

Appendix 3: Access Audit Progress Tracker

Item Ref.	Potential Improvement	Project	Priority	When completed by	Complete?	Comment
2.8b	2.6 Improvements to walking routes in car park	Car park	Within 12 months		Jan-16	
2.9A	Basement car park door	N/A	Within 12 months		Jun-15 Y	Skanska agreed to change to door with vision panel to improve visibility in tight space. A larger lobby is not practical. This is at rear of building and has been used since building opening.
2.9B	Drop off point	N/A	Within 12 months		Jun-13 Y	
5.14B	Mobility scooter parking area	Disabled access	Within 12 months		Nov-15 Y	
	Signage to accessible entrances	Disabled access	Within 12 months		Jun-15 Y	
6.9A	6.5 Fixed induction loop sign installed to reception desk	Disabled access	Within 12 months		Nov-15 Y	
6.9A	Portable induction loop in place - FOH Reception Desk	N/A	Within 12 months	N/A	Y	
6.9B	Portable induction loop in place - CSC Reception	N/A	Within 12 months	N/A	Y	
6.9D	Portable induction loop in place - Training Rooms	N/A	Within 12 months	N/A	Y	
7.3B	Portable ramp for Conference Hall	Disabled access	Within 12 months		Mar-16 N	The FM team have found a cost effective solution using the existing furniture arrangement implemented in the Grand Hall.
7.6B	Signage to ground floor toilets improved	Disabled access	Within 12 months		Apr-15 Y	
12.1A	Hold opens to doors to ground floor toilet corridor	Disabled access	Within 12 months		Nov-15 Y	
12.8A	Improvements to ground floor disabled shower area	Disabled access	Within 12 months		Nov-15 Y	
	13.1 Changing Places toilet installed	Disabled access	Within 12 months		Jan-15 Y	
13.1.0	Sanitary bins in accessible toilets repositioned so not to cause blockages	N/A	Within 12 months		Jun-15 Y	
14.6A	Portable induction loop installed within library	N/A	Within 12 months	N/A	Y	
14.6B	Portable induction loop installed within library	N/A	Within 12 months	N/A	Y	
	15.1 Review and signage improvements implemented.	Disabled access	Within 12 months		Jan-15 Y	
	15.3 Review and signage improvements implemented.	Disabled access	Within 12 months		Jan-15 Y	
	15.5 Review and signage improvements implemented.	Disabled access	Within 12 months		Jan-15 Y	
16.7A	Portable induction loop installed within marriage ceremony room	N/A	Within 12 months	N/A	Y	
16.7B	Portable induction loop installed within Grand Hall and Conference Hall	N/A	Within 12 months	N/A	Y	
16.8A	Portable induction loop available within CSC interview rooms	N/A	Within 12 months	N/A	Y	
16.8C	Portable induction loop in place - Training Rooms	N/A	Within 12 months	N/A	Y	
	18.4 Lifts, platform lifts and stair lifts checked regularly for proper functioning	N/A	Within 12 months	N/A	Y	
	18.5 Means of escape and exit routes regularly checked for freedom of obstacles and alarm systems checked.	N/A	Within 12 months	N/A	Y	
	18.6 PEEPS in place for the applicable staff	N/A	Within 12 months	N/A	Y	
	18.7 Fire emergency Plan and PEEPs reviewed annually as per recommendations.	N/A	Within 12 months	N/A	Y	
	18.8 Emergency cord alarms to accessible WC are tested as part of Billinger PPM schedule.	N/A	Within 12 months	N/A	Y	
	1.1 Website updated with details on how to get to the civic centre and transport options	N/A	Within 12 - 24 months	N/A	Y	
	1.8 Signage improvements to local area have been made by Brent Council and Quintain	N/A	Within 12 - 24 months	N/A	Y	
	2.2 Signage added to each accessible bay within the car park	Disabled access	Within 12 - 24 months		Oct-15 N	
	2.3 Improvements to accessible bay floor markings within the car park	Car park	Within 12 - 24 months		Jan-16 N	
2.8A	Improvements to signage within the car park	Car park	Within 12 - 24 months		Jan-16 N	
4.5B	Improvements to open risers on 13 steps from car park to Civic Centre.	Disabled access	Within 12 - 24 months		Nov-15 Y	For auditor
6.7B	New sign installed to CSC ground floor for telephone users that states 'If you have difficulties in using a telephone assistance is available' with pictorial telephone.	Disabled access	Within 12 - 24 months		Nov-15 Y	
6.7C	New sign installed to CSC Mezz floor for telephone users that states 'If you have difficulties in using a telephone assistance is available' with pictorial telephone.	Disabled access	Within 12 - 24 months		Nov-15 Y	
