

HOUSING MODIFICATION SCHEDULES



CONTENTS PAGE

CONTENTS PAGE	2
TOOLBOX	3
ACCESS RAMP	6
EASY STEPS	9
FENCING / GATES	12
CAVITY SLIDER	15
DOOR WIDENING	17
REMOVE INTERNAL WALL	19
HANDRAILS (UNDER \$600 INC GST)	21
WET AREA SHOWER	23
SHOWER VALVE WITH FLEXI HOSE	29
SLIDE RAIL WITH FLEXI HOSE (UNDER \$600 INC GST)	32
WATER CLOSET (WC) PAN	34
WHEELCHAIR ACCESSIBLE BASIN / VANITY	36
LOW RISE PLATFORM LIFT (ELECTRIC LIFT – UP TO 1.000M TRAVEL)	38
LOW RISE PLATFORM LIFT (REMOVAL)	41
CODE OF CONDUCT	42
TIMEFRAMES & GUIDELINES	44
Basic Building timeframes and guidelines for ACC Housing Modifications	44
Housing Modification Process for Ministry of Health	46
SCOPE & NATURE OF THE WORK	47
Accident Compensation Corporation	47
Ministry of Health	47



TOOLBOX

BUILDING CONSENTS

A Building Consent must be obtained from the Local Council for all building work as required to comply with the Building Act 2004.

A Building Consent is issued by the BCA (Building Consent Authority) when they are satisfied that the plans and specifications submitted to them show that the proposed building work will, when completed, comply with the New Zealand Building Code.

Where a Building Consent is required, the Contractor must not commence any building work until the Building Consent has been obtained. The Consultant must forward the Building Consent and Code Compliance Certificate at the completion of the modifications to the Property Owner.

The Building Consent should not be obtained until *Enable New Zealand* has approved the modification grant in writing.

WHAT WORK REQUIRES BUILDING CONSENT?

All building work requires a Building Consent, unless listed in Schedule 1 of the Building Act 2004. The building work must, however, still comply with the requirements of the Building Code, whether covered by a Building Consent or not.

Here is a link to Schedule 1 of the New Zealand Building Act which has a full list of the clauses relating to Exempt Building Work:

<http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM309339.html>

CODE COMPLIANCE CERTIFICATE

A Code Compliance Certificate is issued by the Local Council or BCA (Building Consent Authority) when they are satisfied that the building work has been completed in accordance with the stamped approved documents used for the Building Consent approval.

A Code Compliance Certificate can only be issued after a Building Consent has been issued.

At the completion of the building work where a Building Consent is required the Consultant is responsible for notifying the BCA in writing that the building work has been completed and arrange for the BCA to inspect the work and issue the Code Compliance Certificate.

The Consultant must forward a copy of the Building Consent and Code Compliance Certificate to Enable New Zealand at the completion of the modifications to the Property Owner.

SKETCH PLANS AND SPECIFICATIONS

Documents according to which building work is proposed to be constructed, altered, demolished or removed, consist of drawings, specifications and/or the housing modification schedules.

The Assessor will consider the following points when drawing sketch plans:

- A floor plan showing the existing layout and the proposed new layout.

- All modifications (including minor works such as rails, slide showers etc.) require an accurate indication of locations of those assessed for environmental changes eg. height and length of handrail, the position on the wall it is to be fixed to.
- The *Housing Manual Schedules* form is to be used in conjunction with the Assessor sketch plans.

ENABLE NEW ZEALAND HOUSING MODIFICATIONS SCHEDULES

Housing Modifications Schedules are issued to all Contractors approved and registered with *Enable New Zealand*. The schedules outline the roles and responsibilities, minimum standards for material and workmanship and are applicable to all modification work.



TOOLBOX

Over the years Enable New Zealand has completed many housing modifications. These are some of the common issues that have been identified over the years you should be aware of.

WATER PRESSURE

In some cases low water pressure hot water cylinders will not have enough pressure to run a single lever mixer instead of two taps. In these cases if the water pressure needs to be upgraded or replaced this is a cost the property owner/client will need to fund.

If you have a wetback fire this can also cause water pressure issues and again may need to be upgraded at the property owner/clients cost.

WATER RUNOFF FROM A LEVEL ACCESS SHOWER

Where a level access shower has been installed there is a chance, especially if the water is directed at the curtains, of water splash outside the immediate shower area. This is common and there are several reasons for it. One is the existing floor being out of level and running away from the shower area. If this is the case it will be an issue that will need to be taken up at the property owner/clients expense. Another remedy for this can be to place a towel or mat to stop the water.

REPAIRS AND MAINTENANCE

Due to the age and existing condition of some houses there is sometimes rotten timber or walls that are not level or other similar issues that are not covered by funding. If these issues are identified during construction it will be the property owner/clients responsibility to fund these.

CHANGES TO PLANS AND EXTRA WORKS

If you choose to change the plans during construction or deviate from them it will more than likely add time to the construction and could be at the property owner/client cost.

UPGRADED OPTIONS

If you choose to fit an upgraded fitting/lining/covering or piece of equipment it may add time to the construction process and more than likely be at the cost to the property owner/client. Any upgraded items should be identified before construction starts.

REMEDIAL WORK

If you have chosen the cost contribution option and there is remedial work to be completed at the end of the project to get compliance or sign off then this will hold up any payments.

INCOME AND ASSET TESTING

When Income and Asset Testing is undertaken the amount tested on is an estimated cost only. This is based on sketches provided by the Occupational Therapist and may increase or decrease when the final project drawings are completed.



ACCESS RAMP

SCOPE

To construct a timber ramp to provide access into the dwelling.

PRELIMINARY & GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The access ramp is to be constructed in the location shown on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent is required if a person can fall more than 1.5 metres from the platform of the ramp and landing. The Contractor shall arrange to obtain all necessary consents from the local Territorial Authority
- Where a platform exceeds 1.0 metre a compliant barrier must be constructed.
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The ramp shall be constructed by a Licensed Building Practitioner using best trade practice and materials.

CARPENTRY

- Protect all parts of the existing building not to be demolished or modified. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- The Contractor shall ensure that all framing is correctly set out, and that all necessary fixings are built in for hardware, plumbing and other fixtures. Supply and fix all obviously necessary, but not specifically mentioned, fixings and materials
- The structure of the ramp must provide adequate strength and stability for all users
- Grades of timber are specified in the National Grading Rules. The timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used
- All exposed woodwork shall be machine dressed. Remove all arises, hammer bruises, rough and uneven patches
- All nails shall be punched below the exposed surface of the timber

- All timber shall be thoroughly seasoned or kiln dried. Framing timber shall have moisture content of less than 24%
- All timber shall be treated to NZTPA Hazard Class H3.2 and H4 Group B Specification.

