

CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Install protective window covering

1315 Oakwood Ave

Address

Historic District

Chapel, Saint Augustine's College

Historic Property

COA-0200-2018

Certificate Number

12/21/2018

Date of Issue

6/19/2019

Expiration Date

This card must be kept posted in a location within public view until all phases of the described project are complete. The work must conform with the code of the City of Raleigh and laws of the state of North Carolina. When your project is complete, you are required to ask for a final zoning inspection in a historic district area. Telephone the RHDC office at 832-7238 and commission staff will coordinate the inspection with the inspections Department. If you do not call for this final inspection, your Certificate of Appropriateness is null and void.

Signature, _____

Collette R. Kinnie

Raleigh Historic Development Commission

Pending the resolution of appeals, commencement of work is at your own risk.

Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



**DEVELOPMENT
SERVICES
DEPARTMENT**

Development Services
Customer Service Center
One Exchange Plaza
1 Exchange Plaza, Suite 400
Raleigh, North Carolina 27601
Phone 919-996-2495
eFax 919-996-1831



<p><input checked="" type="checkbox"/> Minor Work (staff review) – 1 copy</p> <p><input type="checkbox"/> Major Work (COA Committee review) – 10 copies</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Additions Greater than 25% of Building Square Footage <input type="checkbox"/> New Buildings <input type="checkbox"/> Demo of Contributing Historic Resource <input type="checkbox"/> All Other </p> <p><input type="checkbox"/> Post Approval Re-review of Conditions of Approval</p>	<p style="text-align: center;">For Office Use Only</p> <p>Transaction # <u>579153</u></p> <p>File # <u>COA-0200-2018</u></p> <p>Fee _____</p> <p>Amount Paid <u>\$30.00</u></p> <p>Received Date _____</p> <p>Received By _____</p>
--	--

Property Street Address 1315 Oakwood Ave

Historic District _____

Historic Property/Landmark name (if applicable) St Augustine's Chapel

Owner's Name St Augustine's University

Lot size <u>N/A un-subdivided portion of campus</u>	(width in feet) _____	(depth in feet) _____
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For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys ([Label Creator](#)).

Property Address	Property Address
N/A	

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Type or print the following:

Applicant St Augustine's University c/o Linda Gunn-Jones

Mailing Address Office of Sponsored Programs, 1315 Oakwood Avenue, Boyer Building, # 002-B,

City Raleigh	State NC	Zip Code 27610
Date 12-3-18	Daytime Phone 919/516-4533	

Email Address lgunn-jones@st-aug.edu; please cc Maryruffin@hanburypreservation.com

Applicant Signature *Linda Gunn-Jones*

Will you be applying for rehabilitation tax credits for this project? Yes No

Did you consult with staff prior to filing the application? Yes No

Office Use Only

Type of Work 70

Design Guidelines - Please cite the applicable sections of the design guidelines (www.rhdc.org).

Section/Page	Topic	Brief Description of Work (attach additional sheets as needed)
2.7.1	Windows and Doors	
2.7.3	Windows and Doors	
2.7.4	Windows and Doors	
2.7.5	Windows and Doors	
	<i>Routine Maintenance</i>	<p>As described in the attached proposal, all stained glass windows will be retained and preserved (2.7.1); wood frames will be scraped and repainted as needed (2.7.3); repair through recognized preservation methods to include epoxy edge-gluing, copper foiling, and as a last resort, replacement glass; Replacement will be limited and in-kind (2.7.5)</p> <p><i>Installing protective glass coverings noted on page 57 # 61.</i></p> <p><i>Per applicant CLK 2/20/2018</i></p>

Minor Work Approval (office use only)

Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until 06/19/2019. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor Works are subject to an appeals period of 30 days from the date of approval.

Signature (City of Raleigh) Collette R K

Date 12/21/2018

	TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
Attach 8-1/2" x 11" or 11" x 17" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. Minor Work (staff review) – 1 copy Major Work (COA Committee review) – 10 copies	X		✓		
1. Written description. Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)	X		✓		
2. Description of materials (Provide samples, if appropriate)	X		✓		
3. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	X inventory and p 63		✓		
4. Paint Schedule (if applicable)	<input type="checkbox"/>	X			
5. Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	X			
6. Drawings showing existing and proposed work <input type="checkbox"/> Plan drawings <input type="checkbox"/> Elevation drawings showing the façade(s) <input type="checkbox"/> Dimensions shown on drawings and/or graphic scale (required) <input type="checkbox"/> 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 11" x 17" or 8-1/2" x 11" snap shots of individual drawings from the big sheet.	X See p 8		✓		
7. Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys (required for Major Work). Use the Label Creator to determine the addresses.	<input type="checkbox"/>	X			
8. Fee (See Development Fee Schedule)	X		✓		



SAINT AUGUSTINE'S UNIVERSITY

Epiphany Studios Project 4013
Proposal 1800



NOVEMBER 27, 2018
EPIPHANY STUDIOS, INC.
2091 Guard Hill Rd, Middletown, VA 22645

November 27, 2018

St. Augustine's University
1315 Oakwood Avenue
Raleigh, NC 27610

Attn: Dr. Everett B. Ward / President – Dr. Linda Gunn-Jones
Proposal #4013 ES 1800

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*WE ARE HONORED TO PRESENT OUR
RECOMMENDATIONS WITHIN THIS
PROPOSAL FOR*

RESTORATION / RE-LEADING / PROTECTIVE COVERING
FOR YOUR STAINED- GLASS ART WINDOWS

SAINT AUGUSTINE'S UNIVERSITY

1315 OAKWOOD AVENUE
RALEIGH, NC 27610

PROJECT #4013 EPIPHANY STUDIOS 1800

Our Mission Statement:

Epiphany Studios believes that every stained-glass art window is steeped in rich history and tradition.

As a company, we are committed to bringing the best to every window that we touch; the best artisans and craftsmen, the best approach to the needs of the stained-glass art windows, and the best materials. These three pillars rest upon our foundation of unwavering commitment to listening to our clients and to embracing the idea that Epiphany Studios is at their service ensures that we will set the standard in the creation, restoration, and preservation of stained-glass art windows.

ALL ENCLOSED MATERIALS, DESIGNS, SPECIFICATIONS, AND DRAWINGS ARE COPYRIGHT AND PROPERTY OF
EPIPHANY STUDIOS 2018 AND MAY NOT BE COPIED WITHOUT WRITTEN PERMISSION

FULL SERVICE STAINED GLASS ART STUDIO

Studio Address: 2091 Guard Hill Road, Middletown, VA 22645 - Mailing Address: PO Box 777 Front Royal, Va, 22630

Toll Free: 866-293-6160 - Phone: 540-636-1607 - Fax: 540-636-6114

Website: www.epiphanystudios.org Email: contactus@epiphanystudios.org

ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1

November 27, 2018

St. Augustine's University
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Attn: Dr. Everett B. Ward / President – Dr. Linda Gunn-Jones
Proposal #4013 ES 1800

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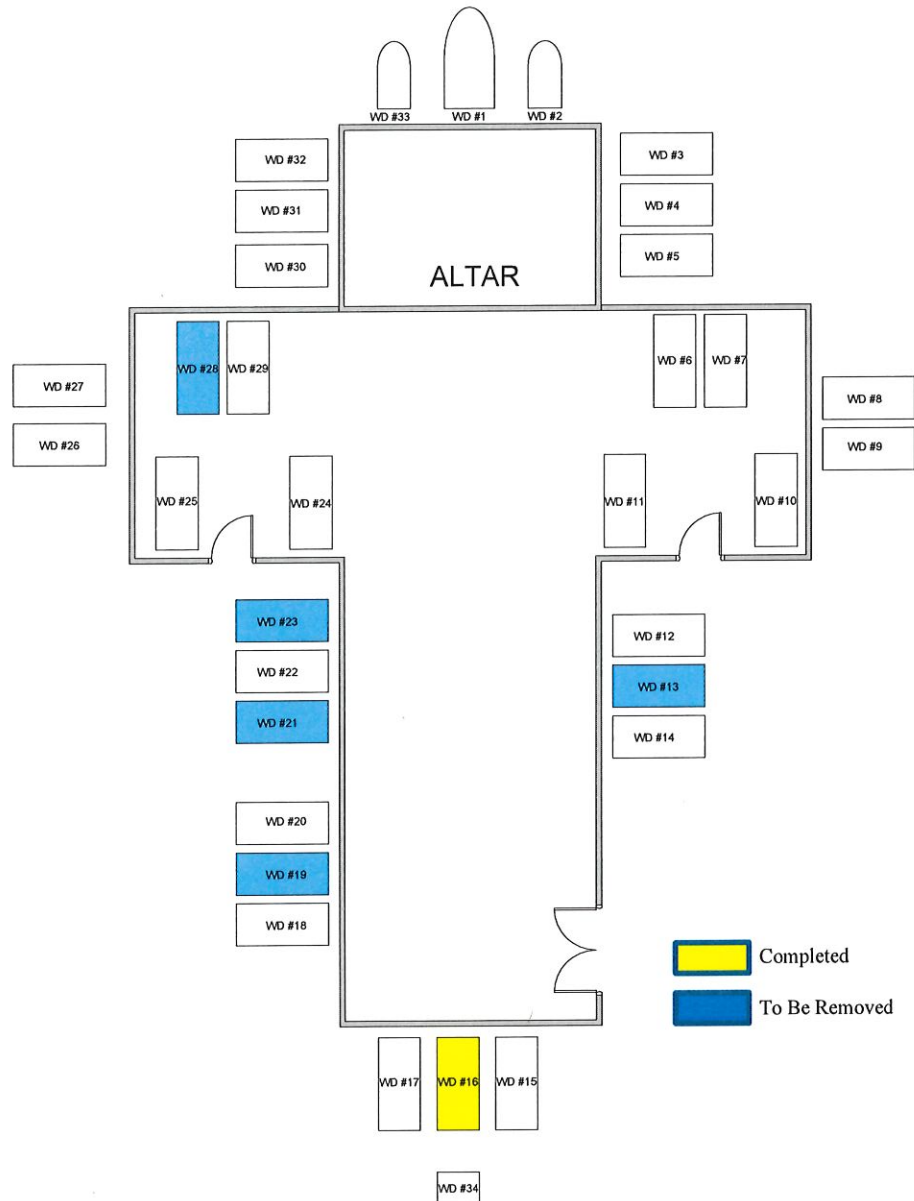
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FLOOR PLAN:



