# A Verbal Map of Arts House

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## Accessing the Main Building

### Entrances

#### Queensberry St entrance

* The Queensberry St entrance to Arts House has 9 concrete steps with grab rails on both sides for all steps except the last two. There are no hazard indicators at the top or bottom of stairs. There is a tactile surface strip along the edge of each step in a low contrast, maroon colour.
* There is an automated double glass door at the top of these stairs and a smooth transition from the outdoor concrete to the carpeted floor inside the foyer.
* To find the reception desk from this entrance, proceed straight ahead and slightly to your left, past the pillar which stands in the centre of the foyer. The reception desk faces the Queensberry St entrance.

#### Errol St entrance

* The Errol St entrance is on the corner of Queensberry St, to the left of the North Melbourne Post Shop, which is located at 72 – 82 Errol St.
* This entrance has 2 steps with yellow tactile contrast strips, hazard indicators at the top and bottom of the steps and grab rails either side.
* Please note that the entrance to North Melbourne Post Shop is directly ahead of the top of the stairs. Instead, turn left and find the push button on the pole immediately to your right. This pole is to the left of the Post Shop doorway.
* There is also a wheelchair accessible ramp which leads to this entrance. The entrance to this ramp is approximately 4 metres to the right of the steps.
* Once at the door, the push button should open the automatic door to Arts House towards you for approximately 20 seconds. If the door is locked, please ring the doorbell above the push button to alert staff inside that you are at the entrance.
* If exiting the building from the other side of this door, you will find the push button to the left of the door. There is also a handle on the left of the door which can be turned downwards to open it manually.
* Once inside the entrance door, immediately turn right and head along the carpeted corridor for approximately 20 metres until you reach the opening to the foyer. From here, head diagonally to your right to find the reception desk.

#### George Johnson Lane entrance

* George Johnson Lane has a wheelchair accessible entrance to Arts House which is at the end of the laneway to the right of the building, off Errol St.
* Please note - this laneway is also the Post Shop loading zone so there may be parked or slow-moving vehicles, partially blocking access to this entrance during business hours.
* George Johnson Lane has high contrast, yellow directional lines leading to the Arts House entrance. These are quite worn, and difficult to sense as tactile surface indicators. There is, however, a distinct change in surface from the footpath to the smooth paving stones of George Johnson Lane.
* Follow George Johnson Lane, under an archway and straight ahead for approximately 30 metres until you reach an alcove to your left. Turn to your left and enter the alcove. The ramp ahead of you leads to the entrance and has a grab rail along the right wall which you can follow all the way to the end.
* At the end of this grab rail, is a large square push button mounted on the wall with a doorbell on top in case this door is locked. The push button will open the automatic door towards you and will stay open for approximately 20 seconds.
* To exit the building from the other side of this door, find the push button which is mounted on a section of the wall which juts out to the left of the door. This door also has a handle on the left which can be turned to manually open it.
* Once inside the door from this entrance, you will find the reception desk by moving straight ahead for approximately 6 metres and turning to your right.
* Please note - there is a flight of stairs leading down to the Basement level, approximately 1-2 metres behind the reception desk, to your right. There are no hazard indicators at the top of these stairs.

### Lift

* Facing the reception desk, turn to face your right and follow the edge of the desk until it ends. Take 2 to 3 steps forward from here and turn 90 degrees your left. Walk straight ahead until you pass through a large open doorway. Turn 90 degrees to your left and continue straight ahead until you find the lift.
* There are up and down buttons with braille to the right of the lift doors.
* Inside the lift, on the walls to your right and left, there are raised print and braille buttons. It may feel as though there are two columns of buttons but the columns on the right are just markings.
* Please note that the Ground Floor button to your right as you enter is missing some braille dots.
* If you are going up in the lift to Level 1, the doors will open behind you. If you are going down to the Basement level, the doors will open in front of you.
* The lift buttons to come back down from Level 1 are to the right of the door as you are facing it. The buttons to come back up from the Basement level are to the left of the door as you are facing it.

