

Disability Services

# Accommodation Standards and Design Guidelines for the Provision of:

## 1.1 Shared Supported Accommodation (General)

## Foreword

The State Disability Plan 2002-2012 outlines the Victorian Government's vision for the delivery of support to people with a disability based on the principles of rights, dignity, choice, non-discrimination, and achieving community participation and inclusion for people with a disability in Victoria.

For people who require accommodation support from the Government, this means ensuring that shared supported accommodation is built or upgraded to a standard that not only meets Occupational Health and Safety, the Building Code of Australia and other relevant regulatory requirements, but importantly, the needs of the people who will live in the accommodation.

Disability Services Division has therefore developed the Disability Services Accommodation Standards and Design Guidelines – for the provision of Shared Supported Accommodation.

The Guidelines contain concise and practical information about the processes of planning, purchasing and building of Government owned Shared Supported Accommodation.

I believe that the Guidelines will provide an invaluable resource for all people involved in developing high quality Shared Supported Accommodation projects that meet the needs of residents and staff.

Arthur Rogers  
Executive Director  
Disability Services Division

## Amendment Record

The Executive Director, Disability Services is the only person who may authorise amendments to the Accommodation Standards and Design Guidelines.

The first issue and subsequent complete re-issues of the document are shown as version 1.0, 2.0, 3.0, etc.

Amendments are summarised in the revision history below.

Version	Date	Details
1.0	June 2004	1.1 Shared Supported Accommodation (General) Approved by Disability Services Executive

# Contents

<b>1 - Introduction</b>	<b>1</b>
1.1 Definition of Shared Supported Accommodation	1
1.2 Purpose of this Document	1
1.3 Using the Guideline	2
1.4 Policy and Service Context	3
1.4.1 Victorian State Disability Plan	3
1.4.2 Health, Safety and Wellbeing Policy	3
1.4.3 Occupational Health and Safety	3
1.4.4 Responsible Asset Management	3
1.4.5 Legislation	3
1.5 Project Control Groups and User Groups	4
1.5.1 Project Control Groups (PCG)	4
1.5.2 User Group (UG)	4
<b>2 - Site Selection and Planning</b>	<b>6</b>
2.1 Project Brief	6
2.2 Site Selection and Purchase	6
2.2.1 Site Selection	6
2.2.2 Site Purchase	6
2.3 Planning Considerations	7
2.3.1 Compliance	7
2.3.2 State Legislation	7
2.3.3 Local Planning Policy Framework	7
2.3.4 Building Classification	7
2.3.5 DHS Capital Development Guidelines (CDG)	7
<b>3 - Accommodation Plans</b>	<b>8</b>
3.1 Introduction	8
3.2 Features of Accommodation Plans	8
<b>4 - Common Design Standards</b>	<b>9</b>
4.1 Building Form and Character	9
4.2 General Design Requirements	9
4.2.1 Doors and Doorways	9
4.2.2 Windows	11
4.2.3 Glazing to Windows and Doors	11
4.2.4 Walls	11
4.2.5 Ceilings	12
4.2.6 Acoustics	12
4.2.7 Floor Finishes	12

4.2.8 Wall Finishes	13
4.2.9 Window Furnishings	14
4.2.10 Shower Curtains	14
4.2.11 Termite protection to dwellings	14
4.2.12 Colour Schemes	15
4.3 Building Services	15
4.3.1 Metered Services Generally	15
4.3.2 Hydraulic Services	15
4.3.3 Lighting and Power	16
4.3.4 Television Systems	18
4.3.5 Telephone Requirements	18
4.3.6 Safety and Security Systems	18
4.3.7 Automatic Fire Detection and Suppression Systems	18
4.3.8 Mechanical Services	19
4.4 Environmental Management	20
4.4.1 Generally	20
4.4.2 Energy Management	20
4.4.3 Waste Management	20
4.4.4 Recycling	20
4.4.5 Water Saving	20
<b>5 - Specific Design Standards – Functional Zones</b>	<b>21</b>
5.1 Functional Zones and Areas Generally	21
5.2 Outdoor Areas	21
5.2.1 Site Planning	21
5.2.2 Access Requirements	21
5.2.3 Entrances	21
5.2.4 Paving and Driveways	22
5.2.5 Stormwater Pits/Grates	22
5.2.6 Car Parking and Carports	22
5.2.7 Steps and Stairs	23
5.2.8 Balustrades	23
5.2.9 Wheelchair Facilities	23
5.2.10 Undercover and Other Recreation Areas	23
5.2.11 Landscaping	24
5.2.12 Leaf Guards	25
5.2.13 Fences and Gates	25
5.2.14 Service Yards	25
5.2.15 Garden Sheds	26
5.2.16 Clotheslines	26
5.2.17 Property Numbering	26
5.2.18 Mailboxes	26

5.3 Shared Areas	27
5.3.1 Living Areas	27
5.3.2 Meals Areas	27
5.3.3 Circulation Areas/Passageways	27
5.4 Private Areas	28
5.4.1 Bedrooms (Assisted and Ambulant)	28
5.4.2 Sleepover Room	29
5.4.3 Seclusion Room	30
5.5 Wet Areas	31
5.5.1 Kitchen/Kitchenette	31
5.5.2 Laundries	33
5.5.3 Assisted Bathroom	35
5.5.4 Ambulant shower	37
5.5.5 The Sleepover Ensuite	38
5.5.6 Toilets – Assisted/Accessible/Ambulant	38
5.6 Service Areas	40
5.6.1 Storage	40
5.6.2 Mobility Aids Store	40
5.6.3 Drugs Cupboard	40
<b>6 - Standard Construction Specification</b>	<b>41</b>
<b>7 - Appendices</b>	<b>42</b>
Appendix 1 – Pre-design (Site Purchase) Phase Checklist	
Appendix 2 – Project Brief – Resident Specific	
Appendix 3 – SSA Site Purchase Requirements Checklist	
Appendix 4 – Design Phase Checklist	
Appendix 5 – Sleepover Room – Preferred Layout	
Appendix 6 – Accommodation Plans	
Appendix 7 – Documentation Phase Checklist	
Appendix 8 – Construction/Pre-Handover Checklist	
Appendix 9 – Curtain Specifications for SSA	
Appendix 10 – Site Meetings Action Checklist	
Appendix 11 – Handover/Defects Liability Phase Checklist	
Appendix 12 – Defects Reporting Checklist	

## List of Tables

Table 1 – Accommodation Plans	8
Table 2 – Required Clear Openings for Doorways	9
Table 3 – Floor Coverings	13
Table 4 – Wall Finishes	13
Table 5 – Window Furnishings	14
Table 6 – Colour Chart	15
Table 7 – Lighting Requirements for a Typical 5 Bed House	17
Table 8 – Required Power Outlets (GPOs)	18
Table 9 – Telephone Requirements	18
Table 10 – Functional Zones and Areas	21
Table 11 – Undercover Recreation Areas	24
Table 12 – Space Requirements for Living Areas (Including Meals Areas)	27
Table 13 – Space Requirements for Kitchen Areas	32
Table 14 – General Storage Provisions	40

# Glossary of Terms

## Abbreviations

**CDG** – Department of Human Services Capital Development Guidelines

**CMB** – Department of Human Services Capital Management Branch

**DHS** – Department of Human Services

**DSD** – Department of Human Services Disability Services Division

**OoH** – Department of Human Services Office of Housing

**Accessible area or space** - Able to be safely entered and exited without obstruction by people with a disability, including those who use a wheelchair or other mobility aid.

**Accessway** – A continuous accessible path of travel to, into and within a building.

**Ambulant** - Able to walk, with aids if necessary.

**AS1428.1** – Australian Standard, *Design for Access and Mobility*. Part 1: General Requirements for Access – New Building Work.

**AS1428.2** – Australian Standard, *Design for Access and Mobility*. Part 2: Enhanced and Additional Requirements – Buildings and Facilities.

**Assisted** - Requires assistance from another person to move from one location to another or to undertake personal tasks.

**Circulation space** - Spaces surrounding built elements, landscape elements and fixtures and fittings required for movement to and within buildings.

**Class 3 Building** - A residential building (other than Class 1 or 2 building) which is a common place of long term or transient living for a number of unrelated people (refer to the Building Code of Australia for detailed definition).

**Clear Opening of Doorway** – Unobstructed (clear) width of accessway (through doorway). Refer Fig. 11 – AS1428.1

**Construction** - The redevelopment, or building, of a dwelling.

**Crossfall** - Slight gradient across path/paving to drain surface water.

**Dividing fence** - A fence separating the land of adjoining properties, or within properties, separating multiple units.

**GPO** - General power outlet.

**Dwelling** - A place of residence for domestic activities, but not including the associated land.

**Energy rating** - The level of effective use of electricity by an appliance or light fitting.

**FECA** - Fully enclosed covered area, measured to the inside face of the external walls.

**Knee space** - Space left vacant for knees under a table, bench or furniture for a seated person.

**Legal Requirements** - All applicable statutory, regulatory and code requirements.

**Modified Housing** - Modified or purpose-built housing to accommodate people with specific needs to enable them to participate in domestic activities.

**Outdoor area** - All areas external to the dwelling, such as recreation space or service yard within property boundaries.

**Person with a disability** - Someone who has a physical, sensory, intellectual, or acquired brain injury.

**Property** - A dwelling and all its associated land.

**Ramp** - An inclined access way, with a gradient steeper than 1:20 but not steeper than 1:14.

**Raised garden bed** - A garden bed built up to approximately 650mm above ground level.

**Retaining wall** - A wall that supports the earth between two levels.

**RCD** - Residual Current Device (safety switch).

**Soffit** - Underside of the external part of a building such as a ceiling to a porch, carport, verandah.

**Solar heat gain** - Heat gained from the natural warmth of the sun.

**Special Needs** - The particular amenity provisions required for a resident with a disability as determined through consultation with support staff.

## Glossary of Terms

**SSA** - Shared Supported Accommodation.

**Sustainable Design** - The design of a dwelling to ensure that the overall adverse impact on the natural environment is minimised (energy, water and waste efficient).

**Walkway** – Any access way with a gradient not steeper than 1:20 and less than 1:33.

**Water efficient appliances** - Recommended water saving devices with a water saving rating.

**Wet areas** - Inside spaces where water based activities take place: kitchen, shower room, ensuite, bathroom, toilet, laundry.

**Wing fencing** - Fencing provided to a property to separate the front yard from the back, or create a service yard.



# 1 - Introduction

## 1.1 Definition of Shared Supported Accommodation

Shared Supported Accommodation (SSA) is the provision of housing and support for people with a disability who require rostered 24-hour support.

Support is provided by staff to assist the people with a disability in a range of daily living activities including eating, personal hygiene and participation in the community.

The housing and support is provided in group settings and for a variety of resident numbers, plus the provision of a sleepover facility for staff.

Duration of stay may vary from episodic or short term (ie. respite) to longer term. Longer term accommodation may be subject to changes in aspirations or support needs for each individual.

The various types of SSA include:

### 1.1 - Shared Supported Accommodation (General)

Longer term accommodation option for four, five or six people with a disability.

### 1.2 - Shared Supported Accommodation (Larger)

Mid to longer-term accommodation option for eight people with a disability with similar aspirations or support needs (eg. people who are seeking a retirement lifestyle).

### 1.3 - Respite (facility based)

Facility based episodic or short-term accommodation, generally for four, five or six people with a disability at any point in time.

## 1.2 Purpose of this Document

This document sets out the residential accommodation requirements of the Disability Services Division, Department of Human Services for the design and construction of **1.1 - Shared Supported Accommodation (General)**.

It replaces the previous standards, the Office of Housing, *Housing Standards Policy Manual - Community Residential Units Standards Version 1.0, 1998*, addressing changes in legislative requirements and Government policy regarding the provision of services for people with a disability.

The document is a Government policy document that applies to the provision of new Government-owned SSA. The guidelines are not retrospective; however, where practicable and where funding is available, existing properties may be brought up to meet the standards outlined.

*Note:* While design and construction standards for **1.2 - SSA (Larger)** and **1.3 - Respite** are broadly consistent with **1.1 - SSA (General)**, there are a number of additional considerations that apply and therefore separate guidelines will be developed and published as a companion to these guidelines.

The document is intended to be used by (but not limited to), Departmental staff, including SSA support staff, and design consultants involved in SSA programs/projects.

The objectives of the standards and design guidelines are:

- To enhance the quality of SSA and to meet the needs of residents and their families in providing flexible community housing options accessible to people with a range of different types of disability.
- To provide accommodation that is part of the support system that enables people with a disability to live in the community with dignity and choice, and to pursue individual lifestyles.
- To provide a consistent approach to the design and construction of SSA for people with a disability.
- To provide, as far as is practicable for residents and support staff, an environment that is safe and without risks, in accordance with the Occupational Health & Safety Act 1985.
- To encourage rigorous planning, budgeting, reporting and asset management to ensure

that Departmental resources are used more effectively, and to promote sustainable development.

- To provide a definitive reference document that outlines the policy and legislative context for the design and construction of SSA.

## 1.3 Using the Guideline

The Accommodation Standards and Design Guidelines has seven sections that:

- Define the processes and actions for each phase in the delivery of a new SSA project.
- List the mandatory requirements for SSA facilities.
- Denote with this symbol optional considerations that may be required for a SSA project due to specific resident support needs.



- Provide detail to assist both technical and non-technical persons.
- Identify where specific approvals are required for the inclusion of particular items/functionality in the building's design.

People involved in a new SSA project should:

- Familiarise themselves with the complete document.
- Identify those sections that will assist them in their role in the project.
- Take particular note of:
  - The accommodation plans, which generally illustrate the intent of this guideline.
  - The checklists, which will assist in understanding the actions that should be undertaken or considered by the various parties to the project.
- The guidelines are available in electronic format via the Departmental web site at [www.dhs.vic.gov.au/disability](http://www.dhs.vic.gov.au/disability)
- Checklists and forms may be copied for use directly from the guideline, or can be downloaded in electronic format.
- Detailed construction documentation for the standard accommodation plans, including specifications, is available electronically for use by consultants appointed by the Department.

## 1.4 Policy and Service Context

### 1.4.1 Victorian State Disability Plan

The *State Disability Plan* outlines the Government's vision for the provision of services for people with a disability. The plan has been developed in consultation with people with a disability, their families, staff, service providers, community groups and Local, State and Commonwealth Government Departments. The plan outlines an approach to the delivery of services based on the principles of rights, dignity, choice, non-discrimination and achieving social justice and inclusion.

The Victorian Government's policy is to provide a range of support services to enable the needs of people with a range of disabilities to be met. The plan looks at all aspects of life for people with a disability, including the provision of appropriate SSA.

The *State Disability Plan* provides the Government's policy and service delivery context within which this document is to be read.

Anyone accessing this document should familiarise themselves with the *State Disability Plan* and the *Victorian Standards for Disability Services*, Disability Services Division, DHS.

### 1.4.2 Health, Safety and Wellbeing Policy

The Department of Human Services, via the *Health, Safety and Wellbeing Policy* is committed to creating a safe and productive workplace through improving health, safety and wellbeing at work.

Central to achieving a safe work environment in the provision of SSA, is the prevention of workplace risks to the health, safety and wellbeing of residents and support staff.

These Standards and Design Guidelines have been developed in consultation with a broad range of stakeholders to promote a healthy and safe environment for residents and staff in newly constructed or refurbished SSA. The document will be reviewed on a regular basis.

### 1.4.3 Occupational Health and Safety

Many OH&S issues can be eliminated by careful attention to the design and detailing of SSA dwellings. The use of these Standards and Design Guidelines should assist in ensuring that OH&S risks are not built into a facility. For example, manual handling processes and occupational assault can be directly affected by design decisions. The WorkSafe Victoria publication *Designing Workplaces for Safer Handling of Patients/Residents* is a good general reference of issues and solutions. This should be supported by the use and understanding of general risk management principles as identified in AS4360:1999 *Australian Standard, Risk Management*, plus the use of the specific OH&S risk principles outlined in WorkSafe's documents *Getting Started* when undertaking the design of SSA.

### 1.4.4 Responsible Asset Management

Disability Services Division (DSD) is responsible for the planning, management and maintenance of the physical resources under its control. The Division is bound by the Whole of Government Asset Management Policy, Principles and Guidelines, which require that government assets be managed responsibly and cost effectively for the life of the asset (that is, from planning and development through to disposal).

This document forms a part of the Division's strategy to ensure responsible management of its assets and meets its commitment to Government. As such, it is imperative that the planning and development of any new facility, or the redevelopment and refurbishment of any existing facility, is undertaken within the context of this policy and that prior approval be sought through the Disability Services Division before the commencement of **any** capital works.

A set of Maintenance Guidelines is being developed. These will be used to ensure the appropriate maintenance and management of the Division's assets. They will also form a component of the Division's Asset Management Plan.

### 1.4.5 Legislation

These Standards and Design Guidelines reference a number of Acts of Parliament. This legislation, together with the *Building Code of Australia 2004*

(BCA) and relevant Australian Standards set out the minimum requirements that must be achieved when planning, designing and constructing SSA.

The principal Acts are listed below:

- *Intellectually Disabled Persons' Services Act 1986*
- *Disability Services Act 1991*
- *Occupational Health and Safety Act 1985* (and sundry supportive regulations)
- *Building Code of Australia 2004* (BCA)
- *Building Regulations 1994* (Vic)

## 1.5 Project Control Groups and User Groups

To facilitate the effective delivery of SSA projects, a Project Control Group (PCG) and Project User Group (UG) should be established.

### 1.5.1 Project Control Groups (PCG)

The PCG should be comprised of representatives from:

- Region
- Capital Development Unit, DSD
- Project Manager (normally the Office of Housing)
- External design consultants.

The PCG should assume overall management responsibility for the delivery of the project(s) with particular emphasis on:

- Program
- Scope
- Cost
- Expenditure.

Tasks for the PCG would include:

- Approval of appointment of external consultants
- Approval of project specific brief
- All liaison with, and briefings to, external consultants
- Approval of the various phases of the project
- Endorsing agreed changes to the project brief
- Regular reporting on projects with respect to program, cost and scope.

### 1.5.2 User Group (UG)

The UG should be comprised of representatives from:

- Region
- Support staff (skilled in the service area)
- Funded Agency (where applicable)
- Residents' representative (where applicable)
- Regional FRMS Co-ordinator.

The UG should provide direct advice to the PCG, which should include:

- Development of the project brief
- Confirmation of any resident-specific support requirements that may arise during the development of the project

- Providing comment in respect of schematic designs prepared by the design consultant
- Commissioning of the facility.

Tasks for the UG would include:

- Liaison with residents, their families and/or carers
- In consultation with residents and/or their families/carers, provide input into the development of the colour and finishes schedule for the project
- Liaise with representatives from external agencies (where applicable)
- Provide advice in respect to the future commissioning of the facility, particularly with respect to furniture and equipment.

## 2 - Site Selection and Planning

### 2.1 Project Brief

A project brief shall be developed for each new SSA project to inform the site selection and building design processes.

Taking into account residents' support needs and regional service planning needs, the brief should clearly define the specific project and building requirements including:

- Preferred accommodation plan.
- Resident specific requirements.

For the purposes of SSA projects, a proforma **Project Brief – Resident Specific** has been developed and included as Appendix 2.

## 2.2 Site Selection and Purchase

### 2.2.1 Site Selection

SSA facilities must be located in appropriate community settings and shall be in close proximity to residents' families, friends and networks.

To assist in the selection of appropriate sites DSD has developed a **SSA Site Purchase Requirements Checklist**, which is included as Appendix 3.

The checklist sets out the general requirements for site selection, including the issues that are to be considered.

### 2.2.2 Site Purchase

Site purchase shall only be undertaken through the Capital Development Unit, DSD.

Site purchase shall not occur until the SSA Site Purchase Requirements Checklist has been submitted to, and approved by, the Capital Development Unit.

Purchase of any site in the name of a Government Department must be undertaken in accordance with:

- Land Monitor purchasing guidelines
- Valuer General requirements
- Government of Victoria Policy and Instructions for the Acquisition and Sale of Land.

## 2.3 Planning Considerations

### 2.3.1 Compliance

It is the responsibility of the building designer to ensure that SSA developments comply with Rescode and all legal (statutory, regulatory and code) and DHS requirements.

### 2.3.2 State Legislation

The development of Community Care Facilities (including SSA) within Victoria are strongly encouraged as part of the State Planning Policies, ensuring that the appropriate accommodation and care of people with a disability is a priority for all local council areas and is not unduly delayed by the planning process.

Clause 16.04 of the State Planning Policy Framework not only specifies that the use must be exempt from all planning permit requirements within areas used for residential purposes, but the location of the community care units must be kept confidential, to ensure the privacy of the residents within the units is maintained to a similar level to any private dwelling.

### 2.3.3 Local Planning Policy Framework

Under the conditions of the Planning Scheme of the relevant council a Planning Permit to construct a building(s) may be required. This applies in particular to multi-unit developments.

The requirements of the relevant council should be ascertained and confirmed in writing early in the planning process, and any particular council requirements taken into account.

The project manager shall factor the time required for permits and other approvals into the development program.

### 2.3.4 Building Classification

Under the provisions of the *Building Code of Australia (BCA) 2004*, SSA covered by these guidelines would be expected to be classified as Class 3 building(s), as defined in Part A3.2 Volume 1, *BCA*.

Further, with reference to the Victoria Appendix to the *BCA, Vic A1.1*, SSA falls under the definition of a Residential Care Building.

Accordingly, the requirements of *Regulation S5.15 Residential Care Buildings of the Building Regulations 1994 (Vic)* apply.

### 2.3.5 DHS Capital Development Guidelines (CDG)

The DHS Capital Development Guidelines, Series 7, Fire Risk Management (CDG) specify fire safety requirements, which DHS-funded 24-hour SSA are required to attain. In some instances, these requirements may differ from those specified in the *BCA 1996* and the *Building Regulations 1994 (Vic)*.

In most cases, the requirements of *Capital Development Guideline 7.4 Fire Risk Management in Supported Community-Based Houses* will apply for SSA covered by this guideline. Design consultants should confirm the applicable guideline(s) with DHS during the design phase.

## 3 - Accommodation Plans

### 3.1 Introduction

A range of accommodation plans have been developed which address the objectives of these Accommodation Standards and Design Guidelines.

A summary of the types of accommodation plans is provided in Table 1 below.

Schematic design drawing options for each type of plan are provided in **Accommodation Plans** (Appendix 6). It is anticipated that further designs will be added over time.

These accommodation plans are to be used for the provision of all new SSA projects. Unique plans may only be developed with the written approval of Capital Development Unit, DSD.

**Table 1** Accommodation Plans

Accommodation Plans	Standard Area FECA
4 Bed House & Sleepover Room	230m <sup>2</sup>
5 Bed House & Sleepover Room	250m <sup>2</sup>
6 Bed House & Sleepover Room	270m <sup>2</sup>
<b>Multi Units:</b> Self-contained units with Sleepover Room located centrally	
1 x 2 and 1 x 3 Bed Units	280m <sup>2</sup>
2 x 3 Bed Units	295m <sup>2</sup>
<b>Split Units:</b> Up to 2 units which share a common kitchen and laundry (plus kitchenette - when appropriate) with sleep over room located centrally	
3 + 2 Bed Units	270m <sup>2</sup> (add 2m <sup>2</sup> for kitchenette)
3 + 3 Bed Units	285m <sup>2</sup> (add 2m <sup>2</sup> for kitchenette)

Note: FECA is the Fully Enclosed Covered Area of the building as measured to the inside face of the external walls.

### 3.2 Features of Accommodation Plans

The accommodation plans have been designed to provide a mixture of ambulant and assisted facilities.

Generally, the plans provide:

- Facilities for both ambulant and non-ambulant residents and the ability to cater for residents with particular needs, eg. challenging behaviours.
- Facilities for up to 3 residents who use wheelchairs (this is a guide only). These residents generally require greater assistance with day to day living needs.
- 'Assisted' facilities for less abled residents. The assisted facilities are located closer to the front (primary) entrance of the 4, 5 and 6 Bed Houses. For Multi or Split Units, the front unit is normally established as the 'assisted', (non-ambulant), unit and the rear unit is the ambulant unit.
- Sleepover Room for staff, located centrally. For Multi and Split Unit accommodation plans, the Sleepover Room, while required to be central, is generally located in the assisted unit but with ease of access to the ambulant unit. This enables staff to be closer to where assistance needs to be provided more frequently.
- For split units the kitchen is located in the assisted unit. A kitchenette (optional) can be provided in the second or ambulant unit where practicable.
- A workplace designed to minimise risk of injury through provision of appropriate areas with safety features, for example: an assisted bathroom design with appropriate circulation space for residents and support staff reduces the risk of injury otherwise caused by working in a confined space.



## 4 - Common Design Standards

### 4.1 Building Form and Character

- The design and construction of SSA must provide a typically domestic home-like environment that balances the needs of the residents, the work requirements of support staff, safety and security (particularly fire safety) and meets occupational health and safety requirements.
- It should meet the objectives of providing safe, domestic-scale buildings that harmonise with the existing neighbourhood and meet the residents' need for outdoor recreation areas, privacy and security. Architects and designers must take into consideration the streetscape and design residential houses that are in keeping with the surrounding streetscape.
- The dwellings must allow the accommodation of residents with a diverse range of abilities and provide an enabling environment. As the dwellings are also a place of work, their design must take into consideration occupational health and safety requirements for support staff.
- All new dwellings shall be single storey buildings. They shall be of brick veneer, with concrete slab on ground and truss roof construction wherever practicable.
- Limited use of other low maintenance materials for design elements may be considered, however, construction materials with an inherently high level of ongoing maintenance cost should not be used in the construction of new SSA.
- Building interiors must be light; reliance on natural light during the day is preferable. The adoption of skylights in passages and windowless rooms will assist this requirement.
- Consideration should be given to the use of materials that have a lower environmental impact, including embodied energy consumption, and which are recyclable or reusable. Generally, the intent of the Government's 5-star energy rating policies is to be met. Specific requirements will apply to Class 3 buildings by 2005.

## 4.2 General Design Requirements

### 4.2.1 Doors and Doorways

#### Generally

- Swing doors are preferred for ease of use by residents and to minimise ongoing maintenance.
- Sliding doors may be provided where required for adequate access or circulation.
- Sliding doors shall be capable of being opened by all users, with the maximum force required to do so in accordance with *AS1428.1, Australian Standard, Design for access and mobility*.
- Solid doorstops shall be fitted to all doors.
- Door closers **shall not** be fitted.
- It is preferred that glazed doors be  $\frac{3}{4}$  glazed only to protect glazing from impact.
- Full height glazed doors (where unavoidable) shall be clearly marked at both mid level (900mm) and eye level (1500mm) for the safety of residents and support staff.

