



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 18 2023

MEMORANDUM

No. 167 s. 2023

ACCESS AUDIT FOR 2023 NDPR WEEK

TO: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the letter of Dra. Caryl G. De Guzman, Head of Muntinlupa City Persons with Disability Affairs Office, dated July 7, 2023 on the conduct of Access Audit as per Executive Order No. 33 s. 2018, PROVIDING FOR THE CREATION OF THE ACCESS AUDIT IN THE CITY OF MUNTINLUPA AND THE ORGANIZATION OF THE ACCESS AUDIT TEAM PURSUANT TO CITY ORDINANCE NO. 18-167, DEFINING ITS OBJECTIVES, FUNCTIONS, COMPOSITIONS, AND APPROPRIATE FUNDS THEREOF AND OTHER PURPOSES.

2. Particular attention is invited on paragraph 4 to inform the field of the upcoming PDAO and SPED ACCESS AUDIT on July 21, 2023, from 8:00 AM – 5:00 PM, with the following Access Audit Team and Assigned Facilities:

Access Audit Team	Assigned Facilities
Access Audit Team 1 Representative from PDAO (1) Engineering (1), PWD (1), BirthRight (1), Building Office (1), PESO (1), DIA (1)	Muntinlupa Elementary School Itaas Elementary School Muntinlupa National High School
Access Audit Team 2 Representative from PDAO (1), Engineering (1), PWD (1), BirthRight (1), Building Office (1), PESO (1), DIA (1)	Soldiers Hills Elementary School Alabang Elementary School Pedro Diaz High School PDAO

NUM-2023-167 text here

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Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
8805-9935, 8805 - 9940
sdo.muntinlupa@gmail.com



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Republic of the Philippines
Department of Education
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3. Attached are the aforementioned City Order and the Muntinlupa PDAO ACCESS AUDIT FORM.
4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS	INCLUSIVE EDUCATION	ORGANIZATION
ATT/Memo- ACCESS AUDIT FOR 2023 NDPR WEEK 167 / July 13, 2023		

NUM-2023-167



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Persons with Disability Affairs Office



PDAAO Communications Tracker: PDAAO-2023-096

July 7, 2023

SUBJECT: ACCESS AUDIT FOR 2023 NDPR WEEK

AYALA MALLS SOUTH PARK MANAGEMENT

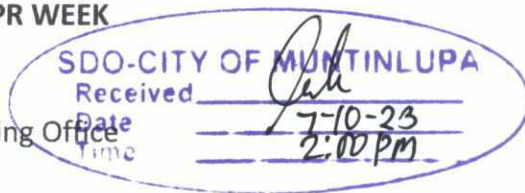
ENGR. DYNADELLE ARANDA – Head, City Engineering Office, City Building Office

MS. GLENDA ZAMORA-ANIÑON - Head, Muntinlupa PESO

DR. EVANGELINE D. LADINES, CESO IV – Head, SDO Muntinlupa

NOEL EDWARD S. MORALES – Head, DIA Muntinlupa

MIRIAM DEL ROSARIO – Executive Director, TBEFI



Dear Sir / Ma'am:

Maganda, Masigla at Inklusibong Buhay po!

As you may have known, the Muntinlupa PWD Sector annually observes the National Disability Prevention and Rehabilitation Week. This year's National Theme came from Muntinlupa PDAAO's Nurse Buboy Benavidez:

Theme: Aksesibilidad at Karapatan ng mga Taong may Kapansanan: Daan Tungo sa Sustenableng Kinabukasan na Walang Maiiwan

(English version) Persons with Disabilities Accessibility and Rights: Towards a Sustainable Future where No One is Left Behind

In relation to this, our team will be advocating for all PWD Accessibilities especially Physical Building Accessibility. Muntinlupa PDAAO would like to partner with your organizations to implement the **PDAAO (Ayala Malls South Park) and SPED Facility Building Access Audit (IES, SHES, MES, AES, PEDHS and MNHS)**. Muntinlupa PDAAO would like to seek your support through your approval of the following project assignments:

PDAAO and SPED ACCESS AUDIT July 21, 2023 8:00 AM – 5:00 PM Rendezvous @ PDAAO

Access Audit Team 1 (1 PDAAO, 1 Engineering, 1 PWD Rep, 1 BirthRight Rep, 1 Building Rep, 1 PESO Rep, 1 DIA Rep)

Assigned Facilities: (Muntinlupa Elementary School, Itaas Elementary School, Muntinlupa National High School)

Access Audit Team 2 (1 PDAAO, 1 Engineering, 1 PWD Rep, 1 BirthRight Rep, 1 Building Rep, 1 PESO Rep, 1 DIA Rep)

Assigned Facilities: (Soldiers Hills Elementary School, Alabang Elementary School, Pedro E. Diaz High School, PDAAO)

SDO Muntinlupa – coordination with Principals for the successful access audit activity

Ayala Malls South Park Management – coordination with PDAAO for South Park Building Access Audit

We look forward to your usual prompt and favorable response to our request. You can reach us through Mr. Buboy Benavidez at 09275882880 or muntipdao@gmail.com. Thank you very much and Godspeed!

