

Refurbishment Method Statements, External Openings

The below information has been extracted from the MAKE Stage 4 – Architectural Specification. For ease and simplicity of the reader, only relevant information has been submitted in relation to the sign-off on Condition 10 for the Broadway Annex.

External Doors

Type ALT-501 Repairs to Door

Repairs to existing externally-located timber doors.

- a) Door leaf and frame:
 - i) Co-ordinate with the Services Consultant to identify and safely isolate any wireways within the door assembly which form part of a fire or intruder alarm system and arrange any temporary provision necessary for the integrity of the portal during the execution of the Works.
 - ii) Remove any discernibly rotting timber back to the point of sound material, infilling gouges or cracks with a proprietary two pack synthetic exterior grade filler or, for larger defects, by means of carefully piecing-in new material and infilling around the implant.
 - iii) The aforementioned survey report will identify any door which, in the opinion of the specialist sub-contractor, is beyond repair and therefore in need of replacement.
 - iv) Remove existing paint coatings back to bare timber and prime with an exterior quality acrylic latex or alkyd based product.
 - v) Routinely replace all perimeter seals.
 - vi) Ensure (where they were present previously) that water bars are reinstated and are levelled to be effective.
 - vii) Where the door is not aligned correctly within the frame, remove, adjust as necessary and re-hang realigning keeps and striking plates as necessary.
- b) Hardware/ironmongery:
 - i) Overhaul and lubricate hinges, replacing missing screws.
 - ii) Check and overhaul all locking devices including (where present and not limited to) mortice locks, digital locks, flush bolts, barrel bolts and escape hardware.
 - iii) Overhaul door-closing devices.
 - iv) Upgrade to access control requirement as shown on the Door Schedule.
 - v) Reinstall door stops and buffers.
- c) Finish: Refer to PT-201.

ALT-503 Repairs to Door

Repairs to existing external glazed timber doors.

- a) Co-ordinate with the Services Consultant to identify and safely isolate any wireways within the door system which may form part of an intruder alarm system and arrange any temporary provision necessary for the integrity of the fenestration during the execution of the Works.
- b) Remove any discernibly rotting timber back to the point of sound material, infilling gouges or cracks with a proprietary two pack synthetic exterior grade filler or, for larger defects, by means of carefully piecing-in new material and infilling around the implant.
- c) The works to the door timber are deemed to include any associated side and overpanels exterior sills/thresholds, interior architraves and trims.
- d) Remove existing paint coatings back to bare timber and prime with an exterior quality acrylic latex or alkyd based product.
- e) Remove and re-bed any loose/rattling glass units, hacking out all dilapidated glazing compound.
- f) Replace cracked or defective glass units.

- g) Ironmongery:
 - i) Overhaul and lubricate hinges, replacing screws where missing.
 - ii) Overhaul/lubricate door closing devices, replacing missing or damaged components.
 - iii) Check lock barrels and lock cases, lubricate and realign as necessary.
 - iv) Overhaul surface furniture (including signage) and replace any missing or irreparable elements with 'like to like' fittings.
- h) Routinely renew weather/ draught sealing.
- i) Finish: Refer to PT-201

PT-210 External Timber Finish - Site Applied

Exterior timber paint regime to both new and existing refurbished timber.

- a) Manufacturer: AkzoNobel, or acceptable equivalent.
- b) Reference: Dulux Trade Weathershield Quick Dry Exterior Satin.
- c) Colour: To be confirmed.
- d) Preparation:
 - i) Surfaces to be painted are to be sound, clean and dry.
 - ii) Remove all loose and defective coatings, if necessary stripping back to bare wood.
 - iii) Remove and treat any mould, algae, lichen or moss with Weathershield Multi-Surface Fungicidal Wash.
 - iv) Remove defective glazing material, clean the rebates and any loose or open joints.
 - v) Replace any rotten wood and troublesome knots with new timber.
 - vi) Thoroughly rub down previously painted surfaces, using 'wet flatting' methods where possible, then wipe off with a damp, lint-free cloth.
 - vii) Apply one or two coats of an appropriate knotting solution to treat any remaining knots in wood.
 - viii) Prime all new or bare wood with two coats of Weathershield Preservative Primer+ (BP), including any new or replacement beading.
- e) Initial coat(s): Two coats of the appropriate coloured Weathershield Quick Dry Exterior Undercoat to comply with the manufacturer's recommendations.
- f) Finishing coat(s): One full coat of Dulux Trade Weathershield Quick Dry Exterior Satin.
- g) Application: By brush only.

