

Page review checklist

Review one page and the files and services it sends people to. Record evidence, assign each open issue and check it again after an edit.

Mark one status for each check. Use Verified only when your evidence supports the whole check. Follow up means an issue or uncertainty needs an owner. Not checked is an open task. Explain every Not applicable entry.

V Verified F Follow up N Not checked A Not applicable

Page URL: _____

Reviewer: _____ Date: _____

Content owner: _____ Next review: _____

Help people complete the task

01 Name the audience and task ☐ V ☐ F ☐ N ☐ A

Can a resident or applicant tell what this page helps them do, and where to begin?

Evidence: _____

Action / owner / due: _____

02 Put the steps in order ☐ V ☐ F ☐ N ☐ A

State the sequence, what the person supplies and what happens next. Distinguish a request from an approval.

Evidence: _____

Action / owner / due: _____

03 Open every form and destination ☐ V ☐ F ☐ N ☐ A

Link directly to available forms, name their purpose and file type, and open each destination. Check that documents can be read and used.

Evidence: _____

Action / owner / due: _____

04 Explain contact and follow-up ☐ V ☐ F ☐ N ☐ A

Name the office to contact, the information to provide and how the person learns what happens next.

Evidence: _____

Action / owner / due: _____

A practical publishing review, not a complete accessibility assessment or approval of legal requirements. Use the web version alongside the printable or spreadsheet copy.

Keep information clear and dependable

V Verified F Follow up N Not checked A Not applicable

Page URL: _____

Reviewer: _____ Date: _____

Content owner: _____ Next review: _____

05 Point to the maintained source

☐ V ☐ F ☐ N ☐ A

Link requirements to the office or authority that maintains them. Make clear which process each source governs.

Evidence: _____

Action / owner / due: _____

06 Keep each fact consistent

☐ V ☐ F ☐ N ☐ A

Give recurring facts one maintained home where possible. Compare any repeated details with their source so copies do not conflict.

Evidence: _____

Action / owner / due: _____

07 Write for the person using it

☐ V ☐ F ☐ N ☐ A

Use direct instructions and descriptive headings. Explain unfamiliar terms and boundaries between related services.

Evidence: _____

Action / owner / due: _____

08 Keep what is required and useful

☐ V ☐ F ☐ N ☐ A

Remove obsolete or duplicate copy after checking publication and records obligations. Keep needed context and assistance routes.

Evidence: _____

Action / owner / due: _____

A practical publishing review, not a complete accessibility assessment or approval of legal requirements. Use the web version alongside the printable or spreadsheet copy.

Review notes: _____

Check access in a browser

V Verified F Follow up N Not checked A Not applicable

Page URL: _____

Reviewer: _____ Date: _____

Content owner: _____ Next review: _____

09 Try a phone and enlarged text

☐ V ☐ F ☐ N ☐ A

Read the page on a narrow screen and with enlarged text. Check that content and controls remain visible and usable.

Evidence: _____

Action / owner / due: _____

10 Follow the keyboard route

☐ V ☐ F ☐ N ☐ A

Use Tab, Shift+Tab, Enter and Escape where relevant. Check visible focus, logical order and the ability to leave every control.

Evidence: _____

Action / owner / due: _____

11 Check structure and alternatives

☐ V ☐ F ☐ N ☐ A

Check the page title, heading order, link purpose and useful text alternatives for meaningful images.

Evidence: _____

Action / owner / due: _____

12 Check contrast and form feedback

☐ V ☐ F ☐ N ☐ A

Measure text and control contrast. Check field labels and error instructions. Record the test and the control checked.

Evidence: _____

Action / owner / due: _____

A practical publishing review, not a complete accessibility assessment or approval of legal requirements. Use the web version alongside the printable or spreadsheet copy.

Review notes: _____

Leave a record staff can maintain

V Verified F Follow up N Not checked A Not applicable

Page URL: _____

Reviewer: _____ Date: _____

Content owner: _____ Next review: _____

13 Confirm current information

☐ V ☐ F ☐ N ☐ A

Ask the responsible office to confirm dates, fees, contacts and procedures against current authoritative sources. Record when this was done.

Evidence: _____

Action / owner / due: _____

14 Assign an owner and review trigger

☐ V ☐ F ☐ N ☐ A

Record the staff role responsible for this page, a next review date and events that require an earlier update.

Evidence: _____

Action / owner / due: _____

15 Record issues and retest

☐ V ☐ F ☐ N ☐ A

Give each open issue an action, owner and due date. Retest the changed area and its related links before closing it.

Evidence: _____

Action / owner / due: _____

16 Record the publication decision

☐ V ☐ F ☐ N ☐ A

Record who reviewed the page, the decision and any remaining limitations. Keep the review record under your office's procedures.

Evidence: _____

Action / owner / due: _____

Decision / reviewer / date: _____

Sources and further guidance

<https://luisdepaz.com/work/saddle-river-web-pages/>

https://saddleriver.gov/building_const

<https://www.w3.org/WAI/test-evaluate/preliminary/>

Public sources reviewed September 29, 2026. W3C Easy Checks is preliminary guidance; a fuller assessment is still needed.

