# Disability Accommodations Checklists

## Communications Checklist

* Write in plain language, which is easier for all readers to understand.
* Produce a master document in a text template (Example: WORD document, not a PDF) as the basis for all other formats.
* Include a text description of visuals or charts.
* Keep a master document for future large print or text format requests. The resources section of this manual also has website links to suppliers.
* Include the “active offer” on all publications (Example: “Available in alternate formats upon request.”).
* Consult accessibility coordinator to learn about alternate formats and local suppliers for other formats requested.
* Ensure staff who interact with the public have information and training in how to communicate with people who have speech and language disabilities in face-to face and telephone interactions.