



METHOD STATEMENT

For the installation of windows and doors

HEALTH AND SAFETY

All work must be carried out in accordance with best practice and the regulatory and statutory requirements.

LOCAL AUTHORITY REQUIREMENTS.

The work must comply with the planning rules and must be in accordance with the building regulations.

DELIVERY

Where windows are to be installed in multi-storey flats or low rise buildings, they must be taken to the correct level by external hoist. **They must not be hoisted with the use of rope attached to the window or taken in passenger lifts.**

The doors and windows must be delivered to site and fitted on the same day.

All windows or pre-fabricated units shall be transported in a vertical position and securely anchored to the vehicle to prevent movement in transit. They shall be separated from each other by using adequate packing pieces to prevent damage to adjacent windows and handles.

All windows s be carried and offered to the structural opening in a vertical position and not dragged. The window shall not be carried flat or horizontal as damage may occur to the welded joints. Larger windows may require more than one operative to position the window correctly.

PROTECTION/SECURITY

During the renewal of the windows, the Leaseholder and the Contractor must put in place the necessary safeguards against:

- **Unauthorised entry into the building**

- **Inadequate structural support**, prior to the removal of each existing unit.
- The Contractor and the Leaseholder must ensure that when the existing windows are removed from the openings, the new assemblies are to be installed and left completely secure and weather tight **on the same working day**.
- Before removing any window the contractor must carefully check the size and suitability of the replacement window. Under no circumstances must windows be removed unless the replacement is physically on site.

CLEAN PRACTICES

- A **The leaseholder must ensure that all disused materials, etc are removed from the building or estate on the same day and properly disposed of.**
- B **No materials or units must be left at any time in communal or estate areas**
- C **Burning of debris on site will not be permitted.**
- D On completion of the works the Constructor shall clean the windows internally and externally.

SURVEY

Window Installation/surveying shall be carried out in accordance with the Trade Standards of the Code of Practice for the Installation of White High Impact Modified UPVC windows.

All dimensions shall be taken including diagonals of all openings where windows etc are to be replaced.

The perimeter gap shall be no more than the minimum required for thermal expansion, assumed to be 6mm,. New window profiles are to have unequal legs to allow for the internal plaster or the internal plaster is to be cut back. Larger external gaps will not be allowed. Where internal sills are tiled, the sill section must accommodate the sills without the need for cutting the tiles. Where there are concrete, brick or tile external sills the Contractor must agree with us beforehand whether a PVCU sill is required.

The use of "make up" pieces is generally not allowed but if unavoidable the pieces should be constructed from multi-chamber PVC-U profiles that can be cut to the appropriate

dimensions and secured and sealed to the outer frame by an approved method of fixing.

The manufacturer of the windows is to allow for any variations and anomalies in the size of the openings and for out-of-square openings. This is to include for the manufacture of the "special" windows/doors as necessary to achieve the required tolerance.

REMOVAL OF EXISTING WINDOWS

Please see window specification

INSTALLATION AND FIXING

Please see Windows Specification

COVERING MOULDINGS, JAMB, HEAD AND WINDOW BOARD LININGS AND CURTAIN BATTENS

Please see Windows Specification

GUARANTEE

Please see Windows Specification