

*All doors are fire safety approved & therefore should be wide enough for wheelchair users, some retrofitting by artists have made spaces narrow but this can be altered/negotiate For these checklists, tick if true for any one room & report how many rooms

Holborn:		Checklist	Comments:	Studio spaces:	Checklist	Comments
Access to building/travel				Access to rooms		
Dropped curbs on street?	<input checked="" type="checkbox"/>		Opposite a Pedestrian crossing with a number of dropped kerbs	Are rooms on ground floor or accessible via lift?	<input checked="" type="checkbox"/>	Studio spaces on floors 1 through 4
Parking/accessible parking near entrance	<input checked="" type="checkbox"/>		Loading Bay parking 15m away	Are side entrances to the building accessible? Or are studios easily reached from the main?	<input checked="" type="checkbox"/>	All studios accessible by central stairway or lift
Main entrance easy to recognise? Appropriate lighting if dark?	<input checked="" type="checkbox"/>			Are lightswitches/alarm panels/etc. easily reached? (i.e. low)	<input checked="" type="checkbox"/>	
Accessible entrance? If needed is there a ramp with levelled top?	<input checked="" type="checkbox"/>			Description of how to access studios		Main front door and key coded sliding glass interior door, access to individual studios
Do stairs have handrails?	<input checked="" type="checkbox"/>		No stairs within gallery	Rooms & facilities		
Easily opened doors? (i.e. lightweight- open with 1 finger, low handle)	<input checked="" type="checkbox"/>			Are steps/floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>	
Description of how to access entrance (i.e. ramps, stairs, type of doors)			Level entry from pavement through single push opening Front Door	Is the space able to be cleared of trip hazards in a manner reasonable to other artists?	<input checked="" type="checkbox"/>	
Rooms & facilities				Are the floor surfaces non-slip?	<input checked="" type="checkbox"/>	
Are steps & floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>		No steps or change of levels within gallery space	Is there seating available if necessary?	<input checked="" type="checkbox"/>	
If multiple floors is there a lift/stair alternative?	<input checked="" type="checkbox"/>		No multiple floors within gallery	Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>	
Is the space free of trip hazards?	<input checked="" type="checkbox"/>			If indoor furniture contrasting? (easily seen so people don't bump into it)	<input type="checkbox"/>	
Are floor surfaces non-slip?	<input checked="" type="checkbox"/>		Timber floors coated in non slip paint	In terms of fixed room structures would the spaces be able to be navigated by a wheelchair user?	<input checked="" type="checkbox"/>	
Is there seating available if asked?	<input checked="" type="checkbox"/>		On request	Are toilets accessible without stairs? (i.e. if up/downstairs is there a lift/ramp)	<input checked="" type="checkbox"/>	
Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>		No internal doorways	Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>	
If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>		No furniture within gallery space	Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>	
Is there an accessible toilet at least 1.5m x 2.2m?	<input type="checkbox"/>		??? Are we allowing use of toilets within studio space?	Of the features available to other artists are all accessible to disabled artists (i.e. sinks, bins, etc.)		Yes kitchen areas where provided are accessible
Is there a toilet with a wide door/low handle & sink near toilet?	<input type="checkbox"/>			How many rooms does the above apply? + any comments about this (are some only some of above?)		4th floor have been refitted by artists, which may not adhere to wheelchair access for specific units within these studios.
