



# Puri Zila School Puri

## 1. About the Building

The aim of this access audit was to examine the premises of **Puri Zila School** and assess whether it was impossible or unreasonably difficult for children, staff, parents, and the public (with limited functional abilities) to access and use services, and to identify areas where remedial action was required. In this report the auditors looked at the physical aspects of the building and identified the good points and the gaps and gave recommendations. Our specific objective was to provide a roadmap to enable school staff, local government, parents of children with disabilities, engineers, and architects to work together to make the school inclusive. All the findings are presented in an easy-to-use report – combining observations with photographs and recommendations. The implementation of the report will eliminate the type of barriers and hindrances that deter physically limited persons from having access to and free mobility in and around the built environment.

**Puri Zila School** was established in 1853. The school is located 2 km distance from Puri Railway Station. At present, the strength of students and staff is around 1271 and 41 respectively and 6 Student with Disability and 1 Teacher with Disability. The school campus has Two building with 20 classrooms, 2 office room, 2 Staff Common room, 1 kitchen room, 1 Science Gallery, 1 Computer room, 1 Library, 1 Game store and 30 Toilet.

## 2. Access Audit Team

- Satyajit Behera
- Lalatendu Bhoi
- Debasish Patra

The Audit team referred to CPWD guidelines (Guidelines and Space Standards for Barrier Free Built Environment for Disabled and Elderly Persons) 1998 and CPWD Handbook (Barrier Free and Accessibility) 2014 for making recommendations.

## 3. Methodology and Processes Adopted

- Physical verification
- General observation and measurement of height, width, incline etc.
- Recording/noting the existing good practices / accessible features for better accessibility.
- Interaction with Staff
- Photography
- Sketching

## Audit Report

### I. Information and Communication.

Sl. No.	Observation	Remarks/recommendations
1.	No website.	<ol style="list-style-type: none"><li>1. To enable PwDs to perceive, understand, navigate, and interact with the Web, accessibility features must be incorporated.</li><li>2. Web accessibility standards available in <a href="http://web.guidelines.gov.in">http://web.guidelines.gov.in</a> (WCAG 2 Level A became the standard for government websites in February 2009).</li></ol>
2.	<ol style="list-style-type: none"><li>1. No publications/brochures in alternate accessible formats.</li></ol>	Publications in alternate accessible formats in English, Odiya to be stocked
3.	No printed service-related documents (forms) in accessible formats	Publications in alternate accessible formats, English and Odiyato be stocked.
4.	No accessible software for filling up forms.	<ol style="list-style-type: none"><li>1. Accessible software to be purchased.</li></ol>
5.	Though not designated, school staff helps children in filling up forms including that of the two CwDs.	

6.	No staff members trained in Indian Sign Language interpretation or an interpreter available on call.	
7.	Neither assistive technology availability nor awareness among staff.	Awareness films, audio programs and brochures to be purchased and staff oriented.
8.	No Adequate lighting	







## II. Evaluation of Services (Section - 2)

Observation	Remarks/recommendations
No disability sensitization sessions in staff induction programme.	Annual sensitization program for staff.  One module in induction training program on disability types, access, diversity, disability etiquette and mandates of law.
No staff trained to assist persons with disabilities.	Annual Training Program.  One module in all staff enrichment, capacity building programs on disability types, assisting PwDs, physiotherapy, speech therapy and other support needed by CwDs in school, diversity, and disability etiquette.

No staffs are trained in basic Indian Sign Language.	One-week basic signing.  6 weeks advanced certificate programme.  A chart of names and mobile numbers of local sign language interpreters to be placed in a visible place in office.
No accessible facilities available.	After retrofitting and remodeling is done, a weekly maintenance calendar to be developed.
Guide dogs are not allowed in the premises	As India is not used to the concept of guide dogs, a policy needs to be placed in position and then circulars sent to the states.
Trained live assistance is not available as there was no need except of mobility for an OH employee, who walked up and down on her own.	Either a new staff be recruited, or one staff member may be given additional responsibility. They be trained and designated as "Disability Associate."
There is no existing plan to improve accessibility, as it was not an issue till date.	After retrofitting and remodeling is done, a plan will be developed.
There is no equal opportunities policy within the organization as it was a non-issue till date.	An Equal Opportunity Policy can be drafted on payment of a fee.