External Windows

ALT-502 Repairs to Window

Repairs to existing timber windows.

- a) Co-ordinate with the Services Consultant to identify and safely isolate any wireways within the window system which may form part of an intruder alarm system and arrange any temporary provision necessary for the integrity of the fenestration during the execution of the Works.
- b) Remove any discernibly rotting timber back to the point of sound material, infilling gouges or cracks with a proprietary two pack synthetic exterior grade filler or, for larger defects, by means of carefully piecing-in new material and infilling around the implant.
- c) The works to the window timber are deemed to include exterior sills and interior window boards and, where applicable, timber reveal linings.
- d) Remove existing paint coatings back to bare timber and prime with an exterior quality acrylic latex or alkyd based product.
- e) Remove and re-bed any loose/rattling glass units, hacking out all dilapidated glazing compound.
- f) Replace cracked or defective glass units.
- g) Ease any sashes/casements presenting as resistant to normal opening.

- h) Replace any missing or defective window ironmongery.
- i) Routinely renew weather/draught sealing.
- j) Finish: Refer to PT-201.

PT-201 External Timber Finish - Site Applied

Exterior timber paint regime to both new and existing refurbished timber.

- a) Manufacturer: AkzoNobel, or acceptable equivalent.
- b) Reference: Dulux Trade Weathershield Quick Dry Exterior Satin.
- c) Colour: To be confirmed.
- d) Preparation:
 - i) Surfaces to be painted are to be sound, clean and dry.
 - ii) Remove all loose and defective coatings, if necessary stripping back to bare wood.
 - iii) Remove and treat any mould, algae, lichen or moss with Weathershield Multi-Surface Fungicidal Wash.
 - iv) Remove defective glazing material, clean the rebates and any loose or open joints.
 - v) Replace any rotten wood and troublesome knots with new timber.
 - vi) Thoroughly rub down previously painted surfaces, using 'wet flattening' methods where possible, then wipe off with a damp, lint-free cloth.
 - vii) Apply one or two coats of an appropriate knotting solution to treat any remaining knots in wood.
 - viii) Prime all new or bare wood with two coats of Weathershield Preservative Primer+ (BP), including any new or replacement beading.
- e) Initial coat(s): Two coats of the appropriate coloured Weathershield Quick Dry Exterior Undercoat to comply with the manufacturer's recommendations.
- f) Finishing coat(s): One full coat of Dulux Trade Weathershield Quick Dry Exterior Satin.
- g) Application: By brush only.

ALT-781 Alteration to Existing Timber Rooflight

Adapt existing glazed timber rooflight to accommodate AOV (Type DRS-605 described in Section

L20E of the Architectural Specification) as part of the refurbishment required for the performance integrity.

- a) Carry out an outline level condition survey of the rooflight including the measures necessary to ensure it is structural sound, thermally adequate and weather resistant.
- b) Deglaze existing glass substance and evacuate all redundant glazing compound.
- c) Replace any defective timber elements.
- d) Modify the framework as necessary to accommodate the new AOV including fabricating as a single element unit with mock glazing bars to match the aesthetic of the fixed glazing sections.
- e) Where a thermal improvement is required, replace glazing with new thermally performing glazing units.
- f) Coordinating with the Services Engineer, install the AOV.
- g) Reinstate paint finish to replicate the original condition both internally and

externally.

