

Stock Exchange Suites @ Norfolk House

Method Statement

Window Replacement



Address: Norfolk House, Norfolk Street, Manchester, M2

Client: Relentless Developments

Construction Manager: Midway Construction Management Ltd

Prepared by: Rob Lowe

Date: November 2025

Revision: A

1. Scope of Works

This Method Statement details the safe and controlled removal of existing aluminium windows and the installation of new Technal aluminium framed windows in the same structural openings at Norfolk House, Norfolk Street, Manchester.

The new windows will maintain identical overall frame dimensions but feature reduced mullion and transom profiles for an enhanced aesthetic. Works cover approximately 100+ window units across elevations from ground to fourth floor.

The works include:

- Careful removal of existing aluminium windows and glazing.
- Preparation of structural openings.
- Installation of new Technal windows, factory-finished in anthracite grey (RAL 7016 or similar, TBC).
- Application of EPDM weather membranes, perimeter sealing, and internal airtight finishes.
- Making good to all disturbed finishes.
- Safe access and working from MEWP on public footpath with full pedestrian diversion and Chapter 8 compliance.
- Comprehensive Quality Assurance (QA) and inspection regime to BS and CWCT standards.

2. Reference Documents

Town and Country Planning Act 1990 – Section 96A (Non-Material Amendment)

BS 8213-4:2016 – Code of practice for the survey and installation of windows and doorsets.

BS EN 14351-1:2006+A2:2016 – Windows and doors: product standard and performance characteristics.

BS EN 846-9 – Methods of testing fixings and anchors.

BS EN ISO 11600 – Classification of sealants for façade applications.

CWCT (Centre for Window and Cladding Technology) Standards for Building Envelopes.

HSE Guidance INDG401 – Working at Height.

HSE Guidance INDG143 – Manual Handling.

COSHH data sheets for adhesives, sealants, and mastics.

Manufacturer's Installation Manual – Technal Aluminium Systems.

3. Description of Works

The works comprise the like-for-like replacement of all existing aluminium window **units** throughout Norfolk House with new Technal aluminium window systems, designed and manufactured to match the existing structural opening sizes and architectural intent.

The replacement units will maintain the same overall frame footprint and alignment within the façade, ensuring full compatibility with the existing masonry and curtain wall interfaces. However, the new Technal system will incorporate slimmer mullions and transoms, improving sightlines and overall building aesthetics while maintaining compliance with structural and thermal performance criteria.

The project scope includes approximately 100+ window units distributed across all elevations of the building, from ground to fourth floor level.

All works will be undertaken within a live city-centre environment, with operational businesses and public footpaths immediately adjacent to the working areas. The site's location on Norfolk Street and surrounding thoroughfares requires strict segregation, pedestrian management, and traffic control throughout the duration of the works.

External access will be achieved using a boom-type Mobile Elevating Work Platform (MEWP) positioned on the closed footpath, operating under an

approved local authority permit and traffic management plan. Full Chapter 8-compliant signage and pedestrian diversions will be in place, managed at all times by a trained banksman/traffic marshal. Internal access will be from within the building, with appropriate protection to finishes, flooring, and stairwells to prevent damage or contamination.

All new Technal window units will be pre-glazed and factory-assembled under controlled conditions to ensure consistent quality and compliance with BS EN 14351-1 and CWCT installation guidance. The units will be delivered to site with full protective wrapping, unloaded directly into the designated basement storage area, **and** stored vertically on padded A-frames to prevent distortion or surface damage.

Each window unit will remain protected until required, and will be transported individually to the workface using glass trolleys, suction lifters, and manual handling aids, in accordance with the project's manual handling risk assessment. Movement will be carefully sequenced to avoid congestion, minimise disruption to other trades, and ensure public safety.

The replacement works will be carried out on an elevation-by-elevation basis, maintaining a controlled working front and ensuring that all windows are removed, replaced, sealed, and made good before progressing to the next section.

All removed aluminium frames and glass will be transferred to the basement holding area, segregated by material type, and then disposed of via a licensed recycling facility. Every effort will be made to maximise reuse and recycling of materials in line with Midway Construction Management's environmental policy.

The installation phase will include full perimeter sealing with EPDM membranes, external weatherproof mastic application, and internal finishing works to provide airtight, thermally efficient, and aesthetically consistent results.