## External Environment



### 1. Parking

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. An inaccessible space damaged for parking the backside.</li> <li>2. Vehicles and student cycle parked on pathway side and garden area.</li> </ol>	 	<ol style="list-style-type: none"> <li>1. A Parking bay to be construct in the right side of building.</li> <li>2. Accessible parking (3600 x 6000) area to be demarcated in right side of building.</li> <li>3. Good location of parking area.</li> <li>4. A signage of 200mm x 200mm, suggested colour contrasts is white-blue, yellow-red, or white red.</li> <li>5. Accessible pathway with tactile flooring from parking to main building entrance</li> <li>6. Illumination of 100 lx.</li> </ol>	<p><b>SI# 1</b> <b>Parking</b> <b>Examples of Best Practises</b></p>  <p>Reserved Parking Area</p>   <p>Parking Special Permission for Disabled Person</p>  <p>Reserved Parking Signage</p>

## 2. Alighting

Issues Observed	Recommendation
Not Applicable	Traffic police to be requested to allow extra parking time for entry and exit from vehicles.


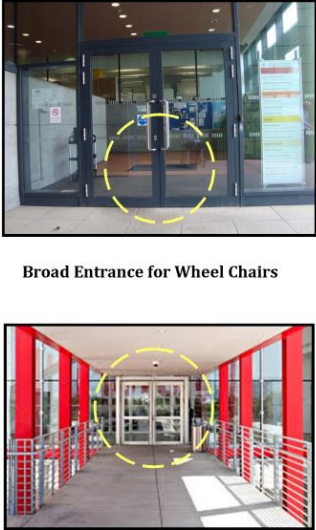
## 3. Accessible route

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Inaccessible route from main gate Entrance to classroom entrance.</li> <li>2. No tactile guiding tile</li> <li>3. No Handrail on pathway</li> <li>4. Pathway Width 5236 mm</li> </ol>		<ol style="list-style-type: none"> <li>2. Accessible pathway. Preferably to be covered and made non slippery.</li> <li>3. Tactile guiding tiles including directional, hazard warning and positional tiles.</li> <li>4. Accessible directional signage.</li> <li>5. Accessible handrail on both sides of path.</li> </ol>	<p><b>SI# 3</b> <b>Accessible Route</b> Examples of Best Practises</p>  <p style="text-align: center;">Accessible Route for PwDs</p> <p style="text-align: center;">Accessible Pathway</p>






## Internal Environment

### 4. Entrance



Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Two Inaccessible Ramp available. One is third entrance of school and another is Infront of conference hall building.</li> <li>2. Inaccessible iron handrail in ramp</li> <li>3. No Signage near entrance</li> <li>4. No difference in floor finish.</li> <li>5. Main building entrance height 518mm and conference hall entrance height 300mm</li> </ol>		<ol style="list-style-type: none"> <li>1. Accessible ramp to be reconstruct at the entrance left of faculty block with 1:12 gradient, accessible handrail and tactile tiles.</li> <li>2. Accessible ramp to be construct in all building entrance</li> <li>3. Floor finish to be distinguished (suggestion – thin rubber mat).</li> <li>4. Door mat should avoid.</li> <li>5. Illumination of 150 lux</li> </ol>	<p><b>SI# 4</b> <b>Accessible Entrance</b> <b>Examples of Best Practises</b></p>  <p><b>Broad Entrance for Wheel Chairs</b></p>




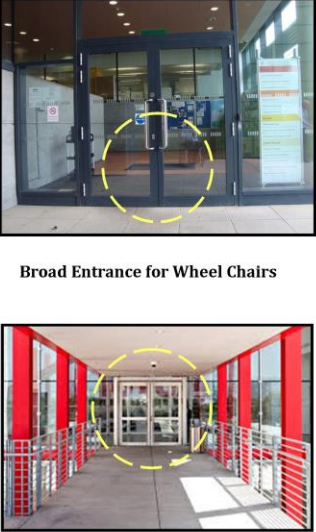
## 5. Reception and lobby

Issues Observed	Photograph	Recommendation	Technical Recommendation
<p>1. No reception and lobby.</p>		<ol style="list-style-type: none"> <li>1. Receptions counter to be establish near entrance.</li> <li>2. 900mm wide and 1200mm deep clear space in front of the reception counter.</li> <li>3. Non-reflective counter surface</li> <li>4. Counter height between 760 mm to</li> <li>5. 800mm from the floor with a 400mm to 600mm clear recess under the counter.</li> <li>6. Accessible identification signage near reception counter with odiya , English Language.</li> <li>7. Guide map of building adjacent to reception.</li> <li>8. Accessible directional signage directing to various building facilities at the reception</li> </ol>	<p><b>SI# 5</b> <b>Reception and Lobby</b> <b>Examples of Best Practises</b></p>  <p>Wheel Chair Accessible Reception</p> 


