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METHOD STATEMENT

Refurbishment of External Timber Doors and Installation of Security Locks

Listing: UID: 1039109

Location: St Andrew's Art Centre, Gravesend, DA12 2BD

Prepared For: Listed Building Consent

Works: Conservation-led refurbishment of historic external doors and installation of 5-lever deadlocks.

1. Scope of Works

The works comprise the careful refurbishment and repair of:

i. **Main Entrance Doors (D001)**

- Double-leaf English oak doors dating from the 1870's
- Set within a central segmental Gothic arched opening.
- Retention and refurbishment of existing ornate cast iron ironmongery.



Photo of D001 taken June 2026

ii. **Side Entrance Door (D002)**

- Single-leaf Gothic arched English oak door dating from the same period.
- Retention and refurbishment of existing ornate cast iron ironmongery.



Photo of D002 taken June 2026

Additional works include:

- Detailed condition survey.
- Minor timber repairs where necessary.
- Removal of failed surface coatings where present.
- Preparation and refinishing of timber surfaces.
- Cleaning, conservation and reinstatement of cast iron hardware.
- Installation of suitable mortice 5-lever deadlocks.
- Replacement of individual timber components, where the existing are no longer fit for purpose, with like-for-like, European Oak components.
- Reinstatement and adjustment of doors to ensure smooth operation and weather resistance.

All works shall be undertaken in a manner appropriate to the building's Grade II listed status and in accordance with conservation best practice.

2. Objectives

The objectives of the refurbishment are:

- Preserve historic fabric wherever possible.
- Retain maximum original timber.
- Retain and conserve original ironmongery.
- Improve security through discreet installation of approved deadlocks.
- Ensure all interventions are reversible where practicable.
- Maintain the historic appearance and significance of the building.

3. References

Works shall be carried out in accordance with:

- Relevant Listed Building Consent conditions.
- Conservation Officer recommendations.
- Current Building Regulations where applicable.
- BS 7913: Guide to the Conservation of Historic Buildings.
- Historic England guidance on timber repairs and historic joinery.
- Manufacturer's recommendations for coatings and locksets.

4. Personnel and Competence

Works shall be undertaken by:

- Experienced conservation carpenter/joiner.
- Operatives familiar with historic timber repairs.
- Locksmith experienced in fitting locks to historic joinery.
- Site supervisor responsible for quality and heritage protection.

All personnel shall receive a project briefing regarding the listed status of the building and restrictions on alteration.

5. Materials

Materials shall include:

Timber Repairs

- Air-dried European oak to match the existing timber.
- Conservation-grade timber repair resin only where agreed and appropriate.

Ironmongery

- Existing cast iron furniture retained wherever practicable.
- Replacement components only where beyond repair.
- Replacement items to match existing style, material and finish.

Locks

- Insurance-approved BS 3621 compliant 5-lever mortice deadlocks.
- Locks selected to minimise loss of historic fabric.
- Finish and appearance to be sympathetic to existing ironmongery.

Finishes

- Microporous stain system suitable for historic oak joinery.
- Linseed oil-based or other conservation-approved coatings where specified.
- Rust-inhibiting treatment for ironmongery.

6. Plant and Equipment

- Hand tools.
- Specialist conservation woodworking tools.
- Battery-operated drills and screwdrivers.
- Fine abrasive equipment.
- Temporary work platforms or steps.
- Dust extraction equipment.
- Protective sheeting.

No abrasive blasting, aggressive sanding, or destructive cleaning methods shall be used.

7. Sequence of Works

7.1 Pre-Start Activities

1. Review Listed Building Consent and conditions.
2. Undertake photographic survey of:
 - Front double doors.
 - Side door.
 - Ironmongery.
 - Frames and surrounding masonry.
3. Record existing defects.
4. Protect adjacent masonry, flooring and internal finishes.

7.2 Removal of Ironmongery

1. Carefully remove all removable cast iron fittings.
2. Label and catalogue components.
3. Store securely in padded containers.
4. Photograph locations prior to removal.

No original ironmongery shall be discarded without written approval.

