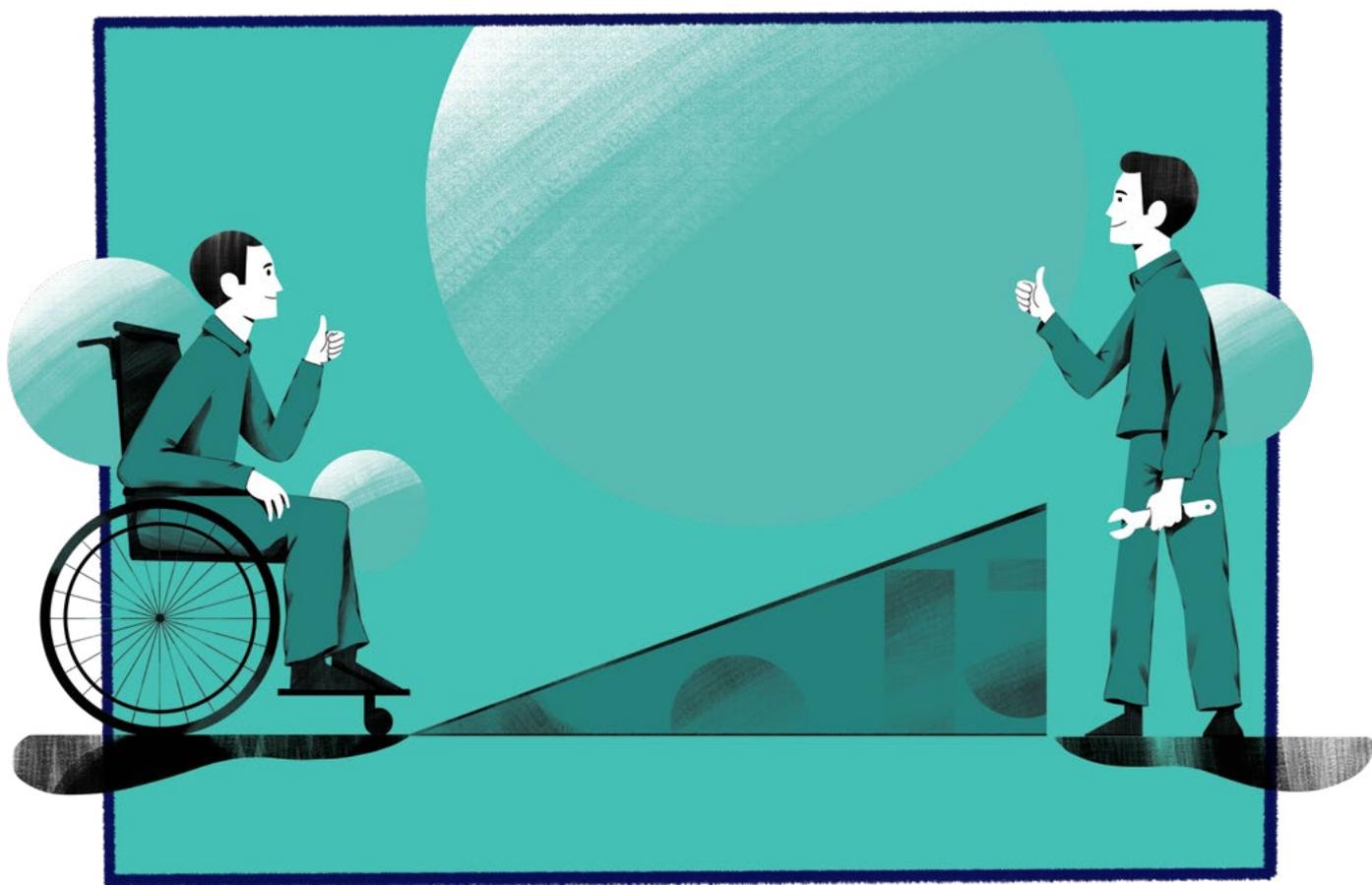


IOM IRAQ

# ACCESSIBLE CONSTRUCTION TOOLKIT

VERSION 1



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The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As an intergovernmental organization, IOM acts with its partners in the international community to: assist in meeting the operational challenges of migration; advance understanding of migration issues; encourage social and economic development through migration; and uphold the human dignity and well-being of migrants.

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International Organization for Migration  
Address: UNAMI Compound (Diwan 2), International Zone, Baghdad / Iraq  
Email: [iomiraq@iom.int](mailto:iomiraq@iom.int)  
Website: [iraq.iom.int](http://iraq.iom.int)

Report design and layout by We2 – [www.we2.co](http://www.we2.co)

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# 1. INTRODUCTION

The 2030 Agenda for Sustainable Development uses accessibility and universal design as a tool for leaving no one behind.

In June 2020, IOM Iraq identified a need to strengthen its approach to addressing accessibility in IOM Iraq led construction projects. A draft IOM Iraq plan on strengthening accessibility of IOM built structures was developed in consultation with key staff from construction and shelter teams. This plan documented current practices and future opportunities across all direct and indirect building of structures. Opportunities included developing guidance on designs and example Bill of Qualities specific to Iraq.

In October 2020, IOM Iraq commissioned the development of an accessibility toolkit for IOM Iraq built structures. This

toolkit follows the Iraqi "Building requirement code for people with special needs" on construction and accessibility and is a companion to the RRU Construction Manual: Best practices in construction and rehabilitation of community infrastructure.

The RRU construction team constructs a variety of buildings including schools, health facilities and community centers. This toolkit is a resource to enable a strengthened approach to accessibility of future structures, and to enable a diverse range of community members to benefit from IOM Iraq's construction and programming.

# 2. KEY CONCEPTS

## 2.1 ACCESSIBILITY

Accessibility is about giving equal access to everyone and involves removing the physical, communication, attitudinal and institutional barriers that persons may face in accessing, participating, using, and enjoying programmes and services. Accessibility does not apply only to buildings or external environments. Comprehensive accessibility includes accessibility of services, roads, transport, and information and communication.

Accessibility is an integral part of international frameworks including SDGs and UN Convention on the rights of persons with disabilities.

Accessibility is built around the principle of an unbroken chain of movement, inside and outside of buildings and structures. It is highlighted by the RECU (Reach, Enter, Circulate, Use) concept:

**REACH:** Being able to move around the community, to get to the service you wish to use (requires accessibility of roads, transportation, signage, etc.).



**ENTER:** Being able to get inside the facility you wish to use (requires steps, ramps, handrails, wide doorways, appropriate door handles, etc.).



**CIRCULATE:** Being able to move about inside the entire facility, including from one building to another or one floor to another (requires wide corridors and doors, absence of high steps and thresholds, resting places, adequate light, clear and adapted signage, etc.).



**USE:** Being able to use all services and facilities within the building (requires appropriate dimensions and design of internal furniture, equipment, information, and communications, etc.).



Three accessibility levels, or levels of demand, can be established, understanding that space, facility, or service is:

- 1. Adapted:** if it adjusts to the functional and dimensional requirements that guarantee its autonomous, comfortable, and safe use by persons with reduced mobility or with any type of disability.
- 2. Practicable:** if it meets the functional and dimensional requirements that, without adjusting to all of them, allow its autonomous and safe use, under minimal conditions, by persons with disabilities.
- 3. Convertible:** if using minor modifications, low impact or cost that do not affect its essential configuration, it can be transformed, at least, into practicable.

Making infrastructure accessible requires implementing and respecting standards and guidelines for accessible buildings and facilities, incorporating inclusive design at planning stages, constructing in compliance with standards, and training and raising awareness of stakeholders.<sup>1</sup>

## 2.2 UNIVERSAL DESIGN

Universal design is the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.<sup>2</sup> It helps everyone with support and assistance needs including persons with disabilities, pregnant people, older people, children and people with temporary illness or injury.<sup>3</sup>

Applying the seven universal design guide principles to construction projects will assist IOM Iraq to meet the needs of as many users as possible:

- 1. Equitable use.** Design that is useful and marketable to persons with diverse abilities.
- 2. Flexibility in use.** Design that accommodates a wide range of individual preferences and abilities.
- 3. Simple and intuitive.** Design that is easy to understand, regardless of the user's experience, knowledge, language skills, or concentration level.
- 4. Perceptible information.** Design that communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

<sup>1</sup> Article 9 Accessibility, CRPD, 2008.

<sup>2</sup> UN Convention of the rights of persons with disabilities, 2006.

<sup>3</sup> AusAID Accessibility design guide: Universal design principles for Australia's aid program.

<sup>4</sup> RL Metts, 'Disability Issues, Trends and Recommendations for the World Bank', Social Protection Discussion Paper no.0007, 2000, World Bank.

<sup>5</sup> E Plantier-Royon, 'How to design and promote an environment accessible to all?', Policy Paper Accessibility, Handicap International, 2009.

<sup>6</sup> AusAID Accessibility design guide: Universal design principles for Australia's aid program.

## COST

**Providing fully accessible facilities increases building costs by as little as 0.5% to 1%, if planned, designed and implemented from the outset.<sup>4</sup>** Handicap International estimates that this is the case for new buildings or facilities and that additional costs are as little as 1% to 2% for public buildings.<sup>5</sup> Even refurbishment costs can be significantly reduced when adaptations are properly planned and managed. The cost of retrofitting for accessibility after building completion is far greater.<sup>6</sup>

**The cost of not incorporating universal design can be significant. Inaccessible environments limit economic, education, health, social and other opportunities for persons with disabilities and many others and make them more dependent on others.**

*TIP: include costs for universal design as part of overall construction costs and not as an add on*

A key consideration is that the cost for making facilities fully inclusive is marginal when the relevant accessible components have been carefully planned and included at the design stage. Furthermore, the social value and economic gain of including these features are significant when considering the impact that improved accessible facilities will make in providing access to a wider population in society over the long-term.

### 2.3 TEMPORARY / SHORT-TERM ADAPTATIONS

Sometimes, established conditions of existing buildings and/or the scope of the work might prevent compliance with accessibility regulations and laws. In these cases, temporary

or short-term adaptations can be used. Examples include temporary or portable ramps, the use of prefabricated containers and latrines especially in camps.

