TOOLKIT ON ACCESSIBILITY

Tools to apply universal design across premises and programmes and promote access for all

unicef♦
for every child

ACCESSIBILITY CHECKLISTS

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Contents

Abdul Rauf bin Rosman (in a wheelchair), 12, participates in Borneo International Marathon 2017 in Sabah's capital, Kota Kinabalu, Malaysia.

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Accessibility checklists

This section provides a series of practical recommendations on typical building elements that should comply with accessibility requirements (entrances, doors, staircases, toilets, etc.). It also provides basic insights on accessible vehicles and playgrounds.

These recommendations are provided in a descriptive form as checklists to facilitate understanding the reasons behind accessibility requirements and verifying whether a specific area or element is compliant.

They can be used by UNICEF staff and partners in various ways and at various stages:

✔ At the beginning of a new construction project, to make sure the architects are aware of the main principles to follow

✔ During the design of a new construction project, to ensure the plans comply with the required features

✔ During the accessibility assessment of an existing building, to guide the site visit and the collection of useful information

✔ During a sensitization session or basic training, as support materials

NOTE: The following checklists should be used in conjunction with locally applicable accessibility standards (national, regional or international). The checklists serve as a reference for all field teams but they should always be complemented by local standards, when available.

Part 1: Using the accessibility checklists

The following checklists consist of a description followed by a list of important items to check, although some items might not be available or relevant in every context.

The checklists are grouped into four main areas, following the RECU steps:

- **Checklists 1–3: Reaching the facility** (vehicles, parking, external pathways)

- **Checklists 4–6: Entering the facility** (security booths, ramps, reception areas)

- **Checklists 7–10: Circulating around the facility** (doorways, stairs, elevators, corridors)

- **Checklists 11–17: Using specific areas** (typical equipment, toilets, meeting rooms, kitchens, living spaces, water access points, playgrounds)

Depending on the complexity of the building to assess and the level of detail required by the assessment, the same checklist can be used for various similar spaces; for example, if more than one toilet/door/corridor/staircase/ramp, etc., needs to be assessed, various checklists must be completed for each space. In this case, it is necessary to print more than one copy of each checklist so they are available during the site visit.

While millimetres are used in the checklists, the standards can be converted into another measuring system using an online conversion platform, such as <www.metric-conversions.org/length/millimeters-to-inches.htm>.

For details on how to conduct an accessibility assessment, please refer to Section E of this toolkit.

Each checklist has two main components: 'Important' and 'Advanced, if locally available'. The user is expected to strive to fulfil all the requirements marked as 'important'. In addition to its main components, each checklist includes technical illustrations and a detailed description.

■ Limitations: What is not covered in the checklists

While the checklists concern many building areas that need to be assessed in terms of accessibility, they do not capture every possible situation. The checklists should be considered as a reference to support and inform accessibility assessments; they are not and cannot be exhaustive. The following areas, for example, are not covered:

✔ **Furniture/equipment –** Some consideration is given to furniture and equipment that might affect accessibility, but it is not comprehensive. Persons with disabilities who are already using certain facilities will ideally also be engaged to consider individual preferences and requirements. Where possible, flexible furniture like height adjustable tables and chairs with wheels that lock should be used to promote both safety and flexibility.[1]

✔ **Historic sites –** Standards in many countries relate to making buildings and sites of historic significance accessible. These guides take into account both accessibility and respect for the integrity of the historic site. International Organization for Standardization (ISO) standards provide technical guidance that can be applied in every context, including historic sites. The standards are 'absolute', however, and it is the responsibility of architects/designers to use them in an appropriate and contextualized way. In some **particularly sensitive cases in terms of safeguarding the architectural patrimony, temporary and mobile accessibility solutions can be envisaged.**

✔ **Informal settlements –** Informal/emergency settlements, and slums in particular, may have additional constraints, including the lack of available materials. Nevertheless, many of the accessibility principles (the width of pathways, the slope of ramps, etc.) remain applicable. In certain cases, portable or demountable solutions can be used, such as handrails that can be easily disassembled and moved to another house/location.

✔ **Digital supports and tools –** While the accessibility of information and communication technology is extremely important (for example, adding alt text to photos and graphics to describe an image for a person who is using a screen-reader), this area falls beyond the scope of this toolkit.[2]

Nevertheless, practical resources exist: for example, UNICEF has an online course on web accessibility on the UNICEF Agora platform[3] and a series of guidance documents to add accessibility features to word and PDF documents and presentations. The United Nations provides information on the accessibility of online content.[4] In addition, organizations such as WebAIM[5] and W3C[6] provide guidance to meet web content accessibility guidelines (WCAG 2.1).[7]

Part 2: The accessibility checklists

CHECKLIST 1: Vehicles (cars, vans, buses)

DESCRIPTION
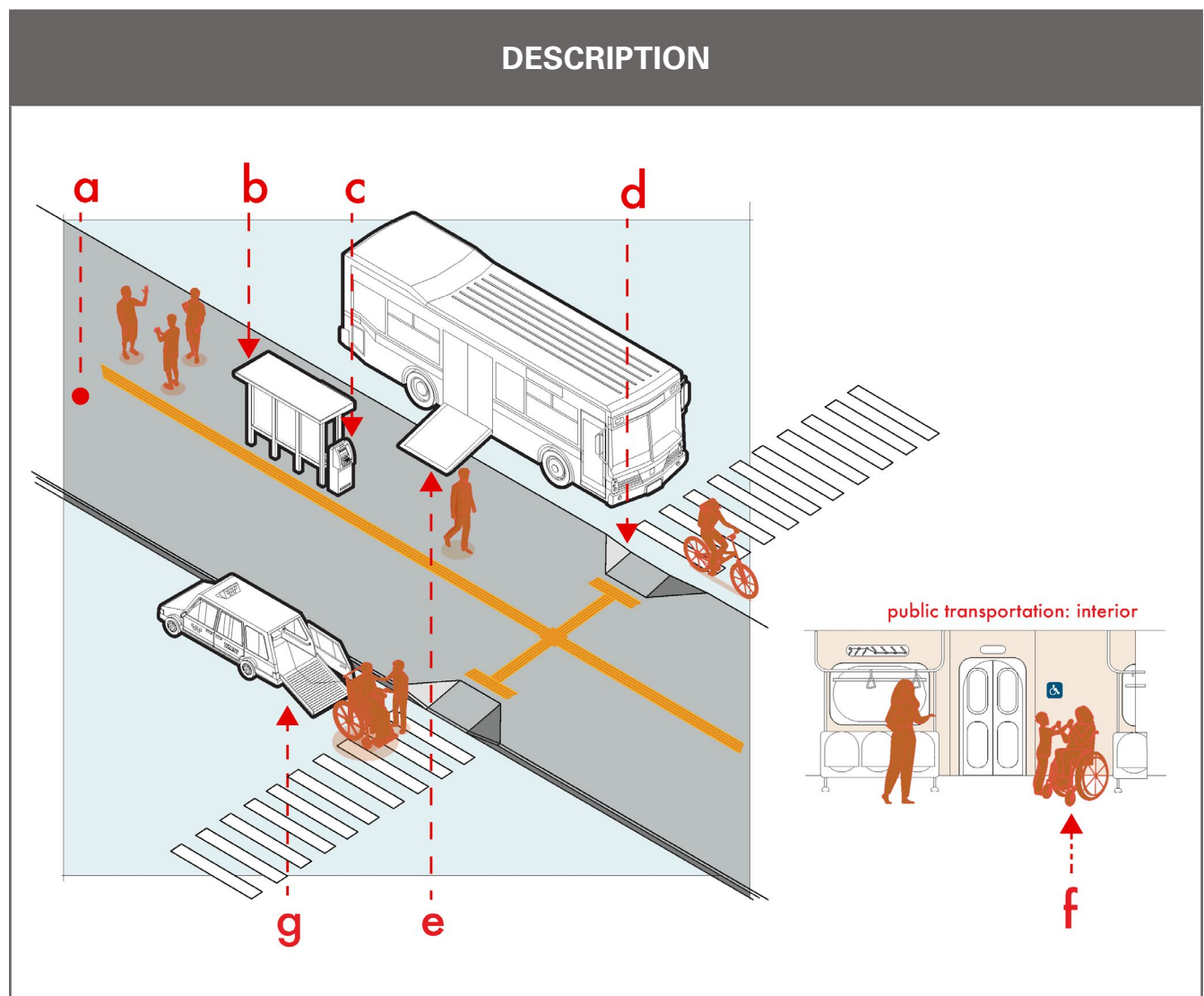
NOTE: See corresponding letters on the next page.

CHECKLIST 1: Vehicles (cars, vans, buses)

✔ The most common **mode of public transportation**, especially in low- or medium-income countries, is the bus. Persons with disabilities should be able to reach a bus stop easily; it should be on an even, hard and flat surface **(a)**, without confronting steps or uneven ground (sand, grass, mud, gravel, etc.). A sheltered waiting area **(b)** should be available, large enough to accommodate persons using a wheelchair. Bus stops should provide clear and accessible information about the name of the stop, the buses stopping there, timetables, service disruptions, etc. An accessible ticket machine **(c)** should be available at the bus stop; it should be easy to identify by persons who are blind and to use by all. A bus stop on a raised platform should be equipped with an appropriate kerb cut or ramp **(d)**. Entering the bus should be easy for everyone, and ideally buses should have a low floor at the level of the bus stop pavement, with no steps. If the bus is higher, or if there is a gap between the bus and the bus stop pavement, a movable ramp should be provided **(e)** and operated automatically or by the bus driver.

✔ Enough internal space should be allowed for persons using a wheelchair to manoeuvre, and this space should allow good visibility of any information provided and reaching the stop button, the alarm bell and interphone, etc. **(f)**. Belts should be available to secure the wheelchair while traveling. Bus drivers should have basic knowledge about how to secure a wheelchair and provide necessary support.

✔ Information inside the bus on the upcoming stop, the actual stop, the bus route and number, etc., should be provided in multiple formats (at least in visual and audio formats).

✔ The most common **individual mode of transportation** is the car, minivan, tuk-tuks, etc. They should be equipped with a roll-in system (with a back or lateral ramp and enough internal space to accommodate persons using a wheelchair) **(g)**. Alternatively, they should allow independent transfer from a wheelchair to the interior seats and provide enough space to accommodate a folded wheelchair.

CHECKLIST 1: Vehicles (cars, vans, buses)

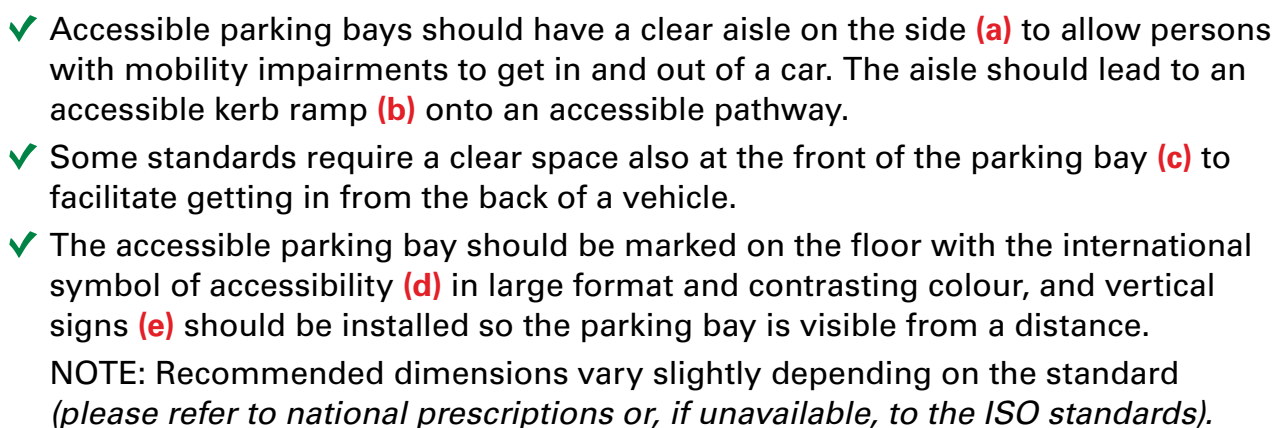| IMPORTANT	PUBLIC BUSES (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Reachability	Is the bus stop reachable by an accessible **pathway** that is flat, even, without holes or other obstacles?		
2-Accessible platform	If the bus stop is on a raised platform, is there an accessible **kerb cut or ramp** that complies with Checklist 3?		
3-Bus stop	Does the bus stop have a **shelter** and is it a canopy or other type of protection?		
4-Internal space	If the bus stop is enclosed, is it **large** enough to allow persons using a wheelchair to enter and manoeuvre in the space?		
5-Clear bus information	Is the **information** on the bus number, the name of the stop, the timetable and the itinerary clear?		
6-Ramp to eliminate gaps	If there is a gap between the bus and the bus stop pavement or a difference in height, is a **movable ramp** available?		
7-Manoeuvring inside the bus	Is there enough **space inside** the bus for persons using a wheelchair to manoeuvre?		
8-Safety in the bus	Are **safety belts or straps** available to secure a wheelchair during the trip?		

CHECKLIST 1: Vehicles (cars, vans, buses)

IMPORTANT	INDIVIDUAL VEHICLES (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Back/side ramp	Does the vehicle have a (back or side) **ramp** or an automatic lift (at the back) to allow access by persons using a wheelchair?		
2-Safety belt	Are **safety belts or straps** available to secure a wheelchair during the trip?		
3-Transfer to seating	If it is not possible to enter the vehicle with a wheelchair, does the vehicle allow **independent transfer** from a wheelchair to the interior seats?		
4-Folded wheelchair storage	If it is not possible to enter the vehicle with a wheelchair, is there enough space in the vehicle to **store** a folded wheelchair?		
5-Ceiling height	Is the **ceiling** of the vehicle/van high enough for persons using a wheelchair to sit up straight, without stooping?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Audio, visual, tactile accessibility of the bus	Is the **information** at the bus stop (on the bus number, the name of the stop, the timetable, the itinerary, etc.) provided in multiple formats (visual, tactile, audio)?		
2-Dedicated space in the bus	Is the **space inside** the bus dedicated to persons using a wheelchair close to all needed commands (requesting a stop, calling for assistance, etc.)?		

