

APPENDIX B

WINDOW REPAIR METHOD STATEMENT

INTRODUCTION

A Method Statement for redecorating timber frame windows in a listed building must prioritize the preservation of the historic fabric while achieving a durable finish. This statement focuses on minimal intervention and using appropriate materials.

INITIAL ASSESSMENT & PREPARATION

Inspection: Conduct a thorough inspection to identify all areas of decay, broken putty, loose glazing, and existing paint condition. Photograph all windows before work commences.

Protection: Erect scaffolding and netting as required. Protect surrounding areas (masonry, sills, and internal finishes) using plastic sheeting and dust sheets. Install necessary warning signs.

Glazing Check: Check all glass panes. Where glazing is cracked or loose, carefully remove the pane (documenting its position) and store safely for re-installment.

PAINT STRIPPING

Strategy: Utilize the least aggressive method possible to remove failing paint back to a sound base or bare wood, avoiding damage to the timber profile.

Techniques: Hand Scraping/Sanding: Use fine-grade sandpaper (e.g., P80 to P120) and sharp, hand-held scrapers to remove loose and flaking paint. Avoid power sanding, especially near delicate moldings.

Chemical Strippers (Use with Caution): If thick, multiple paint layers require removal, use a non-caustic, heritage-approved chemical stripper (e.g., poultice-type) with a neutral pH and minimal solvents. Apply strictly according to manufacturer instructions, allow time to work, and remove carefully with a plastic tool.

Lead Paint: If lead paint is suspected, adhere to all local health and safety regulations, using P3 respiratory protection and wetting the surface before stripping to minimize dust. Dispose of waste as hazardous material.

TIMBER REPAIR & PUTTYWORK

Timber Defects: Rake out rot and decayed timber. Apply a fungicidal treatment as required. Minor repairs should use an appropriate, reversible two-part wood filler. For larger areas, splice in new timber of the same species, profile, and moisture content, avoiding synthetic repairs.

Glazing: Carefully replace all missing or defective putty. Use a traditional linseed oil-based putty to match the existing profile and allow the required curing time (typically 7-14 days minimum before painting). Re-glaze any panes removed in Step 1.

Preparation: Lightly sand all bare timber and filled areas with fine paper (e.g., P180). Dust down thoroughly.

REDECORATION

Materials: Use a traditional, micro-porous paint system (e.g., good quality solvent-borne or modern water-based microporous exterior trim paint) that allows the timber to breathe, minimizing the risk of future paint failure and rot.

Application:

Primer: Apply one coat of appropriate primer (e.g., aluminium primer for bare timber knots, or a general-purpose wood primer) to all bare wood and putty.

Undercoat: Apply one coat of undercoat. Allow adequate drying time between coats.

Topcoats: Apply two coats of the specified finish (topcoat) in the approved colour, ensuring complete coverage, especially on the bottom rails and joints. Keep the paint line neat on the glass by slightly lapping the paint onto the putty edge to create a protective seal.

HANDOVER

Final Check: Inspect the finished work for full paint coverage, sharp sightlines, and smooth operation of the sash/casement.

Clean Up: Remove all protective sheeting and dispose of waste materials appropriately, including hazardous waste (paint chips/dust) in sealed containers.

Documentation: Provide the client with records of the materials used (manufacturer/product name) and the maintenance schedule.

Note: All work must be carried out in strict accordance with the Listed Building Consent (LBC) granted by the Local Planning Authority and using approved materials only.