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SCOPE OF PROJECT:

Epiphany Studios has the following recommendations for the restoration and general maintenance of your stained-glass art windows. We also recommend 1/4" DuPont Sentry-Glass® as protective covering based on Gene Higgins' on-site evaluation conducted on April 15, 2015.

PROJECT DETAILS:

Window #1 Hand Painted Stained-glass Art Window
Theme "The Angel of the Lord"
Approximately 30" x 108"
Single Lancet Gothic Style Window

At Job Site:

1. Photograph interior and exterior of stained-glass art window prior to restoration.
2. Install scaffolding on the exterior and interior of the stained-glass art window.
3. Cautiously remove and dispose of old exterior Lexan plastic covering.
4. Re-cement the stained-glass art window on exterior surface.
5. Perform Historical General Maintenance. (See Historical General Maintenance Procedures)
6. Secure all loose braces on interior of window.
7. Install one (1) additional flat brace for strength at the feet.
8. Touch up painting on hair and neck, on site.
9. Install four (4) interior vent screens per lancet.
10. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
11. Replace loose/missing caulk on the interior of the window frame around the stained-glass panels.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 1/4" DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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Window #2 Hand Painted Stained- glass Art Window
Theme “The Phoenix”
Approximately 24” x 84”
Single Lancet Gothic Style Window

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior and interior of the stained- glass art window.
3. Cautiously remove and dispose of old exterior Lexan plastic covering.
4. Re-cement the stained- glass art window on exterior surface.
5. Perform general maintenance. (See General Maintenance procedures)
6. Reduce one (1) bulge, on the left border.
7. Secure all loose braces on interior of window.
8. Install three (3) additional flat braces for strength.
9. Install four (4) interior vent screens per lancet.
10. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
11. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 1/4” DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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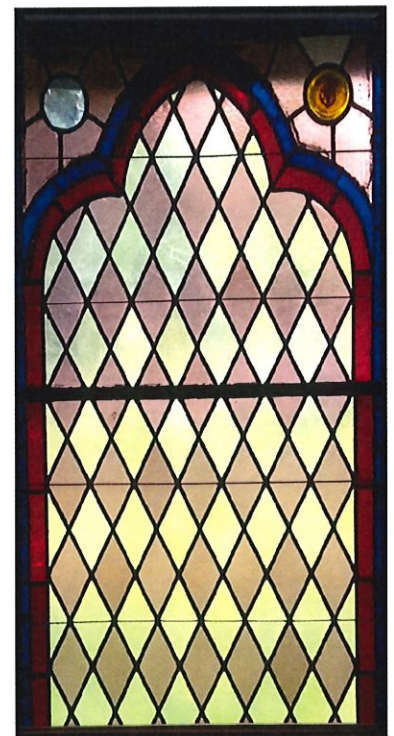
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Window #3 Decorative Stained- glass Art Window
Approximately 44" x 102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of mismatched glass at the top right of window.
6. Replace one (1) piece of glass on the top of window, round gold piece.
7. Install four (4) interior vent screens per lancet.
8. Adjust ventilator for ease of operation and install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
9. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
10. Replace loose/missing caulk on the exterior where the frame meets the stone.
11. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 1/4" DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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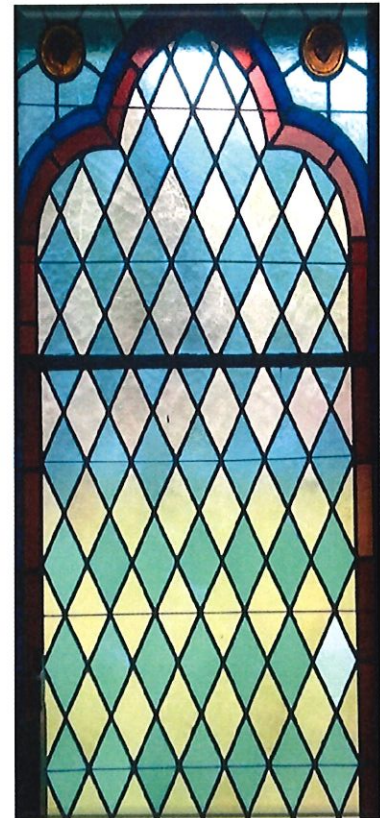
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Window #4 **Decorative Stained- glass Art Window**
Approximately 44" x 102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Replace five (5) pieces of glass,
 - a. 1 in the field (aqua)
 - b. 1 that is mismatched.
 - c. 2 in the border (root beer).
 - d. 1 blue.
4. Reduce one (1) bulge in the bottom right corner.
5. Install one (1) additional flat brace for strength in the middle of the right lancet.
6. Install four (4) interior vent screens per lancet.
7. Re-cement the stained- glass art window on exterior surface.
8. Perform general maintenance. (See General Maintenance procedures)
9. Secure all loose braces on interior of window.
10. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
11. Replace loose/missing caulk on the exterior where the frame meets the stone.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 1/4" DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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Window #5 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace three (3) pieces of glass:
 - a. 2 in the border (red).
 - b. 1 in the ventilator panel.
6. Secure all loose braces on interior of window.
7. Install four [4] interior vent screens per lancet.
8. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Replace loose/missing caulk on the exterior where the frame meets the stone.
11. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
12. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
13. Install 1/4" DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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Window #6 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install two (2) additional flat braces for strength:
 - a. One in top of window
 - b. One in upper middle of window.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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November 27, 2018

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Window #7 Decorative Stained- glass Art Window

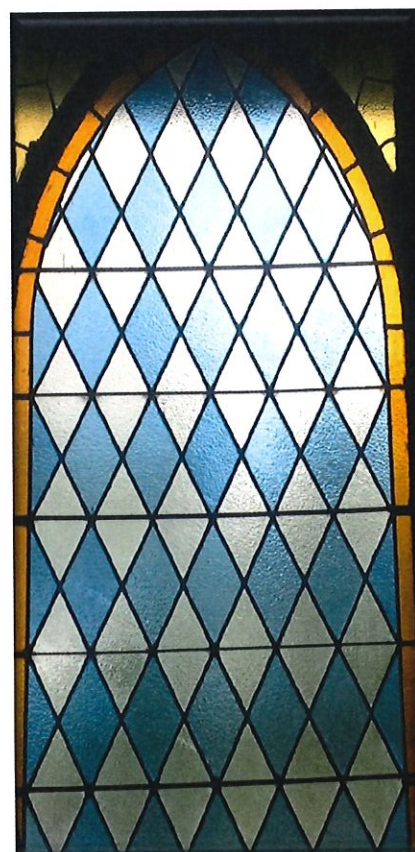
Approximately 44"x102"

Single Lancet Gothic Style Window

Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Reduce one (1) bulge in the ventilator section.
4. Install one (1) additional flat brace for strength in the ventilator panel.
5. Install one (1) additional flat brace for strength in the top of window.
6. Install four (4) interior vent screens per lancet.
7. Re-cement the stained- glass art window on exterior surface.
8. Perform general maintenance. (See General Maintenance procedures)
9. Replace one (1) piece of mismatched glass.
10. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
11. Replace loose/missing caulk on the exterior where the frame meets the stone.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
14. Install 1/4" DuPont Sentry -Glass as protective covering.
15. Remove scaffolding from the job site after restoration is completed.



