



## Appendix 7 – Sample Site Audit

Site Name and Address
<b>Site and Building Access</b>
Number and location of site entrances?
Who uses entrances and what are the opening hours?
<b>Car Parking</b>
How many formal car parking spaces are there?
Is there evidence of informal car parking?
Is there designated parking for pool vehicles/ expectant mothers/ mobility impaired/ 'other' car drivers?
Is there a company car policy?
Are the car parks managed, e.g. permit system, barriers, Pay and Display, short term spaces in areas of high demand?
<b>On-Site Facilities</b>
Are there set-down parking areas on site? Are they located at a footpath?
Are showers and changing rooms provided for employees walking or cycling to work? How many and where? What standard are they? How often are they cleaned?
Are storage areas such as lockers provided? How many and where? e.g. close to cycle parking
Is travel information (public transport timetables, information on cycle parking locations, etc.) provided to employees? What and where? e.g. notice board, at reception, canteen, intranet
<b>Walking</b>
Are signposts, street names and property numbers provided where necessary?
Are walking routes on-site well lit?
Are walking routes on-site overlooked (natural surveillance) or covered by CCTV?
Do walking routes on-site feature paths, pedestrian crossings, street lighting, dropped kerbs and tactile paving?
Are pedestrians separated from vehicular traffic on-site?
Is there a formal walking route marked out on site (e.g. Slí na Sláinte)? How is it publicised?
Is 'street clutter' kept to a minimum on paths?
Are walking routes through the site pleasant to use?
Are footpaths free of flooding?
Are footpaths away from noise and exhaust fumes where possible?
<b>Cycling (Please see Appendix 6 for full cycle facilities audit)</b>
How many cycle parking spaces are available?
Where is the cycle parking located?
Are the spaces covered by CCTV or natural surveillance?
What type of cycle parking is provided? e.g. covered, secure.
Is cycle parking well lit?
Is cycle parking signposted?
Is cycle parking visible from the main entrances?
Is visitor cycle parking available?
Are there areas where people informally park/store their bikes (railings/offices)?



Are fleet bikes provided? If so, how many?
Are cyclists separated from vehicular traffic on the site?
Do employees receive cycle business mileage? If so, at what rate?
Is the cycle to work scheme offered? Are there any restrictions on participation?
Are cycle routes through the site pleasant to use? Are there any issues with potholes, 'ponding' of water at the side of the road, etc.?
<b>Public Transport</b>
What scheduled bus services are available? When do they operate (frequency/ start & finish times)?
Is an inter-site shuttle bus provided?
Where are bus stops situated in relation to your site? Are bus shelters provided?
Is there a train station nearby? What is the service provision?
Where a bus enters the site, can it enter/exit the site swiftly at peak times?
Is up-to-date public transport information (timetables, directions to stops) available on-site? Where?
Are walking times and distances to local public transport nodes and amenities indicated?
Are 'Tax Saver' tickets available to staff? Are they monthly or annual? Are there restrictions on purchase windows or availability of tickets?
Is access to public transport stops from your site direct? Could you open access/ gates to allow more direct access?
<b>Car Sharing</b>
Does your company promote carsharing through a formal scheme?
Are spaces marked out for carsharers? How many and where?
Has your organisation availed of a free, private car-sharing group on <a href="http://www.carsharing.ie">www.carsharing.ie</a> ?
<b>Business and Inter-Site Travel</b>
Is there a corporate policy relating to business and inter-site travel? e.g. use of public transport for specific journeys
Are there company/pool vehicles available for use? How many? What fuel do they use?
What rate of business mileage do employees receive for driving on business?
Is there business mileage allowance for modes other than the car?
Are tele-conferencing facilities available? Are separate rooms/headsets available? Do employees know how to use/ book these facilities?
<b>HR Policies</b>
Does your organisation promote flexible working policies such as flexi-time, compressed working week, job sharing, home working?
<b>Local Area</b>
What facilities are available on-site or close by (e.g. shop, bank, dry cleaners, post office)? How accessible are they?
Are there any proposed infrastructure changes on-site or locally that will affect how employees travel?
<b>Motorcyclists</b>
Are motorcycle spaces provided? If so, how many?
Where are the spaces located? Are they well-lit and sheltered, with CCTV?



<b>Taxi Services</b>
Are there clear information points for local taxi services?
Is there a waiting area for taxis?
Does the site justify a dedicated taxi-rank?
<b>Goods/Service Vehicles</b>
Are there regular courier/haulage deliveries?
Have suppliers reported any problems finding the site or making deliveries on-site?
<b>Other Comments/ Additional Information</b>