Are toilets accessible without stairs? (i.e. if upstairs is there a lift/ramp)	<input checked="" type="checkbox"/>			Description of facilities (accessibility features)		Kitchens (where provided) Disabled toilet located on 2nd Floor
Is there good lighting?	<input checked="" type="checkbox"/>			Evacuation		
Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>			Any addition to the evacuation procedure if in studio?		Normal Fire Evacuation Procedure
Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>					
Description of facilities (floors, no. of toilets, seating types, accessibility features)			Ground floor space only			
Evacuation						
What is the evacuation procedure? (Are any alterations needed for wheelchair users?)			Normal Fire Evacuation Procedure			
Marylebone:				Studio spaces:		
Access to building/travel				Access to rooms		
Dropped curbs on street?	<input checked="" type="checkbox"/>			Are rooms on ground floor or accessible via lift?	<input type="checkbox"/>	Only accessible via stairway
Parking/accessible parking near entrance	<input checked="" type="checkbox"/>		Nearest parking on Balcombe Street	Are side entrances to the building accessible? Or are studios easily reached from the main?	<input checked="" type="checkbox"/>	
Do stairs have handrails?	<input type="checkbox"/>			Are lightswitches/alarm panels/etc. easily reached? (i.e. low)	<input checked="" type="checkbox"/>	
Main entrance easy to recognise? Appropriate lighting if dark?	<input checked="" type="checkbox"/>			Description of how to access studios		Via front or side entrance, upon entry studios are accessed via a stairway
Accessible entrance? If needed is there a ramp with levelled top?	<input checked="" type="checkbox"/>			Rooms & facilities		
Easily opened doors? (i.e. lightweight- open with 1 finger, low handle)	<input checked="" type="checkbox"/>			Are steps/floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>	
Description of how to access entrance (i.e. ramps, stairs, type of doors)			Kerbside level to main double door entrance	Is the space able to be cleared of trip hazards in a manner reasonable to other artists?	<input checked="" type="checkbox"/>	
Rooms & facilities				Are the floor surfaces non-slip?	<input checked="" type="checkbox"/>	
Are steps & floor level changes clearly marked with bright contrast edging?	<input type="checkbox"/>		No different levels on ground floor, stairway to first floor toilets	Is there seating available if necessary?	<input checked="" type="checkbox"/>	
If multiple floors is there a lift/stair alternative?	<input type="checkbox"/>		No lift access to first floor toilets or Studios	Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>	
Is the space free of trip hazards?	<input checked="" type="checkbox"/>			If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>	
Are floor surfaces non-slip?	<input checked="" type="checkbox"/>			In terms of fixed room structures would the spaces be able to be navigated by a wheelchair user?	<input type="checkbox"/>	Corridors and Doorways conform, but some studios have been retrofitted by artists
Is there seating available if asked?	<input checked="" type="checkbox"/>			Are toilets accessible without stairs? (i.e. if up/downstairs is there a lift/ramp)	<input type="checkbox"/>	
Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>			Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>	
If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>		no furniture when no exhibition	Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>	
Is there an accessible toilet at least 1.5m x 2.2m?	<input type="checkbox"/>			Of the features available to other artists are all accessible to disabled artists (i.e. sinks, bins, etc.)		All accessible
Is there a toilet with a wide door/low handle & sink near toilet?	<input type="checkbox"/>			How many rooms does the above apply? + any comments about this (are some only some of above?)		All 6 studios accessible
Are toilets accessible without stairs? (i.e. if upstairs is there a lift/ramp)	<input type="checkbox"/>			Description of facilities (accessibility features)		Kitchen space accessible once on First floor
Is there good lighting?	<input checked="" type="checkbox"/>			Evacuation		
Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>			Any addition to the evacuation procedure if in studio?		Normal Fire Evacuation Procedure
Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>					
Description of facilities (floors, no. of toilets, seating types, accessibility features)			Exhibition space is all on ground floor on 1 level, seating can be arranged in advance, there are no accessible toilets on site.			
Evacuation						
What is the evacuation procedure? (Are any alterations needed for wheelchair users?)			Evacuation for wheelchair users is by Main Front door Fire Exit			
				Studio spaces:		
Access to building/travel				Access to rooms		
Dropped curbs on street?	<input checked="" type="checkbox"/>			Are rooms on ground floor or accessible via lift?	<input checked="" type="checkbox"/>	
Parking/accessible parking near entrance	<input checked="" type="checkbox"/>			Are side entrances to the building accessible? Or are studios easily reached from the main?	<input checked="" type="checkbox"/>	
Do stairs have handrails?	<input checked="" type="checkbox"/>			Are lightswitches/alarm panels/etc. easily reached? (i.e. low)	<input checked="" type="checkbox"/>	
Main entrance easy to recognise? Appropriate lighting if dark?	<input checked="" type="checkbox"/>			Description of how to access studios		Via several stairways or 2 lifts
Accessible entrance? If needed is there a ramp with levelled top?	<input checked="" type="checkbox"/>			Rooms & facilities		
Easily opened doors? (i.e. lightweight- open with 1 finger, low handle)	<input checked="" type="checkbox"/>			Are steps/floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>	
