BISSET ADAMS

SCOPE OF WORKS/METHOD STATEMENT

11 Bedford Square

RL001_D1_Method Statement

November 2014

Rev A	18.11.14
Rev B	28.11.14

CONTENTS

1.0 Introduction

2.0 Investigation/ Opening Up Works

3.0 Stripping Out / Demolitions

4.0 Internal Works

- 4.1 Floors & Walls
- 4.2 Joinery
- 4.3 Ironmongery
- 4.4 Stairs

5.0 External Works

- 5.1 Facades
- 5.2 Roofs
- 5.3 Garden Area
- 5.4 Vaults

6.0 M&E Services Statement

7.0 Structural Works Statement

8.0 APPENDIX 1 – Ventrolla System Window Renovation and Performance Upgrade Spec

APPENDIX 2 – Ventrolla Window Survey and Scope of Works

APPENDIX 3 – Selectaglaze Secondary Glazing Data Sheets

1.0 INTRODUCTION

For an understanding of the history of this building and its surrounds please refer to the Conservation Plan that has been submitted as part of the application information. The Conservation Plan also explores the significance of the building and its elements along with identifying the opportunities that are present.

A Design and Access Statement has also been prepared as part of the application information submitted. Refer to this for details of the principles and objectives of the proposed works to the building.

This Method Statement document deals with the methods that will be taken to undertake the proposed works to the building.

2.0 INVESTIGATION/OPENING UP WORKS

Prior to the submission of the Application a number of intrusive investigations of the existing building have been conducted; this opening up work was done in consultation with Camden Planning Department Conservation and English Heritage.

Fireplaces

There are a number of existing fireplaces within the building that have been at some point boxed in. These have been opened up to see if any of the original fireplaces are present. It was found that the basement fireplace F.B.01 (that could possible have hidden a kitchen range) was in fact only full of soot and rubble and that no original range was present. The Ground floor front room fireplace F.G.01 was found to have some of the original Cast Iron fireplace remaining but the fireplace mantel and surround have been removed.

Underground CCTV Drainage Survey

A CCTV drainage Survey has been carried out by Dyno rod on the existing 2 drainage runs. They have issued their report indicating there is the likelihood of future collapse in one of the runs, we are currently establishing the ownership of the drain so that repairs can be conducted as necessary. The specialist Sub-contractor have made suggestions on the necessary remedial works, but as there is no immediate danger of collapse there is no further actions currently required.

Damp and Rot Survey

Kenwood have attended site and carried out a damp Survey, they have issued the appointed main contractor with a marked up drawing of the Basement showing where they need to rectify the damp. As the plaster in the basement is modern multifinish, tested by The Lime Centre, these remedial plastering works are to be included within the scheme.

Asbestos Survey

There is an existing Asbestos register for the building and all known incidents of Asbestos in the building are clearly labelled. A full refurbishment & demolition survey of the complete building will be undertaken by a specialist Asbestos Removal contractor in due course before any works are done to the building. Any necessary removal works will be carried out as appropriate.

Basement Level External Render Survey

It has been noted that there is a bulge to the wall at basement level along Gower Street an intrusive investigation of this has been conducted by the project structural engineer and it has been determined that the bulge was caused by delamination of the render from the brick retaining wall. The retaining wall appears dry and free from visible defects so no structural repair is required. The replacement render system will need to be correctly bonded to the retaining wall to avoid delamination in the future. Refer to the proposed 1200 series and elevation drawings for details of the work.

Window Survey

A detailed condition survey of all the windows in the building has been carried out by Ventrolla (a sash window renovation specialist). Details of the survey and the proposed renovation are included in the appendix of this report along with the Ventrolla specification for the system of renovation to be used. By renovation of the windows it is proposed to enhance the acoustic and thermal performance of the windows ensuring benefits to the building and the continued upkeep and life of the original windows.

Door Survey

A fire door survey has been conducted of all the existing and historic doors in the building that are fire doors. It has been found that all of the current fire doors in some way currently do not meet with the required minimum standards. Further investigation of the panel assembly of the doors that currently lead onto the fire escape stair will need to be conducted and steps will be taken to improve the fire performance of these key doors. This will be done via a combination of providing new ironmongery and intumescent seals, insertion of new replica timber / silicate composite panels (as per English Heritage guidelines). Refer to the 1600 series Fire Strategy drawings to see which doors are affected.

Floors

Existing floor boards have been carefully lifted to expose areas of existing floor structure as required by the Structural Engineer/ Architect. Refer to Structural Statement below.

Internal staircase

Qualigrila a specialist subcontractor have visited the site to inspect the sockets and the underside of the balustrade /handrail detail to Stair 1. It was determined that there is no requirement for any works to the stair treads but a resin glue would be beneficial in fixing the balustrade to the handrail.

3.0 STRIPPING OUT/DEMOLITION

Refer to the items identified on the 1100 series strip-out plans and the strip-out elevations drawings to see all areas that are to be stripped out.

Strip-out works are to be carried out carefully to minimize any detrimental effect on any abutting ceilings, walls and floors. The majority of the strip-out works are associated with the removal of the existing redundant lift and the existing building services (see additional information below). All of these are later additions to the building.

Existing floor finishes such as carpets, vinyl and hardboard overlays are to be stripped out, back to original timber floor boards at upper levels and floor slab to the basement.

4.0 INTERNAL WORKS

4.1 Floors & Walls

Existing Floors

Following stripping out of existing floor finishes, repairs and levelling will be carried out where required. The primary distribution of new services for each floor will be within the floor voids. All existing floorboards are to be retained or replaced with matching if damaged.

