Property Accessibility Assessment Tool

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The Property Accessibility Assessment Tool (PAAT) allows users to evaluate both neurodivergent needs and general accessibility barriers in a single assessment. The PAAT has been structured to take the user through the experience of working in a typical office occupied by the APS. It contains the following sections:

[1. Accessing the Premises](#_Toc206592745)

[2. Reception Area](#_Toc206592746)

[3. Lifts](#_Toc206592747)

[4. Steps & Stairways](#_Toc206592748)

[5. Work Areas](#_Toc206592749)

[6. Meeting Rooms](#_Toc206592750)

[7. Shared Areas](#_Toc206592751)

[8. Bathrooms](#_Toc206592752)

[9. Kitchen](#_Toc206592753)

[10. Navigating the Office (Wayfinding)](#_Toc206592754)

[11. Evacuations](#_Toc206592755)

While many of the considerations in the PAAT extend beyond the minimum requirements of the National Construction Code, neglecting them can result in exclusion, reduced productivity, increased stress, and safety hazards. Inclusive environments improve wellbeing, increase productivity, and empower employees to perform their best.

The PAAT emphasises the importance of diversity in collaboration, including seeking the opinions of neurodivergent individuals and employee networks to ensure practical, effective, and sustainable outcomes. By engaging with all cohorts, entities can ensure that inclusive design is embedded into every aspect of the workplace, creating environments where all employees and visitors can participate fully and authentically.

If you have any questions or require any additional support to complete the PAAT, please contact [PropertyPolicy@finance.gov.au](mailto:PropertyPolicy@finance.gov.au).

## Property Details

Complete to identify which office is being assessed.

|  |  |
| --- | --- |
| **Department** |  |
| **Building Name** |  |
| **Building Address** |  |
| **Number of floors assessed** |  |
| **Assessment completed on** | XX/XX/20XX |
| **Assessment completed by** | XX – Team  XX – Team |

# Accessing the Premises

Arriving at work can be one of the busiest and most stressful times of the day especially when individuals face barriers that prevent dignified entry. Barriers such as poor signage at entry points, lack of wayfinding support or overwhelming sensory stimuli can cause further stress, anxiety or disorientation. Identifying and removing these barriers ensures clear, intuitive and inclusive access to your premises supports an individual’s autonomy, reduces stress and fosters an inclusive and welcoming tone for staff and visitors.

**Table 1 – Accessing the Premises** -*Commence your walkthrough assessment on the outer boundary of the premises. Consider how most employees would navigate to, locate, and approach the premises.*

| **Consideration** Prompt questions and context to consider and guide barrier recognition. | **Observations** Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next** **Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How are new employees or visitors supported to locate and navigate to the premises?**   * Directional and building maps available [online](https://www.finance.gov.au/government/property-and-construction/how-create-building-accessibility-guide)[[1]](#footnote-1) * Virtual tours or interactive site maps of premises * Process and procedures in place for communicating and sharing online all key journey planning information (directions to premises, proximity to public transport, parking options, check-in requirements, amenities available, etc.) |  |  |  |
| **Are there visual cues you can see from the road and/or carpark that identify the building and where to enter?**   * Building name and street number clearly signed * Signage reinforced throughout the carpark, consider directional signage to entrance/exit/reception * Landscaped pathway from main road and/or carpark to building entry * Messaging and design match other resources (such as, [building accessibility guides](https://www.finance.gov.au/government/property-and-construction/how-create-building-accessibility-guide)[[2]](#footnote-2), FAQs, parking information on website, etc.) |  |  |  |
| **How will staff and visitors enter the premises?**   * Accessible parking near the main entrance * Accessible drop-off and pick-up zones near the entry * Wide, level entry and/or ramp * Well contrasted entry and door * Well-lit pathways of travel with low glare * Automatic door with clear signage for use and predictability (free from turnstile doors) * [*Inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)*[[3]](#footnote-3)* on the exterior of the building and entryway including directional signage to accessible entrance locations * Intuitive wayfinding on entry to the building (such as clear pathway, and [*inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)). * Transition space on entry, allowing for pause and orientation (such as seating available near entry to pause before accessing reception) |  |  |  |
| **On entry, is it clear where to go next or what to do?**   * [*Inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage) to reception and/or key spaces visible from all entry points * Venue map on entry |  |  |  |
| **On entry, what are the sensory experiences like? (such as visual, scent, auditory)**   * [*Inclusive acoustics*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics)[[4]](#footnote-4) applied on entry, with attention given to minimising competing sounds * Well-lit entry (daytime and evening), ~2,700 – 4,000 Kelvins * Neutral smell - no strong air fresheners or cleaning products * Neutral colours with minimal or consistent patterns in design and furnishings on entry * Entry is free from visual clutter * Minimal reflective signage, surfaces, and glare |  |  |  |
| **Is there appropriate, visible, and inclusively designed signage when travelling to the premises? Consider:**   * Pathways of travel * Safety and access information * Parking * Building entry points * How to contact security or reception personnel |  |  |  |
| **Is accessible parking available and located near the premises?** |  |  |  |
| **Do all accessible car spaces meet minimum compliance requirements? Consider the following:**   * Appropriately marked with international symbols * Meets requirements in terms of number and size consistent with state and territory requirements |  |  |  |
| **Is there a system in place to provide for booking of accessible car parking spaces?** |  |  |  |
| **Is there sufficient colour contrast in place when accessing the premises? Consider:**   * Steps * Changes in gradient * Signage * Entry doors   Access paths |  |  |  |
| **Are door handles on entry designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Is there a policy and notification system in place to inform staff of malfunctioning equipment affecting accessibility?** |  |  |  |
| **Are accommodation and toileting facilities available for assistance animals? If none are available, is there information on the nearest green area?** |  |  |  |
| **Is signage in place reaffirming the right of access for assistance animals?** |  |  |  |
| **Are accessible entrances unlocked and available during business hours? Is contact information available for support outside of business hours?** |  |  |  |
| **Are accessibility maps available online and displayed at accessible heights throughout the office? Consider:**   * Floor plans * Mobility and sensory maps * Virtual or interactive maps |  |  |  |
| **Do the speed settings on security gates, revolving doors, and lift doors allow sufficient time for all users to safely navigate? Consider:**   * Use of mobility aids * Assistance animals * Use of prams * Carrying or moving equipment |  |  |  |
| **Are accessibility features or barriers clearly displayed on entry to the premises?** |  |  |  |

