

Window and door repair and refurbishment methodology for change of use of existing offices (Use Class B1) to 9 apartments (Use Class C3) with internal and external alterations at 18-20 St Mary's Place, Bury, BL9 0DZ

Ref; 22/1289/305 – Window and door methodology

1. Introduction

- 1.1 This window and door repair and refurbishment methodology is provided to demonstrate compliance with condition 3 of Listed Building Consent ref: 69418.

Condition 3;

“Prior to any works commencing externally on the building, a window and door repair and refurbishment methodology shall be submitted to and approved in writing by the Local Planning Authority. The methodology shall include details of the repair/refurbishment of windows, doors, architraves and linings, the colour of paint to be used, the ironmongery suitable to the character of the doors and windows. The details shall also include the replacement of any PVC architraves and linings with timber, the details of which shall be submitted to and agreed in writing by the Local Planning Authority.

Prior to occupation of any of the apartments the approved details shall be implemented in full.

Reason. In order to preserve the special architectural or historic interest of the building, in accordance with Policy EN2/3 - 'Listed Buildings' of the Bury Unitary Development Plan and the National Planning Policy Framework”.

- 1.2 Existing and proposed floor plans are provided with reference numbers for the individual doors and windows.

2.0 Schedule of window construction, condition and repair

2.1 Window construction

- 2.2 There are timber frame singles glazed fanlight windows above the two entrance doors that have leaded glass and may be original items.
- 2.3 The remaining windows are replacement timber frames with double glazed units that appear to have been installed in circa 2003 (Listed Building consent ref; 03/40360 granted in 2003 for external refurbishment of the building including replacement windows and doors).
- 2.4 The windows are painted externally and internally (white paint). Double glazed units are incorporated into the timber frames (16mm air gap), fixed with timber beadings painted white.

2.5 Window type/operation - (Window type 1 – sliding sash opening)

2.5.1 Internal description/condition

- In general the windows to the front elevations are sliding sash operation with opening lights to the bottom sash.
- Units are modern day replacement for sliding sash windows (circa 2003). Bottom sash is opener, top sash is fixed.
- Timber frame painted white with double glazed units (16mm air gap between units). 8 and 8 glazing pane pattern. No blown double glazed units & double glazed units appear to be satisfactory for continued use.
- Brass plated D rings and sash catches.
- Internal timber beadings to glazed units.
- Plastic architrave to window reveals (to windows W1, W4, W21, W22, W23, W24).
- Internal timbers are in a sound condition with no significant defects. Opener is seized or fixed shut. Windows require redecoration and servicing.
- Cill boards are timber bull nose profile painted white.



Internal view of Type 1 window
– WT1

2.5.2 External description/condition

- Externally the timbers are generally in a sound condition but there is some minor softness to the window cills and timber glazing beads. Sealant is applied to glazed units and timber glazing beads are painted (white).



External view of Type 1 window –
WT1

2.6 Window type/operation - (Window type 2 – single glazed fanlights)

2.6.1 Internal description/condition

- Single glazed fanlights located above the main entrance door (No.20), and redundant entrance door (No.18). Timber frame painted (white) incorporating single glazed leaded glass.
- Internal timbers in satisfactory condition, no signs of rot.
- Internal timber beadings to glazed units painted (white).
- Internal timbers are in a sound condition with no significant defects.



Internal view of fanlight – WT2

2.6.2 External description/condition

Externally the timbers are generally in a sound condition but now require redecoration to prevent deterioration. Sealant is applied to glazed units and timber glazing beads are painted (white).



External view of fanlight – WT2

2.7 Window type/operation - (Window type 3 – bottom hinged opening)

2.1.1 Internal description/condition

- To the side and rear elevations the opening lights are to the bottom sash and are bottom hinged.
- Units are modern day replacement for sliding sash windows (circa 2003).
- Bottom sash is opener, and are hinged at the base of the window frame.
- Timber frame painted white with double glazed units (16mm air gap between units). 2 and 2 glazing pane pattern.
- No blown double glazed units & double glazed units appear to be satisfactory for continued use.
- Nickel sash catches and stays.
- Internal timber beadings to glazed units painted (white).
- No architraves or lining boards to window reveals (plaster wall finish – painted).
- Internal timbers are in a sound condition with no significant defects. Openers are seized or fixed shut. Windows require redecoration and servicing.



Internal view of Type 3 window
– WT3

2.7.1 External description/condition

- Externally the timbers are generally in a sound condition but there is some minor softness to the window cills and timber glazing beads. Sealant is applied to glazed units and timber glazing beads are painted (white).



External view of type 3 window – WT3

2.8 Proposed repair and redecoration of windows

2.9 Preparation of window frames

- Remove defective loose/detached/flaking existing paint coatings by chemical methods and or rubbing down with abrasive papers back to bare timber.
- Sound, well adhered existing paint coatings to be retained. Edges to be rubbed down to a feather edge to remove edges.