## 3. ACCESSIBLE CONSTRUCTION IN THE HUMANITARIAN PROGRAMME CYCLE

The following identifies the key opportunities for accessible construction in the humanitarian programme cycle for projects that include a construction component:

- |   |  |
|---|--|
| <p><b>1. Needs assessment and analysis</b></p> <ul style="list-style-type: none"> <li>Consulting diverse community groups (women, men, older people, children with and without disabilities)</li> <li>Consult with Organizations of Persons with Disabilities (OPDs)</li> <li>Identification of key barriers and potential solutions</li> </ul> | <p><b>3. Resource mobilization</b></p>   |
| <p><b>2. Strategic planning</b></p> <ul style="list-style-type: none"> <li>Awareness of the Iraq's guidelines on accessibility</li> <li>Allocate budget for universal design</li> <li>Seek feedback from persons with disabilities and the disability inclusion team on final construction design</li> </ul>                                    | <p><b>4. Implementing and monitoring</b></p> <ul style="list-style-type: none"> <li>Designs to incorporate universal design</li> <li>BoQs to include key modifications and features requested by persons with disabilities</li> <li>Monitor building process by contractors</li> </ul> <p><b>5. Operational peer review and evaluation</b></p> <ul style="list-style-type: none"> <li>Monitor work progress with persons with disabilities and ensure they can give they can easily access and use the structure before finalizing the work and the contract with the vendor.</li> </ul> |

## 4. ACCESSIBLE CONSTRUCTION STANDARDS

This section includes technical information and simplified diagrams. The information, standards and indicators compiled in the following technical sheets are a combined from:

- Ministry of Construction and Housing: Building requirement code for people with special needs
- ISO: Building Construction – Accessibility and the usability of the built environment.
- Handicap International, Iraq: Iraq National Accessibility Guidelines and Standards.

### 4.1 BUILT ENVIRONMENT – REACH

#### 4.1.1 Pathways

PATHWAYS	
<p><b>PAVEMENT</b></p> <ul style="list-style-type: none"> <li>Pavement: Firm, stable, smooth, slip-resistant</li> <li>&lt;1.3 cm height of surface-level changes</li> <li>No gaps &gt; 1.3 cm</li> <li>Any change in level (step, slope) pointed out with a coloured band.</li> </ul>	
<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>&gt; 150 cm wide recommended</li> <li>&gt; 90 cm unobstructed width.</li> <li>&gt; 2.10 m free height from any obstacle.</li> </ul>	
<p><b>SLOPE</b></p> <ul style="list-style-type: none"> <li>&lt; 4%. If greater, the route is considered a ramp.</li> <li>&lt;2 % (1:48) cross slope</li> </ul>	
<p><b>RAIL</b></p> <ul style="list-style-type: none"> <li>Along the path, at least on one side.</li> <li>90-100 cm higher rail + 60-75 cm lower rail</li> <li>Rails painted to contrast with surroundings.</li> </ul> <p>When the path/corridor is &gt;50 cm above the adjacent floor:</p> <ul style="list-style-type: none"> <li>Safety-rail on that side</li> <li>10 cm high kerb</li> </ul>	
<p><b>GAPS</b></p> <ul style="list-style-type: none"> <li>&gt; 1 m high guardrails where large drop at the edge of pathways or opening on pathways, painted to contrast with surroundings.</li> </ul>	

4.1.2 Outdoor Facilities

### OUTDOOR FACILITIES

#### REST POINTS

- < 50 m distance between rest points.
- 45-50 cm seat height with backrest.

---

#### LIGHTING

- Homogeneous, not creating shadows.
- No white light, but warm light.

---

#### PARKING

- > 1 accessible parking space provided for persons with disability.
- < 50 m to the principal entrance of the building.
- Sign showing the International Symbol of Accessibility.
- > 3.0 m width, including transfer area.
- > 6 m length, including circulation area.

4.2 BUILT ENVIRONMENT – ENTER

4.2.1 Ramps

### RAMPS

#### DIMENSIONS

- Choice of both, steps and ramp provided.
- Pavement: firm, not slippery.
- > 1.20 m free wide
- > 10 cm kerb

### RAMPS

#### SLOPE

- Slope / landing

	Slope	Landing
Preferred	< 5% (1:20)	every 9 m
Acceptable	5-8% (1:12)	every 6 m
Punctual	8-10% (1:10)	every 3 m
< 50 cm	10-12% (1:8)	-
Cross slope	< 2% (1:48)	-

---

#### LANDING

- > 150 cm horizontal space
- at the top of the ramp
- at the bottom
- anytime the ramp changes direction
- at any intermediate landing
- 60 cm tactile surface floor at the top and bottom of the ramp, 30 cm from the edge, with the width of the ramp.
- 5 cm contrasting colour band at top and bottom.

---

#### HANDRAIL

- Continuous handrail on both sides of a ramp.
- 90-100 cm high from ramp level.
- 60-75 cm high additional handrail.
- 30 cm horizontal extension beyond top and bottom.
- 3.5 - 5 cm wide. Rounded or elliptical profile.
- > 4 cm away from the wall
- No sharp elements or rust. If metallic, handrail protected with paint or lacquer.

**Recommended:**

- Handrail coloured contrasted with surroundings.

Handrail: standing or wall mounted

### RAMPS

#### RAMP CONFIGURATIONS

- Ramps could be installed in different shapes and angles according to the availability of space in a structure.<sup>7</sup>
- Straight ramp
- 90degree ramp
- Switchback ramp
- Consider landing spaces when changing directions.

#### 4.2.2 Doors

### DOORS

#### CLEARANCE

- 85 cm minimum width (unobstructed opening)
- (for sliding doors take the handle into account).
- Doorstop to prevent the door from opening more than 90 degrees.

**Recommended:**

- Sliding doors recommended

#### DOORWAY

- 2 m minimum clear height (unobstructed opening)
- 1.3 cm maximum raised threshold.

<sup>7</sup> AusAID Accessibility design guide: Universal design principles for Australia's aid program.

### DOORS

#### HANDLE

- 80-100 cm door handle height
- Handles easily grasped with one hand, require no tight grasping, pinching, or twisting of the wrist to operate.
- Rail extended the full width of the door for outward opening (see drawing).

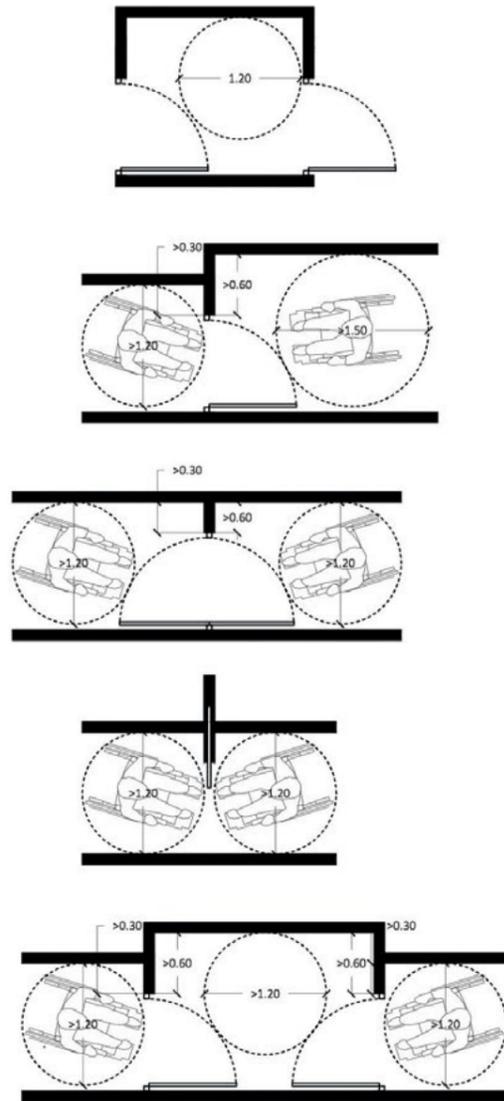
**Recommended:**

- A self-closing door may be helpful. Installing the door frame slightly inward leaning makes the door swing shut by itself.

- Handrail next to the door.
- Coloured contrasting with wall (door or frame)
- Exterior signal with the International Symbol of Accessibility, if it is an accessible service (toilet, bathroom...)
- Exterior signal with information about the use of the space to which the door gives access. Also in braille or embossed.

**DOORS**

- **150 cm** circle horizontal manoeuvring space in front of the door opening.
- **> 120 cm** free area in a vestibule with two doors swinging in the same direction.
- **> 60 cm** side distance if the door swings toward the customer, and a **> 1.50 m** circle free area.
- **> 30 cm** side distance if door swings away from the user, and a **> 1.20 m** circle free area.
- Where doorways adjacent to a ramp/stair landing, manoeuvring clearances are not permitted to overlap the required landing area.

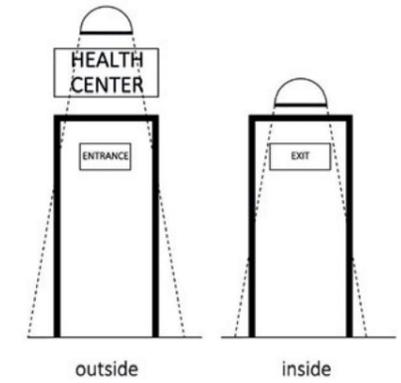


**4.2.3 Entrance**

**ENTRANCE**

**MAIN DOOR**

- The main door highlighted with a colour that contrasts with the surroundings, both inside and outside (the entire door or a perimeter strip).
- Signal with building identification above, visible from the street (size, contrast... See Understand section)
- Signal of ENTRY outside and EXIT inside the main door.
- Others (see Doors section)
- Spotlight highlighting the front door and illuminating the sign and access.



**SPACIAL ORGANIZATION**

- **Clear view** from the entrance, to understand the location of:
  - the information point or counter
  - main circulation elements
    - Staircase
    - Corridors

**FLOOR**

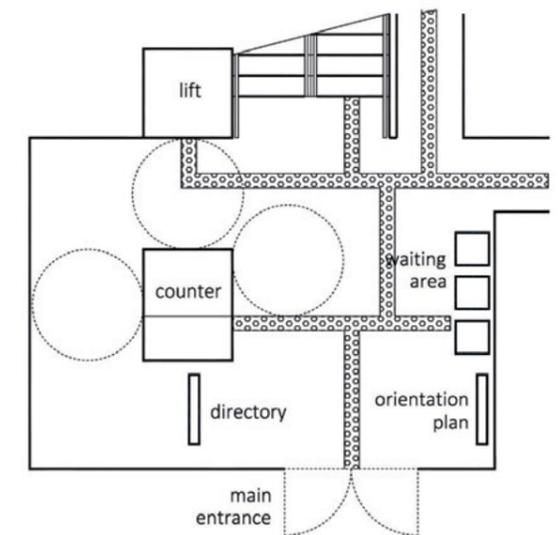
- **> 20 cm** wide colour and tactile contrast band on the floor for orientation
  - from the entrance to counter
  - from counter to lift / ramp / stair / corridor
  - from entrance to lift / ramp / stair / corridor
  - from counter to the waiting area

**SEATING AREA**

- Close to counter

**LIGHTING**

- The light used for highlighting principal elements of the entrance: Door, counter, directory...