PADAYON MUNTINLUPA PWD!
SULONG INKLUSYON!

Note: Attached is EO 33 of 2018 and the PDAAO ACCESS AUDIT FORM

Sincerely yours,

CARYL G. DE GUZMAN, MD
Head - MCPDAAO



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 33
Series of 2018

**PROVIDING FOR THE CREATION OF THE ACCESS AUDIT OF THE CITY OF MUNTINLUPA AND
THE ORGANIZATION OF THE ACCESS AUDIT TEAM PURSUANT TO CITY ORDINANCE NO. 18-
167, DEFINING ITS OBJECTIVES, FUNCTIONS, COMPOSITIONS, AND APPROPRIATE FUNDS
THEREOF AND FOR OTHER PURPOSES**

WHEREAS, Section 11 of the Article XIII of the 1987 Constitution provides that "(t)he State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost. There shall be priority for the needs of the under-privileged, sick, elderly, disabled, women, and children;"

WHEREAS, Section 13 of the Article XIII of the 1987 Constitution provides that "(t)he The State shall establish a special agency for disabled person for their rehabilitation, self-development, and self-reliance, and their integration into the mainstream of society;"

WHEREAS, City Ordinance No. 18-167 provides for the establishment of a Muntinlupa City Persons With Disability Affairs Office (MCPDAO) and a policy to facilitate integration of Persons with Disability (PWDs) into the mainstream of society, where the local government of Muntinlupa City shall advocate for and encourage respect for Persons with Disability (PWDs). The local government of Muntinlupa City shall exert all efforts to remove all social, cultural, economic, environmental and attitudinal barriers that are prejudicial to Persons with Disability (PWDs);

WHEREAS, City Ordinance No. 18-167 provides for the coordination of the implementation of the provisions of the Batas Pambansa Bilang 344 and other relevant laws and their implementing rules and regulations, and in which the Access Audit will be the mechanism of such function;

WHEREAS, No. 1.1 of Rule V of the IRR of the Batas Pambansa Bilang 344 stipulates (t)he Secretary through the Heads of attached agencies of the Department of Public Works and Highways, with the technical assistance of the Building Research Development Staff, shall administer and enforce the provisions of these Rules and Regulations through the City/Municipal Engineer who shall also act as Local Building Official pursuant to Section 477 of R.A. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, the creation of the Access Audit Team will be the enabling mechanism of the Access Audit in pursuing accessibility and adherence to national and local statutes of implemented in the City of Muntinlupa.

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby decree and order that:

Section 1. Composition Access Audit Team

The Composition of the Access Audit Team shall be broken into three (3) partitions, namely: The Executive Committee, the Technical Management Group, and The Secretariat.

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YAN ANG TAMAYAN YAN ANG MUNTINLUPA!



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CITY OF MUNTINLUPA
Office of the City Mayor



Section 2. The Access Audit Team

Section 2.A. Executive Committee.

Section 2.A.1. Composition

a.	Jaime R. Fresnedi, City Mayor	Chairperson;
b.	Engr. Dynadelle N. Aranda, Head, Office of the Building Official, City Engineering Department	Vice Chairperson;
c.	Engr. Allan A. Cachuela, City Administrator, Head, Business Permits and Licensing Office	Member;
d.	Caryl G. de Guzman, MD Head, Persons with Disability Affairs Office	Member;
e.	Analyn A. Mercado, RSW Head, Social Services Department	Member;
f.	Bernadette G. Ferino City Director, Department of Interior and Local Government Muntinlupa City Field Office	Member;
g.	Arch. Beaudon D. Causapin City Architect	Member;
h.	Erwin O. Alfonso, Head, Disaster Risk Reduction Management Office	Member;
i.	Ma. Teresa R. Tuliao, MD Head, City Health Office	Member;
j.	Atty. Karen B. Baldonasa, Head, City Legal Office	Member;
k.	Noel A. Cadorna, Head, City Planning and Development Office	Member;
l.	Catherine Mary R. Biazon, Head, Gender and Development Office	Member;
m.	Lualhati S. Morales, Head, City Budget Management Department	Member;
n.	Cecilia C. Lazarte Sangguniang Panlungsod Secretariat	Member;
o.	Glenda Zamora-Aniñon, Head, Public Employment Service Office	Member;
p.	Teresita Valencia-Navarro, Head, Public Information Office	Member.

