

ACCESSIBLE FACILITIES PROMPT SHEET

Address of Work:

Description of Work:

Building Consent Number:

Processed By:

Date:

Time Cost:

REQUIRED FEATURE	NEW BUILDING NOTES	ALTERATION / CHANGE THE USE NOTES
CAR PARKS (NZBC D1.3.5 & D1.3.6, D1/AS1/10, NZS 4121 SECTIONS 5 & F3)		
Provide at the ratio of 1 for up to 20, 2 for up to 50, plus 1 more for every additional 50 parks (or part thereof) (NZS 4121). Although this differs from our Proposed City Plan, our Planners will accept this Standard.		
Identified by the symbol of access (on ground or post).		
Location of accessible car park is either visible from a vehicle at the entrance to the car park area, or is sign posted from the entrance to the parking area.		
Min. 3500mm width (NZS 4121). Min. 3200mm width (AS2890.1 Fig. 2.2) but 3500mm if beside an obstruction (D1/AS1/10.1.1 Comment)		
Located on an accessible route, as close as possible to the building accessible entry.		
Located on a surface with a max. 1:50 slope.		
Located to avoid conflict between vehicles and people, and provided with direct access to an accessible route without having to pass behind parked cars.		

RAMP AND FOOTPATHS (NZBC D1, D1/AS1/2.3, 3.0 & 6.0, NZS 4121 SECTION 6)		
Where the footpath surface is more than 25mm above adjacent ground, either a 75mm high kerb or a low barrier rail is required.		
Accessible routes have a cross fall of no more than 1:50.		
Footpaths and ramps have a min. 1200mm clear width (1000mm between handrails).		
Footpaths and ramps have non slip surface (refer D1/AS1 Table 2).		
Portable ramps are not permitted.		
Ramps have a max. gradient of 1:12 (preferably 1:14).		
Ramps have landings top and bottom, extending 1200mm beyond any doorway or door swing. Landings may have a max. gradient, in the direction of travel, of 1:50.		
All ramps have an upstand or a low rail to prevent wheelchair		

wheel from running off edge.		
Ramps steeper than 1:20 have handrails both sides, continuing for 300mm beyond head and foot of ramp, plus an intermediate safety rail where not against a wall or barrier (NZS 4121 Fig. 12).		
Height of handrails is between 840mm and 1000mm vertically above 'plane' surface of ramp.		
Handrail diameter is between 32mm and 50mm (or to Fig. 26(b) D1/AS1).		
Handrails have clearance between 45mm and 60mm from wall.		
Handrails have no projecting ends (NZS 4121 Fig 13).		
Ramp landings (and rest areas) allow 1200mm space clear of door swings.		
Max. rise between landings is 750mm.		

KERB RAMPS (D1/AS1/3.4, NZS 4121 SECTION 13) AND STEP RAMPS (NZS 4121 SECTION 6)		
Footpath portion of kerb ramp has gradient no steeper than 1:8, and no longer than 1500mm.		
Road / gutter segment of kerb ramp has gradient no steeper than 1:20.		
Kerb ramp has no lip at common surface (gutter channel).		
Kerb ramp has contrasting colour and texture to adjacent footpath, gutter or road.		
Step ramps replace isolated steps, and are no steeper than 1:8, max. 190mm high and max. 1520mm long.		

MAIN ENTRANCE AND ALL ACCESSIBLE ROUTES, INCLUDING CORRIDORS, DOORWAYS AND DOORS (NZBC D1.3.4(f), D1 AS1/7.0, FIG 27, NZS 4121 SECTION 7)		
The main entrance is on the accessible route.		
If the main entrance is not accessible, it has signage indicating location of accessible entrance.		
Preferably there are no thresholds in doorway. If they cannot be avoided, they are max. 20mm high, or 56mm high is a 1:8 max. ramp is provided both sides (NZS 4121 Fig. 17).		
There are accessible routes extending from the accessible entry to all spaces that are required to be accessible, 1200mm min. width.		
If existing corridors are less than 1200mm wide, doorways off it are made wider to compensate.		
Doorways have 760mm min. clear opening (unless from narrow corridors where wider clear openings are required).		
Double doors have at least one leaf which provides 760mm min. clear opening.		
Doors are colour-contrasted with their surroundings.		
Doors are dual swing and have visibility glazing panels.		
Doors with full height glazing have manifestation markings 700-1000mm above floor.		
Clear space between successive doors is 1200mm min. (Fig. 27 D1/AS1).		

