

# FIRE PREVENTION BUREAU



## ***MAINTENANCE STANDARDS FOR VACATED AND CLOSED NON- RESIDENTIAL PROPERTIES***

***FIRE MARSHAL'S  
OFFICE***

***Phone: (336) 883-3276***

***Fax: (336) 883-3550***

**FIRE PREVENTION BUREAU**

**Fire Marshal's Office**

**434 S. Elm St**

**High Point, NC 27260**

***YOUR PROPERTY HAS***

***BEEN IDENTIFIED BY***

***THE FIRE DEPARTMENT***

***AS VACANT***

## ***Additional Non-Residential Information***

**Fire Protection:** Fire alarm, sprinkler and standpipe systems shall be maintained in an operable condition at all times.

\*Exceptions:

1. When the premises have been cleared of all combustible materials and debris and, in the opinion of the code official, the type of construction, fire separation distance and security of the premises do not create a fire hazard.

2. Where buildings will not be heated and the fire protection systems will be exposed to freezing temperatures, fire alarm and sprinkler systems are permitted to be placed out of service and standpipes are permitted to be maintained as dry systems (without an automatic water supply) provided the building has no contents or storage, and windows, doors and other openings are secured to prohibit entry by unauthorized persons.

**Fire Separation:** Fire-resistance-rated partitions, fire barriers, and fire walls separating vacant tenant spaces from the remainder of the building shall be maintained. Openings, joints, and penetrations in fire-resistance-rated assemblies shall be protected in accordance with the International Fire Code.

**Removal of Combustibles:** Persons owning, or in charge or control of, a vacant building or portion thereof, shall remove there from all accumulations of combustible materials, flammable or combustible waste or rubbish and shall securely lock or otherwise secure doors, windows and other openings to prevent entry by unauthorized persons. The premises shall be maintained clear of waste or hazardous materials.



ADDRESS  
LABEL  
HERE

## **Your Property at:**



**has been identified by the Fire Department as a vacated and/or Closed property .**

**Contact us to schedule an Inspection at (336) 883-3276**

## **SAFEGUARDING VACANT PREMISES**

Temporarily unoccupied building, structures, premises or portions thereof shall be secured and protected in accordance with the International Fire Code.

### **Closing and Securing**

The City of High Point has a Housing Code to prevent the decay and deterioration of dwellings to protect the general public, and occupants from unsafe and unhealthy conditions. Dwellings found substandard are ordered to be either repaired or vacated and closed or, demolished depending on the conditions. When it becomes necessary to close such a dwelling the code requires that proper maintenance be provided to protect the public from hazards. The property owner is responsible for taking any actions necessary to keep the structure secured against illegal entry, and also maintenance of the grounds. The property owner shall promptly (within five calendar days from the date the dwelling is vacated) cause the dwelling to be secured.

Dwellings ordered closed by the City must be secured to the minimum standards provided by the Department of Inspections. The Order to Vacate and Close will identify if the property location is considered within a low or high crime area. The standard for securing is different for each area and must be followed for compliance.

### **Low Crime/Vandalism Areas**

**Exterior Doors:** All exterior doors, including doors to basement or crawl space areas, shall be securely locked. Any opening in the doors, such as missing/broken glass or panels, shall be closed by applying 1/2" CDX plywood or equivalent cut to fit tightly into the opening. Secure plywood to the opening with 16D spiral-shanked galvanized nails, or equivalent, spaced 12" on center around the exterior edge of the plywood. All equivalent methods must be pre-approved by the code enforcement officer.

**Windows:** All windows accessible from the ground level or from porches, steps, or landings shall be locked, nailed shut, or secured adequately from the inside to resist entry. All openings shall be secured in the manner as required for doors.

**Accessory Buildings:** All accessory buildings which are enclosed shall have all openings locked or secured in the manner required for doors. Open sheds and open accessory buildings shall have all hazardous and/or flammable materials such as gasoline, paint, paint thinner, kerosene, paper, etc., removed to prevent the possibility of these materials being used to start fires or vandalism. Accumulations of trash and debris shall also be removed from open buildings.

\*Dwellings located in low crime/vandalism area that continue to experience forced entry or damage can be required to secure as required for a high crime/vandalism area.

### **High Crime/Vandalism Areas**

In areas where past experience indicates that there is a high probability the dwelling will be a target of vandalism, or forced entry, the property owner shall ensure that the dwelling is secured and maintained as follows:

**Exterior Doors:** All exterior doors except one entrance, which shall be the entrance most visible from the street, shall be secured from the inside by nailing a minimum of three 2"x 4" boards with 16D spiral-shank nails across the door casing or covering the en-

tire door opening. Covering the entire door opening shall be accomplished by applying 5/8" CDX plywood, or equivalent, cut to fit tightly into the cased openings. Plywood shall be mechanically fastened from the interior with 5/8" carriage bolts through 2"x 4" braces, one placed near the top and one placed near the bottom of the door opening. Exterior doors with glazed areas, or panels must be secured by covering the entire door opening. The entrance door most visible, if of solid construction, may be secured with a deadbolt type lock, or hasp and lock. Also, the crawl space opening must be secured to prevent entry.

**Windows:** All windows accessible from the ground level or from porches, steps, or landings shall be secured. Secure windows by applying 5/8" CDX plywood, or equivalent, cut to fit tightly into the cased openings. Plywood shall be mechanically fastened from the interior with 5/8" carriage bolts through 2"x 4" braces, one placed near the top and one placed near the bottom of the window opening. All equivalent methods must be pre-approved by the assigned code enforcement officer.

**Accessory Buildings:** All accessory buildings which are enclosed shall have all openings locked or secured in the manner required for doors. Open sheds and open accessory buildings shall have all hazardous and/or flammable materials such as gasoline, paint, paint thinner, kerosene, paper, etc., removed to prevent the possibility of these materials being used to start fires or vandalism. Accumulations of trash and debris shall also be removed from open buildings.

**Non-Residential Structures:** Non-residential structures, that are vacated or ordered secured by the City, shall follow the applicable standards for the type of area or openings, as required by these standards. Structures found not in compliance with these standards will be ordered secured. Owners failing to comply with an Order to Secure will be billed for the cost incurred by the City to secure the structure.

