

**CUSTOM HOUSE, THE TERRACE, GRAVESEND, DA12 2BW**

**REPAIR WORKS TO EXISTING WINDOWS AND DOORS CUSTOM HOUSE MAIN BUILDING**

This statement formally sets out the methodology details of all repair works to existing windows and doors of the main Custom House building.

For information regarding the existing doors and windows that will be retained, please refer to the reference elevations on drawing 1735-C14.1 Main House Elevations. All window and doors to be retained and repaired are highlighted on this drawing.

**SASH WINDOWS**

Where possible the existing sash windows across the main Custom House building and Units 12 / 13 will be retained, renovated and redecorated. Upon initial inspection it has been established that the windows are broadly in a similar condition across the main house and the intention is to repair these as required, following a schedule of works.

The specific renovation works are to include the following;

- Assessment of each individual window required to determine the full extent of repair work required.
- If necessary, remove the sash window fully to facilitate the repair work and re-install on completion.
- All frames and windows to be rubbed down.
- Undertake any repair work to the box frame, rebuild as necessary.
- Remove and replace all panes of glass, fix back in place with putty as required.
- Remove and replace all failed putty.
- Release sashes to establish ease of running system. Shave and wax edges of sashes to fit and run smoothly where required.
- Fix new sash cord, lead weights and pulleys where required.
- Fit replacement parting bead between sashes where required.
- Fill any minor decay/surface imperfections where the strength of the timber is unaffected.
- Remove and replace the sash furniture (window fasteners, sash lifts and handles) to match existing.
- Clean and sand down all elements of timber sash window, including areas that have been repaired and filled.
- Redecorate with white colour paint to match existing.



Examples of existing sash windows.

Sash windows with built in shutters:

- Remove shutters from window reveals.
- All shutters need to be rubbed down and repaired as necessary.
- Redecorate with white paint colour to match window.
- Replace all ironmongery for window shutters with new, to match existing.
- Fit shutters back in place within the window reveals.



Examples of existing sash windows with timber shutters.

#### **EXTERNAL DOORS**

As with the existing windows, the external doors being retained and repaired can be found highlighted on the Main House Elevations drawing ref:1735-C14.1.

Where possible, the existing external timber doors across the main Custom House building will be retained, renovated and redecorated.

The specific renovation works are to include the following:

- The removal of the door leaf and the correct rehanging in the frame following repair work.
- Any existing stops, hinges, latches and door furniture will be reused if possible. Otherwise, appropriate replacements will be installed to match existing, including a high specification lock for security and communal access.
- Any decayed or damaged timber will be removed and replaced or fill and made good.
- Clean and sand down all timber surfaces, removing any flaking paintwork.
- Spot prime areas of bare/ exposed timber.
- Redecorate to match existing door colours.

External doors with glass fanlights or glazing within door:

- All frames to be rubbed down.
- Any decayed or damaged timber will be removed and replaced or fill and made good.
- Remove and replace all panes of glass, fix back in place with putty as required.
- Remove and replace all failed putty.
- Redecorate frames around glass to match existing.



*External side of main house door.*



*Main corridor door to rear inside.*



*Main corridor door to rear external.*



*External door to unit 12.*



*External door communal access point.*