

# CHECKLIST

## BUILDING DESIGN

### 3.1 DESIGNATING STAIRS FOR EVERYDAY USE

	Provide one or all stairs in a building for everyday use, whether in the form of a grand staircase or fire stairs that also serve as a principal means of travel.
	Focus on stairs rather than elevators as the principal means of vertical travel for those who are able to climb the stairs.
	In high-rise buildings, provide an integrated vertical circulation system that incorporates stair use for travel between adjacent floors, so that elevators are used primarily for vertical travel of four floors or more.
	Integrate the stair with the principal areas of orientation and travel within the building.
	Make the stairs accessible to the public areas of the building and, where possible, eliminate locks between staircases and floor areas.

### 3.2 STAIR LOCATION AND VISIBILITY

	Locate stairs near the building's entrance.
	Locate a stair targeted for everyday use near the elevator.
	Locate an appealing, visible stair directly on the building's principal paths of travel.
	Design stairs to be more visible. Use one or more of the following:
	Fire-rated glass enclosures instead of traditional opaque enclosures
	Open stairs between two or more floors with either the same or associated tenancies

### 3.3 STAIR DIMENSIONS

	Make stairs wide enough to accommodate travel in groups and in two directions.
	Design stair risers and treads that are comfortable and safe.

### 3.4 APPEALING STAIR ENVIRONMENT

	Use articulated and unique stair compositions:
	Grand, sculptural staircases
	Exciting stair construction
	Provide visually appealing interior finishes.
	Design stair environments that appeal to the senses.
	Highlight interesting views, such as prospects onto nature or indoor gathering areas.
	Incorporate artwork into the stair environment.
	Add music to stairwells.
	Incorporate natural ventilation.
	Select bright, inviting colors.

	Design safe stairs.
	Provide slip-resistant floor finishes.
	Provide color or textural contrasts at tread nosings.
	Provide well-lit stair environments.
	Incorporate natural daylight into the stair environment.
	Provide illumination levels of 75 percent to equal that of adjacent corridors.
	Design stairs to be easily maintained.

### 3.5 STAIR PROMPTS

	Place signage at elevators and escalators to encourage stair use.
	Locate stair prompts where they will be most visible.
	Design informational and motivational messages to be linguistically and culturally appropriate to the building's users.
	Use multilingual messages compatible with building users.
	Match motivational message with building users' sensibilities and travel motivations.
	Use age appropriate messages.

### 3.6 ELEVATORS AND ESCALATORS

	Design elevators to be less prominent than the stairs for people who can use the stairs, while providing elevator access for people with disabilities.
	Locate elevators out of direct view from the building's entrance.
	Do not program the elevators to return to the ground floor and rest in the open position when not in use.
	Refrain from visually highlighting and articulating the elevator while visually emphasizing the stairs provided for everyday use.
	In high-rise commercial buildings, consider creating a second-floor lobby accessible from ground level by a grand or open stair.
	Consider limiting the number, size, and capacity of elevators to the minimum required by code, where appropriate.
	Consider reducing the elevator travel speed or the cab door open-and-close speeds, particularly in low-rise buildings.
	Consider installing skip-stop elevators, where appropriate for the building type.
	Use signage at the elevator and escalator entry areas to promote nearby stair use.
	Limit the use of escalators in buildings. Also consider one or more of the following strategies:
	Limit escalator use to rush hours.
	Slow escalators during non-rush hours.
	Retrofit existing escalators with motion sensor activation devices.

### 3.7 BUILDING PROGRAMMING

	Locate building functions to encourage brief bouts of walking to commonly used amenities within a building.
	In work environments, organize functions such as restrooms, lunchrooms or cafeteria, photocopy rooms, mailrooms, shared equipment spaces, staff lounges, and meeting rooms a pleasant walking distance from individual work spaces.

		In large-scale multiple-building developments, provide for tenant spaces that can accommodate newsstands, post offices, places to purchase healthy food, and other functions.
		In mixed-use buildings, locate common functions in the lobby area to promote walking to routine lunchtime and after-work or after-school activities.
		In residential environments, place functions such as community and recreational spaces, mailrooms, and management offices on an alternative floor or a pleasant walking distance from individual residences and building entrances.
		Consider locating the principal building lobby functions on the second floor accessible by a prominent grand stair or ramp.
		Locate shared functions on alternative floors, adjacent to staircases or ramps.
		When arranging a building's program, consider the capacities and ages of specific inhabitants.
		Encourage personal interaction in addition to electronic communication.

### 3.8 APPEALING AND SUPPORTIVE WALKING ROUTES

		Provide visually appealing environments along paths of travel.
		Provide daylighting along paths of travel.
		Provide supportive infrastructure along walking routes.
		Restrooms
		Drinking fountains or water refilling stations
		Benches
		Provide information about walking routes within and around the building.
		Provide incremental distance markers.

### 3.9 BUILDING FACILITIES THAT SUPPORT EXERCISE

		Include physical activity spaces in commercial workplaces and residential buildings.
		Locate physical activity spaces within centrally visible locations in the building.
		Provide views to the outdoors from physical activity rooms.
		Provide shower and locker room facilities.
		Provide secure, sheltered, and accessible bicycle storage, preferably on the ground floor.
		Provide information boards and signage about facilities, services, and groups related to physical activities.
		Design activity spaces to accommodate a building's various occupant groups.
		Provide easily accessible drinking fountains throughout the building.

### 3.10 BUILDING EXTERIORS AND MASSING

		Maximize variety, detail, and continuity on the lower one-to-two floors of the building exterior.
		Provide multiple entries and maximum transparency along the street to help enliven the pedestrian environment.
		Incorporate canopies and awnings into building facades.
		Carefully incorporate stairs and ramps as building design features.
		Design building massing to enhance nearby parks, plazas, and open spaces.