CHECKLIST 2: Parking

DESCRIPTION

✔ Accessible parking bays should have a clear aisle on the side **(a)** to allow persons with mobility impairments to get in and out of a car. The aisle should lead to an accessible kerb ramp **(b)** onto an accessible pathway.

✔ Some standards require a clear space also at the front of the parking bay **(c)** to facilitate getting in from the back of a vehicle.

✔ The accessible parking bay should be marked on the floor with the international symbol of accessibility **(d)** in large format and contrasting colour, and vertical signs **(e)** should be installed so the parking bay is visible from a distance.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 2: Parking

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Number of parking lots	Are there at least one [for up to 10 spaces] or two [for 11 to 50 spaces] accessible parking **bays**?		
2-Directional sign	Do **directional signs** indicate the path to the accessible parking bay from the entrance of the parking area?		
3-Information	If not, is there any **information** on where to find accessible parking bays near the location?		
4-Vertical sign	Is there a vertical **accessible parking sign** close to the accessible parking bay?		
5-Access symbol	Is the international **symbol** of access marked on the parking bay's surface?		
6-Side aisle	Is there a **buffer side aisle** alongside the parking bay that is at least 1,500 mm wide?		
7-Close accessible pathway	Does the buffer side aisle lead to an **accessible pathway** or, if needed, to an accessible kerb ramp?		
8-Kerb ramp	Does the **kerb ramp** comply with Checklist 3?		
9-Surface	Is the **surface** of the parking space hard, flat, even, without protrusions, holes or other obstacles (e.g., paved, in concrete or tightly packed mud and not in sand)?		

CHECKLIST 2: Parking

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Distance	Is the accessible parking bay **located** less than 50 m (ISO compliant) or 30 m (recommended) from the entrance of the building?		
2-Clear height	Is there a **clear height** of 2,400 mm above the parking space?		
3-Back aisle	Is there an **aisle at the back** of the parking bay to allow persons using a wheelchair to safely enter/exit from the back of a vehicle?		
4-Sheltered drop-off	If there is one, is the **drop-off zone** near the building's entrance covered?		

For more details, including on drop-off zones, controls and family-friendly parking, see UNICEF Technical Cards 1C and ISO 21542 Section 6 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/ Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20 Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 3: External pathways

DESCRIPTION
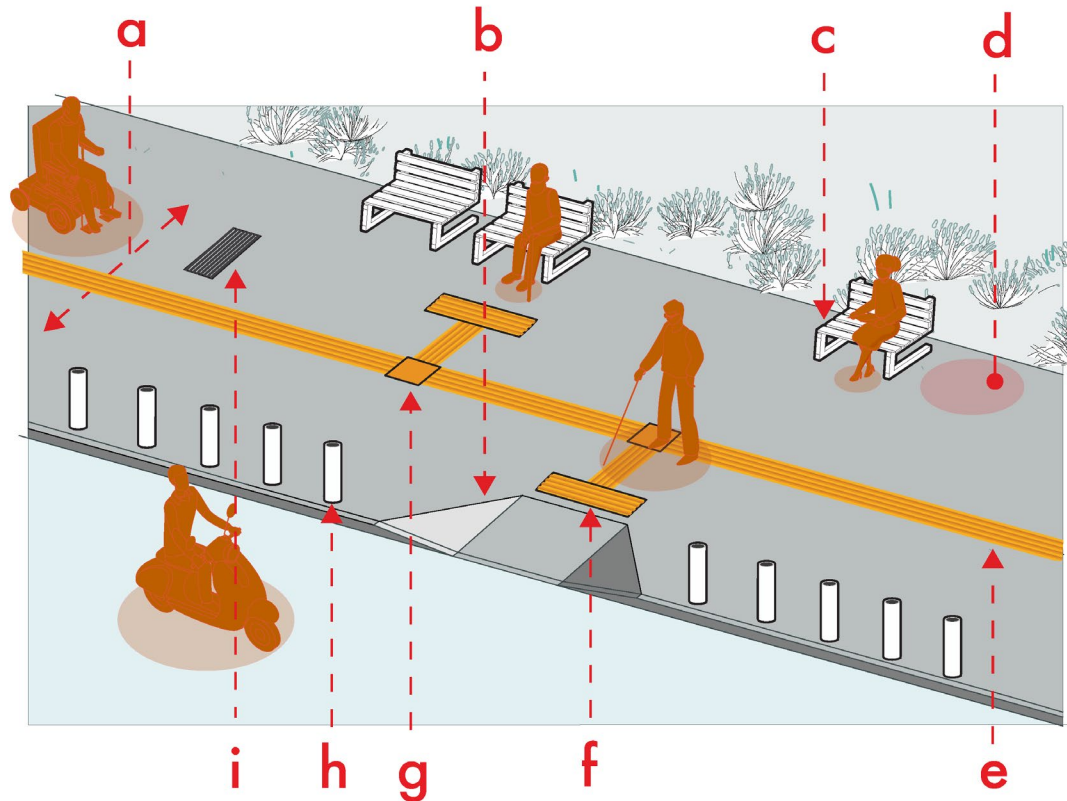
- ✔ Pathways should be large enough **(a)** to allow the circulation of multiple persons at the same time, including persons with disabilities.
- ✔ Pedestrian crossings should be equipped with gentle kerb ramps **(b)** with flared sides and tactile stripes.
- ✔ Resting areas with benches **(c)** should be provided along the pavements, and a clear space should be left on the side **(d)** to allow persons using a wheelchair to immobilize their chair.
- ✔ Directional tactile stripes **(e)** should ideally be installed to guide persons who are blind between relevant landmarks **(f)** (pedestrian crossings, resting areas, building entrances, etc.) or to indicate changes in direction **(g)**.
- ✔ Pavements should be flat, even, hard, with no open trenches, holes or steps, and separated from potential hazards (lower surfaces, traffic, cycle lanes, etc.). When in place, bollards **(h)** should be easily identifiable and painted in contrasting colours. Drainage grids should not be a hazard for persons using a wheelchair or persons who are blind: holes should be narrow and perpendicular to the main direction of circulation **(i)**.

  NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards)*.

CHECKLIST 3: External pathways

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Pathway width	Is the pathway **larger** than 1,200 mm (1,500 mm is the preferred width)?		
2-No obstacles	Is the pathway **free** from steps, obstacles and hazards, deep drops, sharp objects, open drains, etc.?		
3-Surface	Is the pathway **hard**, slip-resistant and non-reflecting?		
4-Clear space	Is the **clear space above** the pathway at least 2,200 mm high (recommended) with any objects, branches or signs along the path above this height?		
5-Slope	Is the pathway **flat** or with a gentle slope not exceeding 5 per cent?		
6-Ramp	If the slope exceeds 5 per cent, is the pathway equipped with handrails, landings and other ramp fittings (see Checklist 5)?		
7-Safety	Do paths close to a potential hazard (steep drops beside the pathway, a cycle lane, busy road, etc.) have **protective guard rails, bollards or kerbs** for protection?		
8-Kerb ramp	Are pedestrian crossings equipped with **kerb ramps**?		
9-Kerb ramp	Do the Kerb ramps have gentle slopes, a width of at least 1,000 mm, with flared sides?		

CHECKLIST 3: External pathways

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
10-Kerb ramp	Do kerb ramps lead to the street level without creating a **threshold** or step?		
11-Tactile stripes	Are there **tactile stripes** on the pavement before kerb ramps?		
12-Road safety	Are there **visual indicators** ('zebras') and speed bumps or other safety measures close to pedestrian crossings?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Drain grating	Are any drain **gratings** on pathways perpendicular to the main walking direction and do they have gaps smaller than 13 mm wide?		
2-Safe tactile stripes	When **directional tactile stripes** are in place, are they safe without overlapping with obstacles like trees, streetlights, holes in the ground, etc.?		
3-Appropriate tactile stripes	When directional tactile stripes are in place, do they direct people who are blind to relevant **landmarks** (pedestrian crossings, water fountains, resting areas, etc.)?		
4-Resting area	Are there **resting areas** or benches along the pathway?		

For more details, including on options related to acoustics to provide additional wayfinding or more information on tactile walking surface indicators, see UNICEF Technical Cards 1B, UNICEF (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 4: Security booths and checks

DESCRIPTION
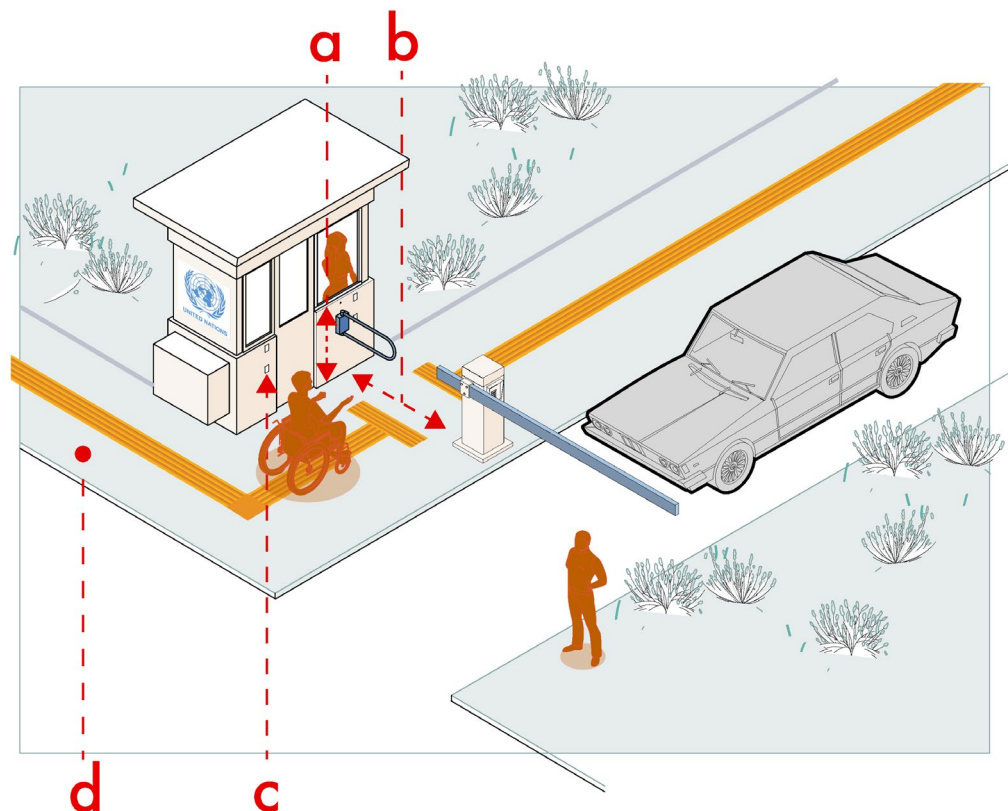
✔ Security booths should allow everyone, including pedestrians, to be checked and to pass through regardless of their disability.

✔ If the security check is performed outdoors, the booth should have a sill **(a)** low enough to allow persons using a wheelchair or of short stature to interact with the security guard. Pedestrian gates or passageways **(b)** should be wide enough to allow persons using a wheelchair, with a guide dog or on crutches, etc., to enter.

✔ If the security check is performed indoors and requires people to circulate through the security area, spaces and separating barriers should be wide enough to ensure that persons using a wheelchair or with mobility impairments can manoeuvre. Rotating turnstiles should be avoided.

✔ In any case, identification systems **(c)** should provide information (admitted/not admitted) in multiple ways or allow requests for assistance (*"my badge does not work"*): orally by/to a guard or through an interphone, via texting on a keyboard, etc.

✔ Whenever possible, tactile stripes **(d)** should lead persons with visual impairments to the security checkpoint and from there to the entrance of the building.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 4: Security booths and checks

| ESSENTIAL	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Circulation within the checkpoint	Is it easy for pedestrians to **reach and circulate within** the area where the security check/identification is performed (outdoor security booth with a guard inside, indoor barrier with automated identification system, etc.)?		
2-Space in front of the checkpoint desk	Is there **circulation space** in front of the security desk/area of 1,500 mm2 (recommended)?		
3-Passage through barriers	In areas with fixed barriers/bollards or screening machines to pass through, is there at least one large **gap** of 900-1,000 mm, ideally located close to security staff to provide assistance to persons using a wheelchair, or with service dogs or prams/strollers if required?		
4-Diverse alert system	Does the automated entry (confirmed or denied) **alert** include at least two sensory cues (e.g., different beeps and green/red lights)?		
5-Multiple information	Are there multiple ways to get **information** or ask a question (orally, through text displays, etc.) if the system is automated?		
6-Turnstile	If there is one, is the **turnstile** one that slides rather than one that rotates?		
7-Human help	Is a **guard** available to help with admission procedures, if needed?		
8-Light	Is **lighting** provided in the security area, to support lip-reading or sign language interpretation?		

CHECKLIST 4: Security booths and checks

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Temporary barrier	If used, are **temporary barriers** (e.g., spring-loaded top-banners) semi-rigid and colour contrasted?		
2-Access to an identification system	If an **automated identification system** (swipe pass or card, biometric, PIN code, etc.) is used, is it easy to reach while standing/sitting (at a maximum height of 800-1,000 mm)?		
3-Non-visual controls	If entering a **PIN code** is required, does the keyboard have Braille or tactile cues?		
4-Diverse identification methods	If a **biometric system** (e.g., retinal/eye scan or palm/fingerprint reader) is used, is an additional, accessible system also available as a supplement?		

