

## Proposed Accessibility Classification Checklist for Hotels

Section	Check Points	1*	2*	3*	4*	5 & 5*D	Comments
<b>Parking</b>	Provide minimally one accessible parking bay.	D	D	N	N	N	<ul style="list-style-type: none"> <li>• Should be closet to main entrance</li> <li>• Dimensions should be minimally 3600 X 4800 mm</li> <li>• Should be easily identified and well signposted</li> </ul>
	Incase of two separate entrances one for hotel & other of banquets then have on accessible parking for each entrance	But must provide space for alighting safely from the vehicle					
<b>Main Entrance</b>	Entrance should be easy to access by all users.	N	N	N	N	N	<ul style="list-style-type: none"> <li>• Where steps exist, these should have an alternate ramped or lift access.               <ul style="list-style-type: none"> <li>○ Ramp no steeper than 1:12 and non slippery with handrails on both sides</li> <li>○ Have a landing minimally 1500mm X 1500mm at the top of the ramp (before the entrance door)</li> </ul> </li> <li>• There should be no Thresholds at doors</li> <li>• Entrance Door width to be minimally 1000mm</li> </ul>
<b>Reception &amp; Lobby</b>	The access route to the reception should be accessible (either step free or ramped)	N	N	N	N	N	<ul style="list-style-type: none"> <li>• Provide a maintained illumination level of at least 150 lux at the lobby</li> <li>• Flooring to be non slippery and non glary</li> </ul>

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<b>Reception &amp; Lobby (Contd)</b>	Sound enhancement system e.g. induction loop should be installed at the reception desk	D	D	N	N	N	A clear signage indicating the availability of the same for hearing impaired guests.
	At least one accessible House Phone in the lobby	N	N	N	N	N	<ul style="list-style-type: none"> <li>All controls located between 750mm and 1000mm from the floor surface</li> <li>The counter to have a clear knee recess of 750mm height &amp; 750mm width.</li> </ul>
<b>Accessible Public Restroom</b>	One unisex wheelchair accessible toilet unit should be provided in the public area of the hotel.	N	N	N	N	N	<ul style="list-style-type: none"> <li>Minimum size required for the unisex accessible toilet unit is 1800mm x 2350mm (with a wall hung WC).</li> <li>The WC should be installed in a corner with the centreline of the WC at a distance of 460mm to 480mm from the adjacent wall.</li> <li>Minimally one horizontal grab bar should be installed on the wall adjacent to the WC, at a height of 280mm from the WC seat.</li> <li>The wash basin should have automatic or lever type faucets.</li> </ul>
<b>Elevator</b>	Elevators should connect all floors, including basement parking and other services where provided.	N	N	N	N	N	<ul style="list-style-type: none"> <li>The elevator should have a minimum internal space of 1200mm x 1400mm and a minimum door width of 900mm</li> <li>All control and call buttons to be installed between heights of 750mm and 1000mm from the furnished floor surface. In 4*, 5* and 5*D, these buttons should incorporate lettering in Braille and raised letters</li> <li>Have a voice announcement system along with a visual floor level display.</li> </ul>

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<b>Restaurant, Bar, Pub and Lounge</b>	All such facilities should be accessible by a step free or a ramped route	D	D	N	N	N	<ul style="list-style-type: none"> <li>• Door widths to be minimally 900mm</li> <li>• At least one table to provide wheelchair access (i.e. under table clear knee recess to be 750mm high x 750mm wide x 500mm deep)</li> <li>• Menu cards should be available in large print and in Braille.</li> <li>• At least one staff member in each shift should be able to communicate in basic sign language.</li> </ul>
		At least one multi-cuisine restaurant to be accessible					
<b>Business Centre and Conference Facility</b>	These should be accessible by a step free route or a ramped route	D	D	N	N	N	
<b>Pool, Spa and Health Club</b>	These facilities if included in the room charges (or otherwise offered free to hotel guests) then these should be made accessible to people with disabilities.	N	N	N	N	N	<ul style="list-style-type: none"> <li>• Have a step free or a ramped route to these services</li> <li>• Have a wheelchair accessible changing/shower room</li> <li>• The spa treatment area to have door widths minimally 900mm and be step free or ramped</li> <li>• Pool may be made accessible as per accessibility standards (usually achieved by installing a pool hoist or a wheel in ramp)</li> </ul>

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<p><b>Accessible Guest Rooms</b></p>	<p>There should be minimally one accessible guest room in all properties. With an accessible en-suite shower-cum-WC room.</p>	N	N	N	N	N	<ul style="list-style-type: none"> <li>• The room to have a turning space somewhere in the room of 1800 X 1800mm</li> <li>• All circulation aisles (vestibule, between twin beds, etc) to be 900mm wide.</li> <li>• Fire alarm provided should have both audible and visual outputs.</li> <li>• Door bell to have a visual indicator.</li> <li>• All switches, sockets, controls and wardrobe hangers to be between heights of 750mm and 1100mm from the floor.</li> <li>• The en-suite shower room – cum- WC attached to accessible guest bedrooms should have minimum internal dimensions of 2300mm x 2400mm, with a 900mm wide door.</li> <li>• Have a wall mounted shower seat at the height of 480mm.</li> <li>• A 750mm long vertical grab bar and a 900mm long horizontal grab bar should be installed at a height of 800mm on the side wall next to the shower seat.</li> <li>• The WC should be installed in a corner with the centreline of the WC at a distance of 460mm to 480mm from the adjacent wall. Minimally one horizontal grab bar should be installed on the wall adjacent to the WC, at a height of 280mm from the WC seat.</li> <li>• The wash basin should have automatic or lever type faucets.</li> </ul>

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<b>Emergency Evacuation</b>	Emergency alarms provided should have visual and audible output.	N	N	N	N	N	<ul style="list-style-type: none"> <li>Emergency alarms provided should have visual and audible output.</li> <li>Emergency evacuation routes for the disabled guests should offer a step free and unobstructed path.</li> <li>Fire evacuation route maps to indicate step free routes for disabled guests.</li> </ul>
	Provide refuge areas that can accommodate at least two wheelchair users simultaneously on all floors above the ground level.	N	N	N	N	N	Refuge areas should be equipped with an 'evacuation chair' and a two-way communication system that is linked with the central control room.

## Exemption Criteria

It is realized that in certain existing properties, especially heritage hotels, it may not be possible to make the physical infrastructural changes to enable the minimum prescribed level of accessibility for guests and visitors with disabilities. Such individual hotels may apply for an exemption by providing the following documentation a certificate certified by an 'Access Consultant' clearly indicating the areas where it is not possible to meet the minimum accessibility requirements. It is essential that this certificate be provided by an Access Consultant and not from the general building architect or projects department who do not have the professional expertise in designing and troubleshooting accessibility issues.