#### Required Door Openings

- Clear opening of doorways shall be in accordance with Table 2 (see below).

**Table 2** Required Clear Opening for Doorways

Door	Clear Opening of Doorway (mm)
Assisted Bedrooms	1000
Assisted Bathroom	1000
Assisted/Accessible WC	950
Ambulant WC (for sliding door only)	850
Ambulant Shower (for sliding door only)	850
Airlock to Ambulant WC/SHR (for sliding door only)	850
Sleepover – Ensuite door and swing door incorporated into window unit	770
Commercial Sliding Door To Living Area(s) (where fitted)	1050
All Other Doors (including swing doors to ambulant shower, WC, and airlock)	920

#### External doors

The primary (main front) and designated secondary exits shall be considered as a primary and secondary means of fire exit from the dwelling in cases of emergency. They must be readily openable without a key at all times from the side that faces a person exiting the dwelling.

The primary and secondary fire exit doors must be identified and agreed with the Capital

Development Unit, DSD during the design phase of the project. These doors must be fitted with door strikes to ensure compliance with DHS Capital Development Guideline 7.4. (Refer also the Standard Construction Specification.)

External doors:

- Shall be solid core doors in steel or aluminium jambs.
- Shall be capable of being locked against unauthorised exit where deemed appropriate, and if a prescribed primary or secondary fire exit, shall be fitted with an appropriate door strike.
- The threshold of all doors must provide a smooth transition between spaces (max 2.0 - 5.0mm lip). Refer Standard Construction Specification for approved threshold strips.
- Shall have glazed sidelights (where practicable).
- Shall be hinged on same side as the corresponding security door (where applicable).
- Swing in the direction that suits an approach from the covered carport.
- Shall be fitted with weather seals to exclude drafts and water.

### Security doors

Steel security doors with heavy-duty woven stainless steel mesh and cabin hook (to enable the door to be held open) shall be fitted to the primary (main front) and secondary entrances and to other external doors as required. Refer to the Standard Construction Specification for details.

Security doors shall be capable of being locked against unauthorised exit where such is deemed appropriate, and if part of a prescribed primary or secondary fire exit, shall be fitted with an appropriate door strike.

Sliding flywire screens of commercial quality shall be fitted to sliding external doors (Refer to the Standard Construction Specification for details).

### Internal doors

Internal doors:

- Shall be of conventional height.
- Shall generally be 'universal type' construction in timber jambs.
- For bathrooms and toilets shall be provided with escape hinge sets for ready removal from the outside.

- To bedrooms should preferably not be adjacent one another to afford greater privacy, and reduce the intrusion of noise, from adjacent bedrooms.
- Be positioned to provide ease of access to required spaces.



For residents with challenging behaviours, provide solid core doors with steel door frames and three hinges.

### Door and Door Jamb Protection

Doors and door jambs that are susceptible to frequent impact and damage must be protected. Fit kick plates 450mm high to doors (both sides where necessary) and corner strips to door jambs where required. Door and door jamb protection strips shall be colour coordinated with adjacent paintwork.

### Door Furniture, Locks, Locking Systems

#### (a) Door Furniture

- Shall be of robust commercial quality and in accordance with AS1428.1.
- Shall provide lever type door handles fitted at a height of 900mm -1100mm, (1000mm preferred) from finished floor level.
- Provide D-pull handles a minimum size of
  - 150mm to all sliding doors and wardrobes,
  - 100mm to drawers and cupboards, located to the top of below bench cupboards and to the bottom of overhead cupboards.
- Handles are to be contrasting in colour to doors for easy recognition. Refer also Standard Construction Specification.

#### (b) Locks, Locking Systems

- Door locks shall comply with the requirements of the BCA 2004 and DHS Capital Development Guideline 7.4.
- Resident bedroom doors may be lockable to provide privacy or as a deterrent from people wandering into the room when it is unoccupied.
- All locks shall be keyed to a restricted master key system (Refer also Standard Construction Specification).

## 4.2.2 Windows

### Design

- Building design shall allow for maximum natural light to all rooms where practicable.
- The use of single larger windows, rather than a number of smaller windows, in a given space is preferred.
- Positioning of windows must take into account the layout of furniture, ease of access to views of the outside environment, privacy and security.
- Window fittings shall be easily gripped by the hand and located at an accessible height for ease of use by residents and support staff.
- Windows to rooms for residents who use a wheelchair are to comply with *AS1428.2, Australian Standard, Design for access and mobility*.

**C** Security screens may be fitted to windows where support staff have identified a specific need. Approval to fit such screens must be sought from Community & Individual Support Branch, DSD, in consultation with Capital Development Unit, DSD.

**C** Noise transmission through or physical impact to windows may be an issue in houses for residents with challenging behaviours. In such instances windows with 10.38mm toughened glass (with 3M safety and security film applied) should be installed to the appropriate windows.

### Construction

- Window frames shall be of powder coated aluminium construction and capable of accommodating 6.38mm or 10.38mm glazing (as required).
- Windows shall be **awning** type. They shall be provided with lockable winders and restricted chains (150mm max extension to prevent potential for windows to open across pedestrian paths of travel).
- Fixed vent windows shall be used in WCs.
- Openable sash windows are acceptable in bathrooms, showers and sleepover ensuite.
- All fixed vents and openable sashes shall be fitted with flywire screens.

### Window Sill and Head Heights

- Window sills to bedrooms shall be a minimum of 600mm and a maximum of 730mm above floor level.

- Window sills to other areas (excluding wet areas) shall be a minimum of 300mm and a maximum of 730mm above floor level.
- Window heads shall align with door head height.

### Pelmets to Windows

- Provide boxed pelmets to windows to all habitable rooms. Pelmets should extend beyond the window frame to allow for curtains to be drawn away from the glazed area. (Refer Standard Construction Specification for details on the size and construction of pelmets.)
- Where practicable, pelmets shall be hinged for ease of access for curtain removal/installation.

## 4.2.3 Glazing to Windows and Doors

- All glazing shall be 6.38mm laminated glass unless otherwise specified by DSD, or required by AS1288, *Australian Standard, Glass in Buildings Selection and Installation*.
- The use of glass in potentially hazardous areas (eg. low level areas) should be avoided.
- Observation panels (where applicable) shall be 10.38mm toughened glass (with 3M safety and security film applied).
- Obscure glazing shall be provided to:
  - Sidelights to and external doors where privacy curtains/blinds will not be fitted.
  - Bathrooms, shower rooms and ensuite windows.
  - Toilet windows.
  - Other windows as required for privacy.

**C** Where noise transmission may be an issue, the appropriate windows should be glazed with 10.38mm toughened glass (with 3M safety and security film applied).

## 4.2.4 Walls

- Wall linings shall be non-combustible.
- Walls to assisted bathrooms, WCs and shower rooms (including any associated airlock) shall be clad with 6mm thick Villaboard.
- Walls to all other areas (except low risk areas) shall be clad with 9mm thick Villaboard.
- For low risk areas 10mm plasterboard (wet area type in Sleepover ensuite, kitchens, and laundries) may be used.

Low risk areas include bulkheads, the Sleepover Room (including ensuite), and walls behind extensive joinery, eg. in kitchens and laundries. (Refer to Standard Construction Specification for further details).

**C** In houses for residents with challenging behaviours, consideration should be given to adopting 300mm C-C for wall studs to reduce the potential for physical damage to wall linings.

**C** External corners that are susceptible to frequent impact and damage shall be protected to 900mm (dado height) above floor level with corner protection strips colour-matched to the wall colour.

### 4.2.5 Ceilings

- Ceiling linings shall be non-combustible.
- Ceilings shall be clad with 10mm plasterboard.
- Ceiling-to-wall junctions shall be finished with a standard domestic style plasterboard cornice.
- Ceiling framing to the assisted bathroom shall be strengthened to allow future installation of a full room coverage lifting hoist system.

**C** In houses for residents with significant challenging behaviours, consideration should be given to installing reinforced plasterboard linings to 'at risk' ceiling areas.

**C** In houses where sheet vinyl is installed to living and/or circulation areas, consideration should be given to installing acoustic plasterboard linings to reduce sound transmission to other areas of the house.

### 4.2.6 Acoustics

Appropriate acoustic design will aid hearing and privacy. Excessive unwarranted noise either from internal or external sources is a distraction and can reduce both the comfort and ease of communication for all in the dwelling.

As a minimum:

- The design should maximise the use of sound absorbing materials such as carpets and window furnishings.

- Provide for acoustic insulation to all internal walls.
- Provide for acoustic insulation to external walls and 10.38mm toughened glazing to windows where external noise is an issue.
- Where practicable, separate quiet areas from noisy areas.

**C** Residents' noise may be disruptive to other residents, particularly at night. In such cases it is recommended that the bedroom be acoustically treated. Refer to Construction Specification for recommended wall and ceiling acoustic insulation for such instances.

### 4.2.7 Floor Finishes

#### Generally

- When choosing floor finishes, avoid an institutional appearance where possible. Factors to consider in selecting floor finishes include:
  - Safety for residents and support staff
  - Water resistance
  - Ease of cleaning
  - Resistance to retention of odours
  - Appropriateness for residents and support staff.
- Within the dwelling provide a continuous floor level throughout, ensuring junctions between flooring materials are completely level (ie. no lip). Refer to Standard Construction Specification for recommended details.
- To external thresholds, install transition strips that minimise the lip between internal and external surfaces (max 2.0 - 5.0mm lip). Refer to Standard Construction Specification for recommended Transition Strips.

#### Preferred Floor Coverings

Table 3 sets out the preferred floor coverings for specific areas.

**Table 3** Floor Coverings

Room	Preferred Floor Covering
Living areas	Carpet
Meal areas	Vinyl R9 - R10
Passages (also entry areas)	Carpet
Entry areas	Vinyl R9 - R10
Bedrooms	Carpet (vinyl where required)
Sleepover Room	Carpet
Seclusion Room	Vinyl
Kitchens	Vinyl R9 - R10
Bathrooms and Shower Rooms	Vinyl non slip R10
Ensuite (sleep over)	Vinyl R9 - R10
Toilet	Vinyl non slip R10
Laundry	Vinyl R9 - R10
Mobility Aids Store	Vinyl R9 - R10

### Carpet

- Carpet shall be 100% solution dyed nylon with integral waterproof backing to prevent seepage to slab and assist cleaning.
- Carpet shall have a short (max 5.0mm) pile with tight weave so as not to affect residents who use a wheelchair or other mobility aid, and support staff who may be assisting them.
- Generally, provide carpet to living areas (excluding meal areas), Sleepover Room, bedrooms and passages.

**C** In areas where significant incontinence is likely to be a problem the installation of vinyl flooring may be more appropriate.

### Vinyl flooring

- Provide slip-resistive sheet vinyl flooring to meal areas, kitchens, Sleepover ensuite, laundries and entry areas (if required). An R9 - R10 rated vinyl will generally be sufficient. The type of vinyl and required slip resistance shall be determined in consultation with support staff during the design phase.
- Provide slip resistive sheet vinyl (R10), to all shower rooms, bathrooms and residents' toilets.
- Vinyl to bathrooms, shower rooms, toilets, laundries and kitchens shall be pencil coved up kickers to joinery (where practicable) and walls to a finished height of 100mm. Refer Standard Construction Specification for specific details.

**C** For residents where incontinence is an issue, or where carpet will restrict the use of mobility aids and equipment, slip resistive vinyl flooring may be installed to their bedroom and other areas as agreed in consultation with support staff. Consideration should be given to

selectively using cushioned vinyl to reduce sound transfer in these instances.

### 4.2.8 Wall Finishes

Table 4 sets out the preferred wall finishes for specific areas.

**Table 4** Wall Finishes

Room	Preferred Wall Finishes
Living areas	Paint
Meal areas	Paint
Kitchens	Paint. Ceramic tile splashbacks to joinery
Passages	Paint. Wall vinyl to dado height where required for impact protection.
Bedrooms	Paint
Sleepover Room	Paint
Seclusion Room	Wall vinyl – full height
Bathrooms/Shower Rooms	Wall vinyl (to door height), paint above.
Resident toilets	Wall vinyl (to dado height), paint above.
Laundries	Paint. Ceramic tile splashbacks to joinery and behind washing machine and dryer
Mobility Aids Store	Paint

### Paint Finishes

- Low sheen washable acrylic paint is generally acceptable for walls.
- Flat acrylic is suitable for ceilings.
- Enamel paint (semi-gloss) should be used for timberwork and steel work, including architraves, skirtings, doors and door frames.
- High gloss paints should be avoided.
- Premium grade paints (only) shall be specified.

### Wall Vinyl

- Wall vinyls exhibiting a domestic feel shall be installed in bathrooms, shower rooms, residents' toilets and, where preferred, to the shower recess to the Sleepover ensuite.
- Wall vinyl in bathrooms and shower rooms/shower recess to sleepover ensuite shall be carried up to door head height.
- Wall vinyl to residents' toilets shall be carried up to dado height (approximately 1000-1100mm above floor level) and finished with a timber capping rail.
- Wall vinyl, where installed, shall be lapped joined (minimum 30mm lap) over coved vinyl flooring. Note: welded joins between wall vinyl and coved floor vinyl shall be avoided.

## Ceramic Wall Tiles

- Should be domestic type ceramic wall tiles.
- Should be used as splashbacks to joinery in kitchens and laundries (including to walls behind washing machine and dryer).
- May be used in shower recess to Sleepover Room ensuite.
- Should not be installed in residents' bathrooms, shower rooms or toilets given their fragility and higher maintenance requirements.

## 4.2.9 Window Furnishings

Table 5 sets out the preferred window furnishings for specific areas.

**Table 5** Window Furnishings

Room	Preferred Window Furnishing
Living areas	Drapes (curtains) Sheers (only where privacy is an issue)
Meals areas	Drapes (curtains) Sheers (only where privacy is an issue)
Entry areas	Sheers/holland blinds - where glazing is not obscure glass
Bedrooms	Drapes Sheers
Sleepover Room	Drapes Sheers (if required)
Seclusion Room	None
Kitchens	Holland Blinds
Bathrooms, shower rooms, sleepover ensuite, resident's toilets	None (unless specifically required)
Laundries	Holland blinds - where glazing is not obscure glass
Mobility Aids Store	None

## Curtains - Drapes and Sheers

- All drapes and sheers, including linings and backings, shall be of **100% inherently flame retardant** material.
- Quality fabrics shall be used to ensure long life and good thermal performance of drapes.
- The selection of fabric patterns should take into account any implications they may have for residents' behaviours or disability.
- Curtain selection shall promote a domestic homelike environment and address the relevant residents' ages.
- Drapes shall generally be standard pinch pleated heading type.
- Sheer curtains shall generally be installed on metal rods and brackets.
- Padded tiebacks (where appropriate) with sturdy hooks shall be provided to all drapes and positioned 900mm above floor level.

- Tracks for drapes shall generally be hand traverse (ie. no draw cords).
- All curtain tracks shall extend past the window opening.
- Curtains to sliding doors that are not centred shall draw to one side away from the doorway.
- Curtains to sliding doors that are centred shall be made as a pair and draw (open) to both sides away from the doorway.



Where a resident who uses a wheelchair needs to operate a curtain, the curtain shall have a cord drawn track with cord fixed at the skirting. Consult with support staff during the design phase for this requirement.



In houses for residents with challenging behaviours, consideration should be given to installing stud heading tracks and drapes and Velcro (fixed) sheers to at risk areas.



Differentiation in curtain colour, pattern, or fabric based on residents' needs or preferences (eg. for room recognition) should be considered within cost limitations.

- Refer Appendix 9 for DSD specifications for:
  - Standard heading curtains and rod heading sheers
  - Stud heading curtains and velcro heading sheers

## 4.2.10 Shower Curtains

Shower curtains shall be full floor length, Teflon finished polyester, hem weighted, of hospital grade.

## 4.2.11 Termite protection to dwellings

- Termite protection of either stone chip barrier or a stainless steel mesh shall be provided to properties as required and as determined by the relevant building surveyor.
- Chemical treatments such as organo-phosphates shall not be used for termite protection.



#### 4.2.12 Colour Schemes

- A colour board detailing all proposed colours, fabrics and finishes shall be produced and approved during the design phase. Residents and support staff (if known when a project is being documented) **should always** be consulted in the preparation of the colour scheme.
- The selection of colours, fabrics and finishes shall aim to create a domestic, homelike ambience and environment. Designers shall avoid the use of colours, materials and finishes that create a commercial or institutional feel.
- The particular needs of residents shall be considered in selection of colours and finishes. For example, whether a more vibrant or more restful and calming environment is appropriate. Residents' ages are also an important consideration.
- As a general guide, larger surface areas should be pastels and softer colours, while smaller surface areas can have stronger and brighter colours as accents.
- Brighter, more stimulating colours can be used in areas people move through, whilst quieter, more sedate colours are better suited to areas where people spend more time eg. bedrooms and living rooms.
- Stronger colours and residents' personal preferences, particularly in their bedrooms, are best introduced through soft furnishings such as curtains and bedspreads.
- Use contrasts in colour where it will help to assist orientation, particularly for residents with a vision impairment.
- Colour selection should ignore current fashions if inappropriate.
- Avoid the use of heavily patterned or highly reflective surfaces or finishes.
- Take room orientation into consideration in selecting colours. (eg. Use cooler colours for sunny areas)
- As a general guide to assist in selection of appropriate colours the following chart may be useful:

**Table 6** Colour Chart

Colour	General Psychological Response
Blue	Peaceful, comfortable, contemplative, restful.
Black	Despondent, ominous, powerful, strong.
White	Cool, pure, clean.
Yellow	Cheerful, inspiring, vital.
Purple	Dignified, mournful.
Red	Stimulating, hot, active, happy.
Orange	Lively, energetic, exuberant.
Green	Calm, serene, quiet, refreshing.
Pastels	Neutral, non-respondent, soothing.

### 4.3 Building Services

#### 4.3.1 Metered Services Generally

- Ensure that the locations for electricity, gas and water meters do not impede pathways.
- Locate meters so they are readily accessible to meter readers at all times.
- Separate metering of individual dwellings where co-located on the same site (eg. units) is not required.

#### 4.3.2 Hydraulic Services

Hydraulic services include hot and cold water and sewage waste management.

##### Appliances

Appliances using water shall have a minimum water efficiency rating of A. An AA rating is preferred, should water pressure allow. Refer SAA MP64 1999 *Manual of Assessment Procedure for Water Efficient Appliances.*)

##### Gas Supply

In instances where SSA facilities are to be established in areas without a reticulated gas supply, a bottled gas system will need to be provided.

The design shall ensure:

- Provision of an easily accessible location for gas cylinders for ease of refilling.
- That gas cylinders are located in a safe, securable area separate to residents' activity areas.
- Cylinders are sized so as to maximise the intervals between refilling.

##### Hot Water Supply Systems

Generally, hot water units shall be of an appropriate capacity for the number of, and located as close as practicable to, hot water outlets served.

##### (a) Low Temperature Hot Water Supply

To minimise the risk of scalding to residents:

- Low temperature hot water (factory set to 42°) shall be provided to all bathrooms, shower rooms, and vanity basins used by residents.

- Low temperature hot water shall be supplied via an instantaneous gas fired hot water unit complying with *Plumbing Standards Regulation 1998 - Part 4 - Hot Water Supply Systems*.
- Thermostatic mixing valves **shall not** be used for the provision of low temperature hot water given their ongoing maintenance requirements.

#### (b) Conventional Hot Water Supply

- A conventional storage hot water supply shall be provided to kitchens, laundries and Sleepover Room ensuites in compliance with *AS 3500 National Plumbing and Drainage*.
- Conventional storage hot water shall be supplied via a gas fired mains pressure hot water service.

*Note:* Solar hot water units are generally not cost effective for SSA dwellings in southern areas of the state, due to peaks in demand for hot water. Their use, however, may be cost effective in areas north of the Dividing Range; the appropriateness for their use in these areas should be investigated during the design phase.

### Septic Sewerage Systems

In instances where SSA facilities are to be established in non-sewered areas (generally rural areas), a septic sewerage system will need to be provided.

The design of the sewerage system shall take into account the fact that the demand on the system from a SSA facility will be significantly greater than for an equivalent sized private dwelling. Principally this is due to the peak times for bathing, and greater frequency of use of commercial type clothes washing machines.

## 4.3.3 Lighting and Power

### Lighting

#### (a) Generally

- Lighting design shall seek to minimise the number of different types of light fixtures used throughout the dwelling.
- Where fitted, diffusers shall be acrylic, not glass.
- Lighting design shall be domestic in nature. Avoid provision of institutional levels of lighting.

- Low power factor type fluorescent luminaires shall be used wherever practicable.
- For residents with a vision impairment, provide for general illumination levels of 300 lux and task lighting of 600 lux.
- Exterior lighting shall be provided to all external entrances and carport.
- Exterior lighting shall be activated via movement sensors, with manual switching override.
- Light fittings to carport shall not impede required clearance for vehicles and should be positioned to provide illumination at the side and rear of the vehicle where passengers disembark.
- Where multiple light fittings are provided to a given space, provide for fittings to be separately switched (up to 2 fittings) or switched in pairs (greater than 2 fittings, eg. in passages).



In houses for residents with significant challenging behaviours, consideration should be given to installing recessed light fittings complete with safety (protective) covers.

- Light switches shall be larger rocker panel type with a recommended width of 35mm, mounted 1000mm above floor level in line with and, where practical, adjacent to door handles.
- Light switches shall be of a contrasting colour to the wall colour.
- Light fittings and ventilation fans in bathrooms, shower rooms, ensuites and toilets shall have separate switches.

*Note:* Combination light/exhaust fan fittings to bathrooms, shower rooms, and ensuites shall not be located within the designated shower area. Dedicated RCD protection to the fitting is to be provided.

As a guide to designers, Table 7 indicates the general lighting requirements for typical 5 Bed House.



**Table 7** Lighting Requirements for a Typical 5 Bed House

Location	Lighting Required	No. of Lights
Small Living Room	32 W Circular fluorescent	2
Large Living Room	32 W Circular fluorescent	2
Meals area	32 W Circular fluorescent	1
Bedrooms	32 W Circular fluorescent	1
Sleepover Room	32 W Circular fluorescent	2
To Room	50 watt low voltage down light	1
Over keyboard	36 watt batten fluorescent	1
To underside of shelving unit		
Kitchen	32 W Circular fluorescent	1
To Room	50 watt low voltage down light	2
Over Sink	50 watt low voltage down light	1
Over Bench		
Laundry/Mobility Aids Store/WCs	22 W Circular fluorescent	1
Assisted Bathroom	2 x 18 watt recessed down light	2
	Large IXL Tastic	1
Ambulant Shower	22 W Circular fluorescent	1
	Small IXL Tastic	1
Airlock/vanity basin area	2 x 18 watt recessed down light	1
Ensuite to Sleepover	22 W Circular fluorescent	1
	Small IXL Tastic	1
Passages (Assume length of 28m)	32 W Circular fluorescent	4
Front Porch	32 W Circular fluorescent	1
Rear Porch	32 W Circular fluorescent	1
Under cover recreation area	32 W Circular fluorescent	1
Single large carport	32 W Circular fluorescent	2
	or 1 x 36 watt recessed fluorescent with diffuser	2
External to yard	Parafloods	1 or 2

## Power

### (a) Switchboards

- Switchboards shall be located in a lockable cupboard close to the primary entry to the dwelling.
- Switchboards shall have sufficient capacity to cater for the likely (greater than normal domestic) demand on electricity within the dwelling.
- Under no circumstance should switchboards be located in the Sleepover Room.

### (b) General Purpose Power Outlets (GPOs)

#### Generally

- GPOs shall be mounted 300mm above floor level (unless a specific resident requirement is identified).
- GPOs shall be a large rocker type and shall be of contrasting colour to wall finish.

- Provide sufficient GPOs to cater for the anticipated electrical equipment for given areas.
- Sufficient GPOs shall be provided to ensure that cleaning equipment (eg. vacuum cleaners) can be used without the need for extension leads (which are an OH&S concern). This applies particularly to passage areas (maximum spacing in passages 7.0m).

#### Kitchens

- Locate GPOs for appliances so that they are no higher than 1100mm above floor level.
- At least one double GPO shall be located within 300mm of the leading edge of a benchtop for wheelchair user access.
- GPOs for refrigerators and freezers shall be located within an adjacent cupboard and shall be on a dedicated RCD protected circuit.

#### Assisted Bathroom/Shower Rooms

- Locate a GPO in assisted bathrooms and shower rooms adjacent to the mirror and **in full compliance** with requirements of *AS3000 2000 Australian Standard, Electrical Installations*.

*Note:* Install a 10mA RCD at the GPO.

#### Assisted Bathroom/Assisted Bedroom

- Locate a GPO on the ceiling of the assisted bedrooms and assisted bathrooms for a future hoist. The GPO in each case should be positioned relative to the anticipated 'parking position' of a hoist when installed.

*Note:* Install a 10mA RCD at the GPO to assisted bathroom

As a guide Table 8 indicates the minimum number of GPOs required for given areas.

**Table 8** Required Power Outlets (GPOs)

Location	Number of GPOs
Small Living Room	3 double (2 adjacent to TV point)
Large Living Room	3 double (2 adjacent to TV point)
Meals area	1 double
Bedrooms (generally)	3 double (1 adjacent bed position, 2 adjacent TV point)
Assisted bedrooms (only)	1 single (on ceiling for future hoist)
Sleepover Room	5 double (refer standard drawing)
Kitchen	4 double (includes fridge/freezer)
Laundry	1 double 2 single (GPOs for washer and dryer installed to suit the amperage requirements of the equipment)
Mobility Aids	1 double
Assisted Bathroom	1 single (adjacent to vanity) 1 single (on ceiling for future hoist)
Ambulant Shower area	1 single (adjacent to vanity)
Ensuite to sleepover	1 single (adjacent to vanity)
Passages	3 single along length
Rear Porch/recreation area	1 double (water proof)
Single large carport	1 single (water proof)
External to yard	1 single (water proof for watering system)

### 4.3.4 Television Systems

- Provide a MATV system to the site suitable for the number of required outlets.
- Provide one television point to each bedroom and living room.

### 4.3.5 Telephone Requirements

- Provide capacity for up to 4 telephone lines to the site.
- Generally provide phone points in accordance with Table 9 below.

**Table 9** Telephone Requirements

Room	Telephone Requirements
Sleepover Room (Refer to standard drawing for layout)	Phone Point (dedicated line) Modem Point (dedicated line) Fax Point (may be a dedicated line or in parallel with phone point)
Kitchen	Phone point extension (in parallel with phone point to Sleepover Room)

- Telephone points adjacent to primary and secondary exits **are not practicable** and shall not be provided.



In some instances, provision of a public phone for resident use may be a requirement. The need for this facility should be determined in consultation with support staff during the design phase.