For more details, see UNICEF Technical Cards 4E and ISO 21542 Sections 36.8, 36.9 (internal link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20 Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_ Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 5: Ramps

DESCRIPTION

a   c   d

b. ramp's grade =< 5-8%

e   f
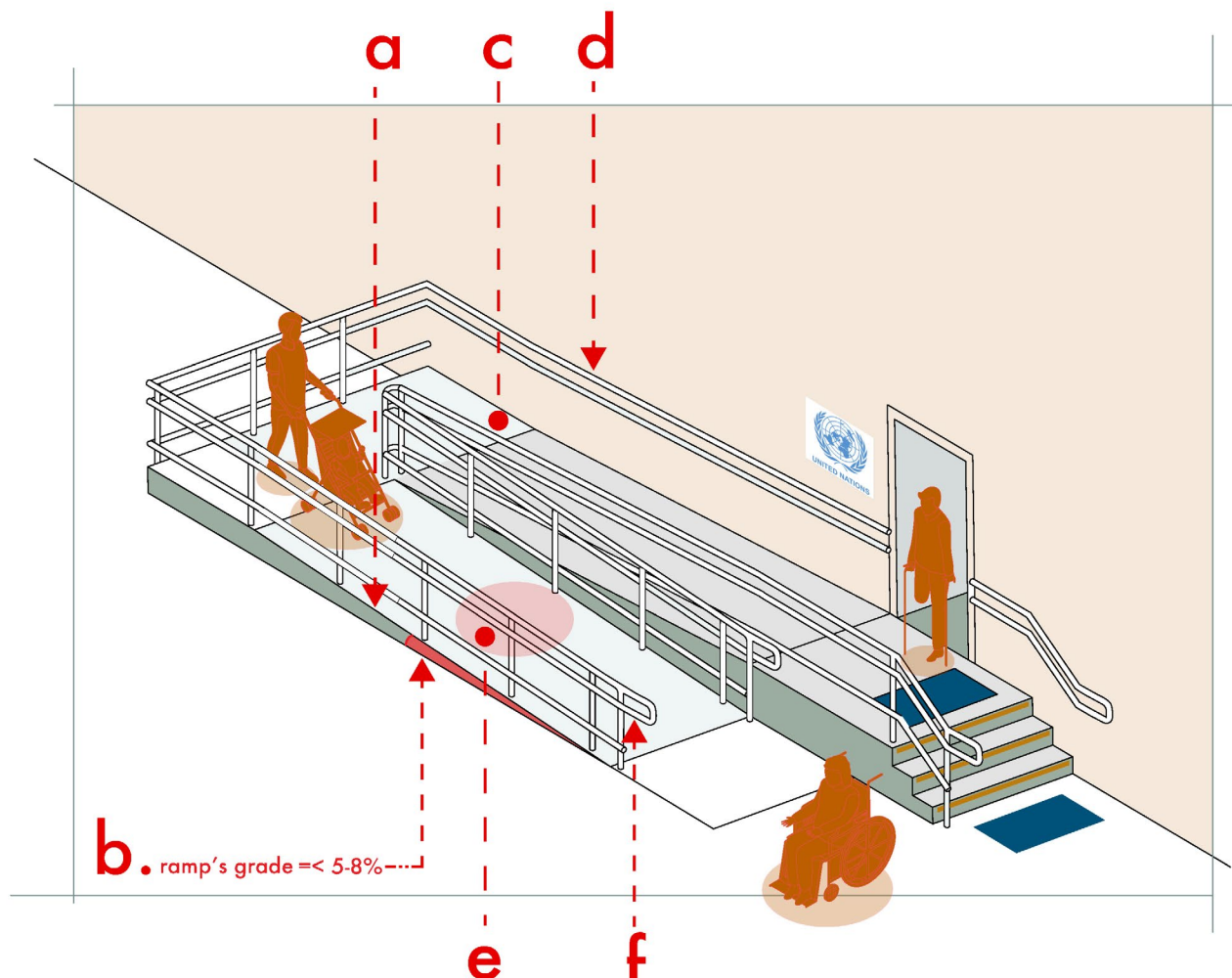
✔ Ramps must have a gentle slope **(a)** so it is not too difficult for persons using a wheelchair to climb them or go down them slowly. The ramp's grade **(b)** should not exceed 8 per cent (some standards recommend 5 per cent).

✔ Clear spaces should be left unobstructed at the top and bottom of the ramp so persons using a wheelchair can manoeuvre on them easily.

✔ Long ramps should have intermediate landings **(c)** that allow people to rest when they climb the ramp and to reduce their speed while going down. The steeper the ramp, the more frequent the intermediate landings should be.

CHECKLIST 5: Ramps

✔ Ramps should have double height handrails on both sides **(d)** as well as a raised kerb or another lower bar to prevent the wheels of a wheelchair from sliding off the side.

✔ Ramps should have resistant and anti-slip material **(e)** and should be at least 120 cm wide. Handrails should extend 30 cm beyond the beginning and end of the ramp **(f)**.

✔ Ramps can be linear, L-shaped, U-shaped or can have more complex shapes depending on the difference in height of the levels they connect. They should never be circular or curved.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Ramp grade	Is the **grade** of the ramp's slope less than 8 per cent (or 5 per cent depending on the country)?		
2-Intermediate landing	Do ramps with an 8 per cent slope have intermediate landings that are 2 m each?		
3-Surface	Is the ramp **surface** hard, solid/stable, clear (pattern-free) and slip-resistant?		
4-Width	Is the ramp at least 1,500 mm **wide** (recommended) or 1,200 mm wide?		
5-Ramp shape	Is the ramp **straight** and not circular/curved?		
6-No thresholds	Is the **beginning/end** of the ramp flat, with no thresholds or steps?		
7-Handrail	Do ramps that are longer than 800 mm have **handrails** on both sides?		
8-Handrail	Do the ramps have double height **handrails** (at 600/750 mm and 800/1,000 mm)?		

CHECKLIST 5: Ramps

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
9-Handrail	Are the handrails round, smooth, easy to grasp with one hand and properly attached to the floor/wall?		
10-Continuous handrail	Are the handrails continuous and do they curve downward at each end (so they present no safety hazard, especially for children)?		
11-Landing space	Do the top and bottom of the ramp have a flat **landing** space (and an intermediate landing space, if needed)?		
12-Landing space dimensions	Are all landing spaces free from obstacles or from swinging gate/door openings, and do they measure 1,500 mm by 1,500 mm?		
13-Raised kerb	Are there raised **kerbs** on both sides of the ramp?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Handrail colour	Are the handrails painted in a **colour that contrasts** with the surroundings walls?		
2-Handrail extension	Do the handrails **extend** at least 300 mm beyond the beginning and end of the ramp?		

For more details, see UNICEF Technical Cards 2A and ISO 21542 Section 8 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 6: Reception areas

DESCRIPTION
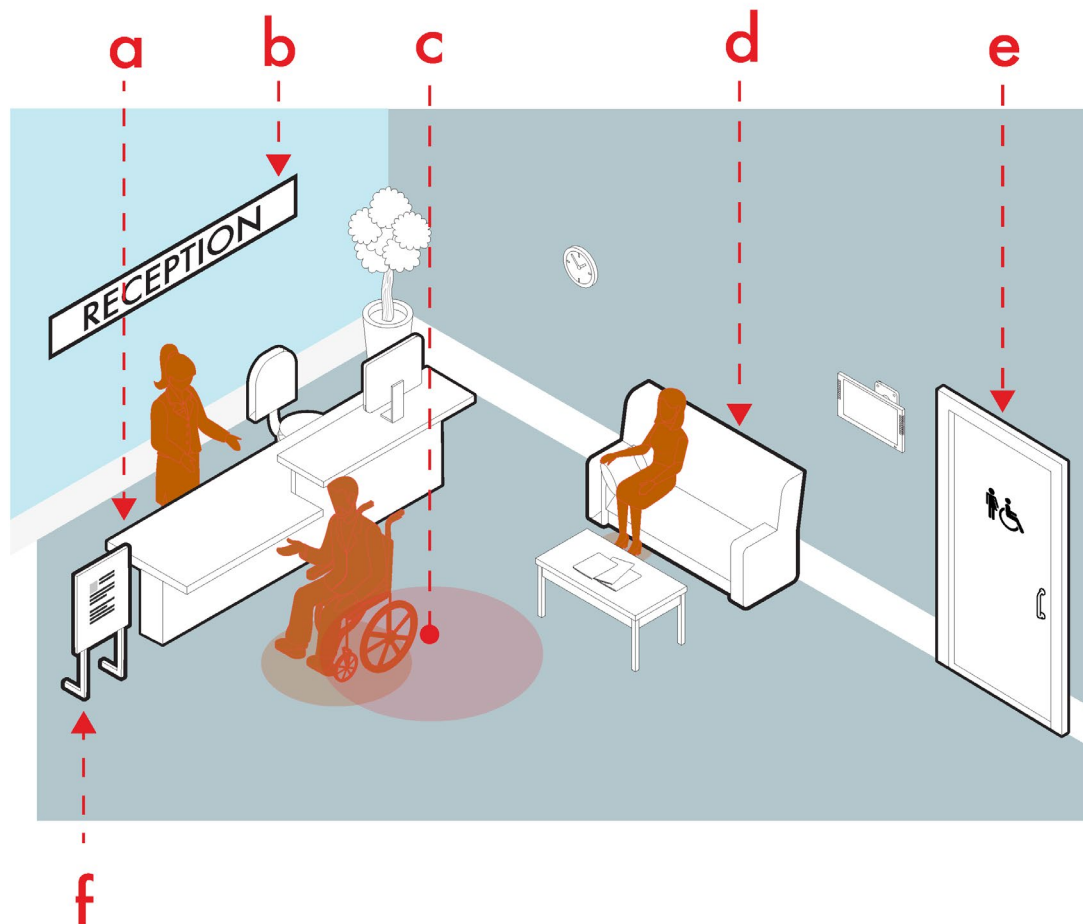
✔ Everyone in a reception area should be able to exchange information, fill in forms if required, manoeuvre, etc.

✔ The reception desk **(a)** should be adapted for persons of different heights and persons using a wheelchair and it should be close to the entrance door and easy to locate with a clear and visible sign **(b)**. There should be sufficient circulation space **(c)** in front of the desk. A waiting area should have seats **(d)** that are close to an accessible toilet **(e)**.

✔ In addition, either a map of the building **(f)** or a list of the services available per floor with arrows should be available to indicate the location of a specific service/room.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 6: Reception areas

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Location	Is the reception area near or within 15 m of the **entrance** (recommended)?		
2-Identification	Is the reception/information area **identifiable** from the building entrance?		
3-Proximity to toilet	Is the reception area close to an **accessible toilet**?		
4-Seating	Does the reception area have **seats** (possibly with back- and armrests) so people can rest while waiting?		
5-Adapted counter	Is the **desk** or a main part of the desk between 740 mm and 800 mm high (for use by persons of short stature, in a wheelchair, or children)?		
6-Circulation space	Is there clear **circulation space** in front of the reception desk of at least 1,500 mm by 1,500 mm?		
7-Accessible orientation	Is there an **accessible map** of the building in the reception area (large, visible, possibly tactile)?		
8-Accessible wayfinding	Is there a **clear wayfinding system** with directional panels, signposting panels, symbols, varied colours, etc., to help orient people within the building?		

CHECKLIST 6: Reception areas

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Sitting space	Is there **clear space** in the waiting area that is 900 mm wide by 1,200 mm long for persons using a wheelchair or with a service animal to sit by the other chairs?		
2-Knee space	Is there **knee clearance space** under the reception desk that is at least 900 mm wide (recommended) and 700 mm high by 600 mm deep?		
3-Hearing enhancement	Is at least one functioning induction **FM hearing loop**/portable hearing loop available for use by people with compatible hearing aids?		

For more details, see UNICEF Technical Cards 2D and ISO 21542 Section 19 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/ Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_ Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 7: Doorways

DESCRIPTION
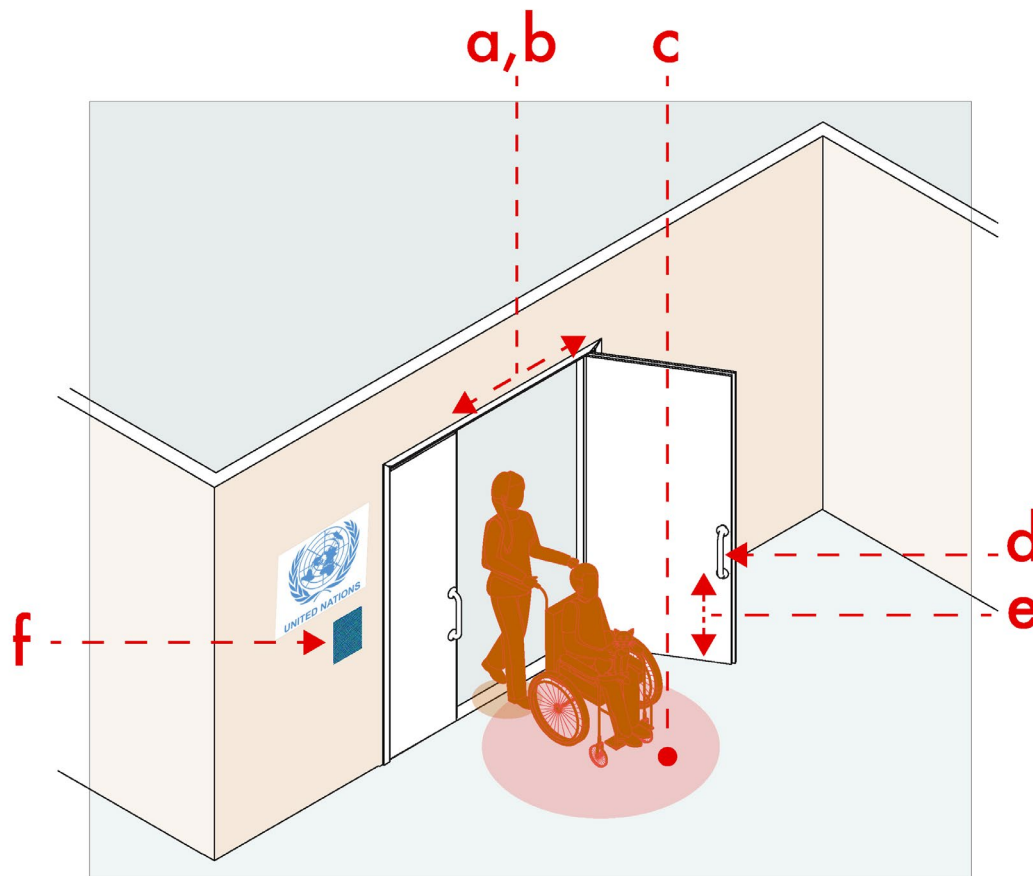
✔ **Doors** in a building must be designed to allow independent use by everyone. The same recommendations should be followed regardless of where the door is located (whether in a hallway, office, classroom, bedroom, etc.).

