

Title	Retrofit timber window joinery		
Level	4	Credits	2

Purpose	<p>A person credited with this standard can:</p> <ul style="list-style-type: none"> - demonstrate knowledge of compliance for retrofitting timber window joinery; - prepare to retrofit timber window joinery; - retrofit timber window joinery; and - complete cleaning and storage requirements.
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Classification	Construction Trades > Glazing
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Available grade	Achieved
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Guidance Information

1 Assessment

This unit standard must be assessed under the supervision of a commercially competent glazing practitioner in construction workplace conditions that reflect:

- current health, safety, industry, and workplace requirements; and
- industry requirements for commercially acceptable timeframes.

Evidence generated for assessment against this standard must be verified by a person who has current expertise in the glazing trades and has had the opportunity to regularly observe the candidate in the workplace.

- 2 Installation must be completed without injury to personnel or damage to products and equipment. Personal protective equipment must be used to meet regulatory and worksite requirements.

3 Definitions

Personal protective equipment includes – anything used or worn by a person (including clothing) to minimise risks to the person's health and safety.

Worksite requirements refer to instructions to staff on policy and procedures which are documented in manual format and are available in the workplace. These requirements include – company specifications and procedures, work instructions, manufacturer's specifications, product quality specifications, legislative requirements.

- 4 Evidence generated for assessment against this standard must reflect the best practice guidelines and principles specified in:
- AS/NZS 1170.0:2002. *Structural design actions – Part 0: General principles*;
 - AS/NZS 4666:2012. *Insulating glass units*;
 - NZS 3604:2011. *Timber-framed Buildings*;
 - NZS 4211:2008. *Specification for performance of windows*;
 - SNS TS 4211:2022. *Classification for the performance of windows*
 - NZS 4223.3:2016. *Glazing in buildings – Part 3: Human impact safety requirements*.
- AS/NZS and NZS standards are available at <http://www.standards.govt.nz>.
- 5 Reference
- New Zealand. Ministry of Business, Innovation & Employment – Hīkina Whakatutuki. (2019). *For New Zealand Building Code*, available at: <https://www.building.govt.nz/building-code-compliance>.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of compliance requirements for retrofitting timber window joinery.

Performance criteria

- 1.1 Explain the compliance requirements for retrofitting a timber window frame.
- Range external moisture, hazardous building materials, safety from falling, construction and demolition hazards, energy efficiency.
- 1.2 Identify issues that relate to the quality and performance of retrofitted timber window joinery.
- Range ability to accept the new insulated glass unit (IGU), extent and area of deterioration of timber, compatibility of frame and components, structural integrity of the existing frame, weather tightness and drainage, friction stays; compatibility of frame and components – glazing tapes, gaskets, sealants, fastenings.
- 1.3 Describe the remedial actions for issues relating to the quality and performance of retrofitted timber window joinery.

Outcome 2

Prepare to retrofit timber window joinery.

Performance criteria

- 2.1 Confirm the design requirements and job specifications with the customer before work begins.
- Range design details, dimensions, drawings, product information, site operational procedures, compliance.
- 2.2 Select glazing materials and sealants to meet the job specifications.
- 2.3 Check and gather equipment, tools, and installation materials before work begins.
- 2.4 Undertake a site check for the installation.
- Range measurements, suitability and location of fixing provisions, surrounds are plumb and/or level, installation hazards or problems.
- 2.5 Plan the installation.
- Range cost, time, working drawings, compliance requirements, availability of materials.
- 2.6 Check the window frame to be glazed.
- Range obstruction free, clean, dry, primed and/or sealed, compatible with glazing material and glazing system, weight loading, aesthetic considerations.

Outcome 3

Retrofit timber window joinery.

Performance criteria

- 3.1 Confirm the glass meets the design requirements and job specifications.
- 3.2 Confirm the frame, components and beads meet the job specifications.
- 3.3 Retrofit window joinery to meet a job specification.
- Range remove existing glass, create rebate, prime the rebate, fit components, fit glass, fix beads, seal perimeter.
- 3.4 Provide information to the customer about any relevant warranty and maintenance requirements.

Outcome 4

Complete cleaning and storage requirements.

Performance criteria

4.1 Clean and store tools and plant used to retrofit window joinery.

Range plant may include – any machinery, vehicle, equipment (including personal protective equipment) used in a glazing operation.

4.2 Clean the retrofitted timber window and clear and clean the work area.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 November 2022	31 December 2025
Review	2	28 November 2024	31 December 2025

Consent and Moderation Requirements (CMR) reference

0048

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.