CONSTRUCTION

- Refer to Engineer Design Ramp for posts in ground drawing for details of ramp construction
- In sea spray and corrosive zones Stainless Steel bolts must be used. Galvanised decking nails are still permitted in these areas

GENERAL

- Windows with opening sashes over access ramp shall be fitted with restrictors to avoid open sashes projecting over the ramp
- Allow to relocate fixtures such as hose taps, as necessary for the ramp installation. Ensure access is maintained to the existing gully traps and subfloor access.
- Handrails are to be positioned as recommended by the Assessor
- Handrails shall be shaped to provide a profile that is easily grasped by the person. The handrail shall be securely fixed to support posts or building to ensure it does not flex or move
- The handrails must be continuous for the length of ramp and all junctions formed are smooth and secure. The handrails shall extend 300mm beyond entry and exit of ramp
- The handrail is to be packed off the posts / wall or positioned so to ensure, under normal use, the person's hand will not contact the post or wall or other obstructions.

COMPLETION

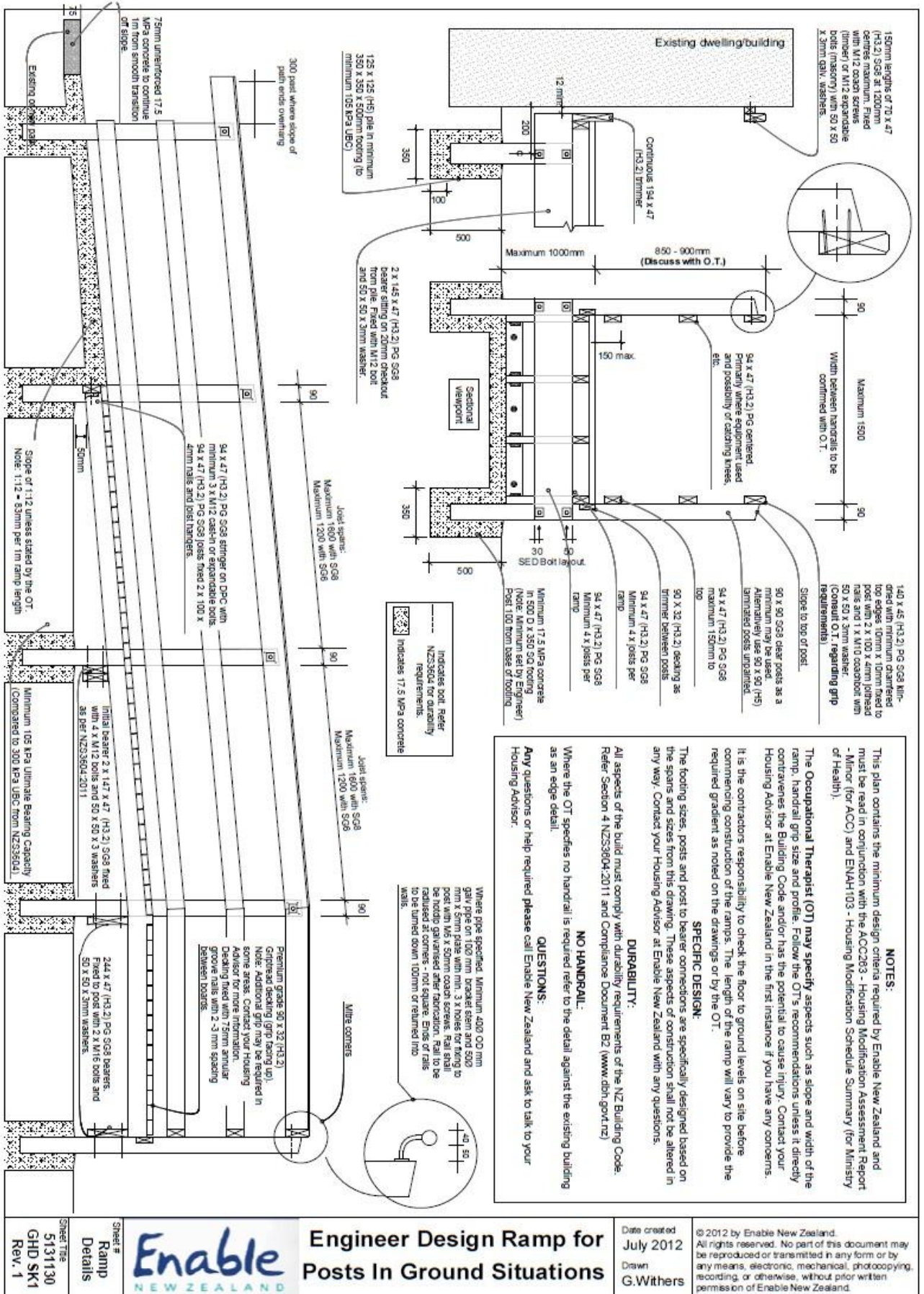
- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

- Funding may not cover the following:
- Additional work requested by the property owner and/or client
- Painting of the ramp and handrails
- Repairs and Maintenance.

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.





EASY STEPS

SCOPE

- To construct timber steps to create a large tread and low rise to provide easy access into the dwelling.

PRELIMINARY & GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The easy steps are to be constructed in the location shown on the proposed sketch plans and summary sheet. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent is required if a person can fall more than 1.5 metres from the easy steps and/or landings. The Contractor shall contact Enable New Zealand to arrange engaging a consultant to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The easy steps shall be constructed by a Licensed Building Practitioner using best trade practice and materials.

CARPENTRY

- Protect all parts of the existing building not to be demolished or modified. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- The structure of the easy steps must provide adequate strength and stability for all users
- Grades of timber are specified in the National Grading Rules. The timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used
- All exposed woodwork shall be machine dressed with the edges arised. Remove all hammer bruises, rough and uneven patches
- All nails shall be punched below the surface of the timber
- All timber shall be thoroughly seasoned or kiln dried. Framing timber shall have moisture content of less than 24%
- All timber shall be treated to NZTPA Hazard Class H3.2 and H4 Group B Specification.

CONSTRUCTION

- Posts shall be 90x90mm spaced evenly at maximum 1.8 metre centres, extended through to support the handrail at the recommended height
- Posts are to be set into a 300x300mm square 400mm deep concrete footing. Alternatively the posts may be attached to galvanised Bowmac connectors with bolt fixings. Any concrete used shall be 17.5Mpa after 28 days. All bolts in sea spray or corrosive zones shall be Stainless Steel
- Timber bearers are to connect to the posts using 12mm diameter galvanised bolts. Stringers are to be fixed to the existing wall using 12mm galvanised masonry anchors. All bolts in sea spray or corrosive zones shall be Stainless Steel
- The joists are to be fixed to the bearers
- The surface of the treads of the easy steps and landing shall be of a non-slip finish without gaps, lips or uneven surface. Nails shall be punched below the ramp surface. The decking timber shall be 90x32mm pinus radiata tread decking, H3.2 treated and laid at right angles to the direction of travel
- The entry and exit to the easy steps shall be formed with smooth thresholds avoiding sudden changes in level
- The height of the top platform/landing is to align with the existing doorsill to minimise changes in level and an excessive up stand.