✔ Door widths should be sufficient **(a)** to allow persons using a wheelchair to pass with no risk of harming their hands or fingers while pushing the wheels through the opening. (Standards vary slightly but ideally a door's width should not be less than 85 cm to 90 cm.) This applies to single-leaf doors but also to the operable part of a double-leaf door **(b)**.

✔ The area behind and in front of a door should be large enough (a 1.5 m radius circle) to allow persons using a wheelchair to manoeuvre **(c)**.

✔ Door handles should be easy to operate with a closed fist **(d)** and at an appropriate height **(e)** to be used by people of short stature, children, persons using a wheelchair, etc.

CHECKLIST 7: Doorways

✔ Room doors should also have accessible identifying signs (with text, symbols, Braille, photographs, etc.) next to them at an appropriate height **(f)**, so people can identify the purpose of the room or the person they are looking for. If the entry door is in glass, marks should be adhered to the glass to alert persons who have low vision.

✔ Unless they are emergency exits or toilet entrances, doors should open inward in a room (or opening them can cause harm to persons passing by outside the room).

✔ **Main entry doors** should respect all of the above components, but they should also be easily identifiable at a distance through a clear and visible sign and, if on a raised podium, should have an accessible ramp.
NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Ramp for raised podium	Does a door raised on a podium have a **ramp** to reach it, compliant with Checklist 5?		
2-Door width	Is the door at least 900 mm **wide** (recommended) or 850 mm (compliant in some contexts)?		
3-Manoeuvring space	Is the **manoeuvring space** both outside and inside the door at least 1,500 mm2 and is it on level ground?		
4-Handle height	Is the door **handle** located at a height of 800-900 mm from the floor?		
5-Handle type	Is the door-handle a D-shaped lever, push-plate/door-pull type or a bar that is easy to operate with one hand or an elbow?		

CHECKLIST 7: Doorways

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
6-Clear passage	Is the base of the door's opening space free of **thresholds** or steps?		
7-Accessible threshold	If a threshold is higher than 20 mm, is a sloped approach/ramp provided?		
8-Low effort	Is the door **easy to open/close**, requiring little effort (e.g., when using an elbow or a closed fist)?		
9-Marks on glass door	If the door is in **glass**, have visible marks been added on the glass?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Entrance identification	Is the entrance to the building clearly **identifiable** from the site entry?		
2-Revolving door	If the main entrance is through a **revolving door**, is an accessible door also available nearby?		
3-Signposting	Do high-traffic doors, unless privacy or security dictate otherwise, have **look-through vision panels** in the door leaves at a height of at least 600 mm from the bottom of the door?		

For more details, see UNICEF Technical Cards 2 and ISO 21542 Sections 10.5, 18.1.10 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 8: Stairs

<table>
<tr><td align="center">**DESCRIPTION**</td></tr>
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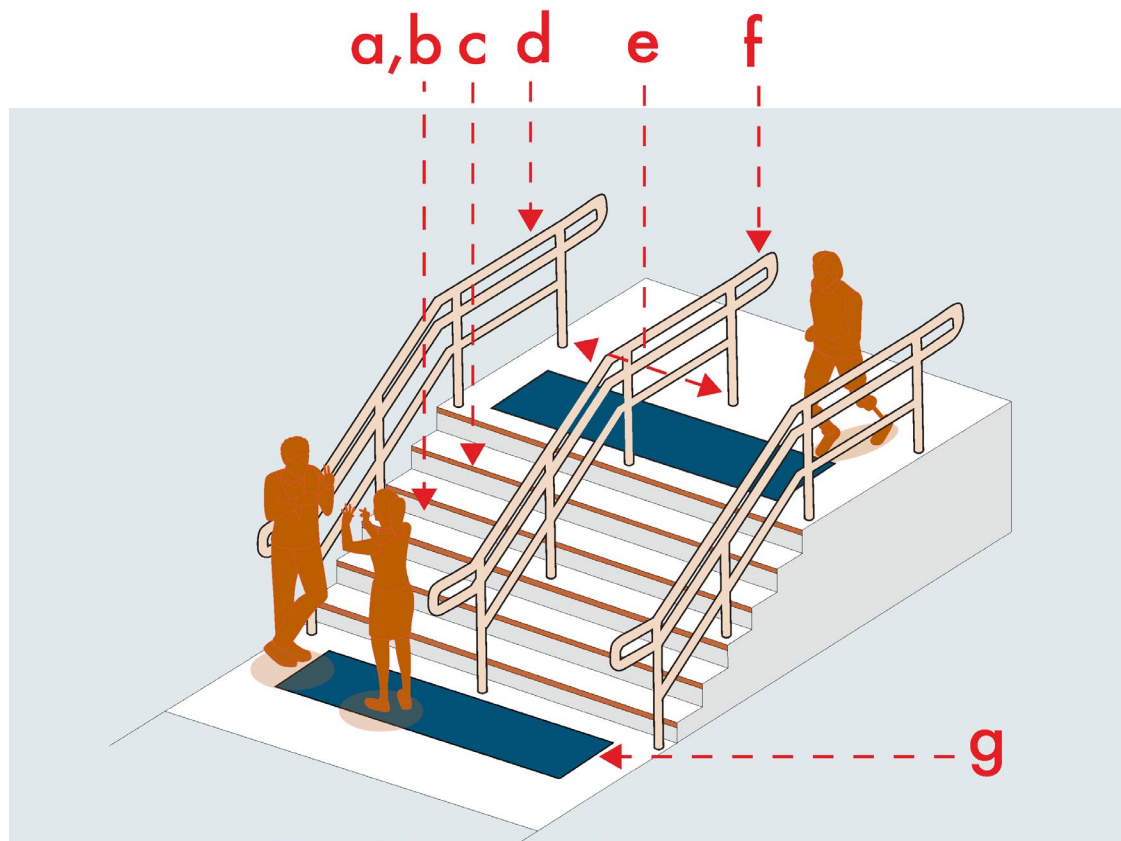
✔ Staircases must have regular steps, with the same rise/riser and going/tread. Risers should not be open **(a)** and each step should have a non-protruding nose **(b)**, marked with an anti-slip, tactile material in a contrasting colour (to avoid hazards for persons with visual impairments) **(c)**.

✔ Stairs should have double height handrails on both sides **(d)** and should be large enough to allow simultaneous circulation in both directions (upward and downward) **(e)**. For larger stairs, an intermediate handrail should be added **(f)**.

✔ Tactile stripes should be applied at the beginning and end of each flight of steps **(g)** to alert persons who are blind. Braille signage plates can also be attached to the beginning of the handrails with information on the floor, available services, etc.

✔ Stairs should have a landing after a maximum of 15 steps that should be straight (curved or spiral stairs should be avoided).

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 8: Stairs

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Stair width	Are the stairs at least 1,200 mm **wide**?		
2-Stair shape	Are the stairs **straight** and not curved or spiral?		
3-Landing	Are the **landing** spaces at the top and bottom of the stairs clear and flat?		
4-Landing	Are the **landing** spaces at least 1,500 mm long and flat, free of obstacles or swinging gates/doors?		
5-Surface	Are the steps **hard**, stable, even, flat and anti-slip?		
6-Step height	Is the **height** of each riser uniform and between 100 mm and 150 mm maximum?		
7-Closed risers	Are the **risers** closed off (e.g., solid or with a backing, for safety)?		
8-Protruding nose	Are protruding **noses** avoided at the corner of the steps?		
9-Ramp proximity	Is a **ramp** close to the stairs/steps, compliant with Checklist 5?		
10-Handrail	Are there **handrails** on both sides of stairs that have more than two risers?		
11-Handrail height	Are the stair **handrails double height** (at 600/750 mm and 800/1,000 mm)?		
12-Handrail type	Are the **handrails** round, smooth, easy to grasp with one hand and properly attached to the floor/wall?		

CHECKLIST 8: Stairs

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
13-Continuous handrail	Are the handrails continuous and do they curve downward at each end (so they present no safety hazard)?		
14-Coloured nose	Do the noses (corner) of each step have visually or brightly coloured **warning strips**?		
15-Tactile markings	Do the top and bottom of each flight of stairs have **tactile stripes** or tactile walking surface indicators?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Emergency stairs	Are stairs to be used for **emergency** evacuations at least 1,800 mm wide?		
2-Distance between landings	Are there a maximum of 15 or fewer **consecutive risers** between landing spaces?		
3-Clearance height	Is there **clearance** of 2,100 mm below the first flight of steps? If not, are protective guards provided?		
4-Central handrail	Does a staircase that is wider than 2,700 mm have a central handrail (with at least 1,500 mm of clearance on one side)?		

For more details, see UNICEF Technical Cards 3B and ISO 21542 Section 13 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 9: Elevators/lifts

DESCRIPTION
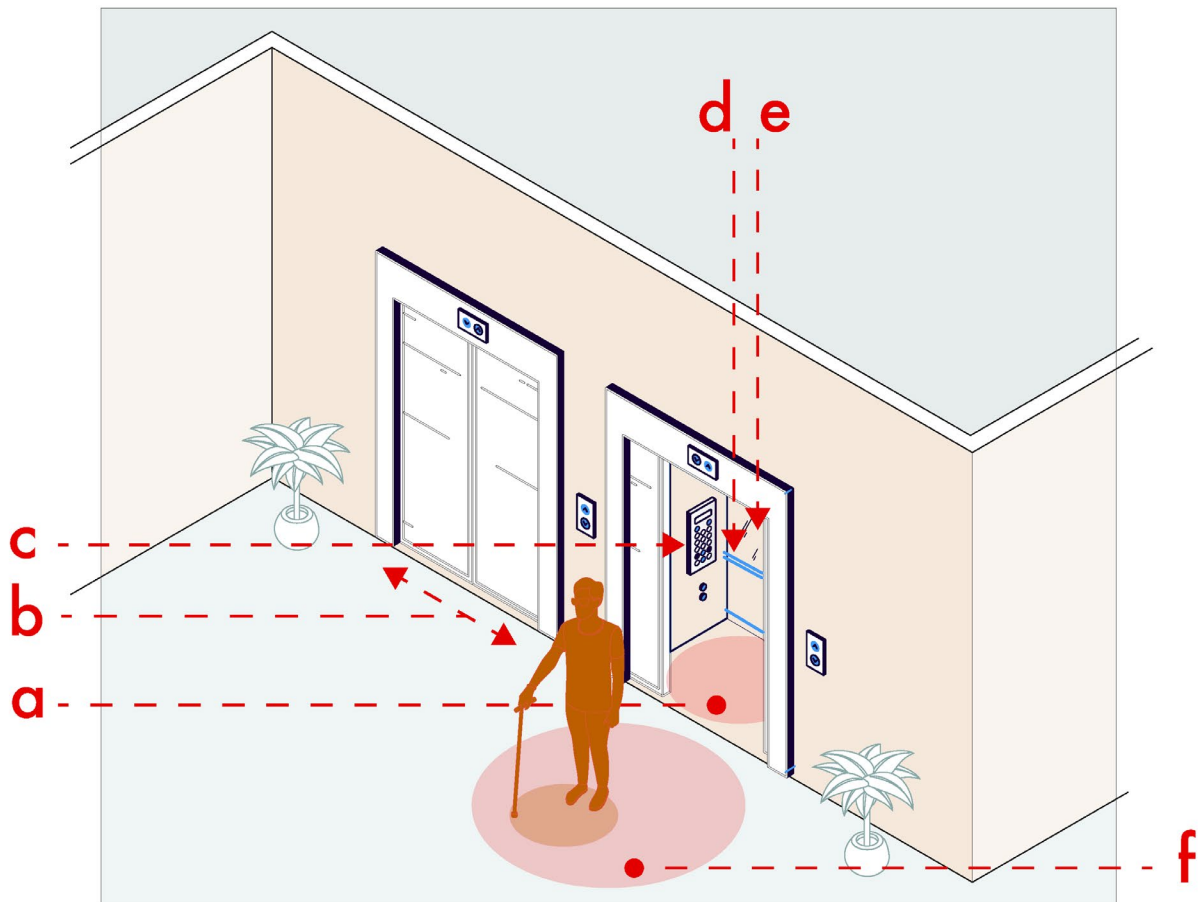
✔ Elevators should be close to the entrance of a building and be reachable without climbing stairs or steps. They should ideally be large enough to allow persons using a wheelchair **(a)** to manoeuvre inside the cabin. If this is not possible, the internal dimensions of the cabin should at least allow persons using a wheelchair to enter/exit the elevator. Also, the entrance door should be sufficiently large **(b)** and automated.

