

REPAIRS SCHEDULE

West Ashling Post Office and Cottage

All works shall be carried out by a contractor appointed and employed by the owner of the property. Works shall be supervised by a surveyor who is a member of RICS, appointed and employed by the owner, who will be referred to hereafter as 'the Surveyor'.

The Conservation Officer of South Downs National Park Authority (the LPA), or his appointed site supervisor will make regular inspections and will relate any concerns promptly to the Surveyor. He will also offer clarification or advice as required.

Where any inspection or assessment is to be made, it shall be made by the Surveyor.

All new materials used in the carrying out of these works are to be approved in advance by the Surveyor. Any salvaged materials brought on to site may be approved at their source.

Safe access for high level work shall be maintained at all times. Permission for the erection of scaffolding to the West (front) façade of the Post Office will require a licence from the Highways Authority, West Sussex County Council.

Works required by and which strictly adhere to the specifications of this Schedule do not require a separate application for Listed Building Consent. However, any deviation from it may. No deviation from the requirements of this Schedule is permitted without the written consent in writing from the LPA.

West Face Post Office – Roof and Guttering

1. Trim high-level Wisteria growth to West (Front) Post Office elevation, sufficiently clear of the eaves line to allow free access to gutters.
2. Take down existing cast gutters, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.
3. Strip roof tiling to this face, inspect and re-make back gutter if necessary. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Take care to remove ridge tiles intact for re-use. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.
4. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.
5. On completion, refit refurbished or replacement gutters, re-making all joints and sealing against leaks. Remove any identification tags or labels visible from the ground.



Post Office elevation to West (front) and hipped roof above

North Face Post Office – Roof and Guttering

6. Take down existing cast gutters from North (Return) Post Office elevation, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.

7. Strip roof tiling to this face, taking care to remove ridge tiles intact for re-use. Inspect and re-make back gutter if necessary. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Furnish two new gutter brackets to replace those missing at west end. Assess condition of lead valley at east end and renew if defective in Code 5 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.

8. On completion, refit refurbished or replacement gutters, re-making all joints and sealing against leaks. Remove any identification tags or labels visible from the ground.



North facing roof pitch of Post Office

North Face Post Office - Other

9. Clear cellar ventilation grill (as shown in photograph below) of any obstruction and clear surrounds of vegetation.



South Face Post Office (facing car port) – Roof and Guttering

10. Take down existing cast gutters, hopper and downpipe, lower carefully to ground level and separate individual components. Clear hopper of obstructions. Where assessed capable of further service, sand-blast iron components to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.

11. Strip roof tiling to the hip, strip chimney lead flashings and remake back gutter. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Reform chimney flashings in new Code 4 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from rear pitches or good, matching second-hand tiles where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.

12. On completion, refit refurbished or replacement gutters, hopper and downpipe re-making all joints and sealing against leaks.



East and South Return faces of Post Office and Cottage to the garden

East and South Return Faces (Garden), Post Office and Cottage – Roof and Guttering

13. Take down existing cast gutters to both faces and the downpipe on the south face, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level.
14. Furnish new or good second-hand sections of matching cast-iron guttering to replace missing or irreparable sections.
15. Strip roof tiling to these pitches. Remove ridge tiles intact for re-use and furnish matching replacements for the missing hip tiles. Inspect and re-make back gutter if necessary. Redecorate gutter and downpipe bracketry if found in serviceable condition, or renew to match. Inspect valley leadwork and if necessary renew in Code 5 lead. Renew battens and felt and re-tile. If there is an overall shortfall in reusable tiles from the roof overall, new clay tiles of matching colour and texture to the originals may be used to cover these two pitches. If new supplementary tiles are nibbed, every second course shall be nailed.
16. Re-bed original and supplementary hip tiles, taking care to minimise evidence of revealed mortar at joints.
17. On completion, refit refurbished and supplementary replacement gutters, the hopper and downpipe, re-making all joints and sealing against leaks.