GENERAL

- Windows with opening sashes over the easy steps shall be fitted with restrictors to avoid open sashes projecting over the easy steps
- Allow to relocate fixtures such as hose taps, as necessary for the ramp installation. Ensure access is maintained to the existing gully traps and subfloor access.
- Handrails are to be positioned as recommended on the Assessor sketch and summary schedule sheet
- Handrails shall be shaped to provide a profile that is easily grasped by the person. The handrail shall be securely fixed to support posts or building to ensure it does not flex or move
- The handrails must be continuous for the length of ramp and all junctions formed are to be smooth and secure. The handrails shall extend 300mm beyond entry and exit of ramp
- The handrail is to be packed off the posts/wall or positioned so to ensure, under normal use, the person's hand will not contact the post or wall or other obstructions.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

- Funding may not cover the following:
 - Additional work requested by the property owner and/or client
 - Painting of the easy steps and handrails
 - Repairs and Maintenance.

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



FENCING / GATES

SCOPE

- To construct a timber fence(s) and gate(s) to provide an enclosed secure area on the property.

FUNDING INFORMATION

- Fencing and/or gates will only be purchased when the person is at risk of injury as a result of their disability.
- The responsibilities of the Property Owner and neighbor to provide fencing for their properties must be considered.
- Where a fence is to be purchased for a child with a disability, comparison of the needs of that child to that of a child without a disability must be undertaken ie. any child under five requires supervision and secure fencing.
- The Assessor must consider the clinical aspects of the child's disability regarding future needs ie. is this going to be a problem in a year's time?
The recommended fenced area must be the minimum to prevent risk or injury ie. a section by the road, or a small fenced area within the boundaries allowing for supervision and sufficient play area.
- Fence rails are to be on the outside of the fence
- Only one Gate into the safe secure area
- Allows maximum of approximately 40 lineal metres of fencing to create a safe secure area.
- The following needs to be considered when deciding the location of a suitable children's play area:-
 - Sunny
 - Sheltered from the wind
 - Level
 - Well drained
 - Able to be supervised from inside, both from the kitchen and by someone using the telephone
 - Separated from water hazards
 - Separated from garden or tool shed
 - Separate from rubbish storage area
 - Separate from vehicle manoeuvring area. (Vehicle garaging or parking spaces shall be separated and fenced off from children's play spaces. (NZS 4102)

COMPLIANCE

- A fence over 2.5m high will require a building Consent
- Fences over 1.8/2.0 high may require a resource Consent depending on the area

PRELIMINARY & GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be approved by reason of ignorance of the site or existing site conditions
- Fence(s) and gate(s) are to be constructed in the location shown on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent is required if the fence exceeds two (2) metres in height above the supporting ground. The Contractor shall arrange to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- If the fence is located on the legal boundary the contractor shall ensure the appropriate written approvals are obtained from the adjoining property owner
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards during the period of construction
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense.
- The fence(s) and gate(s) shall be constructed by a licensed building practitioner using best trade practice and materials.

CARPENTRY

- Remove any vegetation and existing structures as required to erect the fence in a straight line, and/or in the position indicated.
- The fence(s) and gate(s) must be constructed to provide adequate strength and stability.

MATERIALS

- Grades of timber are specified in the National Grading Rules. The timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used.
- The fence(s) are to be constructed from timber using materials listed:
 - 100x100mm rough sawn timber posts (radiata pine treated to H4)
 - 100x50mm rough sawn timber rails (radiata pine treated to H3.2)
 - 150x19mm rough sawn timber palings (radiata pine treated to H3.2)
 - 75x50mm shaped timber capping (radiata pine treated to H3.2)

Note: Size and type of timber components may vary in some areas.
- The gate(s) are to be constructed from timber using materials listed:
 - 75x50mm rough sawn timber framing (radiata pine treated to H3.2)
 - 150x19mm rough sawn timber palings (radiata pine treated to H3.2)

- Hot dipped galvanised tee hinges of sufficient size to support the weight and size of the gate
- A suitable security catch (as specified by assessment) to secure the gate.
- Self closing hinges and catches must be considered and if appropriate approved by the Assessor.

CONSTRUCTION

- Posts shall be spaced evenly at maximum 2.4 metre centres
- Posts are to be set at least 600mm into the ground and encased in concrete. Alternately the posts may be set at least 800mm into the ground with clean soil well rammed around it
- Timber rails are to be securely fixed to the posts using 100x4.0 or 90x3.15 (gun nail) galvanised nails
- Timber palings are to be securely fixed to the rails using 60x2.8 or 65x2.88 (gun nail) galvanised flat head nails
- The timber capping is to be grooved to sit over the top of, and fixed to the palings
- The gate is to be constructed to match the finish of the fence
- The gate is to be adequately constructed to prevent it slumping and hinges or connections failing
- All exposed nails are to be punched below the surface of the timber.
- All palings must be on the inside of the fence (this will make it non-climbable)

Note: Alternate materials may be used. These need to be specified by the contractor and approved by *Enable New Zealand*.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following.

- Additional work requested by the property owner and/or client.
- Painting of the fence(s) and gate(s)
- Repairs and Maintenance
- Fence 'nibs'

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



CAVITY SLIDER

SCOPE

- To create opening and install a cavity slider.

PRELIMINARY & GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- Install cavity slider in the locations as indicated on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent is required for the installation of a cavity slider that involves structural alterations to a load-bearing wall. The Contractor shall contact Enable New Zealand to arrange engaging a consultant to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The installation of the cavity slider shall be constructed by Licensed Building Practitioner using best trade practice and materials.

CARPENTRY

- Protect all parts of the existing building not to be demolished or modified. Demolition work and the house modification work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- Provide structural support to existing building as necessary during demolition. Support is to remain in place until new work is strong enough to support the existing structure
- Remove section of wall as required to create opening to take cavity slider
- Install lintel (as required) to support load from above opening. Lintel size to be determined from relevant table in NZS3604. Fit new opening studs and lintel over doorway as per NZS3604 (Code of practice for light timber framed buildings not requiring specific design)
- Supply and install new cavity slider, door and frame. New door shall be paint grade. Additional cost of veneered or panel doors to be met by the owner
- New door shall be of sufficient size to achieve the clear minimum clear opening width specified

- Fit appropriate hardware to the door as specified by the Occupational Therapist to meet the person's need. Any queries regarding hardware or design must be confirmed by the Occupational Therapist.
- The cavity slider shall be installed in accordance with the manufacturer's installation specifications
- Supply and fit skirting and trim to match existing.
- Replace wall linings to match existing adjacent linings

PAINTING & DECORATING

- Paint door and trim to match existing. Apply one sealer undercoat and two top coats as per the manufacturers recommendations
- Make good the effected wall and floor area where the doorway has been widened. This involves tidying up the paint/wallpaper and flooring to match existing as close as possible.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment of the whole area or room
- Repairs and Maintenance.

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



DOOR WIDENING

SCOPE

- To widen doors to provide clear access into identified rooms.

PRELIMINARY & GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The doorways are to be widened to the widths specified and as located on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent may be required for any door widening that involves structural alterations to a load-bearing wall. The Contractor shall contact Enable New Zealand to arrange engaging a consultant to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The door widening shall be constructed by Licensed Building Practitioner using best trade practice and materials.

