



Project name and address: 79 Mosley st

Manchester

Client: M20

Sash Window Refurbishment

Method Statement

Ref:

July 2023

Date	Revision	Written by	Reviewed by	Comments
26/7/23	1	Joe Buckley		

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1.0 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- M20

Principle contractor- M20

Key contact/package manager- James Pickles

2.0 Scope of works

Refurbishment and draft proofing of sliding sash windows.

3.0 Sequence and method

4.0

All Top and bottom sash's 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.

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 trestles. Remove old ironmongery, sash cord and existing draft proofing using. Sand both operational sides of the sash using 120 grit sanding pads on an orbital or pad sander to remove all excess paint. 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. Then repair any damaged putty on the outside using

putty ensuring a smooth finish ready for decoration. Dust down sashes ready for priming. Move sashes to dust free zones and primer all areas that have been sanded. Allow sashes to dry.

Where replacement glass is required, place sash in 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, if required route the final amount of putty to ensure a good glazing bed. Dust off and clean glazing rebate. Using relevant 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, 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.

Refitting the refurbished 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.

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.

4.0 Programme

Start date- TBC

Expected duration- TBC

5.0 Competency

Contracts Manager- Joe Buckley - Director , 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

Lead Joiner- (Supervisor)- Gray Davis NVQ level 3 site carpentry- CSCS

6.0 Resources and equipment

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

Plant- 110v transformer.

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, mitre saw, Jigsaw, router and planer (all tools either 110v or battery powered)

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

7.0 Emergency procedures

Emergency contact- Michael Brady 07398402671

Location of nearest hospital- Manchester Royal infirmary

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

8.0 Supervision

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

9.0 Quality and handover

TBC

10.0 Environmental

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