



**City of Los Angeles  
Department on Disability**

**Emergency Preparedness Materials Review Request Form**

Send hard and electronic copies to: Disability Access & Services Division  
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 mail stop: 760  
 201 N. Figueroa St. Suite 100  
 Los Angeles, CA 90012

**Instructions:** Staff requires a minimum of two weeks for each document to be reviewed. Completion Date can vary depending on the amount of material and content to be reviewed. Use one request form per document/file. Please provide one hard copy and one electronic copy to DOD staff.

Date of Request:	Completion Date Requested:
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Name of document and description of content: \_\_\_\_\_  
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DASD Staff Person Assigned: \_\_\_\_\_  
 Date Assigned: \_\_\_\_\_  
 Date Approved by ADA Compliance Officer: \_\_\_\_\_  
 Projected Completion Date: \_\_\_\_\_  
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