

Built environment checklist

Total accessibility is when people with disability can access all the parts of your venue that a person without disability can access, and is a great symbol of inclusion.

One of the biggest frustrations for a person with disability is coming up against barriers due to inaccessible features and facilities. More often than not, the person with accessibility needs will understand that not everything is going to be perfect.

This is especially true at local facilities that are generally not brand new and therefore are not built with the modern-day accessibility standards in mind.

You can use the following checklist to assess how physically accessible your environment is and how you can plan for future adjustments and improvements.

Don't stress if your venue isn't completely accessible from the get-go, total accessibility is a process that takes time. The most important part of this is simply understanding where you're at on your inclusion journey.

As you are going through the checklist, tick the box that applies to the listed facilities of your venue.

- ☐ **No adjustments required:**
Our facilities are up to scratch and don't require any changes.
- ☐ **Potential adjustments required:**
Our facilities are generally accessible but could use some upgrading.
- ☐ **Adjustments required:**
Our facilities are inaccessible and require an upgrade.

By going through and rating each of your facilities using our ranking system you will notice where your priorities are in terms of upgrades.

Having an up-to-date list of how accessible all of your facilities are to share with members and visitors alike is a fantastic tool to have ready because you never know when someone with a disability will come through the door.



Queensland
Government

Checklist

Parking

Good example of accessible parking bay:



An accessible parking bay marked in blue and white paint. There is allocated wide exiting space on either side of the parking space.

Accessible parking bays are available

- No adjustments required
- Potential adjustments required
- Adjustments required

Accessible parking bays are clearly marked with the international symbol for disability

- No adjustments required
- Potential adjustments required
- Adjustments required

There is a clear and safe path of travel to pathway from parking bay

- No adjustments required
- Potential adjustments required
- Adjustments required

Entrances

Good example of accessible entrance ramp:



A concrete ramp has been built with secured, steel handrails.

Doors are easy to open (e.g. slide doors, not too heavy)

- No adjustments required
- Potential adjustments required
- Adjustments required

There is minimum 850mm width for a mobility device to enter easily

- No adjustments required
- Potential adjustments required
- Adjustments required

There is a flat/step free entrance

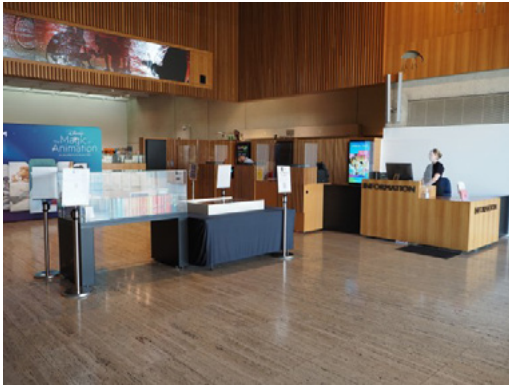
- No adjustments required
- Potential adjustments required
- Adjustments required

There is an alternative entrance with a ramp or flat entry, if there are steps/stairs to enter

- No adjustments required
 - Potential adjustments required
 - Adjustments required
-

Reception areas

Good example of accessible reception desk:



A reception desk at standing height with an additional space on the end of the desk that is lower.

There is an additional space for a lowered counter (if only high counters are installed)

- No adjustments required
- Potential adjustments required
- Adjustments required

There is adequate leg clearance at counters/tables

- No adjustments required
- Potential adjustments required
- Adjustments required

There is seating available with both backrests and armrests

- No adjustments required
- Potential adjustments required
- Adjustments required

The floor surface is slip resistant

- No adjustments required
- Potential adjustments required
- Adjustments required

Exposed edges of carpet are fastened to the floor surface and have a trim along the entire length of the exposed edges

- No adjustments required
- Potential adjustments required
- Adjustments required

Reception areas are appropriately lit and lighting is even

- No adjustments required
- Potential adjustments required
- Adjustments required

There is clear and consistent signage (e.g. location of entry, exit, reception)

- No adjustments required
 - Potential adjustments required
 - Adjustments required
-

Kitchen/dining/canteen area/social areas

Good example of dining area:



A canteen dining area with low height tables and removable chairs. There is plenty of circulation space between the tables and plenty of leg room beneath the tables.

There is an accessible and clear path to canteen booth/dining/kitchen area

- No adjustments required
- Potential adjustments required
- Adjustments required

At the canteen/servery window, there is a wheelchair accessible section at a height between 830–870mm with leg clearance underneath

- No adjustments required
- Potential adjustments required
- Adjustments required

Tables are available at an appropriate height for someone using a seated mobility device (e.g. wheelchair, scooter) with leg clearance underneath table

- No adjustments required
- Potential adjustments required
- Adjustments required

Seating has armrests and backrests

- No adjustments required
- Potential adjustments required
- Adjustments required

Viewing areas

Good example of spectator facility:



Empty bleachers with an open space in the middle for a mobility device.

There is a designated area for wheelchairs and/or other mobility devices to sit

- No adjustments required
- Potential adjustments required
- Adjustments required

There are chairs/spaces for carers/friends to place beside mobility device

- No adjustments required
- Potential adjustments required
- Adjustments required

Shaded areas are available within viewing area

- No adjustments required
- Potential adjustments required
- Adjustments required

Bathrooms

Good example of accessible bathroom:



A toilet area with grab rails on either side; an automatic soap dispenser and a basin at an accessible height.

There are designated accessible all-gender bathrooms

No adjustments required
Potential adjustments required
Adjustments required

Doors to the toilets are automatic or easy to open

No adjustments required
Potential adjustments required
Adjustments required

There is an emergency alarm installed in the cubicle

No adjustments required
Potential adjustments required
Adjustments required

There is appropriate wheelchair circulation space

No adjustments required
Potential adjustments required
Adjustments required

There is appropriate lighting in the bathroom

No adjustments required
Potential adjustments required
Adjustments required

Grab rails are installed in bathroom

No adjustments required
Potential adjustments required
Adjustments required

The soap dispenser is at an appropriate height

No adjustments required
Potential adjustments required
Adjustments required

The soap dispenser is automatic

No adjustments required
Potential adjustments required
Adjustments required

Change/shower facilities

Good example of accessible change/shower facilities:



An open space shower with a fold out seat and grab rail in the right-hand corner.

There are grab rails and a foldable, self-draining, slip resistant seat available

No adjustments required
Potential adjustments required
Adjustments required

Index

Braille

A form of written language for people who are blind, in which characters are represented by patterns of raised dots that are felt with the fingertips.

Grab rails

A bar attached to a wall that people can hold to help them get up or down to avoid falling.

Hearing augmentation

Hearing augmentation is installed to allow someone with hearing impairment to hear as if they were less than one meter from the sound source.

Hearing loop

Technology that allows a person who is deaf or hard of hearing to hear as if they were less than one metre from the sound source.

International symbol of disability

The International Symbol of Access, also known as the Wheelchair Symbol, consists of a blue square overlaid in white with a stylised image of a person in a wheelchair.

Leg clearance

An empty space in which a seated person can put their legs.