1. Agree what matters most

Print and complete by hand. For typed notes, use accessiblehomehub.com/planning-pack and its print button. This blank download does not include anything typed online.

Discuss the plan with the resident. Record only details you need, and keep completed copies securely. This is not medical advice, a safety inspection or a construction specification.

Everyday task or route we want to improve

The resident's preferences, priorities and choices

Timing, available help and disruption to plan around

Country / region and local service to contact

2. Record useful observations

Measure only what you can reach safely. State the units for every dimension. Do not remove fixtures, open walls or stage a risky activity to collect a measurement.

A recorded dimension does not establish safe fit or compliance. Ask the relevant assessor or designer what still needs checking.

Usable door opening, approach space and units

Entrance rise, available space and units

Equipment model and dimensions to confirm

Unknowns: door swing, structure, drainage or permissions

Planning tools: accessiblehomehub.com/ramp-calculator and accessiblehomehub.com/doorway-clear-space-calculator

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3. The first conversation

"We would like help with this everyday task: ____. This is what currently happens: ____. The resident would prefer: ____. What assessment or trial could help us decide the next step?"

Questions to take with you

- Who assesses personal suitability, and who checks design and installation?
- What can be demonstrated or trialled before we buy?
- Which permissions or written funding decisions are needed first?
- What is the backup if essential rooms or equipment are unavailable?

Our main question and the resident's preferences

Answers, options to consider and information still needed

Agreed next step / responsible person or service / review date

Find official local starting points: accessiblehomehub.com/countries. Share only the details needed with a professional you choose.

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4. Compare scope, not shelf price

A product-only price and an installed quote cover different things. These are questions for a written scope, not a list of jobs approved for DIY. Use local quotations in one currency; no worldwide price is assumed.

Grab bars: what does the installation include?

Ask who checks the intended use, position, wall construction and mounting system. Request separate allowances for preparation, fixings, installation and making good. A product's price alone does not establish a suitable installation.

Ramps: what does the complete route include?

Ask the designer to show runs, landings, door movement and any specified rails or edge protection. Confirm site preparation, drainage, delivery, installation, maintenance and approvals in the quote. Calculator geometry is not an installed-ramp price.

Doorways: what actually changes?

Record the opening and approach. Ask whether hinges, the frame or structural alterations are proposed; include related services, finishes and permission checks. A replacement door price is not a doorway-widening quote.

Missing items or different assumptions to clarify with both providers

Reference context: NHS home adaptations (England) and US Access Board ADA ramps/doors guidance. These do not determine which rules apply to a private home elsewhere. Links and related guides: accessiblehomehub.com/compare-quotes#scope-matrix

5. Compare the whole quote

Give providers the same brief. Mark costs as fixed, allowance or excluded; leave unknowns blank rather than treating them as zero. Keep any contingency separate from the quoted contract price.

Same currency / quote date	Quote A	Quote B
Assessment / design / approvals		
Products / materials / delivery		
Preparation / installation		
Making good / waste removal		
Tax / fees (state what applies)		
Quoted total (before contingency)		

Exclusions, provisional sums and how extra work is agreed

Funding approval / contingency / payment and cancellation questions

Warranty, maintenance and who handles faults

More detailed comparison: accessiblehomehub.com/quote-comparison

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6. Agree the next step

Record what was agreed, not just the product under discussion. Confirm suitability, permissions and any required funding decisions before committing to work. Approval routes depend on location and circumstances.

Next action and responsible person or service

Information, trials, written approvals or revised quotes still needed

Review date and reasons to review sooner

Backup arrangements during works, delays or equipment downtime

Choose who receives your copy. Directory listings do not establish a partnership, verified availability or a booking. We do not receive the notes you write on this sheet.

Local resources: accessiblehomehub.com/countries. Professional resources: accessiblehomehub.com/contractor-directory

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