Existing Internal Walls / Partitions

Existing walls to be retained are to be made good, repairs to existing fabric will be done to match the existing. Further to the stripping out of surface mounted services, and chasing for services integration (refer to the strip out internal elevations for details). Where ever possible existing conduits will be reused so as to avoid having to chase any new service routes into existing fabric. It is proposed to use floor boxes primarily for new services. Existing cornices, skirtings and dados are to be retained & repaired.

As mentioned above it has been found that there is a rising damp problem in the basement of the building that needs to be addressed. It has been established that the Plaster in the basement is not historic plaster but is modern multifinish plaster. It is proposed that the existing skirting boards are removed and where possible set aside for re-use. The wall plaster shall be removed from floor level up to a height of approximately one metre and the debris taken from site and safely disposed of. The mortar bed at the base of the wall shall be pattern drilled using a series of 10mm holes to the necessary depth. The wall area shall then be pressure injected using a specially formulated solution of siliconate injection fluid, until the entire depth of the wall is fully impregnated. The surface of the brickwork must then be tanked using a SWS cementicious tanking system, in conjunction with pressure injected waterproof resins.

Where a treated wall adjoins an untreated wall, a vertical damp-proof course shall be installed, by drilling vertically to the necessary height, and injecting a chemical damp proof course. The position of the vertical damp-proof courses are shown on the proposed plans. The wall plaster in the areas shown, will be replaced using the a specialist rendering system. Additionally salt inhibitors and waterproofers are added, to combat the ground salts and allow replastering immediately after the damp course installation. Following the application of the waterproof rendering, the walls will then be skimmed with top coat plaster to provide a smooth finish.

This maintenance work needs to be done to ensure the prolonged life of the building.

4.2 Joinery

All existing heritage doors are being retained, these are to be fire protected where necessary (by the use of intumescent paints, vanishes, new ironmongery and smoke seals etc (see survey notes above)). New ironmongery will be fitted and the door will be made good prior to re-decoration. All existing doors are painted. It is proposed to remove the paint and re-expose the original French Polished varnish of the 3 ground floor doors in the entrance area (refer to proposed 1200 series drawings). Any proposed new doors are to be panelled and painted to match the existing retained doors on the same floor.

All existing windows are being retained. They will be repaired and refurbished as mentioned above and in the appendix to this report. Existing windows will also be redecorated. All existing secondary glazing is to be removed from the building (refer to strip out drawings).

New replacement secondary glazing from the Selectaglaze system (refer to APPENDIX 3), will be installed to some of the windows on the Basement, Ground and First floor only (refer to 1200 series proposed drawings). New secondary glazing will be designed to match the existing window proportions and layout using the thinnest possible frames to ensure that the external appearance of the windows is not compromised. Secondary glazing will be installed for 2 main purposes. On the first floor and ground floor it will be installed to improve the acoustic performance of the windows in these currently noisy key teaching rooms. The second reason for installing secondary glazing is to protect the external escape routes from the building from fire. Fire rated fixed secondary glazing will be installed as shown on the 1600 series fire strategy drawings.
The new secondary glazing will also benefit the building with improved thermal performance properties for the windows where it is installed.

4.0 INTERNAL WORKS

4.3 Ironmongery

New Ironmongery will be provided to all those existing doors that need to be upgraded to 30 minute fire doors (refer to fire strategy plans (1600 series) and the door schedule (7010). It is proposed to provide polished brass ironmongery to match the existing replaced ironmongery. It has been determined (with English Heritage and Camden Planning Department Conservation) that none of the existing ironmongery is particularly historic.

It is proposed to use new knob furniture in agreement with English Heritage for those doors that need new ironmongery. On the non- principal floors Basement, Second & Third floor it is proposed to introduce new programmable locking ironmongery and card readers where necessary so that access to offices etc can be better controlled. For more detail refer to section 6.0 'Access Control' & door schedule (7010).

It is also proposed to provide new polished brass window Ironmongery throughout as part of the window refurbishment and upgrade works.

4.4 Stairs

Any damage to the existing main cantilevered stone stairs & the stone staircase is to be made good. The stairs are to be finished in carpet, with new brass nosings and the balustrade and handrails are to be made good and redecorated/finished to match original.

There are 3 internal porthole windows on Stair 1 at second floor level W.2.10, 11 & 12. These are currently painted over. These windows onto the stair need to be fireproofed to a standard of 30 minutes integrity and insulation. This is to protect people who need to escape from he building in the case of fire. This protection is to be provided via the use of plasterboard and mineral wool insets into the room side of the windows. Refer to fire strategy drawings (1600 series) and the detail on drawings 1604.

'Arx' access control card reader.

Polished Brass Knob Door Furniture

'Smart Air' programable locking Ironmongery

5.0 EXTERNAL WORKS

5.1 Facades

Repairs to Existing External Walls

Any repairs / re-pointing required to existing external walls will be carried out to match existing. There is water damage to the existing external cornice of the building. This will be investigated and repaired with the provision of a renewed lead flashing to protect the detail.

External Metal Work

Any missing or damaged metalwork/ railings / finials to be replaced / repaired to match existing prior to redecoration. Existing external drainage and rainwater pipes will be repaired, secured and redecorated to match existing, A number of new cast iron ventilators will be installed into the brickwork at basement level to provide enhanced ventilation to the internal spaces. These will be heritage style cast iron air-bricks and will be decorated with paint to match the other existing external metal work (refer to proposed external elevation drawings).

External Envelope Windows & Doors

For details of proposed works to windows refer to Appendix 1 of this document. The painted render window reveals will also be repaired and redecorated to match existing. Existing external doors will be made good and redecorated to match existing.

External Steps

The existing main entrance steps will have the melted mastic asphalt covering carefully removed to expose the original stone steps. The steps will be cleaned and repaired; a new waterproof layer will be installed beneath the steps.

The rear escape stair from the ground floor down to the basement level garden will be repaired and made good.

