

EMS Housing Modifications: Documents

During the consideration of housing modifications (EMS Manual 11.3.iii) the EMS Assessor is required to attached complete concept sketches and schedules, as required by the EMS Provider, which accurately reflect the existing environment and the proposed modifications.

Please ensure when submitting new requests for funding that you have attached the required sketch plans as per the descriptors below:

Sketch Plans

[For all modifications] A sketch plan of the property showing location of entrances, driveway and where vehicle can park – typically referred as a bird's eye (looking down from above). This includes the total height of the threshold for all access points into the home, including measurements of any internal porches. Where relevant, please add on the plan e.g section of path identified as steeper than 1:12

[For internal modifications] In addition to above, the layout of the interior of the home environment is required and must include:

- width of hallway
- opening width of doorways that your client will need to pass through
- location of hot water cylinder if request is for bathroom modifications

[For bathroom modifications] In addition to above, a close-up layout of the bathroom is required and includes:

- dimensions of bathroom
- size of existing facilities e.g bath, shower, vanity – as toilets are fairly standard, measurements not needed
- distance between facilities where relevant e.g. to demonstrate clear path for access between opening to shower cubicle and adjacent wall or vanity

Important Considerations

Photos [For all modifications]

Photos of relevant spaces and features provide clear context and help orientate the Advisor to the environment you are discussing. Wide angle and distance photos are best with close up photos used to show specific features only.

Please look to organise your photos, sketch plans and commentary in a logical order and where able orientate via a powerpoint presentation. Template attached for ease of use - pages/sections which are not relevant can be removed.

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