



Method Statement – Temporary Protection of Historic Leaded Windows John Rylands Library

Method Statement

Temporary Protection of Historic Leaded Windows

Project:J

Element: Historic leaded and stone tracery windows

Designer (Temporary Works): JPS

Purpose: Protection of historic glazing and fragile stonework during works

1. Scope of Works

This method statement describes the procedure for the **temporary protection of historic leaded windows** at John Rylands Library. The works are designed to ensure that **all glazed areas and vulnerable stone tracery** are fully protected, while **avoiding any permanent fixing or damage** to the historic fabric.

The system utilises **lightweight timber frames, compression fixings, foam packers, and hardwood plywood**, installed in accordance with a **Temporary Works Design prepared by JPS**.

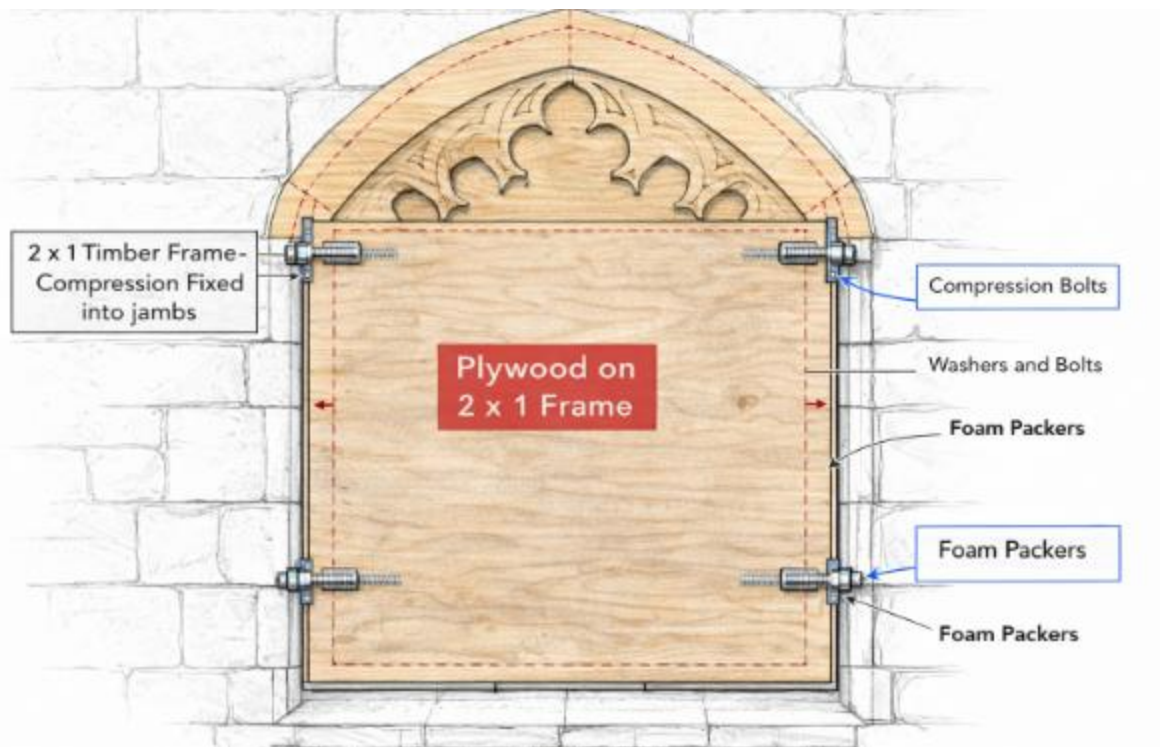
2. Pre-Works Inspection and Recording

1. Prior to any installation works, operatives shall:
 - Carefully **clean loose debris and surface dust** from the window area using soft brushes only.
 - Ensure no abrasive or wet cleaning methods are used.
2. A full **photographic record** shall be undertaken of:
 - Leaded glazing panels
 - Stone tracery

- Jambs, reveals, heads, and cills
3. A **dilapidation record** shall be completed noting, but not limited to:
- Cracks in glazing
 - Cracks or fatigue in lead cames
 - Missing or degraded mastic
 - Chips, spalls, or fractures in glass
 - Damage or erosion to stone surrounds and tracery
4. Any defects identified shall be reported immediately to the Conservation Lead before proceeding.
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3. Temporary Works Design

- All temporary protection works shall be installed strictly in accordance with the **Temporary Works Design issued by JPS**.
- No deviation from the approved design is permitted without written approval.
- The system is **non-invasive** and relies solely on **compression into window jambs**, avoiding drilling, fixing, or loading of historic stone or glazing.



