SMART Access Assessment

Company Name: Trinity College Dublin
Premises: Westland Square - Zone 8
Date Of Audit: 22 October 2008
Auditor: Shane Mitchell

<table>
<thead>
<tr>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments required as a high priority to remove or avoid barriers to access for disabled people.</td>
<td>Adjustments to be incorporated into an existing maintenance or development works programmes in the medium term to long term.</td>
<td>Works and adjustments further considered for inclusion in longer term development planning or refurbishments.</td>
</tr>
</tbody>
</table>
Foreword

This access audit identifies a range of barriers that potentially restrict access for disabled people in the external and internal built environments.

For the purposes of the access assessment the environment’s features have been broken down into its constituent features. Each feature is assessed for conformity against certain access criteria. These criteria are derived from the following range of Best Practice sources, guidelines, standards, publications and legislation:

- Disability Act 2005 and related Sectoral Plans - Ref 1
- Standards Institute BS8300:2001 and BS5588 - Ref 2
- for Everyone - Access and use for all citizens (National Disability Authority) - Ref 4
- to the Historic Environment - Meeting the needs of Disabled People (Lisa Foster) - Ref 5
- Auditing of the Built Environment guidelines (National Disability Authority) - Ref 7
- Mobility - A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (Department of Transport United Kingdom) - Ref 8
- on the use of Tactile Paving Surfaces: UK Department for Transport - Ref 9

Where a site feature does not conform to this guidance, an explanation as to the potential restriction on access is provided, together with a suggested action and the priority in which such actions should be undertaken.

The Disability Act 2005 and the National Disability Authority’s initiatives build on relationships and practices which currently exist among councils, city planners, building professionals and community groups to make services in Ireland more accessible to people with disabilities.

In addition to people who use wheelchairs or have restricted mobility, there are many people affected by some degree of hearing loss, learning disability, facial disfigurement, visual impairment, mental illness or conditions such as arthritis or incontinence. This access assessment considers the needs of all potential users from a universal access perspective.

The audit is an organisation’s first step in identifying physical barriers that people with disabilities may encounter when engaging with the community, public services and facilities.

It is equally important to implement effective staff equality training and to implement good inclusive management strategies that ensure equal access for all.
Configure Limited provides consultancy, project management and equipment to help make buildings accessible for all.

For further information contact us on 01 708 9198 or e-mail info@configure.ie

Configure Limited, First Floor, 32 Upper Kevin Street, Dublin 8
www.configure.ie
Introduction and General Information

This Audit Report is one of a series of measures that Trinity College Dublin is taking as part of its development program to identify, remove and prevent barriers to people with disabilities.

Background

Trinity College Dublin has engaged Configure Ltd to conduct Access Audits for the various campus buildings and facilities at the College. This Access Assessment identifies a range of barriers that potentially restrict access for people with disabilities in Trinity College. An Access Plan is included at the end of the assessment, bringing together issues of a similar priority and providing an indication as to the likely cost estimates of adjustments.

The Assessment highlights issues in the physical environment. A scope of works of the physical environment is included. Responsibilities including the Equal Status Acts and the Disability Act 2005 are crucial to the vision of a College that improves accessibility and mobility for its students and staff. Through this Access Audit and Access Plan Trinity College may look to the future of the institution with a commitment to creating an accessible environment for all.

Accessibility initiatives already exist in Trinity College:
- Trinity College has committed to a Code of Practice applying to the Employment of People with Disabilities.
- Trinity College has an established policy of equal opportunity in education.
- Trinity College has adopted a Universal Design Policy in recognition of the principles of Universal Access.

Configure provides advice, equipment and staff training to assist service providers in removing barriers which turn impairment into disability. We work with service providers from all sectors and are happy to offer advice and guidance on any access issue.

Building Rating for Disabled Access.

This rating system serves as a summary designation for College's internal building management and planning.

Rating Explanation

A  Fully compliant with BS8300:2001 and other best practice guidelines
B  Partially compliant, some changes required. Ground floor accessible
C  Partially compliant, some changes required. Ground floor inaccessible
D  Partially compliant, changes required include structural civil works
E  Not compliant, major civil works required
**Building Type**

This building is rated C.

**Building Description**

The building contains 4 storeys. The building mainly houses computer rooms for teaching and project work. It is largely used by students and post graduates with some staff offices on the ground floor and second floor and a number of seminar rooms. There is also a canteen for students and a separate one for staff on the first floor.

**Uses of the Building**

The building has a variety of uses and users, from the undergraduates going to lectures to the staff based in the building.

**Opening Times**

The building has a manned reception desk in the afternoons, but is accessed with the use of swipe cards the rest of the time.

**Facilities offered are:**  
Computer Rooms  
Offices  
Canteens  
Seminar Rooms
<table>
<thead>
<tr>
<th>1.0</th>
<th>Accessible Parking Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Given that you do not provide general parking facilities for employees or visitors, you are not obliged to provide accessible parking. Ensure that your staff members know about the local public parking arrangements</td>
</tr>
</tbody>
</table>
The ease with which mobility impaired people can approach the premises has an impact on their ability to access the services provided within the premises. Accordingly, the condition and layout of the access route to the premises is considered below. It is understood that you are responsible for the upkeep and maintenance of the access route to the premises.

### Access Routes to the Premises

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
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<th>Priority</th>
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</thead>
<tbody>
<tr>
<td>Is the access route surface free from holes or cavities more than 18 mm deep?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the difference in level between adjacent paving slabs or access covers less than 5 mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are surface joints or cracks in the pavement no wider than 10mm and no deeper than 5mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are slots in drain gratings no more than 13mm wide and set at right angles to the line of pedestrian movement?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the access route clear of abrupt changes in level with cross falls or cambers being less than 1:50?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SMART Access Assessment: Westland Square - Zone 8

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</table>
| 2.7 Is the access route free from any trip or collision hazards for visually impaired or blind pedestrians? | No       | As far as possible, items of street furniture should be located outside the boundaries of the main pedestrian thoroughfare. Items to enhance security or limit access such as bollards should be easy to distinguish from the background. Chain link and low height fencing at the side of a footpath can be a dangerous trip hazard for sight impaired pedestrians and preferable should be replaced with a suitable balustrade or railing at least 900mm high. Any moveable items such as A-frame signboards or litter bins should be placed outside the main pedestrian route. The following trip and collision hazards were identified on the access route:  
  - Traffic Cone | Remove or relocate moveable items to a position outside the main pedestrian thoroughfare. Highlight fixed security items such as bollards using high contrast marking. | 2 |
| 2.8 Are all free-standing posts or columns on the access route marked with a contrasting coloured band? | Yes      | No Action Required.                                                                                                                                                                                                                                                                                                                      |                                                                                  |          |
| 2.9 Is the route free from windows and doors that could open out into the path of sight impaired pedestrians? | Yes      | No Action Required.                                                                                                                                                                                                                                                                                                                      |                                                                                  |          |
| 2.10 Is the access route clear of obstacles mounted more than 300mm above the floor and jutting out into the access route by more than 100mm? | Yes      | No Action Required.                                                                                                                                                                                                                                                                                                                      |                                                                                  |          |
Traffic cone in approach to building.
The following locations in the access route to the building were identified as having external steps:

1. Steps at Rear Entrance
2. Steps to Front Entrance

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</thead>
<tbody>
<tr>
<td>3.2 Is the vertical height of each individual step between 150mm to 170mm (exceptionally 100mm to 180mm)?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Is the flat tread of each step between 250mm to 300mm deep?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Does the overlap or lip on the front edge of any step protrude less than 25mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Do steps have a minimum unobstructed width of 1000mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6 Are the vertical risers of each step solid and not open?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7 Is the flat tread of each step slip resistant?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 Does each continuous flight of steps between landings contain less than 12 individual steps?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
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<td>Feature</td>
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<tr>
<td>3.9</td>
<td>No</td>
<td>Tactile warning surfaces provide an important indication to people with a visual impairment of the location of changes in level associated with steps and stairs. The top and bottom landings in the following locations do not incorporate a corduroy hazard warning surface: Steps at Rear Entrance Steps to Front Entrance.</td>
<td>Install corduroy hazard warning surfaces in the identified locations.</td>
<td>2</td>
</tr>
<tr>
<td>3.10</td>
<td>No</td>
<td>Each step nosing should contrast in colour and luminance with the step tread and riser so that visually impaired people can distinguish the edge of the step whether ascending or descending. The following steps lack contrasting step nosing: Steps at Rear Entrance: 3 steps require contrasting step nosing. Steps to Front Entrance: 3 steps require contrasting step nosing.</td>
<td>Install colour contrasting step nosing in the identified locations.</td>
<td>2</td>
</tr>
<tr>
<td>3.11</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
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</tr>
<tr>
<td>3.12</td>
<td>No</td>
<td>Where feasible, handrails should be provided on both sides of external steps to provide uninterrupted support and directional guidance for people with mobility and/or visual impairments. It was noted that there is inadequate handrail provision for the steps at the following locations: Steps at Rear Entrance: Left hand side Steps at Rear Entrance: Right hand side Steps to Front Entrance: Left hand side Steps to Front Entrance: Right hand side</td>
<td>Provide dual handrails which conform with BS8300 for the identified external steps locations.</td>
<td>1</td>
</tr>
</tbody>
</table>

Steps at Rear Entrance: The steps do not have colour contrasting nosings or corduroy warning surfaces installed. Steps at Rear Entrance: There are no handrails installed. Steps to Front Entrance: There are no handrails installed.
Steps to Front Entrance: The steps do not have colour contrasting nosings installed.