### 4.3 BUILT ENVIRONMENT – CIRCULATE

#### 4.3.1 Corridors

CORRIDORS	
<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>&gt; 120 cm desirable wide.</li> <li>&gt; 92 cm unobstructed punctual width.</li> <li>&gt; 2.10 m clear height</li> <li>&gt; 150 cm circle, at least at the end of the corridor</li> <li>The sweep of the doors does not occupy the clear width of the corridor. Neither the handrail.</li> </ul> <p><b>ATTENTION</b></p> <ul style="list-style-type: none"> <li>Protruding and hanging objects with a leading-edge &gt; 70 cm above the floor, protrude &lt; 10 cm.</li> </ul>	
<p><b>LIGHTING</b></p> <ul style="list-style-type: none"> <li>Enough light during day and night.</li> <li>Highlighting doors, stairs, ramps, protruding objects, signals...</li> <li>&gt; 2.10 m above the floor.</li> <li>Neutral light 3000-4000 K (not white light)</li> </ul>	<p>Corridor free wide</p>
<p><b>HANDRAIL</b></p> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>All along the corridor</li> <li>Wall-mounted</li> <li>&gt; 4 cm from the wall. 3.5 - 5 cm wide</li> <li>90 cm high + 60 cm high</li> </ul>	
<p><b>ORIENTATION</b></p> <ul style="list-style-type: none"> <li>Directional signage (see Understand-Signage sheet)</li> </ul> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>Handrail with contrasting colour.</li> <li>20 cm coloured/tactile contrast band on the floor or wall, linked to every use of the building.</li> </ul>	

#### 4.3.2 Stairs

STAIRS	
<p><b>STEPS</b></p> <ul style="list-style-type: none"> <li>Not only one step.</li> <li>All steps with the same dimensions.</li> <li>&lt; 18 cm in height</li> <li>&gt; 28 cm in depth</li> <li>&gt; 100 cm in width</li> <li>&lt; 2.5 cm stair nosing</li> <li>Good slip resistance properties flooring.</li> </ul>	
<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>&gt; 90 cm wide. 120 cm recommended.</li> <li>Landing area every 8 steps and every direction change.</li> <li>&gt; 120 cm wide landing area.</li> </ul>	
<p><b>SURFACES</b></p> <ul style="list-style-type: none"> <li>5 cm contrasted colour band of non-slip texture on the edges of steps.</li> <li>80 cm tactile and contrasting colour surface, 30 cm before the top and bottom of the staircase.</li> </ul>	

**STAIRS**

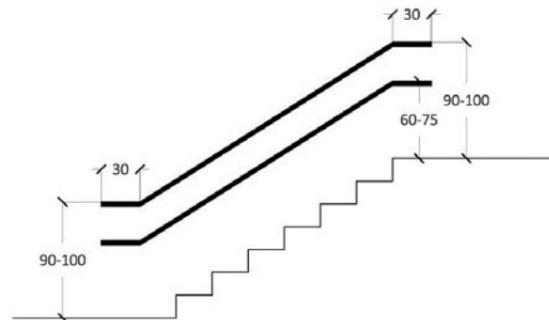
**HANDRAIL**

- Continuous handrail on each side of a ramp.
- **90 - 100 cm** high from ramp level.
- **60 - 75 cm** high additional handrail.
- **30 cm** horizontal extension beyond top and bottom.
- **3.5 - 5 cm** wide. Rounded or elliptical profile.
- **> 4 cm** away from the wall.

Continuous surface, with no sharp elements or rust. If metallic, handrail painted or lacquered.

**Recommended:**

- Handrail coloured contrasted with surroundings.



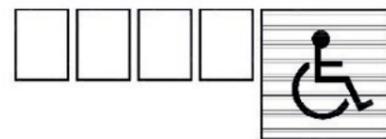
**4.4 BUILT ENVIRONMENT – USE**

**4.4.1 Toilet**

**TOILET**

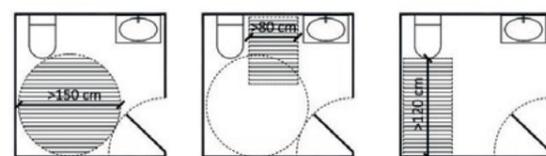
**UNITS**

- At least **1 accessible toilet cabin every 5**.
- Always at least 1.



**TOILET SPACE**

- **> 150 cm circle**, minimum free dimension.
- **> 80 cm** free clearance, at least at one side of the toilet, for lateral transfer and assistance.
- **> 150 cm** frontal transfer area if lateral transfer area is not possible.



free area      lateral transfer area      frontal transfer area

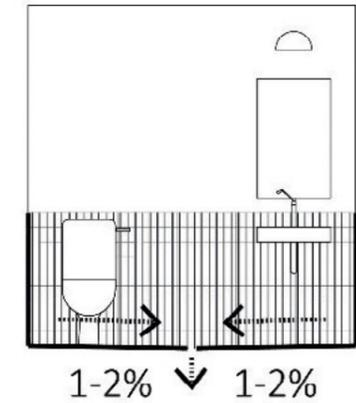
**TOILET**

**FLOOR**

- Smooth for easy cleaning.
- Slip-resistant flooring in both dry and wet conditions.
- Slight fall (1-2%) for drainage.

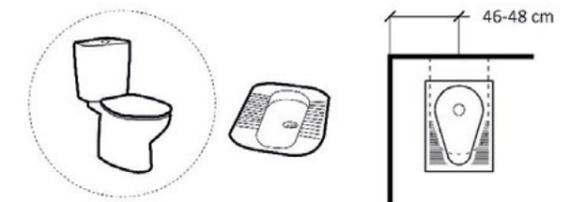
**WALLS**

- Easy-to-clean non-porous covered walls around toilet, sink, shower, or any wet area.



**TYOLOGY**

- Western-style toilet recommended.
- **45 - 50 cm** seat high.

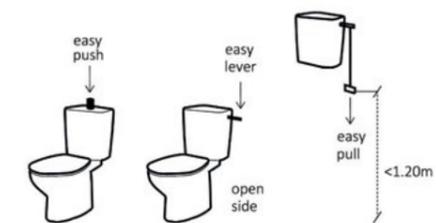


**TOILET LOCATION**

- Middle axis, **46 - 48 cm** from the wall.

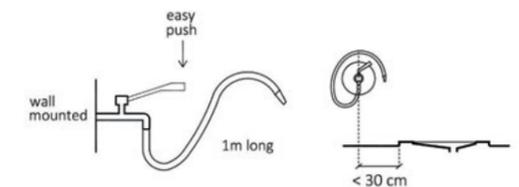
**FLUSH CONTROLS**

- Operable with **one hand**, not requiring tight grasping.
- Lower than **120 cm** above the floor.
- On the open side.



**HYGIENIC WATER POINT**

- Closer than **30 cm** from the edge of the toilet.



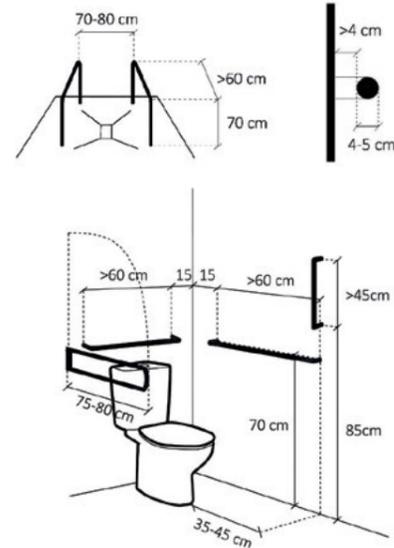
**TOILET**

**GRAB BARS**

- On both sides of the toilet. **70 - 80 cm** between bars.
- **70 cm** height from floor.
- **35 - 40 cm** from the centre of the toilet.
- One drop-down bar recommended for lateral transfer.
- **> 60 cm** long.
- **4 - 5 cm** bar diameter, **> 4 cm** from wall.
- **> 45 cm** more than the limit of the toilet.

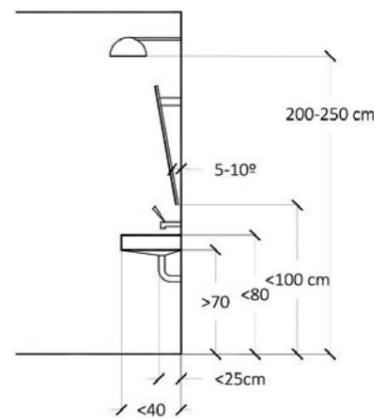
**Recommended:**

- The back bar, **> 60 cm** long.
- A vertical bar, **45 cm** long, **35 - 45 cm** from the edge of the toilet.



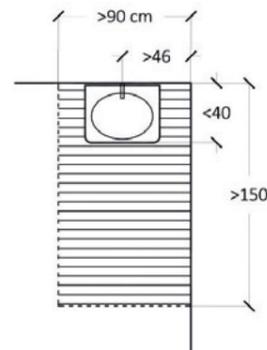
**SINK**

- **> 90x150 cm** free area in front of lavatories and sinks.
- **< 45 cm** deep.
- **> 46 cm** between the centre line of the sink and the wall.
- **80 cm** from floor to top of the sink.
- **70 cm** clearance from floor to underneath sink.
- Faucets controlled by a hand lever or push-button easily operated with one hand and not requiring tight grasping, pinching, or twisting. 'Hospital tap', with a long lever, recommended.



**MIRROR**

- The bottom part at 90 cm high.
- With wall fixing system for 5 - 10° inclination.



**LIGHTING**

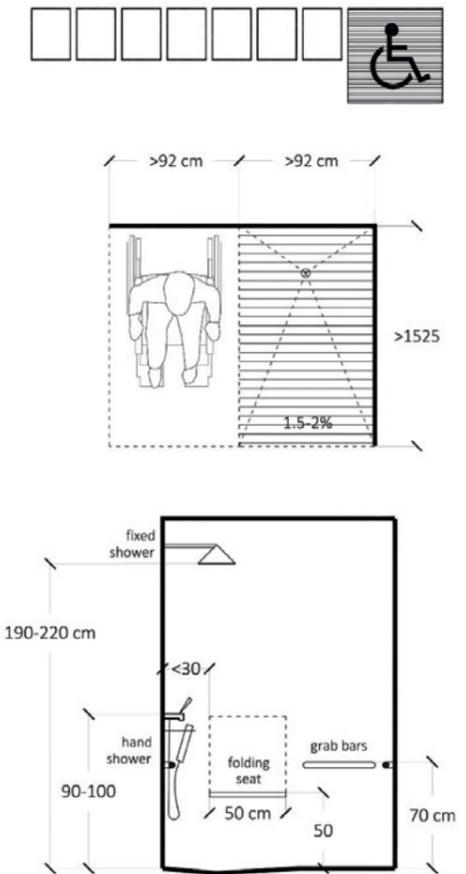
- 1 lighting point above the sink, **> 2.00 m** high.
- Light switch at 90 cm high, located inside the room at the entrance.

