

4. Common elements (indoor and outdoor)

## 4.1 Signage and wayfinding

**Location:**

**Date and time:**

**Auditor:**

**Description:**

Signs are the main way of communicating direction, location, safety, or form of action. Wayfinding describes the ways to help people find their way through touch, print, signage, and architecture or landscaping.

Effective signage and wayfinding communicate necessary information to the user, regardless of indoor or outdoor conditions or the user’s sensory abilities. Signage uses different modes (pictogram, verbal, tactile) to present essential information in many ways.

	Source	Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
<b>4.1.a</b>	Does the facility have interior signage?						
<b>4.1.b</b>	Is the International Symbol of Access used to identify accessible access when required—washrooms, main entrances, elevators?   (Source: International Symbol of Access included in ISO 7001)						

chart continued on next page →

		Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
<b>4.1.c</b>	Is signage consistently located?						
	Source						
	CSA B651-18 (4.5.1.a)						
<b>4.1.d</b>	Are signs giving the same type of information within the same facility—consistently shaped, coloured, and positioned?						
	Source						
	CSA B651-18 (4.5.2.c)						
<b>4.1.e</b>	Is signage colour-contrasted with the background?						
	Source						
	CSA B651-18 (4.5.2.c)						
<b>4.1.f</b>	Is signage positioned to avoid shadow areas and glare?						
	Source						
	CSA B651-18 (4.5.1.b)						
<b>4.1.g</b>	Are letters and numbers on the sign in sans serif font?						
	Source						
	CSA B651-18 (4.5.3.a)						
<b>4.1.h</b>	Do signs have Arabic (1, 2, 3) numbers?						
	Source						
	CSA B651-18 (4.5.3.a)						

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		Yes (+ 3)	Most of the time (+ 2)	Some -times (+ 1)	No (0)	N/A (- 3)*	Comments
<b>4.1.i</b>	Do tactile signs supplement the text of regulatory signs (such as prohibition and mandatory signs)? Caution and danger signs? Identification signs for rooms, titles, names, or numbers?						
	Source CSA B651-18 (4.5.6.1)						
						Subtotal	Max. score
						+ 27	=
						<b>Final Total</b>	
		Subtotal	Subtotal	Subtotal	Subtotal		
		+	+	+	=		

\* Subtract your N/A subtotal from the maximum possible score

**Principle 1**

Does this feature follow the whole journey approach?

**Principle 2**

Does this feature follow the concepts of universal design?

**Principle 3**

Is there an adequate seasonal maintenance program for this feature?