East and South Return Faces (Garden), Post Office and Cottage – Other

18. Remove any vegetation and earth build-up at base of wall to below floor level.
19. Rebuild missing plinth of wall in brickwork, of a colour and texture to match surrounding bricks. Form French drain to protect plinth from standing water or vegetative re-growth.
20. Remove improvised and insecure barred-window frame at ground floor level. (See photograph below). Furnish and fit new ground floor window lintel to match original appearance. Fit rudimentary window frame in primed timber and either glaze or board the opening to secure. If boarded, paint in a grey undercoat followed by a black top-coat. Re-fit grille internally if desired.



21. Remove window board and inspect upper floor window. If beyond repair, replace with a replica frame and casement, fabricated in Western Red Cedar, primed and undercoated in grey. Glaze casement, fixing with traditional putty. Topcoat in white.



Broken window frame and glazing, seen internally from bathroom

East Face, Cottage – Chimneys

22. For **one only (twisted) south**, single flue chimney stack, (as shown, left, on the photograph below) carefully remove single Fareham Pot and store securely for re-use. Take down the topmost seventeen courses of brickwork, putting all reusable bricks to one side.



23. Remove cement flashings to this chimney base and form lead flashings in new Code 4 lead.

24. Rake out and repoint open brickwork joints in a lime-based mortar of a mix to be agreed with the Conservation Officer. Provide a neat, flush pointing finish, avoiding excess mortar smears on the faces of the bricks. Rebuild the upper seventeen courses of brickwork using lime bedding mortar and the salvaged bricks, taking care when laying to present previously weathered faces to the outside, again avoiding pointing smears. Any necessary supplementary bricks shall be good, well-fired, hand-made

stocks, a close match in colour and texture to the originals. On completion, re-set the Fareham Pot, flunched in mortar to match the original feature.

East Face, Cottage – Roof and Guttering

25. Remove the surviving cast gutters to this elevation. Inspect condition of hopper and downpipe on return wall, removing vegetation growing out of or around it and any other blockage ensuring water conducts away freely, without significant leaks.

NOTE; serviceable lengths of gutter from this elevation, refurbished as above may be used to supplement missing or defective components on other faces.

26. Strip roof tiling to this face, inspect and re-make back gutter. Take care to remove ridge tiles intact for re-use. Renew gutter bracketry in readiness for replacement cast gutters.

27. Renew battens and felt and re-tile. In the event of a probable shortfall in reusable tiles from the roof overall, new clay tiles of matching colour and texture to the originals may be used to cover the **lower** courses of these pitches. All tiles without nibs shall be fixed with two stainless steel nails. Where new supplementary tiles are nibbed, every second course shall be nailed. Re-point exposed verge at lower level as originally detailed.

28. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.

29. On completion, furnish new or good second-hand sections of cast-iron guttering to the new bracketry. Ensure rainwater discharges as intended to the cleared downpipe and gully.

East Face (Outshot, Cottage) – Windows and Door

30. Remove the two windows and frames, take to workshop, remove any loose paint and putty and repair all elements, adding new sills to each in Western Red Cedar. Finish in primer and undercoat. Reinstall in original openings, re-glaze where necessary and re-putty. Topcoat in white.

31. Remove boarded door and take to workshop for repair. Scarf in new sections of door frame as necessary. Strip black paint from door (do **not** employ chemical dip) and inspect condition of boards and ironmongery. Door replacements shall require a new weather bar and threshold door stop. Re-decorate in primer, one undercoat and a topcoat in black. Re-fit ironmongery if of serviceable condition or replace with new and re-hang, ensuring smooth operation and secure closure.

East Face – Kitchen Window

32. Remove board and window frame. Replace with a matching frame fabricated in Western Red Cedar, primed and undercoated. Install new window in opening, glaze using putty. Topcoat in white.

North Face Cottage – Roof, Chimney Stack and Gutters



North Roof Pitch and Chimney Stack of Cottage

33. Remove the cast gutters to this elevation. Inspect condition of hopper and downpipe beside chimney stack, removing vegetation and any other blockage ensuring water conducts away freely, without significant leaks.
34. Strip roof tiling to the hip, strip chimney lead flashings and remake back gutter. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Reform chimney flashings in new Code 4 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.
35. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.
36. On completion, refit refurbished gutters as 37, below, re-making all joints and sealing against leaks. Remove any labels visible from the ground.