### Stairs to Level 1

* Facing the reception desk, turn to face your left. From here, follow the edge of the desk until it lowers and then ends. If you walk straight ahead from here, you should find the hazard indicators in front of you and slightly to your right. These indicate the bottom of the staircase.
* There are 25 stairs at 180cm wide, with grab rails either side.
* There is a hazard indicator at the top of the stairs and a waiting area to your right.

### Stairs to Basement

* Facing the reception desk, follow the edge of the desk along to your right until it ends. From here, move straight ahead to locate the top of the stairs, slightly to your left and approximately 1-2 metres behind the reception desk. These stairs do not have hazard indicators at the top or bottom.
* There are 20 stairs leading down to the Basement level with grab rails on either side.
* Please note these stairs have a low ceiling. Taller people may need to be cautious.

## Ground Floor

### Foyer / Reception

* Each entrance to the main building of Arts House leads to the central, carpeted foyer on the Ground Floor.
* To find the reception desk from the Queensberry St entrance proceed straight ahead and slightly to your left, past the pillar which stands in the centre of the foyer. The reception desk faces the Queensberry St entrance and has a lowered section towards the left end when facing it.

### Main Hall

* Facing the reception desk, turn to face your left and follow the desk until it lowers and ends. Continue straight ahead and slightly to your left until you find the double doors to the Main Hall. These doors open towards you and there is a handle on the left edge of the right door, towards the centre of the two. There are also vertical bolts at the top and bottom of both doors which may need to be slid open to enter.
* This room has a flat, polished wood floor with black drapes around the exterior and a moveable seating bank.
* There are power points along each wall in this space at around 40cm high, and 10m apart. These are usually concealed behind thick black curtains which cover the perimeter. Please see Arts House staff if you need any assistance locating the power points.
* The light switch buttons are on the wall to the left of the Main Hall door before entering. There is no braille or raised print on these buttons. The top button turns all the lights on, the bottom button turns them all off.

#### Main Hall stage

* At the opposite end of this 25 metre long space is a raised stage area. There is a narrow set of seven stairs which leads up to this stage area. To find these stairs, face the stage and follow its edge along to the left until you find the open door frame. There are hazard indicators at the top and bottom of the stairs.
* Beyond these stairs, further to the edges of the stage are stairs leading down to exterior laneways via doors which open away from you.
* There is also a portable wheelchair lift which may be used to access the stage area. The lift can carry 12 persons at a 576kg capacity with floor space of 150cm x 140cm. The doorway to the lift is 90cm wide.

#### Main Hall change rooms

* There are two change rooms at either end of the rear wall of the stage area. Both rooms have dressing tables, ambulant toilet cubicles, showers and sinks. There are some tight corners to access these dressing rooms which may not be suitable for medium-large mobility aids.

### Bar

* If you follow the edge of the reception desk to your left until you find the lowered section, then turn your back, you will be facing the right direction to find the bar.
* Walk straight ahead until you feel the space narrow, and then turn 90 degrees to your right. You will now be facing the bar.
* From the bar, you can purchase sparkling, white or red wine, beer, soft drinks, bottled water and chips.
* If you are using the Main Hall as a rehearsal or performance space, the kitchenette behind the bar will be available to you outside of event times. There are small fridges with sliding doors below the bar and a 93cm high bench with a sink opposite it.

### Ground floor bathrooms

#### Bathroom 1: 5 unisex toilets, 1 ambulant, 1 with grab rails

* Facing the reception desk, turn to face your right and follow the edge of the desk until it ends. If you walk straight ahead from here, you should find a wall a few steps in front of you. There is a slim oil heater mounted on this wall which will be at a safe temperature to touch. Follow this wall along to your left until you find the toilet door, set back from the wall. There is a sign to the left of the toilet door in raised print and braille to indicate the ambulant unisex toilets. Push to open.
* There are 5 toilet cubicles in this room, 1 of which is ambulant and 1 has grab rails.
* The cubicle immediately to your left once inside the external door has grab rails on either side. There is a sign in raised print and braille to indicate that it is an ambulant toilet cubicle.
* The other toilet with grab rails is in the back left corner of the other 5 toilets which face each other to form a corridor a few steps in front of the external door and to the left.
* Immediately upon entering and to the left are 2 sinks and a hand dryer

