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## Module 3 Learning Unit 13

# Developing an Access Statement, auditing techniques

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**Games Without Barriers**

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This exercise will be carried out using the “Pantou” collection tool and its accessibility checklist. IN An interview with the building/facility manager or owner and the person responsible for accessibility, (if any) it is important to identify:

- Management policy on accessibility
- Areas to be audited
- Customer services offered

The students should have studied the Photo and Measurement Guide beforehand and should be also equipped with the appropriate measuring tools e.g. tape measure, camera, etc.

### **Key areas to be used as examples in the practical exercise**

1. Common features of buildings and facilities, e.g. entrance, reception, public-use toilets, elements of horizontal and vertical circulation (such as corridors, lifts, stairs, ...)
2. Specific functional areas according to intended use of the building or facility, e.g. classrooms in an educational building, guestrooms in a hotel, dining area in a restaurant)

On the site:

- The group is divided in smaller teams to measure, describe and record the data for different areas of the building/facility, using the checklist
- The trainer supervises and guides teams when conducting measurements

Every building/venue is a different case and some features or access problems may not be fully captured by the checklist. For this reason, any specific issues or unforeseen situations/obstacles that may be found during the audit will be explained by the trainer and further guidance will be given.

Photos are used to illustrate accessibility features and obstacles, if any, in order to enhance the information for users of the guide.

Accessibility problems that may have been identified should be briefly described and highlighted as comments, to ensure objective and reliable information that is helpful to the visitor.