Method Statement: Refitting Velux Rooflights to a Flush Position in a Slate Roof

1. Scope of Works

To remove existing Velux rooflights currently installed in a projecting position and refit them lower so that the external frame sits flush with the surrounding slate roof. Works include adjustment of rafters, battens, membrane, and installation of appropriate Velux flashing kits.

2. Materials & Equipment

- Velux rooflight(s) (existing units reused if in good condition)
- Velux flashing kit suitable for slate roof (EDL/EDW depending on slate type)
- Timber for trimming (typically C16/C24 50×100 or 50×125 mm)
- Breathable roofing membrane
- Roofing battens (25×50 mm)
- Stainless steel slate hooks or copper nails
- Slates to match existing
- Hand tools: saws, drills, screwdrivers
- PPE: gloves, boots, hard hat, eye protection
- Access equipment: scaffold or mobile tower

3. Responsibilities

- **Site Supervisor**: Ensure safe working, correct installation, and compliance with manufacturer instructions.
- **Roofing Operatives**: Carry out works as described, maintain safe working practices.

4. Sequence of Works

4.1 Preparation

- Erect scaffold to provide safe access to the roof.
- Inspect existing rooflight installation and surrounding structure.
- Confirm the correct Velux flashing kit for slate roof installation.
- Protect internal finishes beneath the rooflight opening.

4.2 Removal of Existing Rooflight

- Remove surrounding slates carefully to expose the existing flashing kit.
- Remove the existing Velux sash and frame following manufacturer guidance.
- Remove old flashing kit and any packers or raised timbers used to create the projecting installation.
- Inspect rafters and trimmers for damage or decay.

4.3 Adjusting the Roof Opening

- Measure the required finished height so the rooflight frame sits **flush with the slate line**.
- Modify or install new timber trimmers between rafters to achieve the correct opening size and depth. Ensure trimming timbers match structural requirements.
- Ensure the opening is square, level, and correctly sized for the Velux frame.

4.4 Membrane & Batten Adjustments

- Cut back the existing membrane neatly and fold it into the opening.
- Install new membrane sections as needed, lapping correctly over the rooflight support battens.
- Re-batten around the opening, ensuring battens align with the slate gauge and allow the rooflight to sit at the correct depth.

4.5 Installing the Velux Frame

- Fit the Velux frame into the adjusted opening.
- Fix through the rafters using Velux brackets at the manufacturer-specified positions.
- Check the frame is level, plumb, and square.
- Reinstall the sash to confirm smooth operation, then remove again for flashing installation.

4.6 Installing the Flashing Kit

- Install the underfelt collar (BFX) ensuring correct drainage paths.
- Fit the bottom apron flashing, ensuring it sits flush with the slate course.
- Install side flashings, ensuring correct overlap and weathering.
- Fit the top flashing and ensure all components interlock correctly.
- Reinstate the rooflight sash.

4.7 Re-slating Around the Rooflight

- Reinstall slates around the rooflight, cutting as required for a neat fit.
- Fix slates using hooks or nails to match existing practice.
- Ensure all slate courses align and maintain correct gauge.
- Check that the finished installation is flush and weather-tight.

5. Quality Checks

- Confirm the rooflight operates smoothly.
- Check all flashing overlaps and membrane laps for correct weathering.
- Inspect internal reveals for light gaps or air leakage.
- Hose-test to confirm watertightness.

6. Health & Safety

- Work at height must follow WAHR regulations.
- Use scaffold or tower with guardrails.
- Manual handling precautions when lifting rooflights.
- Cutting tools used with appropriate PPE.
- Weather conditions monitored—no work in high winds or heavy rain.

7. Waste Management

- Dispose of old flashings, damaged slates, and timber off-cuts in accordance with site waste procedures.
- Recycle materials where possible.