# Reception Area

The reception area is often the initial point of interaction and information. For neurodivergent employees, overly busy or noisy reception spaces, poor lighting, or unclear signage can be overwhelming and confusing. An accessible reception promotes calm, clear communication, and a sense of safety, supporting staff and visitors to feel valued and supported from the outset.

**Table 2 – Reception Area** -*For offices with a dedicated reception area, consider how employees will navigate to and from the space, how they will engage with reception, and how they will interpret and understand what to do next. If there is not a dedicated reception area, consider the transition spaces between entry and an employee’s workspace and any sign-in or entry requirements.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **On entry to the premises, how will employees locate and navigate to reception?**   * Clear and [inclusive signage](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)[[5]](#footnote-5) on reception desk and/or sign-in location * Clear sight lines or directional signage to reception from all main entry points * Intuitive wayfinding (such as clearly distinguished path from entry to reception desk) * Variety of seating options in the reception or waiting area (such as single seats, private nooks, etc.) |  |  |  |
| **How will employees and visitors know what to do at reception (such as check-in or sign-in requirements)?**   * [*Inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)[[6]](#footnote-6) for how to check-in, including different procedures for employees and visitors * Intuitive and inclusive check-in or sign-in procedures (such as options for self-check-in and/or options to check-in from a quieter space if reception is busy or loud) * Help available and clearly signed for those requiring additional assistance signing in or using digital platforms * Reception staff trained in inclusive practices to support people (such as using hearing loops, different types of communication, etc.) |  |  |  |
| **From reception, what visual cues support employees to navigate to their workspace or other facilities?**   * Venue map available at reception and online * Lift and stair access clearly signed and labelled * Design and layout of reception area supports intuitive use * Visible signage from reception to key venue facilities |  |  |  |
| **What are the sensory experiences like in the reception area? (such as visual, scent, auditory, etc.)**   * [*Inclusive acoustics*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics)*[[7]](#footnote-7)* applied at reception to minimise any background noise and reduce echo or reverberation * Minimal competing noises or background sounds (such as no radio or TV sound, free from bells or buzzers, noisy office equipment stored away from reception desk or check-in area) * Where more than one person can check in at the same time, ample space and sound absorption applied between the check-in areas * Neutral smell - no strong air fresheners or cleaning products * Neutral colours with minimal or consistent patterns in design and furnishings * Free from visual clutter and motion graphic signage * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[8]](#footnote-8)* |  |  |  |
| **Are accessibility features or barriers clearly displayed for the reception area?** |  |  |  |
| **Are there procedures and/or practices in place to ensure that staff understand the importance of keeping areas clear and decluttered?**   * Onboarding and induction * Communications * Signage |  |  |  |
| **Is the reception desk accessible for all users? Consider:**   * A lowered desk for people of short stature * A cut-out section for wheelchair users to be able to access the desk |  |  |  |
| **Are there clear and accessible pathways to and through the reception area?** |  |  |  |
| **Are hearing augmentation devices available at reception?**  **Are the hearing augmentation devices indicated by** [***Inclusive Signage***](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)**[[9]](#footnote-9) and the universal symbol for deafness?** |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Telephones * Sign in stations * Signage * Sanitising stations |  |  |  |
| **Is accessible storage available for all shared items and supplies? Consider:**   * Phone lists, books, or other shared resources, |  |  |  |
| **Have tactile buttons been added to the reception area? Consider:**   * Handrails * Phones |  |  |  |
| **Has room utilisation been reviewed and furnishings adjusted to improve comfort and circulation in the reception area?** |  |  |  |
| **Has lighting and colour contrast been reviewed to ensure it is suited to the purpose and function of the reception area?** |  |  |  |
| **Do phones, sign in stations, scanners, and other technology equipment have accessible features? Consider:**   * Tilt screens * Accessible height * Voice recognition * Screen magnification * Alternative input or controls |  |  |  |
| **Have reception staff and security personnel received training on disability and inclusive practices? Consider the following key components:**   * Understanding differences including physical, cognitive, sensory, and psychosocial * Hearing augmentation * Providing assistance * Assistance animals * Inclusive communication * Addressing stereotypes and bias * Reasonable adjustments * Dignified access |  |  |  |

## 

# Lifts

Lifts are essential for mobility within multi-level buildings but can present sensory and spatial challenges. Reflective surfaces creating glare, loud or unpredictable noises, and small spaces can be overwhelming and uncomfortable for neurodivergent employees. When universally designed, they offer a safe, efficient, and dignified means of navigating between floors, promoting autonomy and contributing to a more inclusive work environment.

