



Project name and address: Portland St

Client: NW Group

**Sash Window Refurbishment including new
12mm heritage glazing and replacement sash
windows**

Method Statement

Ref:Portland st September 2025

Date	Revision	Written by	Reviewed by	Comments
08/09-25	1	Joe Buckley		

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Introduction

Heritage Joinery Solutions Ltd are bespoke joinery specialists. We specialise in sliding sash window and casement window restoration and heritage double glazing, We can work on both residential and commercial sites as our teams are very experienced in both. We have a combined experience in this field of around 100 years and as a team we have all worked together for the past 20 years.

Client- Messenger BC

Key contact/package manager- Steve Hudson

Scope of works

Refurbishment of existing with new 12mm heritage glass and replacement new traditional sash windows into the existing box frame.

Sequence and method related to refurbishment of existing box sash windows

All Top and bottom sashes to be surveyed properly to determine the quality of the timber. If necessary, any rotten timber sections will be cut out and replaced with suitable replacement/splicing of larger sections. All new timber section replacements will be redwood long grain sections with exact replica mouldings and profiles. Any replacements are to match existing on a like-for-like basis. This also includes any rotten cill sections. Where necessary for example the sash windows are too rotten or have previously been replaced we will take care measuring the existing sash's paying close attention to section sizes, profiles, mouldings and horn profiles so we can replicate the sash's we manufacture perfectly.

Removal of sashes, Score paint line between staff bead and inner lining, remove existing staff bead using a hammer and chisel, cut existing sash cord using a stanley knife and tie a knot in the sash cord to ensure weights do not drop into cavity, place bottom sash to one side for work later. Then score both sides of the parting bead, remove using a hammer and chisel, once all remove dispose of old beading in designated skip. One parting bead removed all round the frame, free up the top sash placing a chisel between the outside of the sash and the outer face and break the paint seal, once loose slide sash down and cut existing sash cords, again tying a knot to stop the weights falling and place the bottom sash to one side for works later. Remove the weight box access panel and release the weights by untying the knot and lowering the weights out of the box, put to one side for use later.

Sash refurbishment, place sash on work bench. Remove old ironmongery, sash cord and existing draft proofing. Sand both operational sides of the sash using 120 grit sanding pads on an orbital or pad sander to remove all excess paint to make sure dust is extracted properly Using M class hoover extraction units and wearing appropriate dust masks FFP3. Remove excess paint from glass on both sides using a glass scraper and clean stanley blade. Then route an 8mm wide groove in the meeting rail ready to receive the brush pile carrier.

We will now replace the 6mm single glazing with new 12mm heritage glass - place sash on trestles. Remove all putty from outside, remove any glazing pins then tap the glass loose from the putty bed ensuring goggles and gloves are worn during this process. Once glass is removed, dispose of it in a designated skip. Remove all of the existing putty bed until you are left with a clean timber surface, Using a router , route the final amount of putty and 5mm of the existing timber rebate to make the space for the deeper unit to fit and also ensure a good glazing bed. Dust off and clean glazing rebate. Using butile putty we apply a bed to compound to the rebate for the 12mm heritage glass to sit. Place the 12mm heritage glass into the rebates of the frame and gently apply pressure around edges of glass to ensure sufficient suctions between glass and putty compound, using a glass stapler, fix the glass in position, turn over sash and remove excess putty from the inside of the sash. Turn sash back over and apply a putty bead between the glass and the timber rebate using hands, once done flatten off using a putty knife ensuring a smooth angled finish. Then clean the glass being careful not to go too close to the new putty and disturb it. (See spec for the glass attached)

. Dust down sashes ready for priming. Move sashes to dust free zones and primer all areas that have been sanded. Allow sashes to dry. Please find the attached hand arm vibration exposure calculator for sanding done on site.

They have been sufficiently restored.

Any new sash windows have since been manufactured using Swedish redwood, preserved and primed in our finishing department and ready to be delivered to site for installation.

Box sash is to remain in its existing position on site fitted into the aperture. While the box frame is in position carefully scrape back the paint on all sides of the frame including the internal feature timber profiles and external timber profile, once scraped back sand down box to finish with a smooth surface for decoration. Apply primer ready for client to apply top coat decoration.

