

# Montclair Fire Department



**Code Enforcement**

## Board Up Procedures

In accord with  
Township of Montclair Ordinance §249-5D(b)

## **Materials List & Specifications**

### **Materials**

1. Plywood, 1/2" (4 ply) exterior grade CDX
2. Braces - 2" by 4" by 8' construction grade lumber
3. 3/8" (coarse thread) by 12" carriage bolts (rounded head on weather side)
4. 3/8" (coarse thread) construction grade nuts
5. 1/2" (USS Standard) Flat washers with an inside diameter large enough to bypass the wrench neck inside the carriage bolt head so no lift edge is available beneath an installed carriage bolt head.
6. 3/8" (USS Standard) diameter flat washers for installation beneath the nut inside the building
7. 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails.

## **Barrier Assembly (Detail Attached)**

1. Applying barriers is accomplished with an inside and outside carpenter with appropriate tools and supplies. The inside carpenter will need a light. Exit is made over a ladder when the last window is boarded.
2. Plywood shall be cut to fit over the window and door openings, flush with outside of the molding/trimmer stud. Application of barriers shall be completed so that all lift or pry points are avoided.
3. The 2x4 braces shall be cut to fit the horizontal dimension of the plywood. Two exterior and two interior 2x4 braces shall be provided for each window and three sets for each door.
4. Window Assembly – Braces are located horizontally approximately 1/3 of the distance from the top and the bottom of the window. Bolt holes are located 1/3 of the length of the brace from the outside edge of the window jams. Prior to installation, the assembly should be pre-assembled and 3/8” holes drilled through all of the components.
5. Door Assembly – Door braces will be placed horizontally; one in the center of the doorway and one 1/2 the distance from the center to the top and one 1/2 distance from the center to the bottom of the doorway. Bolt holes are located 1/3 of the length of the brace from the outside edge of the door frame. Prior to installation, the assembly should be pre-assembled and 3/8” holes drilled through all of the components.
6. Plywood used to cover exterior openings shall be nailed every 12" along the perimeter to the window or door frame.
7. The 2x4 braces on the interior and exterior of the assemblies shall be secured using 3/8” by 12” carriage bolt assemblies. Bolts shall be inserted through the predrilled holes from the exterior with a 1/2” washer place against the exterior brace, a 3/8” washer is placed against the interior brace. The bolt is tightened from the inside so that it slightly compresses the interior brace.
8. The exterior surfaces of barriers shall be painted or stained the same color as the structure to minimize the appearance.

Should the through-bolt compression method be impossible due to the size or condition of the opening, the opening shall be covered with plywood and secured with a minimum of 3-inch-long deck or wood screws installed on 4-inch centers around the circumference of the opening.

For buildings that require access by authorized personnel, a single door that is visible from the street may be secured using a solid core wood or steel door. There shall be no windows or other openings in this door. The door shall be securely locked using a padlock and hasp assembly that is bolted through the door. The lock loop portion of the hasp is attached to the door frame using a minimum of 3-inch-long wood screws.

## **Artistic Boarding Requirements**

When boarding up a structure, it is required to paint the material used to secure door, window, or other openings to resemble the opening which they are covering. There is no standard pattern requirement. The purpose is to have a structure that does not draw the eye of someone casually passing by. See examples below.

*All surfaces exposed to the weather must be protected by paint colored dark gray.*

*All exterior surfaces, covering an opening, must be artistically painted to resemble the opening that they are replacing.*



## **Board Up Procedures if Entire Building is Ordered to Be Secured**

### **1. Disconnect all utilities at the street.**

- a. Turn off water at the street and drain the system to its lowest point. Leave faucets open and put anti-freeze in all traps containing water.
- b. Have the utility company disconnect electricity at the street and remove and cap meters.
- c. Shut off natural gas supply at the street.

### **2. Remove all flammables & combustibles from inside & outside the building.**

- a. Remove all upholstered furniture, combustible materials, debris, solid waste and trash from the building, including the basement and attic.
- b. Remove trash and trash containers and combustible furniture from exterior stairwells, porches, fire escapes and outbuildings.
- c. Remove shrubbery and vegetation that could support or spread a fire.

### **3. Secure the building to prevent entry.**

- a. Search the entire building to ensure that it is unoccupied.
- b. Remove doors and storm windows and place in storage.

### **4. Security Measures.**

- a. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, fire escape or other potential climbing point shall be barricaded with plywood, 2x4 braces, carriage bolt sets, and nails. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
- b. Openings that are at least 10' from ground level which are not accessible from a porch, fire escape, roof, or other climbing point can be secured with nails in each brace, and every 12" around the perimeter. For all openings, the plywood should be fitted so that it rests snugly against the exterior frame, butting up to the siding on wood frame buildings and up to the brick molding edge on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.
- c. The structure shall be posted with a NO TRESPASSING sign at the completion of the board-up.