Steps to Front Entrance: The steps do not have corduroy warning surfaces installed.
### 4.0 Building Entrances and Entrance Doors

4.1 The following entrances were identified at the premises:

- Rear Entrance
- Front Entrance

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</table>
| 4.2 Is the entrance clearly indicated by appropriate signage? | No       | Clear signage identifying the location of the entrance from the access route is essential. Colour contrasting signage with a minimum character size of 150mm is recommended. The presence and location of the following entrances are not adequately indicated by appropriate signage:  
  - Rear Entrance  
  - Front Entrance | Provide additional signage to clearly indicate the location of the identified entrances.                                                   | 1                                                  |
<p>| 4.3 Is an adequate and even level of lighting provided at the entrance? | Yes      | No Action Required.                                                                                                                                                                                               |                                                                                                   |          |
| 4.4 Is the entrance easy to identify and clearly distinguishable from the rest of the building by provision of colour contrasting doors, frames or ground surfaces? | Yes      | No Action Required.                                                                                                                                                                                               |                                                                                                   |          |</p>
<table>
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<tr>
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<tr>
<td>4.5</td>
<td>No</td>
<td>Power operated entrance doors, although not essential, are of benefit to a wide range of people. It was observed that the doors at the following entrances are not power operated:</td>
<td>Consider upgrading doors to power operation or incorporating a low energy pneumatic opener for self closing doors.</td>
<td>3</td>
</tr>
</tbody>
</table>
|         |          | • Rear Entrance  
• Front Entrance                                                                                                                                                                               |                                                                                                |          |
| 4.6     | Yes      | No Action Required.                                                                                                                                                                                           |                                                                                                |          |
| 4.7     | No       | The availability of a 300mm recessed space alongside the opening edge of the door allows wheelchair users to reach the door handle without interference from the return wall. The entrance doors in the following locations require adjustment: | Adjust door/entrance design.                                                                      | 3        |
|         |          | • Rear Entrance                                                                                                                                                                                             |                                                                                                |          |
| 4.8     | No       | Best practice requires that door handles are located 1000mm from the floor and a minimum of 50mm in from the leading edge of the door. The door handles for the following entrance doors need to be repositioned: | Reposition the door handle.                                                                      | 1        |
|         |          | • Rear Entrance  
• Front Entrance                                                                                                                                                                               |                                                                                                |          |
<table>
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<tbody>
<tr>
<td>4.9</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.10</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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</tr>
</tbody>
</table>
| 4.11    | No       | Door security measures can be inaccessible to wheelchair users if they are not within the recommended height range or are located too close to a side wall or corner. Similarly, people with restricted manual dexterity may be unable to use locks, catches, keypads or bolts which require grip or the ability to twist the wrist. 
Rear Entrance: The following issues relating to the door lock or release control were observed: 
Device not set 750-1050mm in height 
Device less than 300mm from wall or corner 
Requires good manual dexterity 
Requires users to twist their wrist 
Front Entrance: The following issues relating to the door lock or release control were observed: 
Device not set 750-1050mm in height 
Requires good manual dexterity | Make necessary adjustments to remove any barriers to people leaving the building. | 1 |
<p>| 4.12    | Yes      | No Action Required. |        |          |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4.13</td>
<td>No</td>
<td>It was observed that there are flight of steps, individual steps or a threshold step with a height exceeding 13mm at the following entrances: • Rear Entrance • Front Entrance</td>
<td>Provide a portable ramp or build a permanent solution</td>
<td>1</td>
</tr>
<tr>
<td>4.14</td>
<td>No</td>
<td>In suitable location where the change in level is not too severe, a portable ramp should be made available for wheelchair users. • Rear Entrance • Front Entrance</td>
<td>Provide a portable ramp or built solution to overcome entrance and threshold steps and lips.</td>
<td>1</td>
</tr>
<tr>
<td>4.15</td>
<td>No</td>
<td>The surface of the weather mat or matting provided inside and outside the entrance doorway should be level with flush joints between flooring materials. Surface laid mats which are not firmly fixed to the floor along all four edges are a trip hazard for sight and mobility impaired users. • Rear Entrance: The weather mat should be secured or replaced because it constitutes a trip hazard.</td>
<td>Replace or secure the weather mat.</td>
<td>1</td>
</tr>
<tr>
<td>4.16</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rear Entrance: The external signage is not easily read due to poor colour contrast and the font size is small.

Rear Entrance: The door is not power operated and has no vision panels installed.

Rear Entrance: The key pad is positioned too high to be accessible.
Rear Entrance: External lighting.

Rear Entrance: There is a properly secured weather mat at the entrance but there has been a second mat that is not properly secured placed on top of it.

Rear Entrance: The door release mechanism is not suitable for use on a fire escape as it is not operable by people with limited manual dexterity, a quick release handle would be more suitable.
Rear Entrance: Doors should close without the help of users.

Front Entrance: The door release mechanism is not suitable for use on a fire escape as it is not operable by people with limited manual dexterity, a quick release handle would be more suitable.

Front Entrance: The door release mechanism is positioned above 1050mm from the floor,
Front Entrance: There is a properly secured weather mat at the entrance but it is heavily worn.

Front Entrance: The external signage is not easily read due to poor colour contrast, highly reflective surface and the font size is small.

Front Entrance: There is an intercom fitted to the door, which would help if there was a portable ramp available.
Front Entrance: Steps should be avoided at building entrances.

Front Entrance: The swipe card reader is placed in the corner which may be difficult to reach for some.
If the reception area is located at the main entrance to a building which incorporates facilities which are accessed by members of the public, accessible way-finding signage to indicate the routes to the principal facilities should be provided. The reception area should provide level access and sufficient room for visitors to manoeuvre in front of the main desk and any seating provided in the waiting area. It is recommended that the desk should be configured not to disadvantage sight, hearing or mobility impaired users. Members of staff should be trained to anticipate the requirements of a range of different users and to offer assistance when required. Any information or literature provided should be physically accessible and, where applicable, should be available in alternative formats.

- Front Entrance

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Is the location of and the route to the reception area identified by clear signage from the nearby access routes?</td>
<td>No</td>
<td>Is it important that the location of the reception area is clearly identified from the nearby access routes by suitable way-finding signage. Provide signage to indicate the location of the following reception or information desks: Front Entrance</td>
<td>Install accessible way-finding signage</td>
<td>1</td>
</tr>
<tr>
<td>Does lighting at the information desk clearly illuminate the face of the person delivering service behind the desk?</td>
<td>No</td>
<td>Poor or undiffused lighting at the reception counter can prevent a lip reader from correctly interpreting verbal information. Improve the provision of lighting at the following reception desks: • Front Entrance</td>
<td>Adjust or improve the illumination provided at the reception desk.</td>
<td>1</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
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</table>
| 5.4 Does the reception desk incorporate a hearing induction loop? | No | Visitors to the reception desk who use hearing aids will benefit from a hearing induction loop, particularly where the desk is located in an area where there is a high level of background noise or poor environmental acoustics. Install a hearing induction loop at the following reception and help desks:  
  • Front Entrance | Install a hearing loop in the identified location. | **1** |
| 5.5 Does the information desk provide a 760mm high writing area with a knee recess 500mm deep or other means for a wheelchair user to provide written information? | No | A suitable means should be provided for wheelchair users to provide written information at the following reception counters:  
  • Front Entrance | Provide a 760mm high writing surface with a suitable knee recess or alternative means for wheelchair users to provide written information at the service counter. | **1** |
| 5.6 If seating is provided in the waiting area, is it easy to move or relocate and are a variety of designs available to suit a range of different user requirements? | No | It is recommended that seating in waiting areas should be easy to move and relocate and there should be a variety of seating available to accommodate a range of different user requirements. Provide alternative seating options at the following locations:  
  • Front Entrance | Provide a variety of different seating designs. | **2** |
<table>
<thead>
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</thead>
</table>
| 5.7     | No       | Where a number of different facilities are provided within a building, it is recommended that accessible route finding directions are provided in the reception area.  
• Front Entrance | Install accessible signage to guide visitors to the facilities provided within the building. | 1 |
| 5.8     | No       | Auxiliary aids should be provided at the reception desk if visitors are required to read information or provide a signature or written information. Suitable aids include the following items.  
Pen dexterity grips  
Magnifiers  
Templates for signing cheques, passes and forms.  
• Front Entrance | Provide appropriate auxiliary aids to improve access to the services provided at the identified reception desk. | 1 |
Front Entrance: There is poor lighting on the face of anyone who would be on duty here.

Front Entrance: There is no lowered section to the desk.

Front Entrance: There is no induction loop fitted to the desk.

Front Entrance: There is no variety of seating provided.
### 6.0 Signage

6.1 The existing signage provision within the premises is examined below.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>6.2 Are external signs clear of overgrown vegetation?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 Are room identification signs located consistently both at eye level (1500mm) and on the wall immediately adjacent to the latch side of the door?</td>
<td>No</td>
<td>In order to assist blind and sight impaired people to identify specific room locations, it is recommended that room identification signage should be positioned on the wall next to the door in case the door is left open or is opened when the sign is being read.</td>
<td>Reposition signage at eye level on the wall next to the latch side of doors.</td>
<td>1</td>
</tr>
<tr>
<td>6.4 Is Braille and embossed signage provided in conjunction with standard signage?</td>
<td>No</td>
<td>Where blind or visually impaired people are likely to navigate a building independently, it is recommended that Braille and tactile way-finding information should be provided.</td>
<td>Where blind or visually impaired people are required to navigate a building independently, it is recommended that Braille and tactile way-finding information is provided</td>
<td>1</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
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<td>Priority</td>
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</tr>
<tr>
<td>6.5</td>
<td>No</td>
<td>Glare can be a major cause of discomfort in buildings and can be responsible for disorienting sight impaired visitors and rendering signage unreadable. The most common causes of glare are signboards with a glazed or high gloss finish which reflects natural or artificial lighting and internally illuminated signs. Apply matt finishes to signage and avoid placing suspended signs directly against a light source. Wherever possible, all artificial light sources should be concealed or shaded and the intrusion of sunlight at different times of the day should be forestalled by providing blinds at windows.</td>
<td>Improve internal non-tactile signage.</td>
<td>1</td>
</tr>
<tr>
<td>6.6</td>
<td>No</td>
<td>Effective colour contrast on signage is essential and is as important as the size of the lettering or symbols. Colours can appear different under various light sources, so when choosing sign colours ensure that you are under the same lighting conditions as will be used in the area of the building where the sign is to be located. Particularly avoid red and green colour schemes due to the prevalence of red/green colour blindness.</td>
<td>Replace signs which do not have a clear colour contrast.</td>
<td>1</td>
</tr>
</tbody>
</table>
There is signage in the building that is covered in a highly reflective surface.

