

# Access audit checklist

## Residential communal areas



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

### Explanatory notes

This access audit checklist has been developed to help housing landlords to identify barriers to accessibility. It covers both the approaches to and communal areas of housing blocks and estates. It can be completed by maintenance or estate staff. Dimensions have been given where these are applicable to enable staff to identify potential shortfalls. Where access barriers are identified, you may need to seek specialist advice on how to overcome them and improve the environment to create safe and accessible homes.

The checklist uses inclusive design principles to identify features that could be barriers to residents and visitors. Inclusive design principles aim to create environments that are accessible to all, including disabled people, families using pushchairs and older people.

### How to use the checklist

The checklist examines accessibility, starting from the approach to the building to the dwelling front doors. This replicates the journey that residents and visitors will make.

Questions that are answered 'No' highlight a shortfall in accessibility standards and further action may be needed to resolve this. You may need to take specialist advice from access auditors or consultants to identify adequate and cost effective measures to improve accessibility.

### Advice and support

The Royal Borough of Kensington and Chelsea's Housing Occupational Therapy Team may be able to provide advice and answer individual queries. The team can be contacted by email at [housing@rbkc.gov.uk](mailto:housing@rbkc.gov.uk) or by telephone on [REDACTED]

### Property details

Building name			
Estate		Landlord	
Postcode		Date of inspection	

Building type	Tower block <input type="checkbox"/> Low rise block <input type="checkbox"/>		
Number of storeys		Number of dwellings	

## Assessment of communal areas

Approach and Car Parking	Yes	No	Dimensions	Comments
Is the building within convenient distance of public transport?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there car parking near the entrance?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the car parking area suitably surfaced? (i.e. smooth and level)	<input type="checkbox"/>	<input type="checkbox"/>		
Are there any accessible car parking bays? (i.e. 2400mm wide + 1200mm clear access to one side*)	<input type="checkbox"/>	<input type="checkbox"/>		
Is the route from public pavements and/or the car park clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the route free of steps and kerbs?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the surface smooth and slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the route 1200mm or wider?*	<input type="checkbox"/>	<input type="checkbox"/>		
External Steps and Ramps	Yes	No	Dimensions	Comments
Is the approach and access to the communal entrance step-free?	<input type="checkbox"/>	<input type="checkbox"/>		
If not, how many steps are there?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there handrails to one or both sides?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there visual and tactile warnings at the top and bottom?	<input type="checkbox"/>	<input type="checkbox"/>		
Are treads and risers consistent in depth and height?	<input type="checkbox"/>	<input type="checkbox"/>		

Are all nosings marked and/or readily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a ramp?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the gradient 1:12 or shallower?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the ramp at least 1500mm wide?**	<input type="checkbox"/>	<input type="checkbox"/>		
Does the ramp have level surfaces at top/intermediate/bottom?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the surface slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there handrails to one or both sides?	<input type="checkbox"/>	<input type="checkbox"/>		
Are ramps and steps adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a platform stairlift or vertical lift?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Communal Entrance</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
Is the communal front door clear opening width 800mm or more?*	<input type="checkbox"/>	<input type="checkbox"/>		
Is the threshold height no higher than 15mm?*	<input type="checkbox"/>	<input type="checkbox"/>		
Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear door swing?*	<input type="checkbox"/>	<input type="checkbox"/>		
Can the communal front door be opened with ease?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there an automated door opener/closer?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the controls to the door situated between 750-1000mm from floor level?**	<input type="checkbox"/>	<input type="checkbox"/>		

Is the door entry system between 900-1050mm from floor level (to the mid-point of the controls) and within 200mm of the latch edge of the door frame?**	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Corridor Widths and Circulation Spaces</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
Is each corridor/passageway/aisle 1200mm or wider for a wheelchair user to manoeuvre and for other people to pass?*	<input type="checkbox"/>	<input type="checkbox"/>		
Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	<input type="checkbox"/>	<input type="checkbox"/>		
Do any lobbies allow users to clear one door before approaching the next with minimal manoeuvre?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Internal Steps, Stairs and Lifts</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
Are the internal corridors step-free?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there more than one stair well serving each dwelling?	<input type="checkbox"/>	<input type="checkbox"/>		
Do any steps or stairs have a handrail to one/both sides, and do they extend 300mm beyond the top and bottom of any flight?	<input type="checkbox"/>	<input type="checkbox"/>		
Is any level change clearly lit? (Consider lighting in daylight and after dark.)	<input type="checkbox"/>	<input type="checkbox"/>		
Is the pitch (risers and treads) of step/stairs or any ramp consistent?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the nosings of the steps clearly identifiable/contrasted?	<input type="checkbox"/>	<input type="checkbox"/>		