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Window #8 **Decorative Stained- glass Art Window**
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Reduce one (1) bulge in the bottom of the window.
4. Re-cement the stained- glass art window on exterior surface.
5. Perform general maintenance. (See General Maintenance procedures)
6. Secure all loose braces on interior of window.
7. Remove one (1) piece of existing bracing that does not match the other braces,
8. Install five (5) additional flat braces to strengthen the window.
9. Replace one (1) piece of glass at the bottom of the window.
10. Install four (4) interior vent screens per lancet.
11. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
12. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
13. Replace loose/missing caulk on the exterior where the frame meets the stone.
14. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
15. Install 1/4" DuPont Sentry-Glass as protective covering.
16. Remove scaffolding from the job site after restoration is completed.



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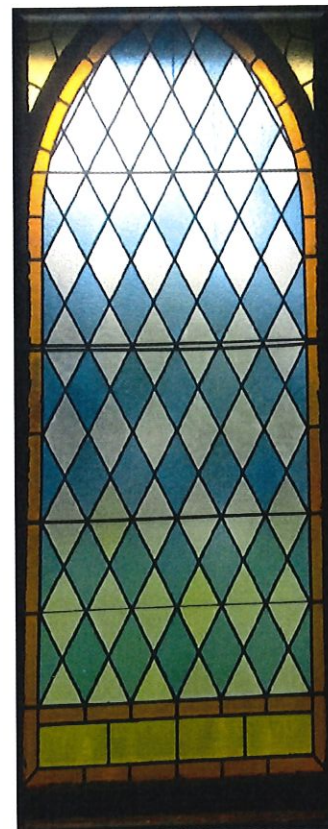
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Window #9 **Decorative Stained- glass Art Window**
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Remove one round saddle bar brace and install one flat steel brace.
6. Install three (3) new flat braces for strength.
7. Install four (4) interior vent screens per lancet.
8. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
9. Replace loose/missing caulk on the exterior where the frame meets the stone.
10. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
11. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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Window #10 **Decorative Stained- glass Art Window**
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Remove one round saddle bar brace and install one flat steel brace.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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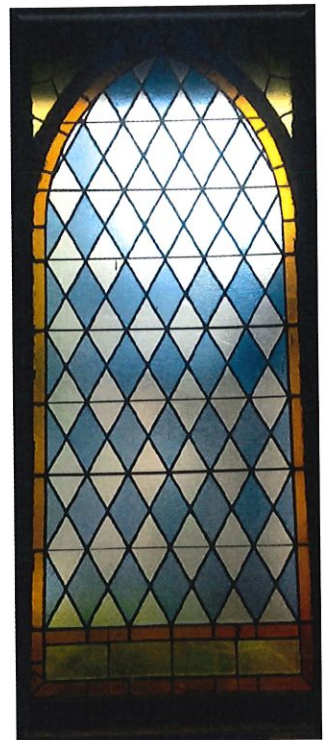
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Window #11 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace four (4) pieces of glass:
 - a) 1 in right border.
 - b) 1 in left border
 - c) 2 in the field.
6. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
7. Install four (4) interior vent screens per lancet.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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Window #12 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of cathedral glass.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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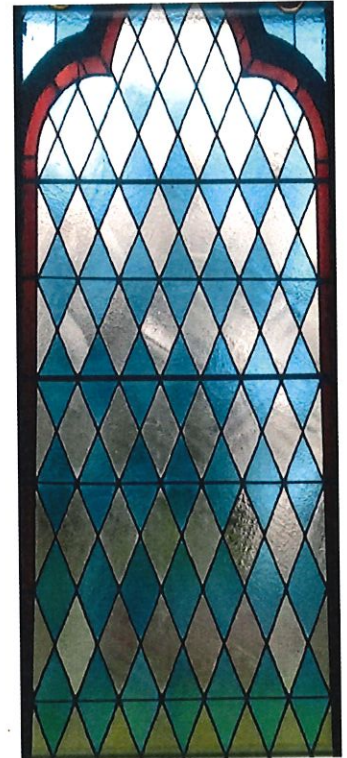
Window #13 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Tape unstable sections or pieces of glass.
4. Remove the stained- glass panel.
5. Crate the stained- glass art window for transport to studio.
6. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
7. Transport crates to our Front Royal, VA studio.

At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Touch up nameplate.
6. Replace broken, shattered or mismatched glass.
7. Seal cracked glass with clear epoxy or copper foil.
8. Re-install glass in new lead came.
9. Install (4) vent screens per panel.
10. Cement both sides of stained- glass art panels.
11. Install new braces.
12. Crate stained- glass in sashes for transport to job site.
13. Transport crates to job site.



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At Job Site:

1. Install scaffolding on the exterior of the stained- glass art window.
2. Remove the OSB particleboard from the window opening.
3. Remove the stained glass, from crates.
4. Re-install the stained glass, window into the existing frame.
5. Replace loose/missing caulk on the exterior where the window frame meets the exterior façade.
6. Remove loose paint on the outer frame and repaint.
7. Install 1/4" DuPont Sentry-Glass as protective covering.

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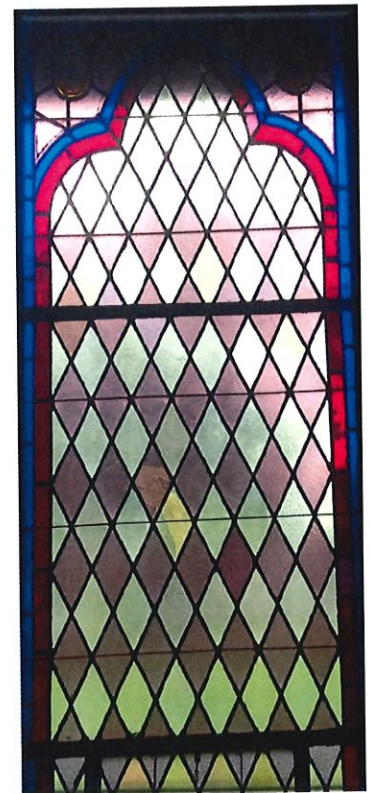
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Window #14 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace two (2) pieces of cathedral glass in the field of window.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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Window #15 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Reduce one (1) bulge in the ventilator.
4. Re-cement the stained- glass art window on exterior surface.
5. Perform general maintenance. (See General Maintenance procedures)
6. Secure all loose braces on interior of window.
7. Install three (3) additional flat braces for strength in one in the top of the window and two in the ventilator.
8. Adjust ventilator for easier operation.
9. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
10. Replace loose/missing caulk on the exterior where the frame meets the stone.
11. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable
14. Install 1/4" DuPont Sentry-Glass as protective covering.
15. Remove scaffolding from the job site after restoration is completed.



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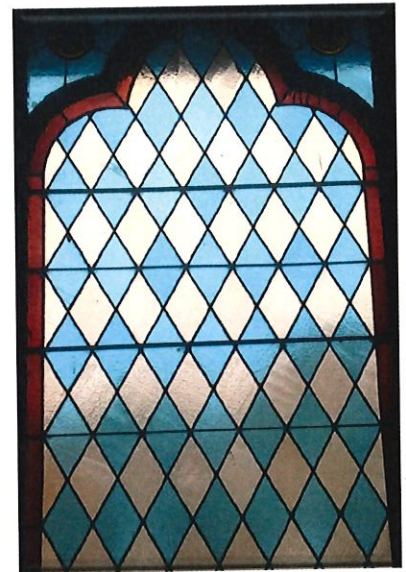
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Window #16 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Tape unstable sections or pieces of glass.
4. Remove the stained- glass panel.
5. Crate the stained- glass art window for transport to studio.
6. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
7. Transport crates to our Front Royal, VA studio.



At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Replace broken, shattered or mismatched glass.
6. Touch up nameplate.
7. Install four (4) interior vent screens per lancet.
8. Seal cracked glass with clear epoxy or copper foil.
9. Re-install glass in new lead came.
10. Cement both sides of stained- glass art panels.
11. Install new braces.
12. Crate stained- glass in sashes for transport to job site.
13. Transport crates to job site.



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At Job Site:

1. Install scaffolding on the exterior of the stained- glass art window.
2. Remove the OSB particleboard from the window opening.
3. Remove the stained glass, from crates.
4. Re-install the stained glass, window into the existing frame.
5. Replace loose/missing caulk on the exterior where the window frame meets the exterior façade.
6. Remove loose paint on the outer frame and repaint.
7. Remove loose paint on the interior frame, prime and apply two [2] coats of finish paint.
8. Install 1/4" DuPont Sentry-Glass as protective covering.

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Window #17 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Reduce one (1) bulge in the ventilator.
4. Re-cement the stained- glass art window on exterior surface.
5. Perform general maintenance. (See General Maintenance procedures)
6. Secure all loose braces on interior of window.
7. Install three (3) additional flat braces for strength in one in the top of the window and two in the ventilator.
8. Adjust ventilator for easier operation.
9. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
10. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
11. Install four (4) interior vent screens per lancet.
12. Replace loose/missing caulk on the exterior where the frame meets the stone.
13. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
14. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
15. Install 1/4" DuPont Sentry-Glass as protective covering.
16. Remove scaffolding from the job site after restoration is completed.