4. Fabrication of Plywood Protection

1. A **template** shall be taken from the window opening to accurately reflect:
 - The arched head
 - Tracery profile
 - All glazed areas and fragile stone elements
2. **Hardwood plywood** shall be cut precisely to match the shape of the glazed area so that:
 - All glazing is fully covered
 - Vulnerable stone tracery within the glazed zone is protected
 - No plywood bears on decorative stone mouldings
3. The plywood shall be smooth-edged and free of splinters or sharp corners.

5. Timber Frame Construction

1. A **lightweight 2 x 1 timber frame** shall be fabricated to suit the window opening.

2. The frame shall:

- Sit within the window reveals
- Be sized to allow even compression across both jambs
- Accommodate compression fixings and foam packers

3. **Foam packers** shall be positioned between the timber frame and stone reveals to:

- Prevent point loading
- Distribute pressure evenly
- Avoid abrasion or crushing of historic stone

6. Installation of Compression Fixings

1. **Compression fixing timbers** and **threaded rods** shall be installed horizontally through the timber frame.

2. Threaded rods shall be fitted with:

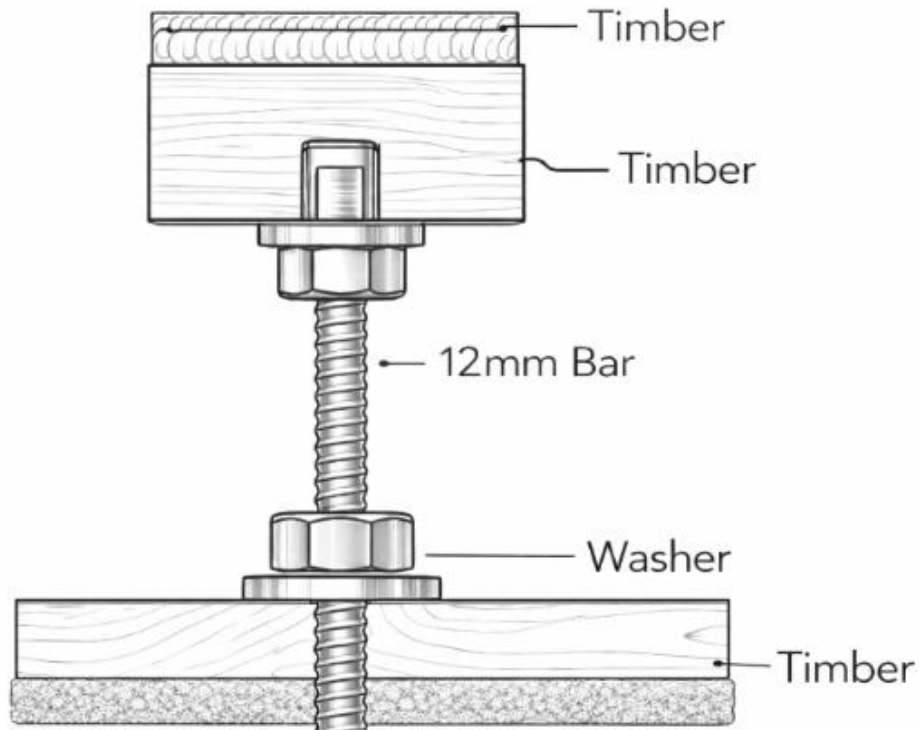
- Washers
- Nuts tightened incrementally and evenly

3. Compression shall be applied gradually to:

- Secure the frame firmly within the jambs
- Ensure foam packers are fully engaged
- Avoid any movement or damage to the stonework

4. The frame shall be checked to confirm:

- No rotation or distortion
- No visible distress to jambs or tracery
- Secure but reversible installation



7. Fixing of Plywood Protection

1. Once the timber frame is secure, **12 mm hardwood plywood** shall be fixed to the face of the frame.
2. Fixing shall be carried out using:
 - **40 mm screws only**
 - Screw spacing 300mm
3. Screws shall:
 - Fix into the timber frame only
 - Do Not penetrate through the frame
 - Do Not risk contact with glazing or leaded panels
4. The plywood shall sit flush and stable, providing full protection to:
 - Leaded glazing

- Internal tracery within the glazed area
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8. Final Checks and Monitoring

1. On completion:
 - All fixings shall be checked for security
 - Foam packers shall be confirmed in place
 - No movement shall be present in the frame or plywood
 2. Ongoing inspections shall be carried out:
 - After severe weather
 - After nearby works
 - At intervals agreed with the Conservation Lead
 3. Any signs of movement or distress shall be reported immediately.
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9. Removal (When Required)

- Removal shall be carried out in **reverse order** of installation.
- Compression fixings shall be loosened gradually.
- A final inspection and photographic record shall be undertaken to confirm:
 - No damage to glazing
 - No damage to stone surrounds
 - Condition matches or improves upon the pre-works record
 - Window and stonework to be cleaned down