

Accessibility Supplies | 2026 Buyer Checklist

Review register 1 of 4 • U.S. hospitality projects

Property / location / item ID: _____

Manufacturer / model / revision: _____

Review gate / reviewer / date: _____

Pass = evidence accepted. Hold = unresolved. Fail = requirement not met. N/A = written reason accepted. Blank means Hold. This register is not a certification.

01 Jurisdiction and scope

Applicable requirements and project conditions recorded; reviewer assigned. Suggested owner: Design / accessibility reviewer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

02 Exact product identity

Manufacturer, model, revision, finish and accessories match the approved schedule. Suggested owner: Purchasing.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

03 Intended function and capacity

Documented use and rated limits meet the specified application. Suggested owner: Reviewer / supplier.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

04 Dimensions and operating space

Drawings and measurements confirm fit, approach and deployed clearance. Suggested owner: Design / installer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

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Review register 2 of 4 • U.S. hospitality projects

Property / location / item ID: _____

Manufacturer / model / revision: _____

Review gate / reviewer / date: _____

Record evidence and an action owner for each unresolved check. N/A requires an accepted reason. Blank status means Hold.

05 Supports and anchorage

Product evidence, substrate, backing and attachment design are accepted. Suggested owner: Structural reviewer / installer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

06 Controls and reach

Applicable reach, operation and placement criteria are verified. Suggested owner: Accessibility reviewer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

07 Mechanical condition

Edges, hinges, stability and moving parts pass the approved inspection. Suggested owner: Receiving / installer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

08 Cleaning and exposure

Manufacturer confirms cleaning method and suitability for the environment. Suggested owner: Housekeeping / engineering.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

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Review register 3 of 4 • U.S. hospitality projects

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Review gate / reviewer / date: _____

Record evidence and an action owner for each unresolved check. N/A requires an accepted reason. Blank status means Hold.

09 Power and interfaces

Required power, charging and system compatibility are documented and tested. Suggested owner: Engineering / system specialist.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

10 Communication function

Intended interaction works end to end; life-safety responsibilities are separated. Suggested owner: Operations / system specialist.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

11 Pool entry, if applicable

Site-specific lift or entry review and commissioning are accepted. Suggested owner: Pool / accessibility reviewer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

12 Delivery and substitutions

Received model and components match approval; changes are re-reviewed. Suggested owner: Purchasing / receiving.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

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Review register 4 of 4 • U.S. hospitality projects

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Review gate / reviewer / date: _____

Record evidence and an action owner for each unresolved check. N/A requires an accepted reason. Blank status means Hold.

13 Installation and commissioning

As-built checks and prescribed functional tests are complete. Suggested owner: Installer / engineering.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

14 Staff and availability

Issue, storage, charging, cleaning and fault procedures have named owners. Suggested owner: Operations.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

15 Service and traceability

Parts, manuals, warranty terms and fault records are linked to the item ID. Suggested owner: Engineering / purchasing.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

16 Final release

Evidence is accepted; applicable items Pass; N/A reasons and release are signed. Suggested owner: Authorized property reviewer.

Status: _____ Reviewed by / date: _____

Evidence / N/A reason / action owner / due date: _____

Purchase: resolve pre-order requirements and carry later checks with owner and due date. Guest use: applicable rows Pass, evidence and N/A reasons accepted, and authorized release signed.

Authorized release / name / signature / date: _____