



CHECKLIST FOR FACILITATORS AND PRODUCERS

This checklist is intended to help assess the accessibility of cultural environments and venues.

CONTENT:

- A. Promotion and marketing
- B. Build Environment
- C. Overview of Structural Details, Security and Orientation
- D. Strategy

	YES	NO
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A. Promotion and Marketing

1. Marketing		
• Are the various media used in the information?		
• Is the website accessible to people with visual impairments?		
• Are the essential information clear and easy to read?		
• Is the information clear/easy to understand?		
2. Information and Accessibility		
• Are accessibility information available on the Internet?		
• Does other information contain information on accessibility?		
• Is there an introductory brochure/guide leaflet for accessibility?		
• Is information about accessibility available in other ways?		

B. Accessibility of the building and the environment

1. Arrival at the building

• Does the car stop at the entrance?		
• Are there accessible parking areas?		
• Is there a sufficient number of disabled parking spaces in relation to the size of the building?		
• Do you have parking spots near the entrance?		
• Is the access path leading to the entrance free?		

2. Entrance

• Does the building have a step-by-step entrance?		
• Is the potential ramp implemented in accordance with the regulations?		
• Is the potential lift/level hoist designed in accordance with the regulations?		
• Is there any free space required for a wheelchair's turning radius in front of the doors? (The minimum size of turning is about 1500 x 1500 mm).		
• Is a possible staircase of stairs embedded in the ground/floor?		
• Is the user of a wheelchair able to open the door and run it?		
• Is mobility safe?		
• Is the ease of navigation taken into account in planning?		
• Does the staff assist, for example, when moving or sitting in the doors, and providing the aids available?		

3. Moving in the building

• Are there any aids for moving, such as a wheelchair, roller or stroller?		
• Are all rooms with unobstructed access (not stairs / stairs)?		
• Is the potential ramp implemented in accordance with the regulations?		
• Is the potential lift/level hoist designed in accordance with the regulations?		
• Is there at least one wheelchair access door to each room? (min. width 80 cm.)		

• Do you have sufficient space, for example, in the space required for a wheelchair's turning radius? (The minimum size of turning is about 1500 x 1500 mm).		
• Is mobility safe?		
• Is the ease of navigation taken into account in planning?		

4. Moving outside and between buildings

• Are the fairways unobstructed?		
• Is it safe to move?		
• Is the ease of navigation and naturalness taken into account in the design of paths?		

5. Staying in the building

• Are each of the staff members aware of the basics of the aids and services available?		
• Is every member of staff able to assist clients with mobility or disability if needed?		
• Is the sound environment acceptable (not background noise or eagerness)?		
• Are there toilets suitable for people with mobility impairment?		
• Are there hangers with low hangers (eg children or wheelchairs) in the cloakroom?		
• Are there enough seats in the public spaces?		
• Is at least part of the service criterion of a suitable height for a wheelchair user or short people and is there an induction loop or other hearing aid at the service desk?		
• Is the lighting in the auditoriums adequate but glare-free?		
• Is air quality acceptable?		
• Are the interiors non-smoking?		

6. Fire safety

• Does the building also include visual fire alarms?		
• Are people with mobility impairments without the help of being able to get out of the emergency room or move to another fire department?		

C. An overview of structural details, security, and navigation

1. Passageways

• Are the passageways non-slip, hard and flat, and without overlapping edges/thresholds?		
• Are the passageways flat without level differences?		
• Is there an alternative route with a ramp apart from the stairs?		
• Do the level differences and ramps comply with the recommendations?		
• Is the lighting good?		
• Whether or not the passageways are safe in winter?		
• is it safe to move?		
• Is the ease of navigation taken into account in planning??		

2. Ramps

Are the slope and length consistent with the norms? (In Finland, a gradient of 1: 12.5 is permitted in Finland. Longitudinal ramps must include a flat for resting)		
• Is the ramp equipped with edges? (They prevent the wheelchair/roller from drifting out of the ramp.)		
• Are there handrails on either side of the ramp?		
• Is the coating non-slip?		

3. Elevator

• Is the floor area of the elevator at least 1100 x 1400 mm (door on the short side)?		
• Is there sufficient space for turning, for example for a wheelchair, in front of the elevator?		
• Is the user of a wheelchair able to open the door and run it?		
• Are the elevator call and control buttons also conveniently located for a wheelchair user?		
• Are the buttons positioned and formatted so that the numbers/letters are clearly legible - including braille or hyphen and numbers?		

4. Doors

• Are the doors either hinged or sliding doors (there must not be rotating doors only)?		
• Is the door wide enough for a roller or wheelchair? (min. 80 cm)		
• Is the door unobstructed (or the threshold is shallow and rounded) ?		
• Do you have free space at the door to reach the door handle from the wheelchair?		
• Is the heavy door equipped with an automatic door opener?		
• Is the opening button also easy to reach from the wheelchair?		
• Is the opening button positioned so that the opening door does not hit the person coming in?		
• Is the automatic door equipped with a movement stop/sensor??		

5. Accessible toilet facilities

• Is there a door without a threshold of at least 850 mm wide and is there a wire rod inside the door that can be pulled behind the door?		
• Are the floor space 1500 free of tilting and 900 mm next to the toilet seat and 300 mm free space behind?		
• Does the support rack move up and down on both sides of the toilet seat?		
• Are the sink and other equipment at a suitable height even for a wheelchair user? (mirror, etc)		

6. Safety of moving

• Are glass detectors (or other large glass surfaces that can run into them) to detect eye contact levels?		
• Are the beginning and end of the stairs marked with color contrast?		
• Are the handrails on both sides of the staircase?		
• Does the handrail start about 30 cm before the stairs and ends at about 30 cm after the steps?		
• Are other obstacles on the passage marked with contrasting colors (with the brightness contrast or so that they can be detected by a white stick)?		
• Is interior coloring chosen so that it does not create misleading depth impressions?		

7. Measures to facilitate navigation

• Is the layout easy to perceive, simple and logical?		
• Are color and lighting environments clear?		
• Do you route passageways to important sites such as the entrance or service desk?		
• Do you have clear guides or templates at the entrance?		
• Are there signposts and miniature models that can be touched? (Tacticle map)		
• Is there any supplementary oral communication?		
• Do you have a map to take with you?		
• Do you have a hand-readable map?		
• Do you have voice-based or oral orientation guidance?		
• Are the route guides and door signs clear?		
• Are signs with symbols?		
• Are the signposts set in the same everywhere so that they are easily detectable?		
• Are the signposts set so that both standing, even the visually impaired, and the person sitting in the wheelchair can read them?		

D. Strategy

• Is the organization committed to accessibility and diversity?		
• Are measures to improve accessibility and accessibility to be included in the action plan and budget?		
• Has the action plan been scheduled?		
• Have the staff been trained and educated?		
• Is the person responsible for accessibility and accessibility issues nominated?		
• Are low-income earners in admission and whether the admission of a disabled person is free of charge		
• Do you have communication with people with disabilities, the elderly, or other customer groups?		

Notes