There is signage in the building that is covered in a highly reflective surface.

Door signage should be positioned at 1500mm high on the door and again on the latch side of the door.

Fire escape signage should be lit.

There is signage in the building that is covered in a highly reflective surface.

Fire escape signs should be the lit type that do not have reflective surfaces and are more permanent.
Fire escape signs should be the lit type that do not have reflective surfaces and are more permanent.

Some of the signage does not have a good colour contrast.

Over use of signage does not help in getting information across.

Door signage should be positioned at 1500mm high on the door and again on the latch side of the door.

The external signage is free from over growth but is not easily read and the font size is small.

The sign is not a contrasting colour to the wall.
The external signage is free from overgrowth but is not easily read and the font size is small.
### Corridors

#### 7.0

**7.1** The following corridors were observed at the premises:

- Ground Floor Computer Lab
- Ground Floor Office
- Ground Floor Meeting Room
- 3rd Floor Computer Lab
- 1st Floor Seminar Room
- 1st Floor Computer Lab
- 1st Floor Main Corridor
- 2nd Floor Main Corridor

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.2</strong> Does the corridor have an unobstructed circulation width of 1200mm? (A reduction in width to 1000mm around a permanent obstruction is permissible for a short distance only)</td>
<td>No</td>
<td>The corridor was observed to be below the recommended width in the following locations: Ground Floor Office: The minimum recorded width in this corridor is 500mm. 2nd Floor Main Corridor: The minimum recorded width in this corridor is 900mm.</td>
<td>Ensure that the circulation width of the corridor conforms with the recommended specification.</td>
<td>3</td>
</tr>
<tr>
<td><strong>7.3</strong> Is there a clear radius of at least 1800mm in which to circulate (i.e. the turning circle) at the junctions of the corridor with other corridors?</td>
<td>No</td>
<td>It was observed that there is insufficient space for wheelchair users to manoeuvre within the following corridor locations: • Ground Floor Office • Ground Floor Meeting Room</td>
<td>Carry out building adjustments to improve circulation in the identified corridor locations.</td>
<td>3</td>
</tr>
<tr>
<td>Feature</td>
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<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
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<tr>
<td>Is the corridor kept free from obstructions?</td>
<td>No</td>
<td>It is important that removeable items and projections such as service pipes and hosereels do not reduce the circulation width available in the corridor. Ground Floor Computer Lab Ground Floor Office Ground Floor Meeting Room 3rd Floor Computer Lab 1st Floor Computer Lab 2nd Floor Main Corridor</td>
<td>Where feasible, remove obstructions from the identified corridors. Where projections and obstructions are unavoidable, provide guarding and warning notices as appropriate.</td>
<td>2</td>
</tr>
</tbody>
</table>

**Ground Floor Computer Lab:** There is good circulation space in the corridor.

**Ground Floor Computer Lab:** There are a number of obstructions in the corridor.

**Ground Floor Office:** There are a number of obstructions in the corridor.
Ground Floor Office: There are narrow circulation routes in the corridor.

Ground Floor Office: There are a number of obstructions in the corridor.

Ground Floor Meeting Room: There are a number of obstructions in the corridor.

3rd Floor Computer Lab: There are a number of obstructions in the corridor.

1st Floor Seminar Room: There are a number of obstructions in the corridor.

1st Floor Seminar Room: There is good circulation space in the corridor.
1st Floor Computer Lab: There is good circulation space in the corridor.

1st Floor Computer Lab: The circulation route narrows in places.

1st Floor Main Corridor: There is good circulation space in the corridor.

1st Floor Main Corridor: The circulation route narrows in places.

2nd Floor Main Corridor: There is good circulation space in the corridor.

2nd Floor Main Corridor: There are a number of obstructions in the corridor.
2nd Floor Main Corridor: The corridor is only 900mm wide,
Both the condition of internal surfaces and the materials from which they are constructed can have an impact on the ease with which people can navigate around the building. The internal surfaces of the premises are considered below.

### 8.1 Internal Surfaces

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
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<th>Action</th>
<th>Priority</th>
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</thead>
</table>
| Is the flooring throughout the building slip-resistant even when wet? | No | Internal flooring which is not slip-resistant can be a hazard to users during wet weather, after cleaning operations and in cases of accidental fluid spillage or other contamination. It is recommended that flooring materials with high slip potential characteristics should be replaced when next refurbishing. Hazard signs should be erected whenever the floor is wet and members of staff should be trained to deal promptly with any occurrence which compromises the safety of floor surfaces on internal access routes.

The floor surfaces in the following locations were identified as lacking in slip-resistance when wet:
- Reception
- Main Corridors
- Toilets
- 1st Floor Computer Lab | Replace the identified flooring with a more slip-resistant surface when next refurbishing. In the interim, provide hazard signs whenever the floor is wet and ensure cleaning and maintenance operations are appropriate. | 3 |
| Are access routes within the building clear of highly reflective finishes or glass walls and partitions? | Yes | No Action Required. | | |

SMART Access Assessment: Westland Square - Zone 8
<table>
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<tbody>
<tr>
<td>8.4</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
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<tr>
<td>8.5</td>
<td>Yes</td>
<td>No Action Required.</td>
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</tbody>
</table>

The carpets provide a good surface.

The tiled surface is not slip resistant when wet.

The tiled surface is not slip resistant when wet.
The linoleum surface is not slip resistant when wet.

The linoleum surface is not slip resistant when wet.

There is good colour contrast between the walls and the flooring.
The following internal doors or generic door types have been identified within the premises:

1. Double Door with vision panel
2. Door with security controlled entry
3. Door with vision panel
4. Toilet Cubicle Door
5. Toilet Door
6. Generic Door

<table>
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<tr>
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</thead>
</table>
| 9.2 Is the minimum unobstructed width of the door opening at least 750mm? | No | Wheelchair users and people with restricted mobility require a minimum door opening width to navigate comfortably around a building. Where door openings are obstructed or limited in width, easy access for mobility impaired users will be constrained. The following doors or door types are below the recommended width: 
- Toilet Cubicle Door 
- Toilet Door | Increase the effective width of the door by removing obstructions which prevent the door opening to its full extent. Provide a new door set. | 2 |
<table>
<thead>
<tr>
<th>Feature</th>
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<th>Priority</th>
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</thead>
</table>
| 9.3 Is at least 300mm of unobstructed space available at the side of the leading edge of the door for wheelchair users to manoeuvre and operate the door handle? | No | Where a door is located in a corner position or there is a wall or other obstruction at the side of the leading edge, wheelchair users are unable to reach the door handle to manipulate the door. It may be possible to rehang the door and present the door handle on the opposite side. If 300mm clear space cannot be created and the door is likely to be used frequently by wheelchair users, you should consider installing power operation in conjunction with proximity sensors.  
  • Toilet Door | If a minimum of 300mm unobstructed area cannot be created at the side of the leading edge of the door, it is recommended that an automatic door opener should be provided. | 3 |
| 9.4 Are clear visibility panels incorporated in doors which are in constant use? | No | To enable people to see and be seen through internal doors in frequently used access routes, a glazed vision panel between 500mm and 1500mm from the floor, or two panels, one from 500mm to 800mm and a second 1150mm to 1500mm from the floor should be provided.  
  The following internal doors either lack visibility panels or the existing panels do not conform with the recommended configuration:  
  • Door with security controlled entry | Install appropriately configured vision panels on doors in constant use. | 2 |
<table>
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</thead>
</table>
| 9.5     | No       | Best Practice requires that door handles should be located between 900mm and 1100mm from the floor and a minimum of 50mm in from the leading edge of the door. The handles for the following internal doors are not set at the recommended height:  
- Door with security controlled entry | Reposition or replace the door handle. | 2 |
| 9.6     | No       | The configuration of the door handles which do not fully conform with the recommended specification is provided below:  
- Door with security controlled entry  
  - Is the door handle U or D-shaped? No  
  - Is there at least 45mm grip area between the handle and door? Yes  
  - Does the handle contrast visually with the door? Yes  
- Toilet Cubicle Door  
  - Is the door handle U or D-shaped? No  
  - Is there at least 45mm grip area between the handle and door? No  
  - Does the handle contrast visually with the door? Yes | Replace or adjust the configuration of the identified door handles. | 2 |
<table>
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<tr>
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</table>
| 9.7 Is the maximum closing force of the leading edge of the door less   | No       | Some people find it difficult to use self-closing swing doors and can come to harm because they are unable to manoeuvre through the doorway while holding the door open against the excessive force exerted by the closing device. The following internal single swing doors exert a closing force in excess of 20 Newtons:  
  • Double Door with vision panel                                                                                           | Adjust the identified door closers to exert less than 20 Newtons.                           | 1        |
| than 20 Newtons? (A simple test is whether the door can be opened or   |          |                                                                                                                                                                                                          |                                                                                             | 1        |
| closed using only one little finger)                                                                                       |          |                                                                                                                                                                                                          |                                                                                             | 1        |
| 9.8 Is the door entry security system positioned with its uppermost     | No       | Manual controls for door security entry systems should be positioned at an accessible reach height between 750-1050mm. Wall mounted devices should be set back 400mm from the leading edge of the door when fully open. Reposition the following internal door entry operating devices:  
  • Door with security controlled entry                                                                                     | Reposition the internal door entry controls                                                | 1        |
| point between 750mm and 1050mm?                                          |          |                                                                                                                                                                                                          |                                                                                             | 1        |
| Can the operating device for the door security entry system be operated| No       | Door security entry systems should not require manual dexterity or the use of two hands to operate the controls. It is recommended that systems that use card swiping mechanisms should be oriented vertically. Replace the following internal door security controls:  
  • Door with security controlled entry                                                                                     | Replace the existing door security entry devices.                                        | 1        |
<p>| without the user requiring good manual dexterity, the use of two      |          |                                                                                                                                                                                                          |                                                                                             | 1        |
| hands or the strength to hold down pressure on the keys?                |          |                                                                                                                                                                                                          |                                                                                             | 1        |</p>
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</thead>
</table>
| 9.10    | No       | Manual controls for door release systems should be positioned at an accessible reach height between 750-1050mm.  
• Door with security controlled entry | Reposition the door release operating controls to the recommended height. | 1        |
| 9.11    | No       | Door release mechanisms should not require manual dexterity or the use of two hands to operate the controls.  
• Door with security controlled entry  
• Toilet Cubicle Door | Replace door release mechanism                                                | 1        |