2.10 Existing linings & architraves

- PCV architraves to be removed to windows (W1, W4, W21, W22, W23, W24) and replaced with timber architraves – to be 75x25mm Ovolo profile.

2.11 Sash window repair and servicing

- Carefully ease the lower sashes by removing sealants and breaking existing paint seals, without causing damage to timber components, to allow the sashes to move up and down freely.
- Check the operation of the lower sashes to ensure they are balanced correctly.
- Check the condition of the existing sash cords and their fixings to the upper and lower sashes and the corresponding weights.
- Adjust the existing sash weights where required or replace the existing with new weights to ensure the upper and lower sashes are balanced correctly and move up and down freely and smoothly.
- Carefully remove existing 'D' ring pull handles and sash catches and set aside for reuse.
- Thoroughly rub-down all previously painted timber components to the upper and lower sashes to prepare surfaces for decoration.
- Carryout localised/individual joinery repairs to existing timber components to replace wood rot and make good defective joints using traditional joinery techniques. Any new replacement timber sections are to match existing and are to be pre-treated. Ensure the meeting rails are in-line and meet correctly.
- Prepare all previously painted timber surfaces components. Knot, prime and stop any bare timber.
- Repair/make good or renew existing glazing putties with new natural linseed oil putty finished/pointed with a 45 degree filler.

2.12 Decoration

- Apply new Dulux Trade Weathershield solvent/oil paint system with a gloss finish (brilliant white) in accordance with the manufacturer's recommendations. Ensure that the painted finish does not impede the operation of the sliding sashes and hinged opening lights.

2.13 Ironmongery

- Re-fix the existing 'D' ring handles and sash catches in their former position.
- Supply and fix new through sash locks (2No. per each pair of upper and lower sashes), finish to be antique brass.

Table 1.1 - Window schedule

Window ref:	Window type	Opening type/direction	Comments (in addition to standard repair/re-decoration treatment)	
Ground floor - front elevation				
W1	Type 1	bottom opener/sliding	Internal security grilles to be removed. PVC architraves to be replaced with timber 75x25mm Ovolo profile. Secondary glazing to be incorporated, aluminium frame and standard 6mm plate glass. Secondary glazing to be incorporated, aluminium frame and standard 6mm plate glass. Internal security grilles to be removed. PVC architraves to be replaced with timber 75x25mm Ovolo profile.	
W2	Type 2	fanlight		
W3	Type 2	fanlight		
W4	Type 1	bottom opener/sliding		
Ground floor - side elevation (north)				
W5	Type 3	bottom opener/hinged	Existing door (D3) adapted to new timber sliding sash windows. Existing door (D3) adapted to new timber sliding sash windows.	
W6	Type 3	bottom opener/hinged		
W7	Type 3	bottom opener/hinged		
W8	Type 3	bottom opener/hinged		
W9	Type 3	bottom opener/hinged		
W10	Type 3	bottom opener/hinged		
W11	Type 3	bottom opener/hinged		
W12	Type 3	bottom opener/hinged		
W13	Type 3	bottom opener/hinged		
W14	Type 3	bottom opener/hinged		
Ground floor - rear elevation				
W15	Type 3	bottom opener/hinged		
W19	Type 3	bottom opener/hinged		
W20	Type 3	bottom opener/hinged		
Ground floor - side elevation (south)				
W16	Type 3	bottom opener/hinged	Existing window to be removed & opening adapted to form new communal door (D7).	
W17	Type 3	bottom opener/hinged		
W18	Type 3	bottom opener/hinged		

Table 1.1 Window schedule (continued)

Window ref:	Window type	Opening type/direction	Comments (in addition to standard repair/re-decoration treatment)
First floor - front elevation			
W21	Type 1	bottom opener/sliding	PVC architraves to be replaced with timber 75x25mm Ovolo profile.
W22	Type 1	bottom opener/sliding	PVC architraves to be replaced with timber 75x25mm Ovolo profile.
W23	Type 1	bottom opener/sliding	PVC architraves to be replaced with timber 75x25mm Ovolo profile.
W24	Type 1	bottom opener/sliding	PVC architraves to be replaced with timber 75x25mm Ovolo profile.
First floor - side elevation (north)			
W25	Type 3	bottom opener/hinged	
W26	Type 3	bottom opener/hinged	
W27	Type 3	bottom opener/hinged	
W28	Type 3	bottom opener/hinged	
W29	Type 3	bottom opener/hinged	
W30	Type 3	bottom opener/hinged	
W31	Type 3	bottom opener/hinged	
W32	Type 3	bottom opener/hinged	
W33	Type 3	bottom opener/hinged	Existing door (D8) adapted to new timber sliding sash window.
W34	Type 3	bottom opener/hinged	
First floor - rear elevation			
W35	Type 3	bottom opener/hinged	
W36	Type 3	bottom opener/hinged	
W42	Type 3	bottom opener/hinged	
First floor - side elevation (south)			
W37	Type 3	bottom opener/hinged	
W38	Type 3	bottom opener/hinged	
W39	Type 3	bottom opener/hinged	
W40	Type 3	bottom opener/hinged	
W41	Type 3	bottom opener/hinged	

