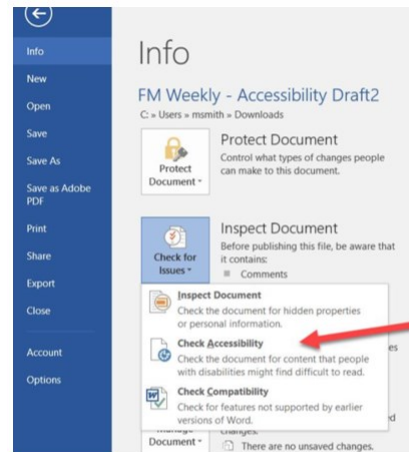Dear FM Team,

You don't have to work on physical improvements to campus to make accessibility and inclusivity a part of your daily work. There are small things we can all do to make a difference for the CSU community. When leading and engaging in online meetings, an easy practice is to follow these simple inclusive recommendations. When working in Microsoft Word or Excel, we can quickly use the "Check Accessibility" tool. If you don't know about this feature, for those with Microsoft Office 2019, it's located under the review tab. For those with Microsoft Office 2016 Professional Plus, it's located under the File tab under "Info" and then "Check for Issues." With the recent 30-year anniversary in July of the passing of the Americans with Disabilities Act (A.D.A), there's another thing you can do. If you want to learn a little more about the positive impacts of the A.D.A. and why it is important, the Diversity Team recommends listening to this NPR Throughline 1-hour podcast A.D.A. Now. Or if you prefer to read, this series of articles from the *New York Times* explores the topic of A.D.A. legislation and living with a disability. (NYTimes.com is free to all CSU employees – here is how to access your subscription.)

Example 1: Microsoft Office 2019

Example 2: Microsoft Office 2016 Professional Plus

So, what are more ways that FM works to make CSU campuses physically and virtually accessible for our community? We have five FM employees who serve on the Inclusive Physical and Virtual Campus Committee, a university committee that helps oversee inclusive spaces on campus. In addition to their time and leadership, many people throughout the FM sections contribute to these efforts in different ways. A few of those activities are:

- FM Computer Services implemented features to make our site accessible for those who

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use screen readers and speech-to-text software. The site uses descriptive tags on images and video content to increase accessibility, and they implemented the use of heading tags that work with screen readers. They are in the process of redesigning the FM website with the focus on increased accessibility and mobile devices.

- The Building Department partners to write inclusive physical building standards to ensure inclusive spaces are incorporated into new construction projects.

- Capital Construction project managers (PMs) and the university architect incorporate inclusive spaces into building plans.

- PMs set up accessible detour routes around construction sites and provide accessible access for buildings during construction. They work with FM Customer Services to communicate these outages to the CSU community.

- Remodel & Construction Services plans and then executes the transformation of remodels into inclusive spaces—converting existing single stall restrooms into all gender restrooms; renovating existing commuter showers with key card access and accessible amenities such as pull cords; converting existing rooms to lactation rooms at Laurel Hall, the University Services Center, and Ammons Hall, to name a few.

- The FM Space & Mapping section has made it possible for our community and visitors to effortlessly find CSU's inclusive spaces by searching on the online university map using the inclusive filter.

- To read more about the recent and current accessibility projects our FM sections are engaged on, visit: https://www.fm.colostate.edu/inclusivity.

Best,

Tom

Tom Satterly, P.E.
Associate Vice President for Facilities Management