

# QUEENSWOOD GARDENS LIMITED

Company No. 4473572

Registered Office: 164 Cranbrook Road, Ilford, Essex IG1 4NR

## REPLACEMENT WINDOWS

Under the terms of the lease, all structural changes to any property at Queenswood Gardens require written permission in advance from the lessor, Queenswood Gardens Ltd. This includes any proposed replacement windows.

Queenswood Gardens Ltd has a minimum standard for all replacement windows. This is based upon the Building Regulations 2000, and the associated Approved Documents (2006 editions) issued by government. In particular, we have been guided by Approved Documents B and F. These two documents provide guidance on sizes of windows for emergency escape and adequate ventilation requirements. We have adopted appropriate sections of their specifications as part of our minimum standards, as follows:

- Approved Document B, Section 2, paragraphs 2.3, 2.4 and 2.8
- Approved Document F, Section 3 paragraph 3.3, and Appendix B

Taken together, these require that replacement windows should:

- not have lower specification than the original windows;
- have an opening area of not less than 0.33m<sup>2</sup> that is at least 450mm high and 450mm wide, the bottom of which is no more than 1100mm above the floor, to provide an emergency exit;
- on a room-by-room basis have an opening area of not less than 1/20th of the floor area of the room (and not less than 1/10th of the floor area if they are hinged and do not open more than 30°) to provide adequate ventilation.

Based on all the above, Queenswood Gardens Ltd has set as its minimum standard that at least one of the windows in the smaller bedroom and in the kitchen must open sufficiently to meet the above specifications. In both the lounge and the main bedroom, there must be at least one window in the longest section of the bay window (that is, the section parallel to the main wall of the building, not the short window at 90° to the main wall) that opens in compliance with the Approved Document specifications.

In addition, all replacement windows must have a similar 'look' to the originals. Where a vertical division is installed, it must be centred within the window so that there is an overall symmetry to them.

When applying to Queenswood Gardens Ltd for permission to replace windows, lessees should provide sufficient information, including drawings, to show that the new windows will meet or exceed the minimum standard. Applications without sufficient information will be rejected. Note that if windows are installed that do not meet the minimum requirements in all respects, then they will have to be replaced with windows that do comply with the requirements.

Choice of supplier is left to the individual lessee, who will be ultimately responsible for ensuring compliance with the minimum requirements and long-term suitability of replacement windows. Queenswood Gardens Ltd does not recommend either Crystal Windows (because of poor after-sales service) or Anglian Home Improvements (because of poor pre- and after-sales service). Lessees should ensure that they get an appropriate FENSA certificate from the supplier/fitter unless the work is to be subsequently inspected by the local authority.