provide the clear opening space.

✓ You must measure the narrowest point with the door open.



Door Handles and Circulation Spaces

1

Describe the door handle – the example shows a lever style.

Test the door to see how hard it is to open. Is it heavy or light? Describe.

2

Describe the circulation space. You can measure the width of the corridor outside. You can also describe it. For example, entry from 1500mm wide corridor.



Measuring Switches & Controls

You will need to measure the height from the floor of switches and controls. Measure to the operation point of the switch.

The ideal height is between 900mm and 1100mm.

Measure the highest one and describe. For example, the air-conditioner control might be at 1400mm, but the light switches are 1000mm.

Measure and describe light switches from the bed. It could be switches are on the wall next to the bed, or on bedside lamps.



Measuring Bathrooms

You will need to measure eight items inside the bathroom, starting with the clear opening space of the door.

It's recommended to measure and describe the items. For example, measure the lowest point of the mirror, but the description could be "Mirror above the sink from 1000mm.

Or, when measuring the grabrail at the toilet, describe which side of the toilet it is on.

Describe the type of shower chair; fold-down bench, or chair.



Measure the space of the shower cubicle and describe.
Eg. Inside shower curtain.

Describe the style of seat
– fold down bench.

Height of seat.

Clear space on side of toilet. Note the side.

Height of toilet

Height of grabrail from floor to top. Note the side of toilet it is located on.



Measuring a Bed

You will need to take three measurements for the bed.

- The height of the top of the mattress from the floor.
- The clearance under the bed, so between the floor and the base. This measurement will indicate if a hoist will fit under the bed.
- Measure the space on the side of the bed. If the bed can be moved to make more space that should be noted.

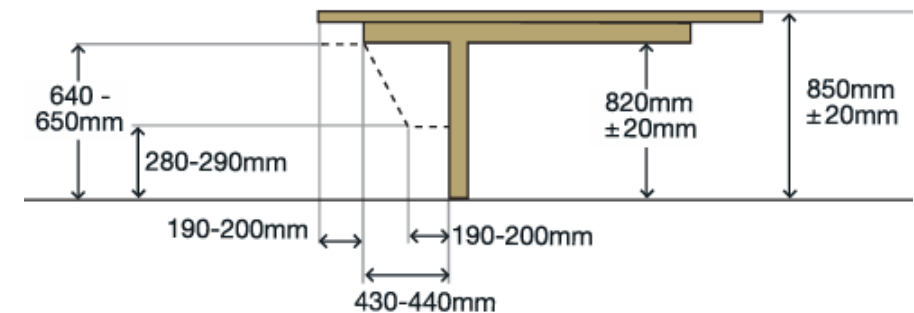
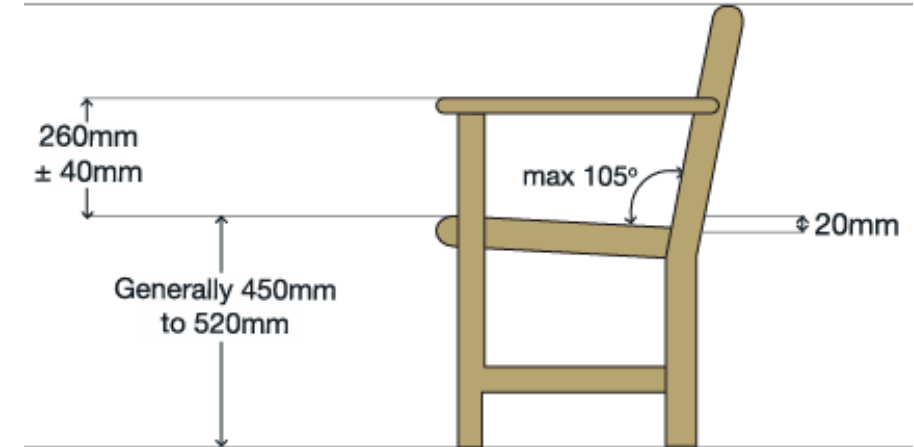


A Note on Furniture

It's a good idea to provide a mixture of seating.

Chairs with backs and armrest help older people and people with physical disabilities to stand.

Provide tables that can accommodate a person using a wheelchair.



Final Tips

- Take photos that show the details.
- Good bathroom shots are especially important.
- Provide detail where you can.
- Ensure measurements are accurate.

It's better the guest knows what they can expect than to have an unexpected surprise when they arrive!

Questions? Email us @ Inclusive Tourism Australia: mj@inclusivetourism.com.au