5.2 Roof

The existing roof will be checked once a scaffold is in place and general repairs will be conducted as necessary. Any new slates required will be to match as closely as possible the existing slates. Lead and render repair will be reinstated to match existing.

All repairs will be carried out maintaining the structural integrity and fabric of the existing building with an integrated repair approach.

5.3 Garden Area

There are no proposed works to the existing rear garden.

5.4 Vaults

At basement level beneath Montague Place are 6 brick under pavement vaults intended, originally, for the storage of solid fuel (R.B.16-21). The existing vaults are in reasonable condition and require no remedial or repair work. They are currently used for incidental storage and the housing of some plant/services meters etc. Each vault has a black painted metal gate that allows the vault to remain secure but properly ventilated. This will all be left as it is. There is a need to house some new external plant in these vaults and as this will not be able to be seen from anywhere it is thought to be a good and sensitive use of space. An Acoustic Survey and Report for this accompanies this application.

6.0 M&E Services

Cabling and Infrastructure

Existing sub-mains and distribution is to be stripped out and removed in its entirety. New compliant distribution boards are to be installed at each level to minimise large quantities of sub-circuitry routing through the building.

The existing lift shaft is to be removed, and is to be utilised as the services riser between the basement and third floor. All sub main distribution, and switchgear is to be installed within the newly formed vertical riser.

Lighting

Existing lighting installation is not currently sympathetic to the building, and it is intended to replace all of the existing lighting throughout.

Feature chandeliers with supplementary wall lighting are proposed for the ground and first floors. Suspended pendant luminaries are proposed to all other areas throughout with direct/indirect illuminance, compliant to CIBSE LG7 and BSEN12464-1.

The staircase sconces shall be utilised as a form of indirect lighting with cabling installed from behind as opposed following the contours of the stairs as the existing cabling installation, reducing the visual impact of the services installation.

Lighting Control

It is intended to provide the building with a basic lighting controls system, capable of absence detection via presence detectors, with manual switches upon entrance to each room.

The lecture and meeting rooms are to be provided with scene setting, to allow selection of pre-set lighting scenes. This will allow the occupant to increase or reduce the lighting levels to best suit the use of the space.

Small Power

Where possible, existing containment and outlets shall be utilised to minimise damage to the walls and building fabric. New power outlets, AV and data points shall be installed within floor boxes, typically located beneath each desk, and located adjacent to lectern positions.

Communications

The communications rack shall remain in its existing location within the wine vault. The structured cabling shall be replaced in its entirety, with the existing lift shaft being used as the services riser throughout the building. The data outlets shall be installed within the new floor boxes, and where possible existing outlet locations within the walls shall be utilised.

Access Control

Royal Holloway University London currently utilise the 'Smart Air' access control system for faculty only areas, and the 'Arx' system for external doors and internal student areas. For pictures refer to section 4.3 ironmongery.

The main entrance at ground floor at 11 Bedford square is to be provided with an 'Arx' access control reader for student and staff entry/egress, allowing students with a valid swipe card direct access to the building during teaching hours. This arrangement will be repeated at the Basement level for the garden access door. Internally, local to the doors shall be an emergency break glass to release the door in the event of an emergency, and a push to exit button.

The main entrance will also have a video entry intercom, linked directly to the reception desk. The door shall be released remotely from the reception desk via a push button, and an electronic door strike installed within the door and surrounding frame. A repeater handset shall be provided to the building manager's office for out of hours access. A wireless disabled access call button will also be provided at the bottom of the main entrance access steps.

The lower ground floor external exit doors are to be provided with the 'Arx' access control readers externally for student and staff entry/egress, allowing students with a valid swipe card direct access to the building during teaching hours.

The 'Smart Air' system will be employed for the upper floors, levels 2 & 3, which will require the alteration of ironmongery to accommodate the access control system.

Manual keys and locking will be used on all other doors, gates and exit locations.

6.0 M&E SERVICES

CCTV

High definition, colour cameras are to be provided for building security and staff safety, both internally and externally to the property. With external cameras having infra-red capabilities for recording images during the hours of darkness.

They will cover strategic points of the building in the following locations:

- 2 No cameras to cover each façade of the building externally
- Cameras to be focused on entrance and exit points externally
- Cameras to be focused on entrance and exit points internally
- 1 No camera to be focused on the reception desk and reception space

The recording equipment shall be installed within the building manager's office.

External Lighting

It is proposed, external discrete LED emergency lighting is to be provided to the external balcony at ground floor level for safe egress and escape through the garden during the hours of darkness.

The external walkway providing access to the vaults shall be illuminated with surface mounted lighting allowing safe access to mechanical plant and external storage at all hours

All external lighting shall be controlled via time clock and photocell. The time clock is to be adjusted to switch the lights on/off at times agreed with the local planning authority.

Fire Systems

The building is currently served via a wireless fire alarm system, with the main panel located in the reception space at ground floor.

The system shall be retained, where possible and subject to further validation, and new smoke/heat detectors provided to newly formed rooms or where detectors are faulty and need replacement. It is intended to provide a level of cover to category L1 in compliance with BS5839-1.

Manual call points are to be provided at every landing level and at all exit locations at ground and lower ground floor. Refer to fire strategy drawings (1600 series) for details.

Ventilation

The building is currently ventilated by opening windows as required.

Fresh air with heat recovery shall be provided to the large rooms on the lower ground and first floors.

The first floor will be served by equipment located in the pitched roof voids and ducted down through the building to the first floor.

The other two floors will be served by equipment located above the ceiling rafts on the lower ground floor and taking in and discharging air through external air bricks at that level.

Extract fans will be installed to serve the toilet areas, kitchen and cleaner's cupboard. These will discharge either at roof level or via external air bricks at high level on the lower ground floor.

Air conditioning

The building is not currently air conditioned.

Air conditioning will be provided to the large rooms on the ground and first floor by means of floor mounted fan coil units located within custom built joinery cases.