**Table 3 – Lifts Assessment** -*Consider how employees will access and use lifts throughout the office. Complete this section for all available lifts and with consideration from all possible locations (such as, accessing lifts from entry, accessing a lift from the kitchen, etc.).*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees know where the nearest lift is?**   * Directional, confirmatory and identification signage for all lifts ([inclusive signage](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)*[[10]](#footnote-10)*)including the location of the nearest stairs * Signage to lifts visible from all entry points, workspaces, and key facilities * Mobility maps available |  |  |  |
| **How will employees use the lifts?**   * Flexible resting spots near lifts with seating options * All employees have individual access if swipe cards or key access is required * Buttons are clearly labelled with floor numbers and key facilities on each floor (including tactile/Braille and audible signals) * Audible and visual indications of floor level when stopping * Clearly marked emergency/help buttons with instructions on how to use |  |  |  |
| **What are the sensory experiences like in the lifts? (such as visual, scent, auditory, etc.)**   * Noise absorbing surfaces or acoustically treated surfaces in all lifts to reduce echo and reverberation * Neutral smell - no strong air fresheners or cleaning products and effective ventilation in lifts * Minimal or consistent patterns across design elements * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[11]](#footnote-11)* in all lifts * Free from brightly lit motion graphic signs * Minimal reflective surfaces and glare |  |  |  |
| **Are there flexible resting spots near the lifts with seating options?** |  |  |  |
| **Have tactile buttons and braille markers been added to following lift areas:**   * Floor destination buttons * Emergency phone buttons * Any written information including emergency contact details * Handrails |  |  |  |
| **Are there SMS communication alternatives provided for emergency contact in lifts?** |  |  |  |
| **Do lifts provide audible notifications announcing opening and closing doors and floor numbers?** |  |  |  |
| **Do all lifts provide hand railings on all internal sides of the car?** |  |  |  |
| **Do the speed settings on lift doors allow sufficient time for all users to safely navigate? Consider the following:**   * Use of mobility aids * Assistance animals * Use of prams * Carrying or moving equipment |  |  |  |

# Steps & Stairways

Stairs are a common physical barrier, but they also create sensory and cognitive barriers for many neurodivergent users. Stairways that are poorly lit or ventilated, or lacking clear and consistent signage can be stressful and disorienting. Ensuring inclusive design principles are applied to steps and stairways, beyond minimum compliance standards, increases safety and useability.

**Table 4 – Steps and Stairways Assessment** -*Consider how employees will access and use stairs throughout the office. Complete this section for all available steps and stairways and with consideration from all possible locations (such as, accessing stairs from entry, accessing steps from the kitchen, etc.).*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees know where the nearest stairs are?**   * Directional, confirmatory and identification signage for all stairs ([*inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)*[[12]](#footnote-12)*) including the location of the nearest stairs * Signage to the nearest stairs visible from all entry points, workspaces, and key facilities * Mobility maps available |  |  |  |
| **How will employees use the stairs?**   * Flexible resting spots with seating near stairs * All employees have individual access if swipe cards or key access is required * Stairways are consistently labelled and signed at each level with floor numbers and key facilities on each floor |  |  |  |
| **What are the sensory experiences like in the stairways? (such as visual, scent, auditory, etc.)**   * Noise absorbing surfaces or acoustically treated surfaces in all stairways to reduce echo and reverberation * Neutral smell - no strong air fresheners or cleaning products and effective ventilation in stairways * Sufficient colour contrast applied in all stairways (such as between stairs and walls, on doors and any signage throughout) * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[13]](#footnote-13)* * Minimal reflective surfaces and glare |  |  |  |
| **Are door handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Have tactile or braille markers been added to all handrails to indicate floor level and direction of travel?** |  |  |  |
| **Do all stairs have closed risers?** |  |  |  |
| **Are handrails provided on both sides of all stairwells?** |  |  |  |
| **Do all handrails extend beyond the first and last step?** |  |  |  |

# Work Areas

Work areas are where all employees spend the majority of time, they are where staff can focus and return to throughout the day. Ensuring these areas accessible and inclusive helps everyone work at their best. Open office plans create additional barriers and are prone to sensory overwhelm - bright lighting, loud or competing noises, and visual distractions can reduce productivity and increase stress. Universally designed work areas, that are flexible enough to meet a range of physical, sensory, and cognitive needs, create a welcoming, productive, and inclusive environment for all.

