

Government Facility Accessibility Checklist

Issued by: World Disability Union (WDU)

1. Purpose of the Checklist

This checklist aims to ensure that **government facilities are fully accessible and inclusive**, enabling persons with physical disabilities, sensory disabilities, and Autism Spectrum Disorder to **access all services and facilities safely, independently, and with dignity**, in accordance with:

- International Accessibility Codes (ADA / ISO 21542)
- Universal Design Principles
- Equality and non-discrimination standards

2. Five-Point Evaluation System

Each item shall be evaluated using the following rating scale:

| Score | Description |
|-------|--|
| 1 | Not available |
| 2 | Available but not compliant |
| 3 | Partially available |
| 4 | Available and compliant with minor remarks |
| 5 | Fully available and fully compliant |

3. Detailed Accessibility Checklist

1. Accessible Parking

- Required number of accessible spaces provided (minimum 5%)
- Parking spaces located within 50 m of the main entrance
- Parking space dimensions compliant with international standards
- Availability of Van Accessible parking spaces
- Clear vertical and ground signage

Score: /5

2. Curb Ramps and External Routes

- Curb ramps with maximum slope of 1:12
- Minimum ramp width of 120 cm
- Slip-resistant surfaces
- Continuous and obstacle-free accessible routes

Score: /5

3. Entrance Ramps

- Step-free main entrance
- Code-compliant ramps provided as alternatives to stairs
- Handrails on both sides
- Adequate wheelchair turning space

Score: /5

4. Doors

- Minimum clear door width of 90 cm
- Easy-to-open or automatic doors
- Accessible door hardware and handles
- No raised thresholds

Score: /5

5. Internal Corridors

- Minimum corridor width of 150 cm
- Obstacle-free circulation paths
- Slip-resistant flooring
- Adequate wheelchair turning areas

Score: /5

6. Elevators

- Wheelchair-accessible elevator cab
- Low-mounted control buttons with Braille
- Audible and visual floor announcements
- Adequate door opening and closing time

Score: /5

7. Stairs

- Handrails on both sides
- Visual warning strips
- Slip-resistant stair surfaces
- Color contrast on step edges

Score: /5

8. Emergency Exits and Exit Ramps

- Accessible emergency exits free of obstacles
- Ramps provided at emergency exits
- Illuminated emergency signage
- Clearly marked accessible evacuation routes

Score: /5

9. Evacuation Chairs for Persons with Disabilities

- Evacuation chairs available near staircases
- Easy access to evacuation equipment
- Staff trained in evacuation chair use
- Regular inspection and maintenance

Score: /5

10. Alarm Systems (Audible and Visual)

- Audible alarm system throughout the facility
- Visual alarm system for persons with hearing disabilities
- Alarm systems connected to emergency systems
- Coverage in all public and service areas

Score: /5

11. Availability of Wheelchairs

- At least one wheelchair available on site
- Easy request and access procedures
- Regular maintenance and hygiene

Score: /5

12. Accessible Restrooms

- Step-free restroom access
- Adequate wheelchair turning space
- Grab bars provided near toilets
- Accessible sinks and mirrors
- Emergency call button installed

Score: /5

13. Cafeteria

- Step-free access to cafeteria
- Wheelchair-accessible tables
- Adequate aisle widths
- Service counters at accessible height

Score: /5

14. Prayer Room

- Easy and step-free access
- Designated space for wheelchair users
- Clear internal circulation

Score: /5

15. Service Counters (Customer Service Desks)

- Lowered counter section for wheelchair users
- Adequate front clearance space
- Accessible queuing and ticketing systems

Score: /5

16. Rest Areas

- Accessible seating options
- Adequate maneuvering space
- Proximity to essential services

Score: /5

17. Support Staff / Safety Officers

- Staff trained to assist persons with disabilities
- Knowledge of emergency and evacuation procedures

Score: /5

18. Autism-Friendly Area

- Quiet, low-stimulation space
- Calm lighting and colors
- Simplified visual communication and signage