Section 2.A.2. Functions.

- Devise plans and implement these into programs and policies of the Access Audit, through the passage of a Resolution;
- Recommend to and, whenever necessary, submit policy directives to departments and offices of the City Government, through the issuance of memoranda or order, duly signed by the City Mayor, for proper action;
- Enforce and implement the provisions contained in Batas Pambansa Bilang 344;



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CITY OF MUNTINLUPA
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- d. Conduct the regular meeting of the Executive Committee once every quarter. The City Mayor, through the Vice-Chairperson, may call for a special meeting, if necessary;
- e. Perform such other functions as may be necessary to implement the foregoing or as provided by law.

Section 2.B. Technical Management Group

Section 2.B.1. Composition

- | | | |
|----|---|---------|
| a. | Roger John P. Smith
Deputy City Administrator,
Office of the City Administrator | Member; |
| b. | Arnold Castrillo,
Office of the Building Official | Member; |
| c. | Florante Landicho
Office of the Building Official | Member; |
| d. | Russel Reyel
City Engineering Department | Member; |
| e. | JB Espeleta
City Engineering Department | Member; |
| f. | Alaric Hernaez
City Engineering Department | Member; |
| g. | Kenneth Porel
City Engineering Department | Member; |
| h. | Lloyd Enriquez
City Architect's Office | Member; |
| i. | John David Duad
City Architect's Office | Member; |
| j. | Arthur Quiamco
Public Employment Service Office | Member; |
| k. | Jan Cyr Barcelona
Public Employment Service Office | Member; |
| l. | Aljhon Dumandan
Business Permits and Licensing Office | Member; |
| m. | Cristina Losada
Busines Permits and Licensing Office | Member; |
| n. | John Mark Sandoval
Disaster Risk Reduction and Management Office | Member; |
| o. | Christopher Lorica
Disaster Risk Reduction and Management Office | Member; |
| p. | James Christopher Fadrilan
Department of Interior and Local Government | Member; |
| q. | Gay Arganda
Department of Interior and Local Government | Member; |
| r. | Caridad G. Molo
Social Services Department | Member; |
| s. | John Russel Benavidez
Persons with Disability Affairs Office | Member. |



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Section 2.B.2. Functions.

The Technical Management Group shall perform the following functions, namely:

- a. Convene all members and conduct regular meeting to discuss resolutions, position papers, and proposed programs, and recommend and submit these to the Executive Committee;
- b. Conduct a special meeting, if necessary
- c. Conduct the Access Audit
- d. Introduce innovations in programs and services and engage pilot programs and services to the Executive Committee.
- e. Monitor and evaluate program implementation of member-departments and offices;
- f. Perform such other functions as may be necessary to implement the foregoing or as provided by law.

Section 2.C. The Secretariat.

Section 2.C. 1. Composition

The Secretariat shall be composed of the following, namely:

- | | | |
|----|--|---------|
| a. | John Russel Benavidez | |
| | Persons with Disability Affairs Office | Member; |
| b. | Caridad G. Molo | |
| | Social Services Department | Member; |
| c. | William Eusores | |
| | City Legal Office | Member; |
| d. | James Christopher Fadrihan | |
| | DILG, Muntinlupa City Field Office | Member; |
| e. | Bianca Jireh T. Sagum | |
| | City Planning and Development Office | Member; |
| f. | Romar U. Dagupan | |
| | City Engineering Department | Member; |
| g. | Mark Daniel G. Tarre | |
| | Social Services Department | Member. |

Section 2.C.2 Functions.

The Secretariat shall perform the following functions, namely:

- a. Coordinate the formulation and implementation of plans, programs, and policies of Executive Committee and, Technical Management Group;
- b. Mobilize resources, including those of City Government departments and offices of individuals and instrumentalities, whether public or private, among others, and channel these resources, whenever allowed by law, to the needs of the Council;
- c. Facilitate innovative and engaging pilot programs and services approved by the Executive Committee,
- d. Issue notices of meetings; provide logistical support in the conduct of meetings, whether regular or special; write, file and send correspondence; and keep records updated;
- e. Perform such other functions as may be necessary to implement the foregoing or as provided by law.