**4.4.2 Shower**

**SHOWER**

**SHOWER**

- At least **1** accessible bathroom **every 8**.
- Shower tray at the same level as the external floor.
- **90x90 cm** minimum clear space in the shower area.
- The floor surface in the shower stall: non-slip, with **1.5 - 2%** slope.
- **150x90 cm** clear floor space at the open side of the shower stall.
- Folding bench located on the sidewall adjacent to shower controls. **50x50 cm** minimum size; **45 - 50 cm** high.
- **90 - 100 cm** of water controls the height.
- Easy to operate without rotating the wrist.
- **80 - 90 cm** high grabs bars.
- Shower spray with flexible hose **> 150 cm** long.
- **90 - 100 cm** height, hook for fixed position.
- **1.90 - 2.20 m** height, shower fixed position.



**4.4.3 Other Rooms - Meeting Room, Kitchen and Bedroom**

**OTHER ROOMS**

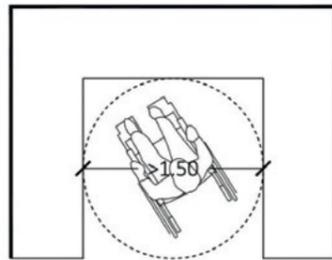
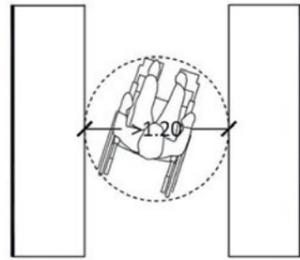
**MEETING ROOM**

- Sound augmentation system if the meeting room serves more than 35 persons.
- **90x140 cm** free space for wheelchair users with a clear view.
- Ramp for accessing to the stage.
- Image system (projector, screen).

OTHER ROOMS

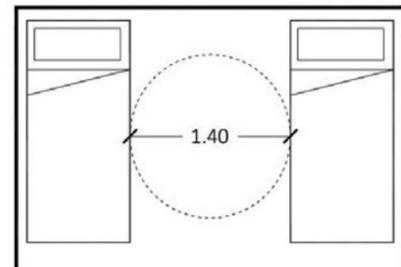
KITCHEN

- > 120 cm between kitchen furniture.
- > 150 cm in diameter for free movement in dead-end areas.
- Height of the furniture: 80 cm, with a 70 cm free space for legs below the surface.
- > 60 cm depth.
- Sink tap reachable and easy to operate with one hand.
- Adequate space under the sink.



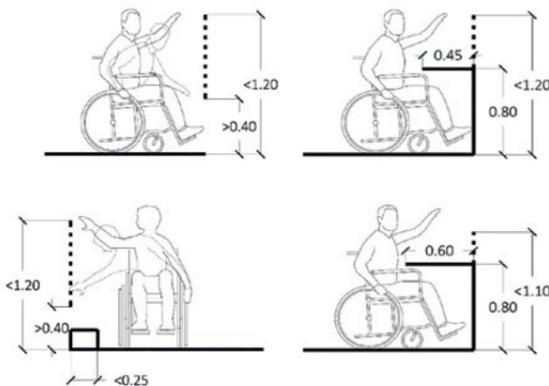
BEDROOM

- 45 - 50 cm bench/bed height
- > 140 cm clear manoeuvring space at least on one side of the bed, and between 2 beds.



GENERAL

- 150 cm circle free space between furniture.
- > 90 cm unobstructed width.
- Few objects and furniture.
- Objects and furniture are accessible from a wheelchair: between 120 cm and 40 cm from the floor.



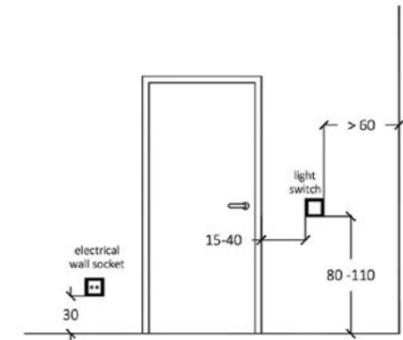
4.4.4 Switches and Controls

SWITCHES AND CONTROLS

- Switches, sockets and other controls, installed between 80 - 110 cm above floor level.
- > 60 cm from any internal corner, preferably 70 cm.
- > 10 m high above floor level, for electrical wall socket outlets, telephone points and TV sockets.
- Colour contrast with wall, for buttons and devices.

Recommended:

- Adjustable light switches.



4.5 SIGNAGE

SIGNAGE

CIRCULATION AND USE

- **Visibility:** Visual control of the environment, which reduce anxiety and stress in occupants.
- **Illumination:** All spaces well illuminated, avoiding glare and reflections.
- **Signage** at strategic points: entrances, exits, information points, intersections, stairs, and every point where it is necessary to decide (see "location" section above).
- **Continuous line:** with lighting, drawings on floors, walls and/or ceilings... with signs properly distributed along the route.
- **Colours:** Basic colours for architecture and furniture, reserving strong and vivid colours for significant and key elements for cognitive accessibility.

understand the building



**SIGNAGE**

**EASY READING**

**FONT SIZE**

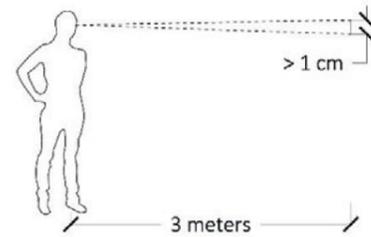
- Visual characters on all signs with sufficient size for the required viewing distance. Letter height depends on the reading distance.

Indicative size:

- 1 cm height ..... visible from 3 m away
- 5 cm height ..... visible from 10 m away
- 10 cm height ..... visible from 30 m away

**FONT STYLE**

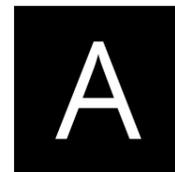
- Easy to read fonts: Sans serif font similar to Helvetica, Arial, Verdana...
- No blurred images behind the text.
- Colour codes to classify and organize information.



**Helvetica**

**Arial**

**Verdana**



**COLOUR / CONTRAST**

- Characters contrast well with the background.
  - A dark background and light-coloured print on a light-coloured wall.
  - A thick border of contrasting colour if sign placed on an of the similar-coloured wall or glass.

**SIGNAGE**

**ORIENTATION SIGNAGE**

**ENTRY / EXIT**

- Orientation plan, immediately inside the main entrance.

**Recommended:**

Orientation plan repeated at several points of the building with "you are here" on it.

**DIRECTIONAL SIGNAGE**

- Clear to direct people to main facilities, rooms or activities that are not within view.
- Located where directional decisions are made and constitute a logical orientation sequence from the starting point to different.

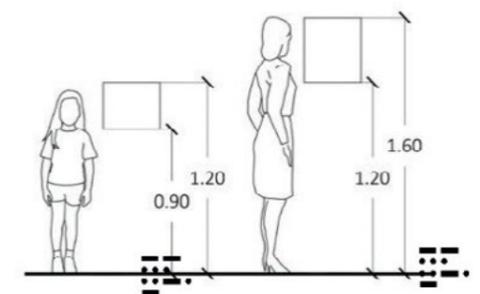
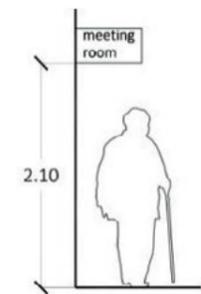
**FLOOR NUMBERS**

- On each floor at the top and bottom of stairs or lift.



**POSITIONING AND LOCATION OF SIGNS**

- Visible and legible from any angle of approach. The format of banners is recommended, perpendicular to the direction of travel.
- **2.10 m** minimum clearance for hanging a sign.
- **90 - 120 cm** high for buildings and facilities where the main users are children.

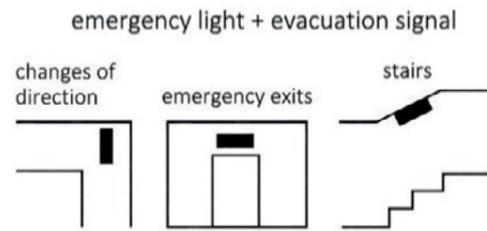


## 4.6 EVACUATION

### EVACUATION AND SAFE ROUTE

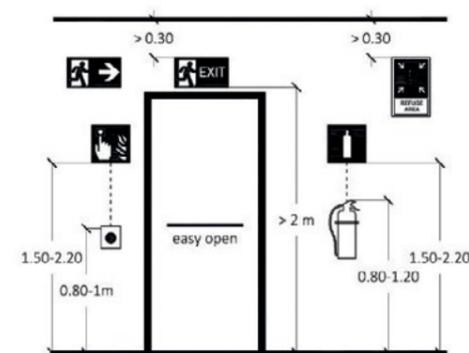
#### EVACUATION ROUTES

- Marked with signage and colour /texture bands, with a specific colour, different from any other in the building.
- Well illuminated with emergency lights and easy to follow for everybody.
  - Changes of direction
  - Emergency exits
  - Stairs



#### EMERGENCY EXIT DOORS

of a different colour. Vivid colour and contrast with the wall. Easy and intuitive opening system.



## 5. TOOLS

### 5.1 ACCESS TO PUBLIC BUILDING

#### 5.1.1 Access to Public Building - Checklist

#### ACCESS TO PUBLIC BUILDING CHECKLIST

##### PATHWAY: FROM THE STREET TO THE ACCESS DOOR

- >120 cm wide pathway
- Pavement:** Firm, stable, smooth, slip-resistant.
- Contrasted line in the floor**, in colour and texture.
- Handrail** at least at one side of the path
- "Use of the building" **signal**, visible from the street (size and contrast)
- Good lighting** in access, ramps, and stairs.

##### HANDRAILS

- In ramps and stairs
- At both sides.
- 90 cm high** + additional handrail at 60 cm
- Extended 30 cm** horizontally beyond top and bottom
- Rounded or elliptical profile.
- Surface** with no sharp elements or rust.
- 3 - 5 cm** in width.
- 4 - 6 cm** away from the wall.

