# THE AGE-INCLUSIVE FIT-OUT CHECKLIST



**A working specification for landlords, employers and fit-out teams who want an office that supports a changing workforce - not just a fashionable one.**

Most inclusive design checklists stop at neurodiversity and wellbeing. This one covers what tends to get left out: door hardware, meeting room accessibility, lighting for ageing eyes, and environmental control for menopause-related needs. Use it alongside, not instead of, your existing DDA/Equality Act compliance review.

# CONTENTS


01 DOORS AND HARDWARE

02 MEETING ROOMS & TECHNOLOGY

03 LIGHTING, CONTRAST & WAYFINDING

04 ENVIRONMENTAL CONTROL & MENOPAUSE

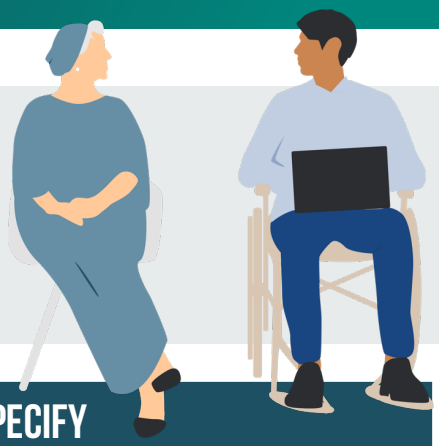
05 TECHNOLOGY & CHANGE MANAGEMENT




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# 01 DOORS & HARDWARE



| DESIGN ELEMENT | WHAT TO SPECIFY |
|---|---|
| **Handles** | Lever or pull handles operable with one hand, no tight grasping or wrist twisting. Grip diameter and clearance to current BS 8300-2 guidance. |
| **Opening force** | Low opening force throughout the swing, particularly on fire doors and WC doors - check against current Approved Document M figures. |
| **Materials and finishes** | Avoid cold, unfinished metal on frequently touched hardware. Thermal breaks or warmer finishes reduce discomfort for arthritis sufferers. |
| **Mounting height** | Consistent handle height across the floor, with visual contrast against the door leaf. |
| **Kitchen and breakout fittings** | Sensor operated taps and bins, digital interfaces on coffee machines etc. |



# 02 MEETING ROOMS AND TECHNOLOGY

| DESIGN ELEMENT | WHAT TO SPECIFY |
|---|---|
| **Hearing provision** | Induction loop or equivalent assistive listening system, tested with actual hearing aid users — not just installed and assumed working. |
| **Lighting for lipreading** | Even, glare-free lighting on speakers' faces, not just table-level task lighting. |
| **Hybrid meeting support** | Captioning or live transcription available as standard, not requested case by case. |
| **Control simplicity** | Clearly labelled, tactile controls for lighting and AV. Avoid touch-only panels as the only option. |
| **Room training** | Short induction for staff on how to actually use loop systems and captioning - the equipment is wasted if nobody knows it's there. |



# 03 LIGHTING, CONTRAST AND WAYFINDING

| DESIGN ELEMENT | WHAT TO SPECIFY |
|---|---|
| **Ambient light levels** | Higher general light levels to suit ageing eyes, balanced against increased glare sensitivity - avoid high-gloss finishes under direct light. Use non-white surfaces and natural materials to help with glare. |
| **Signage contrast** | High-contrast, well-lit signage at consistent points throughout the building. Digital signage where possible for future proofing needs. |
| **Stairs** | Clear, high-contrast step edges and visible handrails on every flight, not just primary staircases. Use natural materials like timber where appropriate. Include handrail warning indicators in braille to indicate final step and current building level. |
| **Wayfinding logic** | Simple, repeated wayfinding logic - don't rely on colour alone, and don't assume familiarity after one induction. Use symbols as well as lettering, not one or the other. |

# 04 ENVIRONMENTAL CONTROL AND MENOPAUSE



| DESIGN ELEMENT | WHAT TO SPECIFY |
|---|---|
| **Temperature response** | Zoned HVAC with a genuinely fast response time in at least some areas of the floor - know your actual cooling time, don't assume it. |
| **Cold water access** | Chilled water readily available on every floor, not centralised in one location. |
| **Flexible posture** | Spaces that allow standing or moving without needing to book a different room – try and incorporate informal, low-friction options near desks. |
| **Personal control** | Where possible, desk-level personal fans or airflow control rather than whole-floor-only settings. |
| **Rest and recovery** | A genuinely quiet space to sit for ten minutes, without needing to book a meeting room. |

# 05 TECHNOLOGY AND CHANGE MANAGEMENT



| DESIGN ELEMENT | WHAT TO SPECIFY |
|---|---|
| **Transition support** | Training on new booking systems, AV or space changes for all staff - nothing should be assumed as intuitive. |
| **Fallback options** | Ensure a non-digital fallback for meeting room booking or lighting control where practical, particularly during rollout. |
| **Feedback loop** | A simple, low-friction way for staff to flag what isn't working after move-in, reviewed on a set schedule rather than left open-ended. |

# HOW TO USE THIS GUIDE:

Run this alongside your standard accessibility compliance review, not as a replacement for it. Treat every 'what to specify' column as an ongoing design brief question - not a box to tick at RIBA Stage 2 and forget.

