



Individual Audit Instructions

Individual audits are environmental audits completed by an auditor independently. Raters use the attached form or a [Google Form](#) with neutral statements about sensory, communication, and social factors with dropdown menu options to a five point agree/disagree scale.

Before the Audit

1. Assemble a team of neurodiverse and neurotypical raters or proceed independently.
2. Determine audit time based on how time of day and degree of crowding might impact items on the audit form.
3. Raters will disperse through the venue and independently audit the venue.

During the Audit

1. Rater should operate as independently as they are able. Each rater begins the walk-through, completing the audit form as they progress through the venue.
2. As appropriate, the walk-through includes all public areas in the venue including restrooms, fitting rooms, different levels, and parking lots if applicable. Rater will observe factors such as employees, space, crowding, signs, overall layout, and temperature.
3. Rater can use a decibel reader app to record sound levels for the overall environment and sounds that stand out.
4. Rater can use the light meter app to determine light intensity levels for the overall environment and light sources that stand out.
5. Rater will complete a second walk-through to double check surroundings, if needed.
6. Estimated time to complete the audit form is 30 minutes.

Reporting the Audit

1. Write all remaining comments and notes on the audit form, using detailed responses when appropriate.
2. If the rater took pictures, attach them to the audit form with explanations, when possible.
3. The rater will create a report using a Word template and drop-down menu or word/choice bank. Reports are written in encouraging and simple language. Reports are usually one page.
4. When the rater has completed the audit, give the audit form to a store manager or the person who asked them to complete the audit.

Individual Audit Form

Name of Rater: _____

Venue: _____

Date: _____

Before entering the venue, how would you describe your mood?

- Excited
- Happy
- Neutral
- Sad
- Angry
- Other

Comments: _____

At the venue, the amount of crowding was okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the temperature was okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the smells of the environment inside were okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the smells of the people around me (like body odor or perfume) were okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the sounds inside (like people and music) were okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, sounds outside (like traffic and airplanes) were okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, visuals (like signs and labels) were okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the lighting was okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the amount of room to walk around was okay.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

I had no problem finding the location to the venue.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

I had no problems finding a place to park at the venue.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the entrances and exits were clearly labeled.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the restrooms were easy to find.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

How are the restrooms set up (individual bathrooms or stalls)?

Comments: _____

The layout of the venue was easy to navigate.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I felt relaxed.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, there was a place to be alone if I needed it.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

People at the venue were open and approachable.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I felt comfortable using personal strategies if I needed (stimulations/pace/walk).

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I could find someone to help me if I needed it.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I had access to different ways to communicate.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

I was able to find everything or do everything I needed to at the venue.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I understood people's verbiage when they spoke to me.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, I felt comfortable purchasing food or drink items in the food area.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

At the venue, the number of check-out stations is appropriate.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

I felt comfortable communicating with others in the venue.

- Highly Agree
- Agree
- Disagree
- Highly Disagree
- Not Applicable

Comments: _____

What are 3 significant or unique features that stand out in the venue?

I would recommend the venue to other people with Autism.

- Highly Agree
- Agree
- Disagree
- Highly Disagree

Comments: _____

After being in the venue, how would you describe your mood?

- Excited
- Happy
- Neutral
- Sad
- Angry
- Other

Comments: _____
