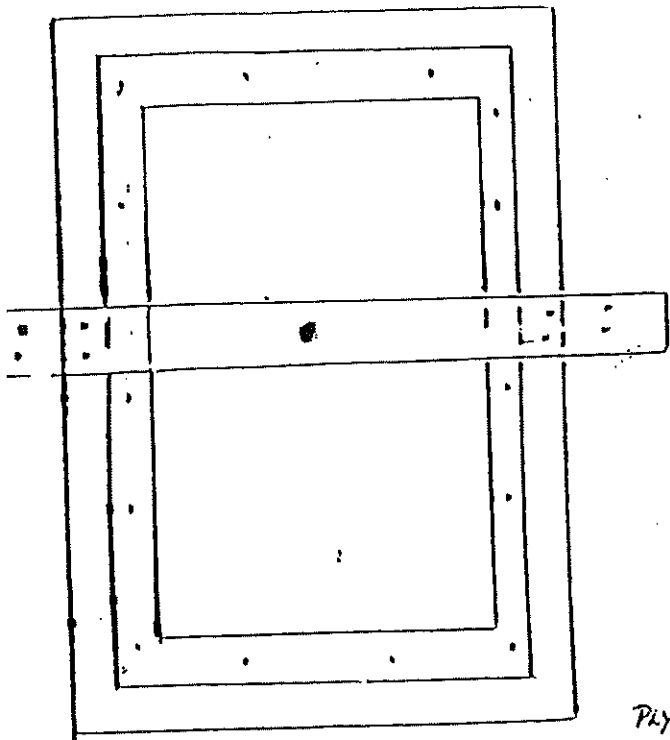
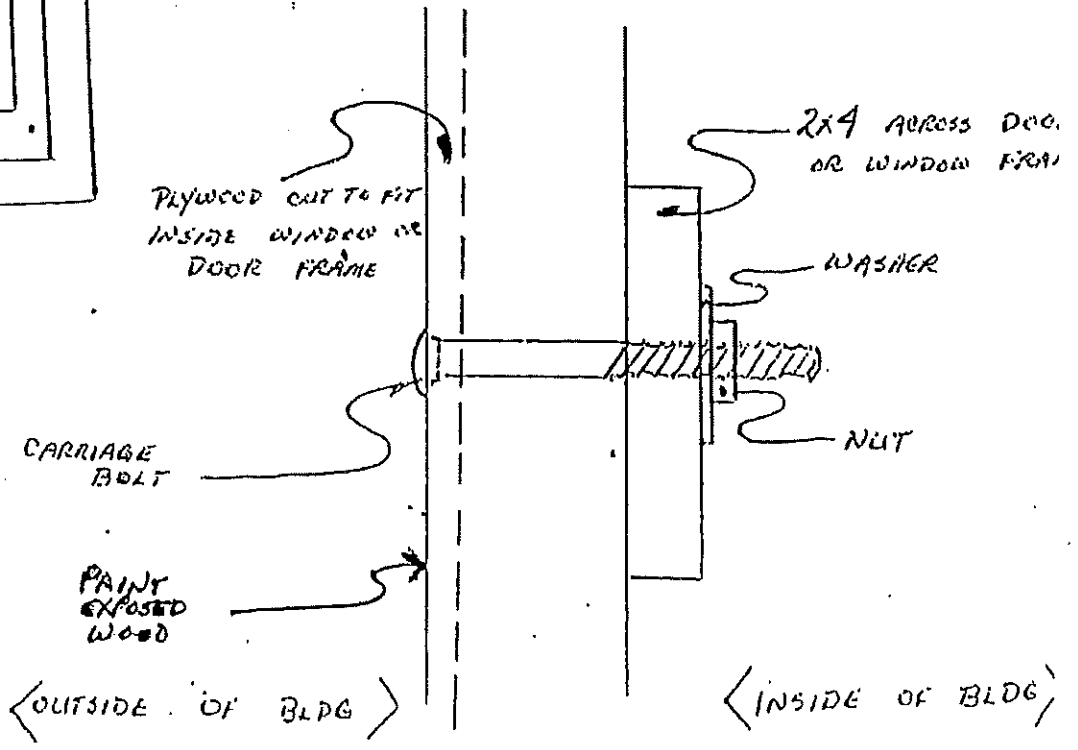


PROPER PROCEDURE TO SECURING A BUILDING OR HOUSE

[REDACTED]
[REDACTED]



Attach plywood ^{5/8} [REDACTED] to door or window frame - cut to size and nail.
Attach a 2" x 4" across inside of door or window frame and nail - insert a bolt through plywood and 2" x 4" and secure with a nut.



Standards for securing building.

(a) The boarding of the doors, windows or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, shall comply with the following minimum standards:

(1) *Securing by boarding.* Windows; windows and similar openings shall be boarded with exterior grade plywood of a minimum thickness of five-eighths (5/8) inch nominal or its equivalent. Vent holes may be required, as deemed necessary by the city. The plywood shall be secured in place by two (2) inches by four (4) inches or four (4) inches by four (4) inches crossmembers, secured to the plywood by three-eighths (3/8) inch plated carriage bolts with large washers at each end and with the crossmember turned so that the carriage bolt goes through the larger dimension. Bolts used to secure the crossmember shall be threaded to the correct length. A minimum of two (2) crossmembers shall be used on each window and, depending on the size of the opening, additional crossmembers may be required. Each crossmember shall be a continuous piece of lumber, and each must extend at least one (1) foot past the window opening in each direction. Bolts and nuts used to secure the crossmembers to the plywood must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood and not give a purchase for pliers or pry bars.

(2) *Exterior doors:* Exterior doors shall be boarded with exterior grade plywood of a minimum thickness of five-eighths (5/8) inch nominal or its equivalent, fitted to the entry door jamb with maximum one-eighth (1/8) inch clearance for each edge. The existing door should be removed and stored inside the building. The plywood shall be attached to three (3) horizontal two (2) inches by four (4) inch wooden crossbars each with two (2) three-eighths (3/8) inch carriage bolts and matching hardware. The plywood shall be attached to the door entry with three case hardened strap hinges of the types specified by the building official and the plywood shall be secured by a case hardened steel hasp and minimum two-inch case hardened padlock also of the type specified by the city.

(3) *Painting of boarded openings:* All boarded openings shall be painted with a minimum of one coat of exterior paint which is of a color compatible with the exterior color of the building or structure.

(4) *Alternative methods of securing a building:* Upon application for a boarding certificate, the building official may approve alternative methods of securing a vacant and unoccupied building or structure. In making the determination to approve any alternative method, the city shall consider the aesthetic and other impacts of such method on the immediate neighborhood and the extent to which such method provides adequate and long-term security against the unauthorized entry to the property.

(b) *Additional requirements.* In connection with the boarding of the doors, windows or other openings of any building or structure or any means of securing such openings, other than by the conventional method used in the original construction and design of the building or structure, the owner shall also comply with all of the following requirements:

(1) All utility service to the building or structure shall be terminated by removal of the meters and termination of electric power at the pole. Compliance with this subsection may be waived in writing by the city as to the electric utility service in the event that electricity is needed to power exterior security lighting, an alarm system or equipment to

be used in connection with rehabilitation of the building or structure for which there is an active and current building permit;

(2) The sewer shall be capped in a manner approved by the city so as to prevent the accumulation of methane gas in the building or structure;

(3) The interior of the building or structure shall be cleaned of all trash, junk, garbage, debris, and solid waste, and personal possessions shall be removed from the interior of the building or structure, so as to eliminate any fire or health hazard and prevent hindrance to firefighting equipment or personnel in the event of a fire.