
SITE AUDIT CHECKLIST

A site assessment is an important first step in assessing the travel opportunities and challenges for your organisation. This assessment can be as simple as walking around a workplace and the surrounding area, and recording information on the different ways to get around.

Note: Not all questions may be applicable to your organisation or site.

General questions	Comment
How many people are based on the site (consider staff/students/contractors)?	
How many people are on the site on average on any given day?	
What are their patterns of work (e.g. 9am – 5pm, two shifts from 6am – 8pm, part-time work/work from home etc)?	
What are the most common travel modes to the site?	
What are the organisation's/site operating hours?	
Where is the main entrance?	
Where are the other entrances?	
Is the site shared with other organisations? How?	
Are there any operational issues which affect movement around the site?	
Are there any future land development changes expected on the site? If so, how are they expected to affect travel to and from the site?	

On site facilities	Comment			
<p>Describe facilities provided or services offered onsite or within the campus/building or business park such as:</p> <ul style="list-style-type: none"> • childcare • gym • convenience store • dry cleaning • restaurants • other. 				
Pedestrian access	Yes	Maybe	No	Comment
Are there routes/footpaths direct to key locations e.g. bus stops, shops?				
Are footpaths within and around the site well lit?				
Are the paths obstructed by foliage or anything else?				
Are the routes on site covered from the rain or sun?				
Are there any conflicts between vehicles (including bicycles) and pedestrians?				
Are there safe crossing points on local roads?				
Are any roads missing safe crossing points?				
Is wayfinding clear and intuitive?				

Cycling access	Yes	Maybe	No	Comment
What are the cycle routes? Are they segregated? Shared? None?				
Are the cycle routes in a good state of repair?				
Are nearby roads conducive to cycling? Are they busy? Main or local? Steep or flat?				
End of trip facilities	Yes	Maybe	No	Comment
Are there showers/lockers/towel drying rooms/hair dryers/irons/other facilities?				
Is bike parking available on site? If so, how many spots? Where?				
Is bike parking covered and well lit?				
Are the spaces secure (CCTV/visible location)?				
Are the spaces conveniently located (near lifts/entry/exit/changing rooms)?				
Motorbikes/scooters	Yes	Maybe	No	Comment
How many parking spaces for motorbikes/scooters?				
Are the spaces covered and well lit?				
Are the spaces secure (CCTV/visible location)?				
Are the spaces conveniently located (near lifts/entry/exit/lockers)?				

Bus services	Yes	Maybe	No	Comment
Where are the nearest bus stops?				
Are the bus stops covered? Do they have seats? Lighting?				
Which services operate from these bus stops (list bus numbers, areas they serve, frequency)?				
What is the time of the first service? What is the time of the last service?				
Is real-time bus information available at the bus stops?				
Are there any future changes expected to the bus network and if so, how will they affect transport to and from the site?				
Carparking	Yes	Maybe	No	Comment
Is parking provided on site? How is parking allocated?				
Is parking charged for? If so, how much?				
What are the parking charges used for?				
Does the carpark regularly get full? Is access to the carpark regulated?				
Is public parking available nearby?				
What is the cost for this public parking?				
Are there any car share vehicles on site or nearby?				

Carparking – Continued	Yes	Maybe	No	Comment
Are there any parking spaces allocated to multiple occupancy vehicles (e.g. car poolers)?				
Vehicle access	Yes	Maybe	No	Comment
Are there any congestion issues around the site?				
Are there any operational issues (e.g. with delivery vehicles)?				
Are freight deliveries consolidated or limited to certain hours?				
Are there any safety issues?				
What is the movement of vehicles into and out of the site on a daily basis?				
Flexible working	Yes	Maybe	No	Comment
Are employees provided with tools to conduct meetings remotely (e.g. Skype for business, mobile phones etc.)?				
Do workplace policies enable staff to have flexible start and finish times and to work from home where appropriate?				
Are meetings scheduled outside of the morning and afternoon peak (e.g. between 10am – 3pm)?				
Is web conferencing available onsite?				