##### RAMP

- With different height in access, both ramp and steps, provided.
- Pavement:** firm, not slippery.
- Different floor surface and colour area at top and bottom of the ramp
- Landing space of at least a circle of 150 cm**
  - at the top of the ramp
  - at the bottom
  - anytime the ramp changes direction
  - every 6 m
- Width of ramp: **> 150 cm** (> 100 cm with handrails)
- Slope:
  - < 5% preferred
  - 5 - 8% acceptable
  - 8 - 12% only for short distance <50cm
  - < 1:48 cross-slope
- Kerb: **10 cm** of height

##### STEPS / STAIR

- Pavement:** firm, not slippery.
- Not only 1 step. At least 2.
- All the **steps** with the same dimensions.
- Maximum step: **18 cm** in height
- Minimum step: **28 cm** in depth
- Width of staircase: **> 100 cm** (> 80 cm with handrails)
- Landing/resting area every maximum of **17 steps** and every direction change
- Band of bright colour (single strip of **5 cm**)
  - on the edges of steps
  - at the bottom landing of each flight of stairs
- Tactile attention pattern in the floor 150 cm before the front edge of the first down going step.

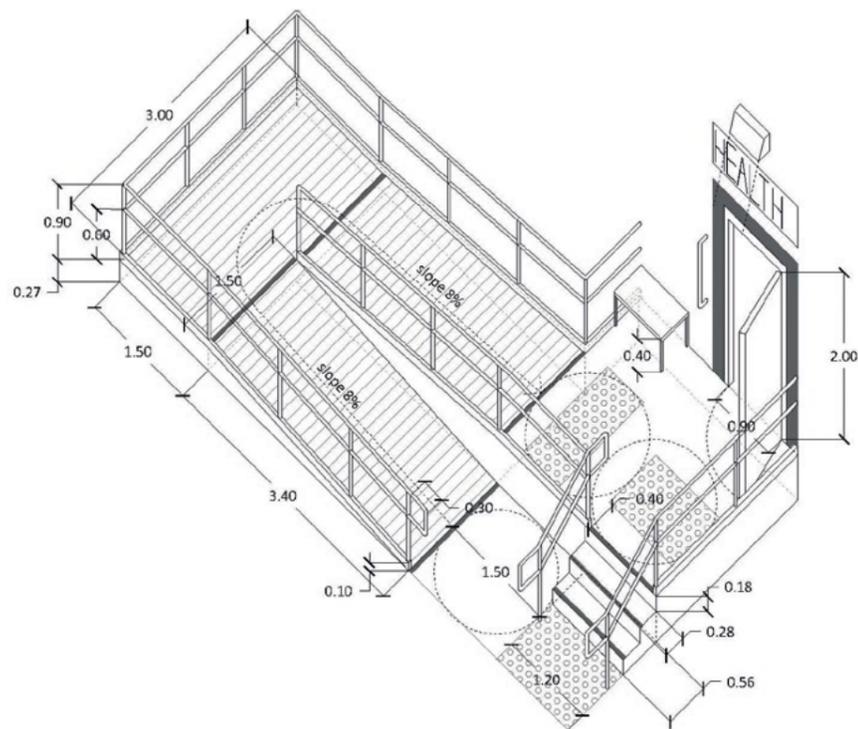
### ACCESS TO PUBLIC BUILDING CHECKLIST

#### DOORWAY

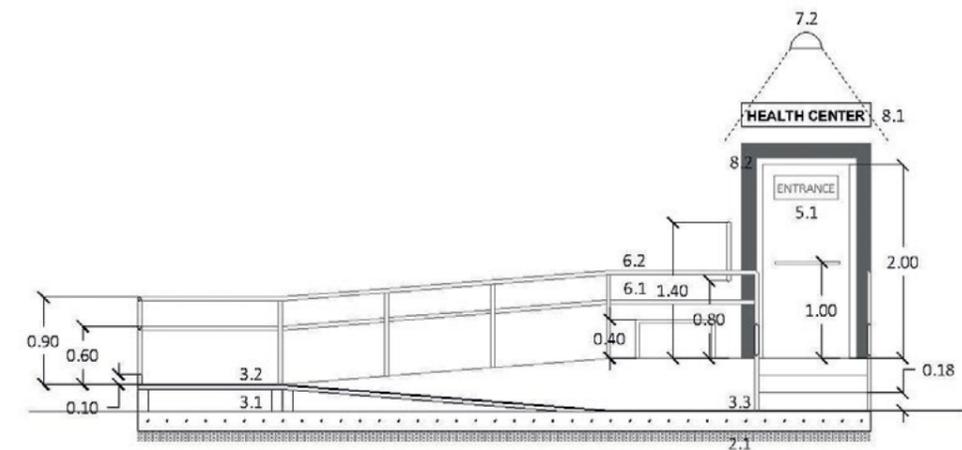
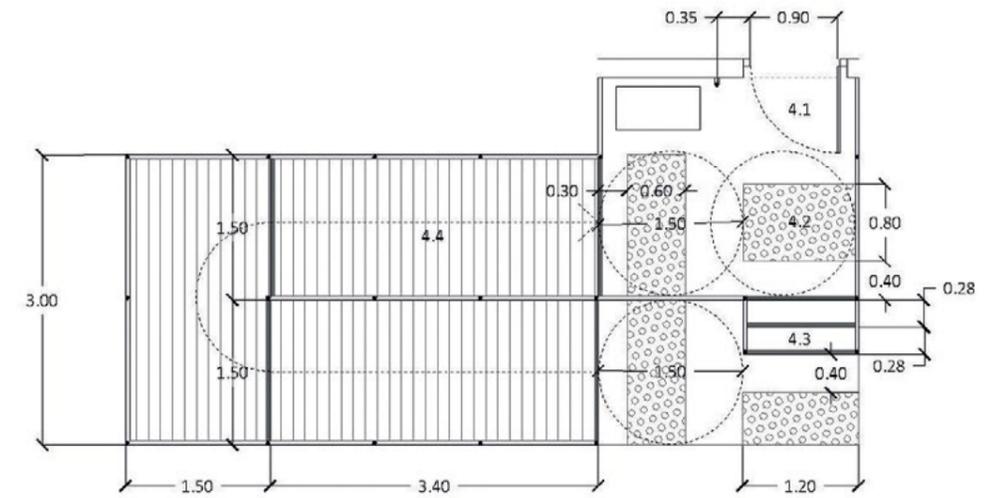
- Signalled entrance:
  - Change of floor texture and colour in the 150cm area on both sides of the door
  - Door with different colour or coloured band around the entrance door
  - "Entry" signal at a visible place
  - "Use of the building" signal at a visible place
  - The focal point of light in the entrance door
  - < 1.25 cm height difference at the threshold
  - Handrail or vertical bar near the door (attached to the wall or fixed to the ground)
- Seat or bench near the entrance door
  - 40-45 cm seat high
  - With backrest
- Entrance door
  - Easy-open mode.
  - > 85 cm free wide (not including frame and door thickness).
  - > 200 cm high
  - > 150 cm diameter circle horizontal manoeuvring space at both sides of the door opening,
  - > 45 cm side distance

#### 5.1.2 Access to Public Building - Technical Drawings

### ACCESS TO PUBLIC BUILDING TECHNICAL DRAWINGS



Plan and Elevation



- 2.1. Foundation
- 3.1. Masonry: Ramp
- 3.2. Concrete slab
- 3.3. Masonry: Stair 3 steps: 18cmx28cm.
- 4.1. Flooring: Entrance area 1
- 4.2. Flooring: Entrance area 2
- 4.3. Flooring: Stair

- 4.4. Flooring: Slope
- 5.1. Door
- 6.1. Rails
- 6.2. Handle
- 7.2. Electricity and lighting (entry area)
- 8.1. Sign
- 8.2. Border paint

5.1.3 Access to Public Building - Bill of Quantities

ACCESS TO PUBLIC BUILDING - BILL OF QUANTITIES						
Governorate:	xxx	BNF Name:	xxx	Date of Preparing:	yyyy-mm-dd	
District:	xxx		xxx	No. of Families:	xxx	
Sub District:	xxx	House Code:	xxx	No. of Individuals:	xxx	
Area/Village:	xxx	Prepared by:	xxx			
NO.	ITEMS	UNIT	QTY	UNIT PRICE	TOTAL PRICE	
<b>CHAPTER 1: STRUCTURE AND MASONRY</b>						
1.1	Concrete slab (wheelchair ramp)	M2	xxx	xxx	IQD xxx	Casting concrete for entrance ramp 3.5m length x 1.2m width, 10cm depth RCC accessibility ramp, compressive strength C20 / M20 Mpa. 1:2:4 mx design, BRC 15 x15 x6mm reinforcement. Slope ratio 1:12, landing area with RCC C20, depth 30 cm (1.2*1.2) m, step of RCC with 0.3*0.15*1.2 m. Non-slip surface.
1.2	Brickwork for wheelchair ramp	M2	xxx	xxx	IQD xxx	Double hollow ceramic brickwork 24x11.5x8 cm, 12cm thick, received with 1:3 cement mortar and river sand, pre-mixed if possible and supplied on-site, for cladding, i/replastering, levelling, plumbing, grouting, cleaning, including auxiliary means.
1.3	Brickwork for stairs	M2	xxx	xxx	IQD xxx	Double hollow ceramic brickwork 24x11.5x8 cm, 12cm thick, received with 1:3 cement mortar and river sand, pre-mixed if possible and supplied on-site, for cladding, i/replastering, levelling, plumbing, grouting, cleaning, including auxiliary means.
1.4	(alternative for 3.1-3.2-3.3) Steel stairs case and wheelchair ramp	ML	xxx	xxx	IQD xxx	Steel structure: square steel tubes (8x8) cm and main framing steel tubes (6x4) cm thick 3mm. including 3 coats anti-rust painting and oil paint, final colour according to specifications and the instruction of supervisor Engineer. Flooring galvanized checker platelayer 4mm thick non-slip.
1.5	Metal railings	ML	xxx	xxx	IQD xxx	Staircase handrail 90 cm high with cold laminated steel hollow tube profiles, provided on both sides. Dimensions (5x5) cm thick. 2mm for the handle and (4x4) cm thick. 2mm for vertical parts for both staircase and wheelchair ramp. Pilasters every 70 cm with extension for anchoring to factory elements or slabs. Pre-manufactured and assembled on site (not including masonry work).
TOTAL COST OF 1ST CHAPTER			IQD xxxxx			
<b>CHAPTER 2: FLOORING, TILING AND PAINTINGS</b>						
2.1	Flooring: Slope	M2	xxx	xxx	IQD xxx	Monolithic and anti-slip stony, quartz or concrete flooring, on fresh concrete floor or slab, not including these, including laying out of the floor, formwork and stripping, concrete spreading; floor levelling and regulating; mechanical trowelling, smoothing, and polishing; measured on the surface executed.

