

Item	Priority	Action needed	Who is responsible?	Budget/ resources	Timeframe/ Deadline	Status
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### Getting to your premises

• External signage						
• Approaching on foot						

### Parking and drop off

• Setting down points						
• Accessible cycle parking						
• Accessible car parking						
• Routes to entrance						

### Entering your premises

• Steps / ramps / handrails						
• Main entrance						
• Alternative accessible entrance						

### Getting around

• Internal signage						
• Layout						
• Aisle widths						
• Minor level changes						
• Internal doors						