Refitting the refurbished and the new sashes. Once dry insert pile carried into meeting rail, pinning in place as an addition to the self adhesive. Then weight the sash and the existing weights ensuring that they are balanced. If not cut lead add weight bar to the suitable size to ensure balancing. Once weights are checked install sash cord through pulley wheels, then tie existing weights to the sash cord and pull sash cord down to place the weights inside the box ready to hang the sash. Once all weights are in the box, check all run freely and do not snag on anything on the inside of the box, if they do, ensure the problem is resolved before hanging sashes. Sash cord is fixed to either side of the sashes using four 4x20mm screws at roughly 75mm centres (at least 6 for the large windows on the project). Once the top sash is fixed to the sash cord, check the sash runs freely and travels enough to ensure windows will pass each other for maintenance reasons. If all this is okay, refit the weight box access panel using either 25mm pins or 25mm screws. Now all the staff and parting beads can be measured and cut. Once all beads are cut to length, insert a brush pile into every bead apart from the top staff bead. Once all draft proofing is in using super glue, glue all beads that sit vertically within the box sash. Then fit all top parting beads ensuring the brush pile is facing the top sash, pilot drilling with a 2mm drill bit and pinning with 40mm pins. Once fitted push pins below surface and fill. Then insert draft proofing into the meeting rail ensuring an overhand either side of at

least 15mm, then fit the bottom parting bead in the same way as the top ensuring the brush pile is facing inside. Once fitted, seal all the parting bead on the inside and the bottom half of the parting bead on the outside using external acrylic frame sealant(white). Now hang the bottom sash in the same way the top sash was hung. Now put the staff bead around the box ensuring a gap of no more than 4/5mm between the bead and the sash using 40mm pins. Once all fixed ensure both top and bottom sash move freely, if they do, punch all pinheads and fill. Then seal around the inside joint between the staff bead and inner lining using internal frame sealant.

Fitting ironmongery. Fit all ironmongery as per test window completed. Ironmongery to be fitted on each window is 1 x Brighton fastener, 2 uplifters and 1 sash eye, all in an antique brass finish.

Programme

Start date- TBC

Expected duration- 4 - 8 Weeks

Working hours are between 7.00am + 16.30pm

Temporary works

N/A.

Competency

Contracts Manager- Joe Buckley - Director NVQ 6 Operations Manager CSCS , Michael Brady- City & guilds level 2 site carpentry, SMSTS (Operations Director) Lead Joiner (supervisor)- Josh Chapman- NVQ level 3 site carpentry- CSCS

Lead Joiner- (Supervisor) - Josh Chapman- NVQ level 3 site carpentry- CSCS / SSSTS

Lead Joinery (Supervisor) - Jack Buckley NVQ level 3 site carpentry- CSCS / SSSTS

Resources and equipment

Materials- Timber staff and parting bead, brush pile carrier, brush pile roll, wax sash cord, sand paper, Acrylic sealant, linseed oil putty, timber screws, pins, water based primer, wonder wipes, blue roll, Swedish Redwood and hardwood (Sepele and Meranti. timber profiles to match and two part filler. 12mm Heritage Glass.

Tools- Hand tools- Hammer, chisels, screwdrivers, nail punch, pincers, pliers, stanley knife, putty knife, glass scraper and paint brushes. FFP3 Face masks.

Power tools- Combi drill, impact drive, multi tool, orbital sander, pad sander, mitre saw, Jigsaw, router and planer (all tools battery powered) M class hoovers.

WAH equipment- 3 x hop up,

Public / third party protection

As part of the project includes the manoeuvring of the large sash windows from site to our mode of transportation. We will take every care to manage the interference with public areas of access. If there is no loading bay to site we will intend to have a member of the team working safely to manage a safe pedestrian route around the area we are using for loading/unloading the large windows. It is our responsibility to protect the public at all times if we are working in a public area. A plan would need to be confirmed and agreed with the Site manager prior to any deliveries etc.

Access & Escape arrangements

Site personnel will have a site induction on the first day on site. As part of this induction the main contractor should inform all personnel of safe access to points of work and clear escape routes in the event of an emergency. As part of heritage joinery solutions ltd our personnel will adhere to following these instructions safely and conscientiously at all times, where we cant we must inform the site management team and discuss other options.

Emergency procedures

In the case of an emergency the site personnel from Heritage Joinery will follow the steps of raising the alarm evacuating the relevant personnel to the designated safe assembly point and calling the emergency services, once the area is safe an assessment will be made to prevent further accidents. Please see Risk Assessments.

Emergency contact- Joe Buckley 07984434667 /Heritage Joinery Solutions Ltd office 01614869988

Location of nearest hospital-Manchester

Fire escape plan- To be informed by the site manager.

Unusual First Aid or health considerations

All personnel will have relevant health and safety briefing on site as part of their induction. Personnel will follow any unusual first aid or health considerations. As part of the work carried out by heritage Joinery solutions there are no unusual considerations to mention.

Supervision

All operatives are time served joiners and an SSSTS trained regularly on site.

Quality and handover

TBC

Environmental

Waste- all waste to be disposed of on site skip, to be designated by the site manager.