✔ The control panel **(c)** should be at a convenient height and positioned far from the corners of the cabin (to facilitate use by persons using a wheelchair). It should also be tactile and/or include Braille code; it should definitely not be a touch screen.

CHECKLIST 9: Elevators/lifts

✔ A handrail should be installed on the back wall of the cabin **(d)** and a mirror should be installed above it **(e)** to guide persons using a wheelchair who are sitting with their back to the elevator's entrance door.

✔ Information concerning the direction of the elevator (up or down), the current floor, etc., as well as alert messages should be both visual and audio.

✔ Enough clear space outside the elevator **(f)** should allow persons using a wheelchair to approach the elevator and to manoeuvre near it, if needed.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-No obstacles	Is the elevator reachable from a flat **pathway**, with no obstacles or steps and no threshold to enter the cabin?		
2-Proximity to entrance	Is the elevator located less than 20 m from the main **entrance** (recommended)?		
3-External manoeuvring space	Is there **clear turning space** of 1,500 mm by 1,500 mm **in front** of the elevator doors to safely enter and exit on each floor/level?		
4-Door width	Is the elevator **entrance door** at least 900 mm wide or 1,000 mm wide (recommended)?		
5-Cabin dimensions	Is the **cabin** size at least 1,100 mm by 1,400 mm?		
6-Safe opening	Does the **elevator** open with automatic sliding **doors** with sensors that allow sufficient time for safe entry and exit?		

CHECKLIST 9: Elevators/lifts

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
7-Diverse controls	Do the elevator **control devices** and signals include visual and audio information?		
8-Control panel placement	Is the distance from the **control panel** to the corners of the cabin at least 600 mm (recommended)?		
9-Tactile controls	Do the elevator control devices have **tactile numbering** (possibly in Braille) at a height of between 800 mm and 1,000 mm?		
10-Emergency	Is the **emergency** button in the elevator easy to activate with limited strength, such as with an elbow, and does it include visual and audible confirmation?		
11-Stops at each level	Does the elevator stop at all the **relevant floors** of the building (including mezzanines if services for the public are provided there, like toilets)?		

CHECKLIST 9: Elevators/lifts

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Signposting	Do large **signs** in contrasting colours direct people to the elevator, and are they in a large font size with symbols/pictograms, in Braille or with tactile cues?		
2-Access symbol	If there is only one accessible elevator out of several, is it clearly **designated** with the international symbol of access?		
3-Mirror	Does the back of the cabin have a **mirror**?		
4-Fold-up seat	Does the cabin have a fold-up **seat**?		
5-Handrail position	Is a solid and easy-to-grasp **handrail** installed at a height of 850 mm and ideally located on the same side as the control panel in the cabin?		
6-Diverse information	Does that cabin have both **audio and visual cues** that provide information about the upcoming floor, the direction of the elevator (up/down), etc.?		

For more details, including on stopping accuracy, see UNICEF Technical Cards 3B, UNICEF India Guidance Section 6.1: Lifts, ISO 21542 Sections 15 (Lifts) and 16 (Vertical and inclined lifting platforms), ISO 4190-1: Lift installation standards, ISO 4190-5: Lift installation control devices, EN 81-40: Stairlifts, EN 81-41: Enclosed lifting platforms, and CEN/TS 81-82: Safety rules for the construction and installation of lifts. The building/facility purpose should be considered (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 10: Corridors/hallways

DESCRIPTION
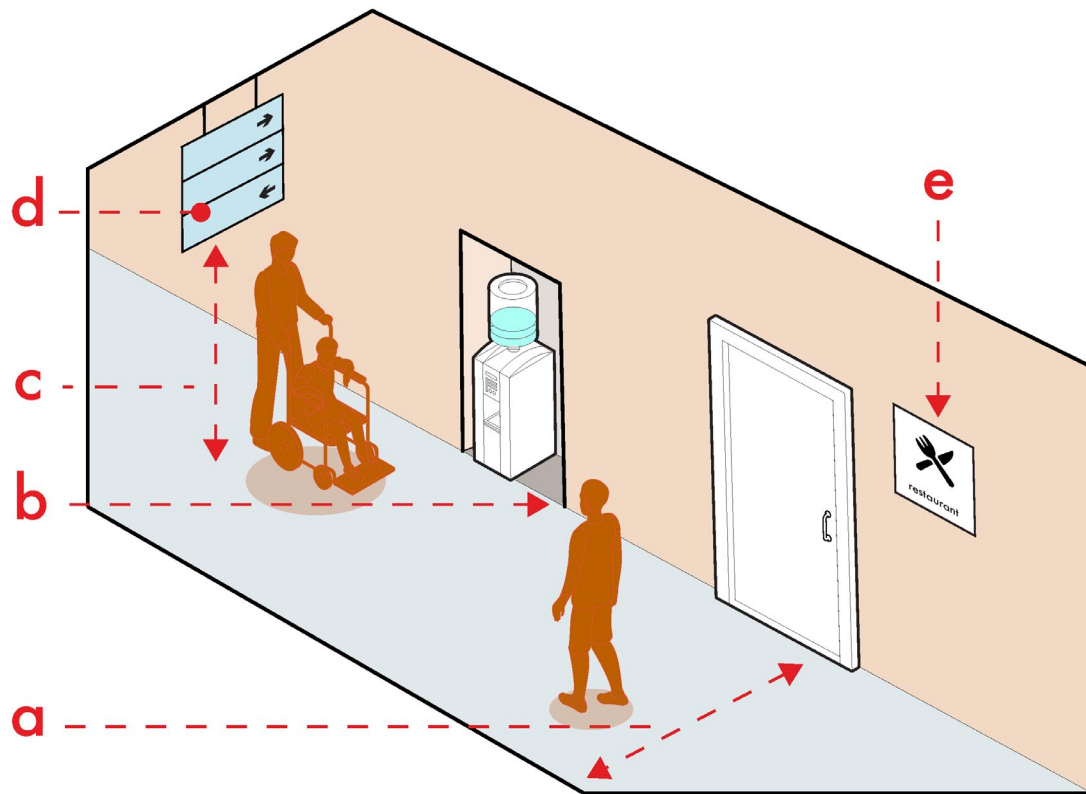
✔ Corridors must be large enough to allow easy circulation and manoeuvring of all, including persons using walking aids or a wheelchair. The width of the corridor should be determined according to the estimated number of people using it, and it should allow simultaneous circulation in both directions **(a)**.

✔ Hallways and corridors should be flat, even, with no steps or thresholds, anti-slip and anti-glare.

✔ Corridors should be free of obstacles or protruding objects that could hinder the circulation of persons with mobility impairments or be potential hazards for persons who are blind **(b)**. Elements hanging from the ceiling should be high enough not to cause injury **(c)**.

CHECKLIST 10: Corridors/hallways

✔ Corridors should be equipped with wayfinding panels to help people orient themselves in the building. These panels should be well positioned, consistent and in a large font size, with pictograms.

✔ Wayfinding panels should be directional **(d)** (with arrows showing the direction to reach a certain service) and signposting **(e)** (panels next to a door) should indicate what a room is used for.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Doorway	Do **doorways** comply with Checklist 7?		
2-Width	Are the corridors/hallways at least between 1,200 mm and 1,500 mm **wide** at the narrowest part and clear of objects in the way?		
3-Surface	Are the corridors/hallways **clear**, flat, hard and step-free, slip-resistant and anti-glare?		
4-Plain floor	Is the floor **surface** plain (without elaborate patterns that could trigger vertigo)?		
5-Firm floor finishing	Are rugs or **carpets** firmly secured to prevent tripping or a wheelchair from getting stuck?		
6-No obstacles	Is the corridor free of protruding **obstacles** or steps?		
7-Electrical fittings	Do **electrical fittings** (light switches, electric sockets, etc.) comply with Checklist 11?		

CHECKLIST 10: Corridors/hallways

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
8-Internal ramp	Are internal **ramps** no longer than 2,000 mm and do they comply with Checklist 5?		
9-Resting seat	Are there **resting seats** along the corridor, especially if it is very long and crowded, such as in a hospital, school, etc.?		
10-Wayfinding system	Are there **directional signs**/arrows to direct people to key areas (e.g., toilets, staircases, elevators, etc.)?		
11-Door signposting	Are there **signposting signs** close to the doors to indicate the purpose of each room?		
12-Sign position	Are the **signs** attached to a wall (e.g., next to a doorway) and consistently placed between 1,200 mm and 1,400 mm above the floor?		
13-Clearance height	Are overhang signs at a **height** of at least 2,100 mm or 2,200 mm (recommended) above the floor?		
14-Sign font size	Are the room signs in a large, **clear font** (minimum 15 mm high or 85-point text size): Arial, Tahoma or Verdana (recommended)?		

CHECKLIST 10: Corridors/hallways

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Coloured edge	Are baseboards or **edges** along the corridor in contrasting colours to increase visibility?		
2-Safe edge	Are **sharp edges** (corners, windowsills, etc.) protected?		
3-Support handrail	Are there **handrails** along the walls if the corridor is very long and potentially crowded, such as in a hospital, school, etc.?		
4-Manoeuvring space	Do long corridors have a larger **turning/ manoeuvring space** every 25 m?		

For more details, see UNICEF Technical Cards 3A and ISO 21542 Sections 11 and 12 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/ Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_ Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 11: Typical equipment and fittings in a room

DESCRIPTION
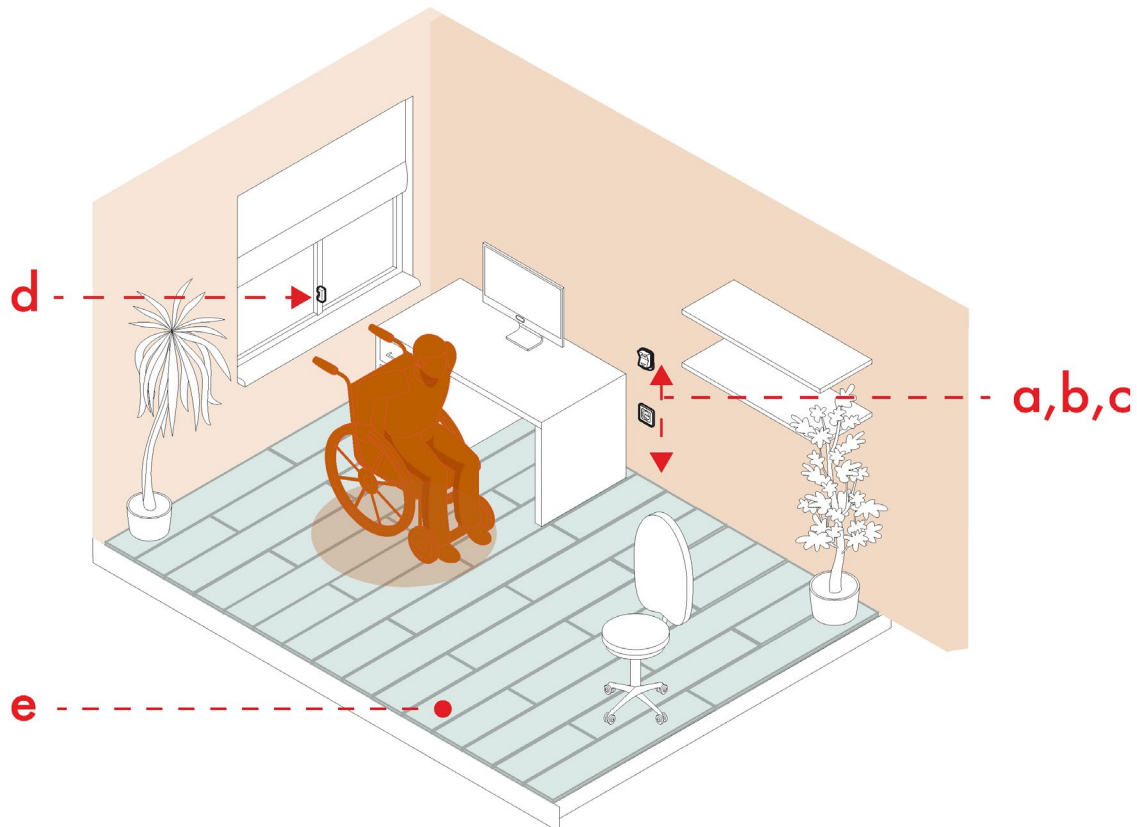
Certain crosscutting recommendations must be followed in every room, corridor, etc.:

✔ Electrical fittings (light switches, sockets, projector control panel, etc.) should be positioned so they are easy to reach by everyone (i.e., not above a cabinet/bookshelf), at a convenient height on the wall **(a)**, easy to use **(b)** and in a colour that contrasts with the back wall (clearly visible to persons with low vision) **(c)**.

✔ Windows should be simple to open and close regardless of people's capacities, with a handle **(d)** that is easy to operate with a closed fist, at an appropriate height and not requiring strength to operate. If the handle is high, a compensating mechanism should be put in place to allow opening/closing. The windowsill and handle should be placed at a height that allows a view outside and easy operability.

✔ The floor **(e)** should be hard, anti-slip and anti-glare, with no steps or thresholds and possibly with no carpet or rug.

CHECKLIST 11: Typical equipment and fittings in a room

> ✔ The internal space should be sufficiently large to allow circulation by persons using a wheelchair (compatible with the function of the room). Doors should comply with the recommendations provided in Checklist 7.
>
> NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

| IMPORTANT	Element (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Entry door	Do the room's entry **doors** comply with specific prescriptions (Checklist 7)?		
2-Easy-to-use switch	Are **switches** easy to use/operate (for example using an elbow), such as light switches with large push plates (recommended)?		
3-Switch position	Are switches positioned at least 700 mm from internal corners?		
4-Switch height	Are light switches between 800 mm and 1,100 mm above the floor?		
5-Socket height	Are electrical **sockets** and telephone and TV plug points between 400 mm and 1,000 mm above the floor?		
6-Contrasting colours	Are electrical fittings in a **colour** that contrasts with the background wall?		
7-Window	Is the lower edge of the **window** glazing between 700 mm and 1,100 mm from the floor (in primarily adolescent/adult settings), and is the bottom ledge 600 mm and the top ledge 1,450 mm (recommended) from the floor in child settings?		

