

Accessibility checklist for Waiting/Reception areas

Complete the following checklist to help identify how accessible your office is. This can be used as a guide when planning changes to your office or if you are moving to new premises.

Does your workplace have:	Yes √	No X
An area to sit and wait and write?		
Accessible payment options Eg: Internet, telephone banking?		
An accessible meeting room with movable and adjustable furniture?		
Access to kitchen and or waiting room facilities for tea, coffee, water etc?		
Access to computers is appropriate?		
Accessible furniture such as table and chairs?		
Accessible storage for mobility aids?		
Easy to open tea, coffee sugar?		
Remote control access for television in waiting area?		
Rounded edges on furniture?		