All works will be supervised by a competent Site Manager (SSSTS/SMSTS qualified), with oversight from the Project Manager and QA Inspector. The works will be executed in compliance with all statutory regulations, Technal manufacturer guidance, and site-specific method statements and risk assessments.

4. Access, Traffic Management and Logistics

External access for the works will be provided by means of a self-propelled boom-type mobile elevating work platform (MEWP) positioned on the closed section of footpath adjacent to Norfolk House. The use of the MEWP will operate under an approved local authority permit and traffic management plan. A comprehensive Chapter 8 compliant layout will be established prior to commencement, incorporating advance warning signage, cones, barriers, pedestrian diversion routes, and clearly defined exclusion zones to separate the work area from public footpaths and vehicle routes.

The works are located in a busy city centre environment with a high volume of pedestrian and vehicle movement. The traffic management measures are therefore critical to maintaining public safety and minimising disruption. The installation area will be clearly marked and controlled, with all movements of the MEWP or lifting equipment managed by a trained and competent banksman or traffic marshal. Communication between the MEWP operator and the banksman will be maintained at all times via radio or agreed hand signals. The MEWP will be fitted with audible warning devices, stabilisers, and safety harness anchor points, and will undergo a full pre-use inspection each day.

To minimise the impact on surrounding businesses and the public, work at each elevation will be carefully planned and programmed to limit the duration of any footpath closures or diversions. Deliveries and major material movements will be scheduled during off-peak periods where possible, in coordination with the local authority and site management team.

Internal access to the work areas will be through existing stair cores, corridors, and service lifts where available. Temporary protective coverings will be installed to walls, floors, and finishes along access routes to prevent damage during the movement of window units and materials. Access routes will be kept clean, well lit, and free from obstruction at all times to maintain safe working conditions.

All new Technal window units will be offloaded directly into the basement storage area upon delivery to site. The basement will serve as a secure and weather-protected material holding zone. Frames will be stored vertically on padded A-frames or stillages, segregated between new installations awaiting fitting and removed materials awaiting disposal. Glass and aluminium components will be stored separately to prevent damage or cross-contamination.

A just-in-time material handling approach will be adopted. Only the units scheduled for installation that day will be transferred from the basement to the work area, reducing the risk of congestion and minimising handling. Windows will be transported individually using appropriate manual handling aids such as glass trolleys, suction lifters, and lifting straps.

All plant and equipment will be operated by competent personnel holding valid training certification (IPAF for MEWP operators and CPCs or Lantra for traffic marshals). Safety checks will be recorded daily, and all equipment will remain within current inspection and test certification.

In summary, the access and logistics arrangements are designed to ensure the safe execution of the works within a constrained city-centre environment, maintaining public safety, minimising disruption to nearby occupiers, and allowing efficient delivery and installation of materials while ensuring full compliance with statutory and local authority requirements.

5. Personnel and Responsibilities

Project Manager	-	Overall control, client liaison, QA oversight
Site Manager/Supervisor	-	Day-to-day management, safety compliance
Installer Team Leader	-	Supervise fitting and sealant works
MEWP Operator	-	Operate cherry picker (IPAF 3b)
Banksman / Traffic Marshal	-	Manage pedestrian control
Window Installers	-	Removal and fitting of frames (CSCS Fenestration)
Sealant Applicator	-	Apply sealants (Manufacturer Approved)
QA Inspector	-	Inspections, tests, documentation

6. Plant, Equipment & Materials

MEWP (Cherry Picker)	-	20m boom, LOLER certified
Glass Lifters	-	Manual or battery, 150kg capacity
Drills / Tools	-	Low vibration, PAT-tested
Fixings	-	7.5mm x 100mm stainless screws, nylon plugs
Fixing Straps	-	1.5mm galvanised, 25mm wide, pre-drilled
EPDM Membrane	-	CWCT-approved, pre-bonded
Sealant	-	SikaHyflex 305 or Tremco Illbruck FA880
Packers	-	Non-compressible, BS 8213-4 compliant
Adhesive	-	Solvent-free EPDM bonding adhesiv

7. Methodology

The methodology outlined below provides a detailed step-by-step description of the sequence of works for the removal of existing aluminium windows and installation of new Technal window systems at Norfolk House. The approach is designed to ensure the works are carried out safely, efficiently, and in accordance with the manufacturer's installation guidance, relevant British Standards, and the project-specific risk assessments and method statements.