**Table 5 – Work Areas Assessment** -*Consider all spaces where employees do work-related tasks, individually or with a team, including separate office spaces, open working areas, breakout or flexible working areas, or other group spaces, etc.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees locate specific working spaces?**   * [*Inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)*[[14]](#footnote-14)* at all access points identifying key spaces, rooms, work zones, etc. * Directional signage between key spaces and facilities * Intuitive layout and design elements incorporated * Property and/or workspace identification and layout mapping available |  |  |  |
| **Do employees have flexibility in how and where they work?**   * Flexible seating options including different types of chairs, sit-to-stand desks, etc. * Flexibility in desk setup and orientation (such as option to face away from a large window or open thoroughfare) * Flexible working arrangements (such as work from home, working at less busy hours, etc.) * Workspaces to accommodate different types of working (such as desks, cubicles, collaborative workstations, etc.) * Access to quiet spaces and/or private working areas (such as nooks and pods) * Work areas that allow for movement such as stretching or areas to pace * Clear and consistent policies and procedures for requesting reasonable adjustments (such as options available for consistent or predictable use of a personal workspace) * Available supports are communicated clearly and with sensitivity |  |  |  |
| **What are the sensory experiences like in the working areas? (such as visual, scent, auditory, etc.)**   * Noise absorbing finishes and features * Work areas free from background noises * Free from visual distractions (such as large open window facing busy street) * Ample space between desks and work zones in an open office to accommodate navigation and personal space * Noisy office equipment or machinery located in a separate space with sound proofing * Natural light incorporated with options to modify (such as curtains, blinds, frosting) and/or adjustable lighting options * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[15]](#footnote-15)*, including lighting zoned and adjusted to different areas * Minimal reflective surfaces and glare * No strong air fresheners or cleaning products * Neutral colours with minimal or consistent patterns across design and furnishings * Free from visual clutter – organisation systems in place for shared equipment and resources * Neutral or adjustable temperature |  |  |  |
| **Are accessibility features or barriers clearly displayed for all work areas?** |  |  |  |
| **Are all work areas free from clutter and excess furniture?** |  |  |  |
| **Are there procedures and/or practices in place to ensure that staff understand the importance of keeping areas clear and decluttered?**   * Onboarding and induction * Communications * Signage |  |  |  |
| **Is workstation furniture adjustable? Consider:**   * Sit-to-stand desks * Desks with full under table clearance * Height adjustable chairs * Charis with back support and armrests |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Telephones * Shared office equipment * Shared resources and stationery * Area specific access card readers * Coat hooks * Signage * Sanitising stations |  |  |  |
| **Is accessible storage available for all shared items and supplies? Consider:**   * Stationery and office supplies * Personal lockers * Files, books, or other shared resources |  |  |  |
| **Are accessible entrances unlocked and available during business hours? Is contact information available for support outside of business hours?** |  |  |  |
| **Have tactile stickers been added to the following in work areas:**   * Appliances * Handrails * Lockers * Phones * Desk controls |  |  |  |
| **Has room utilisation been reviewed and furnishings adjusted to improve comfort and circulation in all work areas?** |  |  |  |
| **Has lighting and colour contrast been reviewed and adjusted to suit the purpose and function of work areas?** |  |  |  |
| **Are work areas across the building set up consistently (layout, technology, accessibility)?** |  |  |  |
| **Are cupboards and storage containers clearly labelled?** |  |  |  |
| **Do printers, scanners, and other technology equipment have accessible features? Consider:**   * Tilt screens * Accessible height * Voice recognition * Screen magnification * Alternative input or controls |  |  |  |
| **Are wireless keyboards and mice available for staff to use?** |  |  |  |
| **Are there policies or practices in place to ensure shared work areas are returned to their correct layout after use?**  **Are the policies and practices followed in all areas?** |  |  |  |
| **Is closed captioning enabled for all audio-visual content? Consider:**   * Online videos * Training or Webinars * Presentations |  |  |  |
| **Are policies and procedures in place to support individual adjustments during onboarding and throughout employment?** |  |  |  |
| **Are policies and procedures for reasonable adjustments regularly reviewed and updated?** |  |  |  |
| **Have all staff received training on disability and inclusive practices? Consider:**   * Understanding differences including physical, cognitive, sensory, and psychosocial * Hearing augmentation * Providing assistance * Assistance animals * Inclusive communication * Addressing stereotypes and bias * Reasonable adjustments * Dignified access |  |  |  |

# Meeting Rooms

Meeting rooms can create challenges for neurodivergent employees, particularly when they present a different or unpredictable environment from other work areas (such as, changes in acoustics and lighting, visual distractions, or unpredictable seating arrangements). Inclusive meeting rooms with adjustable lighting, sound absorption, and clear layouts foster participation, reduce sensory overload, and support effective communication.

