

La Bellieuse House, Les Traudes, St. Martin, GY4 6RW
(Protected Building no. 1454, Property ref. J003120000)

Method Statement – Removal, Assessment & Repair Approach to Historic Windows & Doors

Attached to this document is a photographic record of the current condition of the existing windows, before and after removal for assessment. See also attached layout plan for window referencing. Note that the Phase I work has been completed in accordance with previous correspondence with Conservation & Design, and is set out here as a record of the methods used.

Architect/Surveyor's Work – PHASE I

1. Each window to be photographed internally and externally (where possible), referenced to a floor plan or elevations. Photographs should show context of component, i.e. surrounding structure forming opening, as well as details of any important features such as ironmongery, jointing, shutters, etc. The photographs should also show general surface condition.

Contractor's Works – PHASE I

2. Label each window as per the Architect/Surveyor's reference plans/elevations.
 3. Mark and number each component as well as each pane of glass prior to removal.
 4. Take record photograph once numbered (or by Architect/Surveyor).
 5. Prepare window for careful removal. Cut 12mm thick new fair-faced plywood sheets to -10mm the dimensions of the exposed outer frame and screw fix plywood to surface of frame. Site conditions and scaffolding access will determine whether windows are removed externally or internally. Screw length should be no longer or thicker gauge than required to hold window to plywood sheet.
- Important note:** It is imperative that no removal of any window or door should be contemplated if there is a risk of damage to the frame, other than the fixing of the plywood sheeting.
6. Carefully remove any mortar fillets around opening and dispose, ensuring no damage to surrounding reveals, quoins, lintols, cills, etc. If fillets are formed using dense cement mortar and likely to cause damage to soft brickwork, further assessment may be required and removal methods assessed prior to instigating.

7. Any metal fixing brackets/pins will need to be assessed for condition and considered before removal. If possible they should be removed to allow removal of the component frame from the opening, but may need to be cut. Pieces should be

kept and removed from the wall (once windows removed) to record method of fixing.

8. Upon removal of the window/door, arrange for laying out components carefully on work bench, in the dry, for inspection by Architect/Surveyor and Conservation Officer, if required. Carefully remove plywood temporary backing.

Architect/Surveyor's Work – PHASE II

9. Each window to be photographed in detail on the work bench; details of any important features such as ironmongery, jointing, shutters, etc. The photographs should also show general surface condition as well as hidden condition to outer edge of framing, now exposed. Information to be tabulated and record of condition recorded. Proposed extent of repairs to be set out and discussed with Conservation Officer, and submitted for approval.

General Principles to Repair (to be agreed after inspection & consultation with Planning/Conservation Officer) – PHASE II

- a) Repaired windows to be reinstated in the opening from which they came.
- b) Minimal loss of historic fabric as possible.
- c) Works to be carried out in a dry, heated workshop and all timber components to be allowed to acclimatise pre and post repair, prior to installation to the finished building.
- d) Resin and consolidant repairs may be considered only if no other traditional approaches are feasible/appropriate.
- e) The cause of decay (e.g. Water ingress, damp penetration, etc.) will also be tackled by appropriate/sympathetic means.
- f) Missing components, or components decayed beyond the point of repair, shall be reproduced using matching timber, however, cills shall be formed in Accoya (chemically modified 'acetylated' softwood), which will also be used for other repairs. For missing components, it should be profiled using available evidence (i.e. an adjacent window) or conjecturally stylised as a last resort only if no evidence available. Date recording of new components/interventions shall be carried out by means of photographic record of the completed repair but prior to decoration. If components (window or door) are replaced in their entirety then a date shall be discretely inscribed on the frame, internally.

- g) Previously painted surfaces will be re-painted post-repair and paint will not be stripped as this may damage the underlying surface of the timber. Tikkurila, specification as set out below;

Always discuss paint specification with decorator intending to carry out the works.

2 coats of Tikkurila Ultra Primer followed by 2 x coats Valtti Opaque, fully in accordance with Manufacturer's recommendations – see link below;

<https://www.tikkurila.co.uk/amfile/file/download/file/4901/product/2018/>

- h) A leaflet produced by the Society for the Protection of Ancient Buildings (S.P.A.B.) gives a comprehensive guide to the most common splicing joints in use. See link below;

<https://www.spab.org.uk/sites/default/files/SPAB%20Technical%20advice%20note-Repair%20of%20wood%20windows.pdf>

In principle, the trimming of defective timber should be kept to a minimum, spliced repairs should be designed to direct water towards the outer face of the timber, and grain should be orientated to match the existing.

- i) It is important to retain all old glass although this can be difficult because of the hardness of aged putty. Removal should only be carried out if absolutely necessary and putty softening, using infra-red lamps or soldering irons must only be carried out by a confident glazing specialist – never use a heat gun which may crack the glass. Cracked putty should be removed and replaced as it will be letting in water but only if it will not cause breakage of the glass. If on a sheltered position the cracked putty can be filled with softened putty. If sections are loose then these should be carefully removed and the gaps re-puttied. All putty replacement should be made using linseed oil putty.
- j) Any new glass should ideally be P1 Restoration glass, ordered cut to size with 1.5mm tolerances. One supplier can be found using the link below;

<https://www.tatra-glass.co.uk/restoration-glass/>

Contractor's Work – Reinstatement – PHASE II

10. After repair, re-glazing and redecoration as above, ironmongery to be salvaged, cleaned and reinstated. Paint to ironmongery can be removed if necessary using a chemical paint remover but avoid using sharp tools which might scratch the surface. Matching ironmongery to be sourced where missing or non-repairable.

11. Painting of ironmongery may also need to be considered with pre-treatment with a rust inhibitor.

12. Prior to reinstatement in opening, outer face of frame to have Hyload DPC tacked to frame with 316 (min.) stainless steel staples or tacks. Fixing back to internal reveals to be carried out using 316 (min.) stainless steel strapping, appropriate to the size of window.

13. All packing out between reveal masonry and frame to be carried out in lime:sand mortar. Under no circumstances shall expanding foam be used.

14. External waterproofing – to brick or granite masonry, provide Arbofoam closed cell polyethylene joint backing tape, followed by application of Arbo XL1099 silicone joint between frame and reveal max. joint width 6-25mm, max. depth 15mm, with Primer 2650 applied to stone/mortar before application, all to manufacturer's recommendations. Traditional box fillets (if appropriate) to perimeter – surface prime with Baunit DG27 bonding agent, followed by NHL 3.5 lime : sharp sand mortar OR pre-mixed St Astier Tradi-Blanc mortar, to match profile of any existing windows, or square profile, approx. 20 x 20mm. Once box fillet has dried, apply Arbo Primer 2650 to lime mortar only, then provide small bead of Arbosil 1096 (translucent) along box fillet/timber frame junction.

15. Components to be fully cleaned with mild detergent on completion of the Works.