

Checklist: **Web Accessibility Statement** for your **coworking space**

Your **Web Accessibility Statement** should include:

Headline/title

Use a clear H1 title, such as 'Accessibility Statement.' You may also include your company's name.

Reference to a legal basis

List the legal basis of your Accessibility Statement (usually your country or state's Accessibility Statement).

List of URLs affected

List the web addresses affected by this statement (your website URL, app, other URLs).

Current status of the accessibility of your website

You can choose between doing a self-assessment or having an external party conduct the evaluation.

Current accessibility barriers to your website

Be transparent and honest. Identify any barriers that currently exist on your website and provide an estimated timeline for their removal.

Special accessibility functions of your website

What optional accessibility features does your website include? These special features include: special color schemes, read-aloud functions, etc.

Date of creation and last update of the statement

When did you create this statement and are you actively updating it?

Contact details/contact form

We recommend making your contact details quite visible and listing them further up in the statement.

Possibility of complaint to an enforcement body

Some jurisdictions require information on filing complaints with the enforcement body.