CARPENTRY

- Protect all parts of the existing building that are not to be demolished. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- Provide structural support to existing building as necessary during demolition. Supports are to remain in place until new work is strong enough to support the existing structure
- Remove existing door, frame and architraves as required
- Cut back existing wall framing and linings to form new opening allowing installation of new door
- Install lintel (as required) to support load from above opening. Lintel size to be determined from relevant table in NZS 3604. Fit new opening studs and lintel over doorway as per NZS 3604 (Code of practice for light timber framed buildings not requiring specific design)
- Supply and install new door and frame. New door shall be of a finish to match existing, paint grade. Additional cost of veneered and/or panel doors to be met by the property owner

- New door shall be of sufficient size to achieve clear minimum opening width as specified
- Fit existing door hardware removed from existing door or new hardware as specified by the Occupational Therapist. Any queries regarding hardware or design must be confirmed by the Occupational Therapist
- Supply and fit architrave, skirting and trim to match existing.
- Any wall linings to be replaced shall be with matching materials to adjacent areas

PAINTING & DECORATING

- Paint door and trim to match existing. Apply one sealer undercoat and two top coats as per the manufacturers recommendations
- Make good the effected wall and floor area where the doorway has been widened. This involves tidying up the paint/wallpaper and flooring to match existing as close as possible.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment of the whole area
- Repairs and Maintenance

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



REMOVE INTERNAL WALL

SCOPE

- To remove internal timber wall to achieve open area.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The wall to be removed is in the location shown on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent may be required for the removal of an internal wall. The Contractor shall contact Enable New Zealand to arrange a consultant to obtain all necessary consents from the Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- The wall shall be removed and made safe by Licensed Building Practitioner using best trade practice and materials
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense.

CARPENTRY

- Protect all parts of the existing building not to be demolished. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- Provide structural support to existing building as necessary during demolition. Support is to remain in place until new work is strong enough to support the existing structure
- Support ceiling on both sides of the wall to be removed
- Remove skirtings, scotias (cornices), any doors, frame and architraves as required
- Remove framing and linings as required to accommodate the required opening
- Install lintel (as required) to support load from above opening. Lintel size to be determined from relevant table in NZS 3604. (Code of practice for light timber framed buildings not requiring specific design)
- Trim around the opening to provide a neat and tidy finish matching the existing as close as possible.
- All work is to comply with NZS 3604

PAINTING

- Paint trim and finishing timbers to match existing. Apply one sealer undercoat and two top coats as per manufacturers recommendations
- Make good the affected wall and floor area where the wall has been removed. This involves tidying up the paint/wallpaper and flooring to match existing as close as possible.
- **ADDITIONAL COMPLIANCE**
- The Contractor shall supply and install approved smoke detectors as required to comply with the Building Code
- The smoke detector is to be battery powered and fitted with a hush facility with a minimum duration of 60 seconds
- The smoke detector(s) shall be located on escape routes on each level of the dwelling. On levels containing sleeping spaces a smoke detector is required within 3 metres of the bedroom door.

COMPLETION

- Clean down all work and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or client
- Refurbishment of the whole area or room
- Repairs and Maintenance

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



HANDRAILS (UNDER \$600 INC GST)

SCOPE

- To fit handrail to existing internal walls and/or at exterior steps/ramps

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- The handrail(s) are to be installed in the location shown on the proposed sketch plans and Schedule Summary sheet. Any variations are to be approved by the Assessor and *Enable New Zealand*
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The handrail(s) shall be installed by skilled tradespeople using best trade practice and materials.
- The handrail(s) must provide adequate strength and stability for all users
- The handrail shall be securely fixed to support posts or building to ensure it does not flex or move or all handrails in the shower area must be stainless steel with stainless steel fittings.
- Provide all necessary fixings as required for securely fixing the handrail
- All handrails within a shower area must be stainless steel and have stainless steel fixings. • All handrail fixings within the house must be stainless steel.
- Handrail(s) shall be shaped to provide a profile that is easily grasped by the person
- Timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used
- All pipe work is to be hot dipped galvanized. All cuts are to be resealed as required to provide protection from the weather and rust
- The handrail(s) must be continuous for the length of ramp/landings and all junctions formed are to be smooth and secure. The handrails shall extend 300mm beyond entry and exit of stairs/ramp unless the Assessor omits this requirement.
- The handrail(s) is to be packed off the posts or wall to ensure, under normal use, the person's hand will not contact the post or wall or other obstructions.

COMPLETION

- Clean down all work and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or client
- Painting of the handrail
- Repairs and maintenance

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



WET AREA SHOWER

SCOPE

- To remove existing bath/shower, install a wet area with level access.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The wet area shower is to be installed in the location shown on the proposed sketch plan and summary sheet. Any variation is to be approved by the Assessor and *Enable New Zealand*.
- Where a building consent is required for the installation of a wet area level access shower and associated work the Consultant shall arrange to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The wet area shower and associated work is to be carried out by Licensed Building Practitioner using best trade practice and materials.

DEMOLITION

- Remove bath/shower, trims and linings (as required) to allow access to services and to fit fixing.
- Protect all parts of the existing building not to be demolished. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- Provide structural support to existing building as necessary during demolition. Support is to remain in place until new work is strong enough to support the existing structure.

MATERIALS

- All concrete shall be 17.5 MPa after 28 days
- **Note:** An approved premix product, incorporating a curing agent to hasten the drying process may be used
- Grades of timber are specified in the National Grading Rules. The timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used

- All exposed woodwork shall be machine dressed with the edges arised. On exposed work, remove hammer bruises, rough and uneven patches
- All nails shall be punched below the exposed surface of the timber
- All timber shall be thoroughly seasoned or kiln dried. Framing timber shall have moisture content of less than 24%

- All timber shall be treated as follows
- Interior framing or finishing timber shall be treated to NZTPA Hazard Class H1.2 Group A specification
- Exterior or timber in wet or damp conditions shall be treated to NZTPA Hazard Class H3.2 and H4 Group B Specification.

CONSTRUCTION

- The floor in the wet area is to fall a minimum of 1:50 fall toward the waste

Note: *Enable New Zealand* will not consider funding for levelling the existing floor outside the wet area. This is a repairs and maintenance issue to be addressed by the contractor with the property owner.

