

# Environment Self-Help Checklist



- ☐ 1. Is the overall environment bright and welcoming
- ☐ 2. Are the premises accessible to all users
- ☐ 3. Are public areas tidy and well maintained
- ☐ 4. Are fire exits and fire extinguishers clearly signed
- ☐ 5. Is the First Aid station clearly signed
- ☐ 6. Are there private areas for meeting with clients
- ☐ 7. Are resources and services clearly labelled
- ☐ 8. Are they well organized and easy to access
- ☐ 9. Is there adequate work space for client's use
- ☐ 10. Is there adequate space for group work
- ☐ 11. Is furniture attractive, comfortable and appropriate
- ☐ 12. Is lighting adequate and without glare
- ☐ 13. Are heating temperatures appropriate for the time of year
- ☐ 14. Is there adequate ventilation