

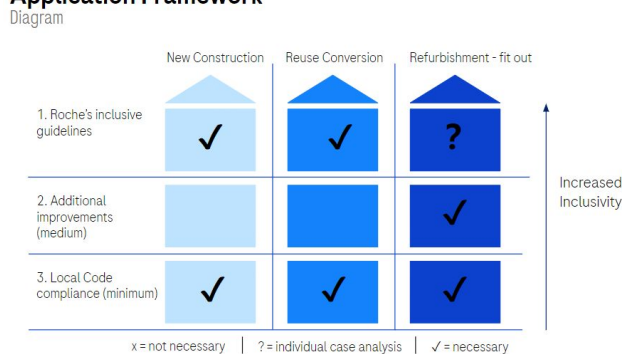
Accessibility and Gender Inclusion Checklist

Roche guide of the built environment

Accessibility

Designing for accessibility involves prioritizing key design considerations such as easy access to level differences, level surfaces and barrier-free entrances. By incorporating these elements, we create environments that are accessible and welcoming for individuals of all abilities. In cases where local regulations provide less stringent standards, this checklist, which takes the SusCon tool as a reference, outlines the minimum requirements for Roche buildings globally. However, if the local regulations are stringent enough, prioritize complying with those. If the building's use is restricted to a group without physical disabilities for safety reasons, those restricted areas should be excluded from the checklist evaluation. Examples could include high risk production areas or non-adaptable production process areas. These requirements apply to new constructions. For existing buildings, conversions or renovations the feasibility/ extent of application should be evaluated together with the project scope at the beginning of the project.

Application Framework



Please consider the following to ensure a barrier-free design and promote inclusivity:

Corridors

- ✘ Ensure there is ample width for corridors, walkways, and movement areas (1.2m) and that turning areas are adequately sized (~1.4mx1.7m) and evenly spaced (~ every 15m).
- ✘ Design highly frequented areas and walkways with smooth curves and ample space for movement .

Ramps

- ✘ Design ramps with a gentle slope (max. 6%) and sufficient width (e.g. min 1.2m), incorporating intermediate landings for higher level differences (> ~1.5m), and implementing physical edge protections for negligible lateral drop heights (> ~0.4m).
- ✘ Place level landings (with a sufficient length of ~1.4m) at the beginning and end of ramps, as well as in front of doors and passageways.

Stairs

- ✘ Maintain a comfortable tread to riser ratio for stairs (e.g. tread = min. 280mm, riser max. 175mm) with closed risers and avoiding protruding nosings on straight stairways.
- ✘ Improve step visibility through the use of contrasting strips or creating a clear contrast with adjacent flooring materials.
- ✘ Position handrails on both sides or in the center of stairways, extending them horizontally by at least the depth of a tread, and avoiding interruptions in areas of directional change.

Elevators

- ✘ Ensure elevator doors are positioned to create spacious and level entry areas. Additionally, maintain a sufficient distance to descending stairways (~0.6m).
- ✘ Prioritize ample internal space within elevator cabins (width ~1.1m, ~1.4m or 2m), especially in high-traffic exterior areas, and aim for a direct drive-through design if possible.
- ✘ Enhance safety by ensuring control devices not only have sufficient contrast but also offer clear visual cues for emergency calls.
- ✘ Promote safe entry and exit from the elevator by adding a mirror opposite the doors in cases where wheelchair turning space is limited.

Obstructions

- ✘ Ensure that building elements, furnishings, and equipment extending circulation areas are tactilely distinguishable and marked (e.g. stairways, sloped elements, displays, trash cans).

Flooring

- ✘ Enhance spatial orientation by having floorings interact with spatial elements, provide tactile information, incorporate contrasting luminance, use appropriate lighting, and display clear signage and signals.
- ✘ Prevent glare from reflection through thoughtful flooring choices.
- ✘ Assure wheelchair usability, walkability, and slip resistance in flooring design.