#### Bathroom 2: 4 unisex toilets, 1 ambulant, 1 with grab rails

* Facing the reception desk, turn to face your right. From here, follow the edge of the desk until it ends and then walk diagonally ahead and to your right where you will find an opening to a large corridor. If you get to the automated doors at the front entrance, you have gone too far to your right.
* Once in the opening to the corridor, the entryway to these toilets is within an alcove which is immediately off the wall to your left. Once facing this alcove, there is an electrics box and fire hydrant to your left, and the entrance door to the bathrooms is to your right with a sign in braille and raised print to the left of the door. Push this door to open it.
* Once inside the main door to the bathrooms, there are two sinks straight ahead with a hand dryer to the right of the sinks. To the left is a row of 4 toilet cubicles. The cubicle immediately to your left is an ambulant toilet, and the cubicle at the far end of this row has grab rails either side.

#### Wheelchair accessible bathroom

* Facing the reception desk, turn to face your right. From here, follow the edge of the desk until it ends and then walk diagonally ahead and to your right where you will find an opening to a large corridor. If you get to the automated doors at the front entrance, you have gone too far to your right.
* Once inside the entryway to this corridor, continue straight ahead, past an alcove to your left which is where the entrance to bathroom 2 is located. Follow the wall to your left until you reach the door of the accessible bathroom.
* There are two signs on the wall to the left of the door. One sign is below the other and both are in braille and raised print. The lower of the two signs has a push button in the bottom right-hand corner to open the bathroom door away from you.
* Once inside the bathroom, the toilet is in the corner of the room diagonally to your left, with a grab rail to the left when seated. There is a sink opposite the toilet with a hand dryer to the right of the main entrance as you are facing it from the inside. There are buttons to lock and open the bathroom door to the right of the hand dryer, with signs in raised print and braille.
* Further to the right of the door as you are facing it from the inside, is a baby change table.

### Artist Room 1

* Facing the reception desk, turn to face your right. From here, follow the edge of the desk until it ends and then walk diagonally ahead and to your right where you will find an opening to a large corridor. If you get to the automated doors at the front entrance, you have gone too far to your right.
* Once inside the corridor, follow the wall to your right until you reach a door with a round handle on the right-hand side. Turn the handle and push to enter. Please note this door is quite heavy.
* This small, carpeted room has a light switch to the left of the door frame as you enter.
* Once inside this room, there is a large ornate fireplace to your left, a large window with a heater beneath it on the wall straight ahead, and a small number of seats to your right. There are multiple power points along the skirting boards around the edge of the room.

## Level 1

### Studio 1

* Studio 1 has polished wood floors, moveable black drapes on rails around the walls and 3 large windows along the wall opposite to the door. These windows have wooden venetian blinds.
* There are several power points on the skirting boards along both the wall with the main door and wall opposite.
* The down light switch buttons are on the wall to your immediate left as you enter. There is no braille or raised print on these buttons. The top left button turns all the lights on, the top right turns them all off.

#### Studio 1 from lift

* Upon exiting the lift, follow the wall to right along until you find an opening. Turn right into this opening and follow a short, gradient corridor with grab rails on either side. At the other end of this corridor is an opening to the main foyer of Level 1.
* From this opening, head diagonally to your right to find the double doors to Studio 1. Please note that mobility aids will need to make a tight right and then left hand turn to arrive at the double doors. There is a door handle in the middle of these doors, on the left edge of the right-hand door. These doors open into the studio.

#### Studio 1 from stairs

* From the top of the stairs, Studio 1 is directly in front of you with a door handle in the middle of the double doors, on the left edge of the right-hand door. These doors open into the studio.

