Method Statement for:	**Window Installation and fixing works**
Client: Clare Hilton	**Site:** **1 The Grove** **M20 2RG**
Job Number: 402972	
Appointed site supervisors & contact numbers: Patchett Joinery Ltd – 01274 882331	

Method of Works:

Prior to works:

1. Ensure the working area is clear of all waste materials
2. Inspect equipment for signs of damage prior to use
3. Ensure suitable PPE is supplied & worn as required
4. Ensure that all services are isolated prior to commencement of the works
5. Ensure that suitable access equipment is provided

During Works:

1. Barriers, cones or hoardings will be erected around the work area externally where required.
2. Access equipment will be erected as required.
3. Gloves, wrist protection, safety footwear and eye protection will be worn at all times if site requirement.
4. Glazed panels and sash will be removed intact where possible and placed directly into the site waste skip or removed from site.
5. Framework will be removed using hand tools as required and placed into the skip or removed from site.
6. The new frames will be delivered to site on pallets with the fitting team.
7. Where possible, window installations will be carried out from within the building, minimizing works at height.
8. Once the framework is in place and secure then glazed panels / sash will be fitted as required
9. Care will be taken when handling glass and using sealants.

10. The windows shall be fixed in position using masonry fixings and expanding foam only.
11. External perimeter sealing will be with traditional stone coloured trowel mastic unless otherwise stated.
12. New moisture resistant linings, window boards & architrave will be installed to the internals where specified on the quotation.
13. All work areas will be cleared of waste materials at regular intervals.
14. Waste will be removed from the site as required.

Completion of Works:

1. At the end of each shift all the site will be cleared of debris.
2. The tools will be cleared away.
3. The site is secured at the end of each shift

PPE Requirements:	
• Safety footwear • Safety glasses when necessary	
Equipment Requirements:	
• Hand tools • Saws • Power hand tools • Access equipment as required • Building material as required	
Date: **24/07/2025**	**Review Date:** As required throughout the contract
Person Completing Sign	**Person Completing Print:**
Employees Sign: • • • •	**Employees Print:** • • • •