

## PLANNING NOTES

Architectural Information - the level of detail shown on the drawings is relative to the submission of a PLANNING APPLICATION.

The drawings should therefore not be used for any other purpose without both the prior agreement of the architect, and subsequent checking / development by others.

Dimensions and setting out - Do not scale from this drawing. All dimensions to be checked on site by the contractor and to be his responsibility.

Structure & Construction - these drawings, unless expressly noted otherwise, have not been fully coordinated with a Structural Engineer's input and show indicative construction build-up only.

Building Control - the client / the contractor will liaise directly with Local Authority to ensure the project is completed in accordance with the Building Regulations.

Planning - the client/ the contractor will ensure that the project is completed in accordance with the approved Planning drawings and take responsibility for the discharge of any planning conditions.

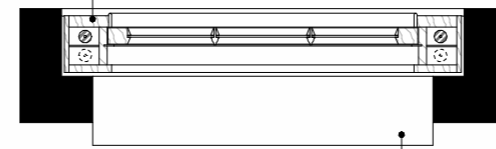
Party Walls & Rights to Light - the client/ the contractor will ensure that any notices and consents required are obtained before work commences.

Freeholder / Leaseholder / Restricted covenants / Easement approvals - the client will ensure that any notices and consents required are obtained before work commences.

Archaeological & Ecological - the client/ the contractor will ensure that any notices and consents required are obtained before work commences.

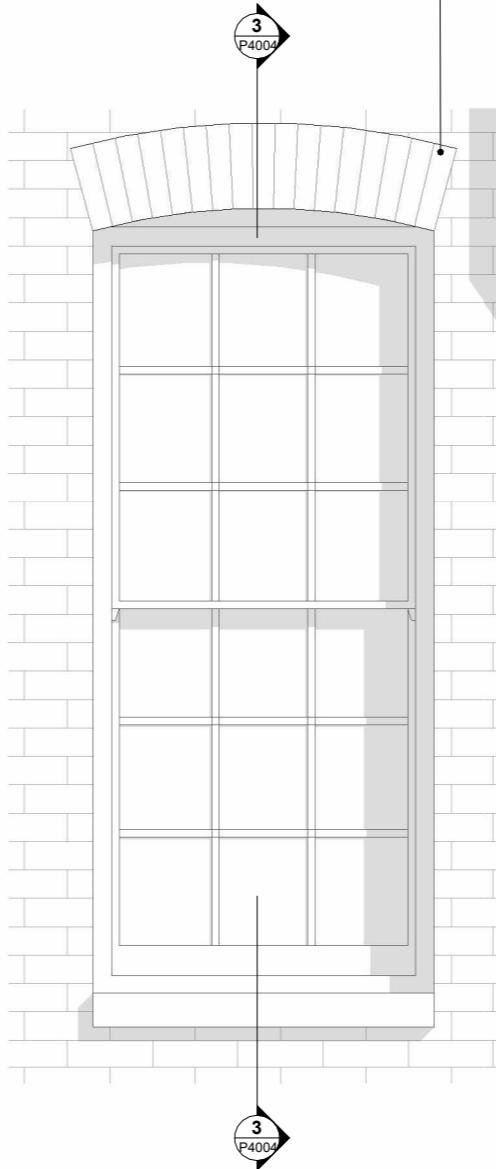
Areas - the areas provided on drawings are rounded to the nearest whole unit. Measurements are based upon received survey information and as such a reasonable allowance should be made for discrepancies or deviations that may occur during construction.

Existing timber sash window retained and refurbished as set out in method statement below

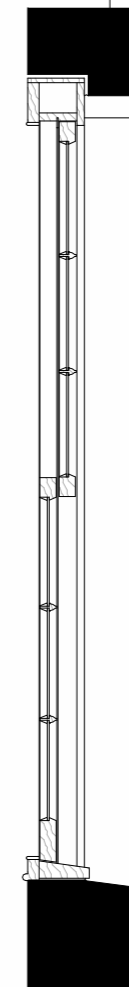


**1 Sash Window Plan**  
Scale - 1 : 10

Masonry, cills and lintels surrounding the windows refurbished, repaired and repointed where necessary



**2 Sash Window Elevation**  
Scale - 1 : 10



**3 Sash Window Section**  
Scale - 1 : 10

Rev	Date	Description	Author	Checker

Scale at A1 / A3  
1:10 / 1:20



Drawing Name  
**Sash Window Details**

Drawing Number	Revision
BW110 - BW - ZZ - B1 - DR - A - P4004	

## Window Refurbishment and Redecoration Method Statement

### 1.00 Preparation

1. Remove defective loose/detached/flaking existing paint coatings by rubbing down with abrasive papers back to bare timber.
2. Sound, well adhered existing paint coatings to be retained. Edges to be rubbed down to a feather edge.
3. Thoroughly rub-down all remaining previously painted (sound paintwork to be retained) timber components to the upper and lower sashes and the sash boxes to prepare surfaces.

