



Project name and address:

**18 St John Street
Chambers**

Manchester

Client: John Grierson

Traditonal glazing Refurbishment

Method Statement

Ref: 18 St John st Chambers

June 2025

Date	Revision	Written by	Reviewed by	Comments
9/06/25	1	Joe Buckley		

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Introduction

Heritage Joinery Solutions Ltd are bespoke joinery specialists. We specialise in manufacture and restoration of traditional windows and glazing including sliding sash and casement windows and heritage stained glass glazing 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- John Grierson

Scope of works

Removal of broken single glazing and replace with new like for like replacement units.

Sequence and method related to Glazing element of works

All glass to be surveyed properly to determine the quality of the glass and putty . If necessary, any broken glass or missing putty will be replaced with suitable replacements. Any replacements are to match existing on a like-for-like basis.

Where replacement glass is required. 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. Dust off and clean glazing rebate. Using linseed putty we apply a bed to compound to the rebate for the pre cut glass to sit on. Place the replacement glass if necessary (glass to match existing) into 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, internally remove excess putty from the inside of the unit. Externally 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.

Once the window is completed, place a sign off sheet on the window to show the window is ready for checking and signing off by the site manager.

Programme

TBC

Competency

Contracts Manager- Joe Buckley - Director NVQ 6 Operations Manager CSCS , Michael Brady- City & guilds level 2 site carpentry, SMSTS (Operations Director) Philip Bamford (Operations manager)

Lead Joiner (supervisor)- Jack Buckley - NVQ level 3 site carpentry- CSCS

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

Resources and equipment

Materials- glass, putty , glazing pins , glass cleaners

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

Power tools- Combi drill, impact drive, multi tool, orbital sander, pad sander,

WAH equipment- 3 x hop up, 1 x step ladders, 1 x triple extension ladder.

Emergency procedures

Location of nearest hospital- Manchester Royal infirmary

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

Supervision

All operatives are time served joiners and an SMSTS 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.

