

CHECKLIST

LEGAL FRAMEWORK & STANDARDS

FIRST STEPS

- ❑ Record barriers across the business systematically (baseline assessment)
- ❑ Use the toolbox checklists for an initial self-assessment
- ❑ If needed, or in case of uncertainty, involve accessibility experts
- ❑ Publish accessibility information publicly
- ❑ Name a contact person for accessibility-related enquiries

STRUCTURAL ACCESSIBILITY GENERAL STRUCTURAL REQUIREMENTS (EXTRACT FROM OIB GUIDELINE 4)

- ❑ Thresholds and door stops maximum 2 cm (maximum height of 3 cm for sound/thermal insulation)
- ❑ Accessible doors: minimum clear width of 90 cm
- ❑ Main corridors: minimum width of 120 cm
- ❑ Turning circles (maneuvering space): minimum diameter of 150 cm
- ❑ Ramps: maximum gradient of 6% (maximum of 10% for conversions)
- ❑ Handrails on both sides of ramps and staircases
- ❑ High-contrast markings on glass doors and glass surfaces (at heights of 90–100 cm and 150–160 cm)
- ❑ Detectable warning surfaces in front of downward-leading staircases

STRUCTURAL ACCESSIBILITY ACCESSIBLE HOTEL ROOMS (EXTRACT FROM ÖNORM B 1603)

- ❑ At least 1 accessible room per accommodation establishment
- ❑ 1 additional accessible room for every further 15 guest beds
- ❑ Maneuvering space: minimum 150 cm alongside the length of the bed
- ❑ Position controls and fittings at a height of 40–110 cm (wardrobes, switches, safes, minibars)
- ❑ Visual alarm systems must be provided (light alarm clock, strobe lights)

STRUCTURAL ACCESSIBILITY ACCESSIBLE TOILET AND SANITARY FACILITIES (EXTRACT FROM OIB GUIDELINE 4)

- ❑ Provide at least one accessible restroom for each set of restroom facilities (women's and men's). Where restrooms are provided as separate rooms, at least one must be accessible
- ❑ Minimum size of accessible restroom: 215 × 165 cm
- ❑ Minimum size of combined sanitary room (toilet + shower + washbasin): 5.0 m²
- ❑ Doors must open outward and be unlockable from the outside
- ❑ Maneuvering space: minimum diameter of 150 cm
- ❑ Distance from the toilet to the side wall: minimum 90 cm
- ❑ Grab bars and support rails beside the toilet and in the shower
- ❑ Shower: level access/step-free
- ❑ Publicly accessible restrooms: emergency call system required

STRUCTURAL ACCESSIBILITY LIFTS (EXTRACT FROM OIB GUIDELINE 4)

- ❑ Minimum cabin dimensions: 110 × 140 cm; Minimum door width: 90 cm
- ❑ Maneuvering space in front of the lift: minimum diameter 150 cm

STRUCTURAL ACCESSIBILITY ACCESSIBLE PARKING SPACES (EXTRACT FROM OIB GUIDELINE 4/WGARG)

- ❑ Outdoor parking: 6 or more spaces, at least 1 accessible space, for every additional 25 spaces: plan 1 additional accessible space
- ❑ In garages: provide 1 accessible space for every additional 50 spaces
- ❑ Minimum width: 350 cm (230 cm parking space + 120 cm exit area); Minimum length: 500 cm
- ❑ Accessible spaces must be clearly marked (recommended: wheelchair symbol)

LISTED BUILDINGS AND STRUCTURES OF CULTURAL OR HISTORICAL SIGNIFICANCE (EXTRACT FROM OIB GUIDELINE 4)

- ❑ Exemptions are permitted where necessary
- ❑ Accessibility must nonetheless be ensured through alternative solutions (mobile ramp, doorbell, alternative service arrangement)

STRUCTURAL ACCESSIBILITY FOOD & BEVERAGE (EXTRACT FROM ÖNORM B 1600 / B 1603)

- ❑ At least 1 wheelchair-accessible table or counter area (maximum height 85 cm)
- ❑ Aisle widths between tables: minimum 90 cm

DIGITAL ACCESSIBILITY

Check the scope:

- ❑ Online booking system, app, and webshop in place
- ❑ Micro-enterprises: check and document any applicable exemptions

Technical implementation:

- ❑ Provide text alternatives for images and non-text content
- ❑ Offer videos with captions and, where relevant, audio description
- ❑ Ensure sufficient color contrast
- ❑ Enable keyboard navigation
- ❑ Structure content using a clear page layout and headings
- ❑ Ensure compatibility with screen readers

Documentation:

- ❑ Publish an accessibility statement
- ❑ Provide a contact option for accessibility feedback

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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