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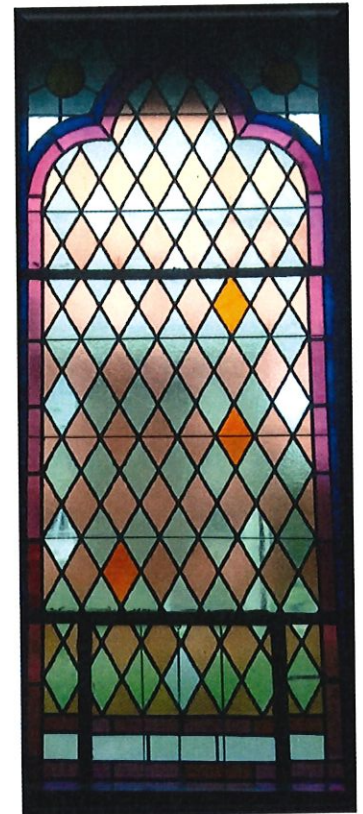
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Window #18 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace three (3) pieces of mismatched cathedral glass in the field of the window.
6. Replace one (1) piece of cathedral glass in the border.
7. Replace one (1) piece of cathedral glass lower right.
8. Install four (4) interior vent screens per lancet.
9. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
10. Replace loose/missing caulk on the exterior where the frame meets the stone.
11. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
14. Install 1/4" DuPont Sentry-Glass as protective covering.
15. Remove scaffolding from the job site after restoration is completed.



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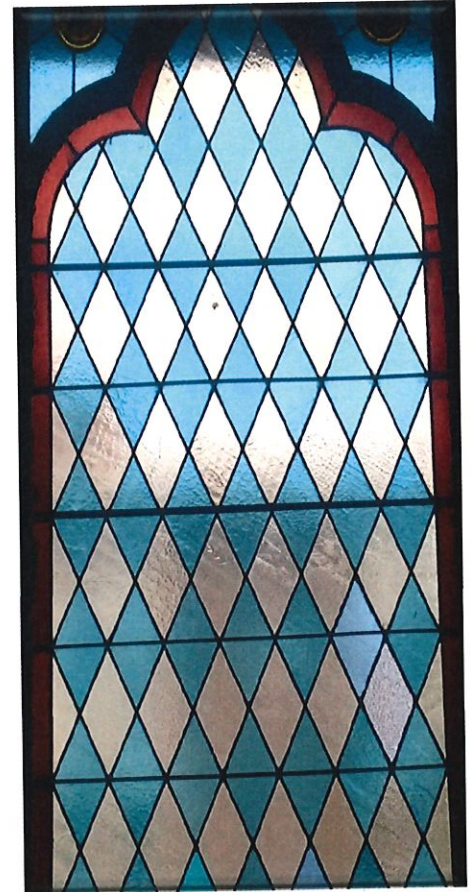
Window #19 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Tape unstable sections or pieces of glass.
4. Remove the stained- glass panel.
5. Crate the stained- glass art window for transport to studio.
6. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
7. Transport crates to our Front Royal, VA studio.

At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Replace broken, shattered or mismatched glass.
6. Seal cracked glass with clear epoxy or copper foil.
7. Re-install glass in new lead came.
8. Install (4) vent screens per panel.
9. Cement both sides of stained- glass art panels.
10. Install new braces.
11. Crate stained- glass in sashes for transport to job site.
12. Transport crates to job site.



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ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1

November 27, 2018

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At Job Site:

1. Install scaffolding on the exterior of the stained- glass art window.
2. Remove the OSB particleboard from the window opening.
3. Remove the stained glass, from crates.
4. Re-install the stained glass, window into the existing frame.
5. Replace loose/missing caulk on the exterior where the window frame meets the exterior façade.
6. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
7. Remove loose paint on the outer frame and repaint.
8. Install 1/4" DuPont Sentry-Glass as protective covering.

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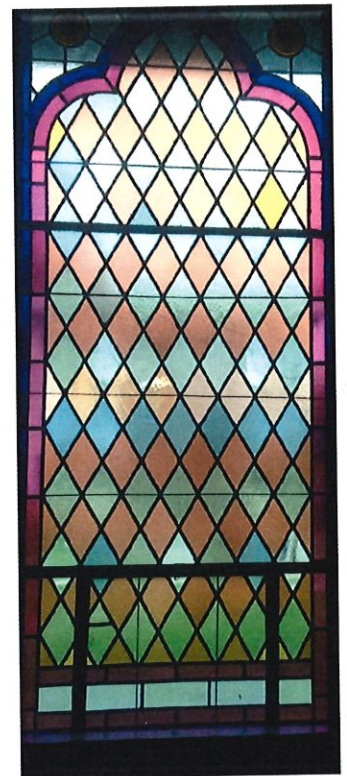
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Window #20 **Decorative Stained- glass Art Window**
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of cathedral glass in the ventilator.
6. Adjust ventilator for easier operation.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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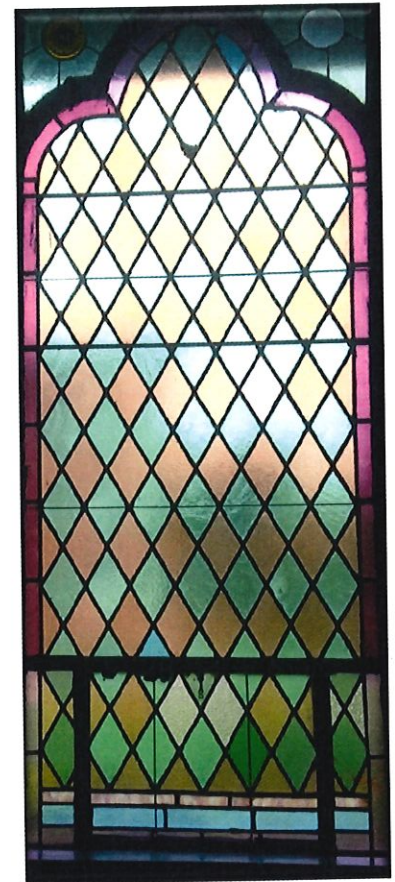
Window #21 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Tape unstable sections or pieces of glass.
4. Remove the stained- glass panel.
5. Crate the stained- glass art window for transport to studio.
6. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
7. Transport crates to our Front Royal, VA studio.

At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Replace broken, shattered or mismatched glass.
6. Seal cracked glass with clear epoxy.
7. Re-install glass in new lead came.
8. Install (4) vent screens per panel.
9. Cement both sides of stained- glass art panels.
10. Install new braces.
11. Attach protective covering to existing single glazed ventilator.
12. Crate stained- glass in sashes for transport to job site.
13. Transport crates to job site.



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At Job Site:

1. Install scaffolding on the exterior of the stained- glass art window.
2. Remove the OSB particleboard from the window opening.
3. Remove the stained glass, from crates.
4. Re-install the stained glass, window into the existing frame.
5. Replace loose/missing caulk on the exterior where the window frame meets the exterior façade.
6. Remove loose paint on the outer frame and repaint.
7. Install 1/4" DuPont Sentry-Glass as protective covering.

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Window #22 Hand Painted Stained- glass Art Window
Theme "Christ Stumbles"
Approximately 44"x102"
Single Lancet Gothic Style Window

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install two (2) additional flat braces for strength, one in the Alpha one in the Omega.
6. Install four (4) interior vent screens per lancet.
7. Seal ventilator shut.
8. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
9. Replace loose/missing caulk on the exterior where the frame meets the stone.
10. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
11. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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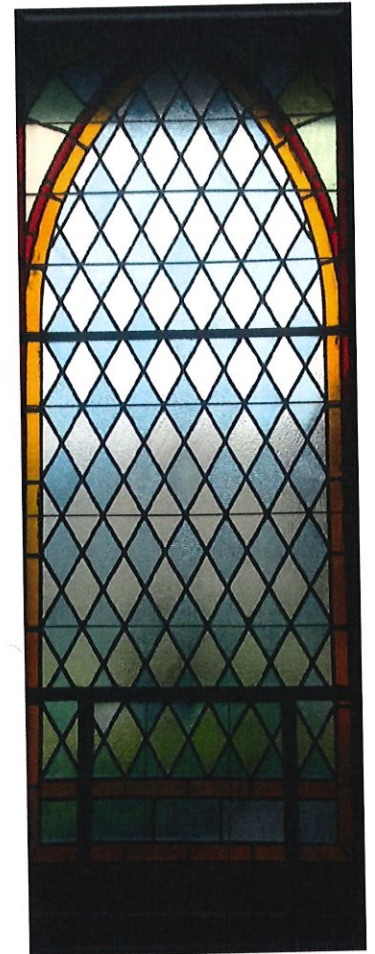
Window #23 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Tape unstable sections or pieces of glass.
4. Remove the stained- glass panel.
5. Crate the stained- glass art window for transport to studio.
6. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
7. Transport crates to our Front Royal, VA studio.

At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Replace broken, shattered or mismatched glass.
6. Seal cracked glass with clear epoxy.
7. Re-install glass in new lead came.
8. Install (4) vent screens per panel.
9. Cement both sides of stained- glass art panels.
10. Install new braces.
11. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
12. Crate stained- glass in sashes for transport to job site.
13. Transport crates to job site.