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Section 3. Succession.

In the event of resignation, cessation of employment, transfer, incapacity or similarly situated circumstance of an official or employee above-named, the successor thereof shall assume membership in the vacant position, without need for the issuance of another instrument or order. However, the City Mayor, upon consultation with the City Administrator and Head of the Social Services Department, may appoint another person to assume membership thereto.

Section 4. Expansion.

The City Mayor, through an Executive Order, may expand the Access Audit Team composition if deemed necessary.

Section 4. Allowance.

Permanent and expanded members of the Access Audit Team shall be entitled to at least One Thousand (Php 1,000.00) Pesos per quarter allowance for meetings attended, subject to the usual accounting and auditing laws, rules and regulations subject to the availability of funds."

Section 5. Separability Clause.

Any provision in this Executive Order found unsound, illegal or infirm shall be stricken off and made ineffective. Those untouched provisions shall remain in full force and effect.

Section 6. Effectivity Clause.

This Executive Order shall take effect immediately upon signing, and shall remain in full force and effect until revoked, rescinded, amended or superseded accordingly.

DONE AND EXECUTED on this 28 day of DEC, 2018 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor

MUNTINLUPA PDAO ACCESS AUDIT FORM

Name of Establishment: _____
Address: _____ Date: _____
Category: _____

Architectural facilities and Features	Pass		Observations	Recommendations
	YES	NO		
A. STAIRS				
Tread surfaces should be a slip-resistant material; nosings may be provided with slip-resistant strips to further minimize slipping.				
Slanted nosings are preferred to projecting nosings so as not to pose difficulty for people using crutches or braces whose feet have a tendency to get caught in the recessed space or projecting nosings. For the same reason, open stringers should be avoided.				
The leading edge of each step on both runner and riser should be marked with a paint or non-skid material that has a color and gray value which is in high contrast to the gray value of the rest of the stairs.				
A tactile strip 0.30 m. wide shall be installed before hazardous areas such as sudden changes in floor levels and at the top and bottom of stairs.				
B. WALKWAYS				
Gradient no more than 1:20 or 5%.				
Maximum cross gradient of 1:100.				
Minimum width of 1.20 meters.				
If possible, gratings should never be located along walkways. When occurring along walkways, grating openings should have a maximum dimension of 13 mm x 13 mm and shall not project more than 6.5 mm above the level of the walkway.				

Architectural facilities and Features	Pass		Observations	Recommendations
Continuing surface without abrupt pitches in angle or interruptions by cracks or breaks creating edges above 6.50 mm.				
In lengthy or busy walkways, spaces should be provided at some point along the route so that a wheelchair may pass another or turn around. These spaces should have a minimum dimension of 1.50 m and should be spaced at a maximum distance of 12:00 m between stops.				
To guide the blind, walkways should as much as possible follow straightforward routes with right angle turns.				
Ensure branches of trees or shrubs do not overhang walkways or paths, as not only do these present a particular danger to the blind.				
Walkway headroom should not be less than 2.0 m and preferably higher.				
Passageways for the disabled should not be obstructed by street furniture, bollards, sign posts or columns along the defined route.				
C. CORRIDORS				
Corridors shall have minimum clear width of 1.20 m.; waiting areas and other facilities or spaces shall not obstruct the minimum clearance requirement.				
Recesses or turnabout spaces should be provided for wheelchairs to turn around or to enable another wheelchair to pass; these spaces shall have a minimum area of 1.50 m x 1.50 m. and shall be spaced at a maximum of 12.00 m.				
Turnabout spaces should also be provided at or within 3.50 m. of every dead end.				

Architectural facilities and Features	Pass		Observations	Recommendations
As in walkways, corridors should be maintained level and provided with a slip resistant surface.				
D. DOORS AND ENTRANCES				
All doors shall have a minimum clear width of 0.80 m.				
Clear openings shall be measured between the surface of the fully open door at the hinge and the door jamb at the stop.				
Doors should be operable by a pressure or force not more than 4.0 kg; the closing device pressure an interior door shall not exceed 1 kg.				
A minimum clear level space of 1.50 m x 1.50 m shall be provided before and extending beyond a door; EXCEPTION: where a door shall open onto but not into a corridor, the required clear, level space on the corridor side of the door may be a minimum of 1.20 m. corridor width.				
Protection should be provided from doors that swing into corridors.				
Out swinging doors should be provided at storage rooms, closets and accessible restroom stalls.				
Entrances should be accessible from arrival and departure points to the interior lobby.				
One (1) entrance level should be provided where elevators are accessible.				
In case entrances are not on the same level of the site arrival grade, ramps should be provided as access to the entrance level.				
Entrances with vestibules shall be provided a level area with at least a 1.80 m. depth and a 1.50 m. width.				