6.8A	Improvements to reception area planned to be installed.	Gnd floor wait furni	Within 12 - 24 months		Aug-15 Y	
6.9C	Portable induction loop installed within Melting Pot	N/A	Within 12 - 24 months	N/A	Y	
6.9E	Portable induction loop installed to bar counter in Grand Hall	N/A	Within 12 - 24 months	N/A	Y	
	7.7 Bands of colour to be added at two heights to each concrete column in the building within public areas. Choice of colour to be confirmed.	Disabled access	Within 12 - 24 months		Nov-15 Y	
8.2C	Well contrasted manifestations to the conference hall entrance doors.	Disabled access	Within 12 - 24 months		Nov-15 Y	
8.4B	Signage at security barriers for wheelchair users using International Symbol for access	Disabled access	Within 12 - 24 months		Nov-15 Y	
12.4B	Toilet cubicles repaired.	N/A	Within 12 - 24 months	N/A	Y	
12.6A	Toilet taps fixed	N/A	Within 12 - 24 months	N/A	Y	
12.8B	Grab rails to be added to one male and one female shower	Disabled access	Within 12 - 24 months		Mar-16 N	There is a designated accessible shower room for building users with disabilities
14.1B	Chair with arm rests available within registrars area and can be taken to the Wedding Suite	N/A	Within 12 - 24 months	N/A	Y	
14.1D	Well contrasted drop down rail to be added to each of the benches in the Training Centre corridor to aid people with ambulant disabilities.	Disabled access	Within 12 - 24 months		Mar-16 N	The FM team is currently exploring the feasibility of this recommendation.
14.1E	Chair with arm rests can be taken to the Bridge area.	N/A	Within 12 - 24 months	N/A	Y	
14.2C	Chairs with arm rests to be ordered and installed to registrars ground floor area.	Disabled access	Within 12 - 24 months		Mar-16 N	Chairs with arm rests are available in the main reception area. FM team have put a business case for the purchase of additional furniture for the building and are waiting for its approval.
14.4B	Accessible computer station installed to ground floor CSC area	Customer Services	Within 12 - 24 months		Jan-15 Y	
14.4C	2 x accessible computer stations installed to ground floor Library area	N/A	Within 12 - 24 months	N/A	Y	
14.6C	Libraries has accessible friendly information available.		Within 12 - 24 months		Y	
	16.5 Acoustic treatment to customer contact centre on 2nd floor	Noise	Within 12 - 24 months		Jan-15 Y	
	1.4 Add colour contrast to long kerb edging to the right of the main entrance.		24 - 36 months		Nov-15 Y	
1.6C	Bands of colour to be added at two heights to each concrete column in the building within public areas. Choice of colour to be confirmed.	Disabled access	25 - 36 months		Nov-15 Y	Duplicate of 7.7
14.6D	Bands of colour to be added at two heights to at external long silver structural columns in the building. Choice of colour to be confirmed.	Disabled access	26 - 36 months		Nov-15 Y	
1.6E	Bands of colour to be added at two heights to 13no light pillars in Paul Daisley Garden. Choice of colour to be confirmed.	Disabled access	27 - 36 months		Nov-15 Y	
6.3A	Reception desk barriered area has been extended to allow access to accessible area	N/A	28 - 36 months	N/A	Y	
6.8B	Chairs with arm rests have been added to the registrars area on Mezz level	N/A	29 - 36 months	N/A	Y	
	8.3 Hold opens to doors to ground floor toilet corridor	Disabled access	30 - 36 months		Nov-15 Y	
	10.6 Well contrasted manifestations to the escalator hand rails.	Disabled access	31 - 36 months		Nov-15 Y	
14.4A	Accessible computer station installed to ground floor CSC area	Customer Services	32 - 36 months		Jan-15 Y	
1.6B	Bands of colour to be added at two heights to at external long silver structural columns in the building. Choice of colour to be confirmed.		Up to 5 years		Nov-15 Y	Duplicate of 14.4B Duplicate of 14.6D
	3.1 Colour contrast to be added to the long car park entrance ramp	Car park	Up to 5 years		Jan-16 N	
4.1B	Steps up to Civic Centre from car park to have tactile paving added at top and bottom.	Disabled access	Up to 5 years		Nov-15 Y	
	4.3 Site management check lighting levels during darker hours to ensure they are sufficient.	N/A	Up to 5 years	N/A	Y	
15.6C	Temporary notices typed in clear type face	N/A	Up to 5 years	N/A	Y	