

Instructions for Applicants: Gathering Estimates for Window Repair or Replacement

Background

The Toronto Heritage Grant Program exists to help offset the higher cost of quality heritage conservation work. The program requires applicants to submit three cost estimates from qualified tradespeople for proposed projects. The following information will help property owners gather estimates that meet the key requirements of the program, and that can be easily understood and compared. Please share this document with tradespeople so they can submit complete estimates for your project.

Guidelines for Work on Heritage Windows

The following guidelines inform how the Toronto Heritage Grant Program reviews projects involving the repair or replacement of heritage windows. These guidelines are based on the *Standards and Guidelines for the Conservation of Historic Places in Canada* (available online at www.historicplaces.ca), which are accepted best practice within the heritage conservation field. They further reflect the particular intention of the Toronto Heritage Grant Program to support the conservation of original windows. Please request estimates or quotations that adhere to these guidelines.

1. Original windows that are sound or repairable must be retained and restored. Small areas of damage should be repaired in order to preserve a heritage window.
2. To support the retention of original windows, the program will support the repair of original storm windows, or the recreation of storms where they once existed, but have been lost.
3. New storm windows must match the original storm windows in materials and design. If the original design is not known, replacement storm windows must be true to the period of the original windows in materials and design.
4. Only original windows that are beyond repair (damage is too extensive to be repaired) may be replaced.
5. Replacement windows must match the materials, appearance and profile of the original windows (eg. wood windows with single pane glass). If original windows don't exist, the design of replacement windows must be based on documentation of design of original windows (ie. historic drawings or photographs).

What to Include in Estimates

Estimates submitted for projects involving heritage windows should include the following information (where applicable) to provide a complete understanding of the project:

1. Description of existing condition of heritage windows, noting the extent and cause(s) of damage that may exist
2. Number and location of windows requiring repair
3. Description of methods and materials used for repair (eg. consolidation, dutchman repair)
4. Number and location of windows requiring replacement