A separate air conditioning unit will provide cooling to the server room.

The condensers will be located within the arches below the building entrance.

An acoustic survey and report has been provided as part of this application to show that the proposed plant will have no detrimental impact on the surrounding area.

Heating

The building is currently heated by a hot water based gas fired central heating system.

This system has been recently maintained and it is proposed to continue to use the system with some modifications to the pipework.

Water supply

The building is currently served by cold water fed by gravity from a tank at roof level.

The existing water supply system shall be stripped out and a new system shall be installed comprising of a tank and booster set in the arches supplying water under pressure to fittings throughout the building.

Hot water shall be provided by local electric water heaters at each point of use.

7.0 STRUCTURAL WORKS

7.0 Structural Works

The building is a Grade 1 listed five storey town house, built using a timber framed roof and floors supported on load bearing brickwork walls.

The proposed remodelled layout requires structural changes involving the full height demolition of the existing lift shaft, the infilling or the creation of new openings, alteration of existing and creation of new non-load bearing partitions.

With English Heritage and Camden Conservation approval, we have carried out structural opening up to ascertain the size, spacing and structural arrangement to certain structural elements. We were able to determine that the floor is a timber arrangement of intermediate and main floor beams supporting the floor and ceiling joists.

Historically there have been some minor structural alterations, principally, to accommodate the installation of the lift, but in all, the original structural fabric has remained generally intact.

Based on the information obtained from our intrusive investigation we are able to determine the loading capacity of the floors and where required, we have recommended strengthening to allow the floors to be used as classrooms or offices. The removal of the lift shaft needs to be carried out in a 'top down' sequencing, with floors in-filled and strengthened as the works proceed.

Other areas of our structural investigation were focused on the defects to the handrail and balustrade to the internal period stair, delamination of the render system to the face of the existing basement retaining wall and damage to the concrete stair and balcony at the rear of the building.

Ventrolla Specification

The Ventrolla system consists of two parts. The first phase is the renovation process, which treats the wood and ensures the window is fully operational. The second phase is the element that provides the performance upgrade.

Ventrolla System

Phase 1 - Window Renovation

Ventrolla have developed a unique Wood Repair System (VR90) that has been designed to extend the life of wooden windows and doors.

Application

VR90 wood repair is a two part epoxy resin designed to impart the original strength to tenon joints and to fill cavities in sills, which it achieves through bonding with the original timber.

In the event of excessive deterioration we will replace the timbers as required. If a sill is beyond economical repair we replace the complete sill.

The system's core benefits are:
- It retains the majority of the original timber
- Provides long lasting repairs
- Fast acting so minimises standing time
- Reduces Carbon Footprint of repair
- Enables existing profile to be matched

Phase 2 - Performance Upgrade

The Ventrolla Perimeter Sealing System (VPSS) has been specifically designed to be installed into wooden windows and doors.

Application

The system upgrades the performance of original wooden windows and doors without affecting either their appearance or character.

As shown in Diagram A, the system is installed to provide a seal on all faces and becomes an integral part of the window or door.

The system's core benefits are:
- Virtually eliminates draughts
- Eradicates sash rattle
- Improves window's energy rating by up to 30%
- Helps reduce noise ingress
- Ensures smooth operation of the window
- Recognised by English Heritage and CADW

Independent Testing

- VPSS achieved the highest requirement of BS6375-1 2004 Class 3
- VPSS provides up to a 30% improvement in a window's energy rating (WER)
- Air change rates reduced to 0.4 air changes per hour
- Noise reduction levels of up to 6-10 dB(A) range

Noise Control

There is misrepresentation that double glazing provides sound insulation due to the two panes of glass. In fact, it is the seal that offers the improvement, which as Diagram A shows, is equalled by the Ventrolla system.

Environmental Issues

Because the Ventrolla system retains much of the original material its Carbon Footprint is significantly less than replacement windows. The Green Facts are:

- Replacement windows consume up to 40 times the energy of renovation
- Renovation retains the invested energy within the original window
- Minimal waste is sent for recycling or to landfill
- Window's Energy Rating is improved by 30%

Ventrolla Specification

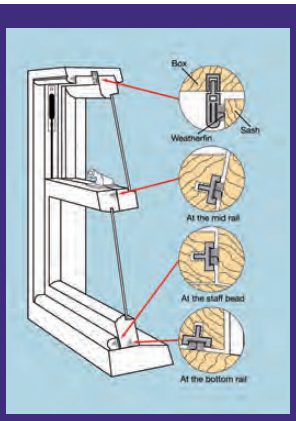


DIAGRAM A:
TWO PIECE PARTING BEAD

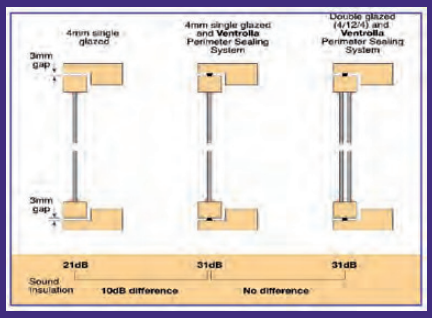


DIAGRAM B:
NOISE REDUCTION WITH VPSS

Technical Data Specification / Methodology

All windows are inspected and surveyed prior to quotation and commencing work.

Sashes are removed and the condition of the timber, glass and pulleys is assessed.

Window Repair System

- Decaying wood is removed back to the sound timber
- VR90 WS stabiliser is applied to provide anchorage
- VR90 filler is applied to fill gaps / joints and moulded to match the window profile
- All sash cords are replaced and the pulleys serviced ensuring smooth operation

NB: In the case of larger repairs or where economics dictate, we splice in new timber, or, in the case of a sill, replace completely.