Score: /5

19. Wayfinding and Signage

- International Symbol of Accessibility used
- High-contrast colors and clear fonts
- Tactile or Braille signage where applicable

Score: /5

20. Additional Support Services

- Written inclusion and accessibility policy
- Complaint and feedback mechanism
- Regular maintenance of accessibility features

Score: /5

4. Final Evaluation

- Total Score: / 100
- Percentage: %

Accreditation Level

- Below 60%: Not Accessible
- 60–79%: Partially Accessible
- 80–89%: Disability-Friendly Government Facility
- 90–100%: Fully Accredited Accessible Government Facility

5. Accreditation

Facilities meeting the requirements are entitled to:

- Official Accessibility Certificate issued by WUPD
- Accreditation plaque displayed at the main entrance
- Use of the designation: **“Accessible Government Facility – WDU Certified”**

This checklist is officially issued by the World Disability Union (WDU) for inspection, evaluation, and accreditation of government facilities.

Government Facility Accessibility Inspection Form

Issuing Authority: World Disability Union (WDU)

General Information

- Government Entity / Facility Name:
- Address:
- City / Country:
- Type of Facility (Ministry / Municipality / Agency):
- Inspection Date: / /
- Inspector Name:
- Inspecting Body:

Evaluation Method

Each item shall be assessed using the following five-point rating system:

| Score | Description |
|-------|--|
| 1 | Not available |
| 2 | Available but not compliant |
| 3 | Partially available |
| 4 | Available and compliant with minor remarks |
| 5 | Fully available and fully compliant |

Inspectors must document all observations, deficiencies, or recommendations in the **Remarks** column.

1. Accessible Parking

| Item | Score | Remarks |
|---|-------|---------|
| Required number of accessible spaces provided (min. 5%) | | |
| Parking located within 50 m of main entrance | | |
| Compliant parking space dimensions | | |
| Van Accessible parking spaces available | | |
| Clear vertical and ground signage | | |

Section Score: /5

2. Curb Ramps and External Accessible Routes

| Item | Score | Remarks |
|--------------------------------------|-------|---------|
| Curb ramps provided at all crossings | | |
| Ramp slope does not exceed 1:12 | | |
| Minimum clear width \geq 120 cm | | |
| Slip-resistant surface | | |
| Continuous, obstacle-free route | | |

Section Score: /5

3. Entrance Ramps and Main Entrance

| Item | Score | Remarks |
|--|-------|---------|
| Step-free main entrance | | |
| Accessible ramps provided where required | | |
| Handrails on both sides | | |
| Adequate maneuvering space | | |
| Entrance clearly identifiable | | |

Section Score: /5

4. Doors

| Item | Score | Remarks |
|---------------------------------|-------|---------|
| Clear door width \geq 90 cm | | |
| Easy-to-open or automatic doors | | |
| Accessible handles and hardware | | |
| No raised thresholds | | |
| Door opening force compliant | | |

Section Score: /5

5. Internal Corridors

| Item | Score | Remarks |
|------------------------------|-------|---------|
| Corridor width \geq 150 cm | | |
| Free of obstacles | | |
| Slip-resistant flooring | | |
| Adequate turning spaces | | |
| Clear wayfinding | | |

Section Score: /5

6. Elevators

| Item | Score | Remarks |
|--------------------------------------|-------|---------|
| Wheelchair-accessible elevator cab | | |
| Control buttons at accessible height | | |
| Braille and tactile markings | | |
| Audible and visual floor indicators | | |
| Adequate door opening time | | |

Section Score: /5

7. Stairs

| Item | Score | Remarks |
|----------------------------------|-------|---------|
| Handrails on both sides | | |
| Non-slip stair surfaces | | |
| Visual contrast on step edges | | |
| Warning strips at top and bottom | | |
| Adequate lighting | | |

Section Score: /5

8. Emergency Exits and Exit Ramps

| Item | Score | Remarks |
|---------------------------------------|-------|---------|
| Accessible emergency exits available | | |
| Ramps provided at emergency exits | | |
| Illuminated emergency signage | | |
| Accessible evacuation routes | | |
| Emergency routes free of obstructions | | |