In some instances, provision of a phone point (dedicated line) to individual bedrooms may be a requirement, particularly where a resident may require access to the internet. The need for this facility should be determined in consultation with support staff during the design phase.

### 4.3.6 Safety and Security Systems



To monitor the movement of residents who may wander, particularly at night, movement sensor alarms (controlled from the Sleepover Room) may be fitted to external doors and windows as deemed appropriate. The need for this facility must be justified and approved by Capital Development Unit, DSD, prior to inclusion in the project.



For residents with a hearing impairment, a visual alert system or other appropriate sensory device must be installed to augment the doorbell or telephone as appropriate.

### 4.3.7 Automatic Fire Detection and Suppression Systems

#### Generally

Automatic fire detection and suppression systems are required. The BCA, *Building Regulations (Vic) 1994*, *DHS Capital Development Guidelines, Series 7, Fire Risk Management* and Office of Housing Construction Specification for Shared Supported Accommodation (SSA) Parts 2 and 3 provide the specific details and technical guide that shall be adhered to.

Note: Materials and equipment (including the Fire Indicator Panel) and installation shall fully comply with the Office of Housing Construction Specification for Shared Supported Accommodation (SSA) Parts 2 and 3.

#### Electronic Door Strikes

- Provide electronic door strikes to all doors constituting the primary and secondary fire exits. (This includes the solid doors and any security doors to the exit paths.)
- Provide an electronic door strike to any connecting door between attached Units, (eg. the Multi or Split Unit Plans).

- Provide electronic door strikes to all gates that have been nominated as being part of the agreed fire exit path from the property.
- No other door strikes shall be installed to any SSA facility without approval in writing from the Capital Development Unit, DSD.

### 4.3.8 Mechanical Services

#### Heating and Cooling

##### (a) Heating

- Provide a 4-star energy rated, gas-fired, ducted heating system with ceiling outlets.
- Where gas is not available, a reverse cycle system may be considered. Approval from Capital Development Unit, DSD, is required for the installation of a reverse cycle system.
- The heating plant shall be located at ground level, externally accessed, and shall be protected in a lockable area or by a cage.
- The heating system shall be controlled via a fully programmable, 7 day, electronic timer/controller located in the Sleepover Room.
- To the assisted bathrooms, shower rooms, and Sleepover ensuite, provide a large or small ceiling-mounted heater/fan/light unit as appropriate.

*Note:* Fittings **shall not** be located within the designated shower area. Provide a dedicated RCD protection to these fittings.

*Note:* Portable heating appliances and electric strip wall heaters **shall not** be used in SSA.

##### (b) Cooling

- Provide a domestic type, ducted evaporative cooling system with ceiling outlets.
- The control unit(s) shall be located in the Sleepover Room.
- Reverse cycle air conditioning may only be provided where its provision can be justified by demonstrated need, and has been approved by the Capital Development Unit, DSD.

#### Exhaust Fans

- Provide a domestic type exhaust fan to all bathrooms, shower rooms, the Sleepover ensuite, residents' toilets and laundries (and to bedrooms where incontinence is an issue).

*Note:* Where combination light/exhaust fans are used in bathrooms, shower rooms and ensuites, the light/fan **shall not** be located within the designated shower area.

- Exhaust fans shall have easily removable covers for ease of cleaning.
- Exhaust fans shall be vented as follows:
  - In dwellings with tiled roofs, fans may be vented into the ceiling space;
  - In dwellings with metal deck roofs, fans shall be ducted through the ceiling space and discharged externally via a cowl.
- Provide a high capacity rangehood over the cooktop in the kitchen. The rangehood shall be ducted to outside air in all instances.

## **4.4 Environmental Management**

### **4.4.1 Generally**

The Disability Services Division has a responsibility to meet the Whole of Government Policy relating to environmental management. This responsibility extends to the Energy Wise, Water Wise and Waste Wise Programs.

### **4.4.2 Energy Management**

The design of SSA shall meet the intent of the current four-star energy rating for domestic buildings as outlined in the Government's *Five Star Energy Rating Policy*. Regulations for Class 3 buildings are to be introduced in 2005. Fittings, appliances and fixtures should be energy efficient. The Sustainable Energy Authority Victoria can advise on appropriate appliances.

### **4.4.3 Waste Management**

Normal domestic waste management is the responsibility of the Local Government Authority. They can advise on waste management initiatives in the local area. Residents and support staff of SSA are encouraged to manage the disposal of waste appropriately.

*Note:* SSA facilities may have other waste storage requirements (eg. Kylie bins). Appropriate storage for such waste should be allowed for in the design. (Refer to Section 5.2.14 Service Yards.)

### **4.4.4 Recycling**

Recycling waste is an important tool in the Waste Wise Program. Residents and support staff are to be encouraged to recycle rubbish. The provision of appropriate bins to enable this to happen should be considered.

### **4.4.5 Water Saving**

Conserving water is an important consideration. Where possible, appliances should be water efficient. For larger sites (particularly rural sites) the recycling of grey water for gardens is strongly recommended, as is the use of water storage tanks. The ability to include water recycling functions will depend on the location of the dwelling, cost efficiency and practicality.

## 5 - Specific Design Standards – Functional Zones

### 5.1 Functional Zones and Areas Generally

This section provides a description of the specific requirements for each functional area within the functional zones of the dwelling, including required relationships.

Functional zones for SSA are no different to a normal house environment and are broken down into 5 main zones as detailed in Table 10 below:

**Table 10** Functional Zones and Areas

Functional Zone	Functional Area
1. Outdoor Areas	Private/public open space Service yards
2. Shared Areas	Large living area Small living area Meals areas Circulation areas/Passageways
3. Private Areas	Bedrooms (Assisted and Ambulant) Sleepover Room Seclusion Room
4. Wet Areas	Kitchen Kitchenette Laundries Assisted Bathroom Ambulant Shower (including airlock where applicable) Sleepover Ensuite Toilets (assisted/accessible/ambulant)
5. Service Areas	Storage (linen, coats, electrical switchboard) Mobility Aids Store Drugs cupboard

## 5.2 Outdoor Areas

### 5.2.1 Site Planning

- A site plan must be developed in parallel to the building design process.
- Site planning shall address all the functional requirements, and is to include:
  - Access to the site and proposed building(s), including the location and gradient of paths, driveways and kerb crossovers.
  - Locations and details of proposed fencing, gates and letterbox.
  - Location and details of proposed services such as fire hydrants, gas and electricity meters to ensure that they are placed aesthetically, do not conflict with residential pathways and are screened from street view.
  - Proposed landscaping, indicating areas for planting, paving and lawn.
  - Outdoor recreation areas.
  - Location of service yards including the locations for clotheslines, rubbish bins and garden sheds.

### 5.2.2 Access Requirements

- Refer to the BCA provisions for a Class 3 building.
- All paving, ramps, entrances and common recreation areas shall be fully accessible and designed to comply with AS 1428.1, *Australian Standard, Design for access and mobility*.
- In exceptional circumstances where the BCA requirements cannot be fully met, a Building Modification must be applied for. A Building Modification may only be sought with the written approval of Capital Development Unit, DSD.

### 5.2.3 Entrances

- For all buildings the main front (primary) entrance and secondary entrance shall be clearly identifiable and must be provided with:
  - A roofed (and preferably sheltered) area immediately outside the entrance.
  - A hard surfaced landing area minimum size 1550 x 1550mm.
  - A maximum 1:40 cross fall to landings to ensure drainage of water.

- A smooth transition from landings to the inside of dwellings (max 2.0-5.0mm lip).
  - Lighting controlled by a switch and movement sensor.
- Provide visibility from within the dwelling at the front entrance, either via a window or fish eye lens where glazing is obscured glass.
- Recessed doormats **shall not** be provided to any entry.
- Provide a level transition between the dwelling drop off point (eg. car space or carport) and the main front (primary) entrance.
- It is preferable not to provide ramps directly adjacent to the main front (primary) entrance.

#### 5.2.4 Paving and Driveways

- Provide continuous, hard-surfaced pathways with a minimum unobstructed width of 1200mm and a clear height of 2000mm as follows:
  - From the boundary/gate to main front (primary) entrance (front door) and secondary entrance (where practicable, this may be incorporated into the driveway).
  - To the clothesline and garden shed.
  - To any external undercover areas.
  - Between doorways and other areas that are required to be linked externally.
- Paving shall be designed to ensure that:
  - Where it terminates at a gate, it is widened out to 1550mm for a distance of 2100mm to allow for the turning circles of wheelchairs.
  - It follows the shortest and most obvious route.
  - It has a reasonably level surface with good slip resistance (broom finish) in all weather conditions.
  - It has a maximum of 1:40 cross fall to ensure water drainage.
  - It has level joints (no lips or steps).
  - It is no steeper than 1:20.
  - The ground either side is firm and level for a minimum width of 600mm.
  - High cost feature paving (eg. brick edged) is avoided.
  - It is minimised to service areas, and areas requiring infrequent access (eg. to heating plant and HWSs).
- Where required to assist residents, handrails, in compliance with AS1428.1, may be provided to pathways. This requirement is to

be determined in consultation with support staff during the planning phase.

- Provide a hard-surfaced driveway from the public roadway to the dwelling car park/carport wherein:
  - The gradient must be no steeper than 1:20 if intended for pedestrian use.
  - Drivers must have good visibility from the driveway.
  - For narrow or busy streets it may be necessary to provide a reversing bay to allow vehicles to be turned on site.
  - Driveways must have a minimum entry clearance at the property boundary of 4.0m (to assist with the backing of large vehicles such as mini buses).



To assist residents with a vision impairment, provide contrasting paving colours and surface textures to differentiate between vehicular and pedestrian access. This requirement should be determined through consultation with support staff during the planning phase.

#### 5.2.5 Stormwater Pits/Grates

- Ensure stormwater pits and grates, where installed in paving, are of robust (trafficable) type, and finish flush with the adjacent pavement.
- Covers to pits and grates shall be mechanically secured against unauthorised removal.

#### 5.2.6 Car Parking and Carports

- Provide a large carport adjacent to and linked to the front (primary) entrance of the dwelling.
- For Multi or Split Unit dwellings, the carport is normally provided to the highest dependency or assisted unit. Where space allows, a standard size car space is to be provided adjacent to the front entrance of the other ambulant unit(s).
- The carport shall:
  - Be level (maximum crossfall 1:40) and hard surfaced.
  - Have a minimum undercover depth of 7500mm and minimum undercover width of 4500mm and a minimum height clearance of 2700mm (to suit a Ford Transit sized vehicle). Where a larger vehicle may be used, confirm

required dimensions for the carport during the planning phase.

- Have a level paved area extending 1.5m from the rear of the carport (in addition to the 7500mm) to enable unloading of wheelchairs.
- Allow for all vehicle doors to be undercover and opened without hitting walls, fences or posts.
- Be well lit with a light controlled by switch and movement sensor.
- Preferably be integrated with the main roof structure of the dwelling.

*Note:* DHS does not normally provide parking spaces for staff or visitors. Additional site parking may be provided (where possible) should issues with street parking be identified. The approval of Capital Development Unit, DSD is required for any proposed additional site parking.

### 5.2.7 Steps and Stairs

- The site design shall endeavour to avoid the need for steps or other abrupt changes in level. Steps, if included, must be designed as landings with a 750mm length and (max) riser 95-105mm.
- Wherever steps and/or stairs are provided, a ramp must also be provided as the principal access way. The stairs and ramp must be located separately for user safety.
- Finishes on steps and stairs shall be slip-resistant with contrasting nosing strips.
- The configuration of steps and associated handrails shall comply with AS1428.1, *Australian Standard, Design for Access and Mobility*.
- Handrails and kerb rails should be provided to all ramps greater than a step ramp of 190mm maximum rise at maximum 1:8 gradient.

### 5.2.8 Balustrades

- A balustrade shall be provided to any stairway, ramp, balcony or veranda that is greater than 900mm above the adjacent floor or ground level, in accordance with the requirements of the BCA.
- Balustrades shall not be made from chemically treated pine.
- Balusters shall be vertical to discourage climbing.
- Balustrades shall have no horizontal elements between 150 and 760mm above floor level.

- Provide handrails and kerb rails wherever the paving or veranda level is not at the same grade as the adjoining ground to ensure the safety of people who use a wheelchair and others. The height of the handrail and kerb rail is to comply with AS1428.1, *Australian Standard, Design for access and mobility*.

### 5.2.9 Wheelchair Facilities

- An area that is suitably paved and drained shall be provided for the cleaning of wheelchairs. (The paved area of a carport may be suitable for this purpose.)
- Locate a garden tap, adjacent to the area provided for cleaning wheelchairs.

### 5.2.10 Undercover and Other Recreation Areas

- External recreation areas, including undercover areas, are to be provided for residents to enable them to enjoy the outdoor environment either alone or as part of a small group (with other residents, family and friends).
- Where a number of residents use wheelchairs, increased hard paving shall be provided to maximise external recreation opportunities.
- Undercover areas and other recreation spaces should:
  - Be designed to maximise the area of the site available for recreation for the number of residents (refer Table 11 for undercover recreation area allowances).
  - Be clearly identifiable as outdoor recreation spaces.
  - Provide ease of observation by support staff, in particular from kitchens and living spaces.
  - Provide a practical area for use and include facilities such as a BBQ and outdoor setting(s).
  - Not be designed as narrow verandas (i.e. less than 2000mm in width).
  - Be designed as part of the main roof structure.
  - Not have flat roofs (for maintenance reasons).
  - Be relatively flat (maximum 1:100 fall to paved areas), preferably with no steps or ramps.
  - Have an even slip resistant surface where paved, easily traversable by a wheelchair. (Rough paving, eg.

cobblestone finishes should not be used.)

- Be well lit, with lighting controlled by both switch and motion sensors.
- Be directly accessible from the primary living space with a clear pathway from the dwelling (no lips or steps).
- Be designed with an appropriate and usable orientation.

**Table 11** Undercover Recreation Areas

Accommodation Model	Undercover Recreation Area Allowance (m <sup>2</sup> )
4 Bed House & Sleepover Room	14m <sup>2</sup>
5 Bed House & Sleepover Room	14m <sup>2</sup>
6 Bed House & Sleepover Room	16m <sup>2</sup>
<b>Multi Units:</b> Self-contained Units with Sleepover Room located centrally	2 spaces required
1 x 2 and 1 x 3 Bed Units	12m <sup>2</sup> ea
2 x 3 Bed Units	13m <sup>2</sup> ea
<b>Split Units:</b> Up to 2 units which share a common kitchen and laundry (plus kitchenette - when appropriate) with sleep over room located centrally	2 spaces preferable
3 + 2 Bed Units	24m <sup>2</sup> total
3 + 3 Bed Units	26m <sup>2</sup> total

- Maximise the extent of lawn and paved recreation space.
- Minimise the extent of formal high maintenance garden beds, particularly in the front yard (upkeep of such gardens is difficult to maintain).
- Incorporate shrubs, climbers and ground covers that are drought resistant, generally native, local species, and non-poisonous.
- Include the planting of semi-mature trees in open spaces along boundaries and adjacent to neighbouring open space, allowing for growth over time.
- Take into consideration the need to provide shade in some areas and a pleasant outlook in other areas.
- Ensure minimal impact on the structural integrity of paving and the building.
- Incorporate raised garden beds (where there is a predetermined need).

*Note:* Retaining walls can be used to provide raised garden beds for ambulant residents.

- Take into consideration the need to provide an area suitable for resident participation in growing vegetables and/or flowers.

## 5.2.11 Landscaping

### Garden Design

- Provide a minimal maintenance garden design that allows for residents' participation in gardening to the extent they are able and wish to do so. Incorporate any existing appropriate planting.
- Landscaping is to be provided only for an area equivalent to that of a standard domestic block (approximately 750-850m<sup>2</sup>). In instances where the land area is larger than this (eg. large rural blocks) landscaping is to be provided only for an area up to 850m<sup>2</sup>. The remaining area should not be included in the landscape plan and it will be the responsibility of the Region to manage and maintain this area.
- The garden design shall:
  - Be directed to outdoor recreation areas and only selectively to other areas (eg. front yards).
  - Not provide gardens in low use areas such as service yards or narrow side pathways (mulch with native grasses may be appropriate).

### Garden Taps and Water Systems

- Provide a domestic type, timer controlled watering system to garden beds. Watering systems **shall not** be provided to lawn areas.
- For larger sites in excess of 1000m<sup>2</sup> (eg. in rural areas), consideration should be given to installing rainwater tanks and grey water systems for use on garden areas.
- Taps shall:
  - Be located to the side of a lawn or paved area (against a fence is suitable).
  - Not be placed on the walls of buildings (where hoses would need to cross paved areas).
  - Be provided to the front garden (minimum 1 tap).
  - Be provided to the rear and side of the building (minimum 2 taps).
  - Be located adjacent to the driveway/carport to enable the washing of vehicles and other aids equipment (eg. wheelchairs).



### 5.2.12 Leaf Guards

- Provide leaf guards to dwellings where they are located close to mature trees.

### 5.2.13 Fences and Gates

#### Boundary Fences

- Boundary fencing shall be a nominal 1950mm high, secure, and shall continue to the front of the property. Fencing to the front yard should rake to a height that is common to the streetscape or, in the case of corner properties, as legally required.
- The type and style of fencing shall be appropriate to the fencing styles of the neighbourhood.
- For security purposes, the fence framing should be on the neighbours' side. Where this is not possible, utilise double paling or fillet (45 degrees) rails at the top edge.
- Metal boundary fencing shall be used only where required to match existing adjacent fencing or where located in termite prone areas.
- New boundary fencing shall be provided only where required. The suitability of retaining or modifying existing fencing (eg. the addition of lattice extensions) shall be determined in consultation with support staff and neighbours during the design phase.
- In areas where additional privacy is desirable, the use of lattice extensions rather than solid fencing should be considered. Solid fencing above 1950mm should not be considered unless absolutely necessary, as higher fences can create a feeling of isolation.

*Note:* A planning permit may be required by the Local Council for boundary fencing higher than 1950mm.

#### Front Fences

- Front fences shall:
  - Be of low maintenance construction (avoid timber pickets).
  - Be provided where adjacent to properties that are fenced.
  - Be provided where they are deemed necessary to ensure the safety and security of residents.
  - Be of simple and cost effective type selected to blend with adjacent street fencing.

#### Wing Fences

- Wing fencing shall generally match the height and style of the boundary fencing.
- Consideration should be given to incorporating lattice into the overall height to soften the appearance of wing fences where highly visible from the street.
- The use of metal fencing with lattice panels for short wing fences is acceptable where fences are highly visible from the street.



For sites where residents have challenging behaviours, the site may need to be secured with a 1950mm high boundary fence with lattice extensions for additional security or privacy, bringing the total height of the fence to a maximum of 2450mm. Wing fencing will be required to match the height of these boundary fences. The need for security fencing must be determined in consultation with support staff during the design phase.

#### Gates

- Gates shall be galvanised steel framed, and clad to match the adjacent fence, with a clear opening of 1000mm.
- All gates shall open in the direction of egress to the street.
- Gates on the designated fire exit path shall be provided with sturdy galvanised steel posts to enable the fitting of electronic strikes where required.

All gates shall be:

- Fitted with key operated locks, keyed to dwelling master key system.
- Provided with adequate circulation space on each side of gate in accordance with AS1428.1.
- Handles to gates shall comply with AS1428.1.
- Gates shall not be provided to property entrances such as driveways, except where they are deemed necessary to ensure the safety and security of residents.

### 5.2.14 Service Yards

- Provide a paved, securable, service yard to each dwelling.
- Service yard shall be:
  - Of sufficient area to accommodate a garden shed, clothesline(s) and storage for rubbish and other waste bins (eg. Kylie bins). Confirm the

number and type (including volume) of the bins to be accommodated during the design phase and allow appropriate storage space within the service yard.

- Accessible to the street via a path to allow rubbish removal.
- Directly accessible from the laundry.

### 5.2.15 Garden Sheds

- Provide a lockable (6m<sup>2</sup>) steel storage shed on a concrete base to each site.
- Ensure the shed's location meets the requirements of the residents and support staff. Ideally, locate shed within the service yard area.
- Concrete base to shed shall be higher than adjacent paving to prevent the ingress of water.
- For smaller, more confined sites, the use of a compact wall mounted storage shed may be considered.

### 5.2.16 Clotheslines

- The number of clotheslines provided should be appropriate for the number of residents, the accommodation plan and available space.
- **All** clotheslines shall be height adjustable.
- Clotheslines must be accessible from the laundry, preferably without the need to cross over carpeted areas and without the need to traverse steps.

### 5.2.17 Property Numbering

- Property numbering is required for all properties and must be clearly visible from the street.
- Numbering shall be installed to the mailbox and to the front (primary) entrance of the building for Multi or Split Unit plans.
- White reflective numbering shall also be installed to the sides of the crossover to assist emergency vehicles and others to identify the property at night.

### 5.2.18 Mailboxes

- Provide one (large slot - A4 size) domestic style mailbox per property. Mailbox must be sturdy and able to be secured against theft of mail.

- Mailbox to be accessible for people who use a wheelchair. Where practicable, locate adjacent to entry footpath.
- Mailbox to be mounted at an accessible height between 800 and 1100mm above ground level in compliance with requirements of A1428.1.
- Confirm any specific mail delivery requirements with support staff during the design phase.

## 5.3 Shared Areas

### 5.3.1 Living Areas

#### Functional Relationship

Living areas shall address, and have ease of access to, external private recreation areas. The main living area shall be adjacent to the meals and kitchen areas. Living areas shall have ease of access to toilet facilities.

#### Requirements

- For 4, 5 and 6 Bed Houses, two living areas (large and small) shall be provided. Their size will be dependent on the number of residents and their specific support needs.
- For Multi Unit and Split Unit accommodation plans, a single living area is provided to each unit.
- For houses accommodating more than three residents who use a wheelchair, an additional area of up to 3m<sup>2</sup> may be added to the main living area allowance. This will ensure sufficient circulation space for manoeuvrability of wheelchairs.
- The second (smaller) living area, where provided, should provide a quieter area for residents to receive visitors or participate in a small group activity.
- There should be visual contact from passageways to the living areas.
- Additional considerations for the designing of living areas:
  - Consider the layout, position and size of television units and other furniture ensuring that adequate wall space will be available to accommodate these items.
  - Consider the effect that open curtains have on available wall space.
  - Determine whether there is a need for direct access from living spaces to exterior recreation areas. Swing/sliding doors may be incorporated into the window units where such access is warranted.
  - In the second (small) living space it may be appropriate to provide surface mounted (¾ glazed) sliding doors to provide greater privacy. The need for doors must be determined in consultation with support staff during the design phase.

**Table 12** Space Requirements for Living Areas (Including Meals Areas)

Accommodation Model	Living Area & Meals combined	Second Living Area
4 Bed House & Sleepover Room	28m <sup>2</sup>	16m <sup>2</sup>
5 Bed House & Sleepover Room	34m <sup>2</sup>	17m <sup>2</sup>
6 Bed House & Sleepover Room	36m <sup>2</sup>	18m <sup>2</sup>
<b>Multi Units:</b> Self-contained Units with Sleepover Room located centrally		
1 x 2 Bed Unit	26m <sup>2</sup> (2 Bed)	N/A
1 x 3 Bed Unit	28m <sup>2</sup> (3 Bed)	
2 x 3 Bed Units	28m <sup>2</sup> (each Unit)	N/A
<b>Split Units:</b> Up to 2 units which share a common kitchen and laundry (plus kitchenette - when appropriate) with sleep over room located centrally		
Assisted Unit (3 bed)	32m <sup>2</sup>	N/A
Ambulant Unit (2 bed)	26m <sup>2</sup>	N/A
Assisted Unit (3 bed)	34m <sup>2</sup>	N/A
Ambulant Unit (3 bed)	28m <sup>2</sup>	N/A

### 5.3.2 Meals Areas

#### Functional Relationship

Meals area shall be directly adjacent to, and accessible from, the kitchen and primary living area.

#### Requirements


- The meals area shall be of sufficient size to seat all residents and support staff.
- Meals area shall have a uniform floor covering (slip resistive flooring).
- For houses accommodating more than 3 residents who use a wheelchair, an additional area of up to 3m<sup>2</sup> may be added to the area allowance to ensure sufficient circulation space for manoeuvrability of wheelchairs.
- Refer Table 12 for area allowances.


### 5.3.3 Circulation Areas/Passageways


Manoeuvrability in passageways is an issue, particularly for people who use a wheelchair or mobility aid and for staff providing support.

## Requirements

- Passageways used by residents and support staff must have a minimum clear width of 1500mm (includes between handrails/dado rails where fitted).
- The width of passageways should be increased by at least 300mm wherever greater manoeuvrability is desirable (eg. entrances to assisted bathrooms and assisted toilets).
- Generally, door approaches shall comply with AS1428.2. Areas for staff, or dedicated for ambulant residents not reliant on mobility aids, may not need to comply with AS1428.2. Normally, residents with a range of support needs share a dwelling. As such, to achieve both flexibility of use and economy of construction, areas used by residents not reliant on mobility aids need not necessarily be designed to comply fully with AS1428.2.
- Although passageways need to be as simple and direct as possible so as not to create confusion for residents, it is preferable that they should not be designed as one long straight passage. Designers are encouraged to aesthetically break down the **perceived** length of passageways.

 Handrails may be provided to internal passageways and circulation areas to assist residents with a mobility disability and shall comply with AS1428.1. The requirement for handrails must be determined in consultation with support staff during the design phase.

 Bump rails or wall vinyl (to dado height) may be provided to protect walls from damage by wheelchairs or other mobility aids and equipment.

 A textured hand guide (eg. a Dado rail) may be provided to assist residents with a vision impairment. The requirement for a hand guide should be determined in consultation with support staff during the design phase.

## 5.4 Private Areas

### 5.4.1 Bedrooms (Assisted and Ambulant)

Generally, residents with a range of support needs share a dwelling. For clarity, bedrooms proposed for use by residents who use a wheelchair or other mobility aid, and where support staff may need to use a portable lifting machine, are referred to in this document as assisted bedrooms. All other bedrooms are referred to as ambulant bedrooms.

#### Functional Relationship

For 4, 5 or 6 Bed Houses:

- Bedrooms should be split between the front and back of the house to aid residents' privacy.
- Assisted bedrooms should be grouped at the front of the house adjacent the primary entry to aid evacuation during an emergency.

For Multi Unit and Split Unit plans:

- Assisted bedrooms should be located in the front (street facing) assisted unit with ambulant bedrooms located in the rear ambulant unit.

Assisted bedrooms shall be closely located to, and with ease of access to, the assisted bathroom and assisted toilet.

Ambulant bedrooms shall be closely located to, and with ease of access to, the ambulant shower room and ambulant toilet.