Window Performance Upgrading

A Perimeter Sealing System using Weatherfin two-piece parting bead, compromising of a pile carrier fitted into a U-section, is installed. The sealing system:

- Has been independently tested and proven to fall within the 6 to 10dB noise reduction range and to give a 30% improvement in the WER.
- Conforms to BS 7386: 1997
- Conforms to BS EN 12207 : 2000 and BS6375-1: 2004. Class 3 (Tested to 600 Pa)
- Is manufactured from multifilament polypropylene yarn that is silicon treated to be water repellent and UV stabilised

The sealing system is installed to the top of the box, mid rail, bottom rail, parting bead and the staff beads.

The sashes are weighed and the weights adjusted to ensure the window is correctly balanced and operates smoothly.

All exposed and bare wood is painted with white acrylic primer to BS5082.

The sashes are reinstalled and staff beads fitted (if the easy release Sash Removal System is being installed removable staff beads are fitted).

Windows shall then be checked for smooth operation.

For further information, or to speak to a member of our Technical Team, please contact us using the details below.

If you would like further information about the Ventrolla Sash Window Renovation Service call 0800 378278 or visit our website www.ventrolla.co.uk

Ventrolla Limited. Ventrolla House, Crimple Court, Hornbeam Business Park, Harrogate, North Yorkshire HG2 8PB. T: 01423 859323 F: 01423 859321 E: info@ventrolla.co.uk

8.0 APPENDIX 2

APPENDIX 2 – Ventrolla Window Survey and Scope of Works

Reference No. MJ/14/6303 Revision 1	
Window Location & notes	***Ventrolla system, overhaul and identified Repairs***
Ventrolla, overhaul and draught proofing to timber sash windows	
THIRD FLOOR	
W3.01 VSS 3/3 1080 X 1200	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 850mm	
sash = 44mm	
22mm staff beads	
top Sash - non original	
Bottom sash - Non original	
W3.02 VSS 3/3 1080 X 1200	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 850mm	possible new top and bottom sashes incl drawn sheet glass
sash = 44mm	
22mm staff beads	Balance
top Sash - non original	unable to open the sashes
Bottom sash - Non original	Secondary glazing to be removed and carted away.
W3.03 VSS 3/3 1080 X 1200	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 850mm	
sash = 44mm	
22mm staff beads	
top Sash - non original	
Bottom sash - Non original	
W3.04 VSS 3/3 1070 X 1040	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 900mm	Top Sash Plant-On Timber to side stile
sash = 44mm	Top Sash, tenon joint repair x 2 Left & Right
25mm staff beads	Top sash, reglaze pane 1 in a drawn sheet glass

8.0 APPENDIX 2

top Sash - non original	Renew bottom sash incl drawn sheet glass
Bottom sash - Non original	
	unable to open the sashes
	Secondary glazing to be removed and carted away.
W3.05 VSS 1/1 530 X 1040	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 800mm	Bottom Sash, tenon joint repair x 2 Left & right
sash = 44mm	
25mm staff beads	
top Sash - non original	unable to open the sashes
Bottom sash - Non original	Sashes have obscure glass.
W3.06 VSS 1/1 530 X 1040	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 900mm	Bottom Sash, tenon joint repair x 2 Left & right
sash = 44mm	
25mm staff beads	
top Sash - non original	
Bottom sash - Non original	
W3.07 VSS 3/3 1220 X 1100	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 900mm	Bottom Sash, tenon joint repair x 2 Left & right
sash = 44mm	bottom sash, repair to the meeting rail (centre catch area)
25mm staff beads	
top Sash - non original	
Bottom sash - Non original	
W3.08 VSS 3/3 1220 X 1100	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Bottom Sash, tenon joint repair x 2 Left & right
sill = 900mm	bottom sash, repair to the meeting rail (centre catch area)
sash = 44mm	Balance
25mm staff beads	unable to open the sashes
top Sash - non original	

8.0 APPENDIX 2

Bottom sash - Non original	
W3.09 VSS 3/3 1220 X 1100	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew splays top and bottom sashes
sill = 900mm	Top sash, reglaze pane 3 in a cylinder crown glass
sash = 44mm	bottom sash, repair to the meeting rail (centre catch area)
25mm staff beads	Balance
top Sash - original	unable to open the sashes
Bottom sash - original	
W3.10 VSS 3/3 1220 X 1100	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Bottom sash, reglaze panes 2 & 3 in a cylinder crown glass
sill = 900mm	
sash = 44mm	
25mm staff beads	
top Sash - original	
Bottom sash - original	
W3.11 VSS 3/3 1220 X 1100	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Bottom Sash Plant-On timber to side stile
sill = 900mm	
sash = 44mm	
25mm staff beads	
top Sash - original	
Bottom sash - original	
SECOND FLOOR	
W2.01 VSS 3/6 1200 X 1670	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	
sill = 820mm	
sash = 44mm	Secondary glazing to be removed and carted away.
22mm staff beads	
top Sash - non original	
Bottom sash - non original	
W2.02 VSS 3/6 1200 X 1670	Ventrolla draught proofing system & overhaul window - 1

8.0 APPENDIX 2

Timber parting beads	
sill = 820mm	
sash = 44mm	Secondary glazing to be removed and carted away.
22mm staff beads	
top Sash - non original	
Bottom sash - non original	
W2.03 VSS 3/6 1200 X 1670	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	
sill = 820mm	
sash = 44mm	Secondary glazing to be removed and carted away.
22mm staff beads	No access to this window
top Sash - original	
Bottom sash - original	
W2.04 VSS 3/6 1200 X 1670	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew timber sill 150 x 45mm lower outer cheeks and lower pulley stiles
sill = 820mm	Bottom Sash, tenon joint repair x 2 Left & right
sash = 44mm	
22mm staff beads	
top Sash - original	Secondary glazing to be removed and carted away.
Bottom sash - non original	
W2.05 VSS 2/4 770 X 1700	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	renew large pulley wheels in a brass finish
sill = 800mm	Bottom Sash, tenon joint repair x 2 Left & right
sash = 44mm	Fit new head to the box frame
22mm staff beads	
top Sash - original	
Bottom sash - non original	
Bottom sash has obscure glass	
W2.06 VSS 2/4 770 X 1700	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Bottom Sash, tenon joint repair x 2 Left & right
sill = 800mm	Fit new head to the box frame
sash = 44mm	New weights for the bottom sash
22mm staff beads	