Section Score: /5

9. Evacuation Chairs for Persons with Disabilities

| Item | Score | Remarks |
|--|-------|---------|
| Evacuation chairs provided near staircases | | |
| Chairs clearly marked and accessible | | |
| Staff trained in use of evacuation chairs | | |
| Regular inspection and maintenance | | |
| Evacuation procedures displayed | | |

Section Score: /5

10. Alarm Systems (Audible and Visual)

| Item | Score | Remarks |
|---|-------|---------|
| Audible alarm system installed | | |
| Visual alarm system installed | | |
| Coverage in all public areas | | |
| Connected to fire and emergency systems | | |
| Regular testing conducted | | |

Section Score: /5

11. Availability of Wheelchairs

| Item | Score | Remarks |
|-----------------------------------|-------|---------|
| Wheelchair available on site | | |
| Easy access and request procedure | | |
| Wheelchair in good condition | | |
| Hygiene and maintenance ensured | | |
| Staff awareness | | |

Section Score: /5

12. Accessible Restrooms

| Item | Score | Remarks |
|---------------------------------|-------|---------|
| Step-free restroom access | | |
| Adequate turning space | | |
| Grab bars provided | | |
| Accessible sinks and mirrors | | |
| Emergency call system installed | | |

Section Score: /5

13. Cafeteria

| Item | Score | Remarks |
|-----------------------------|-------|---------|
| Step-free access | | |
| Accessible tables provided | | |
| Adequate aisle width | | |
| Accessible service counters | | |
| Clear signage | | |

Section Score: /5

14. Prayer Room

| Item | Score | Remarks |
|----------------------------------|-------|---------|
| Accessible route to prayer room | | |
| Designated wheelchair space | | |
| Clear internal circulation | | |
| Adequate lighting | | |
| Quiet and respectful environment | | |

Section Score: /5

15. Service Counters

| Item | Score | Remarks |
|---|-------|---------|
| Lowered counter section provided | | |
| Clear floor space in front of counter | | |
| Accessible queuing system | | |
| Staff trained to assist | | |
| Visual and auditory communication support | | |

Section Score: /5

16. Rest Areas

| Item | Score | Remarks |
|----------------------------------|-------|---------|
| Accessible seating available | | |
| Adequate maneuvering space | | |
| Proximity to main services | | |
| Safe and comfortable environment | | |
| Clear signage | | |

Section Score: /5

17. Support Staff / Safety Officers

| Item | Score | Remarks |
|--|-------|---------|
| Staff trained in disability assistance | | |
| Knowledge of emergency procedures | | |
| Availability during operating hours | | |
| Clear identification of staff | | |
| Periodic training conducted | | |

Section Score: /5

18. Autism-Friendly Area

| Item | Score | Remarks |
|--------------------------------------|-------|---------|
| Quiet, low-stimulation area provided | | |
| Reduced sensory triggers | | |
| Calm lighting and colors | | |
| Simplified visual communication | | |
| Caregiver access permitted | | |

Section Score: /5

19. Wayfinding and Signage

| Item | Score | Remarks |
|---|-------|---------|
| International accessibility symbols used | | |
| High-contrast colors and large fonts | | |
| Directional signage to all facilities | | |
| Tactile or Braille signage where applicable | | |
| Signs well maintained | | |

Section Score: /5

20. Additional Support Services

| Item | Score | Remarks |
|---|-------|---------|
| Written accessibility and inclusion policy | | |
| Complaint and feedback mechanism | | |
| Regular maintenance of accessibility features | | |
| Accessibility focal point assigned | | |
| Continuous improvement actions | | |

Section Score: /5

Final Assessment

- Total Score: / 100
- Percentage: %

Accreditation Result

- Not Accessible (Below 60%)
- Partially Accessible (60–79%)
- Disability-Friendly Government Facility (80–89%)
- Fully Accredited Accessible Government Facility (90–100%)

Signatures

- Inspector Name & Signature:
- Facility Representative Name & Signature:
- Official Stamp:

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