**Table 6 – Meeting Rooms Assessment** -*Consider any separate meeting rooms, conference rooms, or dedicated rooms for meetings or group activities.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees locate specific meeting rooms?**   * *Inclusive Directional Signage* to meeting rooms from all access points and key facilities throughout the premises * Identification signage clearly distinguishes different meeting rooms (such as numbers or room names) * Property and/or floorplan layout mapping available |  |  |  |
| **How will staff and visitors access and use meeting rooms?**   * Consistent and predictable booking system for meeting rooms * Signage or system in place to see and know that a space is currently in use or occupied * Flexibility in set-up and/or seating arrangements * Space to allow for sitting or standing * Rooms with different equipment or for different purposes clearly indicated * Easy to use ICT equipment with clear instructions for use |  |  |  |
| **What are the sensory experiences like in the meeting rooms? (such as visual, scent, auditory, etc.)**   * Noise absorbing finishes and features * Sound proofed from adjacent spaces * Tech with adjustable volume and brightness * Free from competing background noises (such as fans, noisy tech equipment, etc.) * For meeting rooms with glass walls or similar open designs, frosting or curtains applied to minimise distractions * Ample space around the seating to accommodate navigation and personal space * Natural light incorporated with options to modify (such as curtains, blinds, frosting) * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[16]](#footnote-16)* adjustable to accommodate different uses and needs; minimal glare * Neutral smell and effective ventilation * Neutral colours with minimal or consistent patterns across design and furnishings (such as, free from bold accent wall or busy patterns on chairs) * Free from visual clutter – organisation systems in place for shared equipment and resources |  |  |  |
| **Are accessibility features or barriers clearly displayed for all meeting rooms?** |  |  |  |
| **Are all meeting rooms free from clutter and excess furniture?** |  |  |  |
| **Are there procedures and/or practices in place to ensure that staff understand the importance of keeping areas clear and decluttered?**   * Onboarding and induction * Communications * Signage |  |  |  |
| **Are there policies or practices in place to ensure shared meeting rooms are returned to their correct layout after use?** |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Telephones * Shared ICT Equipment * Signage |  |  |  |
| **Is accessible storage available for all shared items and supplies? Consider:**   * Stationery and office supplies * ICT Equipment * Any other shared resources |  |  |  |
| **Is there adequate circulation space throughout the room for wheelchair users or those with mobility devices to safely navigate?** |  |  |  |
| **Are meeting room tables accessible for all users? Consider:**   * Height adjustable * Under table clearance for wheelchair users * Modular or easily movable |  |  |  |
| **Have tactile buttons been added to the following in meeting rooms:**   * Appliances * Handrails * Phones * Desk controls |  |  |  |
| **Are accessibility requirements asked about prior to all meetings and events?**  **Is there a clearly documented policy or procedure in place to facilitate this?** |  |  |  |
| **Has room utilisation been reviewed and furnishings adjusted to improve comfort and circulation in all meeting rooms?** |  |  |  |
| **Has lighting and colour contrast been reviewed and adjusted to suit the purpose and function of meeting rooms?** |  |  |  |
| **Are meeting rooms across the building set up consistently (layout, technology, accessibility)?** |  |  |  |
| **Are cupboards and storage containers clearly labelled?** |  |  |  |
| **Do printers, scanners, and other technology equipment in meeting rooms have accessible features? Consider:**   * Tilt screens * Accessible height * Voice recognition * Screen magnification * Alternative input or controls |  |  |  |
| **Is** [***Inclusive Signage***](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)**[[17]](#footnote-17) provided for how to operate equipment?** |  |  |  |
| **Are wireless keyboards and mice available for staff to use?** |  |  |  |
| **Is closed captioning enabled for all audio-visual content? Consider:**   * Online videos * Trainings or Webinars * Presentations |  |  |  |
| **Is hearing augmentation, such as portable hearing loops, available for use in meeting rooms?** |  |  |  |

## 

# Shared Areas

Shared areas such as health and diversity rooms, parent rooms or wellness spaces are essential to inclusion and employee wellbeing in the workplace. While varied in purpose and use, it is essential that all shared areas are accessible and predictable. Inclusively designing shared areas with access to quieter zones, varied seating options, and adjustable sensory inputs supports inclusion and social connection.

**Table 7 – Shared Areas Assessment** -*Consider any other shared spaces that employees have access to, including corridors, parent rooms, prayer rooms, gyms, mail rooms, first aid rooms, etc.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will staff and visitors locate and navigate to key shared areas?**   * *Inclusive directional signage* to key shared areas and facilities at all access points throughout the premises * Identification signage clearly distinguishes the type and purpose of shared space * Property maps and/or floorplan layout mapping available * Information about shared areas and their location is available online and accessible prior to visit |  |  |  |
| **Do staff and visitors have access to shared spaces that meet their personal needs?**   * Designated parent/carer room * Designated prayer room * Gym * Varied options for breaks and opportunities to reset (such as, quiet spaces, private spaces, wellness rooms, café, nearby nature setting, outdoor spaces, etc.) |  |  |  |
| **How will employees’ access and use shared areas?**   * Consistent and predictable booking system for any shared spaces that require bookings * Clear, accessible, and consistently communicated policies and procedures for use of shared spaces and facilities * Signage reinforces the type of space and any shared expectations or requirements for use, including capacity limits or current occupancy * Predictable and intuitive design and layout to support understanding of purpose and use   Thoughtful consideration of furnishings and finishes that match intended purpose and use (such as, handwashing facilities in parent room or soft furnishings and adjustable lighting in wellness and prayer rooms) |  |  |  |
| **What are the sensory experiences like in the other shared areas? (such as visual, scent, auditory, etc.)**   * [*Inclusive acoustics*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics)*[[18]](#footnote-18)* applied to shared areas and adapted to the specific function and use of the space * Minimal competing sounds in shared spaces and sound proofing between adjacent spaces (such as, parent room and open office) * Neutral smell - no strong air fresheners or cleaning products and effective ventilation * Neutral colours with minimal or consistent patterns across design elements and furnishings * Free from visual clutter; organisation systems in place and well signed for shared items * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[19]](#footnote-19)* applied to shared areas and adapted to the specific function and use of the space |  |  |  |
| **Are accessibility features or barriers clearly displayed for all shared areas?** |  |  |  |
| **Are all shared areas free from clutter and excess furniture?** |  |  |  |
| **Are there procedures and/or practices in place to ensure that staff understand the importance of keeping areas clear and decluttered?**   * Onboarding and induction * Communications * Signage |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Telephones * Access card readers * Light switches/temperature controls * Emergency/duress alarms * Coat hooks * Signage * Sanitising stations * First aid kits |  |  |  |
| **Is accessible storage available for all shared items and supplies? Consider:**   * Stationery and office supplies * Equipment and appliances * Personal lockers * Files, books, or other shared resources |  |  |  |
| **Have tactile buttons been added to the following in shared areas:**   * Appliances * Handrails * Lockers * Phones * Desk controls |  |  |  |
| **Are cupboards and storage containers clearly labelled?** |  |  |  |
| **Has room utilisation been reviewed and furnishings adjusted to improve comfort and circulation in all shared areas?** |  |  |  |
| **Has lighting and colour contrast been reviewed and adjusted to suit the purpose and function of shared areas?** |  |  |  |
| **Are similar shared areas across the building set up consistently (layout, technology, accessibility)?** |  |  |  |
| **Do printers, scanners, and other technology equipment in shared areas have accessible features? Consider:**   * Tilt screens * Accessible height * Voice recognition * Screen magnification * Alternative input or controls |  |  |  |
| **Are there policies or practices in place to ensure shared areas are returned to their correct layout after use?** |  |  |  |
| **Are instructions for use of shared spaces and any shared equipment clearly and inclusively signed?** |  |  |  |