Description of how to access entrance (i.e. ramps, stairs, type of doors)				Is the space able to be cleared of trip hazards in a manner reasonable to other artists?	<input checked="" type="checkbox"/>	
Rooms & facilities				Are the floor surfaces non-slip?	<input checked="" type="checkbox"/>	
Are steps & floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>			Is there seating available if necessary?	<input checked="" type="checkbox"/>	
If multiple floors is there a lift/stair alternative?	<input checked="" type="checkbox"/>			Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>	
Is the space free of trip hazards?	<input checked="" type="checkbox"/>			If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>	
Are floor surfaces non-slip?	<input checked="" type="checkbox"/>			In terms of fixed room structures would the spaces be able to be navigated by a wheelchair user?	<input type="checkbox"/>	Some spaces have been retrospectively been refitted by artists via temporary walls and doorways
Is there seating available if asked?	<input checked="" type="checkbox"/>			Are toilets accessible without stairs? (i.e. if up/downstairs is there a lift/ramp)	<input checked="" type="checkbox"/>	
Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>			Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>	
If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>			Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>	
Is there an accessible toilet at least 1.5m x 2.2m?	<input type="checkbox"/>			Of the features available to other artists are all accessible to disabled artists (i.e. sinks, bins, etc.)		Yes
Is there a toilet with a wide door/low handle & sink near toilet?	<input type="checkbox"/>			How many rooms does the above apply? + any comments about this (are some only some of above?)		All rooms
Are toilets accessible without stairs? (i.e. if upstairs is there a lift/ramp)	<input type="checkbox"/>			Description of facilities (accessibility features)		Kitchen facilities available within all spaces
Is there good lighting?	<input checked="" type="checkbox"/>			Evacuation		
Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>			Any addition to the evacuation procedure if in studio?		Normal Fire Evacuation Procedure Applies
Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>					
Description of facilities (floors, no. of toilets, seating types, accessibility features)						
Evacuation						
What is the evacuation procedure? (Are any alterations needed for wheelchair users?)						

Covent garden:				Studio spaces:			
Access to building/travel				Access to rooms			
Dropped curbs on street?	<input checked="" type="checkbox"/>			Are rooms on ground floor or accessible via lift?	<input type="checkbox"/>		
Parking/accessible parking near entrance	<input checked="" type="checkbox"/>	On street resident parking / disables and loading bay spaces nearby		Are side entrances to the building accessible? Or are studios easily reached from the main?	<input checked="" type="checkbox"/>		
Main entrance easy to recognise? Appropriate lighting if dark?	<input checked="" type="checkbox"/>			Are lightswitches/alarm panels/etc. easily reached? (i.e. low)	<input checked="" type="checkbox"/>		
Do stairs have handrails?	<input type="checkbox"/>	No stairs within gallery		Description of how to access studios		Via internal key code fire door at back of gallery	
Accessible entrance? If needed is there a ramp with levelled top?	<input checked="" type="checkbox"/>	Large double glass doors to entrance		Rooms & facilities			
Easily opened doors? (i.e. lightweight- open with 1 finger, low handle)	<input checked="" type="checkbox"/>			Are steps/floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>		
Description of how to access entrance (i.e. ramps, stairs, type of doors)		Level kerb access through glass doorway with slight carpeted ramp with		Is the space able to be cleared of trip hazards in a manner reasonable to other artists?	<input checked="" type="checkbox"/>		
Rooms & facilities				Are the floor surfaces non-slip?	<input checked="" type="checkbox"/>		
Are steps & floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>			Is there seating available if necessary?	<input checked="" type="checkbox"/>		
If multiple floors is there a lift/stair alternative?	<input type="checkbox"/>	Ground Floor only		Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>		
Is the space free of trip hazards?	<input checked="" type="checkbox"/>			If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>		
Are floor surfaces non-slip?	<input checked="" type="checkbox"/>			In terms of fixed room structures would the spaces be able to be navigated by a wheelchair user?	<input checked="" type="checkbox"/>		
Is there seating available if asked?	<input checked="" type="checkbox"/>			Are toilets accessible without stairs? (i.e. if up/downstairs is there a lift/ramp)	<input type="checkbox"/>	Toilets located on basement levels, so not accessible via lift to studios on ground floor	
Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>			Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>		
If indoor furniture contrasting? (easily seen so people don't bump into it)	<input type="checkbox"/>			Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>		
Is there an accessible toilet at least 1.5m x 2.2m?	<input type="checkbox"/>	No toilets on site		Of the features available to other artists are all accessible to disabled artists (i.e. sinks, bins, etc.)		Sink and Toilet areas are not accessible to disabled artists requiring a wheelchair	
Is there a toilet with a wide door/low handle & sink near toilet?	<input type="checkbox"/>			How many rooms does the above apply? + any comments about this (are some only some of above?)		All studio rooms	
Are toilets accessible without stairs? (i.e. if upstairs is there a lift/ramp)	<input type="checkbox"/>			Description of facilities (accessibility features)		Limited facilities on site for artists.	