Architectural facilities and Features	Pass		Observations	Recommendations
E. WASHROOMS AND TOILETS				
• Accessible public washrooms and toilets shall permit easy passage of a wheelchair and allow the occupant to enter a stall, close the door and transfer to the water closet from either a frontal or lateral position.				
• Accessible water closet stalls shall have a minimum area of 1.70 x 1.80 mts. One movable grab bar and one fixed to the adjacent wall shall be installed at the accessible water closet stall for lateral mounting; fixed grab bars on both sides of the wall shall be installed for stalls for frontal mounting. Grab bar should be installed 0.40 m from the center of the water closet.				
• A turning space of 2.25 sq.m. with a minimum dimension of 1.50 m. for wheelchair shall be provided for water closet stalls for lateral mounting.				
• All accessible public toilets shall have accessories such as mirrors, paper dispensers, towel racks and fittings such as faucets mounted at heights reachable by a person in a wheelchair. Note: Additional points if there is a bidet.				
• The minimum number of accessible water closets on each floor level or on that part of a floor level accessible to the disabled shall be one (1) where the total number of water closets per set on that level is 20; and two (2) where the number of water closets exceed 20.				

Architectural facilities and Features	Pass		Observations	Recommendations
In order to aid visually impaired persons to readily determine whether a washroom is for men or for women, the signage for men's washroom door shall be an equilateral triangle with a vertex pointing upward, and those for women shall be a circle; the edges of the triangle should be 0.30 m long as should be the diameter of the circle; these signages should at least be 7.5 mm thick; the color and gray value of the doors; the words "men" and "women" or the appropriate stick figures should still appear on the washroom doors for the convenience of the fully sighted; Note: the totally blind could touch the edge of the signs and easily determine whether it is straight or curved.				
The maximum height of water closets should be 0.45 m.; flush control should have a maximum height of 1.20 mts.				
Maximum height of lavatories should be 0.80 m. with a knee recess of 0.60 - 0.70 M. vertical clearance and a 0.50 m. depth.				
Urinals should have an elongated lip or through type; the maximum height of the lip should be 0.48 m.				
F. LIFTS/ELEVATORS				
Accessible elevators should be located not more than 30.00 m. from the entrance and should be easy to locate with the aid of signs.				
Accessible elevators shall have a minimum dimension of 1.10 m. x 1.40 m. Referred size: 1.20 m X 1.50m				
Control panels and emergency system of accessible elevators shall be within reach of a seated person; centerline heights for the topmost buttons shall be between 0.90 m to 1.20 m from the floor.				

Architectural facilities and Features	Pass		Observations	Recommendations
Button controls shall be provided with braille signs to indicate floor level; at each floor, at the door frames of elevator doors, braille-type signs shall be placed so that blind persons can be able to discern what floor the elevator car has stopped and from what level they are embarking from; for installation heights.				
Button sizes at elevator control panels shall have a minimum diameter of 20 mm and should have a maximum depression depth of 1 mm.				
G. RAMPS				
Changes in level require a ramp except when served by a dropped curb, an elevator or other mechanical device.				
Ramps shall have a minimum clear width of 1.20 m.				
The maximum gradient shall be 1:12.				
The length of a ramp should not exceed 6:00 m. if the gradient is 1:12; longer ramps whose gradient is 1:12 shall be provided with landings not less than 1.50 m.				
A level area not less than 1.80 m. should be provided at the top and bottom of any ramp.				
Handrails will be provided on both sides of the ramp at 0.70 m. and 0.90 m. from the ramp level.				
Ramps shall be equipped with curbs on both sides with a minimum height of 0.10 m.				
Any ramp with a rise greater than 0.20 m. and leads down towards an area where vehicular traffic is possible, should have a railing across the full width of its lower end, not less than 1.80 meters from the foot of the ramp.				
H. PARKING AREAS				
Parking spaces for the disabled should allow enough space for a person to transfer to a wheelchair from a vehicle.				

