

# CHECKLIST

## PUBLIC AREAS & INFRASTRUCTURE

### ACCESSIBLE PARKING

- ❑ Mark accessible parking spaces (minimum 3.50 m wide) close to the entrance – install signage and pavement markings
- ❑ Check and comply with the number of accessible spaces required by ONORM or applicable legal standards
- ❑ Ensure a safe and step-free route from the parking area to the entrance (avoid or address curbs, uneven surfaces, and loose paving)
- ❑ Install clearly visible and easy-to-understand signage directing guests to the accessible entrance
- ❑ Provide clear parking information on the website (location, number of spaces, access route, registration requirements, barriers)
- ❑ Check whether weather protection (canopy) is in place or can be added

### ELEVATORS & VERTICAL ACCESS

- ❑ Ensure elevator cab size, door width, and maneuvering space comply with applicable standards
- ❑ Make controls easy to reach, high-contrast, and tactile (including Braille) – provide temporary retrofits if needed
- ❑ Provide a mirror to support orientation (e.g. opposite the elevator door)
- ❑ Test the emergency call and ensure that feedback is provided – enable communication for deaf guests (e.g. via display)
- ❑ Provide both acoustic AND visual floor indicators (two-sense principle)
- ❑ Provide fire-safety information, including details on safe waiting areas

### ACCESSIBLE RESTROOM FACILITIES

- ❑ Keep the maneuvering space (min. 150 × 150 cm) permanently clear – do not use it for storage
- ❑ Clearly label the accessible restroom using high contrast signage – ensure it is easy to find from the entrance and central areas (e.g. restaurant)
- ❑ Check that grab bars are securely mounted; make sure the emergency pull cord extends to just above floor level, and test it regularly
- ❑ Install controls and shelves no higher than 110 cm; provide additional shelf space
- ❑ Do not place a baby-changing table inside the accessible restroom – provide a separate solution
- ❑ Ensure the emergency call system can be reached from the toilet and the floor, is fully functional, provides both visual and acoustic feedback, and is connected to a permanently staffed location
- ❑ Use the Euro Key system for locked accessible restroom facilities

### RAMPS & STAIRS

- ❑ Install continuous handrails on both sides (extended 30 cm beyond the start and end of each flight)
- ❑ Equip handrails with tactile labelling
- ❑ Apply contrast strips to the first and last step of every stairway
- ❑ Keep portable ramps available for 1–3 steps and indicate their availability with a call button or sign
- ❑ Regularly inspect paths of travel and keep them free of obstacles (minimum clear passage width: 90 cm)

## FITNESS & WELLNESS

- ❑ Communicate accessible amenities and services transparently on the website
- ❑ Ensure step-free access to all areas (fitness, sauna, pool) or keep a portable ramp available
- ❑ Provide sufficient maneuvering space (min. 150 cm turning circle) between equipment
- ❑ Make at least one cardio machine accessible to wheelchair users
- ❑ Equip pool access with handrails on both sides or provide a pool lift
- ❑ Provide accessible changing facilities (shower, seating, reachable hooks and shelves)
- ❑ Train staff on accessible options and available aids

## EVENTS & MEETINGS

- ❑ Distribute at least 1% of seats as wheelchair spaces throughout the room; provide a companion seat next to each
- ❑ Also provide seating with armrests
- ❑ Display the hearing loop symbol at the entrance and on the website; test the system regularly (use a portable hearing loop for temporary events)
- ❑ Ensure bright, glare-free general lighting including during atmospheric events
- ❑ Use microphones consistently – including in small groups
- ❑ Provide a dedicated space with good visibility and separate lighting for sign language interpreters
- ❑ Make the stage or podium wheelchair accessible (ramp or portable platform)

## EVACUATION & SAFETY

- ❑ Keep evacuation routes (min. 120 cm) clear at all times and ensure they are accessible
- ❑ Never block emergency exits
- ❑ Ensure alarms are both audible AND visual (two-sense principle)
- ❑ Review escape and rescue plans regularly: they should be up to date, present on every floor, in large print with good contrast, and with the viewer's location marked
- ❑ Conduct regular evacuation drills: covering wheelchair assistance, areas of refuge, and staff responsibilities
- ❑ Designate evacuation assistants and train them regularly
- ❑ Retrofit strobe lights in corridors, public areas, and accessible rooms
- ❑ Procure evacuation chairs and train staff regularly in their use
- ❑ For new constructions or renovations: install fire-protected areas of refuge with communication options

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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