

# CHECKLIST

## GUEST ROOMS & FACILITIES

### ROOM LAYOUT & FURNISHINGS

- Keep at least 150 cm of clear maneuvering space next to the bed, in front of closets, and at all access points
- Position controls and fittings (light switches, sockets, clothes rails) at a height of 80–110 cm
- Provide wheelchair-accessible tables and desks (at least 70 cm knee clearance)
- Set the bed height to 45–50 cm measured to the top of the mattress or use height-adjustable beds
- Ensure guest room doors require a maximum opening force of 25 N and slow down the closing speed
- Keep a range of assistive equipment available; offer them proactively at check-in; maintain an up-to-date inventory for the front desk and housekeeping
- Before check-in, check the room for clear maneuvering space, securely installed grab bars, and any assistive equipment
- Design the room folder in large print, with good contrast and plain language, and make it available digitally
- Do not rearrange furniture or objects during the guest's stay
- Provide electrical outlets at a height of 40–85 cm and use extension cords near the bed where needed
- Make sure the telephone, lighting, and emergency call system can be operated from the bed
- Welcome assistance dogs and provide a water bowl and a dog blanket or dog bed

### RECOMMENDED BASIC SET OF ASSISTIVE EQUIPMENT

- Shower stool or shower chair
- Bath board
- Raised toilet seat
- Mobile grab bars (clamp-on or suction-mounted systems)
- Non-slip mats
- Reacher
- Visual alarm clock
- Pillow shaker

### SAFETY & EMERGENCIES

- Display an evacuation route map in large print and with good contrast in every room
- Provide an audio description of evacuation routes
- Ensure alarms provide both audible AND visual signals
- Keep visual alarm clocks and/or vibration pillows available for deaf guests and offer them proactively
- Train staff regularly on emergency situations and evacuation procedures
- Explain evacuation procedures at check-in where needed and discreetly ask whether assistance is required

## ACCESSIBLE BATHROOM DESIGN

- ❑ Install or retrofit a curbless, slip-resistant shower (min. 150 × 150 cm)
- ❑ Install a fold-down shower seat (46–48 cm height, with a minimum load capacity of 150 kg)
- ❑ Install grab bars on both sides of the toilet and in the shower area, in high-contrast design, with a minimum load capacity of 100 kg
- ❑ Set the toilet seat height to 46–48 cm and install fold-up support rails on both sides
- ❑ Install a roll-under washbasin (70 cm minimum knee clearance, maximum top edge height of 80 cm)
- ❑ Mount the mirror at a usable height (approx. 85–180 cm)
- ❑ Ensure the bathroom door opens outward, can be unlocked from outside, and is at least 90 cm wide
- ❑ Install an emergency pull cord reachable from the toilet and from the floor (just above floor level), with visual and audible feedback, connected to a permanently staffed location
- ❑ Design grab rails and controls with strong contrast
- ❑ Position faucets, shelves, and the showerhead at an easy-reach height (80–110 cm)
- ❑ Install a night light or motion-sensor light along the route to the bathroom

Note on concept and content: The conceptual framework and specialist content of this Toolbox were developed by myAbility. The information provided has been compiled to the best of our knowledge and reflects the information available at the time of publication. No guarantee is given as to the accuracy, completeness, currency, or precision of the content. We recommend independently verifying relevant content or seeking expert advice where necessary.

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