



City of Holyoke Property Preservation Procedures

The following is a detailed guide to meet compliance with **Sec. 18-35. - Regulation of blighted and vacant buildings** of the City of Holyoke Ordinances.

Property Posting

Property must contain posting with the name and phone number of the local owner or agent responsible for maintenance. Posting must be constructed of durable material, not less than twenty (20) square inches in size up to (144) square inches, and made on the front of the property so it is clearly visible from the street. (Holyoke Code of Ordinances Section 18-35(d)(3); State Sanitary Code, 105 CMR 410.081)

Monthly Inspection Log

Property must be inspected and maintained on a monthly basis for the duration of the vacancy. The owner or its agent shall maintain written inspection log indicating the date, time, conditions, repairs performed and owner/agent signature for each inspection. The inspection log shall be physically posted at the property or in other manner approved by the Board of Health. (Section 18-35(d))

Vacant Building Registration

Property must be registered as vacant on or before November 15 of each year during the duration of the vacancy. Registration forms are available from the Holyoke Board of Health or online; <http://www.holyoke.org/wpcontent/uploads/2012/12/Vacant-Building-Registration-Form-2016-2017.doc>. (Section 18-35(d))

Security Measures

1. 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 polycarbonate, horizontal braces, and carriage bolt sets. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.

2. 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 weather resistant screws every 12" around the perimeter. For all openings, the polycarbonate 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.

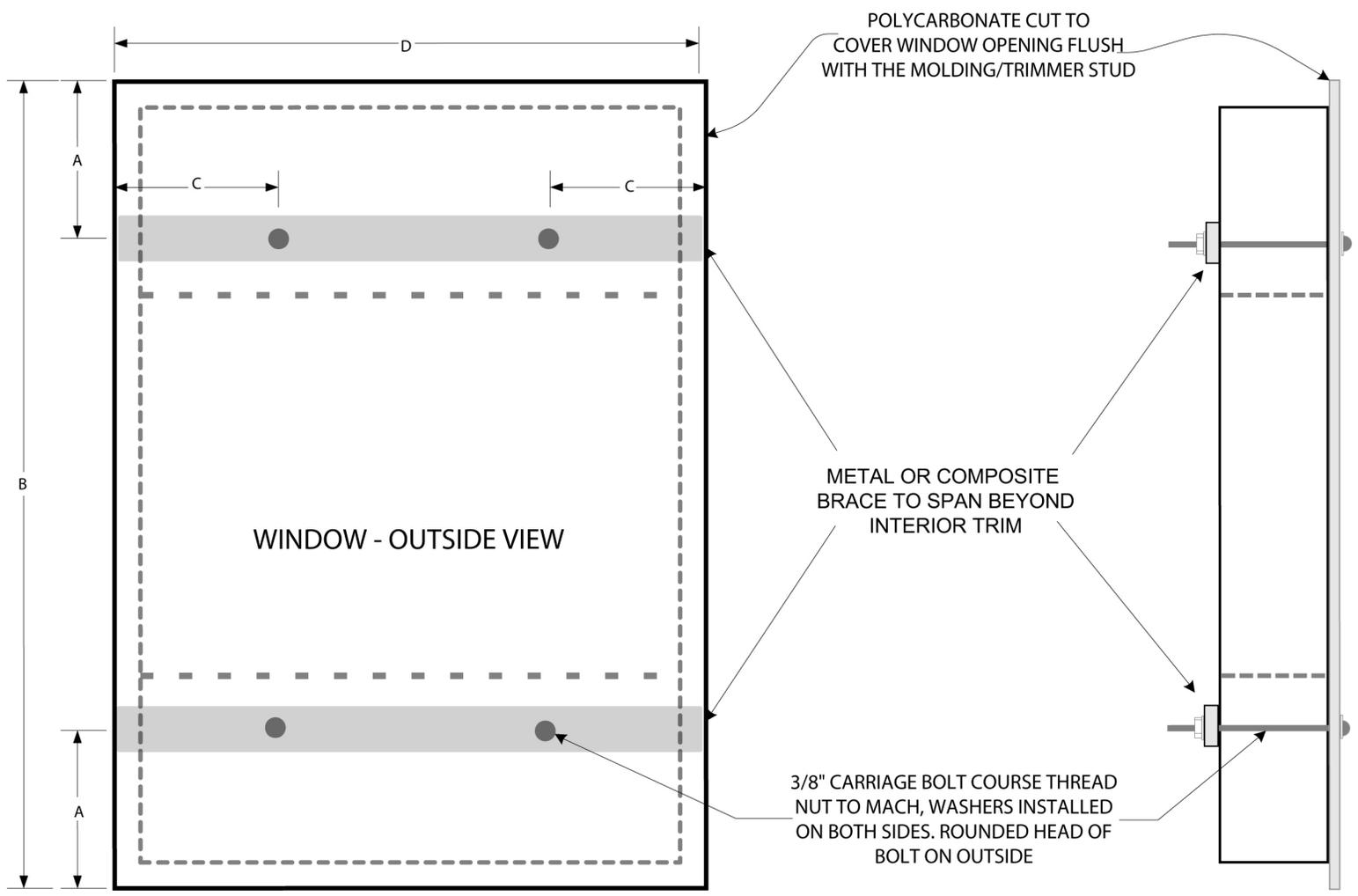
Materials

1. Polycarbonate, 1/4" in thickness minimum
2. Interior braces - steel or composite bar
3. 3/8" (coarse thread) 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" minimum length exterior grade deck screws

Barrier Assembly

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. Polycarbonate 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 interior braces shall be cut to fit the horizontal dimension of the interior span.
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 – For buildings that require access by authorized personnel, a single door that is visible from the street may be secured if it is 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 matching padlocks and barrel bolts assembly that is bolted through the door. Barrel bolts shall be a minimum of 3/8" in diameter and be located in the top and bottom 3rd of the door.

Door Assembly for all other doors – 2"x4" dimensional lumber horizontally spanning the interior of the door shall be installed. These interior braces shall be in the top and bottom 3rd of the vertical span of space. The braces shall be secured to the structure framing using a minimum 4" screws or fasteners which will penetrate the framing no less than 2".
6. Polycarbonate used to cover exterior openings over 10' shall be screwed every 12" along the perimeter to the window frame. Fasteners should be exterior grade and other than common Phillips head.
7. The interior braces of the assemblies shall be secured using 3/8" carriage bolts. Bolts shall be inserted through the pre-drilled holes from the exterior with a 1/2" washer placed against the exterior of the polycarbonate, a 3/8" washer is placed against the interior brace. The bolt is tightened from the inside so that it slightly compresses the polycarbonate.



- NOTES:
1. FOR DOUBLE HUNG WINDOWS, SLIDE SASH TO CENTER OF UNIT AND PASS BOLTS THROUGH OPENINGS AT TOP AND BOTTOM.
 2. STORM WINDOWS SHOULD BE REMOVED AND STORED INSIDE STRUCTURE.
 3. OUTSIDE TRIM MAY HAVE TO BE REMOVED TO ACCOMMODATE A FLUSH AND TIGHT FIT
 4. TIGHTEN NUTS FROM INSIDE ENOUGH TO SLIGHTLY COMPRESS BRACE AND POLYCARBONATE.
 5. BRACE LOCATIONS: $A = 1/3 B$
 6. LOCATION OF BOLT HOLES: $C = 1/3 D$