2.2	Paint	M2	xxx	xxx	IQD xxx	Smooth coating of 3 layers of washable oil painting, crack repairing (if any), applied with a roller brush, on vertical and horizontal facade walls, i/cleaning the surface, priming, and finishing with two coats. Final colour according to the instruction of IOM site Engineer.
TOTAL COST OF 2 <sup>ND</sup> CHAPTER			IQD xxxxx			
<b>CHAPTER 3: DOORS</b>						
3.1	Door	Units	xxx	xxx	IQD xxx	Quality new door and frame (210x100) cm, consisting of one steel plate sheet of 2mm thickness with 2-inch angle, including key locks, handles, latches, hinges, and accessories, and proper repairing and finishing around the door's frames, which includes fixing, levelling, painting with 2 layers anti-rust paint and 3 layers oil paint. Final colour according to the instruction of IOM site Engineer.
TOTAL COST OF 3 <sup>RD</sup> CHAPTER			IQD xxxxx			
<b>CHAPTER 4: METALLIC WORKS</b>						
4.1	Rails	ML	12	xxx	IQD xxx	Staircase handrail 90 cm high with cold laminated steel hollow tube profiles, provided on both sides. Dimensions (5x5) cm thick. 2mm for the handle and (4x4) cm thick. 2mm for vertical parts for both staircase and wheelchair ramp. Pilasters every 70 cm with extension for anchoring to factory elements or slabs. Pre-manufactured and assembled on site (not including masonry work).
4.2	Handrail	Units	1	xxx	IQD xxx	Metal handrail formed by a circular hollow tube of steel with a diameter of 50 mm., including clamping pins on a smooth solid round of 16 mm. separated every 50 cm., i/assembled on site (not including masonry).
TOTAL COST OF 4 <sup>TH</sup> CHAPTER			IQD xxxxx			
<b>CHAPTER 5: SIGNAGE</b>						
5.1	Sign	Units.	1	xxx	IQD xxx	Placement sign-on vertical walls, glued with colourless silicone, even scratching paint or varnish.
5.2	Border paint	ML	10	xxx	IQD xxx	20 cm. matt plastic border painting, including staking and taping.
TOTAL COST OF 5 <sup>TH</sup> CHAPTER			IQD xxxxx			
BNF NAME:			IOM ENG.:		IOM Focal Point:	
Date:			Date:		Date:	
Signatures:			Signatures:		Signatures:	

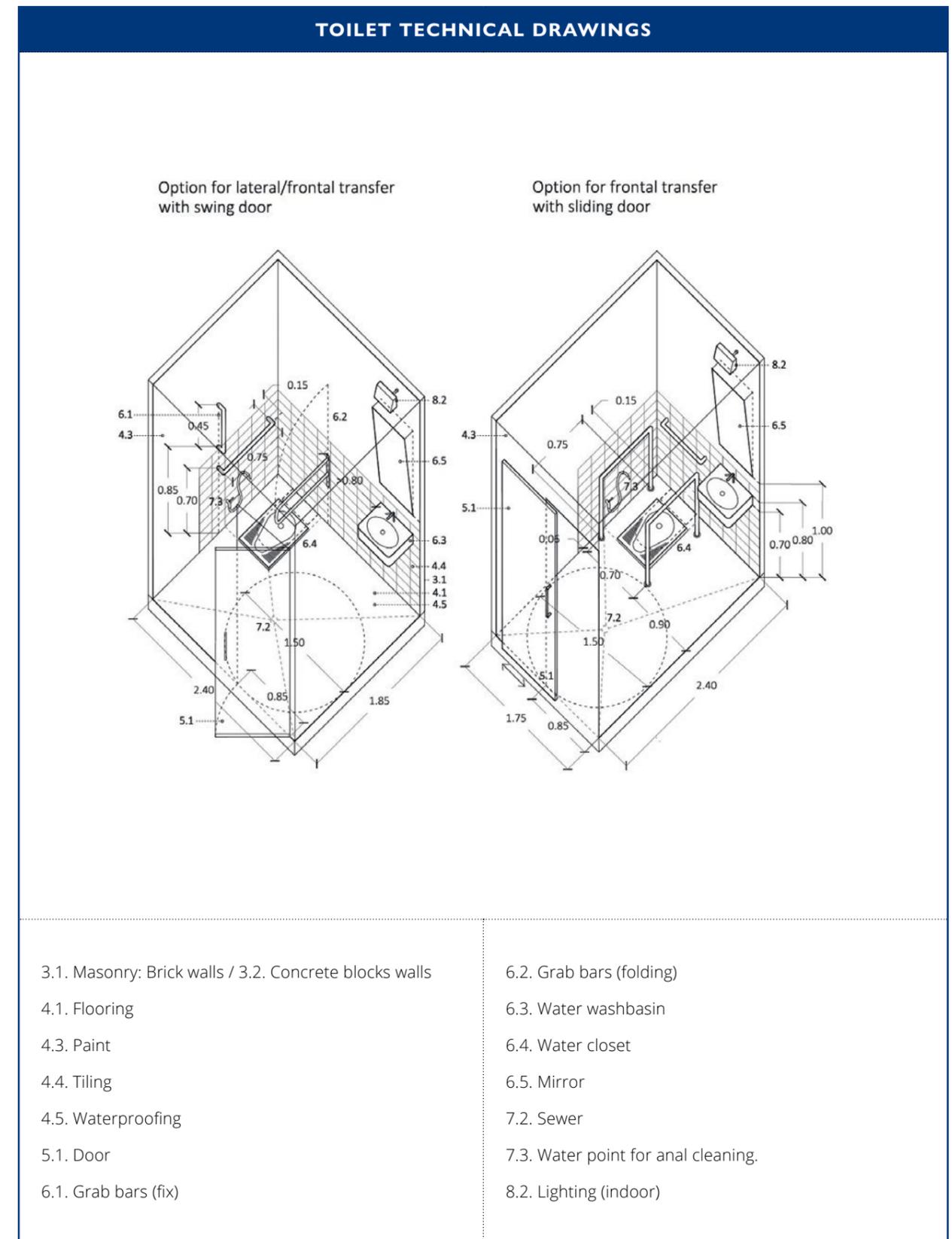
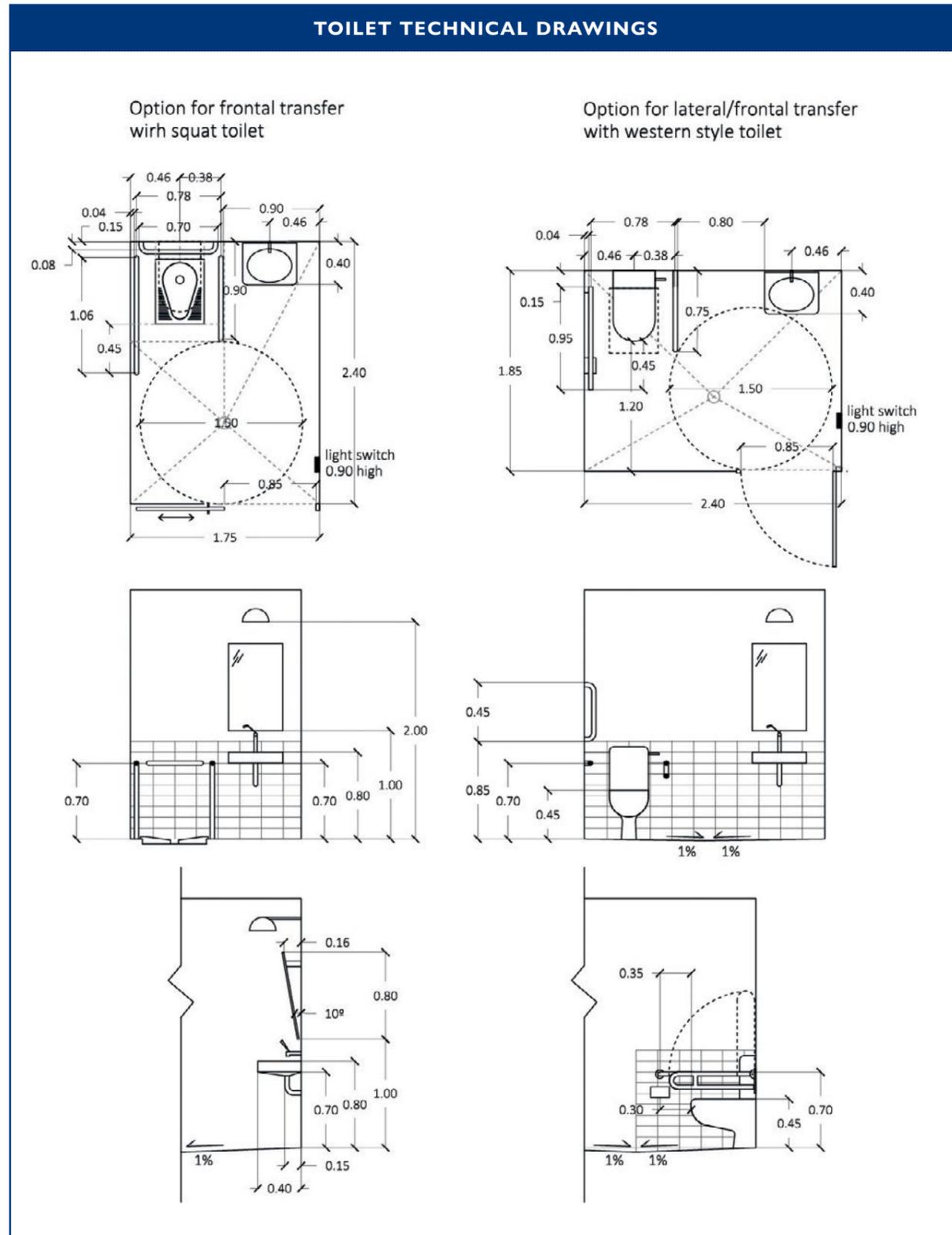
## 5.2 TOILET