Architectural facilities and Features	Pass		Observations	Recommendations
Accessible parking spaces should be located as close as possible to building entrances or to accessible entrances.				
Whenever and wherever possible, accessible parking spaces should be perpendicular or to an angle to the road or circulation aisles.				
Accessible parking slots should have a minimum width of 3.70 m.				
A walkway from accessible spaces of 1.20 m. clear width shall be provided between the front ends of parked cars.				
Provide dropped curbs or curb cut-outs to the parking level where access walkways are raised.				
Pavement markings, signs or other means shall be provided to delineate parking spaces for the handicapped.				
Parking spaces for the disabled should never be located at ramped or sloping areas.				
I. SWITCHES, CONTROLS, BUZZERS				
Manual switches shall be positioned within 1.20 m to 1.30 m above the floor.				
Manual switches should be located no further than 0.20 from the latch side of the door.				
J. HANDRAILS				
Handrails should be installed at both sides of ramps and stairs and at the outer edges of dropped curbs. Handrails at dropped curbs should not be installed beyond the width of any crossing so as not to obstruct pedestrian flow.				
Handrails shall be installed at 0.90 m and 0.70 m above steps or ramps. Handrails for protection at great heights may be installed at 1.0 m to 1.06 m.				

Architectural facilities and Features	Pass		Observations	Recommendations
A 0.30 m long extension of the handrail should be provided at the start and end of ramps and stairs.				
Handrails that require full grip should have a dimension of 30 mm to 50 mm.				
Handrails attached to walls should have a clearance no less than 50 mm from the wall. Handrails on ledges should have a clearance not less than 40 mm.				
K. THRESHOLDS Thresholds shall be kept to a minimum; whenever necessary, thresholds and sliding door tracks shall have a maximum height of 25 mm and preferably ramped.				
L. FLOOR FINISHES				
CR and ramp flooring (with grooves)				
Corrugated floor for the blind				
M. DRINKING/WATER FOUNTAINS				
One (1) fountain for every 2,000 sq.m. of floor area or one (1) on each floor				
Waterspout shall be at the front and shall be push button controlled if wall mounted				
Maximum height – 0.85 from floor to rim				
N. PUBLIC TELEPHONES				
Clear, unobstructed space of 1.50 x 1.50m in front of wall-mounted and free-standing units and at alcoves/recesses				
Door width – 0.80m (min.) coin slots, dialing controls, receivers and instructional signs shall be located at 1.10 (max) above the floor				
O. SEATING ACCOMMODATIONS				
4 to 50 seats – 2 wheelchair seating space				
51 to 300 seats – 4 wheelchair seating space				
301 to 500 seats – 6 wheelchair seating space				

Architectural facilities and Features	Pass		Observations	Recommendations
*. SIGNAGES – DIRECTIONAL & INFO SIGNS				
Directional and informational sign should be located at points conveniently seen even by a person on a wheelchair and those with visual impairments.				
Signs should be kept simple and easy to understand; signages should be made of contrasting colors and contrasting gray matter to make detection and reading easy.				
The international symbol for access should be used to designate routes and facilities that are accessible.				
Should a sign protrude into a walkway or route, a minimum headroom of 2.0 meters should be provided.				
Signs on walls and doors should be located at a maximum height of 1.60 M. and a minimum height of 1.40 meters. For signage on washroom doors.				
Signages labelling public rooms and places should have raised symbols, letters or numbers with minimum height of 1 mm; braille symbols should be included in signs indicating public places and safety routes.				
Text on signboards shall be of a dimension that people with less than normal visual acuity can read at a certain distance.				
*. TACTILE				
Tactile warning indicators should have a 50% contrasting gray value from adjacent floor finishes.				
Positional, directional, and warning tactile blocks must be provided to warn people with visual impairments that they are approaching: Stairways, other than fire exit stairs.				

Architectural facilities and Features	Pass		Observations	Recommendations
Positional, directional, and warning tactile blocks must be provided to warn people with visual impairments that they are approaching: Escalators.				
Positional, directional, and warning tactile blocks must be provided to warn people with visual impairments that they are approaching: Passenger conveyors or moving walks.				
Positional, directional, and warning tactile blocks must be provided to warn people with visual impairments that they are approaching: Ramps other than fire-exit ramps, curb ramps, swimming pool ramps.				
In the absence of suitable protective barriers: overhead obstructions less than 2.0 m above floor level areas where pedestrian and vehicular traffic intersect.				
*. BLINKING LIGHTS				

Access Audit Conducted by:

PDAO Representative

City Engineering Department

PWD Representative

City Building Office

NGO Representative

Building / Facility Representative

PESO Representative

DIA Representative