

Property	The Lodge, Worthing Road
Location	Rustington
Post Code	BN16 3PS
Document	Method Statement and Statement of Works/ Materials
Date	26 June 2026
Author	Sarah Hufford



Introduction

Consent is being sought for the replacement of 6x existing windows within the original dwelling with timber framed, double glazed, leaded light effect windows and replacement of 2x windows and 1x door in 1980s rear extension with slimline, leaded light effect, heritage aluminium windows and door.

The main focus of this statement is the replacement windows within the main dwelling, which is Grade II Listed. The rear extension, whilst subject to the listing by virtue of its attachment to the main dwelling, does not include any historic materials and does not require scrutiny in the same way.

This provides outline details, subject to contractor appointment on receipt of consent.

Statement of Works

Client: Hargreaves Property Management

Contractor: TBC

Dates: Approx 1-2 weeks from instruction

Scope: The contractor will supply and install replacement windows at the above property. Work includes removal of existing windows, installation of new units, sealing, finishing, and disposal of old materials

Deliverables:

- Supply 6x Accoya double glazed casement windows, 2x slimline, leaded light effect, heritage aluminium windows and 1x heritage aluminium door.
- Safe removal and disposal of existing windows (recycling any materials which can be salvaged)
- Installation of new windows in accordance with manufacturer guidelines
- Internal and external finishing (sealing, trims, making good)
- Final inspection and clean-up of work areas
- All works to meet relevant building regulations and standards

Working Hours: 8am – 6pm Monday-Friday, Saturday 8am-1pm.

Note: responsibilities, payment terms, acceptance terms and warranty to be agreed on appointment.

Statement of Materials

Main Dwelling

- Accoya timber frames sprayed black
- Double glazed toughened glass (argon gas)
- Warn edge space black
- Slim antique soldered lead
- Deventer draft excluder on all windows

Extension

- Bathroom – black aluminium slim line heritage double glazed window with obscure glass, lead design & trickle vent
- Lobby – black aluminium slim line heritage double glazed window with obscure glass, lead design and trickle vent.
- Back door – black, aluminium, double glazed heritage door

(Note glass insulating sealed units, neoprene black rubber gasket, black aluminium trim as required, black silicone, insulating foam, appropriate fixing – screws/bolts).

Method Statement

1. full survey of openings to ensure safe removal and installation
2. installation of up to 3 scaffolding towers
3. carefully remove tile hanging around the windows at first floor and store for later re-instatement
4. for removal ensure opening is clear of obstructions and prop up reveals etc if required - report any loose plaster as soon as possible
5. gentle remove the window and frame
6. place new window in to opening and secure
7. seal around perimeter in agreed sealant / mortar finish
8. replace any trims / projections required
9. reinstate tile hanging around windows at first floor level and replace any broken tiles with matching, reclaimed tiles.