

What you can expect from us:

Craft Worx provide a professional renovation service for existing sash windows, we will enable you to retain your original windows preserving the character and the value of your property. Our service will encompass a discrete brush draft sealing system, repairs, glazing, external mastic work, final paint finish and replacement sashes and boxes if required. We believe each window is unique and we will work with you to ensure that your individual expectations are met. Getting your windows back to the way they were intended to look and work.

Conservation and planning rules are in place for good reason; these may affect what you can do to your windows. We advise that you seek approval from the relevant authorities before works commence.

We offer a 5 year guarantee on all workmanship and new components fitted to the windows. Any exceptions will be explained. Written confirmation of the guarantee is sent to you once payment of the completed works is made.

All work is carried out from the interior of the building, removing the need for scaffold. The areas being working in will be dust sheeted during the day and then vacuumed once finished. Please note that we ask that the windows are cleared of any blinds, curtains and another furniture inhibiting access prior to our arrival. Also think about the contents of the room in general, the sashes are removed for a good portion of the day leaving the room open to gusts of wind and the cold.

We arrive on site between 8am and 8:30am, the finishing time will vary depending on the number of windows and the amount of work required.

Appendix 1

Standard Renovation:

- Replace all cords with new wax coated sash cord (appropriate to the weight of the sash)
- Free up pulley wheels of excess paint and lubricate for smooth operation.
- Weigh sashes, appropriate counter-balance weight is achieved.
- Replace centre catch for increased security and to increase draught proofing.
- Putty repairs, where appropriate.
- Adjust meeting rails to meet correctly.
- Adjust widths of sashes, where appropriate.
- Scrape off excess paint from the box and the sashes and sand to obtain smooth running surfaces for the working of the window.
- Prime inside and outside faces of the sashes ready for the finish coat. Prime all exposed timber on the exterior of the window.
- Fill and sand screw holes or uneven surfaces on the sashes.
- Replace parting bead with draught proofing system.
- Replace baton rods with draught proofing baton rods.
- Cut draught proofing brushes into the meeting rail and bottom rail of the bottom sash.

Additional repairs:

- Tennon joint repairs: A repair to the corner joint(s) of a sash. If the joint has come loose, rotted or dropped.
- Re-glazing: Chip out the external putty, remove the broken glass and chip out the internal putty line back to the original timber. Replace the glass and putty.
- Window sill replacement: This involves cutting out the pulley style (the side of the box) and outside facing (the outside face of the box that the top sash runs against) at the bottom of the box so that the entire sill length can then be removed. The new sill length is then housed out to receive the bottom of the pulley style, sized and positioned correctly so that the sashes meet and run correctly. New pulley style is then cut to fit and spliced back into the bottom of the box and new sill. The outside facing is then also cut to fit and spliced back in. The final part is to replace the pole plate (the step on the inside of the sill). The timber is then primed and any external mastic or seal removed during the replacement is then reinstated. We can offer to 'nose' repair the front edge of the sill at a reduced cost but this will not be covered by the guarantee.
- Sash replacements: Measure, supply and fit a new sash to the specification of the existing sash if the original is beyond repair.
- Box replacements: Measure, supply and fit a new box to the specification of the existing box if the original is beyond repair.
- External sand mastic: This is a repair to the exterior seal between the window box and the external walls; this seal is needed to make the window watertight. If noted as a repair, the loose mastic is removed and any gaps are filled. If noted as replace, all of the original mastic is removed and a new mastic seal is put on.
- Any other repairs (to be discussed at the survey)

Additional hardware:

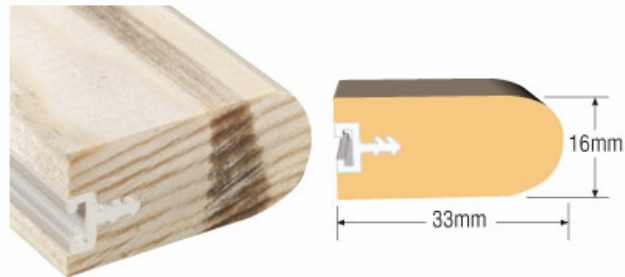
- Centre catch: Brighton centre catch is used as they are the most robust; the design increases security over different styles of catch. The design of the catch also pulls the two sashes together which enables the draft proofing system to work correctly.
- Pulley Wheel: Replacement pulley wheels are used when the existing ones have corroded or been damaged beyond use.
- Sash eye pole/hook: This is a metal ring attached to the top inside rail of the top sash. This can then be used in conjunction with a pole and hook to pull down and push up the top sash.
- Lifting hooks/rings: These are the handles on the inside of the bottom sash used for raising and lowering the bottom sash.
- Weak stop: This is a security feature, a metal bracket system installed in the top sash. When opened a small arm is locked in place allowing the bottom sash to be raised to that point, This is so that ventilation can be achieved without the window being left unsecured.
- Symplex: This system allows the bottom sash to be swung in for cleaning and maintenance. We supply and fit new hardware. Hinges, dome head screws, thumb screws, clutches and cord connectors. By replacing these components we can ensure smooth and safe operation of this system. (this system is subject to a safety assessment at the survey and may not be suitable for all windows)

