Site audit checklist

DESCRIPTION: A site assessment is an important first step in assessing the travel and transport opportunities and challenges for your organisation. A site assessment can be as simple as walking around a workplace and surrounding area and recording information about how to get around on foot and all other modes of transport.

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 / 2 shifts from 6am – 8pm part time work / work from home etc.)	
What are the most common travel modes to the site?	
What is the site operating hours?	
Where is the location of the main entrance?	
Where are the locations of other entrances?	
Is the site shared with other organisations? How?	
Are there any operational issues which impact on 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
Describe facilities provided or services offered onsite or within the campus / building or business park such as: • Child care • 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 from weather and well lit?				
Are the spaces secure? (CCTV / visible location)				
Are the spaces conveniently located? (near lifts / entry / exit / change rooms)				
Motorbikes / Scooters	Yes	Maybe	No	Comment
How many parking spaces for motorbikes / scooters?				
Are the spaces well lit?				
Are the spaces covered from weather?				
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?				

Train Services	Yes	Maybe	No	Comment
Where is the nearest railway station? (e.g. location, distance from main entrance)				
Which services operate from these railway stations?				
What frequency is the service at the railway station/s?				
What is the time of the first service? What is the time of the last service?				
Are there any future changes expected to the train network and if so, how will they affect transport to and from the site?				
Light Rail	Yes	Maybe	No	Comment
Where is the nearest light rail stop? (e.g. location, distance from main entrance)				
Which services operate from these bus stops?				
What frequency is the service at the light rail stop(s)				
What is the time of the first service? What is the time of the last service?				
Are there any future changes expected to the light rail network and if so, how will they affect transport to and from the site?				
Car Parking	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 car park regularly get full? Is access to the car park regulated?				
Is public parking available nearby?				
What is the cost for this public parking?				
Are there any car share car pods on site or nearby (e.g. Go Get, etc.)?				
Are there any parking spaces allocated to multiple occupancy vehicles (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 on site?				