### Studio 2

* There is a double door entrance to studio 2. This door requires two hands to open - one to turn the key, one to turn the handle below. There are vertical sliding bolts on the top and bottom of the right-hand door.
* This room has a sprung, polished wood floor and 3 windows on the opposite wall from the entrance. The windows are covered with wooden venetian blinds.
* The down light switch buttons are on the wall to your immediate right as you enter. There is no braille or raised print on these buttons. The top left button turns all the lights on, the top right turns them all off.

#### Studio 2 from stairs

* To find Studio 2, turn left at the top of the stairs. Walk straight ahead to pass through a doorway and follow the hall. Along this hall, there are Arts House staff offices to your right. At the end of the hall, you will reach the double doors to Studio 2.

#### Studio 2 from lift

* Upon exiting the lift, follow the wall to right along until you find an opening. Turn right into this opening and follow a short, gradient corridor with grab rails on either side. At the other end of this corridor is an opening to the main foyer of Level 1.
* From this opening, turn left to pass through a doorway and follow the hall straight ahead. Along this hall, there are Arts House staff offices to your right. At the end of the hall, you will reach the double doors to Studio 2.

### Level 1 bathrooms

#### Bathroom 1: 2 unisex toilets

* This bathroom is closest to the lift and can be found by following the wall to your right as you exit, past the doorway to the adjoining corridor. The entrance to this toilet is on the other side of this corridor and to the right of the kitchenette.
* This bathroom has a push door with 2 toilets to the left as you enter. There is a sink immediately to your right as you enter, with a hand dryer to the left of the sink and power points to the left of the dryer.

#### Bathroom 2: unisex, partially accessible

* This bathroom is located at the end of the corridor which joins the lift exit to the main Level 1 foyer. The door to this bathroom is to your left as you approach the main foyer. There are two signs, one below the other, to the left of the door, in raised print and braille. The lower of these two signs has a push button to open the door away from you.
* Inside this bathroom is a toilet in the back right hand corner, a shower in the back left hand corner and a sink immediately to your left as you enter with a hand dryer to the right of the sink.
* To lock this bathroom, find the buttons on the wall next to the toilet paper dispenser, to the left of the toilet as you are facing the door. There is both a lock button with braille and raised print and a push button to open the door towards you when you are ready to exit.

#### Bathroom 3: unisex, partially accessible

* From the hallway, if you are facing the door of Studio 2, there is a unisex toilet to your left. The toilet door is at a right angle to the studio doorway.
* There is a sign with raised print and braille on the wall to the right of the toilet door.
* Push the toilet door to enter. There is a twist lock on the inside of the door.
* There is a sink immediately to your right, paper towel dispenser to the left of the sink, soap dispenser above and to the right of the sink, a hand dryer on the wall to the right of the sink and a waste basket below the hand dryer.
* The toilet is to the left of the paper towel dispenser.
* There is a sanitary bin to the right of the toilet.
* At the opposite end of this room from the door is a shower with a small bench seat to the right.

### Kitchenette

* From the lift, follow the wall to your left along a corridor. Along this wall, you will find a door to an outdoor terrace.
* Continuing past the terrace door and straight ahead, you will pass through a large open doorway.
* Approximately 2 metres in front of you is a kitchenette with a tap at the rear of the sink, a microwave, dishwasher and small fridge.
* There is a door to the left of the kitchenette which leads to Arts House staff offices.

### Terrace

* From the lift, follow the wall to your left along a corridor. Along this wall, you will find a door to an outdoor terrace which is accessible via a long ramp to the left of the door, with grab rails either side and edged with safety rails and large planter boxes. The terrace area is approximately 6m x 8m.

## Basement

### Supper Room

* This room can be accessed from either the lift or the basement stairs which are located behind the reception desk.
* The Supper Room has double glass doors which open into the room with a handle on the left edge of the right hand door. These doors are immediately in front of you as you exit the lift, and diagonally to your right from the bottom of the stairs.
* The light switch buttons are on the wall to your immediate left as you exit the lift or to your right from the bottom of the stairs. There is no braille or raised print on these buttons. The top button turns all the lights on, the second button turns them all off.
* The floor is smooth parquetry, and the room has 16m x 10m of usable space.
* There are 6 concrete pillars around the centre of this room which support the ceiling. These pillars are located around 4m apart and have power points mounted on them.
* There is an alcove along the wall immediately to your right as you enter. This is usually used as a storage area for tables and chairs and covered with a thick red velvet curtain.

