Sample cover sheet - Accessibility Assessment

**Date:** \_\_\_\_ / \_\_\_\_\_/ \_\_\_\_

**Date of last assessment (if known/applicable):** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facility purpose:**

**☐** office

**☐** school

**☐** health facility

**☐** playground

**☐** water and sanitation facility

**☐** venue for an event, workshop or conference

**☐** foster care, shelter or hostel accommodation

**☐** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The facility has the following features:**

**☐** Parking provided

**☐** Toilets/ bathrooms/ latrines provided \_\_\_\_\_ total

**☐** Multi-floor facility \_\_\_\_\_ total floors

**Context:**

**☐** Building of historic significance

**☐** Humanitarian/emergency context

1. **UNICEF office/Division**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **UNICEF staff/consultant involved**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Building/facility manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Head of facility/school**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names and positions of the accessibility task team / individuals involved in the assessment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment team includes people with disability:** **☐** Y **☐** N \_\_\_\_\_\_\_\_\_\_\_\_\_

| **Checklist** | **Component** | **Relevant / Applicable**  **(Tick all that apply)** | **Reviewed**  **(Month/Year)** |
| --- | --- | --- | --- |
|  | Parking | **☐** |  |
|  | Pathway (outside) | **☐** |  |
|  | Entrance area | **☐** |  |
|  | Security access | **☐** |  |
|  | Reception area | **☐** |  |
|  | Emergency exits | **☐** |  |
|  | Toilet / shower (bathroom) | **☐** |  |
|  | manoeuvring – Corridor / Space | **☐** |  |
|  | Moving up/down – Ramps | **☐** |  |
|  | Moving up/down – Stairway | **☐** |  |
|  | Moving up/down – Elevator / lift cart | **☐** |  |
|  | Room (meeting, office, class) | **☐** |  |
|  | Conference hall / stage | **☐** |  |
|  | Playground / rest area | **☐** |  |
|  | Kitchen / pantry / tearoom | **☐** |  |
|  | Living space/ bedroom / shelter | **☐** |  |
|  | Water access | **☐** |  |
|  | Rest area for service animal | **☐** |  |

| **Facility type** | **Applicable checklists in most contexts** |
| --- | --- |
| UNICEF premises | 1 – 15, 17 |
| Office | 1 – 12, 14-15, 17 |
| School | 2 – 15, 17 |
| Health facility | 1- 3, 5 - 12, 15 -17 |
| Playground | 1, 2, 7,9,10,14,17 |
| Water and sanitation facilities | 2, 7, 9, 10, 17 |
| Venue for an event, workshop or conference | 1-15,17 |
| Foster care, shelter or hostel accommodation | 1-,3,6-10,14-17 |
| Building with a service-dog owner occupant | 18 |

**Note**: UNICEF staff and partners can use these checklists for self-assessments of their own programmes and premises. These checklists are based on several standards and guidelines, for example, the UNICEF technical cards, the Sphere Standards, and ISO standard 21542:2011. Some elements may be less applicable in remote or humanitarian contexts. Where relevant, check national standards and sector guidelines. For tips on measuring see Annex E.

**To use:** Select yes (tick**✔**), no (cross**☒**) or if unsure (question mark**?**) or leave item blank.