



Method Statement

Rear Extension – removal and reinstatement of existing arched timber window

15 Fitzroy Square

London

W1T 6EF

24th August 2017

As part of our contract works at the above property, we are required to carefully remove the existing arched sash window on the 2nd floor landing and reinstall it within the new rear extension wall.

In order to do this we will follow this sequence:

- remove the sash beads, taking care not to split the timber
- remove the glazed sash window panes, top and bottom
- locate the original fixings and unscrew them from the surrounding brickwork. (If the fixings cannot be unscrewed, local bricks will be removed and carefully reinstated in their original locations.)
- remove the arched frame as a whole
- protect and store flat to avoid warping and damage
- install the original frame in the new location, using existing fixing holes wherever possible
- prepare and decorate the window using a suitable exterior specification paint, to match the other external windows

Please do not hesitate to contact me should you require any further information.

Matt Elms

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