Where doors open towards wheelchair, an unobstructed wall space not less than 300mm wide is required at side of door adjacent to door handle.		
Forces required to open non-fire doors are within limits.		

PUBLIC FACILITIES (NZBC G5.3.4, NZS 4121 SECTION 11)		
Where public counters or desks are provided in reception areas, bars, shops & supermarkets, at least one is accessible for both the public and for the staff using it.		
Accessible portion of counter has top of work surface 775mm max. above floor, with 675mm min. height clearance under for a depth of 540mm.		
Public telephones comply with NZS 4121 Section 11.2.		

LISTS (NZBC D1.3.4 (c), D2.3.5, D2/AS1/71, NZS 4121 SECTION 9)		
Lifts are required as follows:		
<ul style="list-style-type: none"> in all buildings with four or more floors 		
<ul style="list-style-type: none"> in a three floor building when the total gross floor area of the two upper floors is 500m² or more and the design occupancy exceeds 50 persons 		
<ul style="list-style-type: none"> in a two floor building when the gross floor area of the upper floor is 400m² or more and the design occupancy exceeds 40 persons 		
<ul style="list-style-type: none"> notwithstanding any of the above, a lift is required if an upper floor is used for: a place of assembly for 250 or more persons, public reception area for a bank, central and local government offices and facilities (including libraries), medical and dental rooms, health care centres 		
<ul style="list-style-type: none"> notwithstanding any of the above, a lift is required in two or three storey hotels and motels provided that the accessible accommodation units, reception office, restaurant, bars and other communal facilities are on the ground floor (NZS 4121 cl 14.4.1 		
At least one lift is on the accessible route.		
Lobbies have 1800mm min. unobstructed depth in front of lift doors.		
Car floor has 1400mm x 1400mm min. internal dimensions.		
Doors have 900mm min. clear opening.		
Doors are readily distinguishable from their surroundings.		
Doors remain open for at least 5 seconds before starting to close.		
Car has handrails on walls to NZBC D1/6.0 or NZS 4121 Fig 26.		
All controls are located between 900mm and 1350mm above the floor.		
All controls have tactile features.		
Lift indicators are provided as NZS 4121:2001 cl. 9.2.5.		

STAIRS (NZBC D1.3.4 (g)(h)(i), D1/AS1/4.0, 4.2, 4.4, 4.5, NZS 4121 SECTION 8)		
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All multi-storeyed buildings that are required to be accessible have at least one accessible stair.		
Stair treads 310mm min.; Risers 180mm max. (of uniform height over each flight).		
Stair has 900mm min. width between handrails.		
Landings have 900mm min. depth (1200mm recommended)		
Max. total rise of 2500mm between landings.		
No open risers, no winders, no spiral stairs.		
Nosing's are rounded and colour contrasted with rest of tread.		
Colour-contrasted change of floor surface texture are provided at head and foot of stair.		

STAIR HANDRAILS (NZBC D1.3.4 (i), D1/AS1/6.1, NZS 4121 SECTION 8.6)		
Are provided on both sides of the stair.		
Have no obstruction to the passage of the hand along the rail.		
Are continuous around landings (except at doorways).		
Extend 610mm min. beyond the foot of the stair and 300mm min. beyond the head of the stair.		
At the same slope as the pitch line.		
Between 900mm and 1000mm above pitch line.		
Profiles are to D1/AS1 Fig. 26(b)		
Have no projecting ends, and have domed buttons 150mm from the ends (NZS 4121 Fig. 23).		