SHOWER FLOOR

- **Concrete** – Cut and remove or scabble the existing concrete floor in the shower area only and replace with new concrete with a 1:50 fall to the waste. Leave ready to take non-slip vinyl
- Where removing the slab completely install an approved vapour barrier under the concrete slab and ensure that moisture will not enter the building through the floor
- **Timber** – The flooring within the shower area shall be 17mm thick exterior grade construction plywood laid to provide a 1:50 four way fall to waste. Plywood shall be fixed to joists and perimeter solid blocking with BMA countersunk Pozidrive screws at 150mm centres

EXISTING BATHROOM FLOOR (OUTSIDE OF WET AREA)

- **Concrete** - Prepare existing floor to give smooth, even surface to take non-slip vinyl floor covering
- **Timber** - fix 4.75mm substrate to floor using staples or galvanised nails at 100mm centres, to give smooth, even surface to take non-slip vinyl floor covering
- For both concrete and timber floors the surface is to be left clean and smooth ready to take the non-slip safety vinyl floor covering
- All framing is to be correctly set out, with all necessary fixings built in for hardware, plumbing and other fixtures
- Supply and fix all obviously necessary, but not specifically mentioned, fixings and materials
- Frame up for walls and partitions with studs at 600mm max. c/c, dwangs/nogs at 800mm max. c/c, full width of framing. Plates shall be in long lengths and properly fixed. Provide the required solid fixing to suit fittings etc. Provide trimmer studs at all openings

- Place a layer of approved damp proof membrane between all timbers coming into contact with concrete or wet areas. Damp proof membrane shall be full width of timbers and neatly cut for bolts and other fixings
- Supply and fix an approved wet wall lining around the shower area in accordance with manufacturer's instructions and recommendations. Linings to be complete with single length PVC edge mouldings, caps, expansion margins and bottom edge drip detail to be sealed in place.
- **Note:** The wet wall linings are to be packed off the wall to provide an anti-capillary gap between the lining and the vinyl flooring. The wet wall linings shall extend down an appropriate distance to create a waterproof joint
- Replacement linings to other parts of the bathroom shall be wet area 10mm gypsum board eg. GIB, fixed and stopped in strict accordance with the manufacturer's instructions. Linings to other areas shall match existing
- Skirtings and trim throughout shall match existing
- Allow to patch and make good all existing walls and ceilings damaged during reconstruction.

VINYL FLOORING

- Supply and installation of approved non-slip safety vinyl floor coverings
- All vinyl flooring to be laid in accordance with the manufacturer's instructions and recommendations for warranty of product.
- The vinyl flooring shall be finished to ensure that it provides waterproofing to comply with the New Zealand Building Code - Clause E3
- The floor shall be fully prepared, with all imperfections made good, prior to the laying of the vinyl floor
- **Note:** The flooring subcontractor shall not proceed with the laying of the vinyl flooring on floors with excessive falls, insecure construction or poor surface finishing
- Vinyl flooring shall be installed with an adhesive deemed suitable for the purpose by the manufacturer. Trim neatly and sealed around all fittings, architraves, and doorjambes
- Vinyl shall be set out and laid in such a manner as to keep sheet junctions to a minimum
- All sheet junctions shall be heat welded. Vinyl to shower areas shall be bonded to floor with approved epoxy adhesive
- Vinyl flooring is to be coved up shower walls at least 200mm
- Corners and joints are to be as per manufacturer's recommendations and Instructions.
- The Property Owner is to select the colour of the vinyl from the approved vinyl products.

PLUMBING AND DRAINLAYING

- All Plumbing and Drainage shall be carried out by a suitably qualified person approved under the Plumbers, Gasfitters and Drain layers Act 1976
- Supply and install an approved easy clean shower waste outlet suitable for use with vinyl in a wet area shower. **Note:** The use of a standard shower waste will not be accepted
- The waste outlet is to be recessed into the shower floor allowing the top of waste to align flush with the vinyl flooring to prevent water ponding.

- Where new shower valve, slide rail and flexi hose are to be installed the Contractor and/or plumber shall confirm the suitability of the existing/specified mixer and that the existing plumbing system will provide sufficient water pressure/flow. If the plumbing system is insufficient, the Contractor shall ensure that the property owner is aware of this. Cost of additional work to rectify is the Property Owner's responsibility
- The new shower-mixing valve shall be compatible with the water supply system. The flexi hose shall have a large bore suitable to ensure there is minimal loss in water pressure/flow
- Confirm heights of fittings from the Assessor's sketch and summary schedule sheet
- The hot water temperature at the sanitary fixture (shower) is to be such that it will not scald. Methods to achieve this are:-
- Installation of an approved heat-tempering valve to the hot water supply
- Fitting a shower mixer that has a temperature lock feature incorporated in it.
- **Note:** These shower mixers may only be used where the hot and cold water supplies are from the same source.

ELECTRICAL

- Check position of existing electrical fittings. Reposition fittings, or replace with fully enclosed waterproof fittings as required to comply with AS/NZS 3000 (Wiring Rules)
- All workmanship, materials and equipment shall as a minimum requirement, comply with the New Zealand Building Code G9, and all relevant regulations including the NZ Electrical Wiring Regulations, NZS 3000. All materials shall comply with the relevant NZ Specifications and where these are not available, with the relevant British Standard Specification
- All wiring shall be concealed
- Inspect and test the installation and supply the owner with a signed Energy Certificate. For work requiring a Building Consent a copy of the Energy Certificate shall be forwarded to the Local Territorial Authority.

GLAZING

- Safety glass is required to all glazing in the bathroom that is less than 1500mm above the abutting finished floor level or standing area of a bath/shower.
- **Note:** Safety glass is not required where a vanity unit or a bench of a minimum height of 760mm and a minimum width of 300mm is located in front of the window (regardless of the window height)
- Glass shall be of the best quality, free from bubbles and other imperfections and comply with NZS 4223 and amendments
- All glazing shall comply with the New Zealand Building Code F2 and NZS 4223 and amendments
- Protect all glass against damage during construction
- Remove all labels, spots, marks and streaks from glass leaving both sides of glass clean.

PAINTING AND DECORATING

- The work shall be carried out in accordance with the New Zealand Building Code B2 and NZS 7703 Painting of Buildings

- No painting work shall be done in dusty, wet or very damp conditions.
- All materials shall conform to the relevant NZ Standard Specifications and shall be delivered to the site in unbroken packages bearing the maker's brand name. All undercoats to be the same brand as finish coats. All materials to be of approved brands
- Take adequate measure to protect work, both during and after painting. Provide trays for materials and wraps to protect floors and walls. Where possible door and window furniture and electrical fittings shall be removed prior to painting
- The painter is responsible for ensuring that all surfaces are to a level 4 finish. All preparatory work is deemed to be included in the contract. Materials shall be the best of their respective kinds available, and shall be applied in accordance with the manufacturer's recommendations. The paint system shall be deemed suitable for its purpose by the paint manufacturer
- The new work and the immediate area only are to be painted and/or decorated
- Remove all waste materials and clean spots off glazing and other surfaces to leave the work clean and tidy for occupation.

GENERAL

- Supply and install an approved shower curtain track eg. Mactrack) sufficient height above floor to accommodate an approved waterproof weighted shower curtain 10 – 15mm from the vinyl. . The curtain track shall be positioned 100mm inside the formed wet area
- **Supply and install handrails as specified**
- All handrails shall be stainless steel and securely fixed to walls/wall framing with stainless steel screws
- All handrails within the shower area must be stainless steel.
- Confirm heights of fittings from the Wet Area Shower Assessor's sketch and Schedule Summary sheet.

COMPLIANCE

- The contractor shall supply and install approved smoke detectors as required to comply with the Building Code.
- The smoke detector is to be battery powered and fitted with a hush facility with a minimum duration of 60 seconds
- The smoke detector(s) shall be located on escape routes on each level of the dwelling. On levels containing sleeping spaces a smoke detector is required within 3 metres of the bedroom door.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding will not cover the following:

- Additional work requested by the property owner and/or client
- Refurbishment of the whole area and/or room

- Repairs and Maintenance
- Upgrading of plumbing system
- Replacing of rotten material

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



SHOWER VALVE WITH FLEXI HOSE

SCOPE

- To install a shower mixer complete with slide rail and flexi hose (new pipe work).