### 5.2.1 Toilet Checklist

TOILET CHECKLIST	
<p><b>UNITS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least <b>1 accessible cabin every 5 units.</b></li> <li><input type="checkbox"/> Always at least 1.</li> </ul>	<p><b>DOOR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>2.00 m</b> minimum clear height.</li> <li><input type="checkbox"/> <b>85 cm</b> minimum clear width.</li> <li><input type="checkbox"/> Exterior signal with the International Symbol of Accessibility.</li> <li><input type="checkbox"/> Sliding door recommended.</li> <li><input type="checkbox"/> If swing door, its movement does not invade the 1.50 m free area.</li> <li><input type="checkbox"/> Handle/latch located <b>1.00 m</b> above the floor.</li> <li><input type="checkbox"/> <b>60 cm</b> long bar on the pull side of the door.</li> </ul>
<p><b>SPACE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>&gt; 150 cm circle</b>, minimum free dimension. (30 cm under the washbasin accepted)</li> <li><input type="checkbox"/> <b>&gt; 80 cm</b> free clearance, at least at one side of the toilet, for lateral transfer and assistance.</li> </ul>	<p><b>LIGHTING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 lighting point above the skink, at least <b>2.00 m</b> high.</li> <li><input type="checkbox"/> Light switch at <b>90 cm</b> high, located at the entrance.</li> </ul>
<p><b>TOILET TYPOLOGY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Western-style toilet</b> recommended.</li> <li><input type="checkbox"/> <b>45 - 50 m</b> seat high.</li> </ul>	<p><b>FLOOR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Smooth for easy cleaning.</li> <li><input type="checkbox"/> Slip-resistant flooring in both dry and wet conditions.</li> <li><input type="checkbox"/> Level with a slight fall (<b>1 - 2%</b>) for drainage.</li> </ul>
<p><b>FLUSH / WATER CONTROLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operable with one hand, not requiring tight grasping.</li> <li><input type="checkbox"/> No higher than <b>120 cm</b> above the floor.</li> <li><input type="checkbox"/> If on the wall, less than <b>30 cm</b> from the edge of the toilet.</li> </ul>	

TOILET CHECKLIST	
<p><b>GRAB BARS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On both sides of the toilet.</li> <li><input type="checkbox"/> <b>70 cm</b> high above the floor.</li> <li><input type="checkbox"/> <b>35 - 40 cm</b> from the centre of the toilet.</li> <li><input type="checkbox"/> One drop-down bar recommended for lateral transfer.</li> <li><input type="checkbox"/> <b>&lt; 5 cm</b> bar diameter. <b>&gt; 4 cm</b> separated from the wall.</li> </ul> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vertical bar: <b>&gt; 45 cm</b> long, <b>85 cm</b> from floor</li> <li><input type="checkbox"/> Back bar: <b>&gt; 60 cm</b> long, <b>70 cm</b> from floor</li> </ul>	<p><b>SINK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>&gt; 90 cm</b> clear width provided in front of the sink.</li> <li><input type="checkbox"/> <b>46 cm</b> minimum between the centre line of the sink and the wall.</li> <li><input type="checkbox"/> <b>80 cm</b> sink height from the floor to the top of the sink.</li> <li><input type="checkbox"/> <b>70 cm</b> clearance from the floor to underneath of sink.</li> <li><input type="checkbox"/> Faucets controlled by a hand lever or push-button easily operated with one hand and not requiring tight grasping, pinching, or twisting. 'Hospital tap', with a long lever, recommended.</li> </ul>
<p><b>MIRROR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bottom part <b>1.00 m</b> high.</li> <li><input type="checkbox"/> <b>5 - 10°</b> inclined.</li> </ul>	
<p><b>WALLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Easy-to-clean non-porous covered walls around toilet and sink.</li> </ul>	

5.2.2 Toilet Technical Drawings



5.2.3 Toilet - Bill of Quantities

 <b>TOILET - BILL OF QUANTITIES</b>						
Governorate:	xxx	BNF Name:	xxx	Date of Preparing:	yyyy-mm-dd	
District:	xxx		xxx	No. of Families:	xxx	
Sub District:	xxx		House Code:	xxx	No. of Individuals:	
Area/Village:	xxx	Prepared by:	xxx			
NO.	ITEMS	UNIT	QTY	UNIT PRICE	TOTAL PRICE	ITEM DESCRIPTION
<b>CHAPTER 1: FLOORING, TILING AND PAINTINGS</b>						
4.1	Flooring	M2	xxx	xxx	IQD xxx	Monolithic and anti-slip stony, quartz or concrete flooring, on fresh concrete floor or slab, not including these, including laying out of the floor, formwork and stripping, concrete spreading; floor levelling and regulating; mechanical trowelling, smoothing, and polishing; measured on the surface executed.
4.5	Waterproofing	M2	xxx	xxx	IQD xxx	Waterproofing coating (SIKA add mixtures or butech imperband kit, composed of TPO sheet, waterproofing imperband 2.25x1.5 m) on vertical and horizontal surfaces. Surface to be previously levelled, well smoothed and properly polished.
<b>TOTAL COST OF 1st CHAPTER</b>				IQD	xxxxx	
<b>CHAPTER 2: DOORS AND WINDOWS</b>						
5.1	Door	Units	xxx	xxx	IQD xxx	Slide door with a width (clear opening) no less than 85 cm. New door and frame (210x100) cm, consisting of one steel plate sheet of 2mm thickness with 2-inch angle, including accessible key locks, handles, latches, hinges, and accessories, and proper repairing and finishing around the door's frames, which includes fixing, levelling, painting with 2 layers anti-rust paint and 3 layers oil paint. Final colour according to the instruction of IOM site Engineer.
5.2	Window	Units	xxx	xxx	IQD xxx	Accessible sliding window, made with cold-formed profiles in galvanized steel Aluminium or PVC, with a minimum thickness of 0.8 mm, type I (<= 0.50 m2), including beads, corner pieces, fixing pins, neoprene sealing gaskets, hardware sliding, closing and safety.
<b>TOTAL COST OF 2nd CHAPTER</b>				IQD	xxxx	
<b>CHAPTER 3: ELEMENTS</b>						
3.1	Grab bars (fix)	Units	xxx	xxx	IQD xxx	Metal grab bars formed by a circular hollow tube of stainless steel or lacquered steel, with a diameter of 40 mm., including clamping pins on a smooth solid round of 16 mm, bolted to the walls. i/assembled on site.
3.2	Grab bars (folding)	Units	xxx	xxx	IQD xxx	Metal grab bars formed by the circular hollow tube of stainless steel or lacquered steel, with a diameter of 40 mm., including clamping pins on a smooth solid round of 16 mm. i/assembled on a folding mechanism bolted to the wall.

3.3	Water washbasin	Units	xxx	xxx	IQD xxx	Washbasin wall mounted, white vitrified porcelain, with concave basin, elbow supports and splashback, complete with mixer, angle valves, flexible pipes, piping with all fittings and accessories, bolted to the wall, to connect to the water supply and drainage networks.
3.4	Water closet	Units	xxx	xxx	IQD xxx	Water closet wall-mounted type. Occidental style recommended, but eastern type possible. Accessories including flash tank, hand spray, angle valves, flexible pipes, piping with all fittings to be connected to the water supply and drainage networks.
3.5	Mirror	Units	xxx	xxx	IQD xxx	Colourless glass mirror 5 mm thick, fixed to the wall, with the bottom part at 1.00 m height and wall fixing system inclined 10°.
3.6	Taps / Faucets	Units	xxx	xxx	IQD xxx	Single-long lever mixer, made of medium-quality chrome-plated brass, mixer with aerator, automatic drain, flexible power connections, and regulation taps, built according to manufacturer's instructions.
<b>TOTAL COST OF 3rd CHAPTER</b>				IQD	xxxx	
<b>CHAPTER 4: PLUMBING</b>						
4.1	Accessible Toilet	Units	xxx	xxx	IQD xxx	Installation of eastern toilets or connected to 4" PVC pipes, 4" cleanout pipe to manhole or septic tank including all related work. Accessory materials include water taps (Turkish type), flash tank, hand spray, angle valves, flexible pipes, piping with all fittings and accessories connected to the water supply and drainage networks. The installation also includes safety frames for stability such as rails, grab bars and guide rails. All connection works should be done relying on IOM engineer instructions.
4.2	Sewer	Units	xxx	xxx	IQD xxx	Traps drain for the built-in tray, made of AISI-304 stainless steel, vertical outlet or horizontal, for collecting water from damp premises, 112x112 mm, installed and connected to the general drainage network.
4.3	Waterpoint for anal cleaning	Units	xxx	xxx	IQD xxx	Wall-mounted water point, with a long-handled tap that is easy to operate with one hand. With 1 m long plastic hose, 20 mm diameter, including hanging point and fixing to the wall.
<b>TOTAL COST OF 4th CHAPTER</b>				IQD	xxxx	
<b>CHAPTER 5: SIGNAGE</b>						
5.1	Sign	Units.	xxx	xxx	IQD xxx	Supply and installation of signal (International Symbol of Accessibility) screwed to the exterior side of the door.
<b>TOTAL COST OF 5th CHAPTER</b>				IQD	xxxx	
<b>BNF NAME:</b>			<b>IOM ENG.:</b>		<b>IOM Focal Point:</b>	
Date:			Date:		Date:	
Signatures:			Signatures:		Signatures:	

### 5.2.4 Toilet Temporary / Short-Term Adaptations

Toilets can be adapted with quite simple modifications.

There are two main forms of support to those who need it, by providing either something to sit on, or something to hold on to.

#### SEAT OR SQUAT PLATE

People who are unable to walk or who have weak legs, including elderly people, can find seats helpful. Seats can either be fixed or moveable, and come in a range of sizes, materials (e.g. wood, metal) and designs with or without a back or armrests. Things to consider when designing a seat:

- It should be strong enough to support the person's weight.
- It should not be porous and should be easy to clean.
- It should not slip, and be positioned so that there is enough space for the user to manoeuvre.
- The hole should be large enough to avoid soiling.
- A solid surface to prevent 'splash back' can be added between the squat hole and the user's legs.

#### Options may be:

- A small painted wooden stool placed over the latrine hole.
- Wooden seat varnished for easy cleaning with strong arms and back.
- A small wooden stool can be placed over the latrine hole. If the user sits with his or her legs by the side of the solid wood, then this will act as a splash guard.

#### RAISED TOILET SEATS

- Raised toilet seats are another way of providing support for users. Their advantages are:
- Convenience for transfer from and to a wheelchair.
- Convenience for persons with difficulty to lower themselves into a squatting position, and difficulty standing up again!
- Increased comfort - reduced risk of the user getting their clothes dirty and wet.
- They may help children overcome their fear of using a toilet (they may be afraid of falling into the hole of a squat toilet).