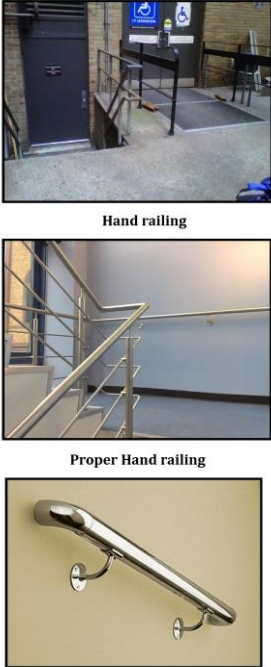
## 6. Stairs

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Step risers 170mm high and tread 170 mm.</li> <li>2. Both side concrete Handrail</li> <li>3. Inadequate illumination on the stairs.</li> <li>4. Surface of the steps non-slippery and non-glary.</li> <li>5. Steps are not uniform in width and height.</li> <li>6. Stair width is 1862 mm.</li> </ol>		<ol style="list-style-type: none"> <li>1. Step risers to be 150 mm high and tread.</li> <li>2. 300mm wide.</li> <li>3. Colour contrasting strip at the edge of the steps.</li> <li>4. Two handrails in both side of stairs at heights of 900mm and 760 mm.</li> <li>5. Warning tiles at the beginning and end of each flight at 300mm</li> <li>6. Under-stair area to cordoned off to avoid accidents.</li> <li>7. Steps with no nose.</li> </ol>	<p><b>SI# 6 Stairs</b> Examples of Best Practises</p>  <p>Accessible Stairs/ Ramp with Handrails</p> <p>Lift Stairs</p>



## 7. Ramp

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Two Inaccessible Ramp available. One is third entrance of school and another is Infront of conference hall building.</li> <li>2. Ramp Width 1524mm</li> <li>3. Ramp Length 1260mm</li> <li>4. Ramp height 518 mm</li> <li>5. No guiding tile.</li> <li>6. Inaccessible iron handrail in ramp</li> </ol>		<ol style="list-style-type: none"> <li>1. Accessible ramp to be reconstructed at the entrance left of faculty block with 1:12 gradient, accessible handrail and tactile tiles.</li> <li>2. Accessible ramp to be construct in all building entrance.</li> <li>3. Floor finish to be distinguished (suggestion - thin rubber mat).</li> <li>4. Door mat should avoid.</li> <li>5. illumination of 150 lux</li> </ol>	<p><b>Sl# 4</b>  <b>Accessible Entrance</b>  <b>Examples of Best Practises</b></p>  <p><b>Broad Entrance for Wheel Chairs</b></p>

## 7. Handrail



Issues Observed	Photograph	Recommendation	Technical Recommendation
<p>1. Both side inaccessible concrete Handrail</p>		<ol style="list-style-type: none"> <li>1. Handrails to be installed at both sides with two grip heights of 900mm and 760mm.</li> <li>2. Handrails to be circular have smooth surface and are non-slippery.</li> <li>3. Adequate hand clearance between the wall and the handrail of 50 mm or more.</li> <li>4. Handrails to be maintained and kept free from dust.</li> </ol>	<p><b>Sl# 8 Handrails</b> Examples of Best Practises</p>  <p>Hand railing</p> <p>Proper Hand railing</p> <p>Grip Bar</p>

## 8. Corridor

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Building corridor width is more than 3048 mm.</li> <li>2. 1500 mm x1500mm space for wheelchair 360° turn.</li> <li>3. No grip bar on wall. No guiding tiles.</li> <li>4. Floor finish Non slippery</li> <li>5. Good Colour Contrast.</li> <li>6. Corridor obstructed by chairs.</li> <li>7. Notice board height is 1600 mm.</li> <li>8. Good illumination</li> </ol>		<ol style="list-style-type: none"> <li>1. Grab bars on both sides of the corridor.</li> <li>2. Protruding objects to be removed or re-arranged.</li> <li>3. Notice board should establish in the height of 900mm.</li> <li>4. Obstacles to be removed.</li> </ol>	<p><b>SI# 12</b> <b>Door and Doorways</b> <b>Examples of Best Practises</b></p>  <p style="text-align: center;"><b>Accessible Doors and Doorways</b></p>