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At Job Site:

1. Install scaffolding on the exterior of the stained- glass art window.
2. Remove the OSB particleboard from the window opening.
3. Remove the stained glass, from crates.
4. Re-install the stained glass, window into the existing frame.
5. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
6. Replace loose/missing caulk on the exterior where the window frame meets the exterior façade.
7. Remove loose paint on the outer frame and repaint.
8. Install 1/4" DuPont Sentry-Glass as protective covering.

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Window #24 Decorative Stained- glass Art Window

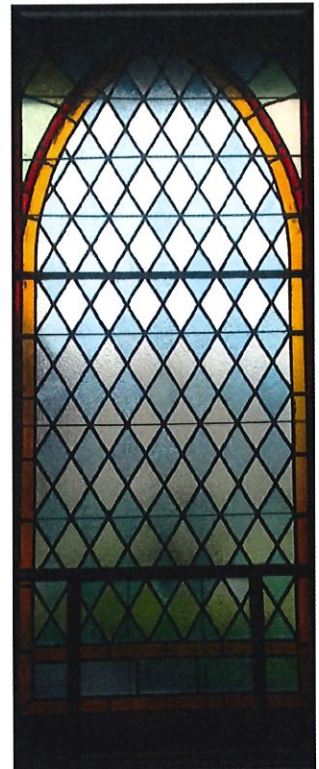
Approximately 44"x102"

Single Lancet Gothic Style Window

Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of cathedral mismatched glass, red.
6. Install four (4) interior vent screens per lancet.
7. Adjust ventilator for ease of operation and install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
8. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
9. Replace loose/missing caulk on the exterior where the frame meets the brick.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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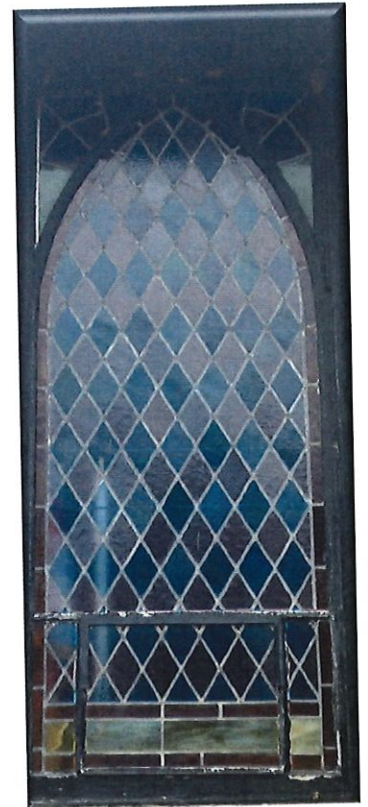
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Window #25 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install four (4) interior vent screens per lancet.
6. Adjust ventilator for ease of operation and install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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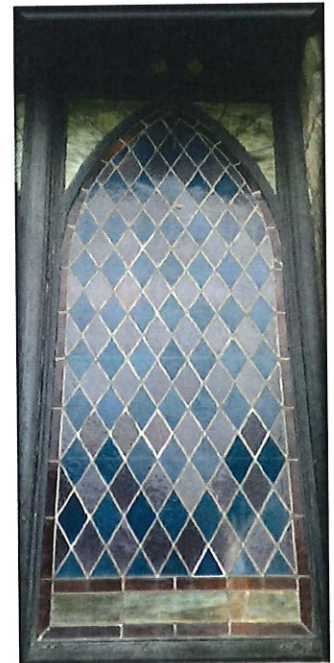
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Window #26 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install five (5) additional braces for strength.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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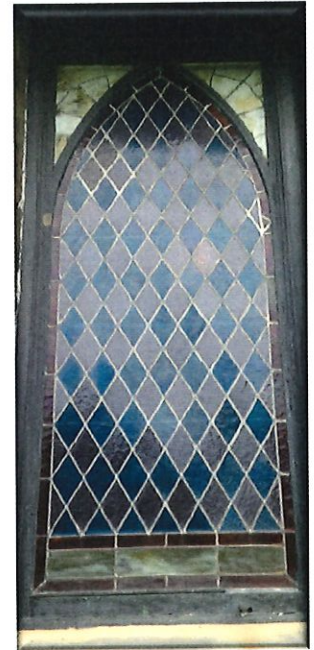
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Window #27 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install five (5) additional braces for strength.
6. Install four (4) interior vent screens per lancet.
7. Replace one (1) piece of cathedral glass in the border, red.
8. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
9. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
10. Replace loose/missing caulk on the exterior where the frame meets the stone.
11. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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Window #28 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration and removal.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of cathedral glass, blue.
6. Install two (2) additional braces for strength at the top of the window.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the brick.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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At Job Site Bottom lower ventilator approximately: 30" x 20"

1. Tape unstable sections or pieces of glass.
2. Remove stained- glass panels from steel jacket frame.
3. Install 3/8" OSB particleboard inside the window opening while the stained- glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior.
4. Remove the scaffolding once the stained- glass art window is removed from the frame.
5. Transport the crates to our Front Royal, VA studio.

At Studio:

1. Remove stained- glass panels with sashes from crates.
2. Remove all braces.
3. Remove all lead came.
4. Clean all glass.
5. Replace broken, shattered or mismatched glass.
6. Re-install glass in new lead came.
7. Cement both sides of stained- glass art panels.
8. Install new braces.
9. Install two (2) vent screens in ventilator panel.
10. Re-install stained- glass panel in jacket.
11. Install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable.
12. Crate stained- glass in sashes for transport to job site.
13. Transport crates to job site.

At Job Site Bottom

1. Remove 3/8" OSB board from openings.
2. Remove stained- glass from crates.
3. Reinstall stained- glass panels into frame.

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Window #29 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install six (6) additional braces for strength.
6. Remove five (5) existing round braces.
7. Epoxy BB hole on the top left of the window.
8. Install four (4) interior vent screens per lancet.
9. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
10. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
11. Replace loose/missing caulk on the exterior where the frame meets the stone.
12. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
13. Install 1/4" DuPont Sentry-Glass as protective covering.
14. Remove scaffolding from the job site after restoration is completed.



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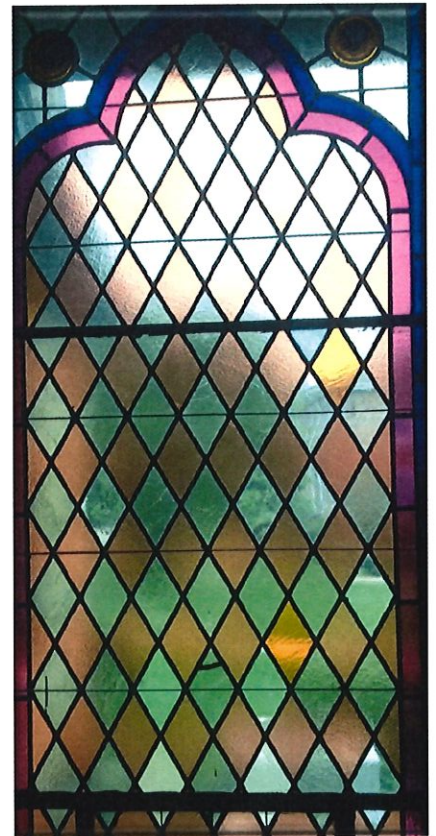
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Window #30 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install four (4) interior vent screens per lancet.
6. Adjust ventilator for ease of operation and install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the stone.
9. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
10. Install 1/4" DuPont Sentry-Glass as protective covering.
11. Remove scaffolding from the job site after restoration is completed.