Preliminaries

Prior to the commencement of work, a full pre-start meeting will be held with all site operatives, supervisors, and relevant subcontractors. The meeting will include a comprehensive briefing on the scope of works, sequencing, access arrangements, emergency procedures, environmental considerations, and quality expectations. A daily toolbox talk will then be undertaken to reinforce task-specific safety requirements and to highlight any changes to site conditions or work sequencing.

All relevant permits to work, including those for the MEWP and for any hot works (if required for frame sectioning), will be reviewed and signed off prior to mobilisation. The site supervisor will confirm that the MEWP and all associated lifting and access equipment have been inspected and certified within current LOLER and PUWER regulations. A pre-use inspection of all plant will be recorded each day before operation begins.

Internal areas adjacent to the window replacement zones will be protected with dust sheets, temporary boarding, and edge guards to safeguard finishes, furniture, and flooring. Protective film will be applied to sensitive surfaces as required. Barriers and exclusion zones will be installed externally to prevent public access beneath the working area.

Removal of Existing Windows

The removal process will begin with a visual inspection of each window to identify fixing points, sealant lines, and any potential obstructions. Operatives will wear suitable PPE including gloves, safety glasses, and cut-resistant sleeves. Internal beads and glazing units will be removed first using appropriate suction cups and glass-handling equipment to ensure safe removal without breakage.

Once the glass has been safely removed, all perimeter sealant will be carefully cut using specialist knives or oscillating tools to release the frame from the

reveal. Existing frame fixings will be unscrewed or cut using low-vibration power tools to minimise noise and avoid damage to the surrounding structure.

Where frames are large or fixed tightly within the opening, they may be sectioned into smaller parts using a reciprocating saw or grinder fitted with a suitable blade. This will be done in a controlled manner to prevent impact or levering against the masonry reveals. Each section will be supported and lowered safely to avoid falls or damage.

Removed frames and glazing will be transferred immediately to the designated storage area in the basement. Materials will be segregated by type—aluminium, glass, and other waste—for subsequent recycling or disposal through approved waste streams. Waste transfer notes and recycling certificates will be maintained as part of the environmental record.

Preparation of Openings

Once the existing frame has been removed, the opening will be thoroughly cleaned to remove all remnants of sealant, fixings, and debris. Reveals will be brushed and vacuumed to provide a clean substrate suitable for fixing and bonding.

The structural opening will then be measured and checked for plumb, level, and squareness, with a maximum tolerance of ± 3 mm across the full height and width. Any irregularities or damage to the reveals will be repaired using a polymer-modified mortar or an approved repair compound, ensuring a flat and stable surface.

If specified, damp proof courses, thermal insulation, or cavity closers will be installed at this stage to improve the thermal performance and weather resistance of the window assembly. The completed opening will then be inspected and signed off using a quality assurance pre-installation check sheet before any new frame is positioned.

Installation of New Technal Windows

The new Technal aluminium window frame will be prepared for installation by removing all protective transport packaging and confirming the correct orientation and reference markings. The frame will be positioned centrally within the opening using 5–10 mm non-compressible plastic packers to ensure consistent clearances at all sides. The sill and jamb packers will be levelled to support the frame evenly and prevent distortion during fixing.

Fixing will be carried out using 7.5 mm x 100 mm stainless steel frame screws with nylon plugs, installed through pre-punched fixing holes or via factory-supplied lugs. Fixings will be spaced at maximum 600 mm centres, with the first fixing located 150–250 mm from each corner, mullion, or transom joint. Where fixing into weak or uneven masonry, galvanised steel fixing straps (1.5 mm thick, 25 mm wide) may be used, secured with 8 mm x 60 mm frame anchors.

All fixings will be tightened sequentially, checking the alignment of the frame after each fixing to maintain level, plumb, and square. Tolerances will not exceed ± 2 mm across the full height or width. Each fixing must achieve a minimum pull-out resistance of 1.2 kN, confirmed by random site testing in accordance with BS EN 846-9.

Once the frame is secured, an EPDM perimeter membrane will be applied. The EPDM will be pre-bonded to the frame and sealed to the internal reveal using a compatible solvent-free adhesive. The membrane will be applied continuously around all sides of the frame, ensuring no gaps, wrinkles, or folds.

After the membrane is installed, an external weather seal will be formed using a 10 mm bead of high-performance silicone sealant such as SikaHyflex 305. The sealant will be applied evenly and tooled smooth within 10 minutes of application to achieve full contact and an aesthetically neat finish. Internally, a low-modulus neutral cure silicone will be applied to provide an airtight seal between frame and reveal.