Saddle River Construction

Task: Find the starting point, forms and inspection instructions for construction work.

Page: https://saddleriver.gov/building_const

Public page content and selected link destinations were reviewed on September 29, 2026. Every checklist row is filled; checks outside that review are marked explicitly.

Help people complete the task	
01 Name the audience and task	Verified
Can a resident or applicant tell what this page helps them do, and where to begin?	
Evidence: The opening addresses homeowners and contractors before a project begins.	
Next: Recheck when the opening changes.	
02 Put the steps in order	Verified
State the sequence, what the person supplies and what happens next. Distinguish a request from an approval.	
Evidence: Four stages run from requirements through closeout; portal status is distinguished from approval.	
Next: Retest the sequence after a process change.	
03 Open every form and destination	Follow up
Link directly to available forms, name their purpose and file type, and open each destination. Check that documents can be read and used.	
Evidence: Forms are grouped by task with PDF labels. The sampled inspection form opens, but extraction returned no text.	
Next: Check every file and its accessibility. Test the portal in a browser; retrieval did not verify it.	
04 Explain contact and follow-up	Verified
Name the office to contact, the information to provide and how the person learns what happens next.	
Evidence: Inspection instructions list request details and written confirmation; the page provides office contacts and hours.	
Next: Confirm operational accuracy separately under check 13.	
Keep information clear and dependable	
05 Point to the maintained source	Verified
Link requirements to the office or authority that maintains them. Make clear which process each source governs.	
Evidence: The page links State forms, State rules, Borough Code and County appeal information.	
Next: Have the responsible office validate the applicable requirements.	
06 Keep each fact consistent	Not checked
Give recurring facts one maintained home where possible. Compare any repeated details with their source so copies do not conflict.	
Evidence: No sitewide comparison of repeated contacts, hours or requirements was performed.	
Next: Compare the page, directory and linked forms; record the maintained source.	
07 Write for the person using it	Follow up
Use direct instructions and descriptive headings. Explain unfamiliar terms and boundaries between related services.	
Evidence: Construction and Fire Prevention transfer processes are separated. Some specialist terms still need review.	
Next: Ask a reader unfamiliar with the process to explain the next step and flag unclear terms.	
08 Keep what is required and useful	Not checked
Remove obsolete or duplicate copy after checking publication and records obligations. Keep needed context and assistance routes.	
Evidence: Required content and retention obligations were not assessed in this example.	
Next: Ask the content owner and records custodian what must stay before removing anything.	

Open checks and next steps

Check access in a browser

09 Try a phone and enlarged text

Not checked

Read the page on a narrow screen and with enlarged text. Check that content and controls remain visible and usable.

Evidence: This example used public content retrieval, not a device or zoom test.

Next: Record device, browser and zoom settings with any clipping or scrolling issue.

10 Follow the keyboard route

Not checked

Use Tab, Shift+Tab, Enter and Escape where relevant. Check visible focus, logical order and the ability to leave every control.

Evidence: The live page and portal were not walked with a keyboard.

Next: Test the page, menus and linked service; record the exact control and behavior.

11 Check structure and alternatives

Not checked

Check the page title, heading order, link purpose and useful text alternatives for meaningful images.

Evidence: Readable extracted headings do not establish the full page structure or its alternatives.

Next: Inspect the markup and read the page with assistive technology where available.

12 Check contrast and form feedback

Not checked

Measure text and control contrast. Check field labels and error instructions. Record the test and the control checked.

Evidence: No contrast measurements or form error tests were performed.

Next: Test relevant page and portal controls. Follow the W3C guidance linked below.

Leave a record staff can maintain

13 Confirm current information

Follow up

Ask the responsible office to confirm dates, fees, contacts and procedures against current authoritative sources. Record when this was done.

Evidence: No reviewed date appeared in the retrieved content. Staff confirmation was not obtained.

Next: Record the office's confirmation and the date in the review record.

14 Assign an owner and review trigger

Not checked

Record the staff role responsible for this page, a next review date and events that require an earlier update.

Evidence: Public contact information does not identify internal page ownership or review arrangements.

Next: Assign a content owner and agree the next review and change triggers.

15 Record issues and retest

Follow up

Give each open issue an action, owner and due date. Retest the changed area and its related links before closing it.

Evidence: Actions are recorded here, but owners, due dates and retests have not been agreed.

Next: Transfer these actions into the office's issue log and assign them.

16 Record the publication decision

Follow up

Record who reviewed the page, the decision and any remaining limitations. Keep the review record under your office's procedures.

Evidence: This is a completed example review record, not a Borough publication signoff.

Next: Obtain the responsible review and decision before treating the record as closed.

Decision: Content review recorded; follow-up remains open. This example does not approve the page for publication or establish accessibility compliance.

Content owner, action owners, due dates and approval: to be assigned by the responsible office.

Source URLs are on worksheet page 4. Public content review: September 29, 2026.

W3C guidance: <https://www.w3.org/WAI/test-evaluate/preliminary/>