

ELDER-FRIENDLY PRACTICES CHECKLIST

- You should have accessible parking for persons with disabilities.
- Your office should be easily located; large signs will help guide clients to your door.
- Exterior and interior doors should be wide enough to permit wheelchairs or walkers to pass through easily.
- Doors should not be hard to open, nor should they close with too much force.
- Elevators should be well lit with buttons that are clearly marked and accessible to people with vision limitations.
- Once inside your office, your clients should find comfortable seating that is easy to get into and out of. Hard chairs with arm rests are best.
- Have a place for accessibility and mobility devices – a place to put canes and a place to park scooters or walkers.
- Your client may be sensitive to excessive heat or cold. Be prepared to adjust the room temperature to make your clients more comfortable.
- Make sure the meeting rooms are well lit and free from glare.
- Many elderly clients may have hearing issues. Turn off any music, lower the speed of the fans and reduce other sources of background noise.
- Restrooms should be as accessible as the rest of the office. Handrails and wide stalls are preferred.
- Make sure that any documents you provide to your clients are easy to read. Printing them in large type with wide space formatting will help.
- Use PowerPoint projection on a screen or wall, and provide handouts.
- Use flow charts and images to help convey information.

Connect with us