Glazing (if not pre-glazed)

For windows supplied unglazed, glass units will be installed after frame fixing. The glass will be handled using clean suction lifters and placed on neoprene setting blocks positioned 100 mm from each corner to ensure correct edge clearance and load distribution.

Glazing beads will then be installed in the correct manufacturer-specified sequence, starting with the top and bottom beads, followed by the verticals. All beads will be tapped into place using a nylon-headed mallet to ensure a secure fit without damaging the powder-coated finish. Gaskets will be checked to ensure even compression and weather tightness.

Making Good

Upon completion of installation and glazing, all perimeter finishes will be reinstated. This will include the repair or replacement of any disturbed plaster,

render, or sealant. Internal reveals will be made good using appropriate filler or plaster and finished to match adjacent surfaces.

All protective films will be removed, and the glass and frame will be cleaned with non-abrasive cleaning agents. Any minor marks or scratches will be reported and rectified prior to sign-off.

The work area will be left clean and tidy, and all waste materials and debris will be cleared from site. The installation will then be inspected jointly by the site supervisor and QA inspector to ensure compliance with the specification, manufacturer's tolerances, and aesthetic standards. Each completed unit will be documented and photographed as part of the quality assurance record before proceeding to the next section of work.

8. Quality Assurance and Inspection

A detailed quality assurance and inspection process will be implemented throughout all stages of the works to ensure compliance with the project specification, Technical installation guidelines, and relevant British Standards. The purpose of the QA procedure is to confirm that all components are installed correctly, securely, and to the required tolerances, and that all finishes and seals provide long-term performance and appearance consistent with the design intent.

Each stage of the installation will be subject to formal inspection and documentation using dedicated QA forms. The inspections will be carried out by the responsible person indicated in the QA matrix below, with records maintained in the project quality file. No subsequent stage will commence until the previous inspection has been satisfactorily signed off.

The QA stages are as follows:

QA-1: Check openings – Conducted by the Site Supervisor prior to installation. The structural openings are checked for plumb, level, squareness, and overall dimensions. Any deviations beyond allowable tolerance (± 3 mm) or damage to reveals are rectified before proceeding. The results are recorded on the Pre-Installation Check Sheet.

QA-2: Frame alignment and fixings – Performed by the installer and verified by the QA inspector. Each frame is checked for correct positioning, alignment, level, and plumb, with fixings verified for type, size, spacing, and embedment depth. The maximum allowable deviation from vertical or horizontal is ± 2 mm

across the full frame height or width. This information is recorded on the Window Installation Sheet.

QA-3: Fixing pull-out tests – Randomly selected fixings are tested using a calibrated mechanical pull-tester to confirm that each fixing achieves a minimum resistance of 1.2 kN in accordance with BS EN 846-9. Tests will be witnessed and recorded by the QA inspector. The Pull Test Record will document fixing location, substrate type, achieved load, and pass/fail status. Any failed tests will trigger re-inspection of the relevant area and corrective works before proceeding.

QA-4: EPDM membrane adhesion – The adhesion of the EPDM perimeter membrane to both the window frame and the internal reveal will be checked visually and by light mechanical probe to ensure continuous bond without voids or detachment. The installer and QA inspector will jointly verify full continuity and tight adhesion, recording results and photographic evidence in the QA file.

QA-5: Sealant finish and adhesion – The sealant applicator and QA inspector will review all perimeter sealant applications for correct profile, adhesion, and appearance. The sealant bead must be continuous, smooth, and free of air pockets, voids, or contamination. Random tape adhesion tests will be carried out on the first sealant batch of each elevation to confirm adequate bond strength. All results and batch numbers will be recorded on the Sealant Quality Form.

QA-6: Final inspection and photographs – Upon completion of each window installation, a visual and dimensional check will be carried out by the Contracts Manager to confirm the installation meets all specification and aesthetic requirements. Any snags or defects will be listed on the Completion Sheet and rectified before final sign-off. Photographic records of each installed window will be taken, showing frame alignment, sealant finish, and surrounding details.

QA-7: Client handover – A final inspection will be undertaken jointly with the client representative or principal contractor to confirm that all works are complete, compliant, and free of defects. The inspection will cover appearance, operation, cleaning, and sealing integrity. Once the client is satisfied, a formal sign-off sheet will be completed and included in the QA file.