#### Laneway access from Supper Room

* To access the laneway, head to the door which leads to the toilets in the left-hand corner of the far right wall from the entrance.
* Once inside this door, follow the set of 7 stairs to the hazard indicator at the top and turn left. There is a small landing here with a door to the external laneway which pushes away from you.

### Supper Room Bathrooms

* There are three separate blocks of toilets connected to this space, at either corner of the far-right wall from the entrance.
* To find the toilets, turn right from the main doorway and move straight ahead until you find the opposite wall.

#### Bathroom 1: unisex, partially accessible

* There is an external push door in the left-hand corner of the Supper Room with no tactile signage. There is a second, automated door to the partially accessible toilet immediately to the right inside the doorway.
* There is a very sharp right hand turn from this external door to the automated door which involves moving over a tactile surface indicator. This bathroom may not be accessible for medium to large mobility aids.
* This toilet has a push button on the wall to the left of the door with raised print and braille.
* There is a sink directly opposite the door, a hand dryer to your right and a toilet with right hand grab rail to your left as you enter. There is very limited turning space in this bathroom which the inwards swing of the door also impacts. The lock and open buttons are on the opposite wall to the door with signage in raised print and braille, to the left of the sink. There is a sharps unit on the wall to the left of the toilet.

#### Bathroom 2: 3 unisex toilets

* There is a stairwell leading to the unisex toilets in the right-hand corner of the space which has an external door with no signage. This door has a handle to the right which you will need to turn and push to enter.
* Inside the doorway, there is a hazard indicator at the top and bottom of a set of 7 stairs with a grab rail to the right. Ahead of these stairs is a second door with a sign in raised print and braille which reads: Unisex Toilets. Push this door to enter.
* Inside this door, there are 3 sinks along the wall in front of you and a hand dryer to your right. Turn left and move straight ahead to find the 3 toilet cubicles along the opposite wall. There is a sharps bin on the wall to your right when facing the toilets.

#### Bathroom 3: 3 unisex toilets

* There is a stairwell leading to the unisex toilets in the left-hand corner of the space which has an external door with no tactile signage.
* Inside the doorway, there is a hazard indicator at the top and bottom of a set of 7 stairs with grab rails on either side. Ahead of these stairs is a second door with a sign in raised print and braille which reads: Unisex Toilets. Push this door to enter.
* There are two sinks along the wall opposite the door, with a hand dryer and a locked storage door to your left as you enter.
* There is an open doorway as you enter to your right. Turn into this doorway and you will be facing the 3 toilet cubicles along the wall in front of you. There is a sharps unit inside this doorway on the far wall to your right.

### Supper Room Kitchen

* There is a small industrial kitchen at the far-right end of the space from the entry. The light switch for this room is immediately to the left as you enter. There is a fridge to your left as you enter, a steel island bench in the centre of the room ahead of you, and bench space along the opposite wall from the door with 3 sinks. The taps are at the back of the sinks.
* The door width to the kitchen is 80cm and there is very little turning space in this room for mobility aids.

