

# GOVERNMENT FACILITY ACCESSIBILITY CHECKLIST

Inspection, Evaluation & Accreditation Framework

## 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.

Assessment framework references:

- World Disability Union Accessibility
- Universal Design Principles
- Equality and non-discrimination standards

## 2. Five-Point Evaluation System

| SCORE | DESCRIPTION                                |
|-------|--------------------------------------------|
| 0     | Not available                              |
| 1     | Available but not compliant                |
| 2     | Partially available                        |
| 3     | Available and compliant with minor remarks |
| 5     | Fully available and fully compliant        |

Inspectors should record observations, deficiencies, and recommendations in the Remarks column of the inspection form.

## 3. Detailed Accessibility Checklist

Use the five-point scale to assess each category. Record one section score out of 5 for each of the 20 categories.

### 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

**SECTION 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

**SECTION 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

**SECTION 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

**SECTION SCORE:** \_\_\_\_\_ / 5

### 5. Internal Corridors

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

**SECTION 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

**SECTION SCORE:** \_\_\_\_\_ / 5

## 7. Stairs

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

**SECTION 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

**SECTION 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

**SECTION 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

**SECTION SCORE:** \_\_\_\_\_ / 5

## 11. Availability of Wheelchairs

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

**SECTION 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

**SECTION SCORE:** \_\_\_\_\_ / 5

## 13. Cafeteria

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

SECTION SCORE: \_\_\_\_\_ / 5

## 14. Prayer Room

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

SECTION SCORE: \_\_\_\_\_ / 5

## 15. Service Counters (Customer Service Desks)

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

SECTION SCORE: \_\_\_\_\_ / 5

## 16. Rest Areas

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

SECTION SCORE: \_\_\_\_\_ / 5

## 17. Support Staff / Safety Officers

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

SECTION SCORE: \_\_\_\_\_ / 5

## 18. Autism-Friendly Area

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

SECTION SCORE: \_\_\_\_\_ / 5

## 19. Wayfinding and Signage

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

SECTION SCORE: \_\_\_\_\_ / 5

## 20. Additional Support Services

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

SECTION SCORE: \_\_\_\_\_ / 5

## 4. Final Evaluation

| MEASURE     | RESULT      |
|-------------|-------------|
| Total score | _____ / 100 |
| Percentage  | _____ %     |

### Accreditation Level

| 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 WDU
- 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)

### A. General Information

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

### B. Evaluation Method

Each item shall be assessed using the five-point rating system below. Inspectors must document all observations, deficiencies, or recommendations in the Remarks column.

| SCORE | DESCRIPTION                                |
|-------|--------------------------------------------|
| 0     | Not available                              |
| 1     | Available but not compliant                |
| 2     | Partially available                        |
| 3     | Available and compliant with minor remarks |
| 5     | Fully available and fully compliant        |

### 1. Accessible Parking

| INSPECTION ITEM                                         | SCORE (1-5) | REMARKS / OBSERVATIONS |
|---------------------------------------------------------|-------------|------------------------|
| 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

| INSPECTION ITEM                      | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|--------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                          | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|------------------------------------------|----------------|------------------------|
| Step-free main entrance                  | _____          |                        |
| Accessible ramps provided where required | _____          |                        |
| Handrails on both sides                  | _____          |                        |
| Adequate maneuvering space               | _____          |                        |
| Entrance clearly identifiable            | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 4. Doors

| INSPECTION ITEM                 | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|---------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM              | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|------------------------------|----------------|------------------------|
| Corridor width $\geq$ 150 cm | _____          |                        |
| Free of obstacles            | _____          |                        |

| INSPECTION ITEM         | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|-------------------------|----------------|------------------------|
| Slip-resistant flooring | _____          |                        |
| Adequate turning spaces | _____          |                        |
| Clear wayfinding        | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 6. Elevators