ALT-803 Repairs to Metal Window

Refurbishment of existing retained Crittal style steel windows.

- a) The works to include (but not be limited to) single glazed fixed light and casement windows.
- b) Surface decoration to be carried out in accordance with Society for the Protection of Ancient Buildings (SPAB) recommendations for any windows within the demise of the Grade II* listed works.
- c) The works to include the following specific operations:

- i) Servicing, easing and adjusting opening window(s) and/or door(s):
 - Service, ease and adjust metal opening casement(s) and/or door(s), remove excess paint from closing edges to obtain correct closure and minimise gaps around windows.
 - Ease, adjust and lubricate hinges, pivots and fittings to attain the best possible mechanical workings of the unit. Any externally exposed parts of the window that have been taken back to bare steel to be coated in a rust inhibiting / neutralising primer paint for temporary protection prior to commencement of site decoration.
- ii) Silicone draught-proofing of existing opening windows:
 - Draught-proof steel windows that are not designed to accept modern weatherstripping.
 - Clean and prepare fixed and opening edges of window including application of quick-drying primer for adhesion of silicone to fixed edge (not required if windows newly painted).
 - Apply low-tack tape to opening edges.
 - Gun apply silicone sealant (of appropriate colour) onto fixed edges and provide warning sticker (removable) to glass. Close window for 48 hours minimum to allow sealant to set.
 - Remove tape, excess sealant and warning sticker following expiration of the stipulated period.
- iii) Remedial measures to deep-set rust repair treatment:
 - Rake out rust to best possible steel.
 - bend back any deformed steel sections to original form as far as practicable.
 - Coat all exposed surfaces of repair with a rust inhibiting / neutralising primer paint.
 - Over-fill the repair hole with a metal filler or chemical metal depending on repair size ready for later rubbing down, preparation and redecoration by others upon completion.
- iv) Replacement / new ironmongery:
 - Retention, refurbishment and reuse of all original window ironmongery, whether it is those presently in situ on the window or spares located within the building.
 - Replace any defective or missing ironmongery with replica fittings and supply and fix new replica ironmongery as required.
 - All replacement ironmongery to be as close a match to existing as possible.
 - All new ironmongery to match existing pattern as closely as possible.
- v) Re-glazing:
 - Hack out broken or cracked panes of glass.
 - Rake out all old glazing putties/mastics.
 - Carefully remove any existing beads (where they can be re-used) and treat signs of rust within the glazing rebate.
 - Scrape off rust and treat with coat of rust neutralising / inhibiting primer paint.
 - Supply new replacement glass and re-glaze into rebates.
 - The glass substance to be confirmed following recommendations from the specialist subcontractor.
 - For those units subject to putty glazing, the putty to be sealed by site decoration after approximately 2 weeks (to allow putties to "skin" over).
 - Clean glass to within 12mm of putty lines.
- vi) Replacement of individual lead light panes:
 - Hack out individual broken pane(s) of glass from within existing lead light(s), and rake out old cement and carefully release lead comes.
 - Supply new pane of glass as specified and re-glaze into existing lead comes, re-dressing lead over perimeters.

vii) Replacement of existing defective glazing putty:

- Rake off glazing putties that are defective ("defective" putties are classed as glazing putties that allow water to penetrate the seal and make contact with the unprotected steel surfaces beneath, i.e. that have cracks in their surface or that have hardened and fallen off). Clean off any residual mastics as part of this operation.
- Treat surface of steel glazing rebate below with a coat of rust neutralising / inhibiting primer paint, allowing time to dry, and re-apply new non-setting metal casement putty (natural coloured). This is to be allowed to "skin" over and then decorate (by others) to seal the surface. Decoration should not take place before 2 weeks has elapsed.

viii) Decoration:

- The windows to be primed as part of the remedial works using red lead and/or zinc-oxide base primers - Specialist to make proposals.