

Activity or Function**Date Completed**

(Utilize both UF / County Sources)

1. Locate the ADA files and letters in the central filing system. Read the basic information and note the most important impacts for Extension - facilities and access.
2. Check your facilities and ask about how your office responds. Note who is responsible for facility corrections, and are there remaining items which still need to be addressed?
3. Identify topics related to ADA to be covered during office staff meetings (e.g. discuss what's involved in "making reasonable accommodations" for people with disabilities).
4. Locate the packet mailed from the UF ADA Office and review for suggested actions.
5. All staff members should know the location of these files and have access to them.
6. Encourage staff to suggest practices, furniture arrangements, or corrections which would continue to make existing facilities accessible. Assess what current corrections need to be made to the facilities.
7. Involve staff in role playing situations which help them understand specific disabilities and how the Extension Office can better serve. Create an office awareness day / week in which ADA standards are presented and staff members measure for compliance.
8. Review current state and county publications, meeting announcements, etc., and suggest correct wording for ADA.
9. Discuss as a staff, how a request for an auxiliary aid would be handled for a specific accommodation, e.g., qualified interpreters, assistive listening headset, telecommunications devices for deaf persons (TDDs), videotext displays, readers, taped texts, brailled materials, or large print materials.
10. Discuss what costs may be associated with ADA Accessibility Guidelines and who or how to pay for these costs. Investigate local sources of individuals or organizations who can assist.
11. Investigate ADA resources on the World Wide Web:

[Americans with Disabilities Act \(ADA\)--U.S. Department of Justice](#)

[University of Florida ADA Compliance Office](#)