#### Requirements

Bedrooms are a place for residents to sleep and to have private space for sitting, watching television, etc. They may also be used for social interaction with invited guests.

- All bedrooms shall be single bedrooms for one resident only.
- Bedrooms shall be accessed directly from a passageway and not via another bedroom, living room, kitchen, meals or utility area.
- Bedroom size shall approximate, but be no less than 13m<sup>2</sup> (built-in wardrobes are included in the area calculation).
- Bedrooms shall have preferred minimum dimensions of 3250mm x 4000mm to ensure

sufficient circulation space for a resident who uses a mobility aid (eg. wheelchair).

- Layout of assisted bedrooms shall enable:
  - A person who uses a wheelchair to do a 180° turn (a clear floor area of 2070mm x 1540mm is required).
  - Access to personal shelving, television, openable windows and wardrobe (accessible circulation space in front of wardrobe shall comply with AS1482.2).
  - Ceiling framing to all bedrooms shall be structurally capable of accommodating the installation of an electric overhead hoist (where required).
- Provide a ceiling mounted GPO to the assisted bedrooms to allow connection of a ceiling mounted overhead electric hoist when required. The location of the hoist when it would be in its recharging/resting position should be taken into account when determining the location for the GPOs in each case.
- Provide a full height built-in wardrobe (minimum size 1450mm wide x 600mm deep) complete with hanging space, adjustable shelving and 4-drawer storage unit. (Drawer unit shall be located to right hand side of wardrobe.)
- For wardrobes:
  - Hinged doors are preferred for ease of access.
  - Ensure overhead space is maximised for storage.
  - Ensure hanging rod is 1350mm above floor level to wardrobes in assisted bedrooms in compliance with AS1482.2.
  - Ensure the floors of wardrobes are continuous with the adjoining floor to provide ease of use for a person who uses a wheelchair.
- Bedroom doors may be lockable to provide for residents' privacy or as a deterrent from people wandering into the room when it is unoccupied. In such instances, the door must be openable from the inside without the need to turn a snib or key, and from the outside via a key, keyed to dwelling master key system.
- The layout of bedrooms shall:
  - Allow for the bed to be placed at right angles to the wall with clearance space either so that beds are accessible from both sides.
  - Allow for a double GPO to be located close to the bed to allow for an

electrically operated bed to be installed if necessary.

- Allow for 2 double GPOs and a television point to be located diagonally opposite the bed for a television and other electronic equipment.



Bedrooms that have been identified for residents with noisy or challenging behaviours should be located furthest from neighbouring houses where possible. Avoid facing windows toward a neighbouring house. Where this is unavoidable, treat the window acoustically (Refer to Section 4.2.2 Windows).



Wardrobes in bedrooms for residents with challenging behaviours should have secure (not easily removed) hanging rods, fixed shelving only (no drawer unit), steel door frames with lockable solid core doors (Refer to Section 4.2.1 Door and Doorways: Internal Doors).

### 5.4.2 Sleepover Room

The Sleepover Room provides a working and sleeping area for support staff. A preferred layout for a Sleepover Room has been developed in consultation with support staff and is included in Appendix 5 **Sleepover Room – Preferred Layout**.

#### Functional Relationship

For 4, 5 and 6 Bed Houses, the Sleepover Room is ideally located centrally.

For Multi Unit and Split Unit accommodation plans the Sleepover Room should be central to the overall development, but ideally should be physically located within the assisted unit. This enables support staff to be closer to where assistance needs to be provided more frequently.

The Sleepover Room shall have direct access to an ensuite.

#### Requirements

- The Sleepover Room area shall approximate but be no less than 14m<sup>2</sup>, with preferred minimum dimensions of 3500mm x 4000mm.
- The Sleepover Room shall accommodate:
  - A corner workstation (including a computer workstation) complying with AS3590.2.

- Adjustable shelving unit.
- Pin boards.
- Filing cabinets (2 x 3 drawer) or other file storage cabinet.
- A joinery wardrobe (minimum dimensions 500mm wide x 600mm depth x 2100mm high) complete with hanging rod and adjustable shelves (wardrobe included in area calculation).
- A king sized single bed.
- A height adjustable ergonomic chair, height adjustable footrest and height adjustable computer monitor.
- A glazed, outward opening, hinged door shall be incorporated into the window unit to the Sleepover Room to provide an alternative means of exit from the room. The doorway shall be linked to another building entry doorway via a concrete path. Where necessary due to site constraints, a concrete landing and steps complying with the BCA may be provided to link the doorway to the adjacent path.
- The Sleepover Room provides the location for the Fire Indicator Panel and evaporative cooling and ducted heating controller(s). These equipment items should be mounted at an accessible height above the desk, directly adjacent the entry doorway for ease of access. The design shall ensure that the presence of such controls and equipment will not create excessive light or an environment that is disruptive to staff sleeping patterns.
- Ensure adequate lighting to the Sleepover Room (Refer to Section 4.3.3 Lighting and Power).
- A minimum of 5 double GPOs and 3 phone/data outlets shall be provided (Refer **Sleepover Room - Preferred Layout** Appendix 5.).



In some houses (eg. houses for residents with challenging behaviours), the capacity to view the area external to the Sleepover Room entry doorway should be a consideration. The provision of a fish eye lens to the Sleepover Room entry door would meet this need.

### 5.4.3 Seclusion Room

The inclusion of a seclusion or time out room in a SSA dwelling should only be considered as a last resort and as part of a documented behaviour management plan developed by qualified behaviour intervention practitioners.

The intervention plan must address behaviours that present a documented risk to the individual or other residents and support staff. Every strategy should be considered to address this risk prior to the consideration of the use of seclusion (i.e. locking them into a room).

If seclusion is determined as being the only appropriate or effective strategy and the person's own bedroom is not considered to be a sufficiently safe environment, the addition of a seclusion room to the house may then be considered.

#### Required Approval for Addition of a Seclusion Room

Prior approval to include a seclusion room will need to be obtained from Community & Individual Support Branch, DSD in consultation with Capital Development Unit, DSD. Relevant supporting documentation from a qualified behaviour intervention practitioner, which demonstrates the effectiveness of the seclusion intervention model, will need to be provided. This must be done during the design phase and approval provided prior to its incorporation into the schematic design for the facility.

#### Functional Relationship

A seclusion room shall be:

- Located within an area that will enable support staff to carry out the required observation checks while the seclusion room is being used (for example, close to the Sleepover Room).
- Located in an area that reduces potential for sound transmission to other areas of the dwelling.

#### Requirements

If a seclusion room is approved, it must have the following features:

- Should be of reasonable size (9 - 10m<sup>2</sup>) to avoid an undue sense of confinement and to enable the room to be used for alternative purposes when it is no longer required for seclusion.
- Acoustic treatment to ceilings and walls to reduce sound transmission (preferably solid block walls with Villaboard lining).
- Cushioned vinyl flooring.
- Full height vinyl to walls.
- Flush finishes to all internal surfaces.

- A small window (preferably glass block), for natural light.
- An observation panel to the door and wall to ensure the room is **fully** observable.
- A three hinged, solid core, 1500mm wide door that opens out to 180°, with metal door jamb and acoustic door seals.
- No door furniture or other fittings to the inside of the room.
- An electronic door strike release.
- A raked or high ceiling to keep detectors/sprinklers/lights out of reach.
- Robust light fittings that are dimmable.
- No GPOs or light switches inside the room.
- Acoustic supply and return air grilles with anti-vandal fixings (placed out of reach where practicable).

## 5.5 Wet Areas

### 5.5.1 Kitchen/Kitchenette

A full domestic kitchen designed as a communal space for residents and support staff shall be provided. It is important that the design of the kitchen enables residents to actively participate in daily routines such as food preparation, cooking and cleaning.

A kitchenette should ideally be provided to the ambulant unit of a Split Unit accommodation plan, or where a full kitchen is not practicable in both units of a Multi Unit accommodation plan. The kitchenette would provide an area for making beverages and preparing light snacks or meals such as breakfast.

#### Functional Relationship

Kitchens and kitchenettes shall be open to and directly adjacent, the main living/meals area.

*Note:* For **Split Unit** accommodation plans the main kitchen is usually located in, and open to, the assisted unit but has a direct access (via a lockable door) to the meals/living area of the ambulant unit. Where practicable, a kitchenette should be provided adjacent to the meals/living area of the ambulant unit.

#### Requirements

##### (a) Kitchens Generally

Kitchens shall:

- Have a floor area compliant with Table 13 (below).
- Shall have a minimum clearance (clear floor space) between cupboards/other equipment of 1550mm x 2250mm. This will provide sufficient space for a person who uses a wheelchair and a support staff member to use the kitchen at the same time.
- Have an island bench between the kitchen and meals area.
- Be designed with two entry/exit points.
- Have separate lighting over the sink, island bench and cooktop (via a rangehood).
- Provide for good visibility of internal living and external activity areas.
- Generally be of domestic style while supporting heavy usage.
- Allow for appropriate access to cupboards, appliances and bench tops by residents who use a wheelchair (where applicable) or ensure that this can be achieved through minimal



modifications (in the future) if residents' needs change (Refer AS1428.2).

**C** In some houses, residents will have significant issues around food (eg. Prader-Willi Syndrome) or challenging behaviours. Consideration should be given to incorporating a larger, lockable pantry (incorporating the refrigerator and freezer) into the kitchen design. Standard design options for kitchens with lockable pantries are included in the **Accommodation Plans** in Appendix 6.

**C** For residents who may be at risk of injury from cooking activities, consideration may be given to the installation of a lockable 900mm high door between the island bench and the adjacent wall. Such doors shall be readily removable when no longer required.

**C** In houses for residents with extremely challenging behaviours, the capacity to fully isolate (lock off) the kitchen may be a requirement. In such instances a servery (with bench) and a lockable roller shutter shall be provided between the meals and kitchen areas.

*Note:* Prior approval is required for the incorporation of a fully lockable kitchen into the building design will need to be obtained from Community and Individual Support Branch in consultation with Capital Development Unit, DSD.

**Table 13** Space Requirements for Kitchen Areas

Accommodation Model	Area Allowance
4 Bed House & Sleepover Room	12.5m <sup>2</sup>
5 Bed House & Sleepover Room	13.5m <sup>2</sup>
6 Bed House & Sleepover Room	13.5m <sup>2</sup>
<b>Multi Units:</b> Self-contained Units with Sleepover Room located centrally	
1 x 2 and 1 x 3 Bed Units	11.5m <sup>2</sup> each
2 x 3 Bed Units	11.5m <sup>2</sup> each
<b>Split Units:</b> Up to 2 units which share a common kitchen and laundry (plus kitchenette - when appropriate) with sleep over room located centrally	
3 + 2 Bed Units	13.5m <sup>2</sup>
3 + 3 Bed Units	13.5m <sup>2</sup>

#### (b) Kitchenette Generally

A kitchenette should include:

- A small preparation bench with overhead cupboards.
- A single bowl sink (tea preparation type with single drainer).
- A space for an under bench refrigerator.

- Space for a microwave oven (on benchtop).
- A double power point (for kitchen appliances such as toaster and kettle).

#### (c) Kitchen Cupboards and Bench Tops

Generally

- Cupboards and benchtops shall be 900mm high.
- Benchtops shall have a laminated finish with post-formed edges.
- Shelving to cupboards shall be adjustable.
- Provide a bank of drawers to the end of the island bench. The top drawer shall be lockable where required for resident safety.
- Provision of a number of under bench sliding drawers (pot drawer type) in lieu of cupboards is preferred for ease of access for people who use a wheelchair and support staff.
- One cupboard under the sink shall be lockable to provide secure storage for cleaning products and other items of concern.
- Provide a heat-resistant set down area adjacent to the cooktop and wall oven (eg tiles or Aztec plate).
- Provide a work surface area at least 820mm long x 600mm wide at a height of 750–850mm above floor level for use by a resident who uses a wheelchair. (A pull-out or fold-out shelf will meet this requirement.)
- The clearance between the underside of this workspace and the floor shall be a minimum of 720mm.

**C** In houses for residents with challenging behaviours, provide piano hinges to all cupboard doors.

#### (d) Splashbacks

- All sinks and bench tops shall have a 300mm high impervious splashback, preferably ceramic tiling.
- Where overhead cupboards are installed, fully tile the wall between the bench top and the underside of the overhead cupboards.
- For cooktops, ceramic tiling shall extend from the bench top to the underside of the rangehood.

#### (e) Sinks

- Provide a 1½-bowl stainless steel sink with single drainer complete with a heavy-duty lever mixer tap (extended lever type).



(f) Dishwasher

- Provide direct plumbed dishwashers to each kitchen.
- To kitchens to 4, 5 and 6 Bedroom Houses and Split Units, a 'double dishdrawer' dishwasher shall be provided. Install both drawers at high level (ie. not vertically stacked) for ease of use.
- To Multi Unit dwellings, a single 'dishdrawer' shall be provided to each kitchen. Drawers shall be installed at high level for ease of use.

(g) Cooktops/Wall Ovens

- Provide an electric wall oven with griller and a gas or electric 4 or 6 burner cooktop, according to the requirements of the resident group, to each kitchen.
- The wall oven shall preferably have a side-opening door and shall be installed so that the floor of the oven is generally a maximum of 900mm above floor level.

*Note:* where it is intended that people who use a wheelchair will use the oven, the oven shall be installed so that the middle shelf is 850mm above floor level. This requirement should be confirmed in consultation with the support staff during to design phase.

- The cooktop shall:
  - Be located at least 450mm from any corner of the room or doorway.
  - Be flat (where possible) for ease of transferring heavy pots without unnecessary lifting.
  - Change colour when turned on for user safety.
  - Shall be insulated underneath when the area below the bench top is open (eg. wheel chair accessible).
  - Have controls with raised crossbars for ease of grip located at the side or front, contrasting in colour to the body of the cooktop.
- A flame failure device shall be fitted to all gas cooking appliances and a keyed electricity on/off switch (located in a lockable overhead cupboard), shall be fitted to electric hot plates. (This is an additional switch to the switch required under AS 3000, 2000.)
- Microwaves shall be located on a bench top adjacent to an open space for the safe transfer of hot items.

(h) Rangehood

- A commercial capacity, externally ducted rangehood is to be provided over each cooktop.

(i) Refrigerator and Freezer Space

- For 4, 5 and 6 Bedroom Houses and Split Units, provide space for the installation of a separate refrigerator and (where required) freezer.
- For Multi Units, provide space for the installation of a combined refrigerator/freezer.
- The dimensions of the proposed whitegoods shall be confirmed during the design phase.

*Note:* GPOs for refrigerator and freezer shall be located in an adjacent cupboard at a height of 1500mm above floor level.

### 5.5.2 Laundries

A full domestic laundry for the laundering of residents' personal clothing, bedding, etc, shall be provided.

It is important that the design of laundry enables residents to actively participate in laundry activities.

For 4, 5 and 6 Bed Houses and Split Unit accommodation plans, a single, larger, laundry shall be provided.

For Multi Unit accommodation plans, a separate smaller, laundry shall be provided to each unit.

#### Functional Relationship

The laundry should be located in close proximity to (or central to) bedrooms. The laundry shall have direct, paved, access to an external clothesline(s).

For Split Unit accommodation plans, the laundry would usually be located within the ambulant unit, with ease of access (direct) to the assisted unit.

#### Requirements

(a) Large Laundries (4, 5, 6 Bedroom and Split Unit plans)

- Laundry size shall be approximately, but no less, than 7.8m<sup>2</sup>.

- Laundry shall have the preferred minimum dimensions of 2600mm x 3000mm to ensure sufficient circulation space for a resident who uses a mobility aid.

*Note:* A 1550mm minimum clearance between opposing walls and/or cupboards and equipment should be provided.

- Provide a minimum 1500mm x 850mm clear floor space adjacent to the trough to allow for the installation of a commercial front-loading washing machine and dryer. (Confirm these dimensions will cater for the proposed washing machine and dryer. Adjust as necessary.)
- Dryer shall be vented to the exterior (via the exterior wall).
- Washing machine taps should be positioned beside the washing machine and above the trough for ease of access. (Maximum height 1500mm above floor level.)
- GPOs for washing machines and dryers shall be located in the adjacent lower cupboard. Provide an isolation switch for power to both GPOs on the wall adjacent to the equipment.
- Provide a hob to raise the height of the washing machine and dryer to ensure that the centre line of the drum is in each instance 1100mm above floor level.
- Provide a 'trapped standing waste pipe' to the rear of, and for connection to, the washing machine. Ensure the trapped standing waste pipe connects to sewer 'downstream' of the floor waste to the laundry.
- Provide a floor waste central to the laundry area with the floor graded to waste at 1:100. Waste shall not be positioned in a standing area.
- Provide a 900mm high x 500-600mm deep x minimum 1500mm long cupboard unit adjacent to the washing machine, complete with a large (45 litre) stainless steel insert laundry trough. The tap to the trough shall be a heavy-duty lever mixer with extended lever and 200mm long spout.
- Provide an impervious splashback to the trough, washing machine and dryer top a height of 1700mm above floor level, preferably ceramic tiling.
- Provide a 450mm deep joinery unit opposite the trough, washing machine and dryer comprising:
  - Two 2100mm high storage cupboards 500-600mm wide.
  - 900mm high x minimum 1700mm long cupboard unit.
  - Overhead cupboard unit located between the high storage cupboards.

- Impervious splashback from bench top to underside of overhead cupboards, preferably ceramic tiling.
- Allow for appropriate access to an open workbench area for residents who use a wheelchair (where required), or ensure that this can be achieved through minimal future modifications if the residents' needs change. A work surface area 820mm wide, 450mm deep, and 750-850mm above floor level is generally sufficient. A knee space of 500mm depth and height clearance of 720mm to the underside of the work surface is required.
- Provide for natural light to laundry via a half glazed door.
- Provide a sheltered storage space for a laundry trolley adjacent to the external doorway to the laundry.



Inclusion of an additional domestic front loading washing machine and dryer located at a height suitable for access by a resident who uses a wheelchair may be a consideration.

#### (b) Small laundries (Multi Unit plans)

- Laundry size shall approximate, but be no less than 6.0m<sup>2</sup>.
- Laundry shall have preferred minimum dimensions of 2150mm x 3000mm to ensure sufficient circulation space for a resident who uses a mobility aid.

*Note:* A 1500mm minimum clearance between opposing walls and/or cupboards and equipment should be provided.

- Provide a minimum 1300mm x 750mm clear floor space adjacent to the trough to allow for the installation of semi-commercial front-loading washing machine and dryer. (Confirm these dimensions will cater for the proposed washing machine and dryer. Adjust as necessary.)
- The dryer shall be ducted to the exterior (via the exterior wall).
- Washing machine should be positioned beside the washing machine above the trough for ease of access. (Maximum height 1500mm above floor level.)
- GPOs for washing machines and dryers shall be located in the adjacent lower cupboard. Provide an isolation switch for power to both GPOs on the wall adjacent to the equipment.
- Provide a hob to raise the height of the washing machine and dryer to ensure that the centre line of the drum is in each instance 1100mm above floor level.

- Provide a 'trapped standing waste pipe' to the rear of, and for connection to, the washing machine. Ensure the trapped standing waste pipe connects to the sewer 'down stream' of the floor waste to the laundry.
- Provide a floor waste central the laundry area with the floor graded to waste at 1:100. Waste shall not be positioned in a standing area.
- Provide a 500-600mm deep joinery unit adjacent to the trough, washing machine, and dryer comprising:
  - A 2100mm high storage cupboard 500mm wide.
  - 900mm high x minimum 1200mm long cupboard unit.
  - Overhead cupboard unit located above bench top and extending to high storage cupboard.
  - Impervious splashback from bench top to the underside of the overhead cupboards, preferably ceramic tiling. Extend splashback across behind washing machine and dryer.
- To the cupboard unit and adjacent to washing machine, install a small (30 litre) stainless steel insert laundry trough. Tap to trough shall be a heavy-duty lever mixer with extended lever and 200 mm long spout.
- To the laundry in the assisted unit, allow for appropriate access to an open workbench area for residents who use a wheelchair (where required), or ensure that this can be achieved through minimal future modifications if the residents' needs change. A work surface area 820mm wide, 450mm deep, and 750-850mm above floor level is generally sufficient. A knee space of 500mm depth and height clearance of 720mm to the underside of the work surface is required.
- Provide for natural light to laundry via a half glazed door.
- Provide a sheltered storage space for a laundry trolley adjacent to the external doorway to the laundry.



Inclusion of an additional domestic front loading washing machine and dryer located at a height suitable for access by a resident who uses a wheelchair may be a consideration.

### 5.5.3 Assisted Bathroom

An assisted bathroom to provide a facility for resident bathing with the assistance of support staff shall be provided to all 4, 5 and 6 Bed

Houses and to the front assisted unit of all Multi and Split Unit accommodation plans.

### Functional Relationship

The assisted bathroom shall be directly adjacent, and with direct access to, an assisted or accessible toilet. It shall be closely located to and with ease of access from the assisted bedrooms.

### Requirements

*Note:* A bath shall not be used as a shower.

The assisted bathroom shall:

- Have a floor area of approximately, but no less than, 12m<sup>2</sup>, with preferred minimum dimensions of 3000mm x 4000mm.
- Contain, **or have future provision for** the installation of, a bath (normally a peninsula type) with clear accessible space on three sides.

*Note:* Future provision means that all services connections, including waste point, are provided as part of the initial fit-out of the bathroom).

A bath where installed, shall be accessible for all residents and shall allow support staff to provide assistance without risk of injury. A peninsula bath of adjustable height such as an 'ARJO Bath' meets this requirement.

The decision to install a bath as part of the initial fit-out of the dwelling should take into account:

- The likely level of usage.
  - The need for manoeuvring space where shower/bath trolleys will be highly utilised.
- Be provided with a dedicated 'trapped standing waste point' for wastewater from shower trolleys, where shower trolleys will be extensively used in the bathroom. The position for the waste point should be confirmed with support staff during the design phase.



In instances where residents are all ambulant and capable of utilising a bath with minimal supports (eg. grab rails for support), a typically domestic bath installation (eg. against a wall with an overall height of 450mm) may be suitable. For such installations, plumbing should be positioned to allow for future conversion to suit a peninsula bath

arrangement should the residents' needs change.

- Contain an assisted shower with stepless shower base measuring 1500mm x 1200mm (minimum).

*Note:* the location of the shower floor gradient is important in relation to the stability of shower aids (eg. shower chairs/trolleys). Accordingly, locate the waste central to the shower area and grade to the waste with a slope of no less than 1:60 and no greater than 1:50.

- Have the remainder of the bathroom area graded to a central floor waste at a gradient between 1:70 and 1:80. Locate the floor waste under the nominal position for a peninsula bath. Grading of the floor shall ensure no water is allowed to remain pooled on the floor.
- Be provided with a 1500mm long, post-formed laminated vanity unit, incorporating a 400mm wide x 2100mm high cupboard for storage of residents' toiletries, etc. The vanity unit shall comply with AS1428.2. The vanity basin shall be of semi-recessed type installed to comply with AS1428.2.
- Contain a height adjustable change table (where required). Provide an additional 2-4m<sup>2</sup> floor area for this requirement.
- Be waterproofed to door height in accordance with AS3740, Australian Standard, *Waterproofing of Wet Areas within Residential Buildings*. (Refer to Section 4.2.8 Wall Finishes: Wall Vinyl.)
- Have direct access into an assisted or accessible toilet.

**C** For Multi or Split Unit models where residents with very high support needs are to be accommodated, consideration should be given to physically isolating the assisted bathroom from the assisted/accessible toilet and providing an additional separate assisted/accessible toilet within the assisted bathroom to ensure that an alternative toilet is always available for use by other residents.

**C** Provide additional structural support in the assisted bathroom ceiling and a ceiling mounted GPO to allow for the future provision of an overhead electric hoist. Consideration is to be given to the location of the hoist when in its recharging/resting position when determining the location for the GPO.

To the assisted bathroom:

- Provide 32mm diameter grab rails (with slip resistive finish) to the assisted shower and bath in compliance with AS1428.2. Grab rails should be complete with height adjustable, detachable, hand held shower handset (adjustable spray pattern) on a 1500mm long temperature insulated hose.

*Note:* Positioning of grab rail shall assume right handed use.

- Provide an additional vertical grab rail complying with AS1428.2 at the entry to the shower where required for a resident's specific support needs.
- Provide a minimum of one 600mm and one 900mm long 25mm diameter heavy-duty towel rail to walls adjacent to the vanity unit. Provide structural supports in the wall to enable towel rails to meet the load requirements as for grab rails in accordance with AS1428.1 (as they may also be used for support).
- Provide a fold down shower seat complying with AS1428.2 to the assisted shower (where required). As a minimum, provide necessary structural support for future installation when required.

*Note:* Position of shower seat shall allow for a seated person to hold onto the shower grab rail with their right hand.

- Provide for a shower curtain rail (and curtain) to the full width of the assisted bathroom to fully separate the assisted shower from the remainder of the bathroom area.
- Provide separate hot and cold taps to shower and vanity basin complete with lever handles incorporating hot and cold indicator buttons. Install taps in compliance with AS1428.2.
- Provide a fully recessed soap holder to the assisted shower, located between 900mm and 1100mm above floor level.
- Provide a shelf adjacent to the assisted shower for storage of shampoo bottles up to 200mm in height.
- Provide for shower taps and soap holder to be accessible to support staff from outside the shower area. Comply with AS 1428.2.
- Ensure sanitary plumbing is concealed where practicable.
- Install a mirror to the full width of the vanity unit mounted with its bottom edge not more than 900mm and its top edge no less than 1850mm above floor level, in compliance with AS1428.1. The mirror shall be constructed

using laminated glass and shall be securely fixed to the wall.

- Provide clothes hooks where appropriate and as required by support staff. Locate in positions that will not be a safety risk to people moving within the room.

#### 5.5.4 Ambulant shower

An ambulant shower to provide a facility for resident bathing, either independently, or with minimal staff support, shall be provided to all 4, 5 and 6 bed houses and to the rear ambulant unit of all Multi and Split Unit accommodation plans.

The ambulant shower may be provided either as:

- Option A: Part of a 3-way ambulant amenities area comprising ambulant toilet, ambulant shower and a common airlock containing a vanity unit (total combined area allowance 9-10m<sup>2</sup>), or
- Option B: A completely stand-alone area from the ambulant toilet. In this option, the vanity unit is located within the ambulant shower room and the ambulant toilet has its own dedicated vanity basin.

Standard design options for the provision of the ambulant shower and toilet areas are included in the Accommodation Plans in Section 7.

#### Functional Relationship

The ambulant shower shall be directly adjacent to the ambulant toilet and shall be closely located to the ambulant bedrooms.

