

# ACCESS CHECKLIST

## UNDERSTAND YOUR ENVIRONMENT

The provision of detailed information is an opportunity for you, to enable a wide variety of travellers to make informed decisions, about the suitability of your services and facilities.

Please respond to ALL questions with a Yes or No, and provide detail where appropriate.

**GOOD TO KNOW** This space has been allocated for you to provide information, tips, tricks or extra detail, which assist in understanding or navigating your facilities and/or services.

You will see we ask you to provide clear images of things like accessible bathroom(s), accessible entrances and other key facilities.

**\*\*Photos are extremely important.** Please make sure you save and name your files appropriately to send to us. Include your business name and relative image title. (File size < 1MB)

It should take approximately 30 minutes to complete this process depending on the size/extent of your facilities.

### BUSINESS NAME:

Accommodation                       Experience                       Other

*If other, please describe?*

### CONTACT PERSON NAME:

Phone                                      Email

## 1. ACCESS TO THE BUILDING, PREMISES or VENUE

Accessible parking available?      How many spaces?                      Yes       No

*Good to know? (if not on site, please provide details. OR is there a drop off point)*

A step free path from the outdoor / carpark area to indoor areas?                      Yes       No

Is the surface...                      *(tick all that apply)*

Compacted hard                       Gravel                       Sand  
 Dirt                                       Grass                       Combination  
 Other

*Good to know? (if other, please describe)*

Distance from the accessible carpark to the accessible entrance?

0-25m                                       25-50m                                       50-100m  
 >100m                                       Other

*Good to know? (if other, please describe)*

Step free entrance to main reception, building or facility? Yes  No

Is the step free entrance... *(tick all that apply)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Main door           | <input type="checkbox"/> Alternate entrance    | <input type="checkbox"/> Automatic door    |
| <input type="checkbox"/> Pull door           | <input type="checkbox"/> Push door             | <input type="checkbox"/> Sliding door      |
| <input type="checkbox"/> No door             | <input type="checkbox"/> Easy open manual door | <input type="checkbox"/> Heavy manual door |
| <input type="checkbox"/> Door is always open | <input type="checkbox"/> Ramp                  | <input type="checkbox"/> Other             |

*Good to know? (if there is an alternate entrance, please provide details)*

A front check in counter/service desk area? Yes  No

The area is equipped with.. *(tick all that apply)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Counter > 850mm high | <input type="checkbox"/> Counter < 850mm high                 | <input type="checkbox"/> Attendee at all times |
| <input type="checkbox"/> A hearing loop       | <input type="checkbox"/> Other assistive communication device | <input type="checkbox"/> Other general         |
| <input type="checkbox"/> Seating              |   |  |

*Good to know? (if other, please describe)*

Main public areas clear of furniture and obstacles e.g. foyer? Yes  No

*Good to know? (are there any permanent obstructions)*

Step free external walkways to other areas of site? Yes  No

*Good to know? (what areas can be accessed step free)*

Step free, ramp or a lift access to all levels? Yes  No  N/A

*Good to know? (if no, which levels/areas are **not** accessible?)*

Clear directional signage around your facility Yes  No

Is there any signage in braille? *(If yes, please provide details)*

A public bathroom with accessible facilities? Yes  No

Is the bathroom/s... *(tick all that apply)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Male                   | <input type="checkbox"/> Female                 | <input type="checkbox"/> Unisex        |
| <input type="checkbox"/> Ambulant               | <input type="checkbox"/> Accessible             | <input type="checkbox"/> Keycode entry |
| <input type="checkbox"/> Requires an access key | <input type="checkbox"/> Baby change facilities | <input type="checkbox"/> Other         |

**Australian Standard**

Yes  No  Unsure

*Good to know? (if not onsite, are there facilities close by)*

*\*\*I have attached a clear photo of the accessible bathroom* Yes  No

*\*\*I have attached a clear photo of the accessible entrance* Yes  No

*Also attached are clear photos of... (list)*

## 2. ACCESSIBLE ACCOMMODATION

Do you offer accessible accommodation? Yes  No

*If you answer no, move onto **section 3**.*

Does the door to the accessible room/s have... *(tick all that apply)*

- |  |                                       |                                    |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Lever handles       | <input type="checkbox"/> Knob handles | <input type="checkbox"/> Key entry |
| <input type="checkbox"/> Security card entry | <input type="checkbox"/> Push door    | <input type="checkbox"/> Other     |

*Good to know?*

Does the accessible bathroom have... *(tick all that apply)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Grab rails shower   | <input type="checkbox"/> Grab rails toilet      | <input type="checkbox"/> Temp rails on request   |
| <input type="checkbox"/> Shower chair        | <input type="checkbox"/> Fold down bench seat   | <input type="checkbox"/> Moveable shower rose  |
| <input type="checkbox"/> Glass shower screen | <input type="checkbox"/> Plastic shower curtain | <input type="checkbox"/> Lever taps  |
| <input type="checkbox"/> Other               | <b>Australian Standard</b>                      | Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> |

*\*NOTE a plastic outdoor chair is not recognised as a safe shower chair*

*Good to know? (low mirror, low towel hooks, automatic soap dispenser)*

*\*\*I have attached a clear photo of the accessible bathroom* Yes  No

Can furniture and decorative rugs be easily rearranged if required? Yes  No

*Good to know? (who can be contacted for assistance)*

What type of flooring is there in the accessible rooms?

