



Jack's *The Way*

Our Installation Guide

Your installation is just around the corner
so it's time to prepare for the big day!



At Jack Brunsdon & Son we have been manufacturing and installing windows in homes of character for over 50 years. Over this time, we have developed a proven process of installation designed to achieve a consistent high quality for every customer.

We pride ourselves on delivering the finest materials, an excellent fit and quality workmanship for every customer, please find enclosed how we deliver this service.

Preparing for your Installation

We schedule an installation with you a few weeks before, on days convenient to you. At this time, we will estimate how long an installation will be, what time we will arrive and the sequence we anticipate we will fit your products in.

Unless otherwise requested by yourself our approach is usually to start on the top floor of a property working our way down, installing all windows first with doors generally being the last items installed.

In the event we are fitting bay windows to upstairs and downstairs on the same contract, we will always aim to fit the downstairs bay first for structural purposes.

Please remove all blinds, curtains and shutters prior to our arrival, and clear the area where we will be carrying out the installation. If applicable all building preparations should be finished and scaffolding erected leaving the installation area free to access easily.

For any queries please do not hesitate to contact us on **01993 885080** or by emailing hello@jackbrunsdon.co.uk

Day of Installation

Upon arrival at your property the Installation team will introduce themselves, communicate the programme of works and ask if there are any specific requirements of the day. We will prepare the installation and surrounding areas using internal dust sheets and external sheeting (tarpaulins) where needed. We will cover any furniture which remains with protective covering.

Our Installers are master craftsman and observe strict guidelines when fitting products, Installation teams are prepared with a fitting pack including the details from the visit by our surveyor. They check every product and aperture to confirm all are present and correct for the days works. Existing windows and doors are removed with care to preserve the internal and external finish of your homes, wherever possible.

The Jack Brunsdon Way is a finish that is in keeping with the traditional materials where possible. This may include pencil trims, cement fillet, or silicon. It will be decided as required by our master craftsman when installing the product. We will always look to maintain the aesthetics and integrity of your property.

The area surrounding the installation is left to a decorating standard as part of the installation process that can then be finished by yourself or a decorator.

After Installation

Products will be thoroughly cleaned and all working areas inside and outside will be left clean and tidy. Our installation team will demonstrate the function of the products with the operation of locks and hinges being clearly explained to you. We will issue you with our quick guide with key reference points, the full after care guide will follow shortly after completion.

We like to take before and after photos of the installed products, please do indicate to us if we are able to use these both for our internal files and also for marketing purposes, we like to tell your story and welcome your comments on your journey with Jack Brunsdon & Son.

When you are satisfied all is complete, we ask you to sign to confirm the installation is complete, the final payment will then become due to close the contract, following payment we can then issue your guarantees and handover documentation.

Aftercare

We offer extensive and comprehensive warranties, therefore if an issue does arise please contact us, we will happily advise you on any aspect of your product and its use. It maybe we need to inspect, we may request you send imagery, or should the need arise we will be more than happy to arrange for one of our installation teams to visit you and rectify the issue.

With thanks from the JB team.

MORE THAN

50
YEARS

OF
CRAFTSMANSHIP
& EXPERIENCE

Est. 1964

The Old Mill, Blenheim Palace Sawmills, Combe OX29 8ET T. 01993 885080

www.jackbrunsdon.co.uk