Is there good lighting?	<input checked="" type="checkbox"/>			Evacuation			
Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>			Any addition to the evacuation procedure if in studio?		Normal Fire evacuation procedures	
Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>						
Description of facilities (floors, no. of toilets, seating types, accessibility features)		Ground Floor gallery space only with 1 main entrance, no toilets on site available.					
Evacuation							
What is the evacuation procedure? (Are any alterations needed for wheelchair users?)		Exit via Main entrance					
Archway:				Studio spaces:			
Access to building/travel				Access to rooms			
Dropped curbs on street?	<input checked="" type="checkbox"/>			Are rooms on ground floor or accessible via lift?	<input type="checkbox"/>	1st floor studios only accessible via stairway. No Lift on site	
Parking/accessible parking near entrance	<input checked="" type="checkbox"/>			Are side entrances to the building accessible? Or are studios easily reached from the main?	<input type="checkbox"/>	Ground Floor studio spaces easily accessible off of Gallery Space	
Main entrance easy to recognise? Appropriate lighting if dark?	<input checked="" type="checkbox"/>			Are lightswitches/alarm panels/etc. easily reached? (i.e. low)	<input checked="" type="checkbox"/>		
Do stairs have handrails?	<input checked="" type="checkbox"/>			Description of how to access studios		Ground Floor studio spaces easily accessible off of Gallery Space. 1st floor studios only accessible via stairway. No Lift on site	
Accessible entrance? If needed is there a ramp with levelled top?	<input type="checkbox"/>	Main gate to site would need to be opened to access courtyard		How many rooms does the above apply? + any comments about this (are some only some of above?)		7 Ground Floor studio spaces easily accessible off of ground floor gallery spaces. 5 additional 1st Floor studios accessed via stairway	
Easily opened doors? (i.e. lightweight- open with 1 finger, low handle)	<input checked="" type="checkbox"/>			Are steps/floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>		
Description of how to access entrance (i.e. ramps, stairs, type of doors)		Main gate access to internal courtyard, ramped access through shutter		Is the space able to be cleared of trip hazards in a manner reasonable to other artists?	<input checked="" type="checkbox"/>		
Rooms & facilities				Are the floor surfaces non-slip?	<input checked="" type="checkbox"/>		
Are steps & floor level changes clearly marked with bright contrast edging?	<input checked="" type="checkbox"/>			Is there seating available if necessary?	<input checked="" type="checkbox"/>		
If multiple floors is there a lift/stair alternative?	<input checked="" type="checkbox"/>	Gallery on Ground Floor		Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>		
Is the space free of trip hazards?	<input checked="" type="checkbox"/>			If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>		
Are floor surfaces non-slip?	<input checked="" type="checkbox"/>			In terms of fixed room structures would the spaces be able to be navigated by a wheelchair user?	<input checked="" type="checkbox"/>		
Is there seating available if asked?	<input checked="" type="checkbox"/>			Are toilets accessible without stairs? (i.e. if up/downstairs is there a lift/ramp)	<input checked="" type="checkbox"/>		
Easily opened internal doors? (lightweight, low handle)	<input checked="" type="checkbox"/>			Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>		
If indoor furniture contrasting? (easily seen so people don't bump into it)	<input checked="" type="checkbox"/>			Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>		
Is there an accessible toilet at least 1.5m x 2.2m?	<input checked="" type="checkbox"/>			Of the features available to other artists are all accessible to disabled artists (i.e. sinks, bins, etc.)		Kitchen areas easily accessible on Ground Floor	
Is there a toilet with a wide door/low handle & sink near toilet?	<input checked="" type="checkbox"/>			How many rooms does the above apply? + any comments about this (are some only some of above?)		1st floor studio access to these facilities are only accessible via stairway to ground floor	
Are toilets accessible without stairs? (i.e. if upstairs is there a lift/ramp)	<input checked="" type="checkbox"/>			Description of facilities (accessibility features)		Kitchen, artist sink station, disabled toilet	
Is there good lighting?	<input checked="" type="checkbox"/>			Evacuation			
Are room acoustics good (minimal echo)	<input checked="" type="checkbox"/>			Any addition to the evacuation procedure if in studio?		Normal Fire Evacuation Procedure applies	
Are the power points available for equipment (e.g. portable induction loop)	<input checked="" type="checkbox"/>						
Description of facilities (floors, no. of toilets, seating types, accessibility features)		Gallery on ground floor with accessible toilets. Seating available upon request					
Evacuation							
What is the evacuation procedure? (Are any alterations needed for wheelchair users?)		Normal Fire Evacuation through Main Entrance to Courtyard					