

Village hall management checklist

	Accessibility		notes
	Entrances and Exits		
	Are all entrances wheelchair accessible with ramps or zero-step entries?		
	Are doors wide enough to accommodate wheelchairs and other mobility devices (minimum width of 32 inches)?		
	Are doors easy to open, possibly with automated door openers?		
	Parking and Transportation		
	Are there designated disabled parking spaces, and are they close to the building entrance?		
	Is there accessible public transport nearby, or are there drop-off points for people with disabilities?		
	Internal Navigation		
	Are hallways and corridors wide enough for wheelchairs (at least 36 inches wide)?		
	Are floors non-slip and free of obstacles?		
	Is clear signage available to guide visitors to different areas of the building?		
	Lifts and Stairs		
	If the building has multiple floors, is there a lift that is accessible to those with mobility impairments?		
	Are staircases equipped with handrails on both sides?		
	Toilets		
	Are there accessible toilets with appropriate space for maneuvering?		
	Are facilities like sinks, soap dispensers, and dryers reachable and usable by individuals who use wheelchairs?		
	Seating and Accommodations		
	Are there designated seating areas for people with disabilities during events?		
	Are furniture layouts planned to allow space for wheelchairs and mobility devices?		
	Emergency Systems		
	Are visual and auditory emergency alarms in place?		
	Is there an evacuation plan that addresses the needs of people with disabilities?		
	Is there an alternative escape method for people with disabilities when the lift is out of operation?		
	Communication		

	Are information and services available in formats accessible to individuals with visual or hearing impairments (e.g., Braille, large print, audio)?		
	Are staff trained to assist people with various disabilities?		
	Public Facilities		
	Are drinking fountains and public phones at an accessible height?		
	Is there accessible equipment in fitness areas, pools, and other facilities?		
	Website and Online Resources		
	Is the community building's website accessible, following WCAG (Web Content Accessibility Guidelines) standards?		
	Are online resources and reservation systems designed to be accessible to all users?		