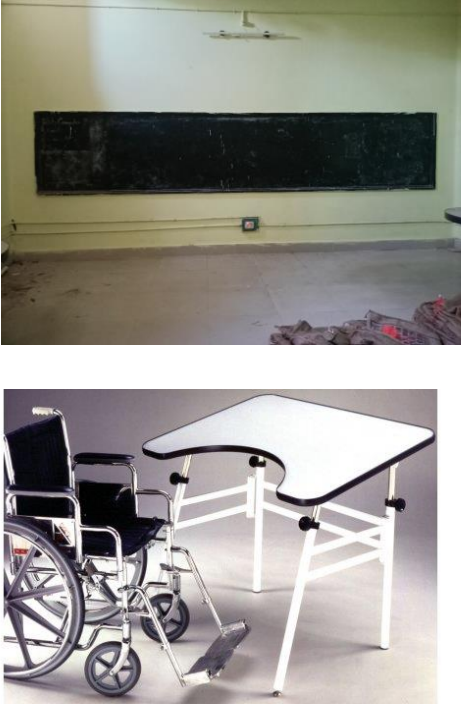



## 9. Door & Doorway




Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Easily opened.</li> <li>2. Door lock at 950 mm.</li> <li>3. No color contrast between door and wall.</li> <li>4. Door width 926 mm and easily opened.</li> <li>5. Handles at 950 mm from floor.</li> <li>6. Door lock at 950 mm from floor.</li> <li>7. No kick plate on the door.</li> </ol>		<ol style="list-style-type: none"> <li>5. Suggested color contrast between door, door frame, wall and floor – blue-white, blue-yellow, red-white the accessible toilet door</li> <li>6. Thresholds and doormats to be removed.</li> </ol>	<p><b>SI# 12</b>  <b>Door and Doorways</b>  <b>Examples of Best Practises</b></p>  <p style="text-align: center;"><b>Accessible Doors and Doorways</b></p>



## 10. Classrooms


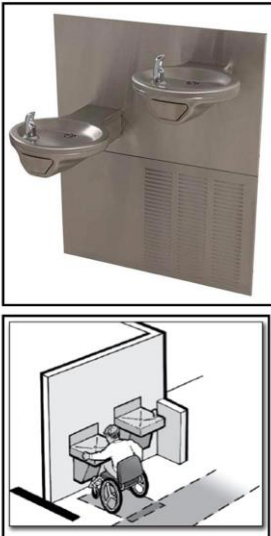
Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Inaccessible furniture.</li> <li>2. Accessible blackboard in classrooms.</li> <li>3. Blackboard height 640 mm</li> </ol>		<ol style="list-style-type: none"> <li>1. 900 mm height, 900mm wide and 1200mm deep clear space in front of the book issue counter</li> <li>2. should have adequate space for the wheelchair of 1500mm in the reading room.</li> <li>3. There should be a gap of 1200mm between bookshelves.</li> <li>4. Jaw's software to be install in at list 5 computers.</li> <li>5. There should be audio books and braille books.</li> <li>6. Black board height should be in 900 mm to 1200 mm.</li> <li>7. There should be proper illumination of 250 lux in classroom.</li> <li>8. There should be 1200 mm space to move the wheelchair in the classroom.</li> <li>9. Teacher should be trained to teach student with disability.</li> </ol>	<p data-bbox="1727 331 1995 411"><b>Sl# 14</b> <b>Cafeteria</b> <b>Examples of Best Practises</b></p>  <p data-bbox="1749 935 1984 986">Accessible Tables in the Cafeteria Highlighted circle shows knee space for wheel chair users</p>

## 11. Accessible Toilet





Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Pathway towards toilet inaccessible.</li> <li>2. 30 toilets in school</li> <li>3. Toilet door width is 923mm.</li> <li>4. 10 toilet has Indian commode style pan.</li> <li>5. No lighting.</li> <li>6. There is a color contrast between the floor, wall, and sanitary fittings.</li> <li>7. No water.</li> <li>8. Inaccessible Ramp Available in front of toilet</li> <li>9. Cubicle size is 1524x 1828mm.</li> <li>10. Basin height 792 mm, Depth 304mm</li> <li>11. No colour contrast</li> <li>12. Bad illumination.</li> <li>13. No grab bars.</li> <li>14. No Signage</li> </ol>		<ol style="list-style-type: none"> <li>1. Toilet door to open outwards, be double hinged or sliding type.</li> <li>2. WC to be installed in a corner with centre line of the WC at a distance of 450mm to 500mm from the adjacent wall. The front edge of WC to project 750mm of/from the rear wall.</li> <li>3. Seat height 450mm.</li> <li>4. Horizontal grab bar to be installed on adjacent wall at a height of 200mm from the WC seat.</li> <li>5. A fold up grab bar to be installed at a centreline distance of 320mm-200mm from the WC seat.</li> <li>6. Wash basin to be installed at a distance of at least 400mm from the side wall.</li> <li>7. Top-edge of the wash basin at a height between 800mm and 840mm from the floor level.</li> <li>8. Clear knee space of at least 750mm height x 750mm width x 200mm depth under the</li> </ol>	<p data-bbox="1727 472 1995 547"><b>SI# 13</b> <b>Accessible Toilet</b> <b>Examples of Best Practises</b></p>  <p data-bbox="1742 1114 1980 1129">Accessible Toilets with Grab Bars</p>  <p data-bbox="1832 1331 1899 1347">Signage</p>