#### Requirements

The ambulant shower room shall:

- Have a floor area of approximately, but no less than, 3.6m<sup>2</sup> (for Option A) or 5.0m<sup>2</sup> (for Option B).
- Contain a stepless shower base measuring 1200mm x 1200mm (Option A) or 1200mm x 1700mm (Option B).

*Note:* The location of the shower floor gradient is important in relation to the stability of shower aids (eg. shower chairs/trolleys). Accordingly, locate the waste central to the shower area and grade to the waste with a slope of no less than 1:60 and no greater than 1:50.

- Have the remainder of the shower room area graded to the shower waste at a gradient between 1:70 and 1:80. Grading of the floor shall ensure that no water is allowed to remain pooled on the floor.
- Be provided with a 1700mm long, post-formed laminated vanity unit, incorporating a 400mm wide x 2100mm high cupboard for storage of residents' toiletries, etc. The vanity unit shall comply with AS1428.2. The vanity basin shall be of semi-recessed type installed to comply with AS1428.2.

*Note:* Requirements for vanity unit apply equally for Options A and B.

- Be waterproofed to door height in accordance with AS3740, Australian Standard, *Waterproofing of wet areas within residential buildings*. (Refer 4.2.8 Wall Finishes: Wall Vinyl).

To the ambulant shower room:

- Provide 32mm diameter grab rails (with slip resistive finish) to the shower in compliance with AS1428.2. Grab rails should be complete with height adjustable, detachable hand-held shower handset (adjustable spray pattern) on a 1500mm long temperature insulated hose.

*Note:* Positioning of handrail shall assume right handed use.

- Provide one 900mm and one 450mm long 25mm diameter heavy-duty towel rail to the wall and adjacent to vanity unit. Provide structural supports in walls to enable towel rails to meet the load requirements as for grab rails, in accordance with AS1428.1 (as they may also be used for support).
- Provide fixed and/or fold down shower seats complying with AS1428.2 to assist with dressing or undressing (where required). As a minimum, provide necessary structural support for future installation when required.
- Provide for a shower curtain rail (and curtain) across the full width of the ambulant shower room to fully separate the shower area from the rest of the room.
- Provide separate hot and cold taps to shower and vanity basin with lever handles incorporating hot and cold indicator buttons. Install taps in compliance with AS1428.2.
- Provide a fully recessed soap holder to the shower located between 900mm and 1200mm above floor level.

- Provide a shelf adjacent to the shower for storage of shampoo bottles up to 200mm in height.
- Provide for shower taps and soap holder to accessible to support staff from outside the shower area. Comply with AS1428.2.
- Ensure sanitary plumbing is concealed where practicable.
- Install a mirror to the full width of vanity unit mounted with its bottom edge not more than 900mm and its top not less than 1850mm above floor level in compliance with AS1428.1. The mirror shall be constructed using laminated glass and shall be securely fixed to the wall.
- Provide clothes hooks where appropriate and as required by support staff. Locate in a position where they will not be a safety risk to people moving within the room.

### 5.5.5 The Sleepover Ensuite

An ensuite area for the exclusive use of support staff.

#### Functional Relationship

The Sleepover ensuite shall be located directly adjacent to, and be entered from, the Sleepover Room.

#### Requirements

For the Sleepover ensuite:

- Provide a typical domestic style walk-in shower recess complete with a 2000mm high glazed screen and hinged door.
- Shower taps shall be accessible from outside the shower area with the water stream directed away from the shower entrance.
- Provide a recessed soap holder to the shower recess.
- Provide one 900mm long towel rail.
- Provide a small vanity unit (900mm long) complete with semi-recessed vanity basin.
- Separate hot and cold taps with 'star' type handles shall be provided to shower and vanity basin.
- Provide a mirror over the vanity unit.
- Provide a close-coupled domestic toilet pan and cistern (dual flush type), and toilet paper dispenser adjacent to pan.
- Waterproof the shower recess area in accordance with AS3740. (Ceramic tiles or wall vinyl may be used.)
- Conceal sanitary plumbing wherever practicable.

### 5.5.6 Toilets – Assisted/Accessible/Ambulant

An ambulant and an assisted or accessible (as appropriate) toilet shall be provided to all 4, 5 and 6 Bed Houses. For Multi and Split Unit accommodation plans, the assisted or accessible toilet should be provided to the front assisted unit and the ambulant toilet to the rear ambulant unit.

The requirement for either an assisted toilet or an accessible toilet will depend on the residents' support requirements and should be confirmed with support staff during the design phase.

*Note:* An assisted toilet does not satisfy the provisions of the BCA 2004 for a Class 3 Building. Accordingly, if an assisted rather than accessible toilet is deemed more appropriate for the facility, a Building Modification must be obtained.

#### Functional Relationship

Ambulant toilets shall be closely located to the ambulant shower and ambulant bedrooms. Assisted/accessible toilets shall be directly adjacent to, and with direct access to, the assisted bathroom. They shall be closely located to, and have ease of access from, the assisted bedrooms.

#### Requirements Generally (all toilets)

- Toilets should not be visible from living areas.
- Toilet pans shall be securely fixed to the floor and shall be disabled pans in compliance with AS1428.1.
- Toilet seats shall be closed flap type and of high impact material.
- Cisterns shall be concealed hand operated dual flush type fitted with large cover panel, complete with enlarged push button flushing controls located between 800mm and 1100mm above floor level.
- Doors to assisted/accessible toilets shall preferably be sliding for ease of access.
- A toilet paper dispenser shall be provided adjacent to the toilet pan in compliance with AS1428.1.

#### Requirements – Assisted Toilet

- Room shall have minimum dimensions of 2300mm x 2450mm.
- Pan shall be centred on 2450mm long wall.
- Provide 'swing around' grab rails (secured to the wall and floor), with integral toilet roll holder to right side rail.

*Note:* a separate wall mounted toilet roll holder for use by support staff shall also be provided.

- The off-set from the wall to the front of the pan shall be 610-640mm. (There is no hob required to the rear of the pan for an assisted toilet.)
- Provide a small (900mm long x 300mm wide) post-formed vanity unit, incorporating a 250mm wide cupboard extending from the vanity top to 2100mm above floor level. The cupboard shall have three non-adjustable shelves. The vanity unit shall comply with AS 1428.2. The vanity basin shall be of semi-recessed type installed to comply with AS1428.2.
- Provide a 450mm long, 25mm diameter towel rail to wall adjacent vanity unit. Provide structural supports in the wall to enable the towel rail to meet the load requirements as for grab rails in accordance with AS1428.1 (as it may be used for support).
- Provide a 450mm long 25mm diameter towel rail to wall adjacent hand basin. Provide structural supports in wall to enable towel rail to meet the load requirements as for grab rails in accordance with AS1428.1 (as it may be used for support).
- Provide grab rails to one or both walls (where practicable) of the toilet to assist standing. Grab rails shall comply with AS1428.2.
- Toilet pan shall be installed in the standard installation position. (There is no hob to the rear of an ambulant toilet.)

#### **Requirements – Accessible Toilet**

- Room dimensions and layout shall fully comply with AS1428.2 including:
  - Installation of grab rails
  - The off-set from the wall to the front of the pan (should be 800mm).
- Provide a vinyl covered hob to conceal the toilet waste pipe (vinyl to match floor vinyl).
- Provide a small (900mm long x 300mm wide) post-formed laminated vanity unit, incorporating a 250mm wide cupboard extending from the vanity top to 2100mm above floor level. Cupboard shall have 3 non-adjustable shelves. The vanity unit shall comply with AS1428.2. The vanity basin shall be of semi-recessed type installed to comply with AS1428.2
- Provide a 450mm long 25mm diameter towel rail to wall adjacent vanity unit. Provide structural supports in wall to enable towel rail to meet the load requirements as for grab rails in accordance with AS1428.1 (as it may be used for support).

#### **Requirements – Ambulant Toilet**

- With reference to Section 5.5.4 Ambulant Shower, the ambulant toilet shall have minimum dimensions of 1700mm x 1100mm (Option A) or 1200mm x 3000mm (Option B).
- For the stand alone ambulant toilet option, provide a small wall mounted hand basin to the toilet room.

## 5.6 Service Areas

### 5.6.1 Storage

Residents' personal storage is provided within their own room.

Cleaning equipment storage is provided within the laundry.

General storage for items such as clean linen, coats, and the electrical switchboard shall also be provided. Table 14 below sets out the minimum general storage provisions that shall be allowed in the design.

**Table 14** General Storage Provisions

House/Unit	Storage Type	Allowance
4, 5, 6 bed houses	Linen	1.65m <sup>2</sup> x 2100mm high
Split & Multi Units	Linen	0.85m <sup>2</sup> x 2100mm high per unit
4, 5, 6 bed houses	Coats	0.50m <sup>2</sup> x 2100 high
Split & Multi Units	Coats	0.50m <sup>2</sup> x 2100mm high per unit
4, 5, 6 bed houses	Switchboard	0.30m <sup>2</sup> x 2100mm high
Split & Multi Units	Switchboard	0.30m <sup>2</sup> x 2100mm high per unit

### 5.6.2 Mobility Aids Store

An area for the storage of mobility aids and equipment shall be provided to each 4, 5 and 6 Bed House, and to the assisted unit for Multi and Split Unit accommodation plans.

#### Functional Relationship

The mobility aids store should be located in close proximity to the assisted bathroom, assisted toilet and assisted bedrooms.

#### Requirements

- Store size shall approximate, but be no less than, 5m<sup>2</sup>.
- Provide shelving on two levels to two walls of the store. The lower shelf shall be between 1000mm and 1100mm above floor level. The upper shelf shall be 400mm above the lower shelf.
- Provide a double GPO to the store for the charging of equipment.

### 5.6.3 Drugs Cupboard

A lockable cupboard shall be provided for the safe storage of medications and other medical supplies.

#### Requirements

- The location and size of the cupboard shall be determined in consultation with support staff during the design phase.
- As a minimum requirement, provide one shelf for each resident and one shelf for general items.
- The top of the cupboard shall not be higher than 1600mm above floor level.



## 6 - Standard Construction Specification

Detailed construction specifications for SSA are currently provided by the Department of Human Services, Office of Housing (OoH), Property Services Branch.

The specifications comprise three parts:

- Part 1: Tender Documents and Contract Conditions
- Part 2: Reference Specification
- Part 3: Project Schedules, Shared Supported Accommodation (SSA)

The Part 3 document provides detailed information for the construction of SSA, including preferred materials and equipment and/or performance specifications.

Where this document refers to the standard construction specification, the reference shall be taken as referring to the Part 3 document.

**For reference purposes only**, a copy of the Part 3 document may be obtained electronically from the OoH, Community Projects Branch (contact Peter Seares tel 03 9637 4384 or [Peter.Seares@dhs.vic.gov.au](mailto:Peter.Seares@dhs.vic.gov.au)).

Note: The detailed construction specification may only be used for construction contract purposes for projects managed through the OoH. Consultants undertaking SSA projects, and who have been engaged by the OoH, may obtain an electronic copy of the complete specification (Parts 1, 2 and 3) by contacting OoH, Community Projects Branch, as above.

# 7 - Appendices

A suite of checklists, forms, plans and references is provided to assist Department staff, project managers, consultants and other users of this guideline to deliver SSA projects.

Appendices 1, 4, 7, 8, and 11 in particular focus on the phases of a SSA project. They provide guidance to ensure important processes, actions and details are considered, planned for, dealt with appropriately, and signed off.

For simplicity, the following abbreviations are used throughout these checklists:

<b>Agency</b>	Funded agency from non-Government sector
<b>B</b>	Building contractor
<b>C</b>	External consultant(s), usually architectural
<b>CDU</b>	Capital Development Unit, DSD
<b>DSD</b>	Disability Services Division
<b>PCG</b>	Project Control Group
<b>PG</b>	Office of Housing Property Group
<b>PM</b>	Project Manager (generally the Office of Housing, Community Projects Branch)
<b>R</b>	Regional Disability Services Staff
<b>R (FRMS)</b>	Regional FRMS Co-ordinator
<b>R (OH&amp;S)</b>	Regional OH&S representative
<b>S(SSA)</b>	SSA Support Staff
<b>UG</b>	User Group

# Appendix 1

## Pre-design (Site Purchase) Phase Checklist

No.	Action/Issue	Action By	Actioned (requires signature)	Date
1	Initiate project (service planning support).	R, CDU		
2	Establish Project Control Group (PCG).	R, CDU		
3	Establish User Group (UG).	R, PCG		
4	Confirm all parties have a copy of current DSD Accommodation Standards and Design Guidelines 1.1 (General) document.	UG, PCG		
5	Develop initial project brief using proforma in Appendix 2 <b>Project Brief - Resident Specific</b> .	R, UG		
6	Determine preferred accommodation plan.	UG, R		
7	Obtain confirmation of total project budget including its component parts (land, building, fees).	CDU, R		
8	Establish and agree notional project timeline.	CDU, PCG		
9	Establish site selection team; clarify process, roles, required actions.	R, CUD, PG		
10	Engage consultant to undertake Site Suitability Report(s).	CDU		

<b>11</b>	Identify suitable sites, complete <b>SSA Site Purchase Requirements Checklist</b> for preferred site. Submit to CDU.	PG, R, CDU		
<b>12</b>	Ensure Site Suitability Report provides detail in respect to easements, covenants, rights-of-way, flood plains, heritage areas, significant trees (check any tree overlays with council), potential contamination issues or planning overlays requiring a planning permit. For large easements that may impact on design, confirm location and type of drains within the easement.	C		
<b>13</b>	Initiate site purchase process.	CDU, PG		

## Appendix 2

### Project Brief - Resident Specific

Number of residents	
---------------------	--

What type of accommodation plan is proposed for this location? (Please tick.)	
4 Bed House + Sleepover room	
5 Bed House + Sleepover room	
6 Bed House + Sleepover room	
Split Unit	
3 + 2 Bed Units	
3 + 3 Bed Units	
Multi Unit	
1 x 2 and 1 x 3 Bed Units	
2 x 3 Bed Units	

If there is an alternate model of accommodation preferred, please describe:

#### Issues relating to resident mobility

How many residents use a wheelchair inside the house?	
How many residents use a walking frame?	
How many bedrooms require electric beds?	
What type of battery does the wheelchair use?	
At what height should the power points be fitted for easy battery recharging?	
How many bedrooms should have sliding doors?	
How many robes in bedrooms should have sliding doors?	
Is an overhead hoist required in the assisted bathroom?	
Will a mobile hoist be required for lifting in other areas?	
Will a shower trolley be used for the assisted bathroom?	

If yes, does the bathroom layout need to be modified?	
Are there residents who will use a bath?	
Is a bath required in the initial fit-out?	

#### Issues relating to resident behaviour

Do any residents display forms of <b>challenging behaviour</b> ?	
Do they engage in <b>property damage</b> ?	
Describe any specific structural requirements that may help to reduce the risk of property damage: (Options include narrower studs in walls, thicker villaboard, thicker glass, solid core doors, bedroom movement sensors, etc.):	

Do any residents have a <b>visual impairment</b> ?	
Describe any specific structural requirements that may assist the resident: (Options may include hand rails in the corridors, colour distinctions between walls, doors, architraves, and skirting boards, large light switches, etc)	

Do any residents have a <b>hearing impairment</b> ?	
Describe any specific structural requirements that may assist the resident: (options may include flashing lights for fire alarms, door bells, phone, etc)	

Do any residents exhibit <b>fire-lighting behaviour</b> ?	
Which bedroom(s) will they sleep in? (Insert bedroom numbers)	
Describe any specific structural requirements that may help to reduce the fire-lighting risk: (Fire safety systems are already in place and most risk reduction strategies will involve careful selection of furnishings, mattresses, clothing, blankets, doonas, etc.):	

Do any residents exhibit <b>loud screaming behaviour</b> ?	
Which bedroom(s) will they sleep in? (Insert bedroom numbers)	
Describe any specific structural requirements that may help to reduce the impact of noise on other residents and neighbours: (Options include sound insulation in walls between rooms and external walls, thicker glazing to windows, designing a bedroom that is away from other residents and/or neighbours' properties, etc.):	

Do any residents exhibit <b>exposing and/or absconding behaviour</b> ?	
Which bedroom(s) will they sleep in? (Insert bedroom numbers)	
Describe any specific structural requirements that may help to reduce the absconding risk: (Options include high backyard fences with trellis, high front fences, restrictions on window openings, awning window in bedroom, external sun blind, etc.):	

Do any residents exhibit <b>poor toilet skills</b> ?	
Describe any specific structural requirements that may help to improve toilet use: (Options include urinals for men, low level toilets, sturdy seats, floor waste to allow hosing, water proof power points, etc.):	

Do any residents exhibit <b>suicidal behaviour</b> ?	
Describe any specific structural requirements that may help to reduce the risk of suicide: (Options include no hooks on walls, no curtain strings, small shower roses, peep holes on bedroom doors, etc.):	

Do any residents suffer from <b>Prader-Willi syndrome</b> ?	
Describe any specific structural requirements that may help to reduce this behaviour: (Options include pantry doors, locking the fridge and freezer, locking the kitchen.):	

Do any residents suffer from <b>incontinence</b> ?	
Which bedroom(s) will they sleep in? (Insert bedroom numbers)	
Describe any specific structural requirements that may help to assist the infection control of incontinence: (Typically vinyl flooring will only be used in wet areas and on the dining room floor, options to expand vinyl include selected bedrooms, living areas and hallways.):	

Do any residents <b>require large outdoor spaces</b> ?

Are any <b>kitchen modifications required</b> ?	
Describe any specific structural requirements that may help to assist residents using the kitchen area. (Options include lowering height of benches where required, lower ovens, special taps, etc. Any changes to heights should be approved in the first instance with OH&S staff.)	

### General Issues

Which cupboards need to be locked? (Generally a cupboard under the laundry trough & kitchen sink will be locked for chemical storage. The cutlery drawer, medication cupboard and tall cupboard in the Sleepover Room all should be lockable.)

What type of vehicle (van, etc) will be accommodated (short and long term)?

Is there a need to have <b>intercom</b> between bedrooms, <b>sound or movement sensors</b> or <b>personal health monitors/sensors</b> ?	
In which bedrooms will they be needed? (Insert bedroom numbers.)	
Please list the type of equipment needed and provide justification:	

Please select the type of curtains required. (Please tick.)	
Hand-drawn	
Draw string at the side (nominate rooms)	
Standard (Heading) Curtains	
Velcro (to scrim curtains)	
Stud (Heading) Curtains	





## Appendix 3

### SSA Site Purchase Requirements Checklist

Criteria	Comments	Ranking		
		Essential	Desirable	Check Clients' Needs
1.0 Property Size Plans of accommodation for Shared Supported Accommodation have evolved from the standard 6 bedroom residence to include a variety of new plans that require larger property areas. The following is an indicative guide of the land size required for each of the accommodation plans.				
1.1 Standard House 4 Bed & Sleepover	Property size should preferably be at least 650m <sup>2</sup> minimum; however site considerations such as corner blocks, block shape, etc, can influence whether properties below 650m <sup>2</sup> are viable.	X		X
1.2 Standard House 5 Bed & Sleepover	Property size should preferably be 700m <sup>2</sup> minimum; however site considerations such as corner blocks, block shape, etc, can influence whether properties below 700m <sup>2</sup> are viable.	X		X
1.3 Standard House 6 Bedroom & Sleepover	Property size should preferably be 750m <sup>2</sup> minimum; however site considerations such as corner blocks, block shape, etc, can influence whether properties below 750m <sup>2</sup> are viable.	X		
1.4 Split Units 5 - 6 Beds & Sleepover	Property size should be preferably 800 - 850m <sup>2</sup> to allow separate pedestrian and vehicle access to both units.	X		
1.5 Multi Units 5 - 6 Beds & Sleepover	Property size should be preferably 800 - 850m <sup>2</sup> to allow separate pedestrian and vehicle access to both units.	X		

## 2.0 Site Considerations

<b>2.1</b> Fall on properties	Flat sites are preferable, however slightly undulating sites should not be totally dismissed. Generally, blocks that slope from the rear of the property to the front or across the property are preferable to a property that slopes from the front to the rear.	X		
<b>2.2</b> Privacy	The property should have reasonable privacy from neighbours, especially to outside activity areas.	X		
<b>2.3</b> Density	Discretion should be applied when considering properties that either adjoin or are in the close vicinity of high density developments, especially in regards to potential overlooking, outlook and overshadowing issues.	X		
<b>2.4</b> Accessibility	Ideally, the area should be serviced by a footpath, adequately finished to allow for wheelchair use and for people who have ambulatory concerns. In areas and estates where there are no sealed roads, footpaths and gutters, each property should be assessed on its merits and the specific residents' requirements.		X	X
<b>2.5</b> Zoning	Sites should be zoned for residential use.	X		
<b>2.6</b> Location	Common sense should be applied when considering the position of a proposed site in the street, eg. corner or single-fronted block. Irregularly shaped blocks should be assessed to ensure maximum site use is achieved. A court location for a site should be carefully considered before final selection occurs.	X		

<b>3.0 Services</b>				
<b>3.1</b> Community facilities	Community facilities, such as shops, parks and gardens, and medical facilities preferably should be within reasonable walking distance. This may prove difficult in rural and some outer suburban areas.		X	X
<b>3.2</b> Transport	Consideration to accessibility and supplementary services should be given.		X	X
<b>3.3</b> Utilities	Availability of utilities such as water and electricity is mandatory. Services such as gas and sewerage are also highly desirable, however it is recognised that in some outer suburban and rural areas this is not practicable.	X		
<b>4.0 Cost Benchmark</b>				
<b>4.1</b> Purchase Budget	A purchase limit has been set by the Executive Director, DSD, for the purchase of a property. The purchase of a property exceeding the set benchmark requires the approval of the Executive Director, DSD. Applications for increased funding are to be accompanied by a detailed justification and be forwarded to the Director Budget and Resources, DSD.	X		
<b>5.0 Cautionary Items</b> There are a number of potential issues that can make a site unsuitable. The following items need to be evaluated before a purchase occurs.				
<b>5.1</b> Other DHS Programs	Cross referencing with other program areas should occur at a regional level to ensure that the potential property is not located in close vicinity to other funded residential services.	X		
<b>5.2</b> High Traffic Areas	When considering a property located on a busy road/highway, careful consideration needs to be given to the residents' profiles, availability of off-street parking, including the provision of turning circles in driveways, and the ability to set the residence further back to redress potential noise issues.	X		X

<b>5.3 Industrial Areas</b>	The property should not be located in a heavy industrial area and/or areas prone to industrial pollution. Light industrial areas may be considered in special circumstances.	X		X
<b>5.4 Contaminated Sites</b>	Suspect sites, such as light industrial workshops and truck depots, should be thoroughly investigated prior to purchase. Soil tests should be organised, as well as enquiries made through local authorities to further ascertain the history of the site.	X		
<b>5.5 Mining Activity</b>	When inspecting properties in rural areas with a mining history, soil tests should be organised and enquiries made through the local council and the Department of Sustainable Resources and the Environment, who will provide advice on any known mining activity in the area.	X		
<b>5.6 Flood-prone Areas</b>	Sites should not be located in areas that are prone to flooding and reference to the '100 year' flood level should be through the local council.	X		
<b>5.7 High Voltage Power Lines</b>	Sites that are directly under, or in close proximity to, high voltage power lines are not recommended.	X		
<b>6.0 Assessment of Existing Residence</b>				
<b>6.1 Assessment</b>	When purchasing a property with an existing house, careful consideration needs to be given regarding development options. A comprehensive assessment needs to be undertaken to assess whether the house would be suitable for adaptation, or alternatively, whether demolition of the house can be justified to construct new purpose-built accommodation.	X		

# Appendix 4

## Design Phase Checklist

No.	Action/Issue	Action By	Actioned (requires signature)	Date
-----	--------------	-----------	----------------------------------	------

### Processes and Ongoing Actions

1	Confirm project funding.	CDU		
2	Nominate Project Manager (PM) for project.	PM		
3	Engage principal (architectural) consultant.	PCG, PM		
4	Confirm consultant and sub-consultants have a copy of, and are familiar with, contents of current DSD Accommodation Standards and Design Guidelines 1.1 (General).	PM, PCG		
5	Confirm <b>Project Brief - Resident Specific</b> , ensuring that all design considerations in Accommodation Standards document have been reviewed and included where required.	UG		
6	Confirm preferred accommodation plan (Refer Appendix 6 <b>Accommodation Plans</b> )	UG		
7	Complete formal sign-off of project brief.	PCG		
8	Confirm in writing with local council whether or not a town planning permit is required.	C		
9	Put in place a strategy to manage the Town Planning Permit phase (if required) and allow required timeframe in project program.	PCG, C, PM		

<b>10</b>	Prepare detailed delivery program for sign off.	PM, CDU, PCG		
<b>11</b>	Develop and implement community consultation strategy.	R		
<b>12</b>	Brief consultant, including feedback from UG on schematic designs.	PCG		
<b>13</b>	Arrange for a re-establishment, and features and level survey of site. Advise PCG of any issues arising from site survey eg. fence alignments.	C		
<b>14</b>	Arrange for soils tests.	C		
<b>15</b>	Carry out suitability report for existing site fencing; confirm requirements for retention/modification/new fencing with PCG.	C, UG		
<b>16</b>	Review schematic designs and provide comment to PCG.	UG		
<b>17</b>	Review of schematic design by Regional OH&S representative.	R(OH&S)		
<b>18</b>	Consult with residents, their families and others in relation to schematic designs, colour and finishes scheme for project.	UG, R		
<b>19</b>	Seek written approvals for specific design inclusions as required by the DSD Accommodation Standards document.	PCG		
<b>20</b>	Prepare Cost Plan C.	C, PM		
<b>21</b>	Approval of anticipated construction cost.	CDU		

<b>22</b>	Formal approval of schematic design. Instruct consultant to commence contract documentation.	PCG			
-----------	--	-----	--	--	--

