



Appendix 7 – Sample Site Audit

| Site Name and Address |
|--|
| Site and Building Access |
| Number and location of site entrances? |
| Who uses entrances and what are the opening hours? |
| Car Parking |
| 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? |
| On-Site Facilities |
| 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 |
| Walking |
| 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? |
| Cycling (Please see Appendix 6 for full cycle facilities audit) |
| 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.? |
| Public Transport |
| 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? |
| Car Sharing |
| 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 www.carsharing.ie ? |
| Business and Inter-Site Travel |
| 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? |
| HR Policies |
| Does your organisation promote flexible working policies such as flexi-time, compressed working week, job sharing, home working? |
| Local Area |
| 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? |
| Motorcyclists |
| Are motorcycle spaces provided? If so, how many? |
| Where are the spaces located? Are they well-lit and sheltered, with CCTV? |



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

