

# Disability Access Checklist Guide for Government Owned & Leased premises

#### August 2006

The aim of this guide is to help you understand the requirements of the Commonwealth Disability Discrimination Act (DDA) and the State Government Policy of "Promoting Independence: Disability Action Plans for South Australia" and how compliance is achieved with buildings, facilities and furniture fit-outs.

The guide has been developed using information contained within the Human Rights & Equal Opportunity Commission's (HREOC) Advisory Notes on Access to Premises. For additional information refer to the Disability Rights Unit web site <a href="http://www.hreoc.gov.au/disability\_rights/standards/Access\_to\_premises\_advisory.html">http://www.hreoc.gov.au/disability\_rights/standards/Access\_to\_premises\_advisory.html</a>) and the Australian Standards for Disability Access AS 1428 parts 1 & 2

Part 1 of the Guide: on Building Access (Building Owner issues) is to provide prompts for persons undertaking a general assessment of compliance with the DDA when considering leasing buildings or space within them, and to assess the need for further investigation by an accredited access auditor prior to entering into a lease agreement. It should be understood that both building owners and anyone who leases a building, or part thereof, that does not comply

with the provisions of the DDA could be held responsible for indirect discrimination under the DDA and therefore be legally liable.

It should also be noted that in many instances building owners would not be aware of legal obligations under the DDA and/or be under the false impression that if their buildings comply with the Building Code of Australia (BCA), they are compliant with the DDA. This is not correct and the case of Cox verses Queensland Government regarding the Brisbane Convention Centre (1994) is an example of case law that highlights this.

This guide attempts to provide sufficient information on how buildings should be constructed and fitted out with furniture to provide an acceptable level of disability access and therefore minimise the risk of a complaint of disability discrimination. It focuses on continuous accessible path of travel from property boundary, car park, principal

entrance / entrances to tenancies and amenities facilities in core service areas.

Part 2 of the Guide: for Tenancy fit out (Agencies) is to provide prompts for persons undertaking a high level assessment of compliance of fit outs with DDA requirements. The Senior Management Council (SMC) has advised that when lease arrangements are being negotiated or upgrades of buildings and office fit-outs are being undertaken, it is opportune to address disability access requirements. This assessment guide can be used as a tool to assist those responsible for lease arrangements and/or fit-outs to identify risks/barriers and put in place short and medium term actions to address them and incorporate these into their respective portfolio Disability Action Plans.

Part 3 of the Guide: provides a checklist of the likelihood of low-level atmosphere contaminates within the building environment, with the objective to minimising contaminate exposure levels to persons with Multiple Chemical Sensitivity (MCS) so they are not undeservedly affected. (NOTE: A recent survey by the Department of Health that assessed the prevalence of MCS and chemical sensitivity in the South Australian community found 1% had been medically diagnosed with MCS and 16% reported chemical sensitivity).

All portfolio Chief Executives are required to report annually on the progress of their respective Disability Action Plans, which are then collated into a whole of Government progress report and forwarded to the Minister for Disability who tables these in the Parliament. Use of this guide will assist in meeting the requirements of the South

Australian Government policy, 'Promoting Independence', and provide material for inclusion in the whole of government report.

## Part 1 Building Access Check List- (Building Owner issues)

Assessment	
undertaken by:	
Building address	
Number of building	
Levels	
Agency	
Date	

Notes: Bold type requirements from AS1428 Part 2 are preferred option

Description		Notes	Yes	No	Comments
Carparking		<ul> <li>required to be provided only where parking is provided for general public or occupants to AS 2890.1and AS 1428.2 vertical Clearance 2500mm min, located 2160mm from front of park</li> <li>signage is not required if not more than 5 spaces are provided</li> <li>located close to building entrances or to continuous path of travel</li> </ul>			
Continuous Path of Travel	General	<ul> <li>equitable access should extend from boundary, car parks, to all amenities and levels of building 1200mm(W) X 1800(H) or 1000mm(W)x1800mm(H)</li> <li>provision for passing areas or turning on long pathways</li> <li>construction tolerance between surfaces ≤5mm with rounded or bevelled edges</li> </ul>			
	Steps	<ul> <li>tactile indicators at approach to steps</li> <li>contrast colour nosing</li> <li>non slip edge strip</li> <li>hand rails 860mm to 1000mm Above Floor Level (AFL)</li> <li>where a high number of children 2<sup>nd</sup> rail 665mm to 700mm AFL</li> </ul>			