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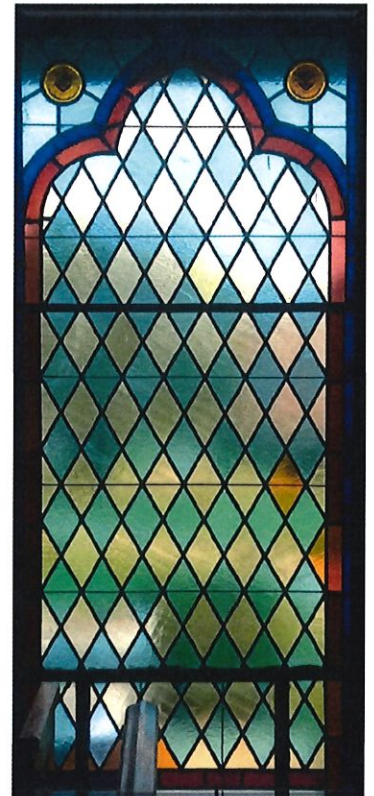
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Window #31 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Install four (4) interior vent screens per lancet.
6. Replace loose/missing caulk on the exterior where the stained-glass meets the sash.
7. Replace loose/missing caulk on the exterior where the frame meets the stone.
8. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
9. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
10. Seal ventilator shut.
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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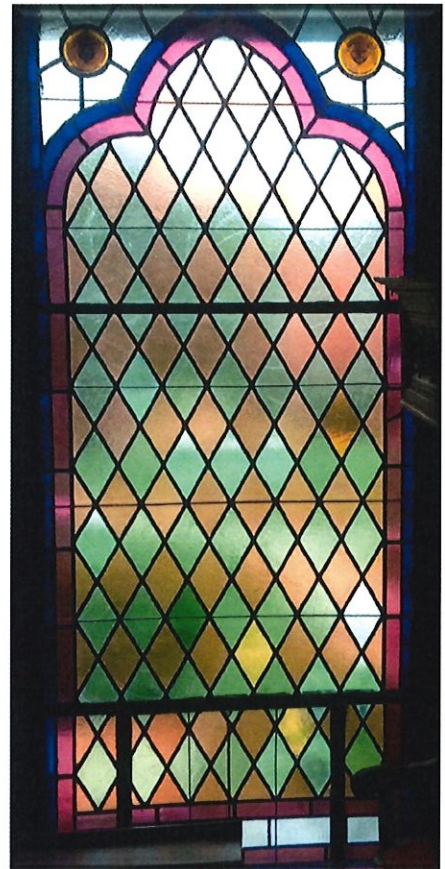
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Window #32 Decorative Stained- glass Art Window
Approximately 44"x102"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace one (1) piece of cathedral glass in the field of the window.
6. Install four (4) interior vent screens per lancet.
7. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
8. Replace loose/missing caulk on the exterior where the frame meets the brick.
9. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
10. Adjust ventilator for ease of operation and install 3/16" DuPont Sentry-Glass as protective covering in the ventilator, this ventilator will remain operable
11. Install 1/4" DuPont Sentry-Glass as protective covering.
12. Remove scaffolding from the job site after restoration is completed.



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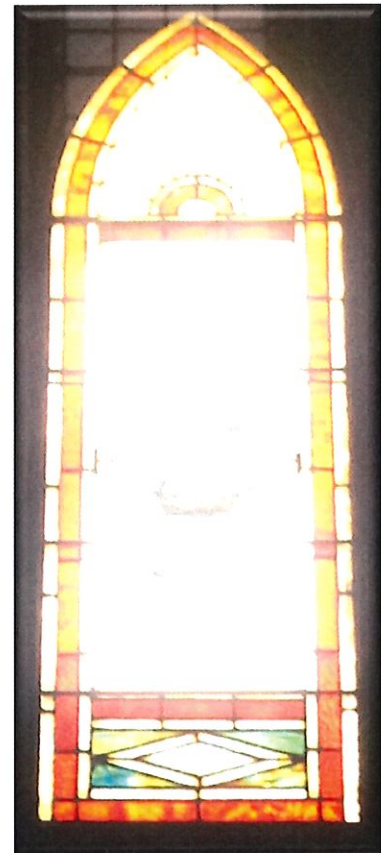
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Window #33 Hand Painted Stained- glass Art Window
Theme "Pelican"
Approximately 24"x84"
Single Lancet Gothic Style Window

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior and interior of the stained- glass art window.
3. Cautiously remove and dispose of old exterior Lexan plastic covering.
4. Reduce one (1) bulge, on the left border.
5. Re-cement the stained- glass art window on exterior surface.
6. Perform general maintenance. (See General Maintenance procedures)
7. Secure all loose braces on interior of window.
8. Install three (3) additional flat braces for strength.
9. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
10. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
11. Replace loose/missing caulk on the interior of the window frame around the stained- glass panels.
12. Install 1/4" DuPont Sentry-Glass as protective covering.
13. Remove scaffolding from the job site after restoration is completed.



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Window #34 **Decorative Stained- glass Art Window**
Approximately 36" X 36"
Single Lancet Gothic Style Window
Theme "Decorative"

At Job Site:

1. Photograph interior and exterior of stained- glass art window prior to restoration.
2. Install scaffolding on the exterior of the stained- glass art window.
3. Re-cement the stained- glass art window on exterior surface.
4. Perform general maintenance. (See General Maintenance procedures)
5. Replace loose/missing caulk on the exterior where the stained- glass meets the sash.
6. Replace loose/missing caulk on the exterior where the frame meets the brick.
7. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint.
8. Install 1/4" DuPont Sentry-Glass as protective covering.
9. Remove scaffolding from the job site after restoration is completed.



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SCHEDULE OF RESTORATION:

- A. Epiphany Studios shall coordinate the work schedule at the Owner's convenience with respect to daily services, religious holidays, weddings, funerals, and the like.
- B. The Owner will endeavor to give Epiphany Studios 48 hours' notice of any disruption to the work.

SECTION ONE

AT THE JOB SITE:

1.1. SCAFFOLD / LIFT:

- A. Scaffold and adequate decking will be installed on both the exterior and interior of the building.
- B. The Owner is responsible for obtaining all necessary permits and/or easements from city where necessary to legally block the sidewalk, impede traffic, and work in the right of way.
- C. Epiphany Studios will follow safety procedures established by MOSHA and OSHA to protect workers and passersby.
- D. Epiphany Studios will provide all necessary materials and equipment to protect the building and furnishings from damage during the removal and reinstallation of the stained-glass art.
- E. The scaffold and/or lift shall be made available upon request for use by the architect and/or contractors separately employed by the church for inspections and to perform tasks unrelated to the window restoration. Each authorized user shall sign a hold harmless agreement.
- F. The scaffold and/or lift must be secured during non-working hours from unauthorized use.
- G. Upon removal of the scaffold Epiphany Studios will remove any temporary anchors and fill all holes with Type N mortar. Mortar color will be approved by architect based on field samples.

1.2. PROTECTIVE COVERING REMOVAL:

- A. The existing storm coverings will be carefully removed from and placed in a selected area for disposal. Epiphany Studios will provide a dumpster or other means for disposal of the old storm coverings.

1.3. WINDOW REMOVAL:

- A. Epiphany Studios shall take all necessary steps to ensure safety of the window panels and to minimize additional breakage, lengthening or widening of cracks, stress fractures, etc. Conservation tape and other approved methods shall be used to stabilize loose pieces and protect against loss or additional damage. The tape will be applied to the non-painted surface of the stained-glass. All loose sections of stained-glass will be catalogued to assure that all stained-glass is returned to its original setting in the art.

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- B. All panels will have a rubbing made prior to removal. The rubbings will have the following information: all lead lines, size and widths of lead profile, overall size of the panel, any missing or damaged glass, placement of saddle bars or flat steel braces.
- C. A template will be made of each of the stained-glass panels for fabrication.

1.4. PHOTOGRAPHIC DOCUMENTATION – DURING RESTORATION:

- A. Each window will be fully documented prior to removal with high resolution digital images (2 megapixels or higher.) Both interior and exterior shall be separately photographed overall for reference and in quadrants, files named appropriately.

1.5. TEMPORARY INFILL PANELS:

- A. Epiphany Studios will install 7/16" OSB particleboard on the exterior of the window opening while the stained-glass panel is out for restoration. The OSB particleboard will be painted white on the exterior and painted to coordinate with the inside trim color on the interior, where applicable.

1.6. TRANSPORT OF THE GLASS:

- A. Epiphany Studios shall provide crates for the smaller panels of stained-glass for protection of the panels in transit.
- B. The larger panels of stained-glass will be placed on our studio easels for transporting to the studio in Front Royal, VA.
- C. No glass shall be transported, however short the distance, without being encased securely between foam sheets.
- D. Epiphany Studios is fully responsible to manage all transport to ensure safety of the cargo.

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SECTION TWO

AT THE STUDIO:

2.1. UNCRATING THE STAINED-GLASS:

- A. Epiphany Studios will inspect each panel for damage incurred during transit and handling.

2.2. GLASS HANDLING & CLEANING:

- A. Epiphany Studios will make a cartoon rubbing of each stained-glass art panel. Replacement glass pieces will be submitted with the original for match verification by architect/owner.
- B. Epiphany Studios will remove panels from any framing: removing all brace bars and twist wire.
- C. The paint will be examined to determine the stability of the paint. If the paint is determined to be unstable, Epiphany Studios will notify the owner for further instructions before cleaning.
- D. Epiphany Studios will immerse the glass panels in warm water containing the approved cleaner for no more than four hours. monitor the glass carefully for signs of deterioration.
- E. If the paint is stable, Epiphany Studios will clean the glass of dirt, putty, paint, caulk, and other foreign materials. This cleaning process will be completed by using a mild solution of Triton X (a nonionic detergent) and water.
- F. Panels may be further cleaned with topical cleaners, using soft bristle brushes, hardwood picks and soft rags. No cleaning technique known to abrade glass or further damage the paint shall be employed. We do not use steel wool or similar abrasive products.
- G. Repainted glass pieces where the grisaille has faded or flaked off to be submitted with a benchmark example of the original matching grisaille. Photographic documentation will be done before removal, in the studio, and after restoration.

