

**Listed Building Consent Application: 09.01.2024**

**Job Number: 278**

**Job Name: Replacement Windows at Stables Cottage, Brae Street, Dunkeld PH8 0BA**

**Document: Schedule of Works**

**Date: 09.02.2024**

**Provide the following pre-construction:**

- Principle contractor risk assessments and method statements.
- Principle contractor pre-construction Health & Safety Plan.
- Scaffold design
- Programme of works.

**Provide the following during construction:**

- Principle contractor Construction Plan.
- Weekly signed scaffold inspection.
- Safe storage of materials.
- Signage indicating construction site.
- Welfare facilities should be provided.

**The Works**

**General**

Prior to the commencement of work the sizes, type and condition of all windows should be checked both against the survey sizes and types and against the actual aperture sizes.

At the request of the installer, prior to the commencement of the work, the customer should be given adequate notice to remove any furniture, fixtures or fittings that may otherwise be damaged during the installation.

The installer is responsible for both internal and external protection of the property during the installation work.

Floor coverings should be protected and care afforded to decorations and

furnishings.

Reasonable steps should be taken to minimise any damage to adjacent reveals. Wherever possible, the installer should install and seal the new windows on the same day that the existing windows are removed, to maintain security and weather tightness of the building. If this is not possible, an alternative arrangement for security and weather tightness should be agreed in advance between installer and client.

The existing windows should be removed with care to avoid unnecessary damage to the building structure and its finishing's and without permitting any subsidence of the superstructure during or after the installation procedure.

Any electrical or specialist items, such as television aerials or telephone wires should be re-routed around the frame of the window. Where this is not feasible, then alternatives should be agreed with the customer. The appropriate service provider should be employed where necessary.

Before the removal of existing windows is started, a risk assessment should be carried out.

Appropriate protective equipment should be worn at all times and any nonessential personnel should be excluded from the immediate area.

Safe removal of putty-glazed fixed lights is imperative. This should preferably be carried out by removing the putty, glazing sprigs, beads or fixing nails and removing the glazing intact. Alternatively, the glass should be carefully broken, so that the fragments are on the outside of the structure.

It is good practice to run a sharp knife between the inside face of the frame and the adjoining plaster, to minimise damage to the plaster when the frame is removed.

Opening casements should be removed first, complete with their glass, by levering the screws from the frames, by unscrewing the hinges, or by cutting through the hinges.

After removal of the casements and fixed light glazing, any mullions and transoms should be cut through and removed from the outer frame of the window.

If the frame fixing nails or screws cannot be found and removed, it will be necessary to cut through the outer frame at an angle which will allow it to be carefully levered from the surrounding aperture - in the plane of the window - so as to cause the minimum of damage to the aperture.

Most box-sash windows pre-date cavity walls, and are built into the internal

reveals of solid brickwork. The sashes can be removed fully glazed.

- a. Remove the mitred beading from around the frame.
- b. Carefully cut the sash cords to release and lower the weights.
- c. Remove the bottom sash, take off the parting bead and then take out the top sash.
- d. Cut the outer frame from the aperture, leaving the horns in the structure.
- e. Remove the counterweight from the sash box.
- f. Remove the sub-sill, if this is not part of the outer frame.

## **Installation**

When replacing a box sash window into the original check reveal, the window should be fitted from the inside, with the outer frame hidden behind the brickwork.

Packing should be placed at the ends of the sill to transfer the weight of the replacement sash window into the structure without bowing the sill member. A bowed sill will result in the hardware not engaging.

It is essential that the window be fitted level, without twist and with parallel jambs. Jambs bowing outward will make the sash window draughty, and jambs bowing inwards will mean that the sashes will be excessively tight to slide, and will probably not tilt inwards for cleaning (if that option is present).

Timber wedges and sand mastic should be used to fix the windows in position and NOT expanding foam.

Glazing All glazing should conform to the recommendations given in the relevant part of BS 6262 and in BS 8000-7. In addition, any glass or insulating glass unit manufacturer's instructions should be followed.

All insulating glass units should be examined for damage prior to installation and defective units should not be used.

Insulating glass units incorporating safety glass should be oriented with the safety glass on the appropriate side.

It is a legal requirement that the marking on the safety glass remains visible after installation.

Insulating glass units with low emissivity coatings should be oriented in accordance with the manufacturer's instructions. Failure to do so can render the coating less effective.

Many windows are delivered ready-glazed. Alternatively, they can be supplied with glass units and pre-formed glazing gaskets to be applied on site in accordance with the manufacturer's instructions.

The manufacturer's instructions should be followed. Insulating glass units should be installed in accordance with BS 8000-7, requiring, where appropriate, the correct use of setting and location blocks, distance pieces, frame to glass and bead to glass gaskets, bead to frame air seals, corner sealing blocks, beads and bead end caps, and bedding and capping sealants.

Debris or contaminants should be removed and any drainage paths should be cleared.

Internal reveals should be made good as agreed, ready for the purchaser to redecorate if necessary.

Any materials such as trims or sealant should not be applied on top of loose material.

Protective tapes should be removed as soon as practicable, as ageing of tapes can cause difficulties in removal. Refer to the manufacturer's guidance.

Sand and cement should not be used to fill the gap between the outer frame and the substrate except to windows in stone surrounds or interior fair-faced brick and concrete.

Where the replacement product has a smaller front to back dimension than the original, there might be a mastic and/or paint line visible on the substrate which should be removed as much as practicable or covered with a trim.

The method of, and responsibility for, repair to any render should be as agreed with the purchaser. Sealing The purpose of perimeter sealants is to repel water and prevent air leakage in the face of differential movement between the aperture and the window. Suitable sealants exhibit and retain flexibility.

Sealants should be compatible with the frame, substrate and other materials with which it may come into contact.

The presence of old oil-based mastics and bituminous DPC's can adversely affect the behaviour or appearance of otherwise correctly specified and applied sealants through the migration of hydrocarbons to the surface of the new sealants.

Consequent photo-oxidation of the migrant products can affect sealant performance and produce discoloration. This risk should be avoided by removal of unwanted mastic and by keeping sealant away from DPC's.

Perimeter joints should be sealed on both the outside and the inside, with a sealant appropriate to:

- the frame surfaces
- the substrate material
- joint size and configuration

- anticipated joint movement
- anticipated exposure to weather.

In situations where sealants rely upon atmospheric moisture to initiate curing, deep filling ie. over 6mm, should be avoided.

The sealant should be applied against a firm backing e.g. foamed PE rod, so that it is forced against the sides of the joint during application. To avoid failure in service, the sealant should not adhere to the backing because this would restrict the lateral movement of the joint. This can be achieved through the use of a closed-cell foam strip such as a polyethylene foam tube.

Wherever practicable, an insulating fill should be inserted or injected around the full perimeter of the frame, between the frame and the structural opening. Any such insulation should be sufficiently flexible that it does not interfere with any expansion and contraction of the frame.

After installation a final inspection should be carried out, preferably accompanied by the purchaser, to ensure that the installation is fully in accordance with the surveyor's and manufacturer's instructions and that the products operate correctly.

The purchaser should be made aware of the method of operation, locking and unlocking and fire egress. Written operating and maintenance instructions should be provided. Ideally, all occupants of a household, other than small children, should carry out the operation of the windows, particularly the operation of safety restrictors and their release for egress, in order to identify any difficulties any occupant might have and to agree remedies. Where it is not possible to pass the instructions directly to the occupant, then it is the responsibility of the purchaser to ensure that the instructions are passed on. In addition, it is good practice to have the purchaser or purchaser's designated representative sign off the installation after the inspection has been passed.