Description		Notes	Yes	No	Comments
Continuous path of travel continued	Doors	<ul> <li>preference is for automatic doors</li> <li>manual doors easy to open &amp; holdback</li> <li>clear opening 850mm or 800mm</li> <li>door frames contrasting in colour to surrounds &amp; doors</li> <li>clear circulation space around doors</li> <li>D or lever handles located between 900mm-1100mm(H)</li> </ul>			
	Ramp	<ul> <li>series of ramps should not be used as extended distance of travel will cause fatigue of persons in manual wheel chairs</li> <li>step 1:8 max length 1520mm</li> <li>ramp 1:14 max length 9m</li> <li>width 1200mm / 1000</li> <li>&lt;1:20 " 15m</li> <li>hand rails 860mm to 1000mm AFL</li> <li>where a high number of children 2<sup>nd</sup> rail 665mm to 700mm AFL</li> <li>tactile indicators at approach to ramp</li> </ul>			
	Floor surface finish	<ul> <li>surfaces should be even, firm, abutment of surface</li> <li>&lt;3mm, carpet low profile pile height &lt;6mm</li> <li>low profile carpet</li> <li>non slip flooring</li> </ul>			
	Signage	<ul> <li>clear / easy to read</li> <li>contrasting colour</li> <li>luminance adequacy</li> <li>Braille</li> </ul>			
Lighting		<ul> <li>interior lighting luminance level to be uniform across areas without glare at sufficient levels for task activity</li> </ul>			
Entrance accessibility		<ul> <li>principal (main public) entrances and main staff entrance in large buildings</li> </ul>			

Description	Notes	Yes	No	Comments
Building Reception Area	<ul> <li>counter with set down height 750- 820mm</li> <li>No receptionist - management procedures in place eg. phone/hands free or bell with clear instructions/ Braille</li> <li>height of buzzer 900mm to 1100mm</li> <li>clear circulation area for wheel chair</li> <li>where security screens are in place hearing assistance systems</li> </ul>			
Lifts	<ul> <li>low controls/tactile button</li> <li>audible cue</li> <li>grab rails 850-900mm AFL</li> <li>call button signage/location</li> <li>car size dimensions 1100mm wide x 1400mm depth</li> </ul>			
Accessible Toilets	<ul> <li>unisex access toilets facilities located on every floor, off an accessible pathway</li> <li>unisex accessible toilets off accessible pathway, where no accessible toilets on floor information signs directing to floors with accessible facilities</li> <li>ambulant toilets / urinals without step-up</li> <li>tactile/ Braille signs</li> <li>lever action taps</li> </ul>			

3 , 1	<b>. .</b>	,		

## Part 2 Agency Fit-out Access Check List

Assessment	
undertaken by:	
Building address	
Number of building	
Levels	
Agency	
Date	

Notes: Bold type requirements from AS1428 Part 2 are preferred option

Description		Notes	Yes	No	Agency	Building Owner	Comments
Continuous path of travel	General	<ul> <li>equitable access should extend from; boundary, car parks, to all amenities and levels of building 1200mm(W) X 1800(H) or 1000mm(W)x1800mm(H)</li> <li>provision for passing areas or turning on extended pathways</li> <li>construction tolerance between surfaces ≤5mm with rounded or bevelled edges</li> </ul>					
	Steps	<ul> <li>tactile indicators at approach to steps</li> <li>Contrast colour nosing</li> <li>non slip edge strip</li> <li>hand rails860mm to 1000mm AFL, where a high number of children 2<sup>nd</sup> rail</li> <li>665mm to 700mm</li> </ul>					
	Ramp	<ul> <li>serries of ramps should not be used as extended distance of travel will cause fatigue of persons in manual wheel chairs</li> <li>step 1:8 maxi length 1520mm</li> <li>ramp 1:14 max length 9m</li> <li>width 1200mm / 1000</li> <li>&lt;1:20 " 15m</li> <li>hand rails 860 to 1000 AFL860mm to 1000mm AFL</li> <li>where a high number of children 2<sup>nd</sup> rail 665mm to 700mm</li> <li>tactile indications at approach to ramp</li> </ul>					