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The shower-mixing valve (complete with slide rail and flexi hose) shall be installed in the location shown on the proposed sketch plan and Schedule Summary sheet. Any variation is to be approved by the Assessor and *Enable New Zealand*
- A building consent is required for the installation of shower where new pipe work and wall linings are being installed. The Contractor shall contact Enable New Zealand to arrange a consultant to obtain all necessary consents from the local Territorial Authority.
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The shower mixing valve and associate work shall be installed / constructed by skilled tradesperson using best trade practice and materials.

CARPENTRY

- Protect all parts of the existing building not to be demolished. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- All framing is correctly set out, and all necessary fixings built in for hardware, plumbing and other fixtures
- Supply and fix all obviously necessary, but not specifically mentioned, fixings and materials
- Remove existing timber trim and wall linings sufficient to install pipe work and fixings of rails
- Supply and fix an approved wet wall lining around the bath/shower area in strict accordance with manufacturer instructions and recommendations, as required to provide a waterproof finish. **Note:** Horizontal sheet junctions will not be permitted.

PLUMBING

- Install pipe work from the existing hot and cold feed to the position of the shower mixing valve and hose outlet. All new plumbing is to be concealed behind new wall linings. Surface mounted

mixers are not recommended and should only be installed when requested by the Client and with prior written approval from the Assessor

- The new shower-mixing valve shall be compatible with the water pressure supply system. The flexi hose shall have a large bore suitable to ensure there is minimal loss in water pressure/flow
- Confirm heights of fittings from the Assessor's sketch and Schedule Summary sheet
- The hot water temperature at the sanitary fixture (shower) is to be such that it will not scald. Methods to achieve this are:-
 - Installation of an approved heat-tempering valve to the hot water supply
 - Fitting a shower mixer that has a temperature lock feature incorporated in it.
 - **Note:** These shower mixers may only be used where the hot and cold water supplies are from the same source.

GENERAL

- Supply and install curtain track (Mactrack) 2.0m above floor to form complete enclosure.
- Supply and install weighted waterproof curtain of sufficient length to be 10mm-15mm above the shower/bath area to prevent water splash.
- **Supply and install handrails as specified**
- All handrails shall be securely fixed to walls/wall framing with stainless steel screws
- Confirm heights of fittings from the Assessor's sketch and Schedule Summary sheet.

ELECTRICAL

- Check position of existing electrical fittings and relocate or replace (as required) to comply with AS/NZS 3000 (Wiring Rules).

GLAZING

- Safety glass is required to all glazing in the bathroom that is less than 1500mm above the abutting finished floor level or standing area of a bath or shower.
Note: Safety glass is not required, where a vanity unit or a bench of a minimum height of 760mm and a minimum width of 300mm is located in front of the window (regardless of the window height).

ADDITIONAL COMPLIANCE

The contractor shall supply and install approved smoke detectors as required to comply with the Building Code

- The smoke detector is to be battery powered and fitted with a hush facility with a minimum duration of 60 seconds
- The smoke detector(s) shall be located on escape routes on each level of the dwelling. On levels containing sleeping spaces a smoke detector is required within 3 metres of the bedroom door.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment whole area and/or room
- Repairs and Maintenance
- Upgrading plumbing system
- Water pressure
- Replacing rotten material

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



SLIDE RAIL WITH FLEXI HOSE (UNDER \$600 INC GST)

SCOPE

- To remove fixed shower rose and replace with slide rail with flexi-hose into existing outlet

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The slide rail and flexi hose shall be installed in the location shown on the proposed sketch plans and summary sheet. Any variation is to be approved by the Assessor and *Enable New Zealand*
- A building consent is required for the installation of a wet area level access shower and associated work. The Contractor (and one is appointed the Consultant) shall arrange to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The slide rail with flexi hose shall be installed by skilled trade person using best trade practice and materials.

PLUMBING

- Remove the existing shower rose and flange. In place of the rose, fit and seal the elbow attachment supplied. Screw the slide rail unit to the wall with stainless steel screws and attach the flexi hose and hand piece to the existing outlet
- The new shower-mixing valve shall be compatible with the water pressure supply system. The flexi hose shall have a large bore suitable to ensure there is minimal loss in water pressure/flow.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment whole area and/or room
- Repairs and Maintenance
- Upgrading plumbing system
- Water Pressure
- Replacing of rotten material

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



WATER CLOSET (WC) PAN

SCOPE

- To fit a new, or relocate an existing Water Closet Pan and connect to the existing waste water disposal system.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The water closet is to be installed or relocated in the location shown on the proposed sketch plan and summary sheet. Any variation is to be approved by the Assessor and *Enable New Zealand*
- Where a building consent is required for a new installation, or relocating the existing water closet pan. The Contractor shall contact Enable New Zealand to arrange a consultant to obtain all necessary consents from the local Building Consent Authority ie. Council
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The installation of the water closet pan and associated work is to be carried out by Licensed Building Practitioner using best trade practice and materials.

PLUMBING AND DRAINLAYING

- All Plumbing and Drainage shall be carried out by a suitably qualified person approved under the Plumbers, Gasfitters and Drain layers Act 1976

RELOCATING EXISTING

- Disconnect and remove the existing toilet pan, cistern and associated pipe work. Fit in new position. Extend cold water supply, soil line and fit venting as necessary to reconnect pan in the new position.

NEW

- Supply and install toilet pan, cistern and seat. Extend existing cold water supply and connect to cistern
- Make a connection into the existing sewer line or exposed soil line, extend graded pipe and connect to the new pan, complete with anti siphon venting as required.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or client
- Refurbishment of the whole area and/or room
- Installation of new water supply and waste water disposal system
- Repairs and Maintenance
- Upgrading of plumbing system
- Replacing of rotten material

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



WHEELCHAIR ACCESSIBLE BASIN / VANITY

SCOPE

- To install a basin/vanity that is wheelchair accessible.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no extras will be given by reason of ignorance of the site or existing site conditions
- The basin/vanity is to be positioned in the location shown on the proposed sketch plan prepared by the Assessor and the summary sheet.
- Any variation is to be approved by the Assessor and *Enable New Zealand*
- A building consent is not required for the installation of a basin/vanity unless being moved to another wall or a new installation, where new pipe work is required. The Contractor shall arrange to obtain all necessary consents from the local Territorial Authority
- All work must comply with the Building Act, relevant clauses of the NZ Building Code and product manufacturer specifications.

CARPENTRY

- The basin/vanity shall be installed by skilled tradesperson using best trade practices and materials
- Protect all parts of the existing building not to be demolished. Demolition work shall be carried out in a manner that will create as little as possible disruption to the client's use of the building
- The Contractor shall provide necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- The basin/vanity shall be securely fixed to the wall. Provide suitable fixings such as timber dwangs, as required to ensure it is securely fixed to the wall.
- Seal top of basin/vanity to wall

PLUMBING

- Install pipe work from the existing hot and cold feed to the position of the vanity tap(s). All new plumbing is to be concealed
- Install either the existing or fit new single lever mixer tap as specified
- Confirm heights of fittings from the Assessor's sketch and Schedule Summary sheet

- The hot water temperature at the sanitary fixture (basin) is to be such that it will not scald. Methods to achieve this are:
 - Installation of an approved heat-tempering valve to the hot water supply
 - Fitting a basin mixer that has a temperature lock feature incorporated in it.

