



The Timber Double
Glazing Company

Condition Survey Report – Windows & Doors

Prepared by:

Dale Baker
The Timber Double Glazing Company Ltd
40 Hildon Close
Worthing
West Sussex
BN13 2SP

Property Address:

15 West Street
Bognor Regis
West Sussex

Client: Mrs Da Silva

Date of Survey: November 2025

1. Introduction

A site survey was carried out to assess the condition of the existing windows and doors. This report documents their condition and provides recommendations suitable for submission to the local planning authority.

2. Rear Elevation – Casement Windows

Four pairs of non-original softwood casement windows (approx. 10–15 years old).

Issues:

- Moisture ingress and internal condensation
- Mould, swelling and rot
- External weather damage
- Difficult/impossible to open (safety concern)
- No trickle ventilation

Summary: Not fit for purpose and contributing to ventilation issues.

3. Front Elevation – Sash Windows

Two pairs of non-original softwood sash windows.

Issues:

- Draughty
- Swelling prevents operation
- Previous repairs (filling/painting)

- Further adjustment would worsen performance

Recommendation: Replace with like-for-like Accoya timber sash windows.

4. External Doors

Two softwood doors, unsuitable for external use.

Kitchen Door:

- Internal-grade construction
- Stapled joints
- Severely swollen and jammed
- Could not be opened (safety concern)

Front Door:

- Warped and twisted
- Seasonal swelling

Summary: Both doors are not fit for purpose and pose safety concerns.

5. Conclusion & Recommendations

Existing units are non-original softwood and have deteriorated prematurely.

Key concerns:

- Operational failure
- Ventilation issues
- Timber decay
- Safety risks

Recommended:

- Replace with Accoya timber units
- Like-for-like sash replacements
- Traditional door designs
- Improved glazing and ventilation

The proposed works will provide a durable, long-term solution while remaining sympathetic to the character of the property.

6. Declaration

This report reflects the condition at the time of inspection.

Signed:

Dale Baker

The Timber Double Glazing Company Ltd