

Mrs. and Mrs. Gallen,
Milton Keynes

16/6/16

Dear Mrs. Gallen,

Re: Repairs, new components and new glazing for your conservatory

Thank you for inviting me to quote for the above. Please find below my Condition report, Recommendations, Specifications and prices.

1.0 Condition Report

- a) Your fifteen year old polycarbonate roofed conservatory roof was manufactured by Ultra-frame. At the time of installation they were the principal UK manufacturer and their product is a good quality. However one of the characteristics of the design is slipping of the panels as securing lugs are only specified when the roof is glazed in glass. This is the explanation for your slipped panels.
- b) Apart from a gap at the top of the panel caused by slipping there is significant debris in the valley gutter and the combination of these two factors could cause the leaks that you have experienced.
- c) The water ingress into the conservatory at the side is due to overflow of the gutter in storm conditions. The principal reason is that the house roof drains into the conservatory gutter, and the gutter has bowed downwards. The conservatory gutter was never designed to deal with such a large volume of water and consequently overflows.
- d) One of the quarter lights has misted and needs to be replaced.
- e) There are three joints to the internal window sill where the joint beading has cracked.
- f) The mitre on the external window sill below the valley gutter has opened up and the bead is lost.

2.0 Recommendations and Specifications

- 1) Remove the slipped panel and reset the top gaskets. Then replace and install screw clips to prevent any further movement.
- 2) Install retaining screw clips to all the roof panels.
- 3) Clean out the valley gutter.
- 4) 'T' in the drainage from the main roof to the downspout below the gutter so that it drains directly into the pipe below the conservatory gutter.
- 5) Remove the old misted glass and install a new unit. We will match the specialist quarter light with the two vertical black lines. It will therefore not be necessary to install a plain glass unit.
- 6) The bead on the external sill mitre, below the valley gutter, is missing and the joint has opened up into a wedge. We will install a brown sealant filler to make this weathertight.
- 7) We will remove the damaged beading on the internal window sill and install new beads.