2.3. BROKEN GLASS:

- A. All broken glass will be repaired when possible by edge gluing or copper foil.
 - a. Epoxy Edge-Gluing: This technique produces a nearly invisible line and is often used on painted glass, particularly focal points of a window such as a face, or a portion of sky intended to be a single continuous piece. Epoxy can also be tinted to match the glass. It is also used for infusing shattered glass or microscopic cracks caused by intense heat from a fire. Epoxy produces a very strong repair but will deteriorate in sunlight and requires secondary glazing to protect it from UV degradation. Epoxy is the least reversible of the two techniques, and usually the more expensive.

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- b. Copper Foiling: Copper foil has the longest history and, unless the glass is unstable, is generally the best option when a piece of glass has only one or two cracks. Copper foil is a thin tape which is applied along each side of the break, trimmed to a minimal width on the faces, and soldered. A copper wire can be soldered on where additional strength is required. However, copper foil repairs should not be used on unstable glass, since heat is required that can cause further damage. Copper foil produces a strong repair, is totally reversible and has a negligible aesthetic impact (a 1/16" [1.6mm] wide line).
- B. Replacement glass should be limited as the last resort and only when an exact match is possible.
- C. All art glass for piece replacement shall match the original as closely as possible regarding type, color, texture, thickness, and translucency.

2.4. GLASS PAINT:

- A. Paint used to repair the grisaille shall contain grains of a highly fusible glass with a melting point like the glass on which it will be painted.
- B. The pigment shall be a finely powdered oxide resistant to high temperature. The final color shall match as closely as possible to the existing grisaille benchmark and shall be submitted to the architect/owner for approval.

2.5. LEAD CAMES:

- A. All new lead cames shall match the size and profile of existing cames and be alloyed for strength. Lead 99.5 %, Antimony .5%

2.6. SOLDER:

- A. 60% lead/40% Tin solder, Canfield or similar.

2.7. FLUX:

- A. Soleic flux, oleic acid.

2.8. WATERPROOFING:

- A. Waterproofing to be made of linseed oil and whiting, and a coloring agent. (Hardening agents shall not be included in the mixture; solvent-based driers shall be used sparingly.)
- B. In areas where paint is fragile, a stiffer, dryer mix shall be used and applied by hand.
- C. Excess putty shall be cut away and excess oil shall be cleaned off using the product specified.
- D. The lead and solder joints shall be burnished to match the original. In areas of fragile paint, careful burnishing with a rag by hand shall be done.
- E. Panels shall be stored a minimum of 14 days prior to reinstallation.

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DETAILS OF RE-LEADING SPECIFICATIONS:

1.9. RE-LEADING:

AT JOB SITE:

1. Photograph interior and exterior of stained-glass art windows prior to removal.
2. Remove existing protective coverings.
3. Remove the stained-glass art panels / sashes from the frame.
4. Place the stained-glass art panels / sash frames into our studio trailer on the transport easel.
5. Install 7/16 OSB particleboard inside the window opening while the stained-glass panels are out for re-leading. The OSB particleboard will be painted white on the exterior and painted to coordinate with the interior trim color on the interior surface of OSB particleboard.
6. Transport stained-glass art panels / sash frames to our Front Royal, VA studio.

AT STUDIO:

1. Remove the stained-glass art panels / sash frames from studio transport easel.
2. Make a cartoon rubbing of each stained-glass panel.
3. Remove all saddle bars / flat steel braces from the stained-glass panels. Remove all lead came.
4. Clean all glass.
5. Replace any shattered or missing pieces of cathedral / opalescent / painted glass in the stained-glass window.
6. Touch up hand painting. (As mentioned under **PROJECT DETAILS**.)
7. Reinstall glass in new lead came.
8. Cement / waterproof both sides of the stained-glass panels.
9. Install new saddle bars / flat steel braces for additional support in each of the panels.
10. Transport stained-glass art to job site.

AT JOB SITE:

1. Remove the stained-glass art panels / sash frames from the studio transport easel.
2. Remove the 7/16 OSB particleboards from the window opening while the stained-glass panels are out for re-leading.
3. Reinstall the stained-glass art panels / sash frames back into its frame.
4. Replace loose/missing caulk on the exterior where the window sash meets the exterior façade.
5. Remove loose paint on the exterior frame, prime and apply two (2) coats of finish paint to match existing exterior color.
6. Repaint the interior frames after installation of the stained-glass art panels / sash frames.
7. Install vent plugs through sash to reduce temperature between stained-glass art and protective covering.

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8. Install 1/4" DuPont SentryGlas, clear laminated safety glass as protective covering on the exterior of the stained-glass window as specified under the **INSTALLATION NOTES** under Protective Covering.

- A. Epiphany Studios will inspect the window in the light to make notes regarding previous repairs which resulted in improper glass replacement, badly faded painted glass, etc.
- B. We will photograph the window.
- C. We will make an actual rubbing of the window that will be used later when the window is assembled.
- D. We will make notations as to overall window measurements, support bar placement, lead sizes and configurations, etc.
- E. The window will be disassembled, and all the old lead properly disposed of with a reputable company.
- F. After disassembly, any broken pieces of glass are reviewed, and determinations are made as to the appropriate method of glass conservation to be employed.
- G. Once glass conservation has been completed, the window is ready to be re-leaded.

2.10. INTERIOR VENTING:

- A. The windows will be vented to the interior through the introduction of vents within the wooden frames.

2.11. BRACING:

- A. Re-brace all panels with new materials to match existing braces.
- B. Evaluate existing bracing and recommend additional structure as appropriate.

2.12. CRATING:

- A. Crate sashes with stained-glass for transport to job site.

2.13. TRANSPORTING STAINED-GLASS:

- A. Epiphany Studios will transport crates to the project job site.

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SECTION THREE:

JOB SITE RE-INSTALLATION & RESTORATION:

3.1. SCAFFOLD / LIFT:

Scaffold and adequate decking will be installed on both the exterior and interior of the building.

3.2. REMOVAL OF TEMPORARY INFILL PANELS:

Epiphany Studios will remove the installed 7/16" OSB particleboard on the exterior of the window.

3.3 HISTORICAL GENERAL MAINTENANCE PROCEDURES:

Epiphany Studios has instituted the following historical general maintenance procedures. After assessing each window and identifying all items in need of maintenance, our craftsmen will complete the following services:

Other items of repair will be described independently and specified individually.

A. Cleaning the Interior of the Stained-Glass

The craftsmen of Epiphany Studios will clean the interior surface of the stained-glass window by spraying a special liquid cleaning solution on the window then wiping the solution off with a soft cloth. Although Epiphany Studios' craftsmen are very thorough in their cleaning procedures, it is impossible to remove heavy lime deposits, paint over spray (etc.) with this cleaning method. Windows with painted glass will be tested for stability, and the correct cleaning method will be determined by the foreman in charge of the project based on the outcome of the test.

B. Repairing Cracked Glass

Since maintaining originality is an important part of proper restoration, the craftsmen of Epiphany Studios will repair all possible cracks with optically clear adhesive or by using Dutchman lead lines. This method of repair is chosen based on structural requirements and artistic design. The job foreman, thus guaranteeing a quality restoration, will determine the exact method or methods used.

C. Replacing Stained-Glass

Epiphany Studios has a large selection of stained-glass in stock and unlimited capabilities to acquire specific types of stained-glass. We will provide the best possible matches for your project. Even with these capabilities, exact matches may be impossible due to age, weathering, and lost glass formulas.

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D. Re-Secure All Loose Braces

Loose brace bars will be re-secured by either re-soldering the broken joint or installing a new wire tie. Each brace that is damaged or bent will be replaced with a new steel brace.

E. Weak Areas

Areas that exhibit an inability to resist deflections will have a brace bar installed to prevent any future occurrence. The new brace bars will be installed to achieve maximum support with minimum interference to the window's artistic design.

3.4. MILLWORK RESTORATION:

(ALL WOOD RESTORATION IS COMPLETED ON A TIME & MATERIALS BASIS)

- A. Paint Removal: Areas on frame, sill, sash and muntin's where paint or varnish has peeled, alligatored, blistered or crazed shall have paint removed.
- B. Wood Repair: Badly decayed areas (with more than 30 percent wood decayed) shall be removed from wood sash, sill, frame, and trim assemblies. Moderately decayed areas (less than 30 percent decayed), weathered, or gouged wood shall be patched with epoxy, and shall be sanded smooth. Intact sash rails and stiles that are loose shall be repaired with new dowels to make joints tight.
- C. Epoxy Wood Repair: Epoxy wood repair materials shall be applied in accordance with manufacturer's written instructions. Health and safety guidelines shall be followed in accordance with the manufacturer's instructions. Wet wood shall be completely dried to a moisture content of 8 to 12 percent of its full depth before patching. Wood that is to be patched shall be cleaned of dust, grease, and loose paint. Clean mixing equipment shall be used to avoid contamination. Mix and proportions shall be as directed by the manufacturer. Batches shall be only large enough to complete the specific job intended. Patching materials shall be completely cured before painting or reinstallation of patched pieces.
- D. Epoxy Liquid Wood Consolidant: Epoxy liquid wood consolidant shall be used to penetrate and impregnate deteriorated wood sections to reinforce wood fibers that have become softened or absorbent.
- E. Epoxy Paste: Epoxy paste shall be used to fill areas where portions of wood are missing such as holes, cracks, gaps, gouges, and other voids. Areas to receive epoxy paste patching material shall be primed with compatible epoxy liquid wood.