### 2.00 Sash Window Repair and Refurbishment

1. Carefully 'ease' the upper and lower sashes and shutters by removing sealants and breaking existing paint seats, without causing any damage to timber components, to allow the sashes to move up and down freely and shutters to open or be removed where there are no hinges
2. Shutter boxes are to be eased out of position to expose brickwork behind.
3. Check the operation of the upper and lower sashes to ensure they are balanced correctly with the correct sash weights.
4. Check the condition of the existing sash cords and their fixings to the upper and lower sashes and the corresponding lead weights. It is likely the sash cords may have been previously painted. If this is the case, check this does not impede the operation of the sash pulley wheels. If necessary, replace the existing sash cords with new 'waxed' sash cords of the same diameter.
5. Adjust the existing sash weights where required or replace the existing with new weights to ensure the upper and lower sashes are balanced correctly and move up and down freely and smoothly.
6. Carefully remove the sash catches and set aside for reuse. Remove the existing modern 'D' pull handles and cart away.
7. Thoroughly rub-down all previously painted timber components to the upper and lower sashes and the sash boxes to prepare surfaces (part of decoration preparation).
8. Ensure upper and lower sashes can move up and down within the sash box without binding. Where there is a build-up paint which is in poor condition, this may need to be removed back to bare timber. Do not use naked flame to remove existing defective/detached/peeling paint finishes.
9. If required, remove the internal staff beads and parting beads to allow the upper and lower sashes to be removed from the sash box to check condition, particularly of joinery joints and to prepare all surfaces. Check fixings of sash cords to sash weights and to each sliding sash. Make good fixings where necessary.
10. Carry out localised / individual joinery repairs to existing timber components to replace wood rot and make good defective joints using traditional joinery techniques. Any new replacement timber sections are to be in a species of wood to match existing (i.e. hardwood or softwood) and are to be pre-treated. Ensure the meeting rails are in-line and meet correctly to prevent rattling sashes and draughts.
11. Prepare all previously painted timber surfaces/components. Knot, prime and stop any bare timber.
12. As part of re-assembling the windows, supply and fix new surface mounted brush seals to draught-proof the windows.
13. Re-fix parting and staff beads in former positions. Where necessary, replace defective existing parting and staff beads with new to match existing on a like for like basis. Ensure the upper and lower sashes fit snug between the staff and parting beads so they do not rattle or vibrate but can move up and down freely without binding.
14. Repair/make good or renew existing glazing putties with new natural linseed oil putty finished/pointed with a 45 degree fillet to match existing.

### 3.00 Decoration

#### Exterior

1. Apply with a brush 2no. coats of exterior grade paint as Dulux weathershield exterior quick dry satin or equal and approved in accordance with manufacturer's instructions to external side of windows and any other area which may be in contact with water. Colour to match existing.
2. Apply paint on windows glazing bars and frames. Ensure no paint gets onto window sash cords and pulleys. Paint putty to prevent it drying out and take paint very slightly onto the glass to waterproof the joint. New putty needs to be allowed 14 days to cure before being painted.
3. Do not carry out the works in low temperature or high moisture conditions.

#### Interior

1. Paint interior side of window with 2no. coats of eggshell paint in accordance with manufacturer's instructions. Colour to TBD.

### 4.00 Masonry

1. Supply and fix new traditional solid antique brass sash lifts (2 No.) to the bottom rail of the lower sashes internally.
2. Re-fix the existing sash catches in their former positions
3. Supply and fix new through sash locks (2 No. per each pair of upper and lower sashes) - finish to be antique brass.

### 5.00 Further Notes on any Required Additional Repairs

#### Resin based repairs

Clean and dry timber to be treated. Use wood fillers to repair small cracks and irregularities. Carefully cut out worst decayed areas and replace with filler. Fillers to be based on wood dust mixed with a two part epoxy resin. Us product in strict accordance with manufacturer's instructions.

#### Consolidation with epoxy resin

Clean and dry surface to be treated. Apply an epoxy resin based system to damaged timber.

#### Spliced repairs

Clean and dry timber to be treated. Cut out rotten or damaged wood. Splice shaped timber inserts to match existing profile. Use Polyvine exterior wood glue or similar and approved, to bond the new section of timber. Inserts to be made from good quality wood similar in species and moisture content to the existing timber. They should be fitted with the grain orientated to match the existing. No defects on new timber such as shakes, resin pockets, knots or sapwood will be allowed for repairs.

#### New glazing pane

Replace glazing panes where damaged to match existing. Cylinder sheet type NR by the London Crown Glass (or equal and approved) float glass. Renew putty as specified.

#### Renewal of putty

Defective putty, where cracked, is to be removed and replaced with new linseed oil putty. If gaps exist between putty and glass, remove and replace putty. Carefully remove putty by hand. Use Nitromors or equal and approved paint stripper to soften stubborn putty. Dismantle glazing, dust and clean rebate and give a thin coat of primer. Apply new linseed-oil bedding putty as Arbo Linseed Oil Putty or equal and approved, in accordance with manufacturer's instructions. Press new glazing pane in place and fix with putty.