Top tips and suggestions for running a Draught Busting Workshop:

Mechanics of Organising a Draught Busting Workshop:

* **Who can’t do it themselves?**
	+ - * Private tenants may need consent from their Landlord
			* People with limited physical mobility may find installing the products very difficult – it may be that there is a project locally that carry out draught stripping for them.
		- **Sourcing the products**
			* Contact GTi Ltd to purchase the products: [www.gti-limited.com](http://www.gti-limited.com) or phone: 01369 702070
			* There is a special price list for Transition and Low Carbon groups
			* The strips are sold in packs of 50 strips per pack
		- **Logistics/marketing**
			* Find a host with a couple of timber sash (or casement) windows and a wooden framed front door - ensure you pre-visit their home to check the suitability of the windows and the venue.
			* If there is a Transition Streets project in your area you can promote the hosting opportunities and the workshops to Transition Streets groups.
			* Advertise the workshop at other events and activities, especially any street or public events such as stalls, markets or fairs, as well as on your website, and local networks, community groups etc.
			* Keep an updated contact list of those participating in your workshop
			* Make sure your group is insured or has public liability covering unpaid volunteers and participants.

Facilitating the Workshops

* Introductions: Introduce yourselves and ask the group to introduce themselves and where they’re from
* Give a brief introduction to Transition and what your Transition group does - e.g. a brief selection of your projects, themed groups and events etc..
* **Explanation of why you’re running a Draught Busting workshop:**
	+ Give a brief intro into how the workshops began (= inspiration and product research came from Sue Sheehan and Hyde Farm CAN, who created the original ‘Draught Busting Saturdays’ for residents in their local area in South London in 2008/9) and then spreas….
	+ Hands on workshops
	+ Sharing skills, enabling, confidence building, ‘can do’!
	+ Bringing together members of the community
	+ Make homes cosy and warm
	+ Help to reduce heating bills
	+ Help to reduce Co2 emissions
	+ Have fun ☺
* **Introduce the Tools you will be using:**
	+ Anvil cutters
	+ 8oz Hammer
	+ Junior hacksaw (useful for cutting the metal part of door brushes)
	+ 20mm stainless steel panel pins
	+ 25 mm stainless steel panel pins
	+ Nail punch
	+ Screwdriver – both flat head and Phillips are useful
	+ Cardboard or wooden board to place against window panes to protect them
	+ Masking tape to hold strips in place and to cover the hammer head to protect woodwork
	+ Pencil
	+ Small pot of white touch up paint – in case woodwork gets knocked
* **Introduce the Products:**
	+ The draught proofing strips are manufactured by Schlegel Ltd (<http://www.schlegel.co.uk>) and are distributed and available to buy from **GTI Ltd**: [www.gti-limited.com](http://www.gti-limited.com)
	+ They are only available in packs of 50, so best to buy as a collective or group, as it’s not possible for individuals to buy single strips directly from GTI.
	+ **Retro B strip** -used for sash window frames and internal doors
	+ **FS strip** -used for joining the meeting rail on sash windows, and French doors
	+ **21B strip** used for external door frames and where there are wider gaps on windows etc.
	+ **Doorbrush** and **Letterbox brush**
	+ **E-strip (or P strip or Zero gap)** is a self adhesive rubber strip for filling gaps between sash meeting rails etc.
	+ **Radiator Reflectors**
	+ Show examples of strips/brushes – and it’s helpful have some small samples of the strips available to give away.
	+ Show participants the Draught Busting manual , which will be an aide memoire to the practical workshop – generally best to email it to them after the workshop, as it makes more sense then!

Practical Workshop Activity:

* Break into small groups of around 5 people per facilitator, taking one group to a door and the other group to a window
* Explain that each group will swap halfway through so that everyone has a chance to install /see the products in place on both a door and a window
* Explain what strip you are using and where
* Go through the motions of how you install it (without actually installing it)
* Go over helpful tips:
	+ For Windows: measure and cut each vertical side first, one by one, then cut the bottom horizontal piece
	+ Put the nails into the vertical strips before placing on the frame
	+ Pressure of strip to frame should be able to snugly hold a business card in place
	+ For Doors: measure and cut the top of the door frame first, then cut each side, separately
	+ Apply strips to top sash (on outside) only when safely accessible on ground floor or on scaffolding
	+ Go over safety - see document regarding adequate ventilation. It may be better not to draught proof in rooms where there are gas appliances or fires
* Have participants install strips themselves while you offer guidance and help