## 

# Bathrooms

Bathrooms with loud and unpredictable sounds, bright lighting, and poor ventilation create significant barriers for many neurodivergent employees. Bathrooms should be clearly and consistently signed, provide adequate privacy, and be inclusively designed to promote safe and dignified use for everyone.

**Table 8 – Bathrooms Assessment** -*Consider how employees will locate, navigate to, and use all available bathrooms throughout the office, making note of any discrepancies in inclusive elements (such as, some bathrooms have hand dryers while others do not or some cubicles are bigger than others, etc.).*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees locate and navigate to the bathrooms throughout the building?**   * Directional, confirmatory and identification signage, including universal symbols, for all bathrooms ([*inclusive signage*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage)[[20]](#footnote-20)) is visible from all entry points, workspaces, and key facilities * Any bathroom locations without an accessible toilet have directional signage for the nearest accessible location * Property, floorplan, and/or mobility maps available highlighting the location of all bathrooms |  |  |  |
| **Are the bathrooms inclusive for all employees?**   * Single stall options available * Ample room to navigate throughout the bathroom facilities (such as entry to stall, staff to handwashing, etc.) * Cubicle options with ground to roof walls available * Easy to use, universal fittings and fixtures (such as, lever handles rather than knobs, sliding locks rather than turning locks, etc.) |  |  |  |
| **What are the sensory experiences like in the bathrooms? (such as visual, scent, auditory, etc.)**   * Free from hand dryers or if present, hand dryers no louder than 70 decibels and alternative option provided (such as paper towel) * Any automatic features (such as, automatic taps, flushes, doors, etc.) are predictable and well signed with text and universal symbols * Minimal competing sounds; acoustically treated to minimise echo and reverberation * Free from strong air fresheners, soaps, or cleaning product odours with effective ventilation systems to remove and neutralise odours * Neutral colours with minimal or consistent patterns across design elements * Neutral temperature * Minimal reflective surfaces to reduce glare * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[21]](#footnote-21)* |  |  |  |
| **Are accessibility features or barriers clearly displayed for all bathrooms?** |  |  |  |
| **Are all bathrooms free from clutter?** |  |  |  |
| **Does signage for accessible toilets include international symbols and communicate right or left-hand transfer?** |  |  |  |
| **Are clear and consistent instructions provided to cleaning staff to ensure equipment is returned to accessible locations? Consider:**   * Placement of waste bins * Placement of sanitary bins * Shower heads at an accessible height   Maintaining clear and accessible pathways and transition spaces |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Sinks and soap dispensers * Hand dryers and towels * Waste bins and sanitary bins |  |  |  |
| **Have key or swipe access requirements been removed from bathroom doors?** |  |  |  |
| **Have tactile buttons been added to lockers and handrails in the bathrooms?** |  |  |  |
| **Do the speed settings on any automatic doors allow sufficient time for all users to safely navigate? Consider:**   * Use of mobility aids * Assistance animals * Use of prams |  |  |  |
| **Do accessible bathrooms provide the same facilities and amenities as those found in the general bathrooms?** |  |  |  |
| **Has appropriate safety equipment been provided? Consider:**   * Back rests on accessible toilets * Accessible height duress buttons * Visual evacuation alarms * Containers for needles and sharps |  |  |  |

# Kitchen

Kitchens are social and functional spaces that can be unpredictable and overwhelming for neurodivergent employees. Loud and competing noises, bright lights, strong smells and unclear instructions for usage can be distressing or distracting. Ensuring these spaces are inclusively and intuitively designed with clear organisation and adjustable sensory inputs promotes usability and social inclusion.