CHECKLIST 11: Typical equipment and fittings in a room

IMPORTANT	Element (for each element, check if local standards include additional or different recommendations)	YES	NO
8-Window opening system	Is the **window** opening system free of obstacles (e.g., equipment, furniture, plants)?		
9-Window operability	Are windows easy to **open and close** with one hand or an elbow (e.g., with a D-shaped lever or bar handles that are 80 mm long)?		
10-Floor	Is the **floor** hard, stable, anti-slip and without thresholds or steps?		
11-Floor finishing	Is the **floor** anti-glare and/or without a carpet or rug?		
12-Circulation space	Is there enough **circulation** space in the room for persons using a wheelchair to manoeuvre (depending on the purpose/function of the room)?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Shutters	Are **window** shutters (if any) easy to fasten securely when open, without obstructing the external pathway/corridor (as a potential danger for persons who are blind)?		
2-Window safety	Does the window have a **mesh or grid** to prevent a child from climbing or falling out or to prevent insects from entering the room?		

CHECKLIST 12: Toilets

DESCRIPTION
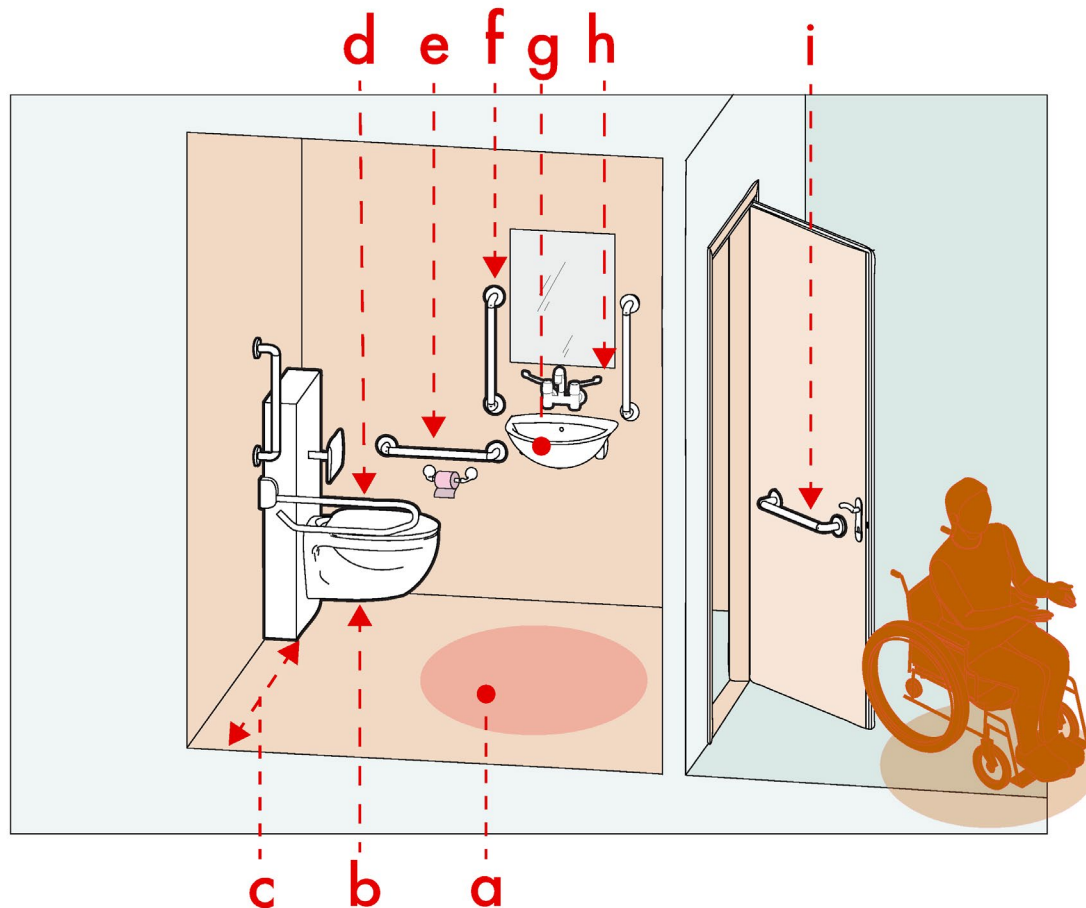
✔ Accessible toilets should allow persons using a wheelchair to manoeuvre inside the space. Thus the unobstructed floor space should be the size of a circle with a radius of 1,500 mm **(a)**.

✔ The toilet seat **(b)** should be in a corner of the room with a space of 90 cm beside it **(c)** to allow a parallel transfer to and from a wheelchair. Squat toilets should be avoided but, if inevitable, should be equipped with a movable toilet chair (to be used by persons using a wheelchair) and with handrails on both sides (to also support people with mobility impairments).

✔ The sides of the toilet chair should be equipped with a drop-down rail **(d)** to stabilize persons while sitting and a grab-bar attached to the wall **(e)** to support persons while sitting down and getting up. Vertical rails **(f)** can be installed on the sides of the sink or of the toilet seat as well.

CHECKLIST 12: Toilets

✔ Washbasins should be suspended **(g)** with no ceramic column underneath or any other element that reduces the knee space of persons using a wheelchair.

✔ All toilet fittings, including flushing mechanisms, water taps **(h)**, door handles and locks, should be easy to use with a closed fist.

✔ The toilet door should have an extra horizontal bar handle on the inside **(i)** to facilitate closing the door, and it should open outwards for security reasons. The door should be signposted on the outside with a clear accessibility sign.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Number of accessible toilets	Is there **at least one accessible toilet** per floor in the building?		
2-Distance	If toilets/latrines are located **outside**, are the accessible toilets less than 30 m (recommended) from the main building?		
3-Pathway	If the toilet/latrines are located outside, are they **connected** to the main building by a pathway that is flat, even, with no steps or obstacles?		
4-Gender separation	Where **separated toilets** are required, is there at least one accessible toilet per gender?		
5-Toilet door	Does the toilet **door** comply with the prescriptions for all types of doors in Checklist 7?		
6-Signposting	Is there a clear **sign** outside the toilet door to identify it as an accessible toilet?		

CHECKLIST 12: Toilets

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
7-Handle use	Are the **door handles** easy to use and grasp with one hand, such as a D-handle horizontal bar?		
8-Outward opening door	Does the toilet door open **outwards**?		
9-Door handle	Are **door handles** at an easy-to-reach height of between 800 mm and 1,000 mm?		
10-Lock height	Are **door locks** located at a height of between 800 mm and 1,000 mm and can they be used with limited strength (e.g., closed hand or elbow)?		
11-Dimensions	Is the **toilet cubicle** at least 2,200 mm by 2,000 mm (recommended) or 2,200 mm by 1,700 mm?		
12-Circulation space	Is the **circulation space** in front of the toilet seat at least 1,500 mm by 1,500 mm to allow wheelchair manoeuvring?		
13-Side clearance space	Is there 900 mm of **clearance space** on one side of the toilet seat to allow side or lateral (90 degree, or diagonal) transfers from a wheelchair?		
14-Toilet seat height	Is the **height of the toilet seat** 460 mm (recommended) or between 400 mm and 480 mm for adults or adolescents?		

CHECKLIST 12: Toilets

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
15-Grab-bar location	Are horizontal and vertical **grab-bars** in the appropriate position?		
16-Grab-bar type	Are **grab-bars** circular and easy to grasp, and about 35–45 mm in diameter?		
17-Grab-bar colour	Are **grab-bars** in a colour the contrasts with the walls?		
18-Grab-bar height	Are **grab-bars** between 700 mm and 780 mm above the floor?		
19-Grab-bar safety	Are all **grab-bars** in the toilet solidly attached to the wall and able to hold the weight of an adult man?		
20-Washbasin	Is there a **washbasin** inside the accessible toilet cubicle?		
21-Tap	Does the **tap** have long lever handles that are easy to operate?		
22-Knee space	Is there clear **knee space** below the sink?		
23-Light	Is the **lighting** good and natural, promoting safety and access for people with low vision?		
24-Light switch	Are **light switches** at a height of between 800 mm and 1,100 mm from the floor?		
25-Shower	Is the **shower** (if any) in the toilet accessible, with no threshold or step?		

CHECKLIST 12: Toilets

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
26-Shower grab-bar	Is there at least one **vertical grab rail** in the shower?		
27-Showerhead	Are the **showerhead** and the commands reachable by a person sitting on a chair?		
28-Shower chair	Does the shower have a **drop-off chair** or a movable chair?		

| ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Child toilet seat	Is the height of the toilet seat for **children** between 205 mm and 380 mm?		
2-Child grab-bar	Are grab-bars for **children** between 455 mm and 635 mm above the floor (recommended)?		
3-Toilet chair	Is a toilet chair available in the **squat toilet** for persons using a wheelchair?		
4-Squat toilet handrail	Does the **squat toilet** have handrails on the side to help people to squat and then to lift themselves up?		

For more details, including on urinals, squat toilets, change tables and accessible baths, see UNICEF Technical Cards 4C, ISO 21542 Section 26 and UNICEF India Guidance Section 4.14 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 13: Meeting rooms/offices/classrooms

DESCRIPTION
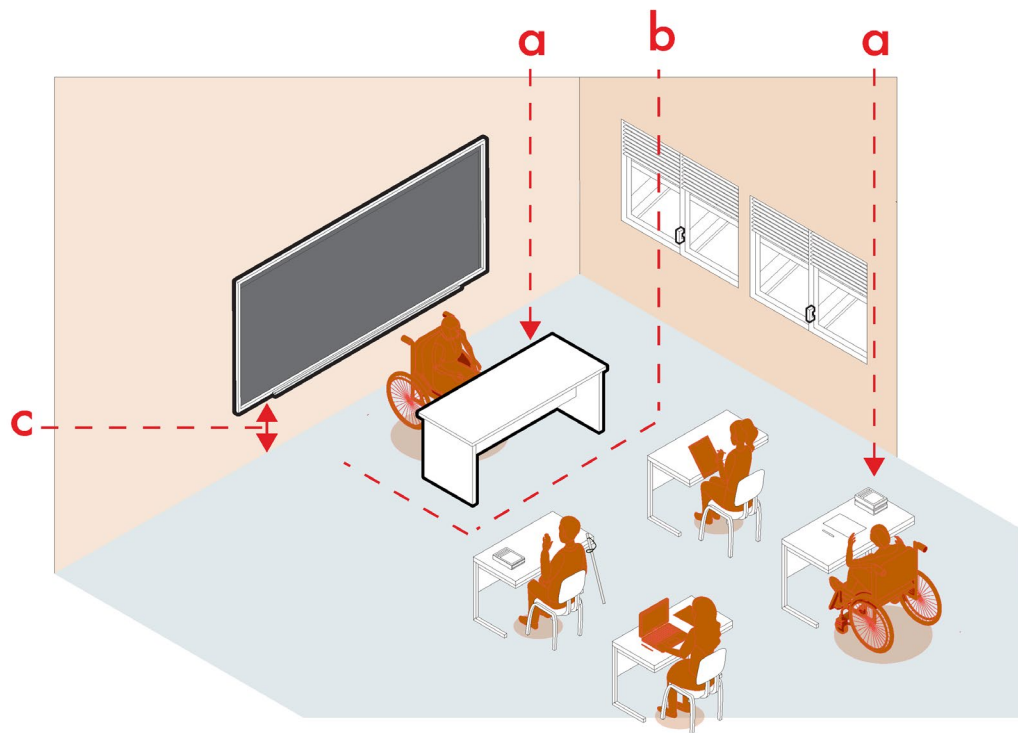
✔ All the rooms and spaces in a building should comply with most of the basic recommendations provided in other checklists: the accessibility of doors (Checklist 7), the position and characteristics of electrical fittings, floors, windows, etc. (Checklist 11).

✔ In addition to applying these crosscutting recommendations, classrooms, meeting rooms and offices must also have places for everyone to sit at a desk, including persons using a wheelchair **(a)**, or sufficient room to transfer from a wheelchair to a standard chair.

✔ Adequate circulation space between the desks must be ensured **(b)**, as well as ideal light and sound conditions, to allow persons with hearing or visual impairments to follow the lesson or participate in the meeting on an equal basis with others.

✔ Learning or working materials, such as blackboards, must be usable by persons of short stature or persons using a wheelchair **(c)**, and be visible by persons with low vision.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 13: Meeting rooms/offices/classrooms

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Entry door	Do the room's **entry doors** comply with specific prescriptions (Checklist 7)?		
2-Electrical fittings	Do the electrical **fittings**, windows and other typical elements comply with Checklist 11?		
3-Movable furniture	Are some **desks or tables** movable (25 per cent or more is recommended) to ensure flexibility in the room and improve circulation, including for persons using a wheelchair?		
4-Circulation space	Are the **rows** between the tables/desks at least 1,200 mm wide?		
5-Front space	Is there at least 1,200 mm of **space** between the first row of tables and the blackboard to allow children using a wheelchair to manoeuvre?		
6-Adjustable height	Is the **table height** adjustable or at least between 740 mm and 800 mm for adults/ adolescents and between 660 mm and 760 mm for children?		
7-Knee space	Is the **under-desk** knee space 700 mm deep, 700 mm high and 800 mm wide for adults/ adolescents and 600 mm deep, 610–680 mm high and 800 mm wide for children?		