3.5. PAINTING PREPARATION:

- A. Areas where paint was removed or where existing paint shows crazing, wrinkling, and intercoat peeling shall be scraped, sanded, and shall have edges feathered.
- B. Paint shall be removed to bare wood or first sound paint layer. All parts shall be cleaned by brush using bleach and/or trisodium phosphate (TSP) solution and allowed to dry. Existing

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finish shall be de-glossed. Open joints and cracks shall be filled with epoxy repair materials. Perimeter of fixed sash shall be caulked.

3.6. UN-CRATING STAINED-GLASS:

- A. Epiphany Studios will remove stained-glass panels from the crates.
- B. We will preview the stained-glass panels with the owner prior to the installation.

3.7. RE-INSTALLING STAINED-GLASS PANELS:

- A. Epiphany Studios will reinstall the stained-glass art windows into the frames.

3.8. INSTALL PROTECTIVE COVERING:

- A. Epiphany Studios will install 1/4" DuPont SentryGlas, clear laminated safety glass as protective covering on the exterior of the stained-glass window(s).
- B. The covering will be installed into the outer channel of the existing frame(s).

3.9. SEALANT:

- A. Your installation will be glazed with either GE or CLR silicone sealant, products far superior to ordinary putty or caulking because of its strength and elasticity. This sealant is odorless, non-flowing and will not crack or peel due to heat, cold, expansion, contraction, vibration, or any form of moisture.

3.8. SCAFFOLD / LIFT:

- A. Epiphany Studios will remove the scaffolding from job site.

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DETAILS OF TERMINOLOGY:

REPAIRS AND RESTORATION GLOSSARY:

Brace Bars

A reinforcing bar (usually flat or round) is used to support the stained-glass panel thus preventing bulging. Most often these braces are installed in the interior side of the stained-glass window. The craftsmen of Epiphany Studios will install bracing as needed to support your stained-glass window.

The additional braces called for will be 5/8" x 3/16" cold rolled flat steel. These braces will be installed horizontally and will be embedded ½" on both sides on the interior window frame. The additional braces will be installed in the weak points of the stained-glass window and at the areas that were bulging. These additional braces will protect the stained-glass windows from bulging or deteriorating in the future.

The braces are soldered at every lead joint horizontally across the stained-glass window on the interior. After the braces are soldered, each brace is painted with flat black Rust oleum paint to prevent the steel from rusting in the future.

Coverings

The existing storm coverings will be removed and placed in a select area for disposal. Epiphany Studios will provide a dumpster or other means of disposal for the old storm coverings.

Cleaning the Interior Surface of Stained-Glass

Epiphany Studios will clean the interior surface of the stained-glass window by spraying a special liquid cleaning solution on the stained-glass and then wiping the solution off with a soft cloth. Although Epiphany Studios' craftsmen are very thorough in their cleaning procedures, it is impossible to remove heavy lime deposits or paint over spray, etc. with this cleaning method. Epiphany Studios' craftsmen can provide other cleaning methods to address these concerns on a time and material basis by bid. Windows with painted glass will be tested for stability. The foreman in charge of the project will determine the correct cleaning method to assure quality results as well as preserving the window.

Cracked Glass (Repairing)

Maintaining the originality is an important part of a proper restoration. Epiphany Studios will repair all cracks with optically clear adhesive, copper foil, or by edge gluing in releading projects. The method of repair is chosen based on structural requirements and artistic design. The exact method or methods used will be determined by the job foreman thus guaranteeing a quality restoration.

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ARISE ... SHINE... FOR YOUR LIGHT HAS COME ... Isaiah 60:1

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Historic Restoration or Re-leading

Epiphany Studios' craftsmen will carefully take a rubbing of the panel(s) to be re-lead. Once the rubbing is completed the panel(s) will be disassembled piece by piece and properly cleaned. Epiphany Studios' craftsmen will then reassemble the stained-glass panel(s) using all new lead came and solder. Each panel will be cemented on both sides and a proper bracing system installed before reinstallation. The re-leaded panels will be reinstalled and properly secured. A flexible sealant will be applied allowing each panel to expand and contract without any hindrance thus preventing any future damage to the stained-glass.

Interior Divider Bars

Epiphany Studios' craftsmen will remove any loose putty on the stained-glass divider bars and re-putty those bars. After the re-putty is completed, each bar will be painted to preserve and prevent rusting. In some cases, the divider bars will be re-glazed using GE Silpruf® Sealant. Silpruf® does not require any painting and will remain flexible.

Painting

Epiphany Studios' craftsmen will scrape all loose or flaking paint, re-putty any needed areas and apply one coat of top-quality primer. After the surface is properly prepared, Epiphany Studios' craftsmen will apply finish coat(s) of paint. The client will have the choice of paint type and color. Epiphany Studios will only use the highest quality paints available.

Re-cementing

The exterior surface of the stained-glass window will have a specially formulated cement compound brushed underneath the lead flanges. Re-cementing will strengthen and weatherproof the window by replacing the original cement compound, which has loosened or fallen out over the years. This process also serves to clean the window.

Re-securing Loose Braces

Loose brace bars will be re-secured by either re-soldering the broken joint or installing a new wire tie. Braces that are damaged or bent will be replaced with new steel braces.

Solder

A mixture of tin and lead for glass workers is manufactured to melt around 400 degrees Fahrenheit. After leading up, all the comes of a mosaic window are joined with a thin layer of solder (referred to as sweating the lead joints.)

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Stained-Glass

Traditionally, leaded mosaic windows of colored glass that have also been painted and fired, with or without the additional application of silver stain. The term has come to represent any mosaic window, with or without paint or stain, composed of glass that is colored, opaque or clear.

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INSTALLATION NOTES:

1. Painting

The craftsmen of Epiphany Studios will scrape all loose or flaking paint, re-putty any needed areas, and apply one coat of top-quality primer. After the surface is properly prepared, two [2] finish coats of paint will be applied. Epiphany Studios uses Sherwin-Williams's™ products.

2. Protective Covering

Epiphany Studios will install new ¼" clear laminated safety glass on the exterior of your stained-glass windows. The covering will be installed on the first stop from the stained-glass window, setting the protective covering into the window frame tracery. Where needed, the protective covering will be supported by aluminum divider bars, which will be bronze in color. These divider bars will be secured with non-corrosive anchors.

3. Venting

Epiphany Studios has three different option to venting your stained-glass art windows:

- A. Using a Die #24 aluminum extrusion manufactured by J. Sussman provides an ability to both secure the protective covering glass as well as provide ventilation to the exterior of the building.
- B. Venting with the use of a plastic plug through the window sash provides another option.
- C. The Epiphany Studios signature venting method, created through years of in-house development, allows venting through the stained-glass panel itself with the means of a discrete plastic vent.

Both the second and third options will vent the window to the interior, avoiding any potential contamination issues caused by environmental pollution in the gap.

While each option has advantages and disadvantages, there is no single "best" way and one or more methods may be appropriate to provide ventilation to the windows in your building and answer the concerns of venting while also addressing the inherent problems associated with it.

4. Sealant

Your installation will be glazed with GE or CLR silicone sealant, products far superior to ordinary putty or caulking because of its strength and elasticity. This sealant is odorless, non-flowing and will not crack or peel due to heat, cold, expansion, contraction, vibration, or any form of moisture.

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5. **Time & Materials**

Any replacement of rotted wood in the window frames will be performed on a time and material basis. "Time" is charged at \$125 per hour, per worker. "Material" is our cost at a local mill or lumberyard. You have the option of using your own carpenter.

6. **Scheduling and Work Area**

The craftsmen of Epiphany Studios will clean up the work area at the end of each workday. Our craftsmen will work around any functions that you may have. At your request, simple scaffolding will be taken down over the weekends. Epiphany Studios asks that you provide as much notice as possible; however, our craftsmen will work with you under any circumstances. It is also most helpful if we can be allowed the use of an area to store and secure supplies and tools during the project.

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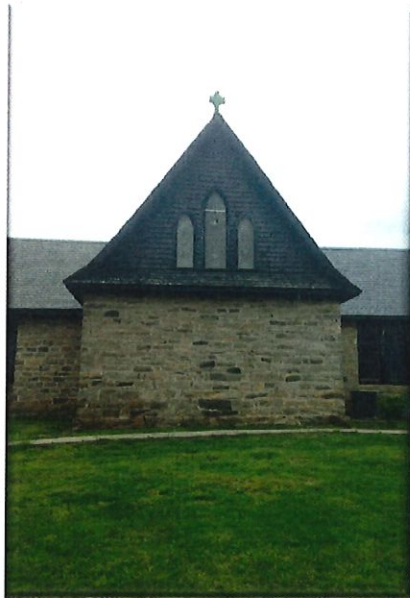
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SITE ELEVATIONS:



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