#### Other Actions

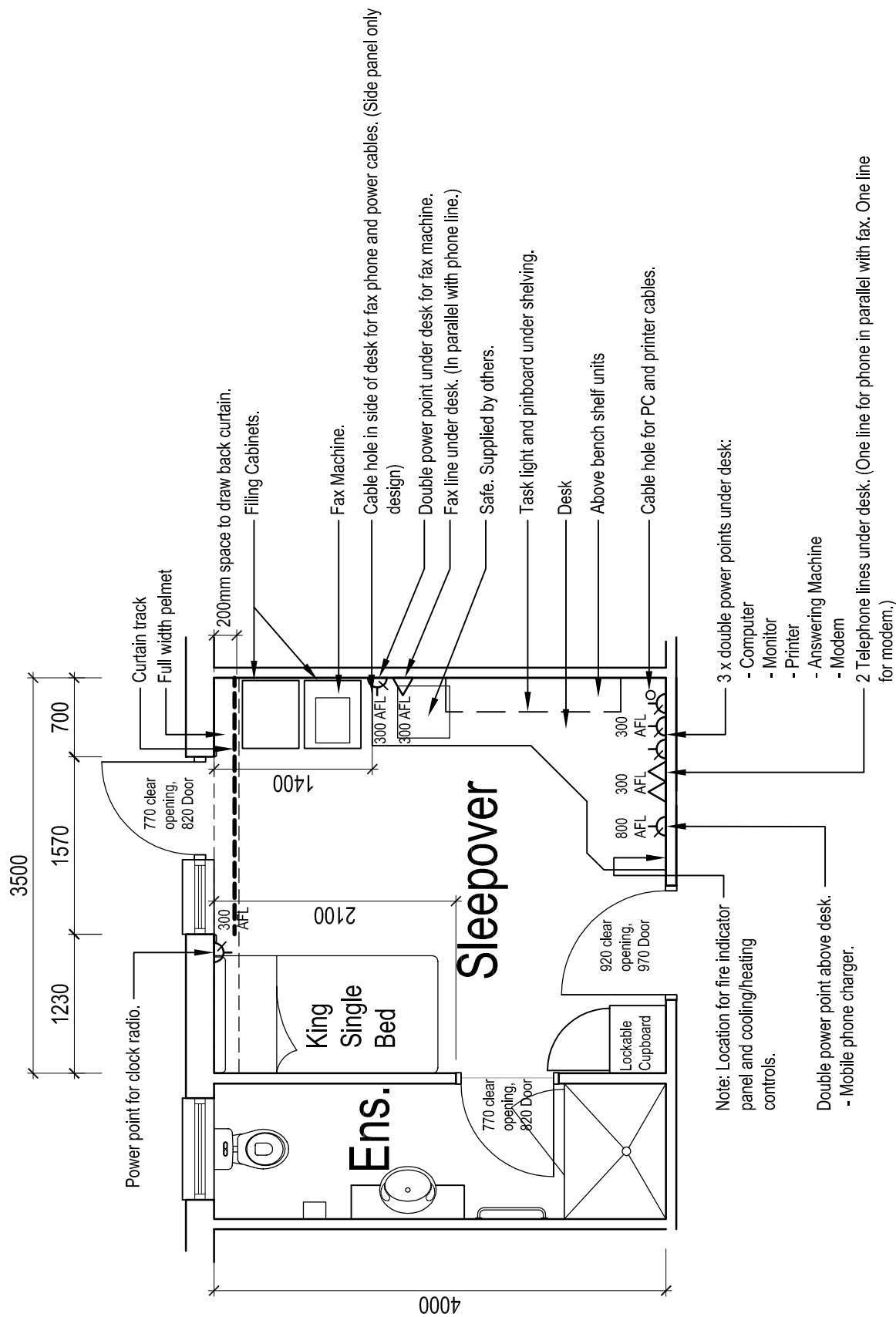
<b>1</b>	Provide photographic record of site and adjacent properties/streetscape.	C			
<b>2</b>	Confirm preferred style and materials for all fencing. Street fencing to match streetscape.	C, PCG			
<b>3</b>	Ensure external paths are minimum 1200mm wide and do not include tight 90-degree turns.	C			
<b>4</b>	Ensure clear passage widths (allow for handrails where required) of 1500mm.	C			
<b>5</b>	Ensure adequate circulation where shower trolleys or other mobility aids require larger turning circles.	C			
<b>6</b>	Ensure circulation space at doorways complies with AS1428.1.	C			
<b>7</b>	Primary (front) entry door to open to suit approach from carport.	C			
<b>8</b>	Nominate primary & secondary fire exits from dwelling and designated external fire exit path.	R(FRMS)			
<b>9</b>	All external gates to open in direction of egress from property (toward the street).	C			
<b>10</b>	Confirm required clearance dimensions for cross-overs, driveway opening(s), driveway(s), posts/columns to carport(s).	C			

<b>11</b>	Confirm proposed vehicle to be accommodated (short and long term) and establish required clear dimensions (width, height and length) for carport.	R, C		
<b>12</b>	Ensure sufficient clear wall space in locations for televisions/entertainment systems.	C		
<b>13</b>	Confirm requirement for the installation of a peninsula bath (and type of bath) in initial building fit-out. Ensure provision for services and waste connection for installation if future installation.	C, UG		
<b>14</b>	Confirm requirement for installation of fold down and/or fixed shower seats in initial building fit-out. Ensure structural provision for future installation.	UG, C		
<b>15</b>	Ensure toilets are not directly visible from living areas.	C		
<b>16</b>	Install towel rails to all vanity basins.	C		
<b>17</b>	Confirm dimensions for whitegoods to be accommodated.	C, UG		
<b>18</b>	Microwaves are to be located on bench top with adjacent set-down area.	C		
<b>19</b>	Ensure correct position of bedroom furniture (particularly the bed).	C		
<b>20</b>	Ensure correct location of floor wastes, in accordance with DSD Standards and Guidelines.	C		
<b>21</b>	Prepare colour board of proposed external finishes and submit to UG & PCG for approval	C		
<b>22</b>	Calculate floor area of dwelling. If over 350m <sup>2</sup> , or more than 6 residents to be accommodated, request instruction on fire services requirements from PM.	C		



# Appendix 5

## Sleepover Room - Preferred Layout

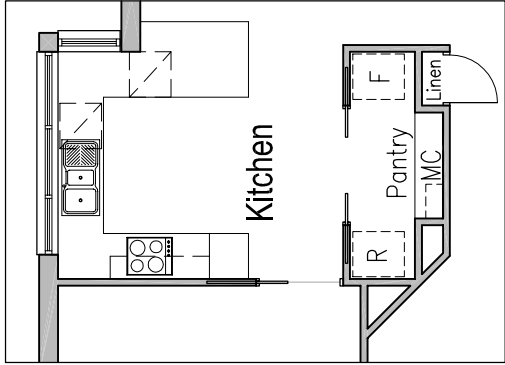
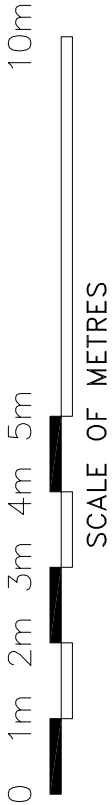
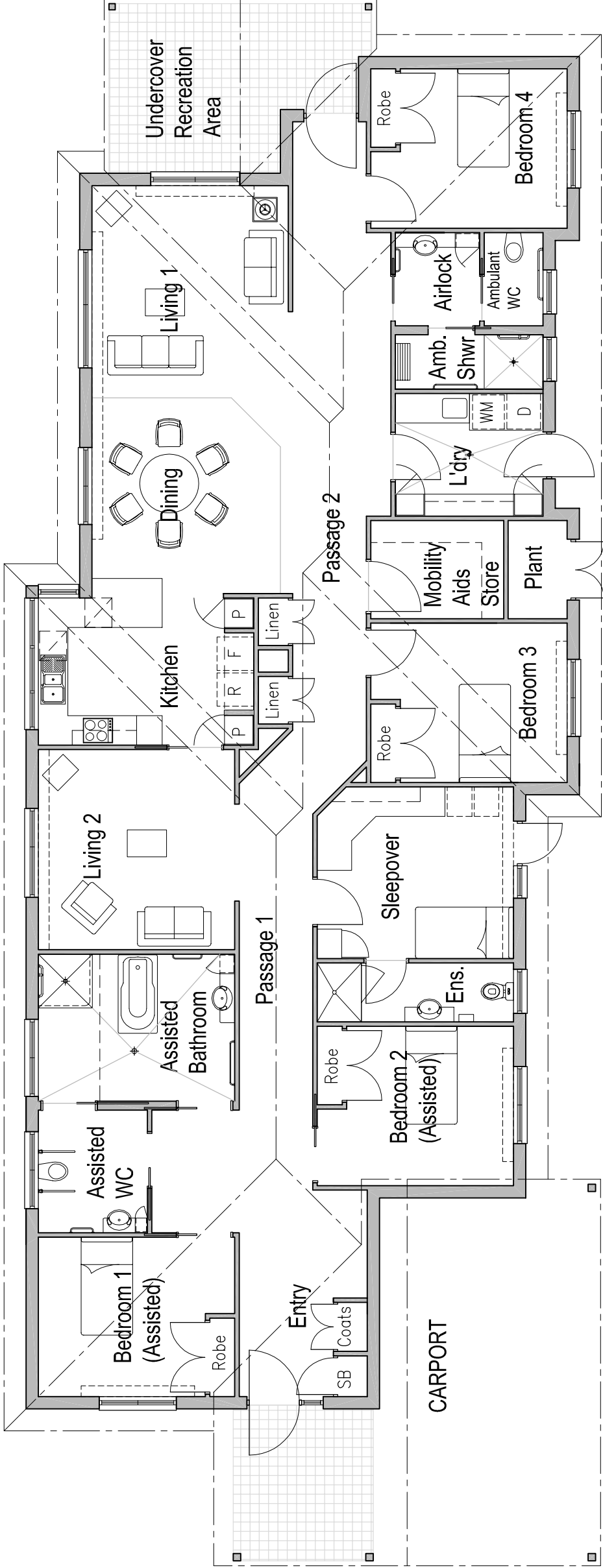


# Appendix 6

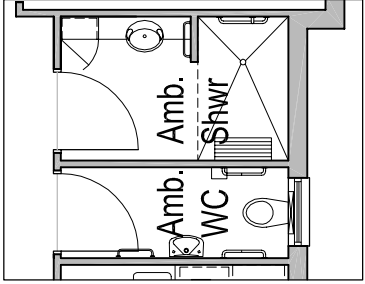
## Accommodation Plans

<b>Plan 1</b>	4 Bed House & Sleepover Room – Narrow Sites (Option 1)
<b>Plan 2</b>	4 Bed House & Sleepover Room – Narrow Sites (Option 2)
<b>Plan 3</b>	4 Bed House & Sleepover Room – Wider Sites (Option 1)
<b>Plan 4</b>	5 Bed House & Sleepover Room – Narrow Sites (Option 1)
<b>Plan 5</b>	5 Bed House & Sleepover Room – Narrow Sites (Option 2)
<b>Plan 6</b>	5 Bed House & Sleepover Room – Wider Sites (Option 1)
<b>Plan 7</b>	5 Bed House & Sleepover Room – Wider Sites (Option 2)
<b>Plan 8</b>	6 Bed House & Sleepover Room – Narrow Sites (Option 1)
<b>Plan 9</b>	6 Bed House & Sleepover Room – Wider Sites (Option 1)
<b>Plan 10</b>	Multi Units (2 x 3 bed units) & Central Sleepover Room – Larger Sites (Option 1)
<b>Plan 11</b>	Split Units (2 + 3 bed units) & Sleepover Room – Larger Sites (Option 1)
<b>Plan 12</b>	Split Units (3 + 3 bed units) & Sleepover Room – Larger Sites (Option 1)





OPTION - KITCHEN WITH LOCKABLE PANTRY



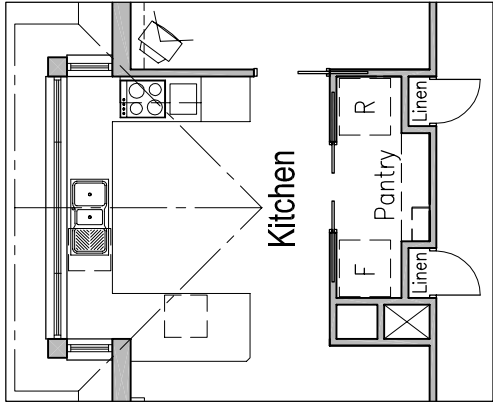
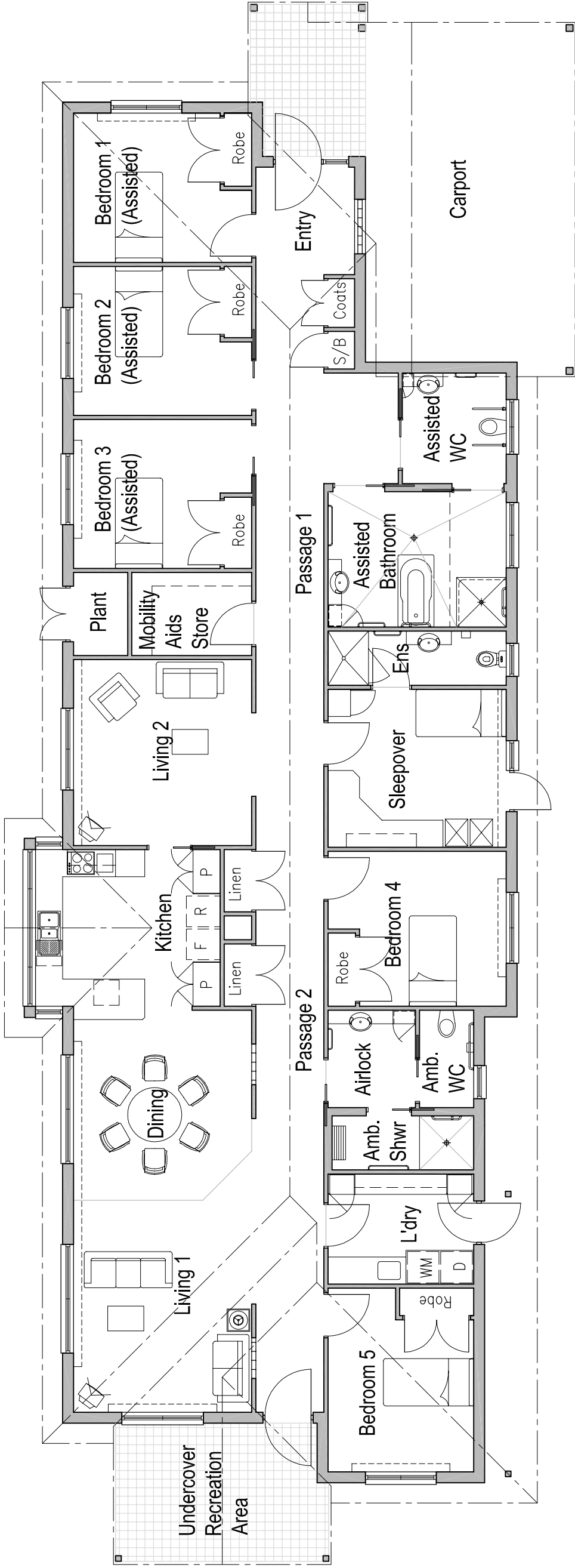
OPTION - AMBULANT WC AND SHOWER

## 4 BED HOUSE + SLEEPOVER ROOM - NARROW SITES (OPTION 2)

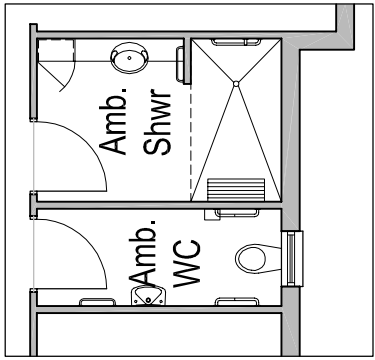
<p>T:\slogan_blue300.jpg</p>	<p>FECA : Floor Area :  Plant : Carport Area : Other under cover areas :</p> <p>236 SQM 258 SQM (Excludes under cover areas and carport) 2.4 SQM 33.5 SQM 24.5 SQM (Excludes eaves up to 600mm)</p>	<p>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</p>	<p>Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA) Date : June 2004      Drawing No : PLAN 2</p>
------------------------------	---	--	---



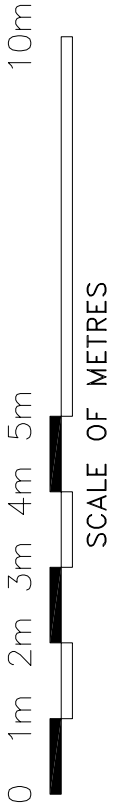
4 BED HOUSE + SLEEPOVER ROOM - WIDER SITES (OPTION 1)			
T:\slogan_blue300.jpg	FECA : Floor Area :  Plant : Carport Area : Other under cover areas :	232 SQM 253 SQM (Excludes under cover areas and carport) 1.3 SQM 31.5 SQM 29.9 SQM (Excludes eaves up to 600mm)	Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.
	Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)		
	Date : June 2004          Drawing No : PLAN 3		



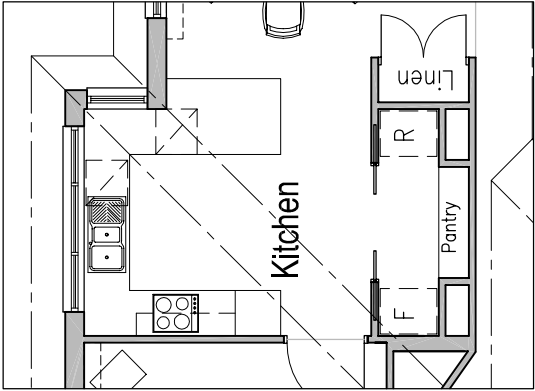
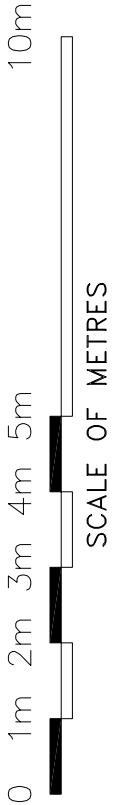
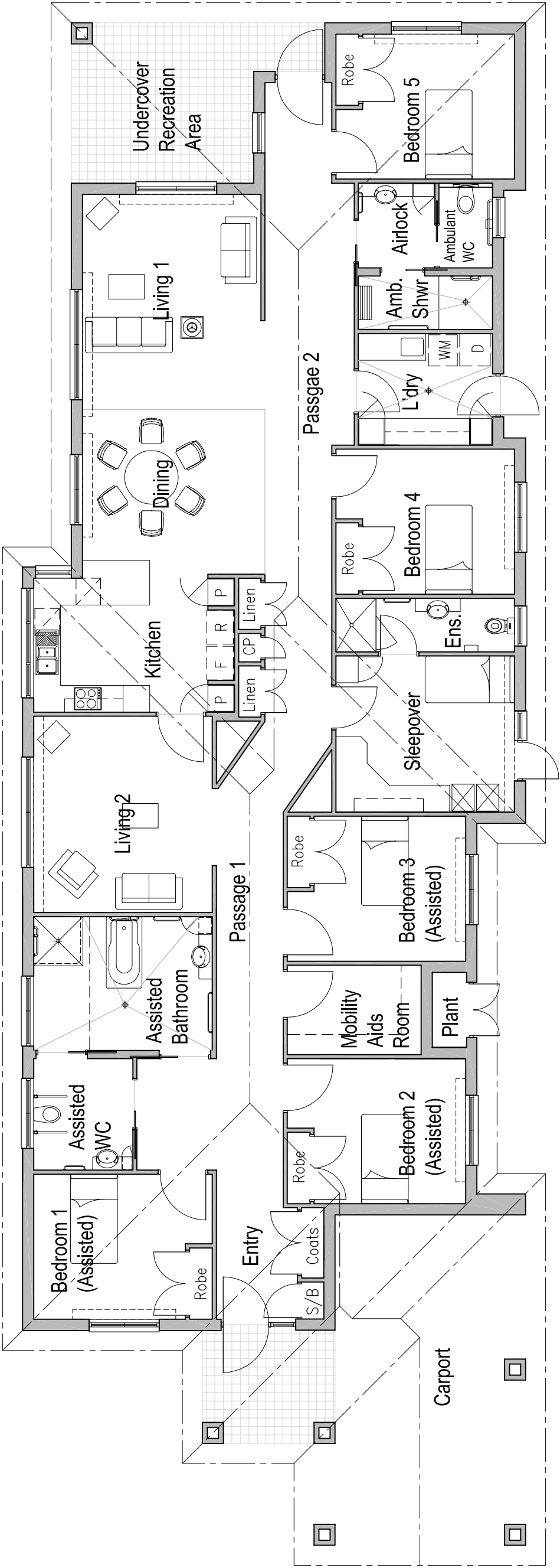
OPTION - KITCHEN WITH LOCKABLE PANTRY



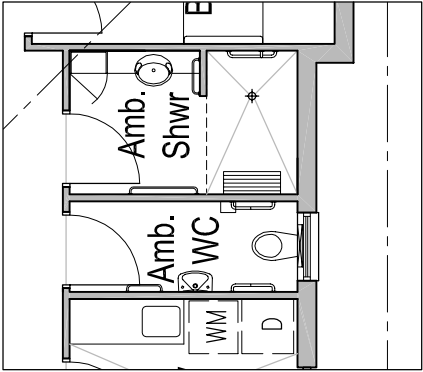
OPTION - AMBULANT WC AND SHOWER



5 BED HOUSE + SLEEPOVER ROOM - NARROW SITES (OPTION 1)			
T:\slogan_blue300.jpg	<div>FECA : Floor Area :  Plant : Carport Area : Other under cover areas :</div>	<div>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</div> <div>252 SQM 274 SQM (Excludes under cover areas and carport) 2.2 SQM 33.3 SQM 22.2 SQM (Excludes eaves up to 600mm)</div>	<div>Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)</div> <div>Date : June 2004 Drawing No : PLAN 4</div>



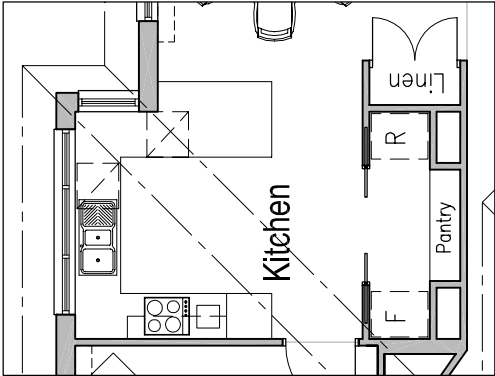
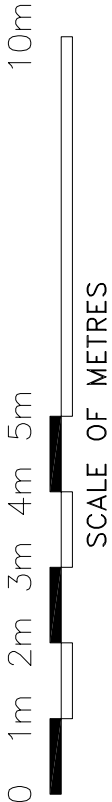
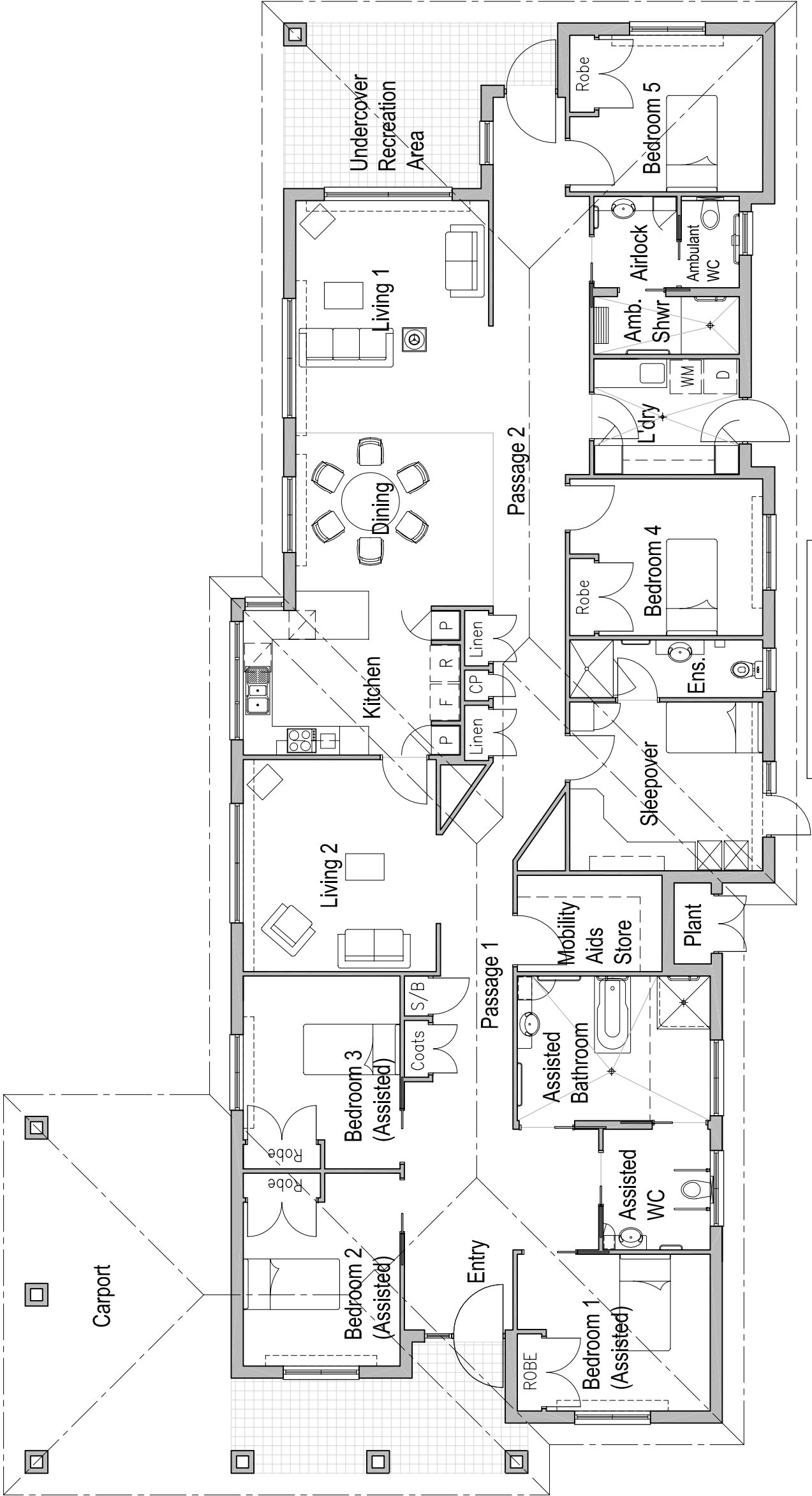
OPTION - KITCHEN WITH LOCKABLE PANTRY



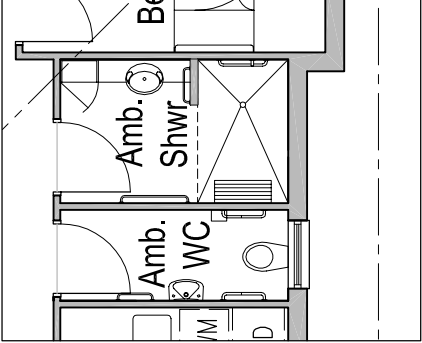
OPTION - AMBULANT WC AND SHOWER

5 BED HOUSE + SLEEPOVER ROOM NARROW SITES (OPTION 2)

<p>T:\islogan_blue300.jpg</p>	<p>FECA : Floor Area :  Plant : Carport Area : Other under cover areas :</p> <p>254 SQM 276 SQM (Excludes under cover areas and carport) 1.3 SQM 31.5 SQM 23.4 SQM (Excludes eaves up to 600mm)</p>	<p>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</p>	<p>Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA) Date : June 2004      Drawing No : PLAN 5</p>
-------------------------------	---	--	---



