

Disability Access Audit - Reception Areas and Lobbies

Name of Premises:		Document Downloaded:	
Address:		Inspector Name:	
Description:			

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

5.8	Waiting area 1. Is seating area firm and supportive 2. Is there space for wheelchairs	No obstructions or barriers central planters and in access route areas arm rest.
5.9	Is information given about how to use other parts of the building by appropriate signs and by tactile information	Sign to disabled toilet Use of symbols where possible. Clear and easy to read and distinguish the clear
5.10	Are surfaces suitable	Slip resistant, contrast assist with defining way absorbs background
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5.12		
5.13		

Duty Holder Name:	
Signature:	
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