3.0 – Schedule of door construction, condition and repair

3.1 Door construction

- To the front elevation the two entrance doors are solid panel doors with mouldings fixed within timber frames (Door Type – DT1). To the sides of these doors there are pilasters with base, shaft, and capital features and timber architrave and cornice over the door heads.
- The remaining doors are timber replacement doors likely to have been installed circa 2003 and are generally unsympathetic replacements of little value (Door Type – DT2).

3.2 Door type – DT1 (traditional feature doors)

- Timber door panel and frame are generally in a good condition.
- Some impact damage to edges.
- Existing paint finish is deteriorating with fracture cracks and peeling paint.



External view of communal
entrance door (D1)



External view of redundant
entrance door (D2)

3.3 Door type – DT2 (replacement solid panel doors)

- Replacement items (likely circa 2003) generally comprising timber frame and panel construction.

- Timber door panels and frames are generally satisfactory and without significant areas of rot. Painted finish to doors (black) and frames (white).
- Areas of fracture cracks to paint finish and flaking paint.
- Door D6 is half glazed and is proposed to be replaced with new moulded 4 panel hardwood door.



Timber door and frame (D3)



Timber door and frame (D5)



Timber door and frame (D6)

3.4 Proposed repair and redecoration of external doors

3.5 Preparation of door panels, frames, pilasters and architrave

- Remove defective loose/detached/flaking existing paint coatings by chemical methods and or rubbing down with abrasive papers back to bare timber.
- Sound, well adhered existing paint coatings to be retained. Edges to be rubbed down to a feather edge to remove edges.
- Carefully remove the existing ironmongery and set aside for reuse.
- Thoroughly rub-down all previously painted timber components to prepare surfaces for decoration.
- Carryout localised/individual joinery repairs to existing timber components to replace wood rot and make good defective joints using traditional joinery techniques. Any new replacement timber sections are to match existing and are to be pre-treated.
- Prepare all previously painted timber surfaces components. Knot, prime and stop any bare timber.

3.6 Decoration

Door type D1 (traditional feature doors)

- Apply new Dulux Trade Weathershield solvent/oil paint system with a gloss finish in accordance with the manufacturer's recommendations (existing colour scheme to be maintained - black to main door panel, brilliant white to moulding detail and frames). Ensure that the painted finish does not impede the operation of the communal door to No.20 (door to No.18 will be fixed and will not be operational).

Door type D2 (replacement solid panel doors)

- Apply new Dulux Trade Weathershield solvent/oil paint system with a gloss finish in accordance with the manufacturer's recommendations (existing colour scheme to be maintained - black to main door panel, brilliant white to frames). Ensure that the painted finish does not impede the operation of the doors.

3.7 Ironmongery

- Refix existing ironmongery including letter plate and lever handles or if required replace with similar fittings in polished brass finish (D1 and D2).
- New 'CISA' type lock to be installed to communal door panel and frames (D2, D3, D7) with polished brass cylinder to allow doors to function as communal entrance doors with Electric Release Plate (ERP).
- Any new door furniture to be traditional design with brass plated finish.

Table 1.2 Door schedule

Door ref:	Function:	Construction:	Comments:
Ground floor - front elevation			
D1	Redundant entrance (No.18)	Timber frame and panel.	Requires repair to timbers and complete redecoration.
D2	Front entrance door - communal	Timber frame and panel.	Requires repair to timbers and complete redecoration.
Ground floor - side elevation (north)			
D3	Former fire escape	Timber panel & frame.	Door panel & frame to be removed. Lower part of opening infilled with brick to match adjacent brickwork. New sliding sash timber window to be installed to upper part of opening.
D4	Retained as communal side entrance	Timber panel & frame.	Requires repair to timbers and complete redecoration.
D8	Former fire escape	Timber panel & frame.	Door panel & frame to be removed. Lower part of opening infilled with brick to match adjacent brickwork. New sliding sash timber window to be installed to upper part of opening.
Ground floor - rear elevation (east)			
D5	Retained for apartment 2	Timber panel & frame.	Requires repair to timbers and complete redecoration.
Ground floor - side elevation (south)			
D6	Retained for apartment 3	Timber panel & frame.	Existing half-glazed door to be replaced with new moulded 4 panel door in hardwood.
D7	New door opening formed from existing window.	New timber frame & solid panel door.	New moulded 4 panel door in hardwood.

Date issued: 11th September 2023