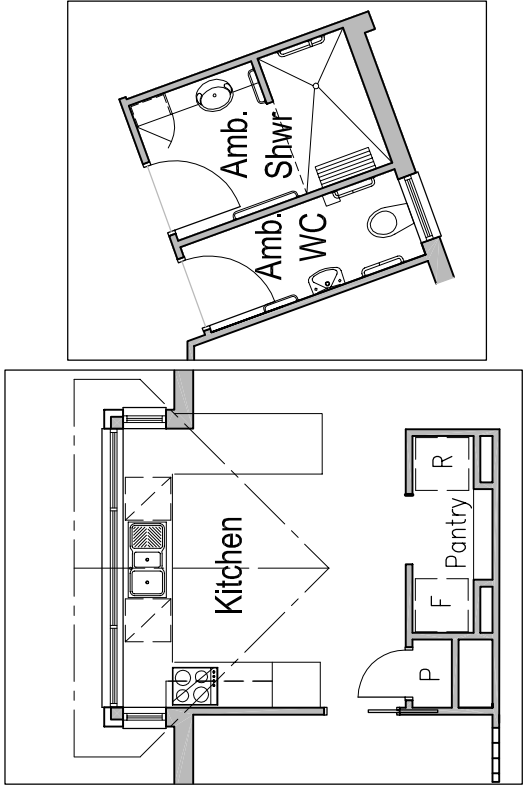
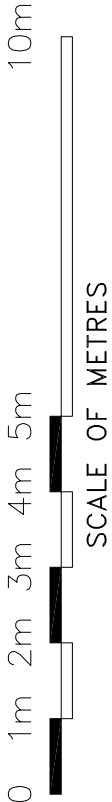
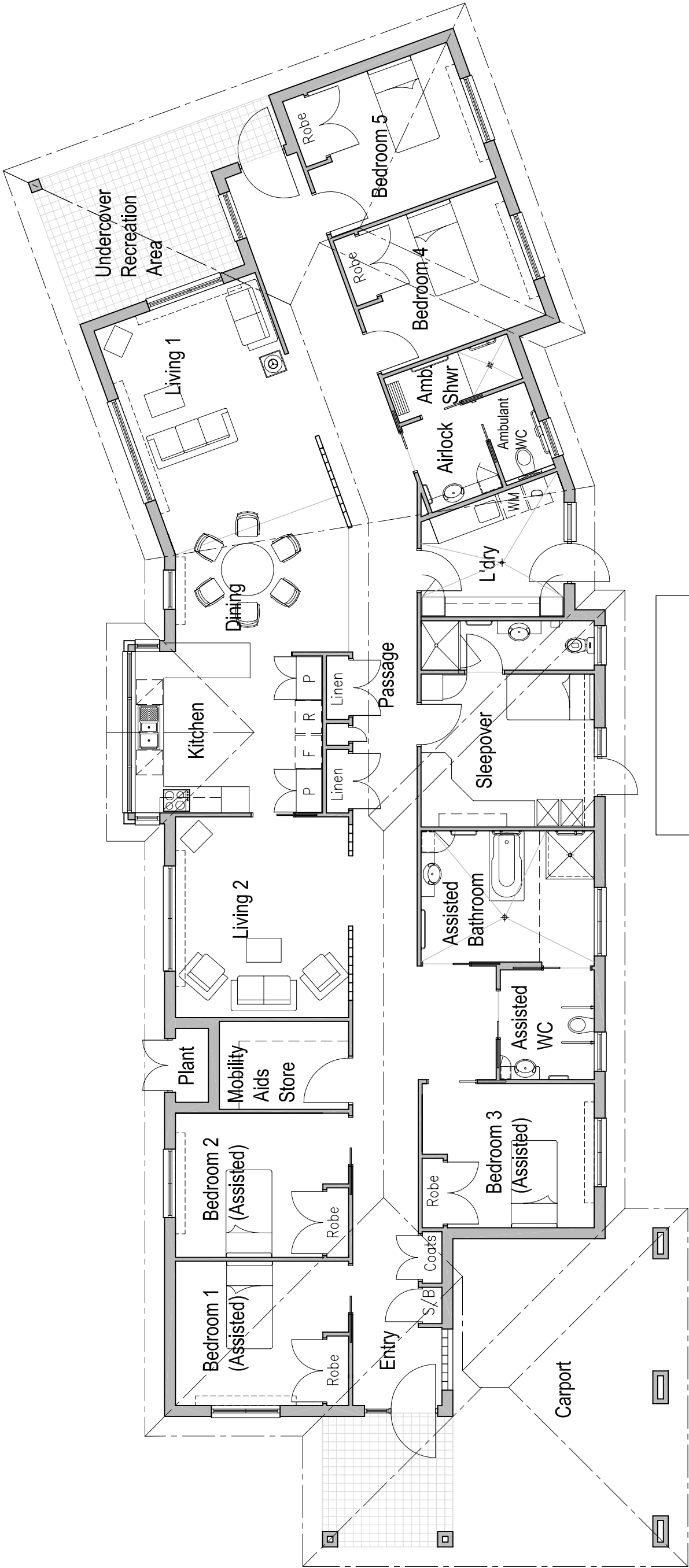
OPTION - KITCHEN WITH LOCKABLE PANTRY



OPTION - AMBULANT WC AND SHOWER

5 BED HOUSE + SLEEPOVER - WIDER SITES (OPTION 1)			
T:\slogan_blue300.jpg	<div>FECA : Floor Area :  Plant : Carport Area : Other under cover areas :</div>	<div>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</div>	<div>Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)  Date : June 2004      Drawing No : PLAN 6</div>

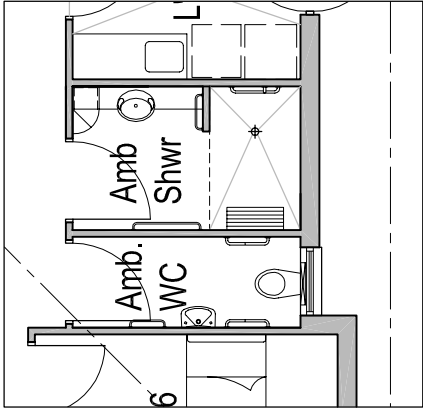
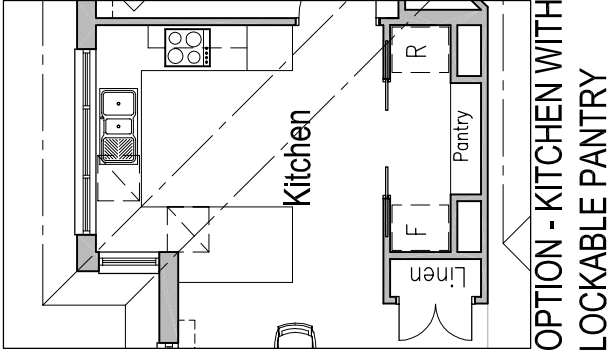
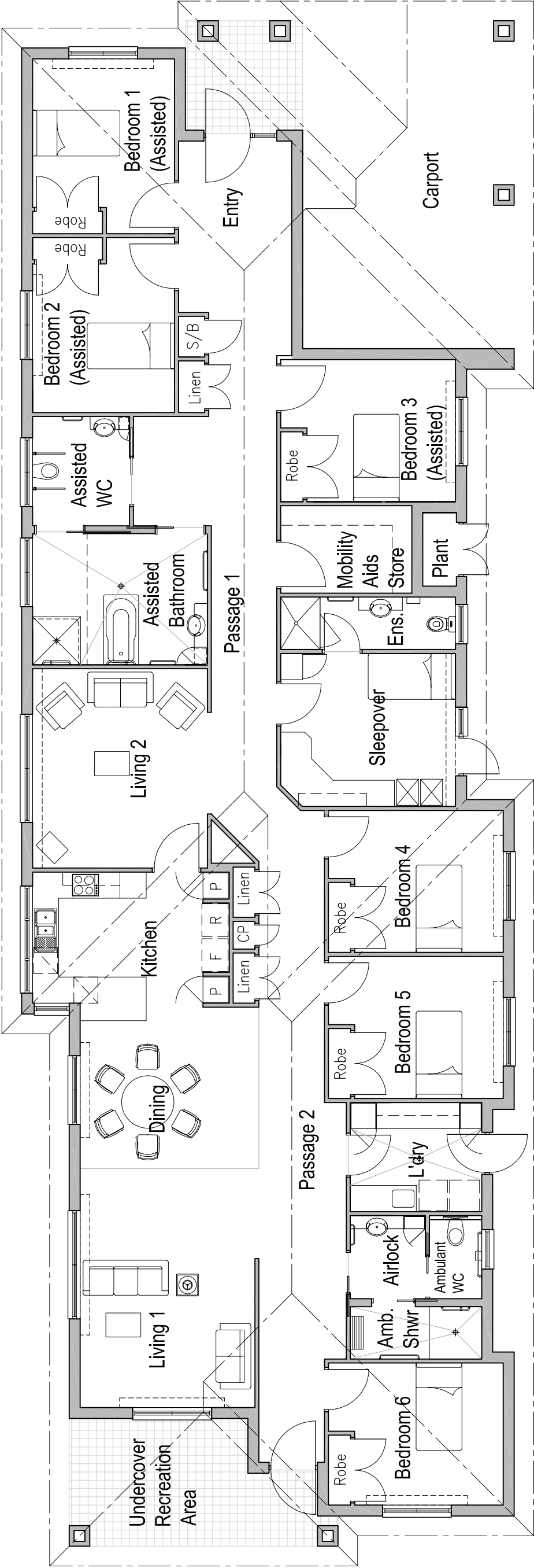




OPTION - KITCHEN WITH LOCKABLE PANTRY

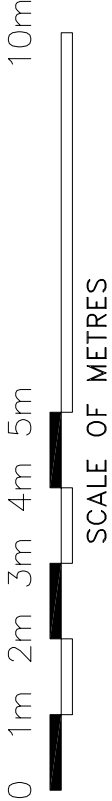
OPTION - AMBULANT WC AND SHOWER

5 BED HOUSE + SLEEPOVER ROOM - WIDER SITES (OPTION 2)			
T:\slogan_blue300.jpg	<div>FECA : Floor Area :  Plant : Carport Area : Other under cover areas :</div>	<div>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</div> <div>255 SQM 278 SQM (Excludes under cover areas and carport) 1.3 SQM 34.7 SQM 24.8 SQM (Excludes eaves up to 600mm)</div>	<div>Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)</div> <div>Date : June 2004      Drawing No : PLAN 7</div>

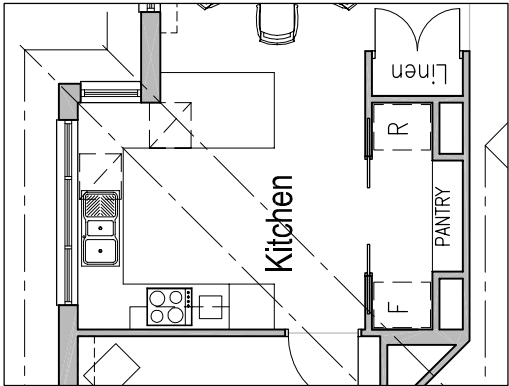
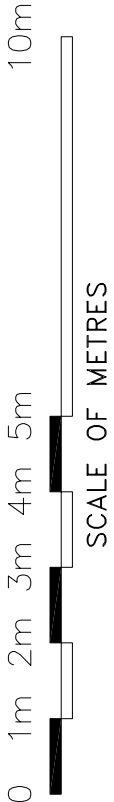
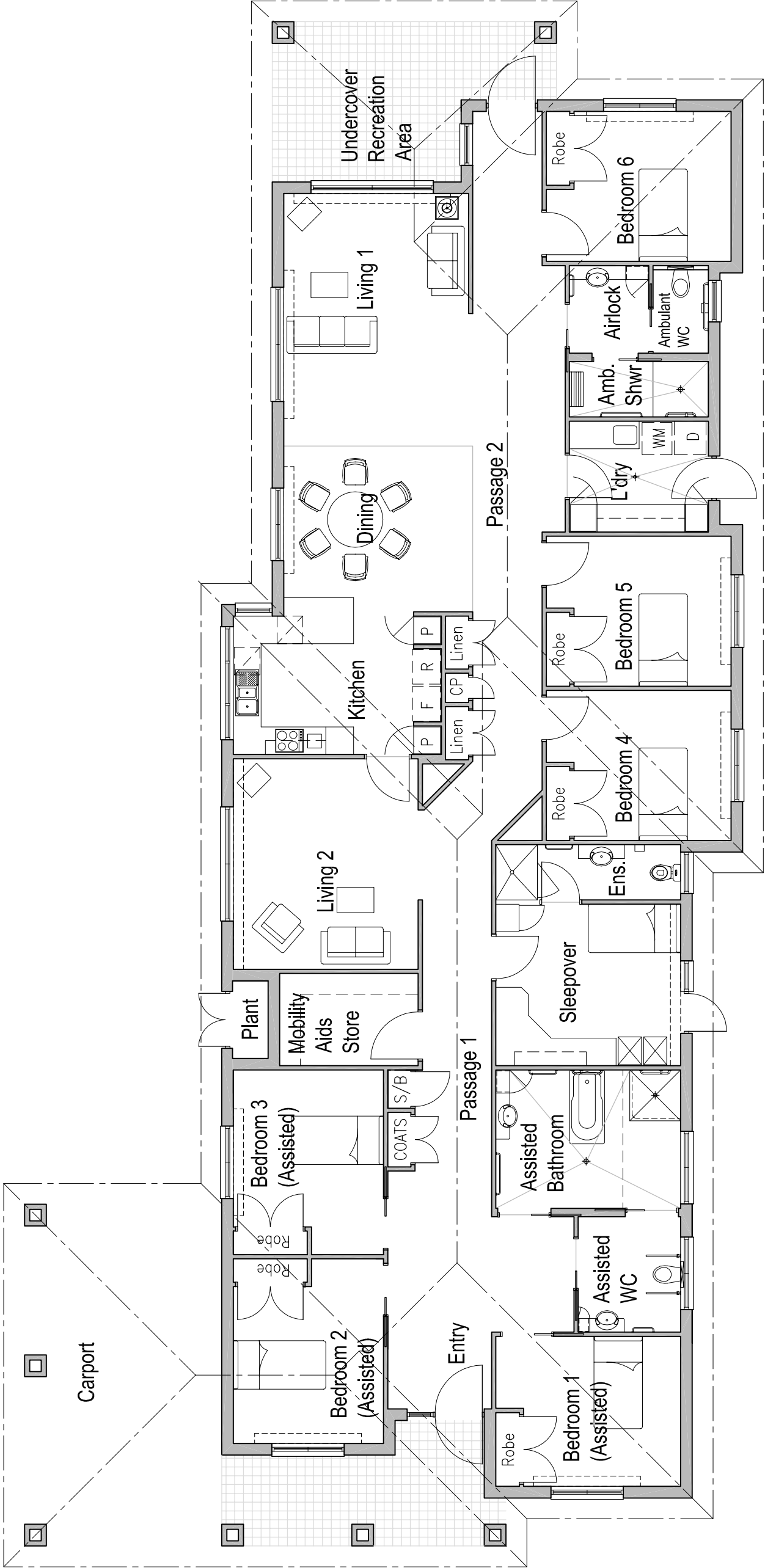


OPTION - AMBULANT WC AND SHOWER

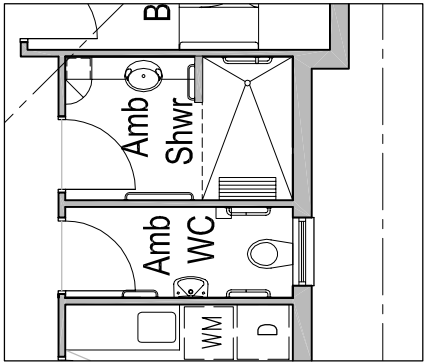
OPTION - KITCHEN WITH LOCKABLE PANTRY



6 BED HOUSE + SLEEPOVER ROOM - NARROW SITES (OPTION 1)			
T:\slogan_blue300.jpg	FECA : Floor Area :  Plant : Carport Area : Other under cover areas :	279 SQM 303 SQM (Excludes under cover areas and carport) 1.3 SQM 34.4 SQM 22.3 SQM (Excludes eaves up to 600mm)	Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.
	Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA) Date : June 2004      Drawing No : PLAN 8		

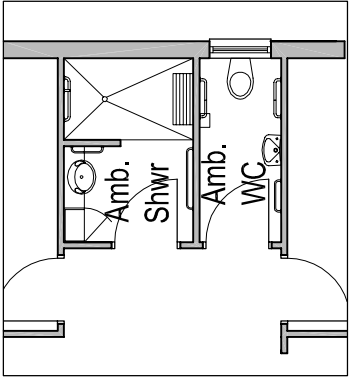


OPTION - KITCHEN WITH  
LOCKABLE PANTRY

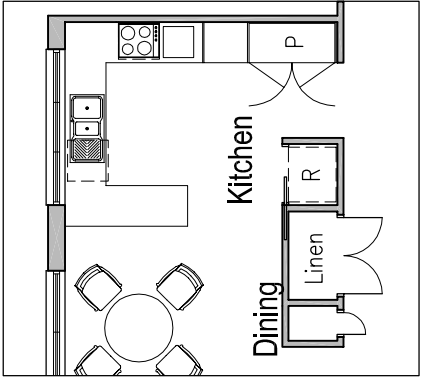


OPTION - AMBULANT WC  
AND SHOWER

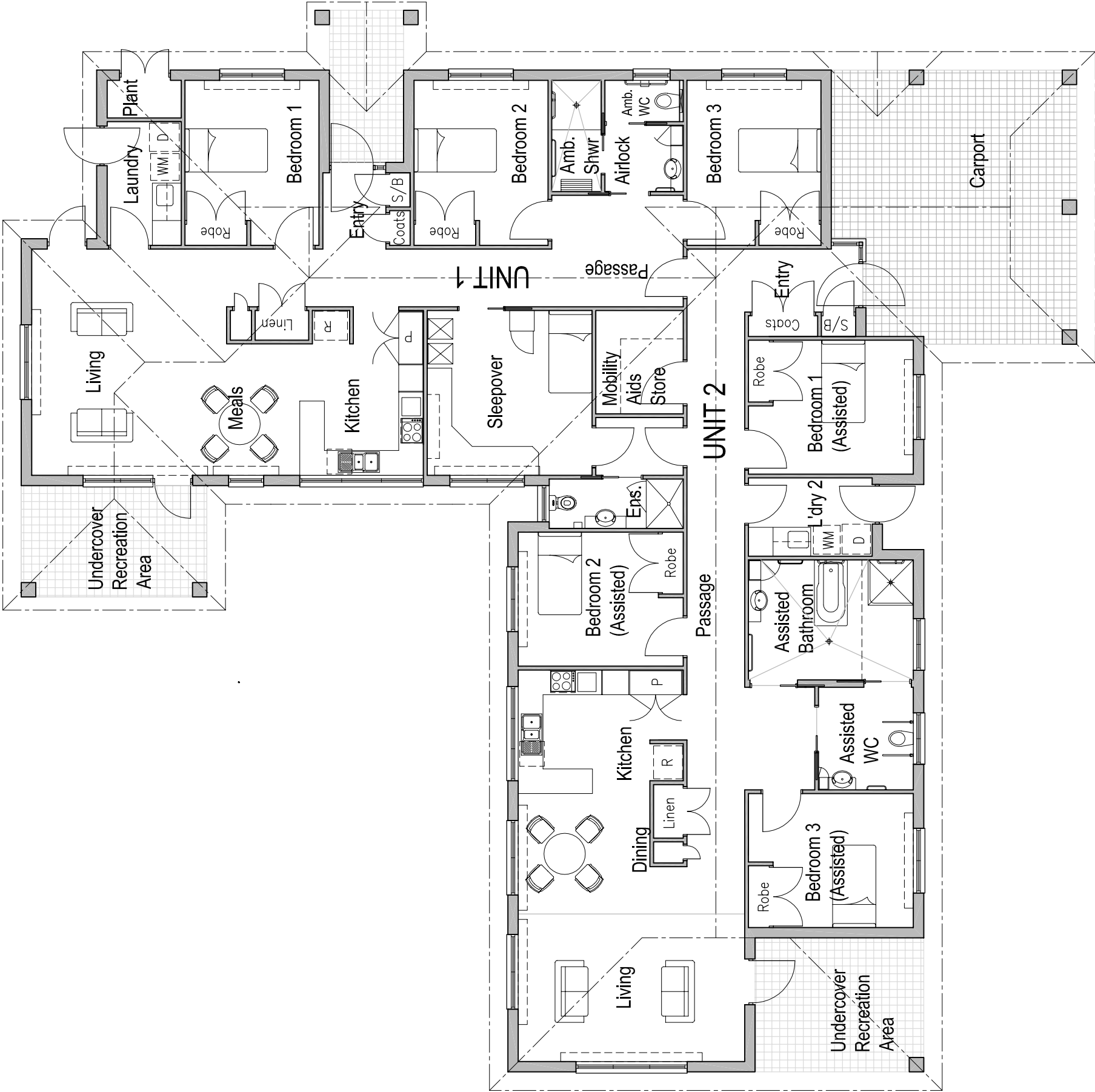
6 BED HOUSE + SLEEPOVER ROOM - WIDER SITES (OPTION 1)			
T:\slogan_blue300.jpg	FECA : Floor Area :  Plant : Carport Area : Other under cover areas :	273 SQM 296 SQM (Excludes under cover areas and carport) 1.3 SQM 31.5 SQM 30.9 SQM (Excludes eaves up to 600mm)	Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.
	Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)		
	Date : June 2004      Drawing No : PLAN 9		



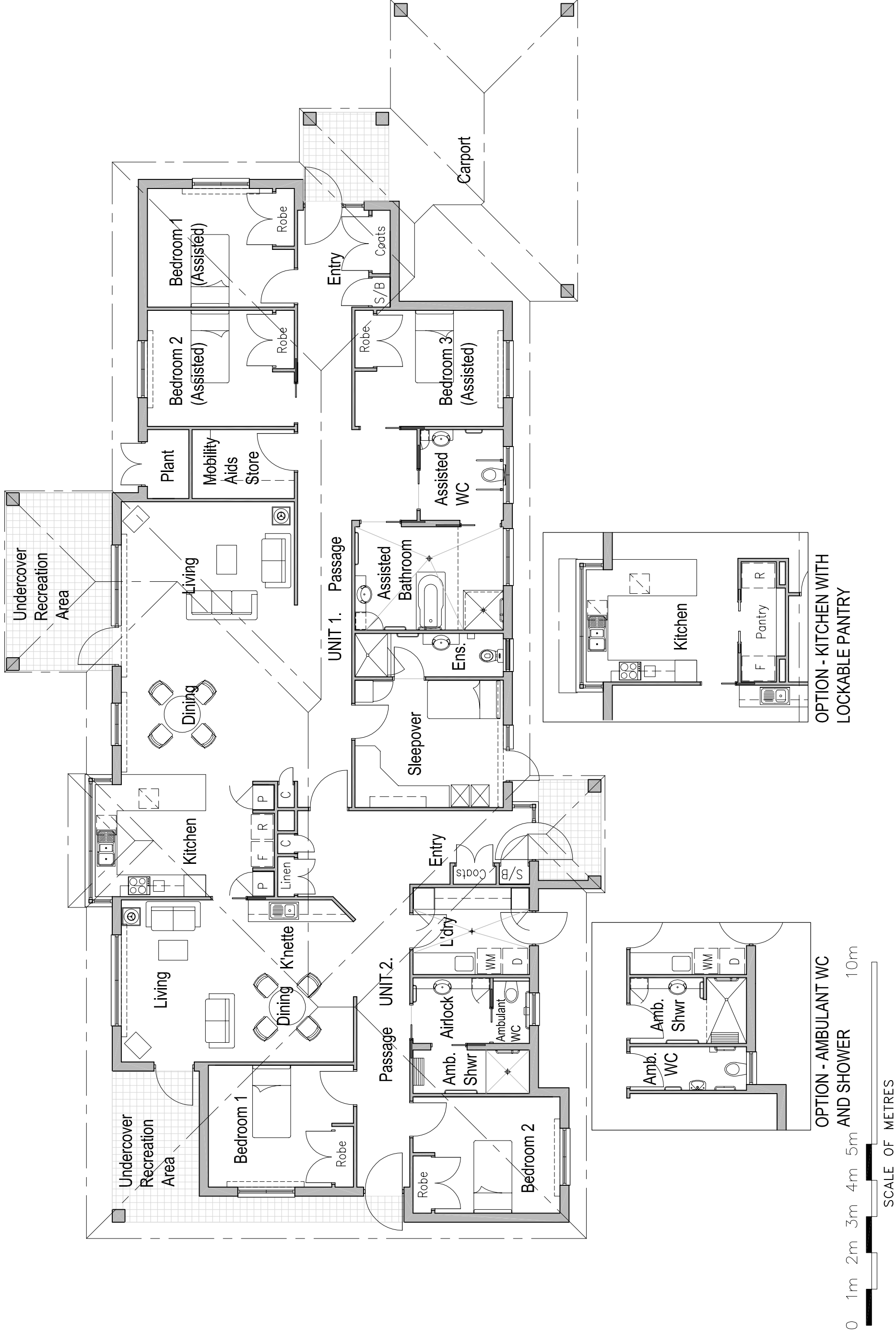
OPTION - AMBULANT WC  
AND SHOWER



OPTION - KITCHEN WITH  
LOCKABLE PANTRY

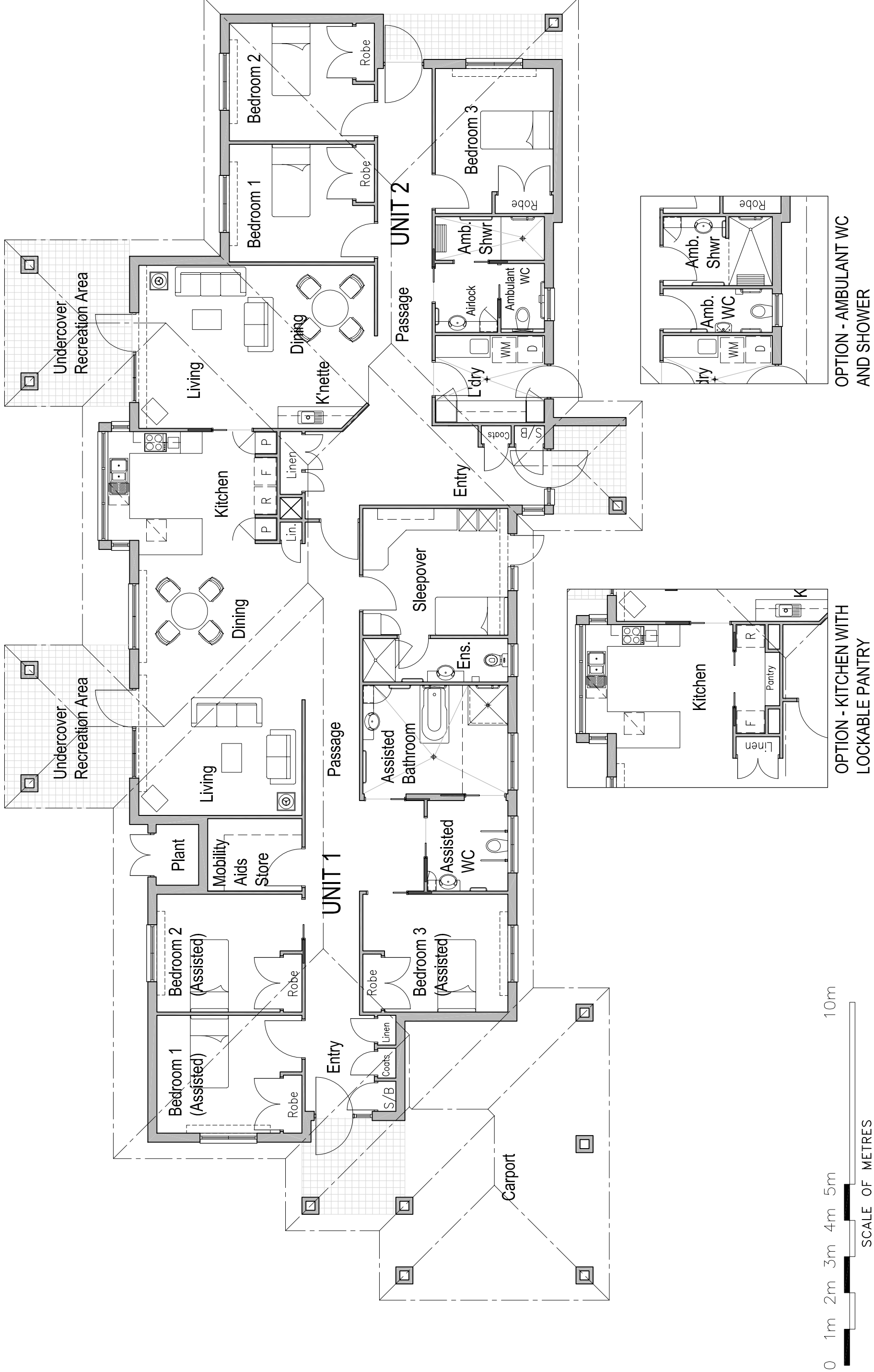


MULTI UNITS (2x3 BED UNITS) + SLEEPOVER ROOM - LARGER SITES (OPTION 1)			
	FECA : Floor Area :	303 SQM 330 SQM (Excludes under cover areas and carport)	Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.
	Plant :	1.6 SQM	
	Carport Area :	27 SQM	
	Other under cover areas :	41.9 SQM (Excludes eaves up to 600mm)	
		Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA) Date : June 2004      Drawing No : PLAN 10	