Note: These basin mixers may only be used where the hot and cold water supplies are from the same source.

PAINTING/FLOORING

- Make good the effected wall and floor area where the vanity has been removed. This involves tidying up the paint/wallpaper and flooring to match existing as close as possible.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment of the whole area and/or room
- Repairs and Maintenance.
- Upgrading of plumbing system

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike



LOW RISE PLATFORM LIFT (ELECTRIC LIFT – UP TO 1.000M TRAVEL)

SCOPE

- To construct a concrete pad to take a low-rise platform lift and timber platform to provide access from the lift into the dwelling.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with sketches/drawings and Schedule Summary sheet provided by the Assessor and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc, no variations will be given by reason of ignorance of the site or existing site conditions
- The low rise platform lift and access platform is to be located and constructed in the location shown on the proposed sketch plan. Any variations are to be approved by the Assessor and *Enable New Zealand*
- A building consent is required for all low-rise platform lifts unless exempted by the Territorial Authority. Written confirmation of exemption is required from the Territorial Authority. The Contractor shall contact Enable New Zealand to arrange a consultant to obtain all necessary consents from the local Territorial Authority
- All work must comply with the relevant conditions of the Building Act and NZ Building Code
- The Contractor shall provide all necessary protection to the client and other person/s from holes, unsafe building, falling and other hazards
- Damage resulting from failure to protect adequately will be made good at the Contractor's expense
- The low-rise platform lift and associated work shall be carried out by approved contractor using best trade practice and materials.

CARPENTRY

- Grades of timber are specified in the National Grading Rules. The timber shall be free from shakes, loose knots, and gum streaks. Sub-standard or warped timber shall not be used
- Timber shall be treated to H4 and is to be plane gauged
- Galvanised nails of an appropriate size are to be used to secure the timber.

CONSTRUCTION

- The concrete pad shall be installed in strict accordance with the lift manufacturer's specifications. It is the Contractor's responsibility to ensure they have the relevant information from the lift manufacturer. Concrete strength shall be 17.5 MPa after 28 days
- Lay a concrete path from the entry to the lift to the nearest path or parking area
- Construct a timber platform from the lift to the nearest door into the house

- The structure of the platform must provide adequate strength and stability for all users. The platform is to be securely fixed to the existing deck
- The platform surface shall be of a non-slip finish without gaps, lips or uneven surface. Nails shall be punched below the ramp surface. The decking shall be 100x40mm pinus radiata tread decking laid at right angles to the direction of travel
- The entry and exit to the platform shall be formed with smooth thresholds avoiding sudden changes in level. The entry to the base of the ramp shall be of suitable material to avoid damage and splitting
- The height of the platform/landing is to align with the existing doorsill to minimise changes in level and an excessive up stand
- Allow to install an approved barrier or gate to the timber deck at the top lift access
- Allow to install or relocate steps as required, if the existing steps are being covered over.

ELECTRICAL

- Supply and install a waterproof power source as specified or recommended by the lift manufacture/supplier. All electrical work is to comply with current New Zealand standards
- **Note:** Any circuit breaker or power outlet is to be mounted in a position accessible to the person

GENERAL

- Windows with opening sashes over landing shall be fitted with restrictors to avoid open sashes projecting over access landing.
- Handrails are to be positioned as recommended by the Assessor.
- Handrails shall be shaped to provide a profile that is easily grasped by the person. The handrail shall be securely fixed to support posts or building to ensure it does not flex or move
- The handrails must be continuous for the length of landing and all junctions formed are smooth and secure
- The handrail is to be packed off the posts or wall to ensure, under normal use, the persons hand will not contact the post, wall or other obstruction.

COMPLETION

- Clean down all work, test and leave in a tidy condition ready for use.

NOT INCLUDED

Funding may not cover the following:

- Additional work requested by the property owner and/or client
- Painting of the landing, platform and handrails
- Repairs and Maintenance.

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



LOW RISE PLATFORM LIFT (REMOVAL)

SCOPE

- To remove a low-rise platform lift and to make good.

PRELIMINARY AND GENERAL

- The Housing Modification Schedules shall be read in conjunction with instructions from the *Enable New Zealand Equipment Stores* and the Agreement for Contractor Services
- Where a site visit has not been undertaken to ascertain the conditions, levels, boundary positions, access etc. no variations will be given by reason of ignorance of the site or existing site conditions
- The low-rise platform lift is to be removed and stored as directed by the *Enable New Zealand Equipment Stores*
- All work must comply with the relevant conditions of the Building Act and NZ Building Code
- A handrail is to be installed across the opening where the lift has been removed
- Disconnect the electric cable from the power outlet
- Leave power outlet. Unbolt the lift from the concrete pad and remove
- **Note:** This must be done as per manufacturer instructions for removal and transporting
- Leave the concrete pad in place. Remove the bolts from the concrete slab or cut of to leave flush or below the surface of the concrete pad
- The timber platform is to be left unless instructed otherwise by *Enable New Zealand*.

COMPLETION

- Clean down all work and leave in a tidy condition ready for use.

NOT INCLUDED

Ministry of Health funding will not cover the following:

- Additional work requested by the property owner and/or the client
- Refurbishment of the whole area
- Repairs and Maintenance.

QUESTIONS

- Questions may be directed to the contractor however due criteria around eligibility or funding it is advised that Enable New Zealand be first point of contact for both clients and contractors alike.



CODE OF CONDUCT

Everyone carrying out housing modifications by Enable New Zealand (on behalf of Ministry of Health or Accident Compensation Corporation)

If you are at all uncertain about your responsibilities contact Enable New Zealand **0800 17 1995**

You **MUST DO** the following:

- Act in a professional manner with the client, their advocates, family or whanau
- Treat the client's home as you would expect your home to be treated
- Ensure that all information relating to the client is kept strictly confidential
- Keep the client informed of the timeline to complete the work
- Dress to a reasonable standard
- Footwear must be clean before entering the client's home
- Take all precautions to prevent damage to the client's property
- Keep noise levels and nuisance to a minimum
- Be aware that any additional work requested by the client, their family or whanau is to be treated as a separate contract between the client and the Contractor
- Ensure that the site is kept tidy at all times
- On completion of the building work, ensure that it is ready for the immediate occupation and use
- Advise Enable New Zealand and/or Consultant immediately if any dispute or problems associated with the housing modification
- Advise the client of any possible hazards and where necessary erect protective barriers
- If you uncover any repair and maintenance issues/unforeseen building issues, contact Consultant in first instance

You MUST NOT DO the following:

- Leave the property unlocked or insecure at any time
- Allow dangerous situations to arise. Power tools and sharp objects must not be left in reach of children
- Do not use bad language in or around the client's home
- Do not argue with the client, their advocates, family or whanau
- Do not smoke on the client's property
- Do not use the client's power or telephone without the permission from the client and/or the property owner
- Do not use the client's toilet, wash basin, stove, water and other services without the client's permission
- Do not bring your radio on site without the client's permission
- Do not bring any animals onto the property or into the client's home
- Do not bring children onto the property or into the client's home
- Do not comment on the condition of the client's home, or any personal matters relating to the client
- Do not discuss other housing modifications or Enable New Zealand matters with the client, their advocates, family or whanau
- Do not deviate from the recommended and approved documents unless approved in writing by Enable Zealand and/or Consultant

PLEASE NOTE:

Occupational Health and Safety

The Contractor, their employees and Sub-contractors and Subtrades must comply with the provisions of the Health and Safety in Employment Act 1992 and the requirements of the Contractor's safety plan

The contractor must have a current Health and Safety policy in place as set out in Employment Act 1992

Employees are responsible for their own health and safety while at work.