8.0 APPENDIX 2

top Sash - original	
Bottom sash - original	
W2.07 VSS 3/6 1220 X 1700	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Renew splays top and bottom sashes 28mm
sill = 800mm	Fit new head to the box frame
sash = 44mm	
22mm staff beads	
top Sash - original	
Bottom sash - original	
W2.08 VSS 3/6 1220 X 1700	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Top Sash Plant-On Timbers to top rail
sill = 800mm	Top Sash Plant-On Timber to side stile
sash = 44mm	Bottom Sash Plant-On timbers to bottom rail
22mm staff beads	
top Sash - original	
Bottom sash - original, glazing bars non original	

FIRST FLOOR	

8.0 APPENDIX 2

W1.01 VSS 6/6 1200 X 2540	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm	Balance
sash = 44mm	unable to access this window, a meeting was taking place
22mm staff beads	Bottom sash has a small meeting rail.
top Sash - non original	Internal side hung casements to be removed by others.
Bottom sash - non original	
W1.02 VSS 6/6 1200 X 2540	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm	Balance
sash = 44mm	unable to access this window, a meeting was taking place
22mm staff beads	Bottom sash has a small meeting rail.
top Sash - non original	Internal side hung casements to be removed by others.
Bottom sash - non original	
W1.03 VSS 6/6 1200 X 2540	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm	
sash = 44mm	unable to access this window, a meeting was taking place
22mm staff beads	Bottom sash has a small meeting rail.
top Sash - non original	Internal side hung casements to be removed by others.
Bottom sash - non original	
W1.04 VSS 4/4 700 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	Sill been replaced before, possible new timber sill
sill = 520mm	
sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - original, non original glazing bars	
Bottom sash - original, non original glazing bars	
W1.05 VSS 4/4 700 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	Bottom sash, large resin repair to the bottom rail RIGHT HAND SIDE
sill = 520mm	

8.0 APPENDIX 2

sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - original	Unable to fully access the sashes.
Bottom sash - original	
W1.06 VSS 6/6 1200 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm	
sash = 44mm	unable to open the sashes
22mm staff beads	Secondary glazing to be removed and carted away.
top Sash - non original	
Bottom sash - non original	
W1.07 VSS 6/6 1200 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm	
sash = 44mm	unable to open the sashes
22mm staff beads	Secondary glazing to be removed and carted away.
top Sash - non original	
Bottom sash - non original	
W1.08 VSS 6/9 1200 X 3000	Ventrolla draught proofing system & overhaul window - 7
Timber parting beads	Top sash plant-on timber to the side stiles
sill = Floor	Bottom sash, reglaze pane 1in a drawn sheet glass
sash = 44mm	
22mm staff beads	
top Sash - original, non original glazing bars	unable to open the sashes
Bottom sash - original, non original glazing bars	Secondary glazing to be removed and carted away.
W1.09 VSS 6/9 1200 X 3000	Ventrolla draught proofing system & overhaul window - 7
Timber parting beads	
sill = Floor	
sash = 44mm	unable to open the sashes
22mm staff beads	unable to access the sashes
top Sash - non original	
Bottom sash - non original	

8.0 APPENDIX 2

W1.10 VSS 6/9 1200 X 3000	Ventrolla draught proofing system & overhaul window - 7
Timber parting beads	
sill = Floor	
sash = 44mm	unable to open the sashes
22mm staff beads	unable to access the sashes
top Sash - non original	
Bottom sash - non original	
GROUND FLOOR	
GW.01 VSS 6/6 1200 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm ??	
sash = 44mm	unable to open the sashes
22mm staff beads	unable to access the sashes
top Sash - non original	Secondary glazing to be removed and carted away.
Bottom sash - non original	
GW.02 VSS 6/6 1200 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm ??	
sash = 44mm	unable to open the sashes
22mm staff beads	unable to access the sashes
top Sash - non original	Secondary glazing to be removed and carted away.
Bottom sash - non original	
GW.03 VSS 6/6 1200 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm ??	
sash = 44mm	unable to open the sashes
22mm staff beads	unable to access the sashes
top Sash - non original	Secondary glazing to be removed and carted away.
Bottom sash - non original	
GW.04 VSS 4/4 770 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	

8.0 APPENDIX 2

sill = 520mm ??	
sash = 44mm	unable to open the sashes
22mm staff beads	
top Sash - non original	
Bottom sash - non original	
GW.05 VSS 4/4 770 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	
sill = 520mm ??	
sash = 44mm	unable to open the sashes
22mm staff beads	
top Sash - original, non original glazing bars	
Bottom sash - original	
GW.06 VSS 4/4 770 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 800mm	
sash = 44mm	
25mm staff beads	unable to open the sashes
top Sash - non original	
Bottom sash - non original	
GW.07 VSS 4/4 770 X 2550	Ventrolla draught proofing system & overhaul window - 6
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 800mm	Bottom sash, reglaze pane 4 in a cylinder blown glass
sash = 44mm	
25mm staff beads	
top Sash - non original	unable to open the sashes
Bottom sash - non original	
GW.08 VSS 4/4 770 X 2260	Ventrolla draught proofing system & overhaul window - 5
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 840mm	Top sash, reglaze pane 3 in a cylinder blown glass
sash = 44mm	
25mm staff beads	
top Sash - non original	unable to open the sashes
Bottom sash - non original	

