

Example of a Venue Access Checklist form

Location	Comment	Yes	No
Is the building easy to find?			
Can clear directions be given?			
Are electronic copies of directions to the venue available to circulate?			
Is the building accessible by public transport?			
Is the venue accessible by taxi to the door of the main entrance?			
Are bicycle racks available?			
Approach to building	Comment	Yes	No
Is signage clear and has large contrasting lettering?			
Is there wheelchair access at the main entrance? If no, where is the alternative entrance? (goods/service entrance is not appropriate)			
Are there steps going into the building? If there are steps, how many and is there a handrail?			
Is there a ramp or flat surface at the entrance? Ramps should not be steeper than 1 in 12, 1 in 15 is preferable			
If one is needed, is there a platform lift or ramp suitable for wheelchair users?			
Are the doors to the building automatic? If not, are they wide enough for wheelchair users?			
Do the manual doors have easy to grip handles at an accessible height?			
If there is a revolving door, is there a suitable alternative manual/automatic door available?			
Parking	Comment	Yes	No
Is there suitable and sufficient parking available near to the building entrance and are there any restrictions?			
Is accessible parking clear and available? If yes, how many spaces? If no, can double spaces be reserved if necessary?			
How far is the car park from the venue?			

Reception	Comment	Yes	No
Is the reception area easy to find?			
What times of day is the reception manned?			
Is reception fully accessible?			
Is the reception desk height suitable for wheelchair users?			
If delegates are to wait in reception area, are there chairs available?			
Corridors	Comment	Yes	No
Are the routes to the rooms well signed and easy to follow? (All routes should be wheelchair friendly.) Are all internal corridors at least 1.5m wide?			
Are corridors free from any barriers or obstructions?			
Is flooring suitable and not slippery?			
Do any staircases have rails on both sides?			
Are lifts available?			

Lifts	Comment	Yes	No
How many lifts are available?			
Are lift doors wide enough for wheelchairs?			
Is the lift big enough for a large wheelchair and at least one other person?			
Are the controls at a suitable height for a wheelchair user?			
Are there Braille or tactile buttons and visual and audio floor indication?			
Assistance Dogs	Comment	Yes	No
Are assistance dogs allowed into the building?			
Does the venue provide water for assistance dogs?			
Is there an adequate area for an assistance dog to be exercised?			

Toilets	Comment	Yes	No
How many male toilets are available?			
How many female toilets are available?			
Are there any unisex toilets available?			
Are the toilet areas clean and to a good standard?			
How close are the toilets to the main conference room?			

Accessible Toilets	Comment	Yes	No
Where is the location of the accessible toilets and how many are available?			
Is the accessible toilet a convenient distance to the main room?			
Is the door wide enough for a wheelchair user (at least 925mm wide)?			
Is there enough space to manoeuvre a wheelchair?			
Is the height of the accessible toilet and fittings suitable for a wheelchair user?			
Is the sink accessible for someone sitting on the toilet? (There should be no lid on the toilet.)			
Is there a lever lock?			
Is there an emergency cord? If yes, is it accessible from the toilet and floor?			
Are there flashing lights and alarms in case of emergency evacuation?			

Main Conference Room	Comment	Yes	No
Is the room of adequate size for your numbers?			
Is there enough space for the appropriate layout of the room (cabaret, theatre etc)?			
If the presentation is on a stage, is there a ramp available?			
Is the height of the lectern suitable/ adjustable for all speakers?			
Are there hearing loops available?			
Are the acoustics of the room suitable?			
Is the screen visible from all positions in the room?			
Are the lights in the room adjustable and dim slowly?			
Does the venue have a PA system? (For groups of over 30 people PA systems are essential)			
What equipment is available to use (projector, screen, sound system etc)?			
Is there natural light in the room? If yes, do the windows have shutters or blinds to block out the light?			
Seating	Comment	Yes	No
What is the seating plan for each room?			
Does the room have fixed seating? If yes, is there an accessible area suitable for wheelchair users that does not isolate them from the group?			
Is there enough room to maneuver a wheelchair – particularly if you are using tables?			
Air Quality	Comment	Yes	No
Does the room have air conditioning? If yes, is this manually controllable?			
Can windows be opened to cool down room? If yes, what is the noise level outside?			

Other rooms	Comment	Yes	No
Are the rooms an adequate size for your numbers?			
What is the layout of the breakout rooms?			
Are there hearing loops available			
Is there enough room to maneuver a wheelchair?			
Are the breakout rooms easy to find?			
Does the venue have air conditioning? If yes, is this manually controllable?			
Can windows be opened to cool down room? If yes, what is the noise level outside?			
Is there a quiet area or prayer room available?			

Emergency Procedures	Comment	Yes	No
Is there access to the venue's emergency procedure?			
Is there a procedure for evacuating wheelchair users in an emergency?			
Will venue staff be on hand to assist with evacuation?			
Are the fire alarms audio and visual in all rooms?			
Does the venue require an attendance list in case of emergencies?			
Where are the fire exits?			
Where is the fire assembly point?			