**Table 9 – Kitchen Assessment** -*Consider all spaces where food and drink are stored and prepared as well as any dedicated spaces where employees eat and drink.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How will employees locate and navigate to the kitchen space?**   * Clear and consistent directional signage from all key employee work areas * Building and/or floorplans available indicating kitchen location and dedicated eating spaces * For premises with more than one kitchen or kitchens that have different facilities, this is clearly indicated and signed |  |  |  |
| **How will employees’ access and use the kitchen space?**   * Ample space throughout the kitchen to manoeuvre and for the flow of users * Intuitive and perceptible design and layout * Clear and organised storage systems with [*inclusive*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage) *signage[[22]](#footnote-22)* * Clearly labelled and easy to locate shared items and appliances * Visual instructions on kitchen use (such as, guidelines for sharing appliances, storing personal food, and using coffee and tea facilities) |  |  |  |
| **Where will employees eat food/meals?**   * Flexible seating options (such as combination of group and single seating; chairs of different styles and/or different heights; flexibility to rearrange or modify seating) * Eating locations available away from the direct noise and smells of the kitchen * Any specific requirements or restrictions on where staff and visitors can eat are clearly indicated, signed, and communicated |  |  |  |
| **What are the sensory experiences like in the kitchen and eating areas? (such as visual, scent, auditory, etc.)**   * Noise absorbing surfaces or acoustically treated surfaces to minimise echo and reverberation * Consideration for quieter appliances and placement of noisy appliances away from eating and/or working areas * Good ventilation to minimise and neutralise strong smells * Neutral colours with minimal or consistent patterns across design elements * Free from visual clutter – clear and organised system for storage * Minimal reflective surfaces and glare * Neutral or adjustable temperature * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[23]](#footnote-23)* |  |  |  |
| **Are accessibility features or barriers clearly displayed for all kitchen and eating spaces?** |  |  |  |
| **Is the kitchen free from clutter and excess furniture?** |  |  |  |
| **Are there procedures and/or practices in place to ensure that staff understand the importance of keeping areas clear and decluttered?**   * Onboarding and induction * Communications   Signage |  |  |  |
| **Are cut-out areas underneath benches and sink areas provided for wheelchair access?** |  |  |  |
| **Have a range of accessible furniture options been provided? Consider:**   * Tables and benches at different heights * Chairs with differing supports |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are everyday items placed at accessible heights for all users? Consider:**   * Shared appliances including microwaves, plates, and utensils * Benches * Signage * Sanitising stations   Fire extinguishers and fire blankets |  |  |  |
| **Are cupboards and storage containers clearly labelled?** |  |  |  |
| **Is accessible storage available for all shared items and supplies? Consider:**   * Food utensils and kitchen appliances * Personal lockers * Food and drink |  |  |  |
| **Have tactile buttons or braille markers been added to all appliances, phones, and lockers in the kitchen area?** |  |  |  |
| **Has room utilisation been reviewed and furnishings adjusted to improve comfort and circulation in the kitchen and eating spaces?** |  |  |  |
| **Has lighting and colour contrast been reviewed and adjusted to suit the purpose and function of the kitchen?** |  |  |  |
| **Are appliances positioned close to users, to minimise the reach range required for operating?** |  |  |  |
| **Is first aid and contact officer details provided at accessible heights and close to kitchen appliances?** |  |  |  |

## 

# Navigating the Office (Wayfinding)

Wayfinding refers to how people orientate themselves to a space or place and how they navigate throughout that space. Wayfinding is supported by infrastructure and physical design, interior design, graphic design, maps, and signage. Poor signage, complex layouts, or inconsistent cues can cause confusion and anxiety.Clear, consistent, and multisensory wayfinding systems reduce stress and cognitive load, minimise confusion, and contribute to efficient navigation and safe use.

**Table 10 – Navigating the Office (Wayfinding) Assessment** -*Consider all spaces and facilities available to employees. It is recommended that you tour the entire office, stopping throughout to consider the following:*

* *How would someone new to the property or someone lost know where they were at any given point?*
* *How do employees know how to navigate to and from key locations throughout (such as, reception to meeting room, office to exit stairs, workspace to kitchen, etc.)?*
* *Where is the nearest emergency exit?*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **How are staff and visitors supported to navigate throughout the premises?**   * Pre-journey information available online (such as, maps, visual stories) * Maps available on entry, at reception, and throughout premises * *Inclusive signage[[24]](#footnote-24)* throughout premises, including at every entry point, and all directional decision points throughout the premises * Confirmatory signage at all locations where a change of level happens (such as, a staircase or ramp in a corridor) * Clear and consistent navigation systems applied throughout the premises (such as, colour coding, numbering, or naming systems, etc.) |  |  |  |
| **In addition to signage, are there other cues throughout the venue and facilities that support employee orientation and wayfinding?**   * Venue maps, interactive maps, mobility, and/or sensory maps accessible online and by QR code on printed maps * Universally designed architecture that is intuitive to use and understand * Directional information presented in more than one sense (such as visual signs also presented in other formats such as tactile or auditory) * Curved or rounded corners on walls to support wayfinding and transitions * Layout design or natural elements that guide employees or create predictable routes * Incorporation of key features or markers for reference points * Directional lighting to support wayfinding throughout the premises (such as, illumination to emphasise entrances) |  |  |  |
| **What are the sensory experiences like when navigating throughout the premises? (such as visual, scent, auditory, etc.)**   * [*Inclusive acoustics*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics)*[[25]](#footnote-25)* applied throughout premises with minimal competing or background sounds * Gradual transitions between different spaces to support predictability and to allow for adjusting to different sensory environments (such as, curved walls, resting spaces, incorporation of transition lighting or flooring) * Free from any sudden changes in flooring (such as, design, pattern, or texture) * Neutral smell and effective ventilation throughout the premises * Neutral colours with minimal or consistent patterns across design elements and furnishings (such as free from overwhelming or distracting designs that may impact on wayfinding) * Accessways, corridors, and primary paths of travel are free from visual clutter * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[26]](#footnote-26)* throughout premises, including the use of transitional and directional lighting to support wayfinding |  |  |  |
| **Are accessibility features or barriers clearly displayed for all corridors and access paths?** |  |  |  |
| **Are accessibility guides provided to staff, interviewees, and visitors?** |  |  |  |
| **Are the corridors free from clutter and excess furniture?** |  |  |  |
| **Are door and drawer handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are accessible entrances unlocked and available during business hours?**  **Is contact information available for support outside of business hours?** |  |  |  |
| **Is all signage and visual information displayed at accessible heights throughout the premises?** |  |  |  |
| **Have tactile buttons been added to all lift buttons and handrails throughout the premises?** |  |  |  |
| **Are accessibility maps available online and displayed at accessible heights throughout the office? Consider:**   * Floor plans * Mobility and sensory maps * Virtual or interactive maps |  |  |  |
| **Do the speed settings on security gates, revolving doors, and lift doors allow sufficient time for all users to safely navigate? Consider the following:**   * Use of mobility aids * Assistance animals * Use of prams * Carrying or moving equipment |  |  |  |
| **Is there a policy and notification system in place to inform staff of malfunctioning equipment affecting accessibility?** |  |  |  |