Appendix 2



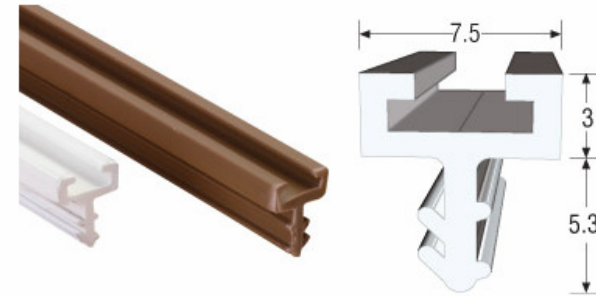
8.5mm weatherpile with fin for use with gaps 3mm to 5.5mm. 4.8mm base.

The brushes are used in the batton rods, parting bead and the bottom sash. This draft seals the window and enables smooth operation



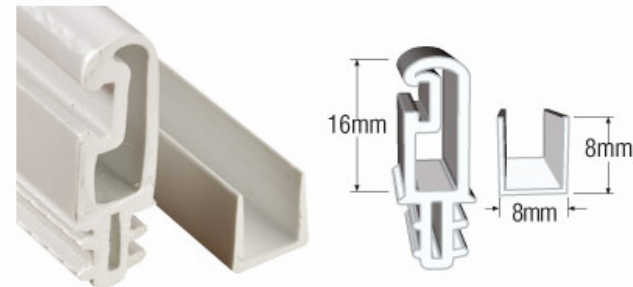
Scottish pattern timber staff bead 33mm x 16mm with pile carrier.

These are the standard batton rods that we use but other moulded batton rods can be used if required



Centre leg pile carrier for mechanical fitting. For flush fit allow 8mm wide x 3mm deep recess. There are two options available: for 2.5mm or 3mm groove. This version is for a 3mm groove.

This brush carrier is used in the batton rods and the bottom sash to hold the brushes in place



Parting Bead can then be inserted and removed easily. It is a push fit into the channel and therefore needs no fixing.

This is the replacement parting bead, instead of the wooden original, we replace it with this system to draft seal the window and to give a much smoother operation

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Appendix 3

Painting: When painting the windows, all windows are fully dismantled. This is done for the following reasons.

- The hardware is removed from the window to ensure no over painting, and then reinstated once the paint has dried.
- The brushes in the draft proofing system are removed to avoid being painted, and then reinstated once the paint has dried.
- The sashes are painted and allowed to dry before reassembly so that the windows will not stick.
- Having removed the sashes the box can be painted properly and safely.

The primer used at the renovation stage:

http://www.leyland-paints.co.uk/leylandtrade_productdetails.asp?prodid=9

The final top coat finish:

http://www.johnstonstrade.com/product-range/product.aspx?product=Quick_Dry_Opaque_Wood_Finish

Standard Painting: The standard painting finish we use: Quick Dry Opaque Wood Finish.

The paint has a product guarantee of six year protection. We can colour match if there is a particular colour you require. (Please note that changes from the standard finish may result in further cost) if you have any queries please contact us for further discussion.

The sashes and box are primed at the renovation stage (single coat).

The final paint finish stage (2 coats).

The painting quotation is for painting the windows and facings (internal and external), the quotation excludes:

- Roofline facings
- Internal panelling

Roofline facings can be added into the quotation if they can be safely reached.

The Internal panelling can be added into the quotation on request.

If you are unsure please call us for further discussion, we are happy to help.

We recommend renovation and painting as a package, giving you the peace of mind that the renovation work and the draft proofing system will not be affected by the final finish painting.

If you only require the renovation service we are happy to provide just that service.

Please note if any of the windows, hardware or draft proofing system is affected by an alternative painter, the guarantee on those parts is voided and additional cost may be occurred to repair or replace these items.

The final finish painting to the windows may be disrupted by the weather and take longer than anticipated, we will diaries sufficient time to complete the work, but may have to return at a later date if we are significantly delayed. We make every effort to make the sun shine but we can not guarantee it!