

## Accessibility levels for UNICEF facilities

To provide an inclusive environment for persons with disabilities, UNICEF offices have been working to enhance accessibility of premises and allocating resources towards it. This short document has been developed to assist offices better understand and prioritise different aspects of accessibility and progressively move towards higher levels.

This document outlines three levels of accessibility i.e. minimum, moderate and high and identifies key elements that need to be achieved at each level.

For easy reference, each level has been linked to Annex 12 of the Supply Manual “[Accessible Components for the Built Environment: Technical Cards](#)” .

Level	Requirements	Technical cards
Level 1 Minimum	<ol style="list-style-type: none"> <li>1. Entrance to the building is accessible (doorway has adequate width. If the entrance has steps, ramp is required to access the building. If UNICEF office is located on the higher floor, elevator should be available to allow person with disability reach the office etc.)</li> <li>2. One work station is accessible (ensure clear pathway to work station from: the entrance, bathroom, meeting room; the room should have sufficient manoeuvring space; special consideration should be given to the choice of the furniture, it should meet any specific requirement of the staff member with disability using the workstation )</li> <li>3. One meeting room is accessible (accessible entrance, sufficient manoeuvring space for person using assistive devices, easy reach to meeting and conferencing equipment, etc.)</li> <li>4. One unisex toilet is accessible (ensure it is equipped with grab rails, manoeuvring space, contain wash basin etc.)</li> <li>5. Accessible evacuation required for the ground level of the building and for any other level where staff with disability works.</li> <li>6. A parking space close to the building entrance should be adapted following the standards wherever parking space is available on UNICEF premises.</li> </ol>	See accessibility technical cards 1B, 2C, 2B, 4A, 4C, 4F
Level 2 Moderate	<ol style="list-style-type: none"> <li>1. Achieve Level 1 accessibility</li> <li>2. More than one work station is accessible (additional work stations should be made accessible upon the request of the staff member)</li> <li>3. Two meeting rooms are accessible (see above)</li> </ol>	See accessibility technical cards 1B, 1C, 2B, 2C, 3B, 4A, 4C, 4F, 4G,

	<ol style="list-style-type: none"> <li>4. More than one floor has accessible toilet</li> <li>5. Easy circulation in most parts of the building: Ensure one vertical accessible circulation in the building (e.g. provision of lift, stairs and ramps) and horizontal circulation within each floor (e.g. corridors should have adequate width and be level, when there are differences in level within a floor ramp should be provided)</li> <li>6. Common areas, such as pantry, cafeteria, reception areas, and recreation areas are accessible (e.g. ensure clear pathway to the area, sufficient manoeuvring space, sink taps should be reachable and easy to operate with one hand.)</li> <li>7. One parking space with accessible pathway to entrance is available</li> </ol>	
<p>Level 3 High-level</p>	<ol style="list-style-type: none"> <li>1. Achieve Level 1 and Level 2 accessibility</li> <li>2. Accessible work stations are available on every level/floor</li> <li>3. All meeting rooms are accessible</li> <li>4. 50% of toilets in the building are accessible</li> <li>5. All common areas are accessible</li> <li>6. Where parking is provide at least 4% is reserved for accessible designated parking space (e.g. if parking facility contains 50 lots/garages, 2 of them should be reserved for accessible parking)</li> <li>7. Signage are displayed (e.g. indication of accessible toilets, parking spots)</li> <li>8. Control and switches can be operated safely and independently</li> </ol>	<p>All technical cards</p>