

# ACCOMMODATION MEASUREMENT GUIDE

It is important to take measurements for inclusion in your Access Guide. Potential customers will need these measurements to make an informed choice on the suitability of your venue.

This guide provides instructions for taking measurements and provides examples.

## Measuring Tape

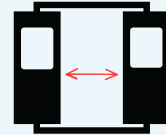
- Measuring tapes are available in a variety of sizes.
- A three metre or five-metre-long tape will be sufficient.
- Please check the tape used has a metric scale on its ribbon. Many tapes will have both an imperial scale (inches and feet) on one side of the ribbon and a metric scale (millimetres and centimetres) on the other.
- Please record your measurements in mm.



## Horizontal width of main entry door

Measure the clear width of the main entry door as shown. Please ensure to measure the clear space through the door opening.

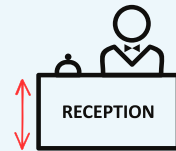
1. Open door to its widest width.
2. Using measuring tape, measure from edge of actual door to opposite frame.
3. Record measurement in mm.



## Reception desk

Measure the height of the main service counter and the lower height counter, if applicable.

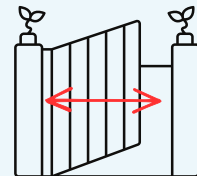
1. Please measure from the ground to the actual serving height.
2. Record measurements in mm.



## Door/Gate to pool area

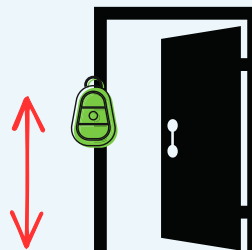
Measure the clear width of door/gate. Please ensure to measure the clear space through the door opening.

1. Open door/gate to its widest width.
2. Using measuring tape, measure from edge of actual door to opposite frame.
3. Record measurement in mm.



## Height of the key card system to access hotel room

1. Measure the operating height of the key system.
2. Measure from the ground to the operating panel.
3. Record measurements in mm.



## Height of the key card system inside hotel room

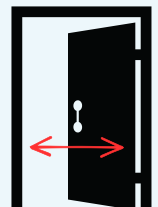
Measure the operating height of the key system.

1. Measure from the ground to the operating panel.
2. Record measurements in mm.

## Horizontal width of accessible room entry and internal doors

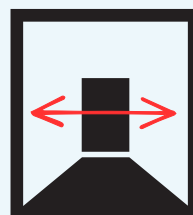
Measure the clear width of door. Please ensure to measure the clear space through the door opening.

1. Open door to its widest width.
2. Using measuring tape, measure from edge of actual door to opposite frame.
3. Record measurement in mm.



## Hallway width of accessible rooms

1. Measure most narrow point of hallway.
2. Measure from skirting to skirting on either side of hallway.
3. Record measurements in mm.



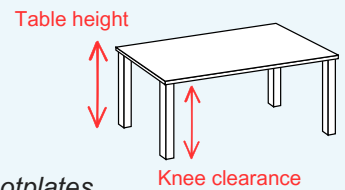
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## Height of tables in rooms

Measure the height and knee clearance of tables that are wheelchair accessible.

*Wheelchair tables should have 4 sturdy legs. Table legs should not obstruct wheelchair footplates.*

1. To measure table height, you will need to measure from ground to top of table.
2. To measure knee clearance, you will need to measure from beneath the top of the table to the ground.
3. Record measurements in mm.

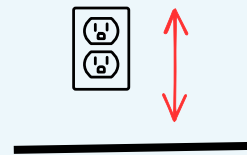


## Height of power outlets in rooms

**(to power medical equipment and charge mobility equipment)**

Measure the operating height of the power outlet from the floor.

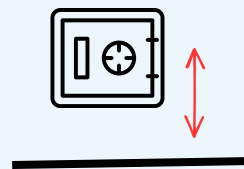
1. Measure from the ground to the operating button.
2. Record measurements in mm.



## Height of safe operating panel in rooms

Measure the operating height of the safe from the floor.

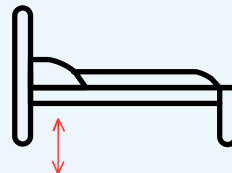
1. Measure from the ground to the operating button.
2. Record measurements in mm.



## Space under bed for a portable hoist

Measure the space under the bed.

1. Measure from the ground to the bottom of bed base.
2. Record measurements in mm.



## Shower

If applicable, distance of taps and mounted shower products to shower bench in accessible bathrooms.

1. Measure the distance from the accessible shower bench to the taps.
2. Measure the distance from the accessible shower bench to shower products.