- ❏ Implement tactile separations between walkways and roadways to improve accessibility.

Doors

- ❏ Ensure that building entrance doors are easily accessible, meeting all specified requirements.
- ❏ Provide doors with a clear width for easy passage (min. ~0.8m, better ~1m).
- ❏ Eliminate thresholds, offsets, or non-flush transition pieces from doors.
- ❏ Limit the height of external thresholds as required (~25mm), particularly when they are unavoidable for construction reasons
- ❏ Confirm ease of operation of all manual doors or opt for full automation for all doors.
- ❏ Opt for sliding doors when automating, and ensure sufficient space (min. 0.6m.) next to the opening area for swing doors .
- ❏ Design door handles without plates, ensuring a reachable height for easy grasping.

Revolving Doors, Turnstiles

- ❏ Provide a nearby automated door alongside revolving doors and turnstiles to facilitate seamless bypassing.
- ❏ Improve safety features in automated revolving doors by integrating deceleration switches and, preferably, motion sensors.

Control Devices

- ❏ Ensure control devices are easily accessible for wheelchair users, providing necessary clearances for operation, and simultaneously display essential information, such as unlocking instructions, using the 2-sense-principal.

Workspaces + Counters

- ❏ Verify that workspaces, desks, counters, and similar areas designated for public use are adequately equipped for wheelchair accessibility in terms of height and level adjustments.

Public restrooms

- ❏ Ensure that there is wheelchair accessibility for at least one restroom on each floor, situated in a gender-neutral zone and featuring an individual entry.
- ❏ Guarantee that restrooms have sufficient floor and room space to allow for wheelchair movement (~1.65 x ~1.80m if doors open to outside), and include wheelchair-friendly fixtures such as handles and sinks.
- ❏ Provide wheelchair accessibility for at least one shower or locker in facilities offering such amenities.

Parking lots

- ❏ Prioritize the incorporation of at least one wheelchair-accessible parking space during the planning phase, ensuring a suitable proportion in relation to the total parking spaces. Consider factors such as a gentle slope (level (max 2%)), trafficability, and slip resistance, and provide a spacious parking width (~3.5m parking width (for parallel parking: ~8.0m length with an additional ~1.4m wide zone along driver's side).
- ❏ Position these corresponding parking spaces in close proximity to the building entrance, making sure they are sheltered and weatherproof.
- ❏ Establish wheelchair-accessible walkways leading to the designated parking spaces, both above and below ground.

Public assembly areas (visitor areas)

- ❏ Provide audio systems in all assembly areas.
- ❏ Ensure a sufficient number of wheelchair seating options in all assembly areas, and adhere to accessibility workplace standards for equipment and movement areas for lecturers.
- ❏ Incorporate flashing lights alongside auditory alarms (e.g. fire alarms) for individuals with hearing impairments.

Safety and orientation

- ❏ Ensure safe routing by carefully designing and arranging natural and artificial lighting to prevent glare, optical issues, and light reflections that could hinder general orientation.
- ❏ Enhance user orientation and promote safe movement by employing contrasting brightness and colors for building elements and signalizations. Make sure the arrangement of contrasting or patterned surfaces avoids causing visual illusions.
- ❏ Ensure unobstructed views for orientation by designing parapets and railings that guarantee transparency (from 0.75m upwards).
- ❏ Enhance visibility of transparent walls or doors by using non-transparent marking.
- ❏ Improve visibility by contrasting doors and architraves.
- ❏ Provide essential orientation information, including details about stairways, restrooms, shower facilities, elevators, and floors, in a tactile format such as reliefs or embossed pictograms.
- ❏ Place signage, labeling, and pictograms within the field of vision, ensuring an adequate size and using non-glass or non-reflective covers.
- ❏ Opt for high-contrast (color and brightness) and non-reflective warning signs, labeling, guidance, and orientation signs.
- ❏ Install textured ground surfaces near stairs, ramps, and platform edges to warn of hazards.

