

# Venue Checklist

## 2. Building Maintenance and Access

The following statements are best addressed by the Venue Manager, and checked on a regular basis. These statements aim to identify opportunities for reviewing access and increasing inclusive practices.

Further information and explanation of some terms are on the Venue Information sheet. Compliance for access in public buildings are detailed in Disability (Access to Premises – Buildings) Standards 2010 and Australian Standards.

### Venue details

**Venue Name:** [enter venue name]

**Address:** [enter street address]

**Phone:** [enter phone]

**Email:** [enter email]

**Website:** [enter website address]

| **General access** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| There is wheelchair access via the main entrance |  |  |  |  |
| If no wheelchair access via main entrance, access entrance is a respectable alternative |  |  |  |  |
| There is a clear pathway to the main entrance of the venue free from obstructions |  |  |  |  |
| Hazards are marked ie: overhead or overhanging, trips or protruding objects |  |  |  |  |
| All public spaces in the venue are wheelchair accessible. If no, note the restrictions |  |  |  |  |
| Noise levels in venue are moderated to aid hearing at conversational level |  |  |  |  |
| There are quiet areas for people to sit/rest or recharge electric wheelchair |  |  |  |  |
| All glass windows and doors are clearly marked |  |  |  |  |
| Hazard marking Tactile Ground Surface Indicators are in use for people with vision impairment |  |  |  |  |
| Hearing augmentation system is fully functioning, checked and maintained annually |  |  |  |  |
| The hearing augmentation system’s coverage is between 80-95% of the designated space |  |  |  |  |
| Pathways and ramps allow for a person in a wheelchair to travel next to a companion |  |  |  |  |
| Ramps have building standard grading and landings: standard 1:20; minimum 1:14 |  |  |  |  |
| Step ramps have a minimum standard grading of 1:8 |  |  |  |  |
| Ramps have building standard handrails |  |  |  |  |
| Outdoor areas are accessible and provide shelter and rest areas |  |  |  |  |
| There is an area for assistance animals to be toileted |  |  |  |  |

| **Doors and doorways** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Automatic doors are provided at venue |  |  |  |  |
| Manual doors are wide enough to allow wheelchair access: minimum 850mm |  |  |  |  |
| Manual doors are weighted to enable ease of use in opening and closing |  |  |  |  |
| Door handles are at a height that is within reached of people in wheelchairs |  |  |  |  |
| Door handles are of universal design for ease of use for people with limited dexterity |  |  |  |  |
| Manual doors have space to enable people in a wheelchair to enter/ exit and manoeuvre |  |  |  |  |

| **Floor surfaces** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Floor surfaces are even and non-slip |  |  |  |  |
| Floor surfaces are stable and low friction for ease of travel in a wheelchair |  |  |  |  |
| Colour contrast is utilised to indicate changes in floor surfaces |  |  |  |  |

| **Lighting** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Lighting is even and enough for activities as appropriate to areas of the venue |  |  |  |  |
| Lighting is enough for activities as appropriate to areas of the venue |  |  |  |  |
| Transitions between dramatic lighting changes are moderated |  |  |  |  |
| Pathways and general areas are well lit for people that are low vision or who lip read |  |  |  |  |

| **Stairs / escalators / lifts** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Stairs comply with building standards for height and consistency |  |  |  |  |
| Stairs and escalators have safety measures installed ie: handrails, slip resistant surfaces |  |  |  |  |
| Stairs have non slip surfaces |  |  |  |  |
| Stairs and escalators have tactile ground surface indicators at the top and bottom |  |  |  |  |
| Escalators/ stairs / lifts are clearly and consistently sign posted |  |  |  |  |
| Escalator speed allows for people with limited or slow mobility |  |  |  |  |
| Lift is large enough to allow a person in a wheelchair to manoeuvre 360 degrees |  |  |  |  |
| Lift buttons are at a height that can be reached by a person in wheelchair |  |  |  |  |
| Lift has relevant signage including braille on the buttons |  |  |  |  |
| Lift has aural and visual cues to indicate floor levels and other information |  |  |  |  |

| **Public amenities/ toilets & bathrooms** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Venue provides accessible toilets at a ratio of 1:25 for women and men (unisex) |  |  |  |  |
| Directional signs for public amenities incorporate the universal symbol for access |  |  |  |  |
| Toilet signs includes raised tactile and braille information |  |  |  |  |
| Accessible toilets comply with Australian Building standards |  |  |  |  |
| Accessible toilets are clear and free from hazards or unsuitable items |  |  |  |  |
| If no accessible toilets are available, a suitable alternative is arranged |  |  |  |  |

| **Emergency exits** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Emergency exits are clearly marked and accessible for wheelchair |  |  |  |  |
| Luminous indicators are used in the venue ie: Fire exit signs |  |  |  |  |
| There are both audio and visual warning signals in the event of an emergency |  |  |  |  |
| Evacuation procedures support people with disability who may require assistance |  |  |  |  |

| **S**taff | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Employees have undertaken disability awareness training |  |  |  |  |
| Employees are available to provide assistance to the public with disability |  |  |  |  |
| Employees are suitably prepared to assist the public with a range of disabilities |  |  |  |  |

## Assessment of Results

### Priority Action and Goals

* [enter text]

### References and Links

[Summary of Australian Standards: 1428 Design for Access and Mobility](https://www.standards.org.au/standards-catalogue/sa-snz/building/me-064/as--1428-dot-1-colon-2021" \o "AS 1428.1:2021 Standard)

[Disability (Access to Premises – Buildings) Standards, 2010](http://www.ag.gov.au/premisesstandards" \o "Australian Government's webpage on Building and construction)

[Accessible Arts](http://www.aarts.net.au/resources/)