## Warehouse

### Entrances

#### Main entrance

* You can access the Warehouse via George Johnson Lane which is at the end of the laneway to the right of the building, off Errol St.
* Please note - this laneway is also the Post Shop loading zone so there may be parked or slow-moving vehicles, partially blocking access to this entrance during business hours.
* Follow George Johnson Lane, under an archway and straight ahead for approximately 30 metres until you reach the end of the laneway where the roof of the archway opens above you. There are usually two large industrial bins stored at this end of the laneway.
* Turn right and follow the laneway straight ahead for approximately 33m. The rear Warehouse door is at the far end of the laneway, slightly to the left. Please note that residents occasionally drive at slow speed down this laneway and cars may be parked on either side.
* From the rear Warehouse wall, turn to your left and follow the wall along until you come to the corner of the building. From here, turn right and follow the wall until it ends.
* Turn to face your right and you will now be facing the ramp to the front entrance which has a grab rail to the left. Follow the grab rail until it ends and turn to face your right. You will now be facing the front entrance to the Warehouse. This glass, automated door requires a swipe card to enter which can be organised by Arts House Staff.
* To exit from the other side of this door, there is a sensor to the right of the door frame at around 1m high. You can feel this sensor jutting out from the wall but you will need to hold a hand or body part directly in front of it (rather than touch it) to exit.

#### Rear entrance

* You can access the Warehouse via George Johnson Lane which is at the end of the laneway to the right of the building, off Errol St.
* Please note - this laneway is also the Post Shop loading zone so there may be parked or slow-moving vehicles, partially blocking access to this entrance during business hours.
* Follow George Johnson Lane, under an archway and straight ahead for approximately 30 metres until you reach the end of the laneway where the roof of the archway opens above you. There are usually two large industrial bins stored at this end of the laneway in front of a brick wall.
* Turn right and follow the laneway straight ahead for approximately 33m. Please note that residents occasionally drive at slow speed down this laneway and cars may be parked on either side.
* The rear Warehouse door is at the far end of the laneway, slightly to the left. This door has a keypad and requires an Arts House staff member to program it for you to use.

### Inside the Warehouse

* This space incorporates self-contained bathrooms and an open plan kitchenette. It has polished wooden floors with 4 metal pillars around the middle of the room.
* The light switches are located directly on the opposite side of the room from the main entrance, just before the rear door. You will find tactile hazard indicators on the floor as you approach this door. The light switches are on the wall to your left.
* There are double power points on most walls around 30cm from the floor.
* There are 3 split heating/cooling units in this room, all controlled by the one remote control. Two are located on the walls to the left of the main entrance and one on the wall immediately to the right as you enter.
* There is currently no permanent home for this remote although it tends to live on the round table near the kitchenette (see bleow). Please let Arts House staff know if you have any difficulty locating it.

#### Kitchenette

* The kitchenette is located on the opposite side of the room from the main entrance, and in a corner to the right. To find the kitchenette, head directly across the room and find the tactile hazard indicators in front of the rear door, in the far-left hand corner of the space.
* To the right of the tactile surface indicators is a small fridge with a microwave on top. To the right of the fridge and microwave is a freestanding bench. Follow the bench along to the right until it ends, and then turn to your right.
* Directly in front of you is a built-in bench with a sink and cupboards / shelves containing basic tea and coffee supplies.
* If you are facing the sink, there is usually a large, round table with chairs placed directly behind you.

### Warehouse bathrooms

* To find the bathrooms, head diagonally to the right across the space from the main entrance. There is a small hallway opening in the wall diagonally opposite the main door. This hallway leads to 3 separate toilet cubicles.

#### Bathroom 1: unisex

* The first cubicle to your left off this hallway is a small unisex bathroom. The push door to this bathroom has signage in both raised print and braille.
* This bathroom has a sink directly opposite the push door, and toilet in the opposite left-hand corner. There is a paper towel dispenser to the left of the sink.

#### Bathroom 2: urinal

* The second cubicle to the left off the hallway has signage in both raised print and braille on the push door. There is a urinal opposite the push door and a sink to your left upon entering.

#### Bathroom 3: wheelchair accessible

* There is a wheelchair accessible bathroom at the back right hand corner of the hallway. The door has signage in both raised print and braille. This automated door is opened via a push button with raised print and braille, on the wall to the right of the door frame. The door stays in its open position for approximately 20 seconds.
* The toilet is in the far, right-hand corner of the bathroom from the doorway, with a grab rail to the left and rear wall to the right. There is a sink opposite the toilet with a paper towel dispenser to the right of the sink.
* The button to open, close and lock the door is on the wall to your right as you enter this bathroom. The buttons are accompanied by raised print and braille signage.