CHECKLIST 13: Meeting rooms/offices/classrooms

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
8-Board	Is there a black**board** or greenboard?		
9-Contrasting colours	Does the **black-/greenboard** have a brightly coloured edge in a contrasting colour?		
10-Board height	Is the **lower edge of the board** less than 500 mm from the floor so children or adults using a wheelchair can access it?		
11-Chair	Do some of the **chairs** have armrests and/or backrests?		
12-Adjustable chairs	Are **chairs** adjustable to comfortable heights, such as between 400 mm and 450 mm for adults/adolescents and between 205 mm and 380 mm for children?		
13-Transfer space	Can some **chairs** or benches be moved or do they have space beside them for access to a wheelchair or for a service animal to rest?		
14-Armrest height	Are the **chair armrests** (adults/adolescents) 300 mm above the level of the seat?		
15-Back support	Do some **chairs** have a back-support option (e.g., a 750–790 mm high backrest)?		

CHECKLIST 13: Meeting rooms/offices/classrooms

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
16-Acoustic comfort	Is the **sound** at comfortable levels, without too much background noise to support interaction between children/youth/adults with hearing impairments?		
17-Lighting conditions	Is the room well lit, with a combination of natural and electric light?		

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Safe charging station	Are **charging stations** in the floor in a colour that contrasts with the floor, are they flat so they do not create a tripping hazard and are they properly locked/secured?		
2-Unsafe cable	Are **wiring cables** (for electricity, internet, etc.) **on the floor** covered with clearly visible protections that do not create thresholds, so they do not create a tripping hazard?		

For more details on the accessibility of learning facilities, see UNICEF Technical Cards on the inclusive built environment, including 4F, and ISO 21542 Section 22 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021); and on designs for schools, see Samarthyam, Accessible India Campaign and United Nations Children's Fund, India Country Office, *Making Schools Accessible to Children with Disabilities*, UNICEF, New Delhi, 2016, <www.unicef.org/india/reports/making-schools-accessible-children-disabilities>, accessed 5 November 2021.

CHECKLIST 14: Canteens, tea rooms, kitchens

DESCRIPTION
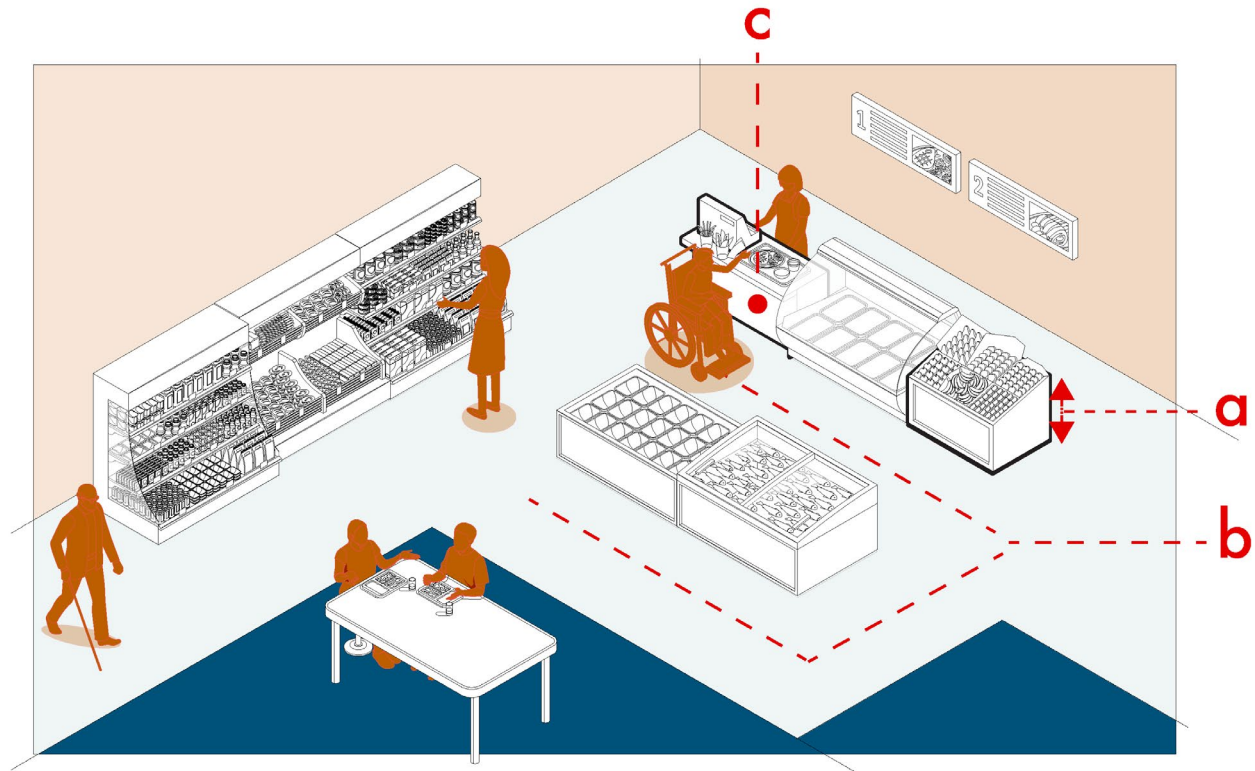
✔ All the rooms and spaces in a building should comply with most of the basic recommendations provided in other checklists: the accessibility of doors (Checklist 7), the position and characteristics of electrical fittings, floors, windows, etc. (Checklist 11).

✔ In addition to applying these crosscutting recommendations, canteens and self-service restaurants must have all the equipment needed to collect food, heat up food, wash dishes, prepare food, etc., at a convenient height **(a)** for children, people of short stature or persons using a wheelchair.

✔ Adequate circulation space **(b)** between aisles, tables and cupboards must be ensured, and all storage cases should allow everyone to reach the desired product or item.

✔ Counters and cashiers **(c)** should allow persons with visual impairments or using a wheelchair to pass through and pay easily.

✔ Tables and chairs must comply with the recommendations provided in Checklist 13.

CHECKLIST 14: Canteens, tea rooms, kitchens

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Entry door	Do the room's **entry doors** comply with specific prescriptions (Checklist 7)?		
2-Electrical fittings	Do **electrical fittings**, windows and other typical elements comply with Checklist 11?		
3-Movable furniture	Can any **tables, chairs** or benches be moved if required to make room for persons using a wheelchair or for a service dog or a walking frame to be placed without blocking the corridor area?		
4-Accessible furniture	Do **tables and chairs** comply with the recommendations in Checklist 13?		
5-Kitchen appliance	Can **appliances and facilities** (e.g., a sink, oven, microwave or cooking plates, refrigerator or cooling system) be accessed standing or sitting, using a wheelchair?		
6-Buffet display	Are **buffet** display surfaces between 700 mm and 915 mm from the floor, with overhead displays less than 1,240 mm above the floor level?		
7-Worktop	Is the **worktop** area 865 mm above the floor level (recommended)?		
8-Reaching height	Are **storage cases** like cupboards, cabinets and pantries lower than 1,370 mm from the floor?		

CHECKLIST 14: Canteens, tea rooms, kitchens

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
9-Drinking fountain	Is **drinking water** provided from a drinking fountain or hose accessible in an area with a non-slip surface and without steps, with taps/levers that are easy to use with one hand or elbow and simple, and that do not require visual clues?		
10-Child water fountain	Do **water fountains** have easy access or flexible heights of between 700 mm and 800 mm (for adults) or between 400 mm and 500 mm (for children)?		
11-Aisle width	Are the **aisles** between fixed objects, counters and furniture at least 1,065 mm wide?		
12-Cashier aisle	In the cashier or counter area, do **cashier locations** include accessible isles that are at least 915 mm wide?		
13-Knee space	Is part or all of the **counter** area at least 760 mm wide and between 740 mm and 900 mm from the floor, with clear knee/legroom of 700 mm beneath the accessible counter area?		
14-Floor surface	Are the **floors** slip-resistant (hard to slip on, including when wet)?		
15-Floor finishing	Are the **floors** plain, void of patterns that could cause vertigo?		

CHECKLIST 14: Canteens, tea rooms, kitchens

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Signposting	Are the different areas/facilities/products **signposted** with signs that are clear, large and well visible?		
2-Knee space	Is there clear **knee space** underneath the water fountain or drinking area?		

For more details, see UNICEF Technical Cards 4G and 4H, and ISO 21542 Section 28 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 15: Living spaces, bedrooms, shelters

DESCRIPTION
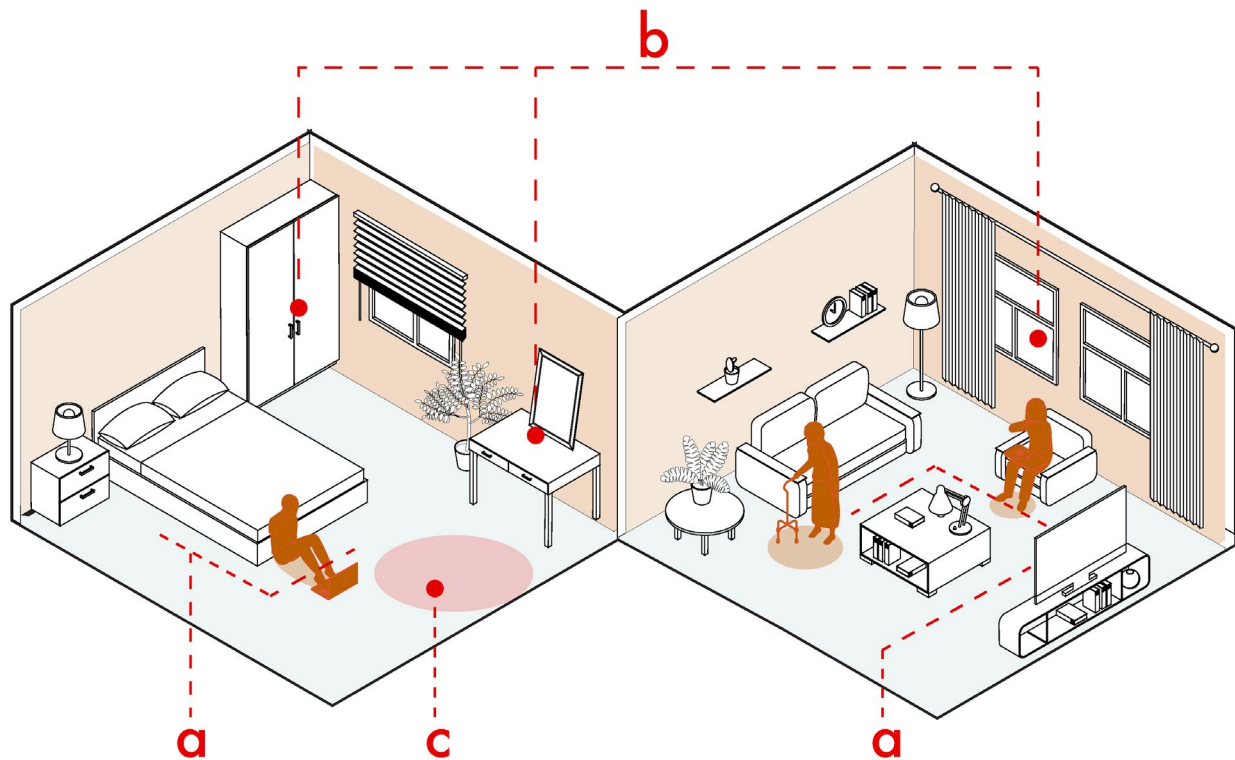
✔ All the rooms and spaces in a building should comply with most of the basic recommendations provided in other checklists: the accessibility of doors (Checklist 7), the position and characteristics of electrical fittings, floors, windows, etc. (Checklist 11).

✔ In addition to applying these crosscutting recommendations, living rooms and bedrooms must have enough circulation space around the furniture for people to be able to reach the windows, bookshelves, cupboards, wardrobes, switches, etc. **(a)**.

✔ Furniture should be adapted (wardrobes with lower hanging rods, handles easy to operate with a fist, etc.) so that everyone can use and operate them **(b)**.

✔ The floor should be hard, flat, even and anti-slip, possibly with no carpet or rug, so it does not present a tripping hazard for persons with visual impairments, or hinder circulation for persons with mobility impairments **(c)**.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 15: Living spaces, bedrooms, shelters

| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Entry door	Do the room's **entry doors** comply with specific prescriptions (Checklist 7)?		
2-Electrical fittings	Do the electrical fittings, windows and other typical elements comply with Checklist 11?		
3-Circulation space	Is the **circulation space** to move and manoeuvre near or between furniture 1,100–1,400 mm wide (recommended) or at least 900–1,400 mm wide alongside furniture?		
4-Bed space	Is there space of at least 1,500 mm by 1,500 mm (recommended) or of 1,200 mm by 1,200 mm to move **beside the bed** or to transfer to and from it?		
5-Foot of the bed	Is there space of at least 1,200 mm at the **foot of the bed** (recommended)?		
6-Bed height	Is the bed at an appropriate **height** for adolescents or adults (not too high or low), and at a minimum between 450 mm and 500 mm high?		
7-Shelves	Are **shelves** at a height of 500-1,100 mm and easy to reach (not above a piece of furniture)?		
8-Furniture door	Do the doors of storage cupboards open outwards?		

CHECKLIST 15: Living spaces, bedrooms, shelters

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
9-Adapted furniture	Has the **furniture** (wardrobe, cupboards, bookshelves, etc.) been adapted for use by persons of short stature or using a wheelchair?		
10-Furniture handle	Can the **handles** on furniture be used with a closed fist?		
11-Floor type	Is the **floor** flat, hard, without steps or thresholds, possibly with no rug or carpet?		

For more details, see ISO 21542 Section 27.