TOILET FACILITIES (NZBC D1.3.2(c) & G1.1 & 1.3.4 G1/AS1, NZS 4121 SECTION 10)		
Accessible toilets are on the accessible route.		
Route to accessible toilets does not traverse different tenancies.		
Minimum dimensions of space are 1900mm x 1600mm and the layout of fittings is correct.		
In certain large buildings having more than 300 occupants, accessible toilets are evenly distributed.		
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable).		
Door has 760mm min. clear opening (with 1200mm clear space in any lobby between door swing arcs).		
If hinged, the door has a grab rail on inner face.		
Indicator bolt is of sufficient size so as to be usable by person with limited hand movement.		
Horizontal leg of grab rail beside WC pan is fixed 700mm above floor.		
Vertical leg of grab rail is fixed between 150mm and 250mm from front of WC pan.		
Top of WC pan seat is 460mm above floor level.		
Front edge of WC pan is 700-750mm from wall behind it.		

Toilet paper holder is located in the correct zone.		
Wash basin has 675mm min. underside clearance from floor, and is located 300mm min. from the front of the WC pan.		
Taps on wash basins have capstan or lever handles (hot tap to left of cold tap).		
Any nappy changing tables do not intrude into the wheelchair manoeuvring space.		

SHOWER (NZBC G1.3.4, G1/AS1/4.0, D1/AS1/TABLE 9, NZS 4121 SECTION 10)		
If the building requires showers, at least one is accessible. If the building use does not require showers, but has two or more showers, at least one is accessible (BIA News No. 131).		
Minimum dimensions of combined toilet / shower space are 2100mm x 1900mm.		
Accessible shower is on an accessible route.		
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable).		
Shower door has 760mm min. clear opening.		
Shower has self draining floor with no lip or upstand.		
Floor covering is of impervious, non-slip material.		
Grab rail is of correct shape, size and position.		
Mixing valve is lever operated, and is fixed 1100mm above floor.		
Hand held shower rose on flexible hose.		
Shower head can be fixed to slide rail between 1000mm and 1900mm above floor. Slider rail is to be as strong as a grab rail.		
Shower seat is 800mm min. length x 450mm, in correct position.		
Clothes hanging device is located between 1200mm and 1350mm above the floor.		

DOOR & WINDOW CONTROLS AND LIGHT SWITCHES (NZBC D1.3.4 (f), G9/AS1, NZS 4121 SECTIONS 4, 7 & C5)		
Doors can be opened with one hand.		
Door handles are fixed between 900mm and 1200mm (1000 optimum) above floor.		
Door handles are level action, with end returned towards door (knob handles are not permitted).		
Door closers have min. tension required to bring door to closed position.		
Electronic access units are located as NZS 4121 clause 4.11.5.		
Window locking & opening controls are located between 900mm & 1200mm above the floor.		
Light switches throughout building are horizontally aligned with door handles.		
Socket outlets are located 500-1200mm above the floor.		

VISIBILITY FACTORS (NZBC F2, G7 AND G8, NZS 4121 215,		
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D1/AS1/1.5.4 & 1.8)		
All signs, information boards and all elements of accessible routes are well illuminated.		
Check D1/AS1 1.5 "Obstructions".		

ALERTING DEVICES (F7/AS1/2.1, NZS 4121 CLAUSES 4.12 & 4.13		
Alerting devices (where required) have both audible and visual signal (see also ACCESSIBLE ACCOMMODATION below).		

PLACES OF ASSEMBLY, ENTERTAINMENT & RECREATION (D1/AS1/8.0, G5.3.5, NZS 4121 SECTIONS 12 & H		
Where a sound amplification system is installed, it has a listening system for people with hearing aids.		
2 wheelchair spaces are provided for up to 250 seats, plus 1 for every additional 250.		
Wheelchair spaces are located amongst other seating, and evenly distributed where possible.		
An accessible route is provided to podium or stage area, including to all backstage areas (portable ramps are not permitted).		
Swimming pools have an unaided access into the water (preferably by a ramp at max. 1:12 slope).		
Sports tracks and fields are accessible.		

