

**Strategy For The Renovation And Draught Proofing**  
**of**  
**The Existing Single Glazed Timber Sash Windows**  
**at**  
**Sunlight House, Manchester**

## Methodology

The existing vertical sliding sash windows currently have most of the top sashes fixed in place, although it is thought that they were designed to work originally, and the strategy will keep these top sashes fixed, whilst fixing the remainder in place, and hence no works has been allowed to the top sashes.\*

The renovation and draught proofing works to the bottom sashes only will entail the following:

- 1 Removal of the existing staff beads and disposal.
- 2 Cutting of the existing sash cords to enable the removal and setting aside of the bottom sashes.
- 3 Opening up the pocket covers to remove the existing weights and setting aside.
- 4 Disposal of the existing sash cord.
- 5 Removal and disposal of the existing parting beads to the bottom sashes only.
- 6 Scraping down of the pulleys stiles to remove excess paint build up.
- 7 Supplying and fitting new parting beads to bottom sashes only fitted with brush draught proofing.
- 8 Hacking out of existing cracked and broken glass panes as the works proceed. obscure/safety film or replacing it to reglazes.
- 9 Routing out of grooves to external face of bottom sash meeting rails and underside of bottom rails to take carrier and brush draught proofing.
- 10 Weighing of existing bottom sashes to ensure correct weight of counter-balances.
- 11 Easing of existing pulleys.
- 12 Recording of existing bottom sashes and counter-balances with heavy duty waxed cord with a nylon core for both ease of movement and strength.\*
- 13 Supplying and fitting of new staff beads fitted with brush draught -proofing.
- 14 Supplying and fitting of new polished brass catches, restrictors and sash lifts – Note: this will be carried out as a separate operation once the windows are decorated internally.

\*Our sash removal (SRS) to facilitate future cleaning, maintenance and repairs can be supplied and fitted at additional cost – please see link below.

[www.ventrolla.co.uk/knowledge/sash-removal-system-srs](http://www.ventrolla.co.uk/knowledge/sash-removal-system-srs)

## Health & Safety

All works will be carried out strictly in accordance with site regulations and Ventrolla Risk Assessments and Method Statements.

Solid timber battens will be fixed horizontally across the apertures of the bottom sashes prior to removal to prevent personnel falling, and barriers erected internally to working areas.

Fan type projecting netting or the like will be provided by others to protect the general public below from possible falling objects.

## Sequence of Works

The anticipated sequence of works is to start at the top floor, and work down, but this will be subject to amendment as the works proceed due to other works being carried out, and health and safety reasons.

It is also anticipated that we will start the works with two teams of two operatives, building up to five teams, with an expected completion rate of two windows per operative per day.