**Double Door with vision panel: There is good visibility from the panels.**  
**Door with security controlled entry: Door security system requires good manual dexterity**  
**Door with security controlled entry: The door entry mechanism is positioned too high.**
Door with security controlled entry: The door release mechanism is positioned too high.

Door with vision panel: With U shaped door handle

Door with vision panel: There is good visibility from the panels.

Door with security controlled entry: The door entry mechanism should be a contrasting colour to the door and should be positioned lower.

Door with security controlled entry: There is no colour contrast between the keys and the key pad and the Door security system requires good manual dexterity.

Door with security controlled entry: The door release mechanism should be a contrasting colour to the door and should be positioned lower.
Toilet Door: The door does not give 750mm space while open.

Toilet Door: There is not sufficient room beside the handle.

Door with vision panel: There is good visibility from the panels.

Generic Door: With U shaped door handle

Generic Door: With U shaped door handle

Toilet Cubicle Door: The door does not give 750mm space while open.
Toilet Cubicle Door: There is not sufficient room beside the handle.
## 10.0 Vending Machines

10.1 Vending Machines are provided at the following locations within the premises:

- Student Kitchen

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<thead>
<tr>
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</thead>
</table>
| 10.2 Is the vending machine on a direct and unobstructed route at least 900mm wide? | No       | Restrictions in the width of the access route to the vending machines were observed in the following locations:  
  • Student Kitchen  
  Otherwise, relocate the machine to a more accessible location. | Remove any items which restrict the width of the route to the machines. Otherwise, relocate the machine to a more accessible location. | 2        |
| 10.3 Is there adequate manoeuvring space in front of the machine of 1800mm deep by 1450mm wide? | No       | An unobstructed area in front of vending machines needs to be maintained to permit unhindered access by wheelchair users and people who use mobility aids. The following locations have insufficient manoeuvring area:  
  • Student Kitchen | Relocate the vending machines to an area where they will be accessible to wheelchair users and people with restricted mobility. | 2        |
<p>| 10.4 Is the area in the vicinity of the machine kept clear of refuse?     | Yes      | No Action Required.                                                                                                                                                                                           |                                                                      |          |</p>
<table>
<thead>
<tr>
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<th>Priority</th>
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</thead>
<tbody>
<tr>
<td>10.5</td>
<td>No</td>
<td>Coin slots and operating controls should be provided between 900-1200mm above the floor for convenient access for both seated and standing users. • Student Kitchen</td>
<td>Replace the machine at the end of the lease.</td>
<td>3</td>
</tr>
<tr>
<td>10.6</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7</td>
<td>No</td>
<td>Written instructions should be easy to read. Where vending machines are located in areas accessed by members of the public, Braille and tactile information information should also be provided. • Student Kitchen</td>
<td>Provide alternative written information in an easy to read format.</td>
<td>1</td>
</tr>
<tr>
<td>10.8</td>
<td>No</td>
<td>Drinks holders should be provided. • Student Kitchen</td>
<td>Provide suitable drinks holders to transport hot drinks</td>
<td>2</td>
</tr>
</tbody>
</table>
Student Kitchen: There is not 1500mm free space in front of the machines.

Student Kitchen: The coin slot is above 1200mm high.

Student Kitchen: There are no clear instructions on the machine.

Student Kitchen: There are no cup covers provided.

Student Kitchen: The menu is located behind a reflective surface.
## 11.0 Internal Steps

The following locations were identified as having steps:

1. Main Stairs

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<thead>
<tr>
<th>Feature</th>
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<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2</td>
<td>No</td>
<td>The vertical height of each individual step should be between 150mm to 170mm. Main Stairs: The step height is 195mm.</td>
<td>Adjust the vertical height of the steps to conform with the dimensions recommended by best practice.</td>
<td>3</td>
</tr>
<tr>
<td>11.3</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.4</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.5</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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<tr>
<td>11.6</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.7</td>
<td>Yes</td>
<td>No Action Required.</td>
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<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
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</tr>
<tr>
<td>11.8</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.9</td>
<td>No</td>
<td>Tactile warning surfaces provide an important indication to people with a visual impairment of the location of changes in level associated with steps and stairs. Main Stairs: The top and bottom landings for this staircase do not incorporate a corduroy hazard warning surface.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
<td>2</td>
</tr>
<tr>
<td>11.10</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.11</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.12</td>
<td>No</td>
<td>Where feasible, handrails should be provided on both sides of internal steps and staircases to provide uninterrupted support and directional guidance for people with mobility and/or visual impairments. It was noted that there is inadequate handrail provision for the steps at the following locations: Main Stairs: Right hand side</td>
<td>Provide dual handrails for the identified stairway location.</td>
<td>1</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
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<tr>
<td>11.13</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.14</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.15</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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<tr>
<td>11.16</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
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<tr>
<td>11.17</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.18</td>
<td>No</td>
<td>Some people with a visual impairment use handrails to assist in locating the top and bottom of the steps. Other people require a handrail to steady themselves before negotiating the change in level. Ensuring that handrails extend beyond the top and bottom of the steps and that the end of the handrail can be easily determined enhances these functions. Main Stairs: The left handrail does not extend at least 300mm beyond the top and/or bottom of the steps and/or it does not return to the wall or the floor.</td>
<td>Replace or extend handrail in the identified location.</td>
<td>2</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
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</tr>
<tr>
<td>11.19</td>
<td>No</td>
<td>Tactile warning marks at the top and bottom of a handrail assist people with a visual impairment to identify the approaching change in gradient. Main Stairs: The left handrail does not incorporate tactile warning marks.</td>
<td>Install tactile warning marks in the identified location.</td>
<td>1</td>
</tr>
<tr>
<td>11.20</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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<tr>
<td>11.21</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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<tr>
<td>11.22</td>
<td>Yes</td>
<td>No Action Required.</td>
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<tr>
<td>11.23</td>
<td>Yes</td>
<td>No Action Required.</td>
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</tbody>
</table>
Main Stairs: The top and bottom nosings should be a different colour.

Main Stairs: The handrails continue around the landing.

Main Stairs: There is no corduroy warning surface installed.

Main Stairs: Some of the nosings have been damaged.

Main Stairs: There is only a handrail on one side of the stairs.

Main Stairs: The handrails should start at the wall or the floor.
12.0 **Shared Refreshment Facilities**

12.1 Where shared refreshment facilities are not provided for use by members of the general public, there is no general or anticipatory duty to make provision for disabled people, although it is recommended that specific adjustments to improve access for known disabled individuals and members of staff should be considered on their merits. The following shared refreshment facilities were identified:

