



SENSORY-FRIENDLY ENVIRONMENT CHECKLIST

Yes	No	Review your office or building for the following features.
		Have you identified aspects of your office that might cause sensory challenges to people with different disabilities? For example, noise, bright lights, temperature, crowds?
		Are your lights adjustable?
		Is the temperature in your building adjustable? Is it consistent in most rooms?
		Do you have an alternative route through your building that avoids noisy or crowded areas?
		Do you have information such as a sensory floor plan or map that could be provided for autistic people and those with sensory issues?
		Do you have a quiet space available for patients or clients?
		Are there any specific initiatives such as an autism hour or opening early?
Notes:		



HINTS AND TIPS

There are many adjustments that you can make to your environment. Here are some tips for adapting your facilities to support people with disabilities.

Bright lights

- Can you reduce the brightness of the lights within your buildings? If this isn't possible in all areas, can you create an area where lights are dim and it is quieter than the rest of the building(s)?

Noise

- Do you play background music? Can the volume of this be reduced?
- Can you reduce other noise? Provide information about what could happen and when so that people are prepared.
- Provide alternatives to noisy hand dryers in toilet areas.
- Some autistic people choose to wear ear defenders in noisy environments. Could you have some available for loan if needed?

Crowds and queues

- Are there areas of your buildings that are usually more crowded? Is there a way that you can minimize this?
- For example, you could let autistic patients/clients know which times tend to be quieter and which are busier. Could you allow patients to make appointments outside of these times? Opening earlier or later for those who need it?
- If you have a busy waiting area, could someone wait outside or in their car and be called when it is their turn?
- Is there a system by which you can support people to avoid long lines or waits?

Temperature

- How do you monitor the temperatures within your office or building? Are there ways that you can adapt the temperatures across your building?

Maps

- If there are multiple areas to your building, a map could help visitors with disabilities and sensory issues to navigate their way around. You could highlight areas that are typically busy or noisy. That way people could avoid these areas if possible. If appropriate offer alternative, quiet routes.

Sensory story

- A sensory story would take a visitor on a journey through your office using the senses. You could begin with a description of the office or building. You could then take visitors on a journey of what they might be expected to see, hear, and smell if they were to visit.

Quiet space

- Some providers can provide sensory rooms. These rooms are quiet spaces usually with low lighting and comfortable seats. They may have sensory toys and objects like noise cancelling headphones. If you cannot offer this, you can still be sensory friendly. Is there a quiet space within your office or building that is away from the main areas? Can the lights be dimmed, either electrically or with light covers, in this space?

Sensory times

- You could schedule “sensory friendly” appointment times during a less busy period of the day, week, or month. These could be an hour or two later or earlier than usual. During the sensory friendly times, you could dim your lighting and turn down music or other sounds. Staff can be trained on how to create sensory friendly spaces and environments.