CHECKLIST 16: Water access points
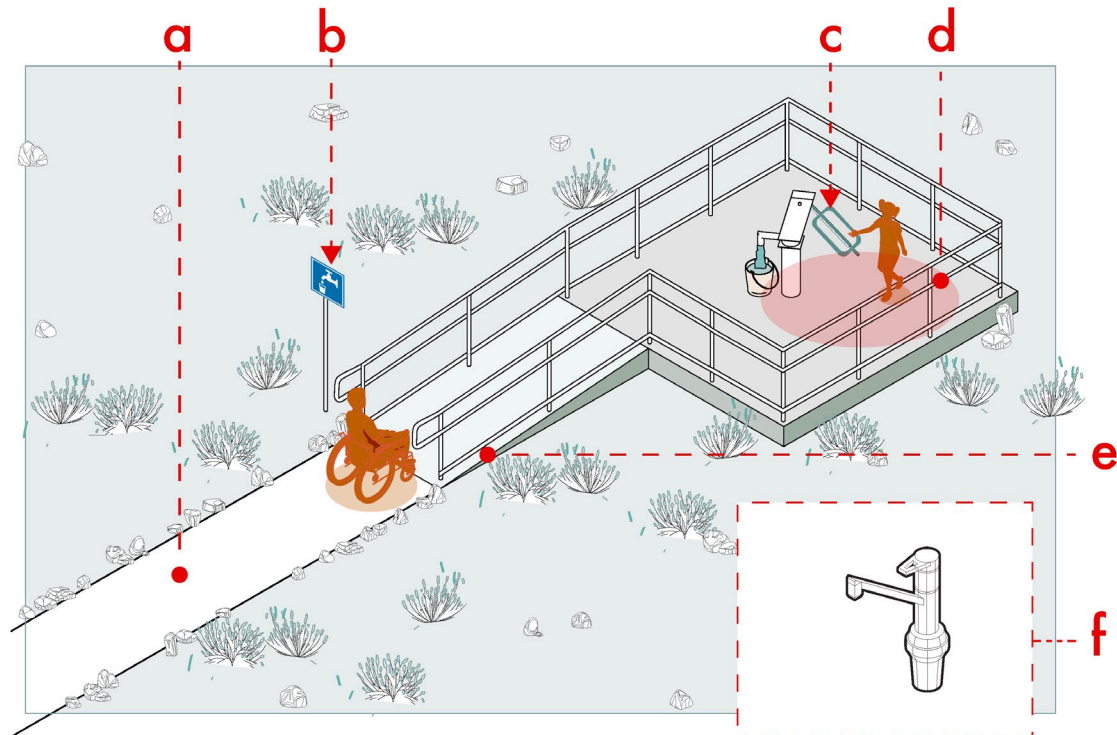
✔ Regardless of their nature, water points should be easy to reach by everyone and connected to a pathway **(a)** that is flat, even and large enough for persons using a wheelchair, with markings on the sides and without holes or steps, etc.

✔ Water points should be clearly identifiable by accessible panels **(b)** with clear symbols and visible from a distance.

✔ Water outlets with a handpump **(c)** must have adapted handles so that everyone can easily use them from different positions (frontal, lateral, standing, sitting, etc.).

✔ A raised platform **(d)** on which a pump or tap stands (if any) must be hard, stable, with no holes and large enough to ensure manoeuvring.

✔ The platform should have an accessible ramp **(e)**, with kerbs and handrails on both sides.

✔ A water outlet with a tap **(f)** must be easy to use with little strength and a closed fist (with a lever type faucet rather than a screw-down tap).

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards).*

CHECKLIST 16: Water access points

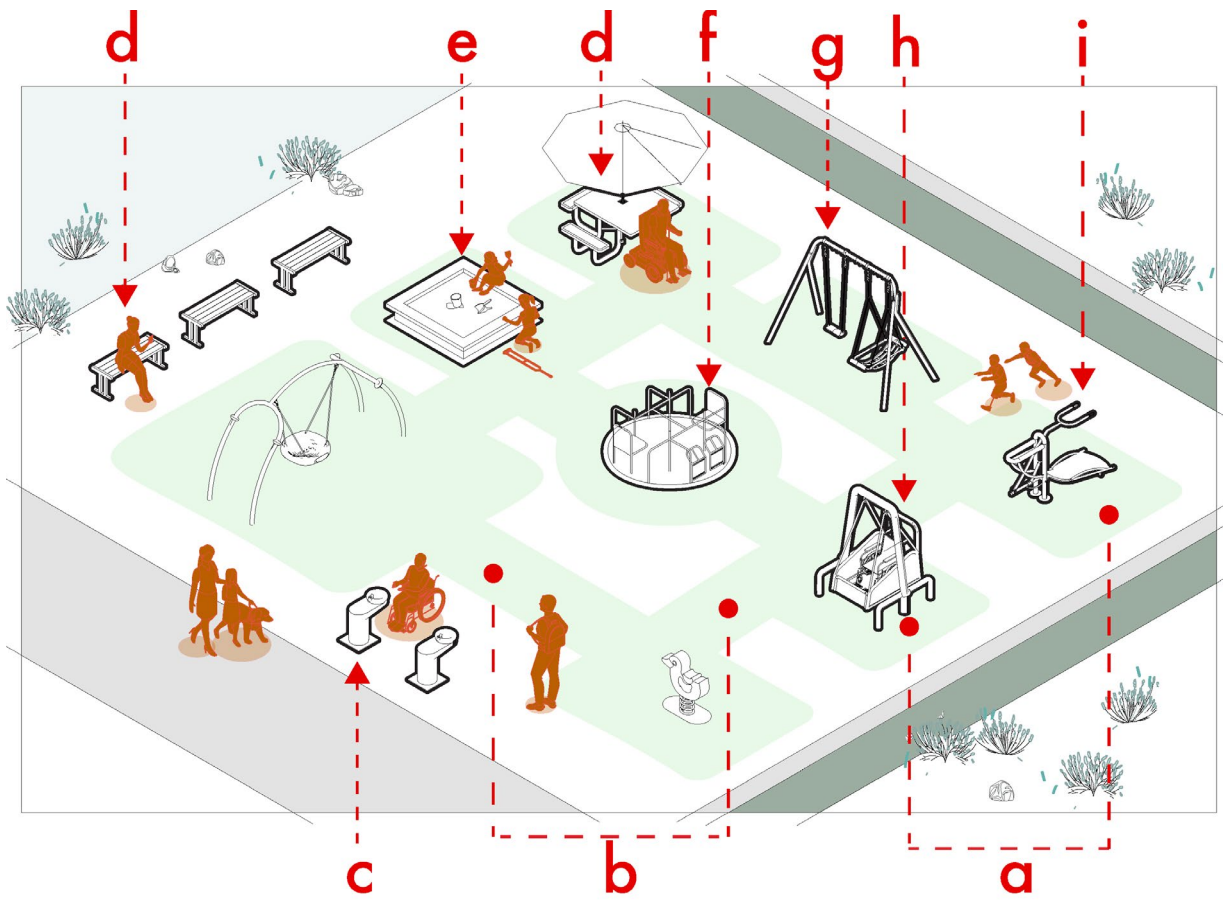| IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Pathway	Is the water point accessible from a flat, even, large **pathway** with no holes or other obstacles?		
2-Apron ramp	Can handpumps or tube wells on a raised **apron** be accessed by a ramp, compliant with Checklist 5?		
3-Resting space	Is a **'resting platform'** provided close to the pump/water point?		
4-Handpump	Are both the **handpump and the water outlet** accessible by persons using a wheelchair?		
5-Pump handle	Is the spout pump and **handle** at an easy-to-reach height of 800 mm (recommended)?		
6-Adapted handle	Has the handle of the handpumps/tube wells been adapted for use by persons using a wheelchair?		
7-Tap type	Does the water point with a **tap** have D-style or lever-style taps that are easy to turn on/off with limited mobility, for example, with one hand or an elbow?		
8-Drainage system	Is the water **drainage** system appropriate, keeping water from collecting around the water point, which makes the access muddy and very difficult for persons with disabilities?		
9-Lighting conditions	Is the water point well **lit**, especially at night?		

CHECKLIST 16: Water access points

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Protection	Is the water point **sheltered**, for example with a canopy?		
2-Signposting	Is the water point **signposted** with accessible panels (when relevant)?		

For more details, see UNICEF Technical Cards 1E and ISO 21542 Sections 26.16 and 26.17, and the checklist on toilets and showers for specifications on showering points (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

CHECKLIST 17: Playgrounds

DESCRIPTION

✔ Playgrounds need to ensure that the RECU steps are implemented and accessible to all, including children with disabilities as well as parents with disabilities.

✔ Playgrounds must be easy to reach from a main road and be far from potential hazards (a river, steep hill, etc.). The surface around and under the equipment **(a)** should be flat and even, with no holes or obstacles, made of firm material (no sand, grass or gravel) and possibly shock-absorbing. The playground equipment should be connected by large, flat and even circulation pathways **(b)**, with no separations such as raised kerbs, decorative borders, steps, etc.

✔ Accessible water fountains **(c)** should be available and at least one accessible toilet should be close to the play area. Playgrounds should be fenced so that children are safe inside, and they should have shaded areas and numerous accessible resting spaces **(d)**, both for parents and for children.

CHECKLIST 17: Playgrounds

✔ All playground equipment should be adapted for use by everyone and accessible for children with disabilities, for example by adding grab rails to a slide, raising a sandbox from ground level **(e)**, creating a step-free, roll-in roundabout **(f)** or adding arm-/backrests and straps to a swing **(g)**. Some games could be made available that are specific for children with disabilities, such as a wheelchair accessible swing **(h)**.

✔ Some playground equipment should also be used to play but also to exercise **(i)**.

NOTE: Recommended dimensions vary slightly depending on the standard *(please refer to national prescriptions or, if unavailable, to the ISO standards)*.

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Pathway width	Are **pathways** at least 1,200 mm wide, with no threshold greater than 20 mm?		
2-Pathway surface	Are **pathways** hard, stable and even, clear of obstacles and hazards, including below a clearance height of 2,200 mm?		
3-Connections	Are all the areas of the playground **connected** with no raised borders or kerbs?		
4-Circulation space	Is there at least a 1,200 mm-wide **circulation space** around playground equipment?		
5-Resting area	Are there **resting areas** and benches in the playground every 100–200 m?		
6-Accessible toilet	Is there an **accessible toilet** close to the playground?		

CHECKLIST 17: Playgrounds

IMPORTANT	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
7-Water fountain	Is there at least one **accessible water fountain** in the playground at a height of between 600 mm and 800 mm for adults and between 400 mm and 500 mm for children?		
8-Lighting conditions	Is the playground well **lit**, especially in the evening, for safety and security?		
9-Contrasting colours	Is the playground equipment in **colours that contrast** with the surroundings, with no sharp or dangerous edges?		
10-Adapted swing	Is there at least one swing equipped with arm-/backrests and straps?		
11-Adapted slide	Is there at least one slide with raised sides and handles/grab-bars?		
12-Wheelchair-adapted equipment	Is there at least one wheelchair-adapted piece of playground equipment: a swing or a step-free, roll-in roundabout, a raised sandpit on a table at a height of 700 mm with clear legroom/knee space that is 650 mm high, 650 mm deep, etc.?		

CHECKLIST 17: Playgrounds

ADVANCED/ If locally available	ELEMENT (for each element, check if local standards include additional or different recommendations)	YES	NO
1-Exercising	Is there at least one piece of playground equipment that can also be used to **exercise**?		
2-Sensory feature	Is there at least one piece of playground equipment with **sensory features** (to feel shapes and cut-outs, sounding materials, etc.) that can be used safely by children who have visual, hearing or intellectual impairments?		
3-Bench height	Is the **bench** height between 205 mm and 380 mm for young children and between 400 mm and 450 mm for adults?		
4-Bench armrest	Are the **bench** armrests 300 mm above the seat (and set back from the front of the seat at 75 mm) to facilitate sitting down and standing up?		
5-Seating space	Is there **space** of 900 mm by 900 mm beside a main seating area (at picnic tables with isolated or attached benches) to allow children or adults using a wheelchair to sit alongside the table?		
6-Fencing	Is the playground **fenced** so children are safe inside?		

For more details, including on school playgrounds, see UNICEF India Guidance (2016), Technical Cards 1E and ISO 21542 Sections 30 and 36.10 (internal document link: <https://unicef.sharepoint.com/teams/DEN/QAC/Shared%20Documents/ Resource%20Library/Images/Chapter06_Section11_Annex12_Technical%20 Cards%20for%20Accessible%20Construction.pdf>, accessed 30 November 2021).

Endnotes

1   Hertz Furniture, 'Buying Guide', 2021, <www.hertzfurniture.com/buying-guide/school-furniture.html>, accessed 12 October 2021.

2   To make documents accessible, see United Nations Children's Fund, 'Making your word document accessible', UNICEF, New York, 2018, <https://sites.unicef.org/disabilities/files/Making_Word_Docs_accessible_-_simple_step_by_step.docx>, accessed 4 October 2021.

3   United Nations Children's Fund, 'Web Accessibility Training', UNICEF, New York, <https://agora.unicef.org/course/info.php?id=11634>, accessed 12 October 2021.

4   United Nations, 'Accessibility Guidelines for UN Websites', United Nations, New York, <www.un.org/en/webaccessibility/index.shtml>, accessed 12 October 2021.

5   WebAIM, Web accessibility in mind, <https://webaim.org>, accessed 12 October 2021.

6   World Wide Web Consortium (W3C), <www.w3.org>, accessed 12 October 2021.

7   World Wide Web Consortium (W3C), 'Web Content Accessibility Guidelines (WCAG) 2.1', W3C Recommendation 5 June 2018, <www.w3.org/TR/WCAG21>, accessed 12 October 2021.

SECTION G

ACCESSIBILITY CHECKLISTS

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