If there are landings, are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?	<input type="checkbox"/>	<input type="checkbox"/>		
Is any short rise within a single storey ramped; if so is the ramped surface indicated, and is it slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>		
Where level change is less than a full storey in height is a power-operated system appropriate? (Platform lift/stairlift/lift)	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Passenger lift</b>				
(a) Is there lift access to upper levels?	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Is there more than one lift serving each floor?	<input type="checkbox"/>	<input type="checkbox"/>		
(c) Is the lift's location clearly defined by visual and tactile information?	<input type="checkbox"/>	<input type="checkbox"/>		
(d) Are controls at all floors visible, identifiable and reachable from sitting and standing levels?	<input type="checkbox"/>	<input type="checkbox"/>		
(e) Does the lift door open widely enough for wheelchair user access?	<input type="checkbox"/>	<input type="checkbox"/>		
(f) Does door operation allow slow entry and exit?	<input type="checkbox"/>	<input type="checkbox"/>		
(g) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer (i.e. 1100mm x 1400mm*)?	<input type="checkbox"/>	<input type="checkbox"/>		
(h) Does the car have internal support rails?	<input type="checkbox"/>	<input type="checkbox"/>		
(i) Are the lift car controls including emergency call, located within reach of all users and with visual and tactile information?	<input type="checkbox"/>	<input type="checkbox"/>		
(j) Is there audible floor indication?	<input type="checkbox"/>	<input type="checkbox"/>		
(k) Is the lift an 'evacuation lift'?	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Platform lift</b>				
(a) Are the controls at both levels identifiable, and reachable from sitting and standing levels?	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Is the platform adequate for wheelchair use and manoeuvre?	<input type="checkbox"/>	<input type="checkbox"/>		
(c) In the event of a power failure does the platform return to lower level?	<input type="checkbox"/>	<input type="checkbox"/>		
(d) Is the equipment maintained and its operation checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Stairlift</b>				
(a) Are the controls at all levels identifiable, and reachable from sitting and standing levels?	<input type="checkbox"/>	<input type="checkbox"/>		
(b) Is approach convenient and safe at all appropriate landings?	<input type="checkbox"/>	<input type="checkbox"/>		
(c) When not in use will the seat fold away to avoid obstruction?	<input type="checkbox"/>	<input type="checkbox"/>		
(d) In the event of a power failure does the seat return to lower level?	<input type="checkbox"/>	<input type="checkbox"/>		
(e) Is the equipment maintained and its operation checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Additional Communal Doors</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
Is the building clear of additional internal doors?	<input type="checkbox"/>	<input type="checkbox"/>		
Do the doors serve a functional/safety purpose?	<input type="checkbox"/>	<input type="checkbox"/>		
Can they be readily distinguished?	<input type="checkbox"/>	<input type="checkbox"/>		
If glass, are they visible when shut?	<input type="checkbox"/>	<input type="checkbox"/>		

Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the clear opening widths at least 775mm to permit wheelchair access?**	<input type="checkbox"/>	<input type="checkbox"/>		
Is any door furniture/handle at a height for standing/sitting use?	<input type="checkbox"/>	<input type="checkbox"/>		
Can the door furniture/handles be easily operated/grasped?	<input type="checkbox"/>	<input type="checkbox"/>		
Can the internal doors be opened with ease?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Wayfinding/Information</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
Are direction or information signs (including means of escape) visible from both sitting and standing eye levels, and are they in upper and lower case, and large enough type to be read by those with impaired eyesight?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there tactile signs and information for those with impaired vision?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the building equipped to provide hearing assistance?	<input type="checkbox"/>	<input type="checkbox"/>		
Does lighting installation of the building take into account the needs of people with visual disabilities?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Communal Garden and Refuse</b>	<b>Yes</b>	<b>No</b>	<b>Dimensions</b>	<b>Comments</b>
If there is a communal garden, is the access to this step-free?	<input type="checkbox"/>	<input type="checkbox"/>		
Are paths 1200mm or wider?	<input type="checkbox"/>	<input type="checkbox"/>		
Are gates at least 850mm wide***?	<input type="checkbox"/>	<input type="checkbox"/>		

Is the access to refuse facilities step-free?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the access free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>		

\*dimensions from London Housing Design Guide (Interim Edition) 2010

\*\*dimensions from BS8300:2009

\*\*\*dimensions from the Wheelchair Housing Design Guide, Habinteg 2006

## Outcome of assessment

	Yes	No	Comments
Are the communal areas accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the accessibility of homes be improved with access works to the communal areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the works considered:			
• High priority: a potential hazard that needs resolving urgently	<input type="checkbox"/>	<input type="checkbox"/>	
• Medium priority: would have a significant impact on accessibility	<input type="checkbox"/>	<input type="checkbox"/>	
• Low priority: can be resolved as part of ongoing maintenance programme	<input type="checkbox"/>	<input type="checkbox"/>	



## Recommendations

Area	Recommended Works	Priority	Minor/major	Outcome
<i>E.g. Communal door</i>	<i>Repair door closer as it currently restricts ease of opening the door. Consider installing automatic door.</i>	<i>Medium</i>	<i>Minor</i>	<i>Improved door opening.</i>

<b>Assessed by</b>		<b>Date</b>	
<b>Title, location</b>			
<b>Telephone number</b>		<b>Email</b>	