- |                                 |                                   |                                      |
|---------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Tiles    | <input type="checkbox"/> Floorboards |
| <input type="checkbox"/> Lino   | <input type="checkbox"/> Concrete | <input type="checkbox"/> Other       |

*Good to know? (if other, please provide details)*

How many accessible rooms are there?

*Good to know? (are there various locations to choose from)*

What is the bedding configuration/s in the accessible room/s? *(tick all that apply)*

- |                                 |                               |                                 |
|---------------------------------|-------------------------------|---------------------------------|
| <input type="checkbox"/> Single | <input type="checkbox"/> Twin | <input type="checkbox"/> Double |
| <input type="checkbox"/> Triple | <input type="checkbox"/> King | <input type="checkbox"/> Family |

Bunks  Sofa  Other

*Good to know? (if other, please provide details)*

Do any of the rooms have electric adjustable beds? Yes  No

*Good to know? (if no, is there clearance under beds and how much?)*

Are there any interconnecting rooms to the accessible room/s? Yes  No

*Good to know? (if yes, please provide sleeping configurations of connecting room)*

Are there any additional accessible features in the rooms? *(tick all that apply)*

Vibrating alarm clock  Flashing smoke alarm  Low switches 850mm  
 Clearance under kitchen sink  Clearance under kitchen stove  Other

*Good to know? (if other, please provide details)*

### 3. ACCESSIBLE ACTIVITIES

What is the key activity or experience you offer?

*Please provide details:*

Is there step free access to viewing areas and lookouts? Yes  No  N/A

*Good to know? (If yes, please provide the names of the accessible areas)*

Are there seated rest areas along external paths? Yes  No  N/A

*Good to know? (please provide details)*

Are there wide passing areas along narrow paths, like boardwalks? Yes  No  N/A

(Over 1m wide and free from overgrowth or obstacles)

*Good to know? (please provide details)*

Is there step free access to mobile attractions, trains, buses, rides etc.? Yes  No  N/A

*Good to know? (If yes, please provide the names of the attractions)*

Is there step free access to water activities? Yes  No  N/A

Facilities include... *(tick all that apply)*

Boat ramp  Jetty  Canoe launcher

Fishing platform                       Boat                                       Other

*Good to know? (if other, please provide details)*

Is there step free access to beach, lakes or other bodies of water?                      Yes  No  N/A

Facilities include...                      *(tick all that apply)*

Matting                                       Ramp                                       Beach wheelchair  
 Vehicle on the beach                       Other

*Good to know? (if other, please provide details)*

Is there step free access to swimming areas including pools?                      Yes  No  N/A

Facilities include...                      *(tick all that apply)*

Ramp                                       Beach entry                                       Hoist  
 Beach wheelchair                       Other

*Good to know? (if other, please provide details)*

Are there campsites available on hard, compacted ground?                      Yes  No  N/A

*Good to know? (if no, is there alternative options)*

Are there accessible bathroom facilities onsite?                      Yes  No

Facilities include...                      *(tick all that apply)*

Accessible toilet                       Roll in shower                                       Other

**Australian Standard**

Yes  No  Unsure

*Good to know? (if not onsite, are there facilities close by)*

Is there equipment to aid participation?                      Yes  No  N/A

Equipment includes...                      *(tick all that apply)*

All terrain wheelchair                       Trailrider                                       Handcycle  
 Beach wheelchair                       Beach matting                                       Manual wheelchair  
 Pram                                       Childs push buggy                                       Audio visual material  
 Other

*Good to know? (if other, please provide details)*

If there is a cost, deposit, booking, key required to access equipment... please provide details?

Are there step free pathways leading to picnic areas?                      Yes  No  N/A

Facilities include...                      *(tick all that apply)*

Shelter                                       Seats                                       BBQ

*Good to know? (if no, are there other facilities available)*

Is there step free access to playgrounds/play equipment? Yes  No  N/A

*Good to know? (if no, are there facilities close by)*

#### 4. OTHER CONSIDERATIONS

Is there an access map of site indicating accessible parking, toilets, paths, attractions, distances etc.? *(please attach or provide link)* Yes  No

Are staff trained in Disability Awareness? Yes  No

Is there an accessible emergency evacuation procedure? Yes  No

Acceptance of Companion/Carer Card or other Concession? Yes  No

Is there transport around the site eg: golf buggy, minibus? Yes  No

Where there are exhibits, are they displayed at a range of heights? Yes  No

Is there a changing places facility onsite? Yes  No

*A changing places facility is a large bathroom equipped with, at minimum, an adult changing table and hoist.*

Do you have a written Access Guide on your website? Yes  No

*If yes please provide link:*

*If no, identify a place on your website to display visitor information:*

GOOD TO KNOW *any other useful information relating to the accessibility of your business?*

#### **Thank you for taking the time to complete the Access Checklist!**

You should now have a clearer understanding of the accessible facilities that you provide.

Providing this information helps to recognise some of the services and facilities that make it easier for more people to participate in meaningful tourism experiences!

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