West Face Cottage Front – Gutters

37. Take down existing cast gutters, including return to North Face chimney. Lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level.

38. Redecorate gutter bracketry if found in serviceable condition, or renew to match.

39. On completion, refit refurbished gutters including return to North chimney, re-making all joints and sealing against leaks. Remove any labels visible from the ground.

West Face Cottage Front – Windows and Door



40. Check lintel of **North First Floor** window opening for failure and renew if defective. Remove both casements and take to workshop for repair. Remove remains of frame and replace with new frame and sill fabricated in western red cedar, primed, undercoated and top-coated in black. Repair casements by scarfing new sections of bottom rail, refitting failed pegs and gluing joints. Remove failed glazing putty and re-putty, prime all exposed timber, undercoat each casement and topcoat in white before returning to site and fitting to the new frame. Ensure smooth operation and secure closure.

41. Remove surviving casement from **North Ground Floor** window and take to workshop for repair. Remove window frame, making new sill using western red cedar and scarfing in sections of new jambs as required. Prime all exposed timber, undercoat whole and topcoat in black. At workshop, clean off

the original casement, taking care to retain original glass, renew failed putty and renew pegs as necessary. Fabricate a new casement to match in western red cedar, primed, undercoated and topcoat in white as original. On site, install casements in frame, glaze new casement using putty. Ensure smooth operation and secure closure.

42. Remove surviving casement from **South Ground Floor** window and take to workshop for repair. Remove window frame, making new sill using western red cedar and scarfing in sections of new jambs as required. Prime all exposed timber, undercoat whole and topcoat in black. At workshop, clean off the original casement, saving original glass if possible, renew failed putty and renew pegs as necessary. Fabricate a new casement to match in western red cedar, primed, undercoated and topcoat in white as original. Install both casements in frame, glaze new casement using putty. Ensure smooth operation and secure closure.



South Ground Floor Casement

43. Remove both casements from the **South First Floor** window and take to workshop for repair. Remove remains of frame and replace with new frame and sill fabricated in western red cedar, primed, undercoated and top-coated in black. Repair casements by scarfing new sections of bottom rail, refitting failed pegs and gluing joints. Save original glass where possible. Remove failed glazing putty and re-putty, prime all exposed timber, undercoat each casement and topcoat in white before returning to site and fitting to the new frame. Ensure smooth operation and secure closure.



43. Remove the **Front Door** and take to workshop for inspection, repair or replication. Rebuild Door frame, inserting new sill and threshold bar. At the workshop carefully dismantle door, if considered repairable, renewing frame elements as necessary and re-gluing joints and panels. If irreparable, replicate precisely in Western Red Cedar. Prime and undercoat all exposed timber. Rub down original paintwork and topcoat in black satin. Overhaul or renew ironmongery and refit, ensuring smooth operation and secure closure.

Internal – General preliminary

44. Remove all scattered items and other trip hazards from all floor or staircase surfaces, taking particular care to remove inflammable items from all points of entry. Clear and remove all loose, fallen soot or flue material from fireplaces and hearths.

Internal – Roof Space over House

45. Alongside roof tile removal and before felting and roof re-battening, arrange safe access to loft space and renew any cracked or broken rear rafters. Introduce additional cross ties and collars as necessary to support and distribute roof load.



Primary area of over-stressed rafters supporting rear cat slide roof pitch

Internal – Post Office, first floor bedroom

46. Obtain advice from a Structural Engineer on the suitability of the decayed wall plate to carry roof loadings and follow his specification for renewal. Remove any rot-decayed skirting boards and remove them from the building for disposal.



Decayed wall plate

Internal – Kitchen

47. Employ services of a CORGI registered gas engineer to remove defective water heater from rear wall and securely cap off all pipework. (Shown in photograph below). Do not dispose of heater from building without owner's agreement.



Internal – South East bathroom

48. Tidy debris and invasive plant growth from bathroom. Renew defective floorboards in the South East bathroom as necessary using matching softwood boards and reinstate existing (or, if preferred, new) bathroom fittings to a basic, clean and functioning condition.



End of Repairs Schedule