All QA records, test data, and photographic evidence will be collated and stored in both hard and digital format. These will form part of the completion documentation and will be issued to the client upon project close-out. This

system ensures full traceability of all installation elements and provides documented assurance that every window has been installed to the specified standards and tested for long-term performance.

9. Environmental Management

All waste materials generated during the works will be managed in accordance with current environmental legislation and Midway Construction Management's environmental policy. Every effort will be made to minimise waste, promote recycling, and prevent pollution. Aluminium frames and glazing removed from the existing window assemblies will be segregated at the point of removal. Aluminium will be placed in a dedicated metal recycling container and sent to an approved recycling facility to ensure that 100% of the recovered metal is recycled and reprocessed. Glass will also be recycled through an approved waste contractor that specialises in glass recovery.

Packaging materials such as cardboard, plastic wrapping, and timber pallets will be separated at source and disposed of through appropriate recycling streams. Hazardous or controlled waste, such as spent sealant tubes and adhesives, will be handled in accordance with COSHH regulations and stored in sealed, labelled containers pending collection by an authorised waste carrier.

All waste transfer notes and disposal certificates will be retained in the site environmental file to provide full traceability of waste handling and disposal. The site supervisor will monitor waste segregation practices daily to ensure compliance with the waste management plan.

To reduce environmental impact, cutting and drilling operations will be controlled to minimise dust and noise. Portable extraction units or wet cutting methods will be used where feasible, and operatives will wear respiratory protection as required. Works will be scheduled to avoid excessive noise during sensitive hours, particularly given the city-centre location and nearby offices. Any fuel- or oil-based equipment will be placed on drip trays to prevent ground contamination, and spill kits will be available on site at all times.

Lighting and power usage will be managed responsibly, with equipment switched off when not in use to reduce energy consumption. Deliveries will be consolidated where possible to limit vehicle movements and emissions. The site will be kept tidy and free from debris to prevent wind-blown litter or contamination of the surrounding environment.

10. Health, Safety and Welfare

Health and safety is the highest priority during all phases of the works. All activities will be carried out in full compliance with the Construction (Design and Management) Regulations 2015, site-specific risk assessments, and current Health and Safety Executive (HSE) guidance.

All operatives and visitors to site will wear appropriate personal protective equipment, including safety boots, high-visibility clothing, hard hats, gloves, and eye protection. Operatives working in or from the MEWP will also wear a full-body harness with an adjustable lanyard attached to a certified anchor point.

All site personnel will hold relevant competence certification for their roles: CSCS cards for general operatives, IPAF 3b certification for MEWP operators, and SSSTS or SMSTS qualifications for supervisors and managers.

A daily toolbox talk will be conducted each morning to reinforce safety requirements, identify potential hazards, and discuss any changes in site conditions or planned activities. Specific topics will include safe use of access equipment, manual handling, weather conditions, and control of public interfaces.

Manual handling operations will be minimised wherever possible through the use of mechanical aids such as glass trolleys, suction lifters, and lifting straps. Where manual handling is unavoidable, individual loads will not exceed 25 kilograms per operative, and team lifting will be employed for heavier or awkward items.

The MEWP will not be operated in wind speeds exceeding 32 km/h (20 mph) or during adverse weather conditions such as heavy rain, ice, or lightning. Wind speeds will be monitored using an anemometer, and the MEWP operator will stop work immediately if conditions become unsafe.

Emergency procedures, including evacuation routes and muster points, will be briefed to all operatives during induction and reinforced at daily briefings. A fully stocked first aid kit will be available on site at all times, and a trained first aider will be present throughout working hours.

Fire extinguishers will be positioned at key access points and next to any plant or electrical equipment, with clear access maintained at all times. Fire routes and emergency exits will remain unobstructed, and all operatives will be made aware of the fire alarm and assembly procedures.

Good housekeeping will be maintained throughout the project. Work areas will be kept tidy, with tools and materials stored safely when not in use. Debris will be cleared regularly to reduce trip hazards and maintain a safe working environment. All welfare facilities, including toilets, hand-washing stations, and rest areas, will be kept clean and stocked, ensuring the comfort and well-being of all operatives on site.

Regular safety inspections will be carried out by the site manager and the principal contractor's safety representative, with any observations or improvements recorded and acted upon promptly.

11. Completion & Sign-Off

Prepared by: Rob Lowe – Midway Construction Management

Date: November 2025

Approved by (Trade Contractor):

Date:

Client Representative:

Date: