

Hutton + Rostron Environmental Investigations Limited

Southleigh Park House: Window frame condition investigation

Site note A9 for 9 and 10 December 2020, job no. 152.09

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Distribution:

Steve Coull – Director, FSL Group

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1 INTRODUCTION

1.1 AUTHORITY AND REFERENCES

Hutton + Rostron Environmental Investigations Limited carried out a site visit to Southleigh Park on 9 and 10 December 2020 in accordance with instructions from Steve Coull of FSL Group by email, on 10 November 2020 at 13:09. Drawings were provided by the client. For the purpose of orientation in this report, the principal façade was taken as facing south

1.2 AIM

The aim of this survey was to investigate the condition of the timber window frames and to provide remedial advice to inform refurbishment

1.3 LIMITATIONS

This survey was confined to the accessible structures. Concealed timbers and cavities have been investigated where necessary. The condition of concealed timbers may be deduced from the general condition and moisture content of the adjacent structure. Only demolition or exposure work can enable the condition of timber to be determined with certainty, and this destroys what it is intended to preserve. Specialist investigative techniques are therefore employed as aids to the surveyor. No such technique can be 100 per cent reliable, but their use allows deductions to be made about the most probable condition of materials at the time of examination. Structures were not examined in detail except as described in this report, and no liability can be accepted for defects that may exist in other parts of the building. We have not inspected any parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the property is free from defect or in the event that such part of the property is not free from defect it will not contaminate and/or affect any other part of the property. Any design work carried out in conjunction with this report has taken account of available pre-construction or construction phase information to assist in the management of health and safety risks. The sample remedial details and other recommendations in this report are included to advise and inform the design team appointed by the client. The contents of this report do not imply the adoption of the role of Principal Designer by H+R for the purposes of the Construction (Design and Management) (CDM) Regulations 2015. No formal investigation of moisture distribution was made

2 STAFF ON SITE AND CONTACTS

2.1 H+R STAFF ON SITE

Izzie Mar
Matt Amis

2.2 PERSONNEL CONTACTED

Steve Coull – FSL Group Site Staff

3 OBSERVATIONS AND RECOMMENDATIONS

3.1 SUMMARY OF CONSTRUCTION

3.1.1 History

The building listing describes a mid C19th flint walled country house. The grade II listed building had had several alterations over the years, principally ~1930s, ~1970s, ~2000. Window and door joinery has often been repaired/replaced/alterd during these works

3.1.2 Build-up

- 1 The majority of windows were timber vertical sliding sashes, with varying windowpane arrangements, painted white
- 2 There were metal latches on the meeting rail, of various designs but typically of a brass finish
- 3 French doors and casement windows were also found

3.2 SUMMARY OF CONDITION

3.2.1 Timber decay

The windows were generally found to be in good condition with only minor/superficial dilapidation. The windows on the south and west elevations had been more exposed to weathering and were consequently more heavily decayed by wet rot fungus

No chemical remedial treatments are either necessary or advised for the treatment of timber decay. All windows investigated are able to be retained, potentially in-situ, although some small number of more significant remediation may warrant total replacement or retrieval of units to an off-site workshop for repair. All significantly decayed timber elements should be cut out and replaced with new of the same timber species

3.2.2 Superficial wear

Bottom rails and stop beading were often superficially worn from use/age. Similarly, there were several areas of superficial/surface decay by wet rot

Superficial defects of this kind may be prepared and made good using a wood filler/resin prior to decoration

3.2.3 Decoration

Paintwork had generally reached the end of its service life at both the external and internal faces of window units. Dilapidated film-forming impermeable paint types had been prone to flaking/cracks which had increased risk of wet rot decay

Joinery surfaces should be cleaned, prepared and decorated in a microporous air-permeable paint system. On future occupancy, allow to inspect and re-decorate external joinery on a 5 year cycle

3.2.4 Operation

Although the majority of sashes could be opened, several of the pulley balances of the sashes had failed and there had been a build-up of paint over the years. This often hindered operation. Not all window units were provided with security mechanisms. Some French doors were seized shut and/or had stiff opening mechanisms

Allow to ease all stiff/seized sashes and French doors and to renew balance mechanisms on sashes

3.2.5 Putty

The glass putty had failed in localised patches on the majority of the windows, sometimes where exposed to UV damage and especially where paint finishes were dilapidated

Failing or missing glass putty should all be replaced with new glazing compound and/or protected with a new paint finish, at the discretion of the decorating contractor

3.2.6 Glazing

Existing glazing was generally single-leaf throughout apart from the French doors on the south and west elevations of the main building which appeared to be laminated. Window panes appeared to be generally in good condition with only localised areas damaged by cracking or featuring blown laminated panes

Depending on efficiency targets and conservation permissions, consideration could be given to re-glazing throughout with laminated or slim DGUs for improved thermal performance. As a minimum, all damaged window panes should be replaced and bedded into new putty

3.2.7 Associated joinery items

Many of the window units included associated architrave and shutter joinery, as described within H+R Site Note A3

Minor remedial works and decorative repairs for internal joinery are described within H+R Site Note A3

4 H+R WORK ON SITE

- 4.1** H+R followed the numbering system devised by Terence O'Rourke Ltd reference 245001 (see plans at attachment B).
- 4.2** The directions 'left' and 'right' refer to locations as seen from the interior face of the windows
- 4.3** H+R inspected all timber windows by visual inspection and probing, as necessary, as to determine their decay state and general condition

5 PROPOSED ACTION BY H+R

- 5.1** H+R will advise on repair and conservation of timber elements, so as to minimise the risk of decay after refurbishment
- 5.2** H+R will advise on remedial detailing, so as to minimise the risk of damp and decay problems after refurbishment
- 5.3** H+R will advise on conservation of original fabric with regard to damp, decay and salt damage, as necessary
- 5.4** H+R will review proposed remedial details as these become available
- 5.5** H+R will return to site to inspect sample remedial details, if instructed
- 5.6** H+R will liaise with conservation and historic building authorities, if instructed, so as to ensure the cost-effective conservation of original fabric
- 5.7** H+R will liaise with building guarantors, so as to ensure the issuing of collateral warranties and building guarantees at practical completion, if required

6 INFORMATION REQUIRED BY H+R

- 6.1** H+R require copies of up-to-date copies of project programmes, as these become available
- 6.2** H+R require copies of up-to-date lists of project personnel and contact lists as these become available
- 6.3** H+R require copies of proposed remedial details for comment as these become available
- 6.4** H+R should be informed as a matter of urgency if further significant water penetration occurs onto site; so that advice can be given on cost-effective remedial measures, to minimise the risk of cost or programme overruns and so as to minimise the risk of damp or decay problems during the latent defect period

7 ADMINISTRATION REQUIREMENTS

- 7.1** H+R require formal instructions for further investigations and consultancy on this project
- 7.2** H+R require confirmation of distribution of digital and printed copies of reports and site notes

Attachment A

Reference	Wf.01		
Location	F.12 Main Office		
Type	Softwood timber double side hung casement. There were 2no. panes to each side and 2no. Antique brass stay bars and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Replace the sill in hardwood		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	Bottom left joint of the sliding glazed window should be re-adhered and clamped (this may be done on site as it is a small section, however if not then the sliding section would need to be removed and taken to a workshop)		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

Not to scale

Hutton + Rostron Environmental Investigations Ltd, Netley House, Gomshall, Surrey, GU5 9QA

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Reference	Wf.02		
Location	F.12 Main Office		
Type	Softwood timber double side hung casement. There were 2no. panes to each side and 2no. Antique brass stay bars and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Replace the sill in hardwood		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	Bottom left joint of the sliding glazed window should be re-adhered and clamped (this may be done on site as it is a small section, however if not then the sliding section would need to be removed and taken to a workshop)		



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Reference	Wf.03		
Location	F.12 Main Office		
Type	Softwood timber double side hung casement with fixed windows either side. There were 2no. panes to each window and 2no. Antique brass stay bars on each casement and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Replace the sill in hardwood		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.05		
Location	F.12 Main Office		
Type	Softwood timber double side hung casement. There were 2no. panes to each side and 2no. Antique brass stay bars and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Replace the sill in hardwood		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	Bottom left joint of the sliding glazed window should be re-adhered and clamped (this may be done on site as it is a small section, however if not then the sliding section would need to be removed and taken to a workshop) Bottom right joint of the toplight should be re-adhered and clamped		



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Reference	Wf.06		
Location	F.12 Main Office		
Type	Softwood timber double side hung casement. There were 2no. panes to each side and 2no. Antique brass stay bars and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Both (2no.) bottom joints of the lock stiles should be dressed-back to sound timber and resin-repaired		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.07		
Location	F.13 Office		
Type	Softwood timber double side hung casement. There were 2no. panes to each side and 2no. Antique brass stay bars and lock on the right casement and bolt on the left casement. Above each window was a timber toplight with tracery detail the right side also featured a sliding glazed window with handle		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Left bottom mortise and tenon joint of the sliding glazed window should be dressed-back to sound timber and resin-repaired with		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.08		
Location	F.13 Office		
Type	Softwood timber double side hung casement with tracery detail to top. There were 7no. separate panes to each side and 2no. Antique brass stay bars and lock on the left casement and bolt on the right casement		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Joint between lock stile and bottom rail of left casement should be dressed-back to sound timber and resin-repaired		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.09		
Location	F.13 Office		
Type	Softwood timber single side hung casement with tracery detail to top. There were 7no. separate panes to each side and 2no. Antique brass stay bars and lock on the left casement and bolt on the right casement		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	Allow to replace 1no. bottom glazing pane		
Missing elements	-		
Loose elements	-		



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Reference	Wf.10		
Location	F.14 R&D Office		
Type	Softwood timber French Doors with fixed windows to either side. There was 1no. pane to each door and side section and a brass door bolt to the right side. Above 3no. sections there were fixed timber toplights with tracery detail including 7no. separate panes to each top-light there was 1no. pane above the right door which was set into a sliding window		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Allowance should be made to remove right mullion, prop structure above and replace with new structural timber, preferably hardwood Cut-back the bottom of right stile of the right door for ~150mm or to sound timber, splice-in new timber right bottom joints of the left window should be dressed-back to sound timber and resin-repaired		
Operation	-		
Glazing	Allow to replace 1no. glazing pane		
Missing elements	-		
Loose elements	Bottom left joint of the sliding glazed window should be re-adhered and clamped (this may be done on site as it is a small section, however if not then the sliding section would need to be removed and taken to a workshop)		



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Reference	Wf.11		
Location	F.15/F.16 R&D Lab 3		
Type	Softwood timber single side hung casement with gothic arched mullion detail towards top. There were 7no. separate panes to each side and 1no. stay bar and lock		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Stay bar needs lubrication to encourage ease of use on failing adequate operability then replacement would be necessary		
Timber decay	-		
Operation	See Furniture above		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Window Schedule

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Reference	Wf.12		
Location	F.15/F.16 R&D Lab 3		
Type	Softwood timber double side hung casement with gothic arched mullion detail towards top. There were 11no. separate panes to each side and 2no. Antique brass stay bars and land lock on the right casement and bolt on the left casement		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace broken left stay bar in same or similar style. For aesthetic reasons both stay bars may need to be replaced		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Window Schedule

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Reference	Wf.13		
Location	First floor		
Type	Timber double side hung casements with gollic arched mullion detail to top. There were 11no. panes to each casement and 2no. stay bars and lock on the right casement and bolt on the left casement		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Remove excess paint from around casements to ease operation		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Window Schedule

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Reference	Wf.14		
Location	West wing		
Type	'3 over 3' vertical sliding sash with cords and sash lock on meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.15		
Location	West wing		
Type	'3 over 3' vertical sliding sash with cords and sash lock on meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.16		
Location	West wing		
Type	'3 over 3' vertical sliding sash with cords and sash lock on meeting rails		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.17		
Location	West wing		
Type	'3 over 3' vertical sliding sash with cords and sash lock on meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.18		
Location	West wing		
Type	'3 over 3' vertical sliding sash with cords		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Furniture should be replaced if window is to be operable on future occupancy		
Timber decay	-		
Operation	Allow to replace sash balances		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.19		
Location	West wing		
Type	Side hung casement with 1no. Stay bar and casement lock. There were 6no. panes		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Corroded furniture should be replaced if window is to be operable on future occupancy		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.20		
Location	West wing		
Type	Modern side hung case-ment with 1no. Stay bar and casement lock. There were 6no. panes		
Item	Works		
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Remove excess paint from around casement to ease operation		
Glazing	-		
Missing elements	Reinstate timber window stool board and architrave		
Loose elements	-		



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Reference	Wf.21		
Location	West wing, first floor		
Type	Softwood double side opening casement with 3 no. panes on each casement. There was 1no. stay bar on each casement and 1no. lock.		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Corroded furniture should be replaced if window is to be operable on future occupancy		
Timber decay	-		
Operation	Remove excess paint from around casement to ease operation		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



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Reference	Wf.22		
Location	West wing		
Type	Softwood double side opening casement with 3 no. panes on each casement. There was 1no. stay bar on each casement and 1no. lock.		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Remove excess paint from around casement to ease operation if necessary on future occupancy (painted shut)		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



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Reference	Wf.23		
Location	West wing		
Type	Softwood double side opening casement with 3 no. panes on each casement. There was 1no. stay bar on each casement and 1no. lock.		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Remove excess paint from around casement to ease operation if necessary on future occupancy (painted shut)		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



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Reference	Wf.24		
Location	West wing		
Type	Timber '3 over 3' vertical sliding sash with sash lock and cords		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace sash lock		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Not to scale

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Reference	Wf.25		
Location	West wing		
Type	Timber '3 over 3' vertical sliding sash with sash lock and cords		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace sash lock		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
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Not to scale

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Reference	Wf.26		
Location	West wing, first floor		
Type	Timber '2 over 2' vertical sliding sash with cords and sash lock. There were 2no. Panes to each sash divided by horizontal glazing bars		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Lubricate all moving parts, or if this fails to adequately loosen then replace		
Timber decay	No visual signs of decay		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.27		
Location	First floor		
Type	Timber '3 over 3' vertical; sliding sash with lock to meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Lubricate all moving parts, or if this fails to adequately loosen then replace		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.28		
Location	First floor		
Type	Timber '3 over 3' vertical; sliding sash with lock to meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Lubricate all moving parts, or if this fails to adequately loosen then replace		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.29		
Location	F.05 R & D Lab 1		
Type	Timber '3 over 3' vertical; sliding sash with lock to meeting rails. There were pulley cords and 2no. sash pulls on the bottom rail		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace sash lock		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.32		
Location	F.07 R & D Lab 2		
Type	Timber '3 over 3' vertical; sliding sash with lock to meeting rails. There were pulley cords and 2no. sash pulls on the bottom rail		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.33		
Location	F.08 Kitchenet		
Type	Timber '6 over 6' vertical; sliding sash with lock to meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	If on future occupancy the sash is intended to be operable then the pulley cords should be replaced		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.34		
Location	F.09 Landing		
Type	Fixed window divided by two mullions with glazing panes arrangement 4/12/4 divided by metal glazing bars Above were toplights also separated by two mullions with glazing panes arrangement 2/6/2 divided by metal glazing bars, these windows opened by pivoting at the centre with assistance from a twist handle opening mechanism		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.35		
Location	F.10 Office		
Type	Timber '6 over 6' vertical; sliding sash with lock to meeting rails and sliding timber shutters		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Possible decay on visual inspection-sliding shutter obscuring access		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.36		
Location	F.10 Office		
Type	Timber '6 over 6' vertical; sliding sash with lock to meeting rails and sliding timber shutters		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.37		
Location	F.11 Office		
Type	Timber '6 over 6' vertical sliding sash with cords and sliding sash lock		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.38		
Location	F.11 Office		
Type	Timber '6 over 6' vertical sliding sash with cords and sliding sash lock		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wf.39		
Location	F.11a Resources		
Type	Timber gothic arched side hung casements divided by mullion. 2no stay bars and 2no. Locks. The were 7no. Panes to each casement		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.01		
Location	G.13 Library		
Type	Softwood timber double French Door. There were 3no. panes to each side and a brass door bolt to the right side. Above each door there was a fixed timber toplight with tracery detail		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Localised decay around knots in external wood sill should be cut out and dove-tail spliced with new oak. The oak should also be screwed (non-corrosive screws) and glued (Powdered resin not foaming polyurethane) in place		
Operation	Allow for easing of door		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.02		
Location	G.13 Library		
Type	Softwood timber double French Door. There were 3no. panes to each side and a brass door bolt to the right side. Above each door there was a fixed timber toplight with tracery detail		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Localised decay around knots in external wood sill should be cut out and dove-tail spliced with new oak. The oak should also be screwed (non-corrosive screws) and glued (Powdered resin not foaming polyurethane) in place		
Operation	Allow for easing of door		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.03		
Location	G.14 Electronic Boardroom		
Type	Softwood timber French Doors with fixed windows to either side. There were 3no. panes to each side and a brass door bolt to the right side. Above each door there was a fixed timber toplight with tracery detail		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Localised decay around knots in external wood sill and the section of sill below the lock stiles -should be cut out and dovetail spliced with new oak. The oak should also be screwed (non-corrosive screws) and glued (Powdered resin not foaming polyurethane) in place		
Operation	-		
Glazing	Allow to replace approx. 4no. 'blown' laminated glazing		
Missing elements	-		
Loose elements	-		



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Reference	Wg.04		
Location	G.14a Executive Office		
Type	Softwood timber double French Door. There were 3no. panes to each side and a brass door bolt to the right side. Above each door there was a fixed timber toplight with tracery detail		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Localised decay around knots in external wood sill should be cut out and dove-tail spliced with new oak. The oak should also be screwed (non-corrosive screws) and glued (Powdered resin not foaming polyurethane) in place		
Operation	-		
Glazing	Allow to replace approx. 2no. 'blown' laminated glazing		
Missing elements	-		
Loose elements	-		



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Reference	Wg.05		
Location	G.14a Executive Office		
Type	Softwood timber double French Door. There were 3no. panes to each side and a brass door bolt to the right side. Above each door there was a fixed timber toplight with tracery detail		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Localised decay around knots in external wood sill should be cut out and dove-tail spliced with new oak. The oak should also be screwed (non-corrosive screws) and glued (Powdered resin not foaming polyurethane) in place		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.06		
Location	G.15 Meeting Room		
Type	Softwood timber French Doors with fixed windows between the doors and to either side. There were 3 no. panes to each of the 5no. sections, fixed timber tracery toplights above each section and a door handle to each door. Handles appeared to be brass and the hinges antique effect brass		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow for easing of the doors		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.07		
Location	G.15 Meeting Room		
Type	Softwood timber double French Door with fixed windows either side. There were 3 no. panes to each of the 4no. sections, fixed timber tracery toplights above each section and a door handle to the left side door		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow for easing of the doors		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.09		
Location	G.16 Boardroom (former dining room)		
Type	Softwood timber double French Door. There were 3 no. panes to each side and a French door bolt to the right side. There was a fixed timber toplight with ornate tracery and stained glass featuring blue and yellow sections and a red and white tudor rose at the top corners		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	None found to accessible structures		
Operation	Allow for easing of the shutter which appeared to be painted or wedged shut		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.10		
Location	G.16 Boardroom (former dining room)		
Type	Softwood timber double French Door. There were 3 no. panes to each side and a French door bolt to the right side. There was a fixed timber toplight with ornate tracery and stained glass featuring green and yellow sections and a red and white tudor rose at the top corners		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow for easing of the door		
Glazing	Allow to replace approx. 2no. 'blown' laminated glazing		
Missing elements	-		
Loose elements	-		



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Reference	Wg.11	
Location	G.16 Boardroom (former dining room)	
Type	Softwood timber double French Door. There were 3 no. panes to each side and a French door bolt to the right side. There was a fixed timber toplight with ornate tracery and stained glass featuring blue and yellow sections and a red and white tudor rose at the top corners	
Item	Works	Tender
Decoration	Prepare and re-decorate internally and externally	
Furniture	Corroded furniture should be replaced	
Timber decay	-	
Operation	Allow for easing of door	
Glazing	-	
Missing elements	-	
Loose elements	-	



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Reference	Wg.11a		
Location	G.18 Office		
Type	Softwood timber side hung casement with 2no. Panes divided horizontally. The was a stay bar and a case-ment latch which both had the appearance of antique brass		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.12		
Location	G.18 Office		
Type	Softwood timber double French Door. There were 3 no. panes to each side and a door handle on the left side		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Opens however the door handle may need adjusting as the internal handle is out of alignment with the exterior handle		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.13		
Location	Ground floor		
Type	Softwood timber double French Door with gothic arch detail to top. There were 6 no panes to each side and a door bolt to the right side		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	The French doors were barred shut at time of survey		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.14		
Location	Ground floor, west wing		
Type	Softwood timber casement with casement lock and stay bar. There were 2 no. panes divided by a horizontal glazing bar		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.15		
Location	Ground floor, west wing		
Type	Softwood timber door with 9 no. panes of assorted sizes and a door handle and lock		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Corroded areas should be treated or replaced		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.16		
Location	Ground floor, west wing		
Type	Softwood timber double French Door. There were 10 no. panes to each side and a door bolt to the left side		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	The French doors were barred shut at time of survey		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.17		
Location	Ground floor, west wing		
Type	Softwood timber double French Door. There were 10 no. panes to each side and a door bolt to the left side		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	The French doors were barred shut at time of survey		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.18		
Location	Ground floor, west wing		
Type	Softwood timber double French Door. There were 10 no. panes to each side and a door bolt to the left side		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	The French doors were barred shut at time of survey		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.19		
Location	Ground floor, west wing		
Type	Side hung casement with 1 no. pane		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	Corroded furniture should be replaced if window is to be operable on future occupancy		
Timber decay	Cut back and replace base of (exterior) south vertical stile		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



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Reference	Wg.20	
Location	Ground floor, west wing	
Type	Side hung casement with 1 no. pane frosted glazing	
Item	Works	Tender
Decoration	Prepare and re-decorate internally and externally	
Furniture	Replace missing stay bar if window is to be operable on future occupancy (this may be difficult a part of the window appeared to be covered by exterior wall finishes	
Timber decay	Cut back and replace base of (exterior) south vertical stile	
Operation	Not operable at time of survey	
Glazing		
Missing elements	-	
Loose elements	-	



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

Not to scale

Hutton + Rostron Environmental Investigations Ltd, Netley House, Gomshall, Surrey, GU5 9QA

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Job no. 152-09 Site Note A9 Page56 © Copyright Hutton+Rostron 2021

Reference	Wg.20a		
Location	Ground floor, west wing		
Type	Softwood timber panelled door in timber frame with large hinges		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	The door was screwed shut at time of survey		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Job no. 152-09 Site Note A9 Page57 © Copyright Hutton+Rostron 2021

Reference	Wg.21		
Location	Ground floor, west wing		
Type	Modern softwood timber side hung casement, with modern furniture		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	Replace missing window stool board and architrave		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

Not to scale

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Reference	Wg.22		
Location	Ground floor, west wing		
Type	Softwood fixed timber window with toplight. 1no. pane to fixed and 1no. Pane to toplight. Glazing film on bottom half of fixed pane		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

Not to scale

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Reference	Wg.23		
Location	Ground floor, west wing		
Type	Softwood fixed timber window with toplight. 1no. pane to fixed and 1no. Pane to toplight		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Cut back and replace base of both vertical stiles		
Operation	Remove excess paint around toplight		
Glazing	-		
Missing elements	-		
Loose elements	Reattach the exterior horizontal stop bar of the fixed pane		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

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Reference	Wg.24		
Location	Ground floor, west wing		
Type	Timber '8 over 8' vertical sliding sash with cords and sliding sash lock		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace sliding sash lock		
Timber decay	-		
Operation	Remove screws Note - easing and replacing sash balances may be necessary		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
Not to scale

Hutton + Rostron Environmental Investigations Ltd, Netley House, Gomshall, Surrey, GU5 9QA

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Reference	Wg.25		
Location	Ground floor		
Type	Timber trellis		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	Allow for new door		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.26		
Location	G.05 R&D Lab, Ground floor		
Type	Fixed softwood timber window with central mullion and toplights above. The left toplight had no glazing pane just a service fan and the right fanlight was louvred glass		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.27		
Location	G.06 IT Workshop		
Type	Softwood timber '8 over 8' vertical sliding sash with brass lock on meeting rails and pulley cords		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
Not to scale

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Reference	Wg.29		
Location	G.07 IT Office		
Type	Softwood timber '6 over 6' vertical sliding sash with lock on meeting rails		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.30		
Location	G.07 IT Office		
Type	Softwood timber '6 over 6' vertical sliding sash with lock on meeting rails		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	Allow to replace bottom left pane on bottom sash		
Missing elements	-		
Loose elements	Reattach sliding shutter where loose at base		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.31		
Location	G.10 Toilets		
Type	Softwood timber '6 over 6' vertical sliding sash with lock on meeting rails. The bottom sash glazing had frosted film applied		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.32		
Location	G.10 Toilets		
Type	Softwood timber '6 over 6' vertical sliding sash with lock on meeting rails. The bottom sash glazing had frosted film applied		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.33		
Location	G.11 Office (former morning room)		
Type	Softwood timber '3 over 3' vertical sliding sash with lock on meeting rails		
Item	Works	Tender	
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	Allow to replace sash balances Allow to ease both sashes		
Glazing	-		
Missing elements	-		
Loose elements	-		



Southleigh Park - Mansion House

Window Schedule
9 and 10 December 2020
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Reference	Wg.34		
Location	Main Entrance		
Type	Timber fixed window with 15no. panes with UV film applied. The centre left and right panes were both metal framed side hung case-ments		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	-		
Operation	-		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

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Reference	Wg.35		
Location	G.12 Reception		
Type	Timber fixed window with 15no. panes with UV film applied. The centre left and right panes were both metal framed side hung case-ments		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Right say bay should be repaired or if not possible then it should be replaced by a similarly detailed stay bar		
Timber decay	Both (2no.) bottom joints in the bottom sash should be dressed-back to sound timber and resin-repaired		
Operation	The metal hinges of the left casement may require lubrication to make them easily operable		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



Southleigh Park - Mansion House

Window Schedule

9 and 10 December 2020

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Reference	Wg.36		
Location	G.12 Reception		
Type	Timber fixed window with 15no. panes with UV film applied. The centre left and right panes were both metal framed side hung case-ments		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	-		
Timber decay	Both (2no.) bottom joints in the bottom sash should be dressed-back to sound timber and resin-repaired		
Operation	The metal hinges of the left casement may require lubrication to make them easily operable		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



Southleigh Park - Mansion House

Window Schedule

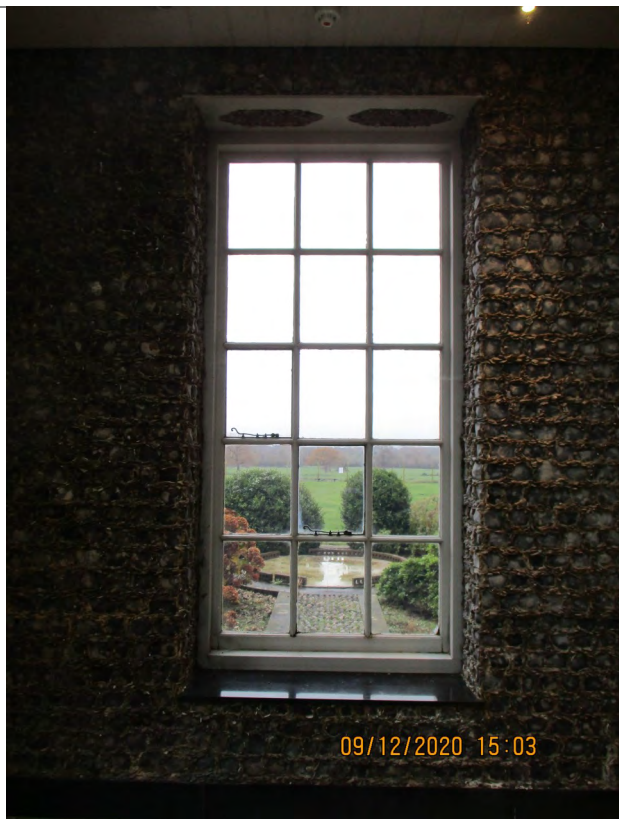
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Reference	Wg.38		
Location	G.12 Reception		
Type	Timber fixed window with 15no. panes with UV film applied. The centre left pane and the second central pane up from the base were both metal framed side hung casements		
Item	Works		Tender
Decoration	Prepare and re-decorate internally and externally		
Furniture	Replace fractured stay bars		
Timber decay	Replace the internal sill Cut back base of both vertical glazing bars to sound timber and splice in new timber Cut back bottom rail and vertical stiles to sound timber and splice in new timber		
Operation	The metal hinges of the casements may require lubrication or further works to make them operable		
Glazing	-		
Missing elements	-		
Loose elements	Remove loose or damaged putty, apply new putty and smooth		



Southleigh Park - Mansion House

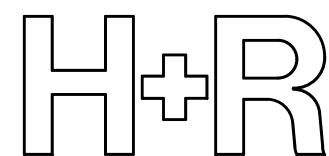
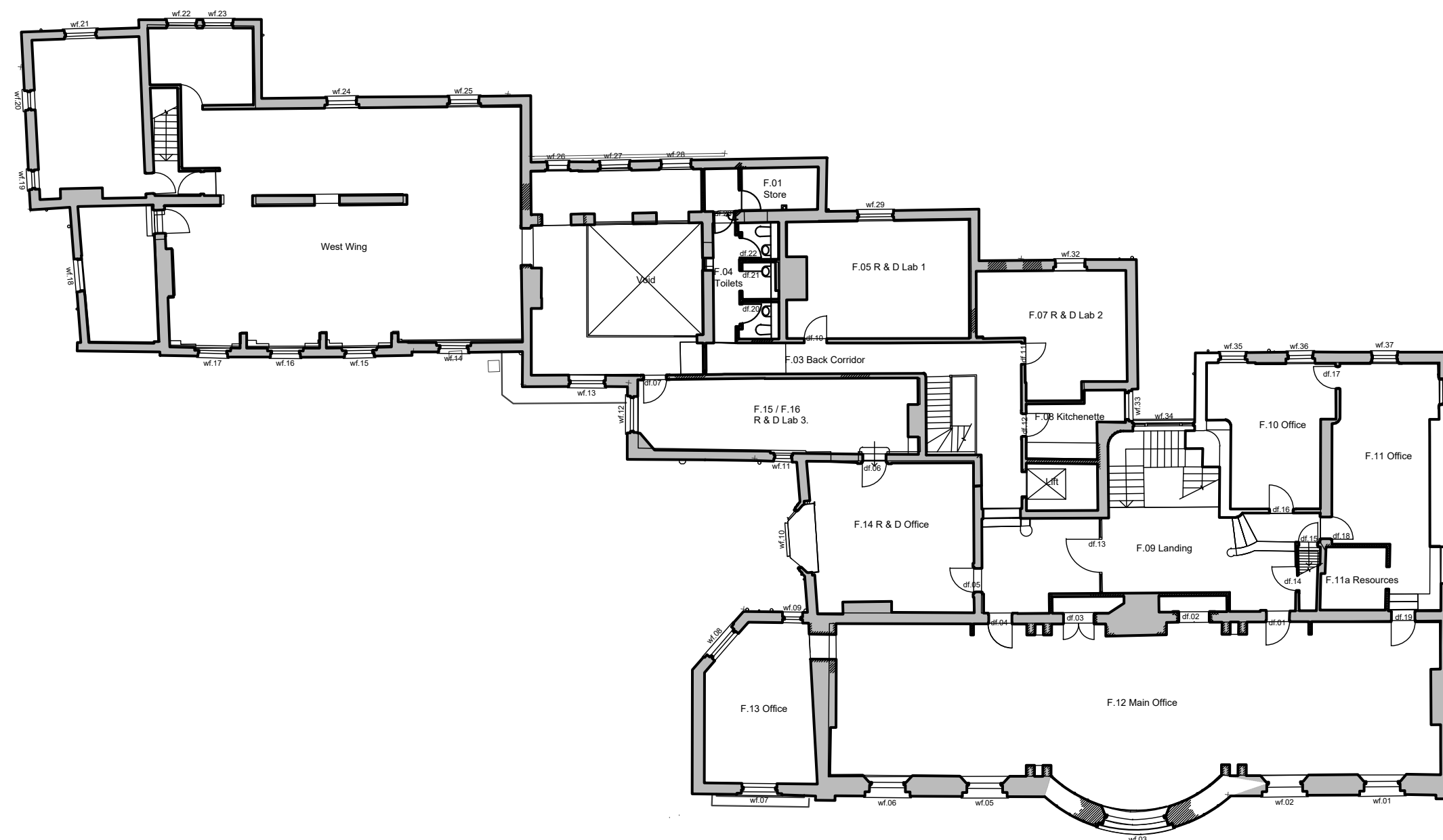
Window Schedule
9 and 10 December 2020
Not to scale

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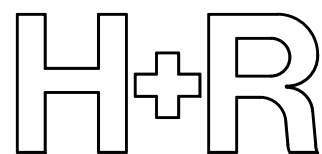
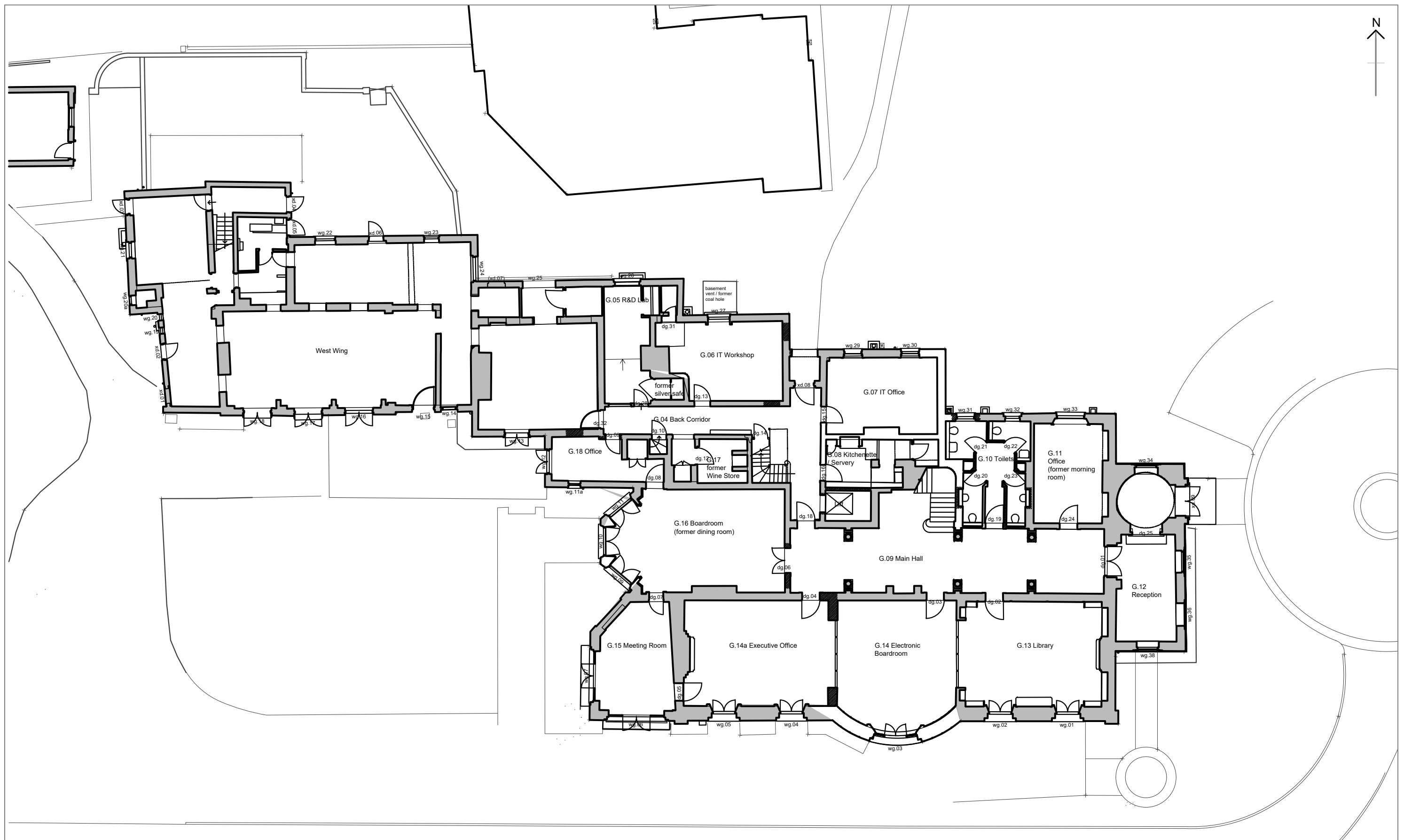
Attachment B



Southleigh Park, Mansion House - First Floor
Window frame condition investigation
9 and 10 December 2020

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Notes: Window numbering system as divided by Terrence O'Rourke Ltd reference 245001



Southleigh Park, Mansion House - First Floor
 Window frame condition investigation
 9 and 10 December 2020

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Notes: Window numbering system as divided by Terrence O'Rourke Ltd reference 245001