SIGNS (BUILDING ACT CL. 47A(5), NZBC G5.3, 5.3.6 & F8.3.4, F8/AS1/5.0, NZS SECTIONS 3.6 & 4.8)		
Signs are positioned on walls, doors, etc between 1400mm and 1700mm above the floor.		
International symbol of access is displayed outside the building or so as to be visible from outside it.		
Access symbol on main information board(s) identifies location of lift, accessible routes, toilets, rooms with listening aids, etc.		
Accessible toilets / showers are identified with an access symbol on entrance door.		
All symbols have correct proportional layout, lettering and colour contrast with background.		
Identify facilities:		
<ul style="list-style-type: none"> • accessible car park spaces 		
<ul style="list-style-type: none"> • accessible entrance 		
<ul style="list-style-type: none"> • services available in building 		
<ul style="list-style-type: none"> • accessible routes, lifts and / or stairs 		
<ul style="list-style-type: none"> • toilet / shower facilities 		
<ul style="list-style-type: none"> • rooms with listening aids 		

ACCESSIBLE ACCOMMODATION UNITS (NZS 4121 SECTION 14, D1/AS1/9.0, G3.1(c), G9/AS1)		
In hotels, motels, hostels, halls of residence, holiday cabins, groups of pensioner flats, boarding houses, guest houses, old		

<p>peoples homes, and other buildings providing accommodation of the public, accessible units (including kitchen, bedroom shower / toilet arrangement, laundry and all other accessible features and route requirements) are provided as follows:</p> <table border="0"> <tr> <td>Total guest units</td> <td>Accessible units required</td> </tr> <tr> <td>1-10</td> <td>1</td> </tr> <tr> <td>11-25</td> <td>2</td> </tr> </table> <p>For every additional 25 guest units, 1 accessible unit is required.</p>	Total guest units	Accessible units required	1-10	1	11-25	2		
Total guest units	Accessible units required							
1-10	1							
11-25	2							
An accessible car park is available at the main accessible entrance to assist those booking in / out.								
Reception counters are accessible (see PUBLIC FACILITIES above)								
In hotel or motel complexes, an accessible telephone and toilet is available in public areas for guests, casual patrons & staff.								
Bedrooms, sitting and dining areas, kitchens & laundries have 1500mm diameter wheelchair turning circle.								
If the unit has kitchen and / or laundry facilities, these are fully accessible (refer to NZS 4121 Section 14 for detailed requirements).								
If a building has common laundry facilities, at least one of these is accessible (BIA News No 67 pg. 2, 3).								
Socket outlets are fixed between 500mm and 1200mm above the floor, at least 500mm from internal corners of rooms, and within a 500mm horizontal dimension from the front edge of any bench or fixed unit.								
Telephone, television & radio controls, wardrobe rails, curtain pull cords, are easily reachable.								
Where an automatic fire alarm system is required, an alerting device (audible & visible) is visible from the bed(s).								
At least one room light has a bedside switch.								
Where an ablution block contains communal toilet / shower facilities, there is also one or more all-gender accessible toilet / shower(s) provided.								

<p>OTHER FACILITIES USED BY PEOPLE WITH DISABILITIES (in order of persons with disabilities to carry out '<i>... normal activities and processes in that building</i>' as Building Act 2004 section 118 (1)(b)).</p>		
Fitting rooms in clothes shows having 1500mm diameter turning circle, clothes hooks at 1350mm max. above floor (or two adjoining rooms of a similar overall size, with a drawable curtain between).		
Staff kitchen / team making bench units having urns, boiling water heaters, microwave ovens, etc. in easily reachable positions.		