

Thank you for providing the window numbers which require the Ventrolla treatment. As discussed, we have consulted Ventrolla for further information as to what is included within their generic window refurbishment package; please find detailed below.

### Typical Box Sash Renovation inclusive of the following works

#### The above is inclusive of the following works:

- Access, preparing work area & Introduction to the customer.
- Remove the existing sashes and set to one side.
- Planning down & scraping down the sashes and box frame, where required, to create the gaps around the sashes, so the sashes move freely.
- Free-up & oil the pulley wheels.
- Prime any bare timbers installed by us.
- Patch puttying, where external putty is missing ONLY.
- (Conservation Joint Repairs) Sash corner repairs – x2 allowed.
- Rehanging the top & bottom sashes on new sash cords.
- Rebalance the sashes with additional make-up weights added to the existing weights (up to 14kg).
- New parting beads (with Ventrolla draught seals).
- New staff beads (with Ventrolla draught seals).
- Re-align the centre catch.
- Replacement sill – including outer cheek replacement allowance on replacement.

From the information provided it sounds as though many timber repairs, if required to windows where the ventrolla system is being installed will be included within this package. I will coordinate a site meeting with a representative from Ventrolla through October to assess the windows in a live environment on site. I am hesitant to provide the exact omissions for the windows which are scheduled for refurbishment until visiting and reviewing the scheduled repairs with Ventrolla. I will provide this as soon as everything is confirmed following the upcoming meeting, we will share the date of this with yourselves and Sinead.

I would like to propose a commencement date of Wednesday 20<sup>th</sup> March 2024 if suited to yourselves and Sinead. we expect works to conclude over a 6/8-week period.

I confirm there will be no cost uplift for completing works in 2024.

**Davey Jones:** Commercial Painting Manager : Jones Building Group