Employees must ensure that their actions/ inaction do not harm anyone else

Emergencies

In all emergencies, dial 111 for ambulance, fire or police service



TIMEFRAMES & GUIDELINES

BASIC BUILDING TIMEFRAMES AND GUIDELINES FOR ACC HOUSING MODIFICATIONS

(Please note this guideline also includes work that all parties, Enable New Zealand, consultant and the contractor will undertake as part of their contract in this process)

	Actions	Timeframes
Minor Modification		
Submit Solution	<ul style="list-style-type: none"> Receive instruction from Enable New Zealand Including the design brief Submit the Proposed Solution, quotation and documentation as appropriate to the project to Enable New Zealand for approval. Receive approval to carry out the Housing Modification from Enable New Zealand Identify an indicative start date to Enable New Zealand and/ or consultant 	5 working days
Commence Modification	<ul style="list-style-type: none"> Confirm the actual start date of the Housing Modification to Enable New Zealand and/ or consultant Carry out the Housing Modifications and co-ordinate all trades to complete the project in a timely manner. Keep Enable New Zealand and the client updated on progress 	Within 4 working days of commencement
Modification Complete	<ul style="list-style-type: none"> Ensure that the quality and finish of the Housing Modification is of a suitable standard. Ensure the site is cleaned and free of any rubbish and excess demolition material and that the Housing Modification is left in working order. Submit a signed Certificate of Satisfactory Completion and Invoice to Enable New Zealand. 	Within 4 working days

	Actions	Timeframes
Standard/Complex Modifications		
Preliminary Project Administration	<ul style="list-style-type: none"> When requested by Enable New Zealand and /or Consultant, undertake a site visit and submit a Quotation for any proposed Contract Works. Liaise with the Consultant to ensure that a suitable time to commence the Housing Modification is arranged with Client/Property Owner and advise Enable New Zealand Notify the Consultant immediately if for any reason the Contractor is unable to commence the proposed Works within the agreed time frames. Liaise with the Consultant to establish if the Client/Property Owner wishes to retain any of the demolition materials on site. Liaise with the Consultant to ensure that the Client/Property Owner has notified their Insurance Company of the proposed Housing Modification. 	<p><i>Within 5 working days or as set in the contract documents</i></p> <p><i>Within 4 working days of commencement</i></p>
Commence Modification	<ul style="list-style-type: none"> Carry out the Housing Modifications and co-ordinate all sub-trades to complete the project in a timely manner. Liaise as necessary with Enable New Zealand and /or Consultant as required. 	<i>5 working days or as set in the contract documents</i>
Modification Complete	<ul style="list-style-type: none"> Check the quality and finish and ensure that the Housing Modification is of a suitable standard. Remove any rubbish and excess demolition material from site and ensure the Housing Modification is left in working order. Advise the Enable New Zealand, Client/Property owner and/or Consultant (as required) that the Housing Modification is complete. Notify the Consultant when a final inspection is required by the appropriate Building Consent Authority (Territorial Authority) for the issue of a Code Compliance Certificate (if required). Provide to Enable New Zealand a copy of the Code Compliance Certificate request form lodged with the Territorial Authority. On completion, submit to Enable New Zealand the Certificate of Satisfactory Completion form signed by the Client, Housing Assessor (not required when a Consultant involved). 	<i>Within 4 working days</i>

HOUSING MODIFICATION PROCESS FOR MINISTRY OF HEALTH

Phase	Explanation
Receive instructions	Receive instructions from Enable New Zealand, including the concept sketch prepared by the EMS Assessor. Obtain required property information from the Local Territorial Authority. Carry out one site visit to measure up and ensure there is sufficient information to proceed. The site visit can be with or without EMS Assessor (OT)
Preliminary Documents	Prepare preliminary drawings based on the site visit, Territorial Authority information and concept sketch, and forward to Enable New Zealand for approval.
Prepare working Documents	Receive approval to proceed from Enable New Zealand. Prepare working drawings and documentation required to obtain Building Consent approval and for the Contractor to price up the Housing Modification
Request Quotes	Request quotes, receive quotes and report to Enable New Zealand
Receive approval and advise contractors	Receive approval from Enable New Zealand. Advise the successful and unsuccessful contractors.
Obtain Building Consent	Apply for and pay Building Consent fees (as required). Includes meeting with Territorial Authority (if required). Liaise with Territorial Authority to ensure Building Consent is ready to uplift. Pay balance of fees and uplift Building Consent. Ensure the Contractor receives Consent documents prior to commencing the Housing Modification.
Project Management	Project manage during the building, by monitoring and inspecting, including two visits to the property, sign off on completion, receive and certify Contractor's final account and forward to Enable New Zealand. Obtain Code Compliance Certificate (as required).



SCOPE & NATURE OF THE WORK

ACCIDENT COMPENSATION CORPORATION

This Service incorporates the following key principles that will define and guide the Housing Modification Service provision:

- 1 Safety
- 2 Sustainability
- 3 Cost effective

The types of Housing Modifications included in this Supply Agreement for ACC funded clients are:

1. Minor Modification
2. Standard Modification
3. Complex Modification

MINISTRY OF HEALTH

Housing modifications included in this Supply Agreement for MoH funded clients are considered in four levels. These levels are based on the complexity of the assessment of need, identification of the solution and building work. The levels allow for requirements and procedures to be developed to suit the type of housing modification.

Level 1 To supply and install handrails/minor alterations where the identified solution is the most cost effective and is the only option available to assist the person with access into and within the home, or to enable independence with transfers eg.

- Minor modifications up to a value of \$500 inc GST
- External rails
- Internal rails

Level 2 To provide access and safety into and/or around the person's home eg.

- Ramp
- Platform lift
- Stair lift
- Door widening
- Easy steps
- Fencing

Level 3 To provide facilities for the person to carry out essential daily activities required for them to return to/or remain in their home eg.

- Wet area shower
- Alter existing shower/bath
- Kitchen/laundry modifications

Level 4 To provide additions and/or extensions to the house to ensure that the person can either return to/or remain in their home eg.

- Additional bedrooms
- Ensuite bathrooms
- Through Floor lifts

Note: The assessment team for a Level 4 housing modification **must** include a Consultant.