- Generic Kitchen

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</thead>
</table>
| 12.2 Is there at least 1500×1500mm of manoeuvring space available to enable wheelchair users and ambulant disabled users to gain access to work surfaces, storage facilities and seating areas? | No | Wheelchair users and and people who use mobility aids require sufficient manoeuvring space to gain access to the preparation and seating facilities. Where possible, moveable items which obstruct access in key work areas should be relocated.  
• Generic Kitchen: It was observed that there is insufficient manoeuvring area in front of the counter | Optimise the space available to permit access by users with restricted mobility. | 2 |
<p>| 12.3 Is there effective colour and luminance contrast between the walls, ceiling and floor to assist easy orientation by visually impaired users? | Yes | No Action Required. | | |
| 12.4 Is there good visual contrast between the background surfaces and the cupboard and storage units, work surfaces and items of equipment provided? | Yes | No Action Required. | | |</p>
<table>
<thead>
<tr>
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<th>Action</th>
<th>Priority</th>
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<tbody>
<tr>
<td>12.5</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.6</td>
<td>Yes</td>
<td>No Action Required</td>
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</tbody>
</table>
| 12.7    | No       | In order for wheelchair users to gain access to the work surfaces, it is recommended that a section of the worktop is provided at a height suitable for seated users.  
• Generic Kitchen | Provide a section of worktop at a height suitable for wheelchair users | 2 |
| 12.8    | Yes      | No Action Required |        |          |
| 12.9    | No       | People with a limited reach range and wheelchair users are unable to reach immersed items from the bottom of a deep sink. It is recommended that a sink bowl with a maximum depth of 150mm should be provided.  
• Generic Kitchen | Provide a shallow sink bowl. | 3 |
| 12.10   | No       | People with limited reach or dexterity are unable to conveniently operate traditional plug and chain devices to empty the sink of waste water.  
• Generic Kitchen | Provide a lever operated sink waste mechanism. | 3 |
<table>
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<tr>
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<th>Priority</th>
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</thead>
</table>
| 12.11   | Are the existing water taps operated by lever action or automatic control? | No | People with limited dexterity are unable to operate standard water taps which require users to grip and turn their wrist.  
- Generic Kitchen | Provide automatic or lever operated water taps. | 2 |
| 12.12   | Is there a swivel neck mixer tap fitted at the side of the sink bowl to be within easy reach of wheelchair users? | No | Wheelchair users and people with limited reach are unable to operate water taps located at the rear of the sink and will need to swivel the tap to fill kettles on the adjacent work surface.  
- Generic Kitchen | Provide a swivel neck mixer tap at the side of the sink unit if wheelchair users regularly use the facility. | 3 |
| 12.13   | Is a means provided for water temperature at the outlet to be limited below 41°C? | No | Particular care is needed for people who are insensitive to temperature. It is recommended that water heaters which do not incorporate thermostatic control or which do not provide a logical and clear indication of water temperature should be replaced.  
- Generic Kitchen | Provide thermostatically controlled water | 3 |
| 12.14   | As the water temperature is not thermostatically controlled, is a notice clearly displayed to warn users of the danger of scalding? | No | A clearly displayed notice should be provided to warn users that water temperature at the outlet can exceed 41°C and lead to scalding.  
- Generic Kitchen | Install clear signage to notify users of the potential scalding hazard | 1 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>12.15</strong> Is a cordless kettle provided for heating water for hot drinks?</td>
<td>No</td>
<td>Wall mounted water heaters can be difficult for some users to access, particularly if they are mounted at the rear of a work surface. A cordless kettle with controls located no higher than 1200mm is considered to be the safest and most accessible means of providing users with a means for heating water.</td>
<td>Provide a cordless kettle.</td>
<td>2</td>
</tr>
<tr>
<td><strong>12.16</strong> Are cupboards and drawers provided with U-shaped handles which are easy to distinguish visually?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td>Yes Action Required.</td>
<td></td>
</tr>
<tr>
<td><strong>12.17</strong> Are some cupboard and shelving storage areas available at a height appropriate for both wheelchair and ambulant users?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td>Yes Action Required.</td>
<td></td>
</tr>
<tr>
<td><strong>12.18</strong> Is at least one shelf in any refrigerator or freezer provided at a height between 600-1200mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td>Yes Action Required.</td>
<td></td>
</tr>
<tr>
<td><strong>12.19</strong> Is the microwave oven mounted so that the base of the oven is no higher than 850mm from the floor?</td>
<td>No</td>
<td>Microwave ovens should preferably be located on a work surface.</td>
<td>Relocate the microwave oven.</td>
<td>1</td>
</tr>
<tr>
<td><strong>12.20</strong> Are the microwave oven controls positioned no higher than 1150mm from the floor?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td>Yes Action Required.</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
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</tbody>
</table>
| 12.21   | No       | Relocate any electrical controls to a location which is generally accessible.  
• Generic Kitchen | Relocate the power sockets to a more accessible position. | 3 |
| 12.22   | No       | It is recommended that equipment procured for a shared facility should be chosen on the basis that it is easy to use. Where necessary, accessible user instructions should be provided in an easy to read format.  
• Generic Kitchen | Provide easy to read operating instructions. | 1 |
| 12.23   | No       | Where measures to tackle small fires have been provided, it is important that they are located in a position accessible to a wide range of users. The fire extinguisher / blanket in the following locations should be relocated to the recommended height in an unobstructed area.  
• Generic Kitchen | Relocate the fire extinguisher to the recommended height in an unobstructed location between the hob and the main door | 2 |
<table>
<thead>
<tr>
<th>Feature</th>
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<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.24</td>
<td>No</td>
<td>People who need assistance to carry prepared items to a seating location may need to be provided with a trolley tray or drinks holder.</td>
<td>Provide a means for carrying snacks between the work surface and table.</td>
<td>2</td>
</tr>
<tr>
<td>12.24</td>
<td>Generic Kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.25</td>
<td>No</td>
<td>Individual users may require the provision of specific items and auxiliary aids to be able to use the refreshment facilities independently.</td>
<td>Provide auxiliary aids as necessary.</td>
<td>1</td>
</tr>
<tr>
<td>12.25 Generic Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.26</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.26</td>
<td>Generic Kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.27</td>
<td>No</td>
<td>High chairs, stools and seating which is provided at fixed table positions are inaccessible to people with restricted mobility. Some variety of seating should be available for people who require arm rests or lumbar support.</td>
<td>Provide a variety of seating types</td>
<td>2</td>
</tr>
<tr>
<td>12.27 Generic Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Generic Kitchen: There is not sufficient circulation space in the corridor.

Generic Kitchen: The counter tops are all above 900mm high.

Generic Kitchen: The kettle provided is not cordless.

Generic Kitchen: The microwave is situated above 850mm high.

Generic Kitchen: The sink is more than 150mm deep.

Generic Kitchen: The taps are not lever operated.
Generic Kitchen: The handles provided are suitable.

Generic Kitchen: The table provided is suitable.

Generic Kitchen: The fire point is above 1200mm.

Generic Kitchen: There is no variety in seating provided.
### Ambulant Disabled Toilets

#### 13.1
In addition to any wheelchair accessible WC accommodation, it is recommended that standard single-sex toilet facilities should contain at least one WC cubicle suitable for use by ambulant disabled users. Equipment and fittings within the accommodation should be easy to access and operate. Single sex toilet accommodation was observed at the following locations:

- Generic Toilets

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.2 13.0</td>
<td>Is at least one urinal provided where the urinal lip is no higher than 500mm?</td>
<td>No</td>
<td>In male toilet accommodation it is recommended that at least one urinal with a lip no higher than 500mm should be provided for people of short stature and children. • Generic Toilets</td>
<td>Provide at least one low height urinal.</td>
</tr>
<tr>
<td>13.3 13.0</td>
<td>Is at least one urinal provided with dual wall mounted vertical handrails?</td>
<td>No</td>
<td>It is recommended that at least one urinal is provided with dual colour contrasting 600mm vertical handrails with their lower edge set at 800mm from the floor. • Generic Toilets</td>
<td>Install vertical support handrails for at least one urinal position.</td>
</tr>
<tr>
<td>13.4 13.0</td>
<td>Do any of the existing WC cubicles provide support for ambulant disabled users? [Such cubicles will typically contain internal support grabrails and provide a minimum internal cubicle width of 800mm]</td>
<td>No</td>
<td>Where sufficient space is available in WC accommodation, it is recommended that at least one WC cubicle suitable for use by ambulant disabled users should be provided. • Generic Toilets</td>
<td>Create a cubicle for ambulant disabled users when next refurbishing.</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
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</tr>
<tr>
<td>13.5</td>
<td>No</td>
<td>Upgrade the wash taps to lever or automatic operation:  • Generic Toilets</td>
<td>Install easy to operate wash taps in the identified location.</td>
<td>3</td>
</tr>
<tr>
<td>13.6</td>
<td>No</td>
<td>It is important that water temperature at the tap outlet is thermostatically controlled.  • Generic Toilets</td>
<td>Provide a means to control water temperature at the outlet.</td>
<td>2</td>
</tr>
<tr>
<td>13.7</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
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</tr>
<tr>
<td>13.10</td>
<td>No</td>
<td>The operating height of the following items was observed to be located outside the recommended height range:</td>
<td>Relocate the identified items to a more accessible position.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generic Toilets: Shaver Point Automatic hand dryer Soap dispenser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.11</td>
<td>No</td>
<td>It was observed that the toilet accommodation in the following locations does not incorporate effective colour contrast between the different room elements and items of equipment.</td>
<td>Improve access for partially sighted people in the identified toilet accommodation by creating better visual contrast when next redecorating or refurbishing.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Generic Toilets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.12</td>
<td>No</td>
<td>Glazed and highly polished ceramic wall tiles offer poor slip resistance when wet and are a potential hazard for people who are unsteady on their feet.</td>
<td>Replace the floor surface with a material which provides better slip resistance when wet.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Generic Toilets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Generic Toilets: There are no handrails on beside either sink.

Generic Toilets: The mirror does not start at the top of the sinks.

Generic Toilets: The hand drier is above 1200mm high.

Generic Toilets: The urinal is too high and there are no handrails installed.

Generic Toilets: There are no handrails installed

Generic Toilets: The toilet seat is not a contrasting colour to the bowl.
Generic Toilets: The door should open outwards.

Generic Toilets: The door release mechanism is not suitable.

Generic Toilets: The shaver point is above 1200mm high.

Generic Toilets: The flooring is not slip resistant when wet.
## 14.0 Internal Passenger Lifts

14.1 The following passenger lifts to transport users between different floor levels were identified at the premises:

1. Main Lift

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<thead>
<tr>
<th>Feature</th>
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<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2 Are you responsible for the maintenance and upkeep of the lift?</td>
<td>Yes</td>
<td>It was noted that you are responsible for the maintenance and upkeep of the following passenger lifts: 1. Main Lift</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 14.3 Is the lift car a minimum of 1100mm wide and 1400mm deep? | No | Best practice recommends that the minimum space necessary in a lift for a wheelchair user and an accompanying person is 1100mm wide by 1400mm deep. Even with these dimensions, there will still be insufficient space for wheelchair users to turn round and for this reason a lift car width of 2000mm is preferred.

