Annex 4 - Checklist

Location	
What is the name of the location?	
What type of building is it? (town hall, shop, office)	
What is the address of the location?	
Is there a contact person at the location?	
Is there at least one experienced expert present to test accessibility?	
What experience is available? People with: • Hearing impairment • Visual impairment • Physical disability • Autism spectrum disorder • Intellectual disability	

Accessibility			
	Yes	**No**	**N/A**
Is the location accessible by public transport?			
Is there a parking space for people with disabilities at the location?			
Is the road to the location free of obstacles?			
Is there tactile guidance (such as guide lines) to the location?			
Is the signage to the location clear?			
Is the route to the location quiet in terms of noise?			
Comments:			

Accessibility rating per target group:	**Could be better**	**Sufficient**	**Good**
For people with visual impairments			
For people with hearing impairments			
For people with intellectual disabilities			
For people with autism spectrum disorder			
For people with physical disabilities			

Access and reception desk			
	Yes	**No**	**N/A**
Is there a contact person available? (e.g. reception, intercom, manager, etc.)			
Is the entrance easily accessible?			
Are there sufficient colour contrasts and tactile markings?			
Is the counter usable?			
Are assistance dogs permitted in the building (legally required)?			
Comments:			

Assessment of access and reception desk per target group:	**Could be better**	**Sufficient**	**Good**
For people with visual impairments			
For people with hearing impairments			
For people with intellectual disabilities			
For people with autism spectrum disorder			
For people with physical disabilities			

Interior space			
	Yes	**No**	**N/A**
Are the aisles wide enough to turn around with a wheelchair or other aid?			
Can you move around the building without obstacles or thresholds?			
Is there a toilet especially for disabled people available?			
Is the toilet especially for disabled people usable?			
Do the glass walls or doors have colour contrast?			
Do any steps have colour contrast?			
Are floors accessible by elevator?			
Is the elevator accessible for people with visual impairments?			
Is the elevator accessible for people with hearing impairments?			
Is the elevator accessible for people with intellectual disabilities?			
Is the elevator accessible for people with autism spectrum disorder?			
Is the elevator accessible for people with physical disabilities?			
Is the signage in the building clear?			
Are all facilities (e.g. dining area, meeting room) usable?			
Is there little to no noise in the room?			
Are the acoustics good?			
Is there sufficient light for communication?			
Is there a low-stimulus room available?			
Is there at least one rest area per floor?			
Is it clear where the evacuation route is?			
Is the evacuation route accessible?			
Comments:			
Assessment of access and reception desk per target group:	**Could be better**	**Sufficient**	**Good**
For people with visual impairments			
For people with hearing impairments			
For people with intellectual disabilities			
For people with autism spectrum disorder?			
For people with physical disabilities?			

Website			
	Yes	No	N/A
Can you find information about accessibility on the website of the organisation?			
Is this information also available through other channels? (e.g. telephone)			
Other comments			
People with visual impairments			
People with hearing impairments			
People with intellectual disabilities			
People with autism spectrum disorder			
People with physical disabilities			

Note: make sure that photos are taken of (in)accessible items, such as thresholds, doors, stairs, lifts, toilets, etc.

Knowledge questions

Based on the above information, there are a number of knowledge questions that will ensure that you have understood the content.

1. What are the components of the checklist?
2. List two questions for each component.

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