

# Replacement of Windows & Doors

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## 1. Windows

The Company will allow the installation of upvc or aluminium polyester powder coated white – but not anodized - windows as a substitute for the current external windows and doors subject to the following “General Conditions for Alterations to Apartments”, provision of an adequate method statement and the following additional provisions:

- 1.1 That where the windows/doors are in line with the external brickwork, the new installation must follow the design and configuration of the existing windows.
- 1.2 That where the windows/doors are set back from the external brickwork such as in balconies and access walkways, reasonable variation in design may be permitted provided that the design does not increase or decrease the existing size of the door or window. Changes to the layout of balcony doors and windows will be considered, subject to planning conditions, in order to accommodate a preference for folding / sliding doors.
- 1.3 In all cases, the sizes of new door and window frames and fixed mullion sections must be similar to those existing.
- 1.4 That all externally visible surfaces of the windows, including mastic, must be white.
- 1.5 All window glass (excluding bathrooms where windows are present) must be clear. Coloured or leaded glass is not permitted.
- 1.6 Where scaffolding is to be erected the contractor must inform the Management Office of the exact location a minimum of three days in advance of installation.

## 2. Doors

- 2.1 Individual front entrance door replacements are the responsibility of shareholders.
- 2.2 The replacement of an external door will be subject to an application to undertake non – licensed works, incorporating a sketch diagram showing the location of each new unit.
- 2.3 The general principle for replacement is based upon like-for-like replacement, flush wooden or UPVC door incorporating a half glazed unit (approximately 500mm x 250mm). A double panel is permitted on the lower section:



- 2.4 All door frames are to be white.
- 2.5 Wooden doors are to keep to the existing colour scheme – White, Black, Red, Blue or Green.
- 2.6 UPVC or GRP composite doors must keep to the existing/original colour scheme, ie white frames and doors coloured White, Black, Red, Blue or Green. Wood grain texture is permitted.
- 2.7 All doors exiting onto communal areas must be fire rated to a level commensurate with their location. All glazing must comply with FENSA requirements and the relevant British Standards.
- 2.8 Glazing in doors can be clear or privacy glass. Coloured or leaded glass is not permitted.

**3. General**

- 3.1 Works may only take place between 9.00 am – 5.00 pm Monday to Friday. Scaffolding for single installations may not be left on site over a weekend.

N.B. Any unreasonable costs or time spent in overseeing the installation of windows may incur a Management Charge.

Application: Received.....Approved.....L/H informed.....

Referred to Board.....Licence applied for.....

File: Policy& Procedures/replacementofwindowsanddoors

Issue3 : August06

Issue4: Amendments approved at BDL Board Meeting 542 10/10/2013