8.0 APPENDIX 2

GW.09 VSS 6/6 920 X 1840	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 840mm	
sash = 44mm	
25mm staff beads	unable to open the sashes
top Sash - original	
Bottom sash - original	
GW.10 VSS 6/6 920 X 1840	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 840mm	
sash = 44mm	
25mm staff beads	unable to open the sashes
top Sash - original	
Bottom sash - original	
GW11 VSS 6/6 1200 X 2260	Ventrolla draught proofing system & overhaul window - 5
Timber parting beads	
sill = 840mm	
sash = 44mm	unable to open the sashes
25mm staff beads	
top Sash - non original	
Bottom sash - non original	
GW12 VSS 2/2 440 X 2260	Ventrolla draught proofing system & overhaul window - 5
Timber parting beads	
sill = 840mm	Balance
sash = 44mm	unable to open the sashes
25mm staff beads	
top Sash - original	
Bottom sash - original	
GW13 VSS 2/2 440 X 2260	Ventrolla draught proofing system & overhaul window - 5
Timber parting beads	
sill = 840mm	

8.0 APPENDIX 2

sash = 44mm	unable to open the sashes
25mm staff beads	
top Sash - original	
Bottom sash - original	
GW14 VSS 6/6 920 X 1840	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 840mm	Bottom sash, reglaze pane 6in a drawn sheet glass
sash = 44mm	
22mm staff beads	
top Sash - original, non original glazing bars	unable to open the sashes
Bottom sash - original, non original glazing bars	
GW15 VSS 6/6 920 X 1840	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Ventrolla, draught proofing to the 2no internal side hung casements
sill = 840mm	
sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - original	
Bottom sash - original	
BASEMENT	
BW.01 VSS 6/6 1240 X 1800	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	
sill = 900mm	
sash = 44mm	Top sash = clear glass
22mm staff beads	Bottom sash = tulip obscure glass
top Sash - original	Secondary glazing to be removed and carted away.
Bottom sash - original, non original glazing bars	Unable to access the sashes
BW.02 VSS 6/6 1240 X 1800	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	
sill = 900mm	
sash = 44mm	Top sash = different types of glass
22mm staff beads	Bottom sash = different types of glass

8.0 APPENDIX 2

top Sash - original	Secondary glazing to be removed and carted away.
Bottom sash - original	unable to open the sashes
BW.03 VSS 6/6 1240 X 1800	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	
sill = 900mm	
sash = 44mm	unable to access the window, furniture in front of the window
22mm staff beads	
top Sash - non original	
Bottom sash - non original	
non original box frame	
BW.04 VSS 4/4 770 X 1740	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Bottom Sash repair to bottom rail
sill = 900mm	
sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - non original	
Bottom sash - non original	
BW.05 VSS 4/4 770 X 1740	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	Bottom Sash repair to bottom rail
sill = 840mm	
sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - non original	
Bottom sash - non original	
BW.06 VSS 6/6 1220 X 1800	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	New fronts of glazing bars required
sill = 900mm	
sash = 44mm	
22mm staff beads	unable to open the sashes
top Sash - original	Top sash = different types of glass
Bottom sash - original	Bottom sash = different types of glass
BW.07 VSS 6/6 1220 X 1800	Ventrolla draught proofing system & overhaul window - 3
Timber parting beads	
sill = 900mm	

8.0 APPENDIX 2

sash = 44mm	unable to open the sashes
22mm staff beads	Secondary glazing to be removed and carted away.
top Sash - original	
Bottom sash - original	
BW.08 VSS 1/2 770 X 980	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	
sill = 900mm	
sash = 44mm	unable to open the sashes
18mm staff beads	Glazing bar missing from the top sash
top Sash - non original	Bottom sash has stippolyte obscure glass
Bottom sash - non original	
BW.09 VSS 5/6 900 X 1500	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Renew 1no glazing bar top sash
sill = 1250mm	
sash = 44mm	
18mm staff beads	unable to open the sashes
top Sash - non original	Bottom sash has hammered obscure glass
Bottom sash - non original	
BW.10 VSS 5/6 900 X 1500	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	
sill = 1250mm	
sash = 44mm	Unable to access the sashes
18mm staff beads	
top Sash - non original	
Bottom sash - non original	
BW.11 3pane pivot window been fixed	No action by us
720 x 590	
sill = 1800	
BW.12 VSS 6/6 920 X 1480	Ventrolla draught proofing system & overhaul window - 1

8.0 APPENDIX 2

Timber parting beads	Ventrolla, draught proofing to the 1no internal side hung casement
sill = 1250mm	
sash = 44mm	
18mm staff beads	Unable to access the sashes
top Sash - non original	
Bottom sash - non original	
BW.13 VSS 6/6 920 X 1480	Ventrolla draught proofing system & overhaul window - 1
Timber parting beads	Ventrolla, draught proofing to the 1no internal side hung casement
sill = 1250mm	
sash = 44mm	
18mm staff beads	Unable to access the sashes
top Sash - original	
Bottom sash - original, non original glazing bars	