Description		Notes	Yes	No	Agency	Building Owner	Comments
Continuous path of travel continued	Signage	<ul> <li>clear/easy to read</li> <li>Braille</li> <li>contrasting colour</li> <li>luminance adequacy</li> </ul>					
	Doors	<ul> <li>preference is for automatic doors</li> <li>manual doors easy to open &amp; holdback</li> <li>clear opening 850mm or 800mm</li> <li>door frames contrasting in colour to surroundings &amp; doors</li> <li>clear circulation space around doors</li> <li>D or lever handles</li> <li>located between 900mm- 1100mm(H)</li> </ul>					
Lighting		<ul> <li>lighting to be uniform across areas without glare</li> </ul>					
Controls		<ul> <li>switches located between 900 –1100mm preferred height 1000mm ABFL</li> <li>located free from obstructions</li> </ul>					
Amenities		<ul> <li>public phone push button at accessible height 820mm</li> <li>hearing assistance systems where amplification systems installed</li> <li>drinking fountains accessible</li> <li>kitchen accessible</li> </ul>					
Floor surface finish		<ul> <li>surfaces should be even, firm, abutment of surface &lt;3mm, carpet low profile pile height &lt;6mm</li> <li>low profile carpet</li> <li>non slip flooring</li> </ul>					
Reception Area		<ul> <li>counter with set down height 750-820</li> <li>no receptionist - management procedures in place eg; phone/hands free or bell with clear instructions/ Braille</li> <li>height of buzzer 900mm to 1100mm</li> <li>clear circulation area for wheel chair</li> <li>where security screens are in place hearing assistance systems in place</li> </ul>					

Description	Notes	Yes	No	Tenant	Building Owner	Comments
Accessible Toilets	<ul> <li>unisex access toilets facilities located on every floor, off accessible pathway</li> <li>unisex accessible toilets off accessible pathway, where no accessible toilets on floor information signs directing to floors with accessible facilities</li> <li>ambulant toilets / urinals without step-up</li> <li>Tactile/ Braille signs</li> <li>lever action taps</li> </ul>					
Fit out	<ul><li>furniture accessible</li><li>conference room accessible</li><li>kitchen accessible</li></ul>					
Emergency evacuation	<ul> <li>visual warning / flashing lights</li> <li>procedures in place for safe evacuation / management for person with disabilities</li> </ul>					
Auditorium and Assembly Areas	<ul> <li>access to podium/stage provided, ie via: ramp/lift</li> <li>controls operable by seated person</li> <li>circulation space for wheel chair</li> <li>access to all auditoriums but not to every tier or platform</li> <li>fixed seating one (1) wheelchair space for every 100</li> <li>signs of hearing loop locations</li> </ul>					

Control of the contro

### **Part 3 Checklist for Multiple Chemical Sensitivity**

	Descriptive	Yes	No	Comments
1.	Cigarette smoking not permitted within 5 meters of entrance (ie; no smoking signs in place / easy to read, cigarette bins located away from front entrance)?			
2.	Are non-toxic / least toxic building materials used in construction/renovation and fit out?			
3.	Is there a pest management practice in place to avoid use of toxic pesticides and herbicides?			
4.	Are non-toxic fragrance-free cleaning products used?			
5.	Is it a smoke and fragrance-free work environment?			
6.	Is there adequate air exchange via HVAC system, or open ventilation, to avoid build up of indoor air pollutants?			
7.	Are least/non-toxic alternatives used in the selection of stationary and equipment?			
8.	Are areas of potential toxic exposure located away from air intakes for HVAC systems, and general work areas?			
9.	Are adequate warnings given before potentially toxic chemicals are used?			
10.	Is there a procedure in place to monitor indoor air quality?			
11.	Is the working space located away from source of car emissions and/or in a separate building from the car-parking garage?			

### **Overview of Assessment Findings:**

#### References

Australian / New Zealand Standards

AS 1428.1 Design for access and mobility General requirements for access- New Building Work AS 1428.2 Design for access and mobility Enhanced and additional requirements- Building and facilities

AS/NZS 1428.4 Design for access and Tactile indicators

HREOC: <a href="http://www.hreoc.gov.au/disability-rights/standards/Access to premises/premises-advisory.html">http://www.hreoc.gov.au/disability-rights/standards/Access to premises/premises-advisory.html</a> - point5

DAIS web site: http://www.buildingmanagement.sa.gov.au/pdf/disability\_access\_guide.pdf

**Building Code of Australia BCA** 

Further Information
DTEI Building Management Strategic Services
Stan Fuller Phone 82265225