

Victoria House –Listed Building Consent 2020/0798/L

Condition 4: Method Statement for the removal of plant room windows and safe storage

Background

This method statement has been written as required by Condition 4 of the Listed Building Consent 2020/0798/L, to ensure the windows are carefully removed and stored for the future.

PRIOR TO REMOVAL OF WINDOWS

- 1) A Competent and experienced site supervisor will be appointed to manage and oversee the works who is aware of the contents of this document.
- 2) All operatives are to receive information and instruction on the content of this method statement prior to the works being undertaken.
- 3) All operatives will have suitable and sufficient training in the use of the equipment needed to remove the windows and make good the brickwork openings.
- 4) Before the windows are removed, they will be carefully recorded and labelled to ensure that they can go back in the correct positions.

SEQUENCE OF OPERATION

- 5) The work area will be surveyed prior to being carried out to ensure the method of removal will be suitable for the actual windows and ensure no damage to the frames.
- 6) All putty and mortar forming the interface between the windows and brickwork will be removed with hand-tools to allow clear access and visibility of the window fixings.
- 7) The window fixings will be removed carefully using hand-tools, and the windows supported throughout to ensure no damage occurs.
- 8) When the fixings are removed, the windows will be removed by hand to avoid any potential damage from lifting equipment and protective wrapping will be put in place.

SAFE STORAGE

- 9) The Windows will be carried by hand to safe storage in the basement and clearly marked as being required to be kept safe and secure for the future.
- 10) The room the windows will be stored in will be a secure and dry room accessible only to the Building Management team, and the windows marked as fragile to keep them safe and undamaged for the long-term.