



Vacant Building Securing Procedures

There are potential fire and life safety issues associated with vacant properties which pose risks to members of the community and city staff.

In the City of Coquitlam, it is the responsibility of the property owner to secure and maintain the security of their vacant premises, until demolition is achieved.

The property owner(s) or their agent(s) who have vacant properties are responsible for:

- securing and maintaining the condition of their property (structures and land)
- reducing the risk of fire and other life safety matters
- inspecting regularly and taking corrective measures

The hazards and risks associated with vacant premises are mitigated through the enforcement of maintaining and securing vacant premises under the powers of the Fire Prevention and Life Safety Bylaw No. 3712 as defined below.

Regulations

3.1 VACANT BUILDING means a building or structure:

- (i) that has remained unoccupied by the owner or an occupier for a continuous period of 30 days;
 - (ii) in respect of which a water, sewer, gas, or electrical service has been intentionally disconnected other than for temporary maintenance; or
 - (iii) where a demolition permit has been applied for in respect of that building or structure, a building that has actually been left vacant, regardless of the amount of time it has been left vacant.
- 16.2** Every registered owner of property on which a vacant building or structure is located must comply with Subsection 2.4.6 of Division B of the Fire Code which requires that the building or structure be secured against unauthorized entry.
- 16.3** Where, in the opinion of the Fire Chief the securement of a vacant building undertaken pursuant to section 16.2 of this Bylaw is insufficient to prevent unauthorized entry, the Fire Chief may require the registered owner to take specific measures to secure the vacant

building or structure against unauthorized entry.

- 16.4** Where a registered owner fails to meet the requirements of sections 16.2 or 16.3, the City may, after making reasonable efforts to contact the registered owner or occupier of the vacant building or structure, or the Contact Person where applicable, to advise them of the need to secure the vacant building or structure under this section, instruct its employees or agents to board up the vacant building or structure to the extent required by this section. The cost of such boarding will be invoiced to the registered owner of the property on which the vacant building or structure is situated and will be payable within 30 days of receipt of the invoice.

Procedures Security Measures

1. All openings in the basement, first floor doors and windows, and any point of entry accessible from a porch, balcony or other potential climbing point shall be barricaded with plywood, 2x4 braces and screws from the interior side of the building. Particle board, wafer board, Masonite, or other similar material shall not be used for purposes of boarding-up a building.
2. Window openings that are at least 10' from ground level which are not accessible from a porch, balcony, roof, or other climbing point are considered secure if the window is in good condition and can be locked from the interior.
3. Window openings containing broken glass shall be secured from the interior and exterior sides of the building.
4. Large openings such as garage doors may be secured using the existing door if the locking mechanism and door are in good condition.
5. Contact Coquitlam Fire/Rescue for an inspection of the building upon completion of the security measures described in this guide. Inspections can be requested by phone 604-927-6433 or via email at firerescue@coquitlam.ca.

Materials

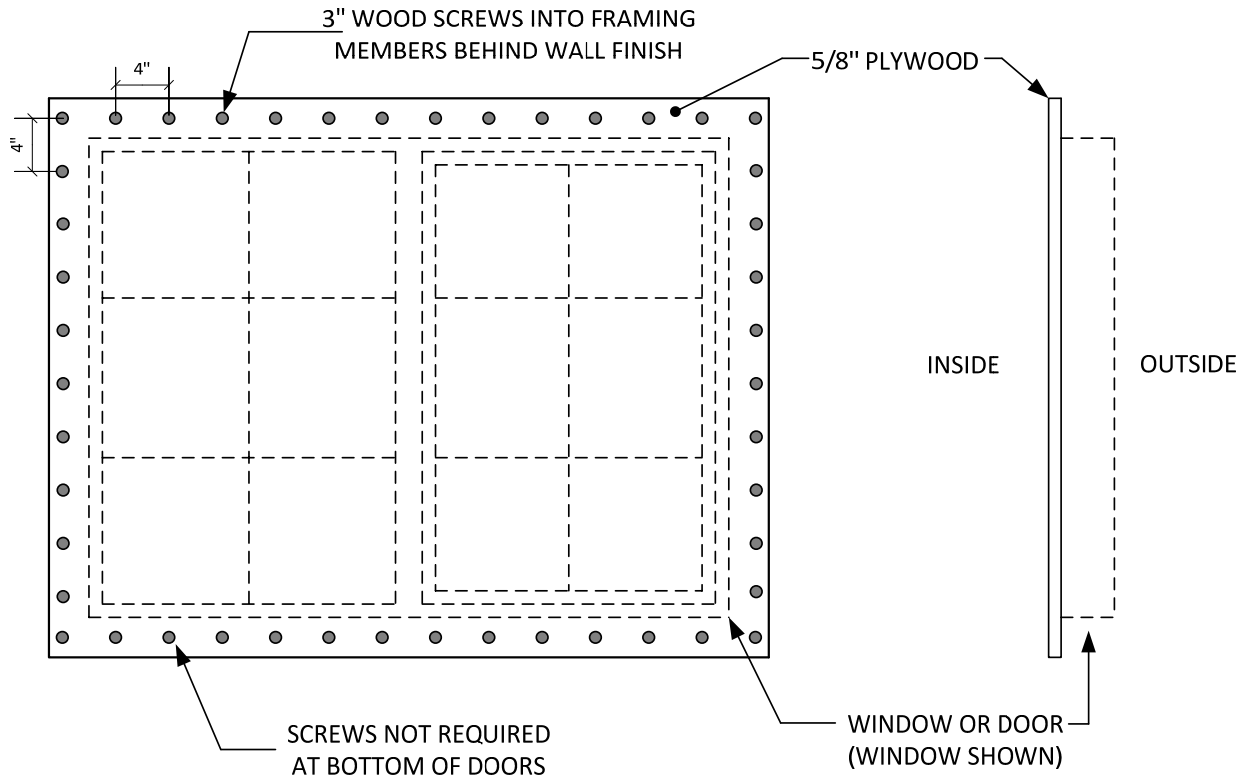
1. 5/8" plywood.
2. Braces – 2 x 4 lumber.
3. 3" wood screws for securing plywood to building frame.
4. 5" wood screws for securing 2 x 4 bracing to building frame.

Barrier Assembly

1. Applying barriers is accomplished with carpenters and appropriate tools and supplies.
2. Plywood shall be cut to fit over the window and door openings, so that the outside edges extend past the underlying building framing members.
3. Plywood shall be installed on the interior side of the opening.
4. 2 x 4 braces, when required, shall be cut to fit the horizontal or vertical dimension of the plywood.
5. All plywood edges shall be secured into building framing members with 3" wood screws at 4" on centre.
6. 2 x 4 bracing ends shall be secured into building framing members with 4 - 5" wood screws.

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.

SECURITY DETAILS - SMALL OPENINGS



SECURITY DETAILS - LARGE OPENINGS