		<p>wash basin, with additional toe-space of 300mm height x 750mm width x 230mm depth.</p> <p>9. Mirror to be at accessible height of 850 mm.</p>	
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## 12. Drinking Water

Issues Observed	Photograph	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. Approach to drinking water not accessible.</li> <li>2. Wash basin height 643mm</li> <li>3. Two Staircase Available Height 307 mm</li> <li>4. Classroom to Drinking water point Inaccessible.</li> <li>5. One Drinking Water point Available</li> </ol>		<ol style="list-style-type: none"> <li>1. To be Establish a water filter</li> <li>2. Height of water filters to be lowered (not higher than 1200 mm).</li> <li>3. Clear knee space of at least 750mm height x 750mm width x 200mm depth under the wash basin, with additional toe-space of 300mm height x 750mm width x 230mm depth</li> <li>4. Drinking glass and cups required.</li> </ol>	<p><b>SI# 15</b> <b>Drinking Water Facility</b> Examples of Best Practises</p>  <p>Accessible Drinking Water Area</p>

### 13. Control and Operating Mechanism





Issues Observed	Photograph	Recommendation	Technical Recommendation
<p>1. Switch board height 1252 mm.</p> <p>2. No colour contrast between switch board and wall.</p>		<p>1. Switch board to be reinstalled at height of 900 - 1200mm and not below 400mm. Clear space from the corner of 400mm.</p> <p>2. Information on controls and switches in Braille.</p>	<p><b>SI# 16</b>  <b>Control and Operating Mechanisms</b>  <b>Examples of Best Practises</b></p>  <p>Accessible Switches in Lift</p>  <p>Accessible Operating Machines</p>  <p>Accessible Fire Extinguisher</p>

## 14. Signage

Issues Observed	Photographs	Recommendation	Technical Recommendation
<p>1. Inaccessible Signage Available</p> <p>2. Signage Height 3657mm</p>		<p>1. Prominent visible signage using the international symbol of accessibility, identifying/advertising/ signifying accessible entrance and exit, reserved car parking, presence of toilets for persons with disabilities and availability of special services.</p> <p>2. Signage size not less than 60 mm for doors, 110 mm for corridors and 200 mm for external use.</p> <p>In the facility to be provided with Braille and Tactile supplements.</p> <p>1. Wherever possible, audio signage to be provided along with Braille and Tactile.</p> <p>2. All Braille and tactile signage to be placed at the height of 900-1500mm, with ideal location at 1050 mm above the finished floor level.</p> <p>3. Signage to be placed/mounted on the wall alongside the door.</p>	<p><b>SI# 17 Signage</b> Examples of Best Practises</p> 



**15. Emergency Related**

Issues Observed	Photographs	Recommendation	Technical Recommendation
<ol style="list-style-type: none"> <li>1. No exit door.</li> <li>2. No emergency evacuation provision.</li> <li>3. No fire Extinguishers in school.</li> </ol>		<ol style="list-style-type: none"> <li>1. Evacuation route plan to be developed and displayed in different locations of each floor and</li> <li>2. From safety point of view classrooms of students / teachers with disabilities at ground floor. Classrooms to be made mobile so that as the child with disability would progress from one class to the other, that classroom would-be run-in ground floor.</li> <li>3. Staff to be trained to assist persons with disabilities during evacuation.</li> <li>4. Install fire extinguisher in every floor.</li> </ol>	<p><b>SI# 18</b>  <b>Emergency Evacuation</b>  <b>Examples of Best Practises</b></p>  <p style="text-align: center;">Emergency Evacuation</p>  <p style="text-align: center;">Evacuation Chair</p>  <p style="text-align: center;">Evacuation Signage</p>