

GGL-8 Replacement PVC Frame

Stage 1: High elevation skylights x 19

1. Introduction:

This report outlines the proposed replacement of 19 x PVC Velux skylight windows, flashings and solar powered blinds in the main office area of Bibendum Wine located at 109a Regent's Park Rd, London NW1 8UR. The installation will stop all existing leaks, enhance natural light, ventilation, and overall aesthetic appeal. The report covers the scope, benefits, potential challenges, and estimated timeline of the project.

2. Project Scope:

The project involves the replacement of 19 x Velux skylight windows, flashing kits and solar powered blinds in the main office area of the building. The velux windows will be replaced with 16 x White PVC UK08s and 3 x White PVC UK04s windows with flashing kits for slate and solar powered blinds. The new windows have 10% more visible glass and will maximise natural light distribution and provide more efficient ventilation, the new windows are also up to 40% more thermally efficient than the current old windows. The skylights will be installed in accordance with the relevant building regulations and safety procedures. Due to the height of the windows (10-15ft high), movable fiberglass scaffolding towers will be used as working platforms.

3. Project Timeline:

The current lead time on Velux windows and flashings is around 1 week. The lead times for velux solar blackout blinds is 2 weeks and for solar dim out blinds is 4 weeks. We will be looking to start works in 3 - 5 weeks upon approval from the project board.

Due to the busy nature of the office and for health and safety reasons, the work will be carried out at the weekend between the hours of 8am and 5pm when no staff are present.

We aim to complete the work over 2 weekends and will leave a 3rd weekend free in case we need extra time to complete the project, this is weather dependent as we will be unable to work in heavy rain and will delay the project.

4. Conclusion:

The proposed installation of 19 x replacement Velux skylight windows at Bibendum, 109a Regent's Park Rd, London NW1 8UR, presents a promising opportunity to enhance the main office area. Increased natural light, improved ventilation, energy efficiency, and aesthetic appeal are among the key benefits of this project. The execution will concentrate on the windows above the desks on the first weekend of the installation to achieve minimum disruption for the company. Any broken slates around the windows will be replaced upon fitting as well as any that could be causing leaks along the roof. The chosen supplier: *"Springfield Developments"*, is covered by £10 million public liability insurance.