# Evacuations

Emergency evacuations require clear, consistent instructions and accessible routes. Crowds, loud noises, bright or flashing lights and unclear routes or procedures during evacuations can be particularly stressful for neurodivergent employees. Careful consideration of the sensory environment, clearly signed and accessible evacuation routes, and consistent wayfinding elements throughout the premises will minimise distress and increase safety during evacuations.

**Table 11 – Evacuations Assessment** -*Consider how staff and visitors will locate and access emergency exits and evacuation routes from all key spaces and facilities throughout the office.*

| **Consideration**  Prompt questions and context to consider and guide barrier recognition. | **Observations**  Record inclusive elements where they are present and most importantly where they are absent. Consider including why element needs to be addressed. | **Next Steps**  How could any current element be improved?  What else should be included to better support staff and improve inclusion? Make note of any immediate or long-term actions. | **Owner**  Business unit or role responsible for improvement? Timeframe for action? |
| --- | --- | --- | --- |
| **Considering all possible employee and visitor locations and spaces, how are emergency exits and routes identified and located?**   * Consistent exit and evacuation route signage visible from all key locations and facilities throughout premises * Building/venue/floorplan maps available including emergency exit route maps available at all stairs, lifts, entry and exit points throughout premises * Continuous accessible paths of travel throughout the venue, to and from all key locations and exits |  |  |  |
| **How will staff and visitors know what the evacuation procedures are?**   * Clear evacuation policies and procedures available to staff and visitors online, at reception, and displayed throughout the premises * Evacuation procedures included in any pre-journey information or communications * Interactive resources available for staff to review evacuation procedures and familiarise themselves with any alarm sounds or flashing lights |  |  |  |
| **What are the sensory experiences like during evacuations? (such as visual, scent, auditory, etc.)**   * [*Inclusive lighting*](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting)*[[27]](#footnote-27)* and [inclusive acoustics](https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics)[[28]](#footnote-28) applied to exits, evacuation routes and stairways * Any specific alarm sounds are made predictable through procedures, trainings and communications * Evacuations are free from flashing lights (where this is not possible, the speed of the flashing should be slowed and made predictable through procedures, trainings, and communications) * Regular evacuation drills (with pre-warning) conducted to support staff in familiarising themselves with the sensory environment during evacuations and to identify any personal accommodations or supports they may need |  |  |  |
| **Are all evacuation routes free from clutter and excess furniture?** |  |  |  |
| **Are door handles designed for people with limited dexterity and strength?**   * Easy to use, universal fittings and fixtures * Lever handles rather than knobs * Sliding locks rather than turning locks |  |  |  |
| **Are accessible entrances unlocked and available during business hours? Is contact information available for support outside of business hours?** |  |  |  |
| **Have tactile buttons been added to lift buttons and handrails?** |  |  |  |
| **Are accessibility maps available online and displayed at accessible heights throughout the office? Consider:**   * Floor plans * Mobility and sensory maps * Virtual or interactive maps |  |  |  |
| **Do the speed settings on security gates, revolving doors, and lift doors allow sufficient time for all users to safely navigate? Consider:**   * Use of mobility aids * Assistance animals * Carrying or moving equipment |  |  |  |
| **Are Personal Emergency Evacuation Plans (PEEPs) implemented, regularly reviewed, and updated for all staff who need them?** |  |  |  |
| **Are emergency drills and practice evacuations regularly conducted with consideration of the following:**   * Buddy systems * Flexible work arrangements * PEEPs |  |  |  |
| **Do alarm systems include both visual and auditory cues?** |  |  |  |

1. <https://www.finance.gov.au/government/property-and-construction/how-create-building-accessibility-guide> [↑](#footnote-ref-1)
2. <https://www.finance.gov.au/government/property-and-construction/how-create-building-accessibility-guide> [↑](#footnote-ref-2)
3. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-3)
4. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics> [↑](#footnote-ref-4)
5. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-5)
6. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-6)
7. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics> [↑](#footnote-ref-7)
8. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-8)
9. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-9)
10. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-10)
11. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-11)
12. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-12)
13. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-13)
14. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-14)
15. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-15)
16. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-16)
17. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-17)
18. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics> [↑](#footnote-ref-18)
19. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-19)
20. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-20)
21. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-21)
22. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-22)
23. [↑](#footnote-ref-23)
24. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#signage> [↑](#footnote-ref-24)
25. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics> [↑](#footnote-ref-25)
26. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-26)
27. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#lighting> [↑](#footnote-ref-27)
28. <https://www.finance.gov.au/government/property-and-construction/creating-accessible-and-inclusive-spaces/property-accessibility-assessment-tool/paat-design-features-consider#acoustics> [↑](#footnote-ref-28)