Room Acoustics

- ❏ Install supporting audio systems in spaces with inadequate room acoustics to ensure speech intelligibility; if needed, visually convey essential linguistic information for orientation.

Reference document: [SusCon Accessibility Design Requirements](#)

Gender Inclusion

In cases where local codes and regulations lack adequate gender inclusivity measures, please refer to this checklist for minimum requirements. This checklist provides proposals for making existing, future and leased facilities more gender inclusive in various spaces. It takes into consideration different cultures, generations and religions as well as different purposes of the facilities such as laboratories, offices and manufacturing facilities. The implementation of gender-inclusive policies and practices is part of the Change Management process.

Restrooms

- ☒ In existing facilities with single-user barrier-free toilets, it is recommended to update signage from “barrier-free” to “all inclusive restrooms”, ensuring at least one gender-neutral bathroom is available in each building, preferably on the ground floor. One per floor is ideal, and recommended for newly designed facilities.
- ☒ In existing facilities where barrier-free toilets not single-user, but are located within multi-stall restrooms, at least one male and one female barrier-free stall per building should be reconfigured into gender-neutral by removing gender-specific signage, implementing enhancements for sound and visual privacy by enclosing urinals or installing full-height partitions between stalls.
- ☒ In new constructions incorporate at least one all inclusive restroom per floor, adjacent to the gender-specific restrooms. When designing gender-neutral restrooms, prioritize full privacy by using fully enclosed toilet stall partitions. Consider implementing measures such as insulating materials to minimize odors and noise, ensuring proper ventilation for air quality, and including amenities like sanitary napkin dispensers. Additionally, if space allows, installing sinks and mirrors inside the restroom stalls can offer added privacy. Appropriate signage should be used.
- ☒ Incorporate gender-neutral restroom provisions in the building selection criteria for least premises (single-user barrier-free toilets can be considered as such).
- ☒ In leased facilities, engage with the landlord to explore potential all-inclusive measures to be implemented.

Showers/Gowning/Changing rooms

- ☒ For existing facilities with separate male and female shower areas, consider enclosing all shower and changing areas, allowing therefore access for all ensuring maximum privacy.
- ☒ In new constructions, provide separate shower and changing rooms for males and females, as well as one separate adapted gender-neutral shower and changing room. This dedicated space should have its own private bathroom, shower and changing area ensuring maximum privacy.

Prayer or meditation rooms/ wellness rooms

- ☒ In cases where existing buildings lack designated prayer rooms, repurpose a meeting room or flexible enclosed space into a wellness area that caters to the needs described below.
- ☒ In new constructions, where there is a cultural preference for gender-segregated prayer spaces and a considerable number of individuals praying simultaneously, provide one prayer room for male worshippers, one for female, and, if necessary, another room for mixed-gender prayer.
- ☒ In other situations provide a flexible space that can be utilized for practicing different religions, meditation, and overall wellness activities. This space should be private and require prior booking, ensuring that it is accessible to anyone who reserves it eliminating any gender-related concerns.

Lactation rooms

- ☒ Ensure there is a dedicated room in the building that prioritizes the specific needs of nursing mothers by providing comfort and privacy through features like: soundproofing and lockable doors, comfortable seating options accommodating different body sizes and positions, adjustable lighting (preferably warm lighting of 3000K) and temperature control, amenities like a sink for hygiene purposes and a lockable refrigerator, sterilising and storing receptacles, as well as tables with electrical outlets and charging stations.

Gym/sport facilities

- ☒ In situations where there is a cultural preference for gender-segregated gym spaces try to comply with those preferences. In any other cases, it is recommended to create mixed-gender spaces, with separate changing/shower rooms and bathrooms for men and women as well as a gender-neutral option (see point 1 and 2).

Medical facilities

- ☒ Ensure visual and acoustic privacy and confidentiality in waiting areas, examination rooms, administrative areas, etc.