8.0 APPENDIX 3 – Selectaglaze Secondary Glazing Data Sheets

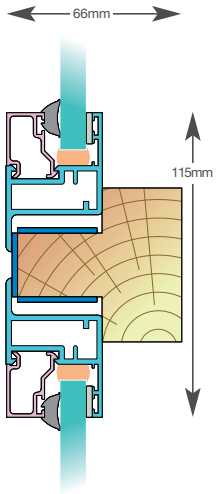
selectaglaze

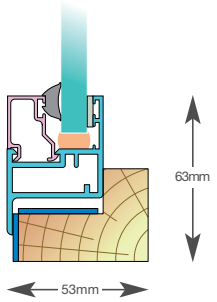
FIXED LIGHT

Series 40

FIRE RATED

COUPLING DETAIL





CILL DETAIL

Fire Rated

Drawings not to scale

Design concept

- *A bead glazed fixed panel providing 30 minute fire integrity suitable for treating windows adjacent to fire escape routes*
- *Designed to fit within rectangular fire resistant openings*
- *Series 40 fixed light is also used in **non-fire** applications such as **clean room** environments using a chamfered bead and vision panels for **control rooms***
- *Accredited to **'Secured by Design'***
- *A range of glazing beads allows the use of glass up to 12mm thick for enhanced noise insulation or sealed unit glazing*

Design Features

Fire Rated

- European Redwood subframe with intumescent seals
- Fixings concealed within the frame
- 10mm Pilkington Pyrodur™ fire rated glass
- Frames may by linked with fire rated timber transom/mullion section

Non-Fire

- Range of 4 beads for different glazing specifications
- Frames may be linked with a colour matched aluminium transom/mullion section

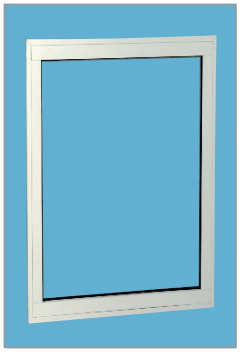
Size Guidelines

Fire Rated

- Maximum 1400mm (w) x 2800mm (h)
- Minimum 300mm (w) x 700mm (h)

Non-Fire

- Maximum 1200mm (w) x 2400mm (h)
- Minimum 300mm (w) x 300mm (h)



OPTIONS

Glazing:

Non-Fire

- 6mm to 12mm single glass
- 24mm sealed units

Frames:

Non-Fire

- Curved - minimum radius 450mm (full circle available)
- Curved on plan - minimum radius 1800mm

When specifying fixed frames, consider access needs both for cleaning and possible escape

Non-Fire Rated

JAMB DETAIL

JAMB DETAIL WITH SLOPED BEAD

Selectaglaze reserves the right to change specifications without prior notice

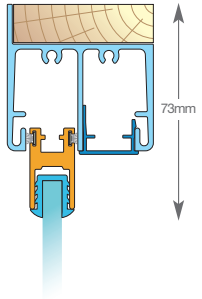
8.0 APPENDIX 3 – Selectaglaze Secondary Glazing Data Sheets

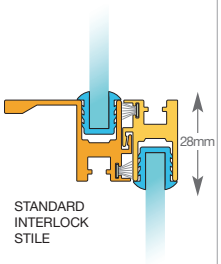
selectaglaze

VERTICAL SLIDING

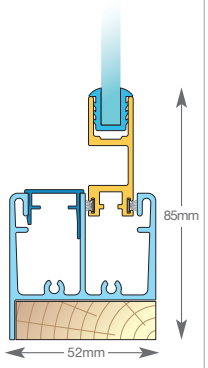
Series 25
MID-RANGE

HEAD DETAIL





STANDARD INTERLOCK STILE



CILL DETAIL

Drawings not to scale

Design concept

- *A robust mid-range vertical sliding system able to take thicker glass and provide improved security*
- *Sashes contra slide to allow access for cleaning and can be detached from the spring balances by specialists*
- *Accredited to Secured by Design*
- *Frames may be cloaked with timber if required (work by others)*
- *A minimum 75mm gap between the inner and outer window is recommended to assist with access to the outer window catch and for cleaning*

Design Features

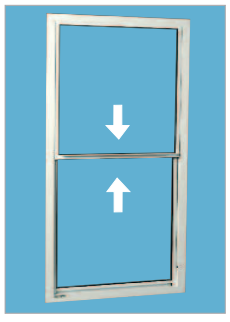
- The sashes are orientated to provide easy access to the operating handles
- Twin brush seals ensure high sealing efficiency
- Slim 28mm wide interlock stile
- Fixings concealed within the frame - trims not required
- Frames may be linked with a colour matched aluminium transom/mullion section

Size Guidelines

- Maximum area dictated by 31Kg balance capacity per sash
- Maximum sash dimension 1500mm (width or height)
- Minimum sash dimension 400mm (width or height)
- Sash height to width ratio should not normally exceed 1:3

Frames over 2.5M (h) may require extended stops

Fitch Catch lock option



OPTIONS

Glazing:

- 4mm to 8.4mm

Frame:

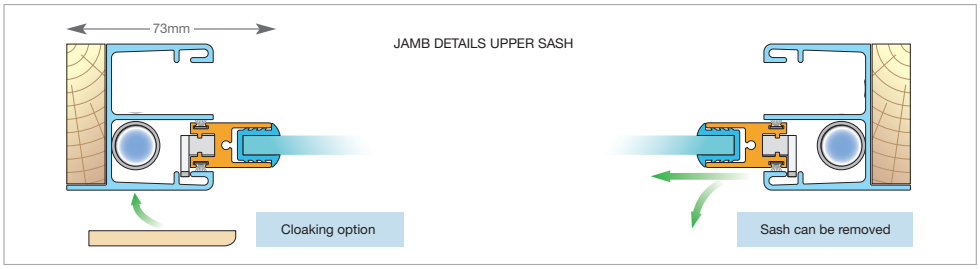
- Frames may be cloaked in timber (work by others)

Locking:

- Standard fitch catch - white
- SBD fitch catch - white (2 required per window)

Catch colour options - black, chrome, gold, brushed steel

Windows with unequal sized sashes will have restricted opening capacity and this will affect access to external window catches.



Selectaglaze reserves the right to change specifications without prior notice

www.selectaglaze.co.uk

Tel: 01727 837271 e-mail: enquiries@selectaglaze.co.uk

Ref: S25 (09/14)