SPLIT UNITS (3+2 BED UNITS) + SLEEPOVER - LARGER SITES (OPTION 1)

T:\slogan_blue300.jpg	<div>FECA :</div> <div>Floor Area :</div> <div>Plant :</div> <div>Carport Area :</div> <div>Other under cover areas :</div> <div>272 SQM</div> <div>S95 SQM</div> <div>(Excludes under cover areas and carport)</div> <div>2.2 SQM</div> <div>39.5 SQM</div> <div>38.5 SQM</div> <div>(Excludes eaves up to 600mm)</div>	<div>Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.</div> <div>Department of Human Services</div> <div>Disability Services Division</div> <div>Accommodation Plans</div> <div>Shared Supported Accommodation (SSA)</div> <div>Date : June 2004</div> <div>Drawing No : PLAN 11</div>
-----------------------	--	---



SPLIT UNITS (3+3 BED UNITS) + SLEEPOVER - LARGER SITES (OPTION 1)			
T:\islogan_blue300.jpg	FECA :	Notes: Where kitchen with lockable pantry is adopted alternative linen cupboard locations will be required.	
	Floor Area :	Department of Human Services Disability Services Division Accommodation Plans Shared Supported Accommodation (SSA)	
Plant :		Date : June 2004	
Carport Area :		Drawing No : PLAN 12	
Other under cover areas :			
286 SQM			
311 SQM			
(Excludes under cover areas and carport)			
2 SQM			
37.6 SQM			
49 SQM			
(Excludes eaves up to 600mm)			

# Appendix 7

## Documentation Phase Checklist

No.	Action/Issue	Action By	Actioned (requires signature)	Date
-----	--------------	-----------	----------------------------------	------

### Processes and Ongoing Actions

1	Confirm all resident specific requirements included in the documentation.	C		
2	Confirm documentation concurs with requirements of the Standard Construction Specification.	C		
3	Confirm with the PCG the preferred requirements for optional items as listed in the Standard Specification.	C, PCG		
4	FRMS requirements checked and confirmed.	C, R (FRMS)		
5	OH&S requirements checked and confirmed.	C, R (OH&S)		
6	Review documentation at 75% completion.	PCG, others		
7	Prepare (pre-tender) Cost Plan D.	C		
8	Approve Cost Plan D and confirm project funding availability.	CDU		
9	PCG approval and sign off of completed contract documentation.	PCG		

<b>10</b>	Instruct PM to proceed with tender.	CDU		
<b>11</b>	Progress Building Permit Application.	C		

#### Other Actions

<b>1</b>	Confirm all levels to property and dwelling will comply with DSD requirements and BCA 2004.	C		
<b>2</b>	Ensure external paving plan clearly indicates levels for finished paving to ensure required access and drainage requirements are met.	C		
<b>3</b>	Compare detailed architectural drawings to floor plan; check for inconsistencies.	C		
<b>4</b>	Compare building sections to elevations and plans; check all features on both.	C		
<b>5</b>	Carry out co-ordination check of all sub-consultants drawings. Ensure sub-consultants drawings are consistent with and show the final architectural floor plan, including layout, positions for equipment, services and dimensions.	C		
<b>6</b>	Ensure materials descriptions appear in the Specifications, not on the drawings. Confirm that no contradictory notes appear in the documents generally.	C		
<b>7</b>	Verify all specification cross-referencing.	C		
<b>8</b>	Confirm that the required grabrails are correctly depicted and specified.	C		
<b>9</b>	Confirm correct toilet pan installation is shown for ambulant/assisted/accessable toilets on floor plan and detailed drawings. Ensure detailed drawings show correct dimensions for the offset from wall to front of pan for each installation.	C		



<b>10</b>	Ensure vanity units and vanity/wall basins to residents' areas are fully compliant with AS1428.2.	C			
<b>11</b>	Check locality to determine whether phone and power wires are overhead or underground. Ensure sub consultants' documentation nominates method of supply common to the street.	C			
<b>12</b>	Confirm roof design will accommodate required ductwork.	C			
<b>13</b>	Fire services sub consultant must be from OoH Engineering Services Branch approved list of consultants.	C, PM			
<b>14</b>	Confirm proposed locations for services meters (gas, electricity, water), hot water services, fire bell, and sprinkler control cabinet, are discreet from view and will not obstruct pathways. Obtain approval from PCG.	C			
<b>15</b>	Confirm interior design specifications reflected in the documents.	C			
<b>16</b>	Check finishes schedule against specification.	C			
<b>17</b>	Confirm master keying requirements.	C, R			
<b>18</b>	Confirm locations for cupboard locks.	C, R			
<b>19</b>	Ensure light fittings and IXL Tastic type light/exhaust fan fittings are not installed within the designated shower area of the assisted bathroom or ambulant shower room.	C			
<b>20</b>	Ensure switchboard located in lockable cupboard near primary entry –not to be located in the Sleepover room.	C			
<b>21</b>	Ensure fire panel and controls for evaporative coolers, heating unit (where possible) are located in the correct position in the Sleepover room – Refer DSD Standards and Design Guidelines.	C			

<b>22</b>	Ensure Sleepover room complies with preferred layout – particularly GPOs, phone/data points (Refer Appendix 5 <b>Sleepover Room - Preferred Layout</b> ).	C			
<b>23</b>	Ensure that no light fittings are documented to be installed higher than 2700mm above floor level (excluding Seclusion rooms.)	C			
<b>24</b>	Confirm lighting and electrical installations generally comply with DSD Standards and Design Guidelines and the Standard Construction Specification requirements.	C			
<b>25</b>	Confirm heating and cooling registers to ceilings are positioned as per OoH approved layout.	C, PM			
<b>26</b>	Compare door swings with electrical switch locations.	C			
<b>27</b>	Verify GPOs and television points (particularly to bedrooms and living rooms) are in the required positions and in the correct numbers.	C			
<b>28</b>	Ensure documents clearly show required dimensions for carport including clear ceiling height.	C			
<b>29</b>	Ensure clear passage widths (allow for handrails where applicable) of 1500mm are documented.	C			
<b>30</b>	Confirm required clearance dimensions for cross-overs, driveway opening(s), driveway(s), posts/columns to carport(s) are documented.	C			
<b>31</b>	Verify all 'clear door openings' comply with DSD Standards and Design Guidelines.	C			
<b>32</b>	Determine position of carport based on functionality, rather than on position of existing cross-over.	C, PCG			
<b>33</b>	Ensure door handles/joinery to kitchen cupboards will not foul the opening and closing of the dishwasher.	C			

<b>34</b>	Ensure pinboard material specified to wall area below lower shelf in Sleepover room.	C			
<b>35</b>	Confirm required dimensions for proposed whitegoods (refrigerator, freezer, washing machine, dryer) and required connections have been allowed for.	C			
<b>36</b>	Ensure 'No Lip' thresholds clearly documented to all external doorways.	C			
<b>37</b>	Include detail for carpet to vinyl transition strip execution.	C			
<b>38</b>	Include detail for carpet/vinyl transition strips at external thresholds.	C			

## Appendix 8

### Construction/Pre-handover Phase Checklist

No.	Action/Issue	Action By	Actioned (requires signature)	Date
1	Approve acceptance of lowest tender price, instruct tender acceptance to proceed.	CDU		
2	Schedule regular PCGs for duration of project	PCG		
3	PCG to advise DSD (on-going) representatives for site meetings. (Ensure staff have delegation to make calls or obtain quick turn around of necessary approvals.)	PCG		
4	Carry out fortnightly site meetings.	C, PM		
5	Maintain a <b>Site Meetings Action List</b> (Refer Appendix 10). Update and issue following each site meeting.	C, B		
6	Region to ensure staff do not access the site without prior arrangement via the Project Manager.	R		
7	Establish procedure for monitoring/controlling time and cost variation claims.	CDU, PCG, PM		
8	Agree on a process for initiation and approval of variations.	CDU, PM		
9	Instruct builder that substitutions must be agreed to and signed off by DSD.	C, PM		
10	Refer any proposed changes in scope to PCG for endorsement.	R, PCG		

11	Ensure builder's detailed construction program is provided, and regularly updated.	C, PM		
12	Lodge application with relevant authorities in timely manner.	B, C		
13	Ensure builder is aware of, and has allowed for, lead times for specified products. Require that lead times be shown in construction program and confirm each at the applicable date.	C, PM		
14	Ensure builder is aware that for handover to occur building must be fully 'fit for purpose', ie. ready for immediate occupation, with only a few minor defects acceptable.	C, PM		
15	Agree on a list of preferred curtain contractors to provide quotes.	PCG, B		
16	Ensure current DSD approved specification for curtains is used for quotations.	C, CDU, B		
17	Complete OH&S and FRMS inspections at 75% completion stage. Provide report to PCG.	R(OH&S, FRMS)		
18	Carry out regular checks ensure that construction materials comply with Contract documentation.	C		

#### Other Actions

1	Confirm Region's preferred master locksmith for <b>restricted</b> masterkey system. Confirm masterkeying requirements for project.	C, R		
2	Ensure set-downs are provided to concrete floor slab for all wet areas.	B, C		
3	Shop drawings for fire services are to be approved by the fire services engineer prior to works commencing.	C		

<b>4</b>	The builder is to confirm that a qualified sub-contractor is to install phone wiring to the building.	B, C		
<b>5</b>	At framing stage, confirm openings for white goods are correct for proposed equipment.	C, B		
<b>6</b>	At framing stage, confirm that clear passage opening of 1500mm minimum will be achieved (allow for width of claddings and handrails where applicable).	C, B		
<b>7</b>	At framing stage, confirm clear door openings are correct. Confirm circulation space at doorways complies with AS1428.2 (where required).	B, C		
<b>8</b>	At framing stage, confirm required clear height to underside of carport will be achieved.	C, B		
<b>9</b>	At framing stage, the builder is to contact Telstra and arrange for a Telstra nominated contractor to provide the designated 'building entry point' for telephone lines. All building phone wiring to terminate at this point.	B, C		
<b>10</b>	At framing stage, confirm structural support is provided for installation (including future installation) of shower seats, handrails, grab rail, towel rails, hoists.	C, B		
<b>11</b>	Review services rough-in by all trades against the documentation and advise where non-compliance to be rectified.	C		
<b>12</b>	Check that fire services pipe work complies with OoH specifications.	PM, C		
<b>13</b>	Ensure fire panel and controls for evaporative coolers and heating unit (where possible) are located in the correct position in the Sleepover room. Refer to DSD Standards and Design Guidelines.	C		
<b>14</b>	Ensure skylights, as specified in Standard Specification only, are installed. No substitutions will be approved.	C		
<b>15</b>	Ensure villaboard wall linings are mechanically fixed to studwork.	C		

<b>16</b>	Ensure the builder understands the requirements for 'no lip' thresholds at all external doorways. Refer to Standard Construction Specification.	C			
<b>17</b>	Ensure the builder is aware of the required procedure for executing the join between carpet and vinyl floor finishes.	C			
<b>18</b>	Carry out water drainage test to wet areas prior to laying of floor vinyl.	C, B			
<b>19</b>	Request that the builder arrange a sample area for wall vinyl to floor vinyl installation for approval (install as detailed in Standard Specification).	C, B			
<b>20</b>	Ensure the installation of pavement slab to clothesline does not reduce the designed height above finished pavement level for the clothes line winder.	B, C			
<b>21</b>	Ensure that the garden shed is positioned so that clear unobstructed access to the door is provided.	B, C			
<b>22</b>	Ensure taps are not located on external walls of building or within lawn/paved areas.	B, C			

#### Pre-handover

<b>1</b>	Ensure that the power connection is arranged and completed a minimum of 2 weeks prior to pre-handover inspection date.	B			
<b>2</b>	Arrange for joint Pre-Handover Inspection of Fire Services a minimum two weeks prior to scheduled handover date. Note: Power must be connected for this inspection to occur.	C, PM, B			
<b>3</b>	Review all contract documents. Prepare a list of non-complying works by trade, for rectification prior to handover.	C			
<b>4</b>	Confirm that all drainage systems operational.	B, C			

<b>5</b>	Confirm that all locking systems conform to DSD requirements.	B, C		
<b>6</b>	Check that all flooring and wall vinyl is installed according to manufacturer's requirements (eg. no bubbles, lifting, all vinyl welds fully sealed).	C		
<b>7</b>	Check that sprinkler heads (and cover plates) are fully flush with ceiling lining.	C		
<b>8</b>	Arrange for post-handover security services (where required).	R		
<b>9</b>	Agree on date for handover.	C, B, PM		



## Appendix 9

### Curtain Specification for Standard Curtains (hand traverse) and Rod-heading Sheers

Supply and install curtains in accordance with this specification and the curtain and blind fabric selection schedule.

#### Curtain Types

Possible curtain types include drapes and sheers, and holland blinds as nominated in the Curtain and Blind Fabric Selection Schedule.

#### Curtain Fabrics

All curtain drapes and sheers shall be **100% inherently flame-retardant**.

All curtain lining fabrics shall be of **Proban FR-7A, Indent range from USA** (flame-resistant cotton fabric, S85 sateen, 305 gram, Colour: 250-Natural).

Curtain fabric range and colour selection shall be as nominated in the Curtain and Blind Fabric Selection Schedule

Should fabric be unavailable, a fabric of equal quality may be nominated for approval.

Fabric shall be free from defects, marks or imperfections and shall be pressed before dispatch.

Pattern repeats shall be matched when patterned fabrics are selected.

Care code labels must be sewn to each curtain.

#### Curtain Tracks and Fittings

##### (a) Generally

All curtain tracks to be hand traverse unless otherwise specified. Refer note below for wheelchairs.

Tracks shall be white baked enamel, extruded aluminium type, with like component parts, all assembled as per manufacturer's instructions.

Curtain contractor to fix curtain tracks with brackets to batten supplied and installed by the builder.

##### (b) Tracks To Windows

All the curtain tracks shall extend beyond window glazing frame/window sash on either side of window:

- 300mm minimum (for window widths up to 2100mm), and
- 450mm (for windows greater than 2100mm wide)

##### (c) Tracks To Patio Doors or Windows Incorporating Sliding/Swing Doors (Excluding Sleepover Room – see below)

(i) When a sliding door is not centre-position, then curtain will be drawn one way away from door. Curtain track shall extend only to edge of architrave above sliding doorway and 300 or 450mm (as appropriate for the width) at the other end.

(ii) When sliding door is centre position, then track curtains shall be made as a pair and the tracks will extend 300 or 450mm, both ends equal as per above, depending on the width of window.

##### (d) Tracks To Sleepover Room Window Incorporating Swing Door

Curtain will be drawn one way past the swing door into the corner of the room leaving clear access to the doorway (Refer Sleepover Room Preferred Layout – Appendix 5). Curtain track shall extend 300 past the architrave at the fixed glass end of the patio door.

#### People Who Use a Wheel Chair

The Contractor is to if any residents who use a wheelchair are to draw curtains. If so, then tracks to be corded, and cords fixed at skirting. (Refer to the Standard Construction Specification.)

## **Sheer Curtains - Headings and Fittings**

Generally, sheers are to be installed on metal rods and brackets with slot heading curtains. Rods shall be fitted with cup hooks and matching end caps where necessary.

Note: Where fitted to the Sleepover Room, sheers shall be installed on a track which allows the curtain to be drawn one way past the swing door into the corner of the room leaving clear access to the doorway.

## **Making and Finishing**

Generally, when sliding doors are not centre positioned, curtains will draw one way away from door. Note: Where sheer curtains are fitted to the Sleepover Room they shall draw past the door into the corner of the room (See above).

Sheers always to be made as a single curtain (not pairs) unless otherwise specified.

Sheer curtains to be 2.5 times fullness with a heading standing 25mm above rod pocket.

All curtains are to finish approx. 15mm. above flooring. The contractor will be responsible for clarifying the thickness of the finished floor level with the builder ie. direct stick carpet system, (approx. 5mm) or vinyl flooring.

Lined curtains to have pinch-pleated headings.

Returned ends on all curtains where possible.

Curtain weights shall be sewn into hem on all seams on curtain.

Curtains shall be sewn with matching monofilament thread.

All curtains shall have double base hems of 150mm finishing 75mm. All base hems, except where scrim and terylene are used, shall be mitred at corners.

All side hems shall finish 25mm.

## **Hold Backs and Tiebacks**

Tiebacks shall be padded and piped in matching fabric to suit the size of the curtain.

Brass tieback hooks to be securely anchored into the wall 900mm above floor level.

## **Shower Curtains**

All shower curtains shall be hospital grade, full-length shower curtain, and colour white.

## Curtain Specification for Stud-heading Curtains (hand traverse) and Velcro-heading Sheers

Supply and install curtains in accordance with this specification and the Curtain and Blind Fabric Selection Schedule.

Note: Stud-heading curtains shall not be installed to the Sleepover Room.

### Curtain Types

Drapes and sheers, and holland blinds as nominated in the Curtain and Blind Fabric Selection Schedule.

### Curtain Fabrics

All curtain drapes and sheers shall be **100% inherently flame-retardant**.

All curtain-lining fabrics shall be **Proban FR-7A, Indent range from USA** (flame- resistant cotton fabric, S85 sateen, 305 gram, Colour: 250 – Natural).

Curtain fabric range and colour selection shall be as nominated in the Curtain and Blind Fabric Selection Schedule.

Should fabric be unavailable, a fabric of equal quality may be nominated for approval

Fabric shall be free from defects, marks or imperfections and shall be pressed before dispatch.

Pattern repeats shall be matched when patterned fabrics are selected.

Care code labels must be sewn to each curtain.

### Curtain Tracks and Fittings

#### (a) Generally

All curtain tracks to be hand traverse unless otherwise specified. Refer note below for wheelchairs.

Tracks shall be equivalent to Track-Co Series 68 Heavy Duty Roll Pleat Tracks (or equivalent).

9461 Snap Tape to be used with the above tracks. (Series 68 Track and tape.)

Curtain contractor to fix curtain tracks with brackets to the batten supplied and installed by the builder. (Refer to the Standard Construction Specification.)

#### (b) Tracks To Windows

All the curtain tracks shall extend beyond window glazing frame / window sash either side of window:

- 300mm minimum (for window widths up to 2100mm), and
- 450mm (for windows greater than 2100mm wide)

#### (c) Tracks To Patio Doors or Windows Incorporating Sliding/Swing Doors

(i) When sliding door is not centre position, then curtain will be drawn one way away from door. Curtain track shall extend only to edge of architrave above sliding doorway and 300 or 450mm (as appropriate for the width) at the other end.

(ii) When sliding door is centre position, then track curtains shall be made as a pair and the tracks will extend 300 or 450mm, both ends equal as per above, depending on the width of window.

### People Who Use a Wheel Chair

The Contractor is to confirm if any residents who use a wheelchair are to draw curtains. If so, then tracks to be corded, and cords fixed at skirting.

### Sheer Curtains - Headings and Fittings

Sheers shall be fixed to a wooden batten using Velcro gatheral tape heading.

### Making and Finishing

When sliding doors are not centre position, curtains will draw one way away from centre door.

Sheers always to be made as a single curtain (not pairs) unless otherwise specified.

Sheer curtains to be 2.5 times fullness.

All curtains are to finish approx. 15mm above flooring. The contractor will be responsible for clarifying the thickness of the finished floor level with the builder ie. direct stick carpet system (approx. 5mm.) or vinyl flooring.

Curtain weights shall be sewn into hem on all seams on curtain.

Curtains shall be sewn with matching monofilament thread.

All curtains shall have double base hems of 150mm finishing 75mm. All base hems, except where scrim and terylene are used, shall be mitred at corners.

All side hems shall finish 25mm.

## **Hold Backs and Tiebacks**

Tiebacks shall be padded and piped in matching fabric to suit the size of the curtain.

Brass tieback hooks to be securely anchored into the wall 900mm above floor level.

## **Shower Curtains**

All shower curtains shall be hospital grade, full-length shower curtains, and colour white.

# Appendix 10

## Site Meetings Action Checklist

[illegible]

# Appendix 11

## Handover/Defects Liability Phase Checklist

No.	Action/Issue	Action By	Actioned (requires signature)	Date
<b>Handover</b>				
1	Confirm the completion of previously identified defects/outstanding works.	C		
2	Prepare a detailed list by trade of defects which are not critical for completion prior to occupation and set timeframe for completion.	C		
3	Carry out final OH&S inspection and report to PCG.	R(OH&S)		
4	Receive, check and verify that all operating manuals and user instructions are complete, and issued to Region.	C, PM		
5	Demonstrate that all building systems (including heating, cooling, hot water) are fully operational. Ensure that low temperature hot water is set at 42 degrees.	B, C, PM		
6	Provide instruction to staff on the operation of all building systems including:	B, C		
7	- FRMS	B, C		
8	- Heating system	B, C		
9	- Cooling system	B, C		

<b>10</b>	- Locking systems	B, C		
<b>11</b>	- Watering system	B, C		
<b>12</b>	- Specific equipment items	B, C		
<b>13</b>	Provide tagged building keys to DSD staff.	B		
<b>14</b>	Provide a <b>Defects Reporting Checklist</b> for the reporting and monitoring of defects post handover (see Appendix 12).	PM		
<b>15</b>	Nominate one person/position to be responsible for maintenance of the defects checklist.	R		
<b>16</b>	Confirm security services in place (where required).	R		
<b>17</b>	Ensure all fire services documents (as required by OoH, Engineering Services Branch) are submitted at handover.	C, PM		

### Defects' Liability

<b>1</b>	Confirm defects period (normally 12 months).	PM		
<b>2</b>	Conduct inspection of the project in conjunction with DSD (minimum of one month prior to conclusion of defects period). List all outstanding defects requiring completion for issue of Final Certificate.	C, R CDV		
<b>3</b>	Carry out final OH&S inspection and report to PCG.	R(OH&S)		
<b>4</b>	Confirm completion of all outstanding defects prior to issue of Final Certificate for project.	C, R CDV		

# Appendix 12

## Defects Reporting Checklist

Consultants	Person Responsible
Phone	Fax
Builder	Person Responsible
Phone	Fax
Builders' After-hours Contact Number	

Address	
Works Number	Date of Handover
Contact Name	
Phone	Fax

Ratings Index
A = Requires rectification within 24 hours
B = Requires rectification within 7 days
C = Requires rectification within 4 weeks
D = Action at 12 months' Defects Review

Date Identified	Defect	Rating	Satisfactory Rectification		Date Completed
			Yes	No	





# Appendix 13

## References

Aged Care Division 1995, *Supported Residential Service Design Guidelines*, Victorian Government Department of Health and Community Services, Melbourne

Aged, Community and Mental Health Division 2000, *Aged Care Residential Services Generic Brief*, Victorian Government Department of Human Services, Melbourne

Australian Building Codes Board 2004, *Building Codes of Australia Volume 1, Class 2 to Class 9 Buildings*, Canberra

Building Commission Victoria 2002, *Welcome Design Ideas for Accessible Homes*, Melbourne

Capital Management Branch September 2001, *Capital Development Guidelines Series 7 Fire Risk Management*, Department of Human Services, Melbourne

Disability Services Division 2002, *Victorian State Disability Plan 2002-2012*, Department of Human Services, Melbourne

Office of Housing 1998, *Housing Standards Policy Manual Community Residential Unit Standards*, Department of Human Services, Melbourne

Standards Australia 2001, *AS 1428.1 Design for Access and Mobility Part 1: General Requirements for Access – New Building Work*, Sydney

Standards Australia 1992, *AS 1428.2 Design for Access and Mobility Part 2: Enhanced and Additional Requirements – Buildings and Facilities*, Sydney

WorkSafe Victoria 2002, *Designing Workplaces for Safer Handling of Patients/Residents*, Victorian WorkCover Authority, Melbourne