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Disability Access Audit - Reception Areas and Lobbies

Name of Premises:
Address:
Description:

Document Downloaded:
Author Name:
Date:
Audit:

DAA Ref.	Issue	Technical Tips	Findings and Observations	Action Required	Action Completed	Completion Date
5.1	Is there a clear view from the outside	Can arriving people see through obstructions and people in building				
5.2	Consider transitional lighting	A dramatic change in lighting can cause distress and discomfort				
5.3	Lobby area <ul style="list-style-type: none"> Does the inner door to meet the same criteria as the outside door Can the lobby allow use by wheel chair users 	The clear space between doors when open must be 1570mm				
5.4	Is the signage appropriate	Can wheel chair users see and read it. Is it legible for visitors with visual impairments				
5.5	Has the reception desk got an area to greet wheel chair bound visitors	Consider creating a ramp to the desk with a desk height of 800mm				
5.6	Is an induction loop fitted to assist visitors with hearing deficiencies	Lower cost free standing induction loops now available				
5.7	Is a telephone provided	Clear instructions on how to use it should be provided. If no seat is available, the height should be 750-1000mm. If no seat is available, consider a folding bench				

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5.8	<p>Waiting area</p> <ol style="list-style-type: none"> 1. Is seating area firm and supportive 2. Is there space for wheelchairs 	No obstructions or barriers in central planters and other areas in access route areas and arm rest.				
5.9	Is information given about how to use other parts of the building by appropriate signs and by tactile information	Sign to disabled toilet Use of symbols where possible. Clear and easy to read and distinguish the color				
5.10	Are surfaces suitable	Slip resistant, contrast assist with defining walls absorbs background				
5.11						
5.12						
5.13						

Duty Holder Name:		me:	
Signature:			
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