#### Options may be:

- Wooden box toilet seat installed over a pit latrine. A cover prevents flies and smells when the toilet is not in use.
- Wooden toilet seat supported on two brick blocks over a pit latrine. Location next to the water makes water for anal cleansing and handwashing easily accessible.
- Twin cement-plastered brick sitting blocks. A gap between them makes anal cleansing easier than on an ordinary seat.

#### MOVABLE TOILET SEATS

These are chairs or stools with a hole in the seat, which are designed to be placed over the toilet pan so that urine and faeces drop directly into the hole. They can be moved off the toilet and placed to one side when not in use, allowing all the family to use the same toilet.

They come in a range of designs and materials – wood, metal, or plastic. Often an ordinary wooden household chair with a hole cut in the seat can be used. Plastic is more durable but, generally, the more durable the material, the higher the cost.

A wood seat is generally cheaper than brick and concrete, as locally available materials can be used. Both can be varnished or painted to make them more moisture resistant, durable, easy to clean and hygienic.

Wheelchair or trolley used as a toilet seat to avoid the need to transfer on and off a wheelchair, low trolley or other mobility device. Users enter the latrine in their wheelchair or trolley, which they position over the toilet hole.

#### HANDRAILS OR ROPE

One of the most useful additions to latrine units is handrails. These can be used to help the user move towards the entrance to the latrine, enter the latrine, move from the standing to squatting position (and vice versa), and for added stability when squatting or sitting. Alternatives to handrails include vertical poles and a rope suspended from a strong beam.

- A simple wood handrail to help with bending for squatting.
- A hand-rail across the width of the door can be easier to reach than a single handle.
- A rope tied onto the handrail and fed through a pulley to the door, can be pulled by the user to close the door.
- Some form of handrail or rope for support when moving to and from the seat.
- Two vertical wood poles can be used for stability when squatting and for assistance when moving from standing to squatting position.
- Simple painted metal handrails fixed into the concrete floor and walls. GI / GS pipes and fittings or rolled hollow sections could be used.
- A knotted rope suspended from a secure beam for use in balancing and when moving between standing and squatting position. (This should be considered as a temporary measure only)
- Toilet door with a two-way hinge allows this door to open outwards and inwards.

### 5.3 COMMUNITY CENTRE ACCESSIBILITY AUDIT

This Accessibility Audit enables IOM Iraq and its implementing partners to assess and identify potential barriers to accessing IOM structures based on the four aspects of access: **REACH, ENTER, CIRCULATE** and **USE**.

An Accessibility Audit is a participatory process used to evaluate accessibility of existing structures and to identify possible improvements. Ideally, the audit is conducted by a diverse audit team of people of all genders with disabilities, including a wheelchair user, a person with vision impairment, a person who uses crutches or other mobility aid. You might also like to invite a pregnant person and/or older person. For more information on the audit process see Annex A.

Governorate	
Site	
Type of site	
Date	
Team	
Project name	
Did people with disabilities participate in the audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Part A

Step 1: Answer checklist questions by ticking the yes or no column (if the question doesn't apply to your structure then put **N/A**):

	Yes	No	If not, describe the barrier	
Reach	Is the structure close to the main road? (In camps: is it close the community blocks?)	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the structure well known by the community?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path to reach the structure wide enough for a wheelchair user to use safely? *Minimum path width 90 cm	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path even, firm and paved enough to allow safe and easy use of wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path easy to get from the surrounding area/ blocks? (e.g. no obstacles or very steep terrain)	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a way for a person who has difficulty seeing, to follow the path (e.g. landmarks or guide rail)?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path well-lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	If not, describe the barrier	
Enter	Is the structure is elevated from the main road, are ramps available from the main road to the structure?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path and ramp slope moderate enough for a wheelchair user to use independently? *Maximum slope gradient: 1 in 12 (8%)	<input type="checkbox"/>	<input type="checkbox"/>	
	If there is a ramp into the structure, does it have handrails (at least on one side)?	<input type="checkbox"/>	<input type="checkbox"/>	
	If any, are ramps or paths made on non-slippery materials?	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the path make users (including girls and women with disabilities) feel safe (e.g. it does not pass through an unsafe area)?	<input type="checkbox"/>	<input type="checkbox"/>	
	In camps: are the different containers inside the site/centre at ground level?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can a wheelchair user open the main or alternative door of the building/container?	<input type="checkbox"/>	<input type="checkbox"/>	
Circulate	Can a wheelchair user open all the doors inside the building/container? (e.g. activity rooms)	<input type="checkbox"/>	<input type="checkbox"/>	
	Are door handles and locks easy to use by someone with weak hands?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the door easy to open by someone with weak hands or by a child?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the entry and internal doorways wide enough to accommodate wheelchair users? *Minimum door width 90 cm	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the doorway floor even (does not have a lip/small step)?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the corridors wide enough to allow wheelchair users to move around the building/site? *Minimum width 90 cm	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the corridors provided with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	
Circulate	Are the corridors well lit?	<input type="checkbox"/>	<input type="checkbox"/>	
	Can wheelchair users move inside the building freely? (e.g. to get to different activity rooms, registration, toilets) In camps: can wheelchair users move around the site/center made of containers?	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	If not, describe the barrier	
Use – general	Is seating provided in waiting areas?	<input type="checkbox"/>	<input type="checkbox"/>	
	In case of outdoor waiting areas, are they well shaded?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are switches and controls placed in locations which are accessible to all and easy to operate?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are registration desks easy to reach?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are whiteboards or other similar equipment easy to reach and use?	<input type="checkbox"/>	<input type="checkbox"/>	
Use – toilets	Are there toilets inside the structure? Or, does the path to the toilet have no steps, is even, firm and presents no obstacles for a wheelchair user? Is there a way for a person with vision impairment to follow the path?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the door of the toilet wide enough to accommodate wheelchair users? *Minimum door width 90 cm and opens outwards?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the door locks easy to reach and use by someone with weak hands or by a child?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the space inside the toilet enough for wheelchair users (and possibly care giver) to turn around in, with the door shut? *Minimum space required is 150 cm X 150 cm	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the toilet equipped with grab bars to assist wheelchair users to transfer between the toilet and the wheelchair? And to assist someone to sit on the toilet?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the faucets easy to reach and use by someone with weak hands or a child?	<input type="checkbox"/>	<input type="checkbox"/>		
Signage	Is the structure equipped with appropriate signage? (e.g. directional signs, signs labeling each activity room, accessible entrances/exits, among others)	<input type="checkbox"/>	<input type="checkbox"/>	

**Step 2: Take multiple photos of the following:**

- Path  Entrance  Hallways  Doorways  Activity rooms  Toilets  Waiting areas

**Part B: Recommendations**

Review the answers to the checklist in part A, paying attention to any 'no' answers and the comments. Then outline below any suggestions for improvements or changes. Use drawings if you want:

Section	Area of concern	Suggested low-cost improvement	Suggested long-term improvement
Reach			
Enter			
Circulate			
Use – general			
Use – toilets			
Signage			

**Annex A: Steps to carrying out an accessibility audit**

**Step 1: Collaborate with people with disabilities**

- Accessibility audits are a good way to engage with representative groups of people with disabilities including Disabled People's Organisations – if they exist in your area.
- Collaborating with people with disabilities through an Accessibility Audit, means that you hear directly from people with disabilities on their barriers to accessing the IOM structures.

**Step 2: Select the IOM structure to be assessed**

- Identify the IOM structure to be assessed in the audit.
- You might choose to inform the owner of the structure and invite them to attend the audit.

**Step 3: Form an accessibility audit team**

- The audit team should be diverse, comprised of people of all genders with disabilities including a wheelchair user, a person with vision impairment, a person who uses crutches or other mobility aid. You might also like to invite a pregnant person and an older person.
- If there are no wheelchair users in your community, make sure you involve someone who uses crutches or other mobility aid.

**Step 4: Train the team on how to conduct the audit**

- Read through the accessibility audit checklist together.
- Assign roles (leader, notetaker, photographer) to team members.
- Gather items (checklists, clipboard, pens, camera, tape measure) needed to undertake the audit.

**Step 5: Assess the IOM structure**

- The audit team moves to the structure and completes the accessibility audit checklist by requesting members of the audit team to attempt to get into and identify how they can/cannot use the structure. Then take photos.

**Step 6: Developing solutions**

- Immediately after the audit, the audit team should meet as a group and review answers to checklist, paying attention to any 'no' answers and the comments.
- The team can then identify and record their ideas on the proposed solutions.
- Once a list of potential solutions has been identified, consider these in more detail. Discussion should include:
  - Are the suggested solutions realistic?
  - Can you group solutions into short term (immediately doable), medium term (requires some planning) and long term (requires consultation, planning and resources)?
  - Which aspects of the audit worked well and which did not work so well?

## 6. ANNEXES

### 6.1 EXAMPLES OF IOM IRAQ ACCESSIBLE CONSTRUCTION



Accessible ramp



Accessible pathway



Continuous pavement for accessible pathway



Toilet signage and good spatial organization



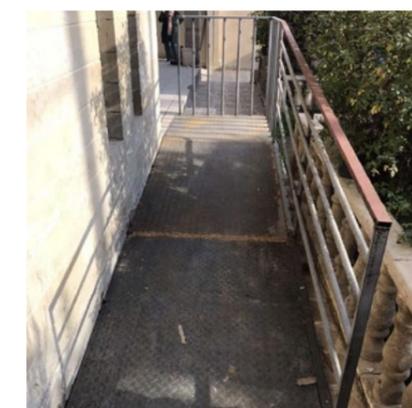
Ramp with handrail



Accessible ramp



Continuous pavement to improve pathway



Accessible ramp

## 6.2 GLOSSARY

**IASC** Inter-agency Standing Committee

**BoQ** Bill of Quantities

**CRPD** Convention on the Rights of Persons with Disabilities

**DPOs** Disabled Person's Organizations

**HH** Household

**HPC** Humanitarian Project Cycle

**IDP** Internally Displaced Person

**IOM** International Organization for Migration

**OCHA** United Nations Office for the Coordination of Humanitarian Affairs

**RECU** Reach, Enter, Circulate, Use

**SDGs** Sustainable Development Goals

**UNDIS** UN Disability Inclusion Strategy

**UN** United Nations

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## IOM IRAQ

 [iraq.iom.int](http://iraq.iom.int)

 [iomiraq@iom.int](mailto:iomiraq@iom.int)

UNAMI Compound (Diwan 2),  
International Zone,  
Baghdad / Iraq



@IOMIraq



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