| INSPECTION ITEM                      | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|--------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                  | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|----------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                      | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|--------------------------------------|----------------|------------------------|
| Accessible emergency exits available | _____          |                        |
| Ramps provided at emergency exits    | _____          |                        |
| Illuminated emergency signage        | _____          |                        |
| Accessible evacuation routes         | _____          |                        |

| INSPECTION ITEM                       | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|---------------------------------------|----------------|------------------------|
| Emergency routes free of obstructions | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 9. Evacuation Chairs for Persons with Disabilities

| INSPECTION ITEM                            | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|--------------------------------------------|----------------|------------------------|
| 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)

| INSPECTION ITEM                         | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|-----------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                   | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|-----------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                 | SCORE (1-5) | REMARKS / OBSERVATIONS |
|---------------------------------|-------------|------------------------|
| Step-free restroom access       | _____       |                        |
| Adequate turning space          | _____       |                        |
| Grab bars provided              | _____       |                        |
| Accessible sinks and mirrors    | _____       |                        |
| Emergency call system installed | _____       |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 13. Cafeteria

| INSPECTION ITEM             | SCORE (1-5) | REMARKS / OBSERVATIONS |
|-----------------------------|-------------|------------------------|
| Step-free access            | _____       |                        |
| Accessible tables provided  | _____       |                        |
| Adequate aisle width        | _____       |                        |
| Accessible service counters | _____       |                        |
| Clear signage               | _____       |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 14. Prayer Room

| INSPECTION ITEM                  | SCORE (1-5) | REMARKS / OBSERVATIONS |
|----------------------------------|-------------|------------------------|
| Accessible route to prayer room  | _____       |                        |
| Designated wheelchair space      | _____       |                        |
| Clear internal circulation       | _____       |                        |
| Adequate lighting                | _____       |                        |
| Quiet and respectful environment | _____       |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 15. Service Counters

| INSPECTION ITEM | SCORE (1-5) | REMARKS / OBSERVATIONS |
|-----------------|-------------|------------------------|
|-----------------|-------------|------------------------|

| INSPECTION ITEM                           | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|-------------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                  | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|----------------------------------|----------------|------------------------|
| Accessible seating available     | _____          |                        |
| Adequate maneuvering space       | _____          |                        |
| Proximity to main services       | _____          |                        |
| Safe and comfortable environment | _____          |                        |
| Clear signage                    | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 17. Support Staff / Safety Officers

| INSPECTION ITEM                        | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|----------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                      | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|--------------------------------------|----------------|------------------------|
| Quiet, low-stimulation area provided | _____          |                        |
| Reduced sensory triggers             | _____          |                        |

| INSPECTION ITEM                 | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|---------------------------------|----------------|------------------------|
| Calm lighting and colors        | _____          |                        |
| Simplified visual communication | _____          |                        |
| Caregiver access permitted      | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## 19. Wayfinding and Signage

| INSPECTION ITEM                             | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|---------------------------------------------|----------------|------------------------|
| 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

| INSPECTION ITEM                               | SCORE<br>(1–5) | REMARKS / OBSERVATIONS |
|-----------------------------------------------|----------------|------------------------|
| Written accessibility and inclusion policy    | _____          |                        |
| Complaint and feedback mechanism              | _____          |                        |
| Regular maintenance of accessibility features | _____          |                        |
| Accessibility focal point assigned            | _____          |                        |
| Continuous improvement actions                | _____          |                        |

**SECTION SCORE:** \_\_\_\_\_ / 5

## C. Final Assessment

|                             |             |
|-----------------------------|-------------|
| <b>Total Score</b>          | _____ / 100 |
| <b>Percentage</b>           | _____ %     |
| <b>Accreditation Result</b> |             |

- ☐ Not Accessible (Below 60%)  
☐ Partially Accessible (60–79%)  
☐ Disability-Friendly Government Facility (80–89%)

☐ Fully Accredited Accessible Government Facility (90–100%)

## D. Signatures & Official Validation

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

*This inspection form is officially issued by the World Disability Union (WDU) for field inspection and accreditation of government facilities.*