

29. Building management

Are the following issues addressed by building management and checked on a regular basis?

External areas

Car parking

29.1 Is information available to visitors in advance of a visit? []

29.2 Are designated parking spaces checked to ensure they are not used by non-disabled people? []

- Are they kept clear of obstructions?

29.3 Are parking bays allocated to disabled staff clearly marked to discourage use by others? []

29.4 Do entry and exit barriers incorporate means of communication with staff? []

- Are staff able to provide assistance?

Pedestrian routes

29.5 Are external routes, including steps and ramps, kept clean, unobstructed and free of surface water, algae growth, snow and ice? []

29.6 Are all surface materials maintained in good condition? []

- Are potential trip hazards repaired?

29.7 Are bicycles not parked or chained where they will obstruct steps, ramps or access routes? []

29.8 Is vegetation and planting kept trimmed to avoid: []

- overhanging access routes
- obscuring signage and the spread of light?

29.9 Is there effective enforcement in shared space areas: []

- traffic speed limits
- delivery access
- parking restrictions?

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| 29.10 | Are external lights in good working order? <ul style="list-style-type: none">• Are bulbs replaced promptly? | [] |
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Buildings

Entrances

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| 29.11 | Where necessary, are portable ramps available? <ul style="list-style-type: none">• Are they removed promptly after use? | [] |
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| 29.12 | Are side-hung doors adjacent to revolving doors unlocked? <ul style="list-style-type: none">• Are they freely available whenever the building is open? | [] |
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| 29.13 | Are access-control systems tested regularly? | [] |
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| 29.14 | Are door opening and closing systems tested regularly? | [] |
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| 29.15 | Are timing and speed of power-operated devices reviewed and adjusted regularly? | [] |
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| 29.16 | Are procedures in place to ensure staff are always available to respond to entryphone systems? <ul style="list-style-type: none">• And available to provide assistance if required? | [] |
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Doors

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| 29.17 | Is door ironmongery regularly maintained and adjusted if necessary? | [] |
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| 29.18 | Are door self-closing devices monitored and adjusted when necessary? | [] |
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Circulation routes

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| 29.19 | Are circulation routes kept clear of obstructions, including deliveries? | [] |
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| 29.20 | Is clear space maintained in front of lift doors, signage, waste bins and water coolers, and so on? | [] |
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| 29.21 | Is space maintained between moveable seats and tables? | [] |
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Lifts

29.22 Are statutory tests and servicing of lifts and platform lifts undertaken regularly? []

- Are they arranged at times to minimise inconvenience to building users?

29.23 Are procedures in place to provide alternative means of access if lifts or platform lifts are out of action? []

- Are arrangements clearly communicated?

29.24 Are emergency call and communication systems in lifts and platform lifts tested regularly? []

- Is the system linked to a source of assistance?

29.25 Is the alignment of the lift car floor with landing floors checked regularly? []

Surfaces

29.26 Are edges of floor coverings firmly fixed? []

- And door threshold strips?

29.27 Are worn floor finishes replaced before they present a trip hazard or fail to provide adequate slip resistance? []

29.28 Are floor surfaces regularly cleaned? []

- But not left shiny or slippery?

29.29 Is effective visual contrast maintained or enhanced when areas are redecorated? []

Sanitary facilities

29.30 If accessible toilets or Changing Places (CP) toilets are kept locked, is a key available to lend close by? []

- Is the availability of the key clearly indicated?
- Do staff know where the key is located?

29.31 Is information available to visitors in advance if a RADAR National Key Scheme key is required? []

29.32 Are all components of the toilet assistance alarms regularly checked: []

- pull cords
- reset button
- responder unit(s)?

29.33 Are assistance alarm pull cords fully extended and available at all times? []

29.34 Are procedures in place for responding to assistance alarms? []

- Are staff trained to provide appropriate assistance?
- Is there always someone available to respond?

29.35 In CP toilets, are instructions for using equipment clearly displayed? []

29.36 Is information available regarding hoist connectors and compatible slings? []

- In advance of a visit?

29.37 Is mechanical equipment checked and serviced regularly? []

29.38 Are fastenings to toilet seats, fixed and drop-down rails checked regularly? []

29.39 Are all sanitary facilities cleaned and restocked daily (or more often if required)? []

29.40 Are waste bins and disposal units positioned where they will not obstruct access and transfer space? []

Building services

Maintenance and tests

29.41 Are statutory tests, inspections and servicing arranged for lifts, platform lifts, hoists and other equipment? []

- Are they arranged at times to minimise inconvenience to building users?

29.42 Are procedures in place to ensure light bulbs are replaced promptly? []

Cleaning

29.43 Are mechanical ventilation, air-conditioning and heating systems regularly cleaned and maintained? []

29.44 Are windows and glazed screens and doors cleaned regularly? []

29.45 Are blinds and solar control devices maintained, cleaned and fully functioning? []

Communications

Information

29.46 Is venue and visitor information available in a range of formats? []

29.47 Is pre-visit information available about accessible facilities such as: []

- Availability of parking?
- Whether a RADAR National Key Scheme key is required for accessible toilets or CP toilets?
- Presence and location of a Changing Places toilet on the site and equipment provided, including type of sling connectors?
- Presence of strobe lighting?

29.48 Is audio description available where information is lengthy or complex? []

Hearing enhancement systems

29.49 Is availability of the system clearly advertised? []

29.50 Are staff trained in using the equipment? []

29.51 Are hearing enhancement systems and public address systems regularly tested? []

- Equipment tests?
- User trials?

29.52 Is there an adequate system for lending, retrieving, testing and cleaning headsets? []

Signage

29.53 Do new signs integrate with an existing signage system? []

29.54 Are signs replaced correctly if removed during redecoration? []

29.55 Are redundant and temporary signs removed when no longer required? []

29.56 Are maps and models updated when required? []

Means of escape

Policy and procedures

29.57 Are checks made to ensure all internal and external exit routes are clear and unobstructed at all times? []

- And that final exit doors are operational and available for use?

29.58 Are checks made to ensure access for fire-fighting vehicles is available at all times? []

29.59 Is the fire alarm system checked regularly? []

- Are all audible sounders and visible beacons checked regularly to ensure they are operational?

29.60 Are evacuation tests arranged at regular intervals? []

- Are all staff familiar with procedures and duties?

29.61 Do management and appropriate staff understand the purpose and function of emergency refuges and EVAC systems provided at any refuge(s)? []