Main Lift: It was noted that the lift car is below the recommended dimensions and there is insufficient space to easily accommodate accompanied wheelchair users. | Upgrade the passenger lift to the minimum recommended dimensions as part of your building maintenance programme. | 3 |
<p>| 14.4 Is there a clear manoeuvring space in front of the lift of at least 1500mm x 1500mm, or a straight access route at least 900mm wide? | No | • Main Lift: There is currently a restriction in the space available for manoeuvre and approach to this lift | As part of building maintenance improve the space available for manoeuvre and approach to the lift. | 3 |</p>
<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
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</thead>
<tbody>
<tr>
<td>14.5</td>
<td>No</td>
<td>The lift doors should close slowly and a minimum of five seconds delay should be programmed to permit slow passage.</td>
<td>Reprogramme the lift door controls</td>
<td>2</td>
</tr>
<tr>
<td>14.6</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.7</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.8</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.9</td>
<td>No</td>
<td>Handrails provide important support for people who may be unsteady while the lift is moving.</td>
<td>Install correctly positioned handrails.</td>
<td>2</td>
</tr>
<tr>
<td>14.10</td>
<td>No</td>
<td>In order that internal lift call controls can be operated from a wheelchair, it is recommended that they are mounted at a height between 900-1200mm on one or both side walls and set back 400-500mm from the front wall of the lift car.</td>
<td>Relocate the control panel in the identified passenger lift.</td>
<td>2</td>
</tr>
<tr>
<td>14.11</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
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<tr>
<td>14.12</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.13</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.14</td>
<td>No</td>
<td>People rely on audible or visual signals to be able to operate lift facilities. It is recommended that there is clear signage indicating floor level at each landing as well as audible announcements and a clear visual display of the direction of travel and floor level provided within the lift car. Providing clear visual and audible information makes independent access to the lift facilities available to a wider range of people. • Main Lift: This lift does not provide audible or visual information.</td>
<td>Provide audible and visual indication of the lift location and direction of travel.</td>
<td>2</td>
</tr>
<tr>
<td>14.15</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
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</tr>
<tr>
<td>14.16</td>
<td>No</td>
<td>It is recommended that the emergency communication system for the lift should incorporate an induction coupler for the benefit of people using hearing aids. The emergency handset should be installed with the top of the handset and key pad no higher than 1200mm. A visual indicator to show that help has been summoned should also be incorporated. • Main Lift: The alarm system does not incorporate a hearing induction coupler.</td>
<td>Provide an induction coupler.</td>
<td>2</td>
</tr>
<tr>
<td>14.17</td>
<td>Not Applicable</td>
<td></td>
<td></td>
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</tbody>
</table>

Main Lift: There is a mirror in the back of the lift.  
Main Lift: There is a handrail on one side of the lift only.  
Main Lift: The lift controls are above 1200mm high.
Main Lift: The external control buttons are visible.
### 15.0 Student Lockers

15.1 The following lockers and storage facilities are used in conjunction with sports changing rooms within the premises.

- Ground Floor Corridor

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
</table>
| 15.2 Is a minimum manoeuvring space of at least 1500mm × 1500mm available in front of the storage lockers? | No       | There is insufficient manoeuvring area for wheelchair users to gain access to the storage lockers in the following locations:  
- Ground Floor Corridor                                                                                                           | Provide some storage lockers at a location where wheelchair users will be able to manoeuvre and gain full access.                                                                                     | 2        |
| 15.3 Are there any 300mm wide storage lockers suitable for wheelchair users at a height between 400-800mm above floor level?        | Yes      | No Action Required.                                                                                                                                                                                                                                                         | No Action Required.                                                                                                             |          |
| 15.4 Are the lockers suitable for wheelchair users located on a navigable route at least 900mm wide with a manoeuvring area of 1500mm × 1500mm in front of the storage area? | No       | Storage areas for wheelchair users need to be located in an unobstructed area with sufficient space for manoeuvre. If space can not be created by moving items, it is recommended that the lockers are moved to an alternative location.  
- Ground Floor Corridor                                                                                                           | Remove obstructing items or relocate the lockers to an alternative location.                                                                                                                          | 2        |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
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</thead>
<tbody>
<tr>
<td>15.5</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
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</tr>
<tr>
<td>Are there some lockers at least 1150mm tall available for the personal storage of mobility aids?</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>15.6</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the majority of the storage compartment locks located no higher than 1150mm?</td>
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<td></td>
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<tr>
<td>15.7</td>
<td>No</td>
<td>Provide a number of lockers which incorporate easy to operate locks.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Can the locks for the storage lockers be operated by a person with limited manual dexterity?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.8</td>
<td>No</td>
<td>Provide a means for visually impaired users to easily identify lockers.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Do the lockers incorporate some form of orientation assistance by way of colour contrast between banks of lockers and/or by large or tactile number identification of individual lockers?</td>
<td></td>
<td></td>
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</table>

• Ground Floor Corridor

• Ground Floor Corridor
Ground Floor Corridor: There is no variety in the colour of the lockers.

Ground Floor Corridor: There is no variety in the colour of the lockers.

Ground Floor Corridor: There is restricted manoeuvrability in front of the lockers.

Ground Floor Corridor: There are numbers on the lockers but they are not clearly visible and do not contrast with the lockers.

Ground Floor Corridor: The locks are not suitable for use by somebody with limited manual dexterity.
Current legislative documents and standards specify that it is the responsibility of building managers or service providers to ensure that there are suitable procedures in place to evacuate everyone from a building in the case of a fire or other emergency. The existing fire and evacuation procedures are examined below.

### 16.2 Do members of staff and volunteers involved in the evacuation procedures for disabled people receive regular training based on written instructions from a competent person?

<table>
<thead>
<tr>
<th>Feature</th>
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<tbody>
<tr>
<td>Do members of staff and volunteers involved in the evacuation procedures for disabled people receive regular training based on written instructions from a competent person?</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Conforms</th>
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<tbody>
<tr>
<td>No</td>
<td>Staff training and knowledge of the general evacuation procedure is vital to ensure the orderly and safe evacuation of a building. It is recommended that members of staff should receive training based on the agreed written evacuation procedure at annual intervals under the instruction of a competent person. Individual members of staff should be allocated responsibility for assisting disabled people, particularly in buildings used by members of the public where the nature of an individual's requirements are not predictable. Members of staff may need to offer assistance and provide reassurance for wheelchair users at refuge locations. Similarly, ambulant disabled and sight impaired people may need assistance to negotiate fire stairs. Depending on the use and complexity of the building, it may be important for members of staff to undertake training in disability awareness, handling techniques and relevant interpersonal skills. It is recommended that regular practice fire drills including disabled people should be carried out at regular intervals followed by a review of the general evacuation strategy if any shortcomings are noted.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>Undertake regular training in evacuation procedures for members of staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>Feature</td>
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<tr>
<td>16.3</td>
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<td>16.4</td>
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<tr>
<td>Feature</td>
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<td>---------</td>
</tr>
</tbody>
</table>
| 16.5 Are escape routes and final exit points as accessible to sight and mobility impaired people and wheelchair users as the entry routes? | No | The following issues and barriers in the escape routes and final exit point which are likely to affect unhindered passage by disabled from the fire escape doors to the muster and assembly points were observed:  
Steps at final exit points should comply with modern standards and ramps should be provided where possible.  
Fire escape signs should be the lit type that do not have reflective surfaces and are more permanent.  
Stairs in escape routes should comply with modern standards.  
Damage to the staircase should be repaired quickly and the building should be inspected regularly.  
Alarm klaxons should have a visual as well as an audible warning.  
Quick release door mechanism should be fitted to the fire escape doors. | Make adjustments as necessary. | 2 |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.6 Are external routes from the fire escapes to the assembly points free from hazards such as obstructions, unbound or slippery surface materials or poor lighting levels.</td>
<td>No</td>
<td>The following issues and barriers in the external emergency escape routes which are likely to affect unhindered passage by disabled from the fire escape doors to the muster and assembly points were observed: The external evacuation routes have obstacles such as a traffic cone blocking or restricting access.</td>
<td>Make adjustments as necessary.</td>
<td>2</td>
</tr>
<tr>
<td>16.7 Is an evacuation lift with an independent power supply available to provide vertical escape from any upper or lower floor levels?</td>
<td>No</td>
<td>Unlike a normal passenger lift, an evacuation lift can continue to operate safely when there is a fire in the building. Providing an evacuation lift can be an expensive option but in high occupancy, multi-storey buildings the introduction of at least one evacuation lift with a protected power supply should be considered.</td>
<td>Consider providing an evacuation lift.</td>
<td>3</td>
</tr>
<tr>
<td>16.8 Are carry chairs provided in stairwells and at designated refuge areas where there is no alternative means to evacuate people unable to negotiate stairs?</td>
<td>No</td>
<td>Apart from refuge areas associated with an evacuation lift, an appropriate evacuation aid should be provided to assist the final removal from the refuge areas to the nearest exit point. Evacuation chairs and stair sliders are now available that can be operated safely by one person.</td>
<td>Provide carry chairs or chair sliders for stairwell refuge locations to assist in final evacuation of disabled building occupants.</td>
<td>2</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
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</tr>
<tr>
<td>16.9 Is the fire alarm system supplemented by visual indicators or</td>
<td>No</td>
<td>In some buildings it is necessary to provide the same level of fire warning to a profoundly deaf person as for a person with normal hearing. Buildings which contain residential accommodation should have visual alarms throughout and tactile alarms (a small vibrating unit that goes under a pillow) in rooms of sleep. It can be very costly to retro-fit visual alarms in every area of a building but you should consider providing supplementary visual alarms in locations where a hearing impaired person is likely to be alone when the alarm sounds, for example, a library or an individual study or bedroom. Other situations where this may be relevant are in a sports changing room where people change in individual cubicles or in disabled toilets where a deaf person could be on their own behind a closed door. Providing profoundly deaf individuals with a specialist remote pager system which listens for activation of the main alarm sirens and then sets off a vibrating alert is an option which should be considered for members of staff and recognised individuals who are known to be unable to hear the audible alarm.</td>
<td>Provide flashing beacons or vibrating pagers in conjunction with the main audible alarm system.</td>
<td>2</td>
</tr>
<tr>
<td>vibrating alert pagers to assist people who are unable to hear the audible alarm?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.10 Is there a logical and consistent system of signage to indicate evacuation routes and fire doors throughout the premises?</td>
<td>Yes</td>
<td></td>
<td>No Action Required.</td>
<td></td>
</tr>
</tbody>
</table>
Fire point.