7.3 Timber Condition Assessment

Following exposure of all surfaces:

- Inspect for:
 - Rot.
 - Insect attack.
 - Splitting.
 - Loose joints.
 - Distortion.
 - Failed previous repairs.

Findings shall be recorded before repairs proceed.

7.4 Timber Repairs

General Principle

Repair rather than replace.

Method

1. Remove decayed or warped timber only to the minimum extent necessary.
2. Retain all sound original material.
3. Form traditional scarfed or pieced-in repairs.
4. Use matching European oak.
5. Match:
 - Grain orientation.
 - Section sizes.
 - Profiles and mouldings.

7.5 Surface Preparation

1. Remove loose and defective coatings by hand scraping and light sanding.
2. Preserve tool marks and historic detailing.
3. Avoid over-sanding.
4. Clean surfaces to remove dirt and biological growth.

Historic patina shall be preserved wherever possible.

7.6 Ironmongery Conservation

1. Clean cast iron fittings manually using non-aggressive methods.
2. Remove loose corrosion.

3. Apply rust stabiliser where required.
4. Prime and finish in a traditional black iron finish or approved equivalent.
5. Lubricate moving parts.
6. Reinstall original fittings.

7.7 Installation of 5-Lever Deadlocks

Conservation Requirements

Lock installation shall minimise disturbance to historic fabric.

Method

1. Confirm final lock positions with Client and Conservation Officer if required.
2. Use existing recesses where practicable.
3. Mark lock locations accurately.
4. Carefully mortice lock cases into door edges.
5. Avoid damage to decorative mouldings.
6. Install strike plates neatly within frame members.
7. Match visible hardware finish to existing ironmongery.
8. Test operation.

Original locks shall remain in situ wherever practical and be retained as decorative or secondary locking features.

7.8 Decoration and Finishing

1. Apply approved coating system.
2. Follow manufacturer's drying times.
3. Apply required number of coats.
4. Ensure complete coverage of:
 - Door faces.
 - Edges.
 - Repairs.
 - Exposed end grain.

7.9 Reinstatement

1. Rehang and adjust doors.
2. Check alignment.
3. Ensure smooth opening and closing.
4. Verify weather seals where present.
5. Confirm deadlock operation.
6. Clean work area.

8. Heritage Protection Measures

The following conservation principles shall apply throughout:

- Maximum retention of original fabric.
- Minimum intervention.
- Like-for-like repairs.
- Reversible interventions where possible.
- Detailed photographic recording before and after works.
- No alteration to door design, proportions or decorative details.
- No removal of historic features unless specifically approved.

Any previously concealed historic features discovered during the works shall be reported immediately and works suspended in that area pending review.

9. Quality Control

The Site Supervisor shall inspect:

- Timber repairs prior to finishing.
- Ironmongery conservation works.
- Lock installation.
- Final decoration.
- Door operation.

A photographic record shall be maintained throughout.

10. Environmental Considerations

- Minimise waste.
- Segregate recyclable materials.
- Dispose of paint residues and contaminated materials appropriately.
- Avoid dust migration into the building.

11. Health and Safety

Key Hazards

Hazard	Control Measures
Manual handling of doors	Team lifting techniques and suitable lifting aids
Dust from sanding	Dust extraction and suitable RPE
Sharp tools	Trained operatives only
Lead-containing historic coatings (if identified)	Testing and specialist controls
Public access to community centre	Work area segregation and signage
Working at low level access equipment	Inspection and safe use procedures

PPE

- Safety footwear.
- Gloves.
- Eye protection.
- Dust masks/RPE as required.
- High visibility clothing where necessary.

12. Completion

Upon completion:

- Doors shall be fully operational.
- Original historic character shall be preserved.
- Ironmongery shall be cleaned and functional.
- New deadlocks shall be tested and demonstrated.
- Photographic completion record shall be provided.
- Any maintenance recommendations shall be issued to the Client.

Expected Outcome

Refurbished and conserved historic oak doors with improved security, maintaining the architectural and heritage significance of the Grade II listed building while supporting its ongoing use as a community centre.