

From: Marco mgtsashwindows@gmail.com

Subject: Re: Request for quotation – refurbishment of timber windows in Worthing

Date: 1 June 2026 at 19:21

To: ronychan@gmail.com

Hi Rony

Please find below the supporting information we are able to provide for the proposed window works at:

40A High Street, Worthing, West Sussex, BN11 1LL

Grade II Listed Building

Front elevation works

The proposed works relate to two front bay windows, made up of six pairs of original timber sash windows. The windows are located to the one-bedroom flat on the first and second floor front elevation.

The six sash window positions have been referenced as follows:

First Floor:

- 1A – left-hand sash pair
- 1B – centre sash pair
- 1C – right-hand sash pair

Second Floor:

- 2A – left-hand sash pair
- 2B – centre sash pair
- 2C – right-hand sash pair

General condition

The existing windows are original timber single-glazed sash windows. From inspection, the windows are generally in poor condition, with several rotten timber sections, failed/missing putty, defective decoration, and areas requiring repair or replacement.

The overall condition of the existing timber is considered poor, approximately 8/10 where 10 would be the worst condition. Some sections appear to be beyond practical repair, although the full extent of decay will only be confirmed once the windows are opened up and further investigation is carried out during the works.

The pulleys generally appear to be serviceable, although there may be some broken sash cords. The windows appear to operate reasonably well at present, but repair, servicing, cord renewal, draught-proofing and rebalancing are expected to be required as part of the works.

Access for inspection was limited due to tenant belongings/remnant items preventing full close inspection of all areas. Therefore, the proposed schedule is based on the inspection

findings available at the time, with final repair requirements to be confirmed once full access and opening-up works are possible.

Proposed approach

The intention is to retain and repair as much original historic fabric as reasonably possible. Repair will be prioritised over replacement wherever practical.

Replacement will only be carried out where the existing timber is too decayed, defective, or beyond practical repair. Any replacement sections or sashes will be made on a like-for-like basis to match the existing appearance, proportions, glazing bar layout, mouldings, profiles and external finish.

The aim is for the completed windows to retain the same traditional appearance from the outside.

Window-by-window schedule

1A – First floor, left-hand sash pair

Existing condition:

Original timber single-glazed sash window. Poor timber condition with areas of rot, failed/missing putty and defective paint finish. Full inspection was restricted due to access limitations.

Proposed works:

Replacement of sash pair proposed due to the timber appearing too rotten for reliable repair. Existing box frame to be retained and repaired where possible. Any new sashes to be made like-for-like to match the existing sash design, glazing bar arrangement, profiles and appearance.

1B – First floor, centre sash pair

Existing condition:

Original timber single-glazed sash window. Poor condition with rotten sections, missing/failing putty and defective decoration.

Proposed works:

Partial replacement and repair proposed. Sound existing timber to be retained. Rotten or defective sections to be cut out and repaired using matching hardwood timber splices and/or suitable timber resin repair system where appropriate. Existing frame to be retained and repaired where possible.

1C – First floor, right-hand sash pair

Existing condition:

Original timber single-glazed sash window. Poor condition with significant timber decay noted, failed/missing putty and defective paintwork. Full inspection was limited.

Proposed works:

Replacement of sash pair proposed due to timber appearing too rotten for reliable repair. Existing box frame to be retained and repaired where possible. Replacement sashes to match existing like-for-like in style, glazing bar formation, mouldings and finish.

2A – Second floor, left-hand sash pair

Existing condition:

Original timber single-glazed sash window. Poor timber condition with areas of rot, failed/missing putty and defective decoration.

Proposed works:

Partial replacement and repair proposed. Retain sound original timber where possible. Rotten sections to be repaired using matching hardwood timber splices and/or suitable timber resin repair system where appropriate. Existing frame to be retained and repaired where possible.

2B – Second floor, centre sash pair

Existing condition:

Original timber single-glazed sash window. Poor condition with rotten sections, failed/missing putty and defective decoration.

Proposed works:

Partial replacement and repair proposed. Original material to be retained wherever possible. Localised timber repairs, putty repairs, sash cord renewal, draught-proofing and redecoration to be carried out as required.

2C – Second floor, right-hand sash pair

Existing condition:

Original timber single-glazed sash window. Poor condition with significant decay noted, missing/failing putty and defective paint finish.

Proposed works:

Replacement of sash pair proposed due to the timber appearing too rotten for reliable repair. Existing box frame to be retained and repaired where possible. Replacement sashes to be manufactured like-for-like to match the existing appearance, profiles, glazing bars and finish.

Proposed repair works

The repair works may include the following where required:

- Retention of original frames and sound original timber where possible
- Removal of decayed timber back to sound material

- Localised hardwood timber splice repairs
- Use of a suitable timber resin repair system, such as Repair Care, where appropriate
- Repairs to sill sections where required
- Repairs/replacement of staff beads and parting beads where required
- Renewal of sash cords where required
- Servicing of pulleys and weights
- Rebalancing of sash windows
- Draught-proofing to improve operation and reduce rattling/draughts
- Removal and renewal of failed/missing putty
- Replacement of broken or defective glass where required
- Preparation, priming and redecoration of repaired areas

Proposed replacement works

Where sashes are beyond practical repair, replacement sash pairs are proposed to the following windows:

- 1A
- 1C
- 2C

The replacement sashes will be made like-for-like to match the existing windows as closely as possible, including:

- Same sash style and opening arrangement
- Matching glazing bar layout
- Matching profiles and mouldings
- Matching external appearance
- Traditional single glazing
- Traditional putty glazing
- Painted timber finish in white

The existing box frames are to be retained and repaired where possible.

Materials and finishes

The proposed materials and finishes are as follows:

Timber:

Replacement sashes and timber repair sections to be formed in hardwood, proposed as Red Grandis hardwood.

Glazing:

Single glazing to match the existing traditional appearance. Proposed glass thickness: 4mm glass, where appropriate.

Putty:

Traditional putty glazing to be used where required.

Paint finish:

White painted finish to match the existing appearance. Proposed paint system: Benjamin Moore exterior paint system, with a suitable primer/undercoat and exterior top coats. Finish to be an exterior satin finish unless otherwise agreed.

Ironmongery:

Existing ironmongery to be retained where possible. Where replacement ironmongery is required, this will be selected to suit the existing window style and traditional appearance.

Draught-proofing:

Draught-proofing to be installed where appropriate using discreet brush-pile carrier systems within replacement staff beads/parting beads, designed to improve performance while maintaining the traditional sash window appearance.

Heritage/conservation approach

The works will be carried out with a conservation-led approach. The priority will be to retain historic fabric wherever practical and only replace sections where the timber is beyond practical repair.

All replacement sashes or timber sections will be made to match the existing windows in appearance, material, glazing bar pattern, mouldings and finish. The proposed works are intended to maintain the traditional character and appearance of the Grade II listed building.

Inspection photographs / annotated information

No detailed inspection photographs are currently available due to limited access at the time of inspection. Full close inspection was restricted by tenant belongings/remnant items.

If required, further photographs and annotated information can be provided once full access is available and the windows are opened up. Any additional findings will be recorded and the proposed works reviewed accordingly.

Access

The windows are located on the front elevation at first and second floor level. Scaffolding is likely to be required to allow safe access for external repairs, decoration and any sash removal/replacement works. Temporary boarding may be required where sashes need to be removed while replacement sashes are manufactured or installed.

Please note that the above information is based on the inspection available at the time. Final repair and replacement requirements may be confirmed once full access and opening-up works are carried out.

Kind regards,
MGT sash windows