Doors in escape routes should comply with modern standards.

Exit signs should be the lit type.

Stairs in escape routes should comply with modern standards.

Damage to the staircase should be repaired quickly and the building should be inspected regularly.

Fire escape signs should be the lit type that do not have reflective surfaces and are more permanent.
Fire escape signs should be the lit type that do not have reflective surfaces and are more permanent.

Alarm klaxons should have a visual as well as an audible warning.

Fire points should be installed at a height that is accessible to all.

Damage to the building should be repaired quickly and the building should be inspected regularly.

Steps at final exit points should comply with modern standards and ramps should be provided where possible.

Power operated doors would aid in the evacuation of people with disabilities.
Unsecured weather mats should be removed from the exits.

Quick release door mechanism should be fitted to the fire escape doors.

Steps at final exit points should comply with modern standards and ramps should be provided where possible.

Quick release door mechanism should be fitted to the fire escape doors.
# SMART Access Plan

## Executive Summary

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Trinity College Dublin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises</td>
<td>Westland Square - Zone 8</td>
</tr>
<tr>
<td>Date Of Audit</td>
<td>22 October 2008</td>
</tr>
<tr>
<td>Auditor</td>
<td>Shane Mitchell</td>
</tr>
</tbody>
</table>
Foreword

This access audit identifies a range of barriers that potentially restrict access for disabled people in the external and internal built environments.

For the purposes of the access assessment the environment’s features have been broken down into its constituent features. Each feature is assessed for conformity against certain access criteria. These criteria are derived from the following range of Best Practice sources, guidelines, standards, publications and legislation:

- Disability Act 2005 and related Sectoral Plans - Ref 1
- Standards Institute BS8300:2001 and BS5588 - Ref 2
- for Everyone - Access and use for all citizens (National Disability Authority) - Ref 4
- to the Historic Environment - Meeting the needs of Disabled People (Lisa Foster) - Ref 5
- Auditing of the Built Environment guidelines (National Disability Authority) - Ref 7
- Mobility - A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (Department of Transport United Kingdom) - Ref 8
- on the use of Tactile Paving Surfaces: UK Department for Transport - Ref 9

Where a site feature does not conform to this guidance, an explanation as to the potential restriction on access is provided, together with a suggested action and the priority in which such actions should be undertaken.

The Disability Act 2005 and the National Disability Authority’s initiatives build on relationships and practices which currently exist among councils, city planners, building professionals and community groups to make services in Ireland more accessible to people with disabilities.

In addition to people who use wheelchairs or have restricted mobility, there are many people affected by some degree of hearing loss, learning disability, facial disfigurement, visual impairment, mental illness or conditions such as arthritis or incontinence. This access assessment considers the needs of all potential users from a universal access perspective.

The audit is an organisation’s first step in identifying physical barriers that people with disabilities may encounter when engaging with the community, public services and facilities.

It is equally important to implement effective staff equality training and to implement good inclusive management strategies that ensure equal access for all.
Configure Limited provides consultancy, project management and equipment to help make buildings accessible for all.

For further information contact us on 01 708 9198 or e-mail info@configure.ie

Configure Limited, First Floor, 32 Upper Kevin Street, Dublin 8

www.configure.ie
# Priority 1 Adjustments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>**3.0 ** External Steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.12</td>
<td>Provide dual handrails</td>
<td>Provide dual handrails which conform with BS8300 for the identified external steps locations.</td>
</tr>
<tr>
<td>**4.0 ** Building Entrances and Entrance Doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Entrance identification signage inadequate</td>
<td>Provide additional signage to clearly indicate the location of the identified entrances.</td>
</tr>
<tr>
<td>4.8</td>
<td>Door handle height</td>
<td>Reposition the door handle.</td>
</tr>
<tr>
<td>4.11</td>
<td>Manual door lock or release</td>
<td>Make necessary adjustments to remove any barriers to people leaving the building.</td>
</tr>
<tr>
<td>4.13</td>
<td>Step or high threshold at Entrance</td>
<td>Provide a portable ramp or build a permanent solution</td>
</tr>
<tr>
<td>4.14</td>
<td>Portable ramp for entrance steps and lips.</td>
<td>Provide a portable ramp or built solution to overcome entrance and threshold steps and lips.</td>
</tr>
<tr>
<td>4.15</td>
<td>Weather mat trip hazard</td>
<td>Replace or secure the weather mat.</td>
</tr>
<tr>
<td>**5.0 ** Reception</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Signage to Reception</td>
<td>Install accessible way-finding signage</td>
</tr>
<tr>
<td>5.3</td>
<td>Reception counter illumination</td>
<td>Adjust or improve the illumination provided at the reception desk.</td>
</tr>
<tr>
<td>5.4</td>
<td>Reception hearing induction loop</td>
<td>Install a hearing loop in the identified location.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>5.5</td>
<td>Low counter section</td>
<td>Provide a 760mm high writing surface with a suitable knee recess or alternative means for wheelchair users to provide written information at the service counter.</td>
</tr>
<tr>
<td>5.7</td>
<td>Information and direction signs</td>
<td>Install accessible signage to guide visitors to the facilities provided within the building.</td>
</tr>
<tr>
<td>5.8</td>
<td>Auxiliary Aids</td>
<td>Provide appropriate auxiliary aids to improve access to the services provided at the identified reception desk.</td>
</tr>
<tr>
<td>**6.0</td>
<td>Signage**</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Consistently positioned room identification signage.</td>
<td>Reposition signage at eye level on the wall next to the latch side of doors.</td>
</tr>
<tr>
<td>6.4</td>
<td>Braille and tactile signage.</td>
<td>Where blind or visually impaired people are required to navigate a building independently, it is recommended that Braille and tactile way-finding information is provided</td>
</tr>
<tr>
<td>6.5</td>
<td>Glass or reflective sign surfaces.</td>
<td>Improve internal non-tactile signage.</td>
</tr>
<tr>
<td>6.6</td>
<td>Clear colour contrast on signs.</td>
<td>Replace signs which do not have a clear colour contrast.</td>
</tr>
<tr>
<td>**9.0</td>
<td>Internal Doors**</td>
<td></td>
</tr>
<tr>
<td>9.7</td>
<td>Door self closing force</td>
<td>Adjust the identified door closers to exert less than 20 Newtons.</td>
</tr>
<tr>
<td>9.8</td>
<td>Height of door entry security system</td>
<td>Reposition the internal door entry controls</td>
</tr>
<tr>
<td>9.9</td>
<td>Manual dexterity required for door security entry operating devices</td>
<td>Replace the existing door security entry devices.</td>
</tr>
<tr>
<td>9.10</td>
<td>Door release mechanism height</td>
<td>Reposition the door release operating controls to the recommended height.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>9.11</td>
<td>Dexterity required for door release control</td>
<td>Replace door release mechanism</td>
</tr>
<tr>
<td><strong>10.0 Vending Machines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7</td>
<td>Operating instructions</td>
<td>Provide alternative written information in an easy to read format.</td>
</tr>
<tr>
<td><strong>11.0 Internal Steps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.12</td>
<td>Provide dual handrails for internal steps</td>
<td>Provide dual handrails for the identified stairway location.</td>
</tr>
<tr>
<td>11.19</td>
<td>Tactile marks on handrails.</td>
<td>Install tactile warning marks in the identified location.</td>
</tr>
<tr>
<td><strong>12.0 Shared Refreshment Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.14</td>
<td>Water temperature warning notice</td>
<td>Install clear signage to notify users of the potential scalding hazard</td>
</tr>
<tr>
<td>12.19</td>
<td>Microwave height</td>
<td>Relocate the microwave oven</td>
</tr>
<tr>
<td>12.22</td>
<td>Operating instructions</td>
<td>Provide easy to read operating instructions.</td>
</tr>
<tr>
<td>12.25</td>
<td>Auxiliary Aids</td>
<td>Provide auxiliery aids as necessary.</td>
</tr>
<tr>
<td><strong>16.0 Fire and Evacuation Procedures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.2</td>
<td>Evacuation plan training for staff members</td>
<td>Undertake regular training in evacuation procedures for members of staff</td>
</tr>
<tr>
<td>16.3</td>
<td>Personal Emergency Egress Plan (PEEP)</td>
<td>Provide a personal escape plan for each building occupant who has an impaired ability to evacuate using the existing generic escape procedures.</td>
</tr>
</tbody>
</table>
## Priority 2 Adjustments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.0 Access Routes to the Premises</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7 Trip and collision hazards in main</td>
<td>Remove or relocate moveable items to a position outside the main</td>
<td>Self Help - remove obstacle.</td>
</tr>
<tr>
<td>thoroughfare</td>
<td>pedestrian thoroughfare.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Highlight fixed security items such as bollards using high contrast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>marking.</td>
<td></td>
</tr>
<tr>
<td><strong>3.0 External Steps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9 Corduroy hazard warning.</td>
<td>Install corduroy hazard warning surfaces in the identified locations.</td>
<td>from €540 per staircase flight (Dimensions 1.2m wide x 800 depth).</td>
</tr>
<tr>
<td>3.10 Colour contrasting step nosing.</td>
<td>Install colour contrasting step nosing in the identified locations.</td>
<td>from €50 per metre fitted.</td>
</tr>
<tr>
<td><strong>5.0 Reception</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.6 Reception Seating</td>
<td>Provide a variety of different seating designs.</td>
<td>from €900 per seat location (estimate).</td>
</tr>
<tr>
<td><strong>7.0 Corridors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.4 Corridor obstructions</td>
<td>Where feasible, remove obstructions from the identified corridors.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td></td>
<td>Where projections and obstructions are unavoidable, provide guarding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and warning notices as appropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>9.0 Internal Doors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>9.2 Door effective width</td>
<td>Increase the effective width of the door by removing obstructions which prevent the door opening to its full extent. Provide a new door set.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>9.4 Door vision panels</td>
<td>Install appropriately configured vision panels on doors in constant use.</td>
<td>from €400 per door - subject to site survey.</td>
</tr>
<tr>
<td>9.5 Door handle location</td>
<td>Reposition or replace the door handle.</td>
<td>€230 per door.</td>
</tr>
<tr>
<td>9.6 Handle configuration</td>
<td>Replace or adjust the configuration of the identified door handles.</td>
<td>€250 per door.</td>
</tr>
<tr>
<td><strong>10.0</strong> Vending Machines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2 Vending machine on accessible</td>
<td>Remove any items which restrict the width of the route to the machines. Otherwise, relocate the machine to a more accessible location.</td>
<td>Self Help</td>
</tr>
<tr>
<td>10.3 Manoeuvring space</td>
<td>Relocate the vending machines to an area where they will be accessible to wheelchair users and people with restricted mobility.</td>
<td>Self Help</td>
</tr>
<tr>
<td>10.8 Drinks holder and lids available</td>
<td>Provide suitable drinks holders to transport hot drinks</td>
<td>Self Help</td>
</tr>
<tr>
<td><strong>11.0</strong> Internal Steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.9 Corduroy hazard warning.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
<td>€240 per location.</td>
</tr>
<tr>
<td>11.18 Handrail extends 300mm beyond the end of the steps.</td>
<td>Replace or extend handrail in the identified location.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td><strong>12.0</strong> Shared Refreshment Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.2 Unobstructed manoeuvring space</td>
<td>Optimise the space available to permit access by users with restricted mobility.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>12.7 Worktop section for wheelchair users</td>
<td>Provide a section of worktop at a height suitable for wheelchair users</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.11 Easy operation water taps</td>
<td>Provide automatic or lever operated water taps.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.15 Cordless Kettle</td>
<td>Provide a cordless kettle.</td>
<td>€40</td>
</tr>
<tr>
<td>12.23 Siting of kitchen fire extinguisher / blanket</td>
<td>Relocate the fire extinguisher to the recommended height in an unobstructed location between the hob and the main door</td>
<td>Maintenance Plan</td>
</tr>
<tr>
<td>12.24 Hostess Trolley</td>
<td>Provide a means for carrying snacks between the work surface and table.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.27 Variety of seating options</td>
<td>Provide a variety of seating types</td>
<td>Configure Engineers report required.</td>
</tr>
</tbody>
</table>

**13.0 Ambulant Disabled Toilets**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.3 Urinal dual handrails</td>
<td>Install vertical support handrails for at least one urinal position.</td>
<td>€160 per Handrail unit fitted.</td>
</tr>
<tr>
<td>13.6 Water temperature above 41°C.</td>
<td>Provide a means to control water temperature at the outlet.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>13.9 Wash basin grabrails</td>
<td>Install dual vertical grabrails for all least one wash basin.</td>
<td>€160 per Handrail unit fitted.</td>
</tr>
<tr>
<td>13.10 Height of equipment</td>
<td>Relocate the identified items to a more accessible position.</td>
<td>€300 per device.</td>
</tr>
</tbody>
</table>

**14.0 Internal Passenger Lifts**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.5 Lift doors delayed closing for slow passage</td>
<td>Reprogramme the lift door controls</td>
<td>Contact lift maintenance</td>
</tr>
<tr>
<td>14.9 Lift car handrails</td>
<td>Install correctly positioned handrails.</td>
<td>Contact lift supplier.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>14.10</td>
<td>Lift call control height</td>
<td>Relocate the control panel in the identified passenger lift.</td>
</tr>
<tr>
<td>14.14</td>
<td>Audible and visual information</td>
<td>Provide audible and visual indication of the lift location and direction of travel.</td>
</tr>
<tr>
<td>14.16</td>
<td>Induction coupler in passenger lift emergency communication system.</td>
<td>Provide an induction coupler.</td>
</tr>
</tbody>
</table>

**15.0 Student Lockers**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.2</td>
<td>Lockers manoeuvring area</td>
<td>Provide some storage lockers at a location where wheelchair users will be able to manoeuvre and gain full access.</td>
</tr>
<tr>
<td>15.4</td>
<td>Manoeuvring space near Lockers</td>
<td>Remove obstructing items or relocate the lockers to an alternative location.</td>
</tr>
<tr>
<td>15.7</td>
<td>Locker locks</td>
<td>Provide a number of lockers which incorporate easy to operate locks.</td>
</tr>
<tr>
<td>15.8</td>
<td>Locker identification</td>
<td>Provide a means for visually impaired users to easily identify lockers.</td>
</tr>
</tbody>
</table>

**16.0 Fire and Evacuation Procedures**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.5</td>
<td>Hazards in external escape routes</td>
<td>Make adjustments as necessary.</td>
</tr>
<tr>
<td>16.6</td>
<td>Carry chairs and life sliders</td>
<td>Provide carry chairs or chair sliders for stairwell refuge locations to assist in final evacuation of disabled building occupants.</td>
</tr>
<tr>
<td>16.8</td>
<td>Supplementary fire alert for hearing impaired people</td>
<td>Provide flashing beacons or vibrating pagers in conjunction with the main audible alarm system.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>4.0 Building Entrances and Entrance Doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5 Power operated doors</td>
<td>Consider upgrading doors to power operation or incorporating a low energy pneumatic opener for self closing doors.</td>
<td>€1500 per door leaf subject to survey</td>
</tr>
<tr>
<td>4.7 Clear space alongside door</td>
<td>Adjust door/entrance design.</td>
<td>€230 per door.</td>
</tr>
<tr>
<td>7.0 Corridors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.2 Corridor circulation width</td>
<td>Ensure that the circulation width of the corridor conforms with the recommended specification.</td>
<td>from €8000 per location (site survey required).</td>
</tr>
<tr>
<td>7.3 Corridor manoeuvring space</td>
<td>Carry out building adjustments to improve circulation in the identified corridor locations.</td>
<td>from €8000 per location (site survey required).</td>
</tr>
<tr>
<td>8.0 Internal Surfaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.2 Slip-resistance of floor surfaces.</td>
<td>Replace the identified flooring with a more slip-resistant surface when next refurbishing. In the interim, provide hazard signs whenever the flooring is wet and ensure cleaning and maintenance operations are appropriate.</td>
<td>from €30 m2.</td>
</tr>
<tr>
<td>9.0 Internal Doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.3 Side clearance of doors</td>
<td>If a minimum of 300mm unobstructed area cannot be created at the side of the leading edge of the door, it is recommended that an automatic door opener should be provided.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>10.0 Vending Machines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>10.5 Height of operating controls</td>
<td>Replace the machine at the end of the lease.</td>
<td>Self Help</td>
</tr>
<tr>
<td><strong>11.0 Internal Steps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.2 Vertical height of step.</td>
<td>Adjust the vertical height of the steps to conform with the dimensions recommended by best practice.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td><strong>12.0 Shared Refreshment Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.9 Sink bowl depth</td>
<td>Provide a shallow sink bowl.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.10 Lever waste mechanism</td>
<td>Provide a lever operated sink waste mechanism.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.12 Side located swivel neck tap</td>
<td>Provide a swivel neck mixer tap at the side of the sink unit if wheelchair users regularly use the facility.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.13 Water supply limited below 41°C</td>
<td>Provide thermostatically controlled water.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>12.21 Power sockets</td>
<td>Relocate the power sockets to a more accessible position.</td>
<td>Maintenance Plan</td>
</tr>
<tr>
<td><strong>13.0 Ambulant Disabled Toilets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.2 Urinal height</td>
<td>Provide at least one low height urinal.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>13.4 WC cubicle for ambulant users</td>
<td>Create a cubicle for ambulant disabled users when next refurbishing.</td>
<td>€1360 per full set Grab Rails fitted or configure engineers report required.</td>
</tr>
<tr>
<td>13.5 Wash basin taps</td>
<td>Install easy to operate wash taps in the identified location.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>13.8 Wash basin mirror</td>
<td>Adjust the configuration of the wash basin mirror.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>13.11 Visual contrast</td>
<td>Improve access for partially sighted people in the identified toilet accommodation by creating better visual contrast when next redecorating or refurbishing.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>13.12 Slip resistant floor surface.</td>
<td>Replace the floor surface with a material which provides better slip resistance when wet.</td>
<td>€30 m².</td>
</tr>
</tbody>
</table>

### 14.0 Internal Passenger Lifts

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.3 Lift internal size</td>
<td>Upgrade the passenger lift to the minimum recommended dimensions as part of your building maintenance programme.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>14.4 Clear manoeuvring space in front of the lift.</td>
<td>As part of building maintenance improve the space available for manoeuvre and approach to the lift.</td>
<td>Configure Engineers report required.</td>
</tr>
</tbody>
</table>

### 16.0 Fire and Evacuation Procedures

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.7 Evacuation Lift</td>
<td>Consider providing an evacuation lift.</td>
<td>Configure Engineers report required.</td>
</tr>
</tbody>
</table>