



Approved by Kevin R. Phelps Date: 2/20/2017  
Kevin R. Phelps, City Manager

## Securement Specifications Polycarbonate Material

*Polycarbonate material is required on all openings visible to a person standing upon a public street or sidewalk.*

### Carriage Bolt Method:

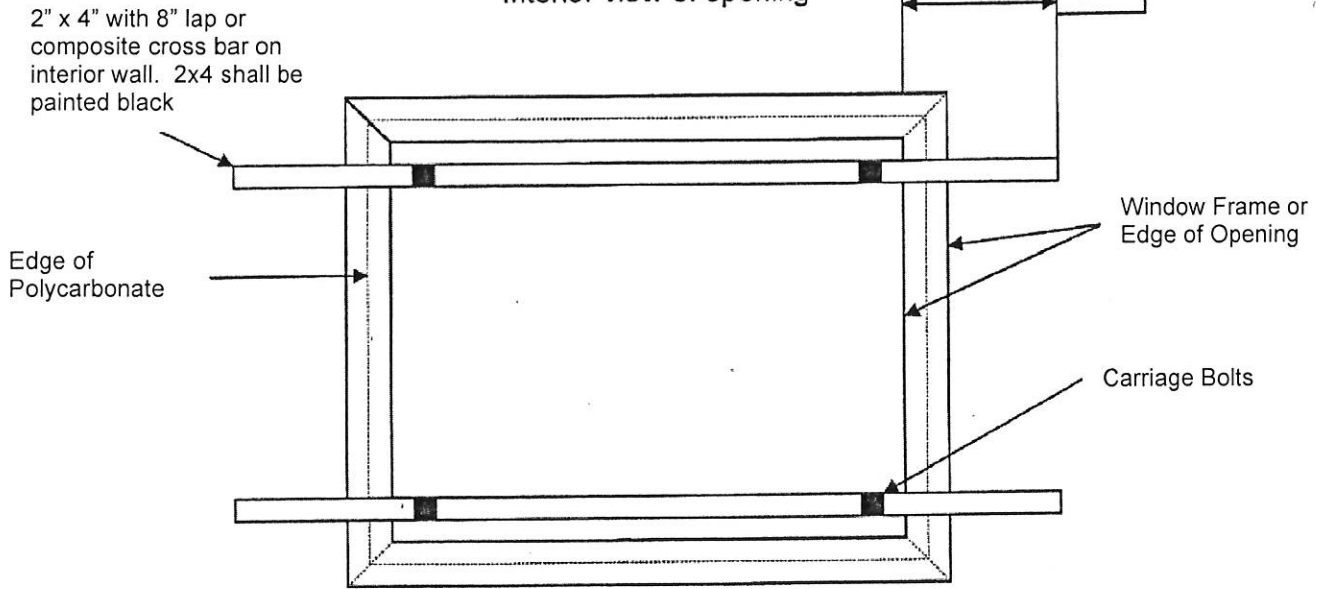
- **General Application:** All Polycarbonate material shall be a minimum thickness of .220. Openings that require more than a 4' X 8' sheet shall be secured with 2 sheets spliced together as shown in Diagram B. Polycarbonate should be cut to the outer edge of the window frame. Self-tapping screws with security heads may be required if bowing occurs. If the window is inset, the polycarbonate should be inset as well to the outer edge of the window frame. Secure with 3/8 carriage bolts with washers and double nuts and washers on the interior. (Purpose of the double nut is to secure against one another). Install carriage bolts as close to the corners as possible.
- **Casement Style Windows** (windows that swing out from the side of frames) must have the entire opening covered. Covering individual panes will not be accepted. If only one pane is broken, then SECURE WITH SCREWS method can be used to cover the entire opening. Material will need to be notched at the corners to accommodate the hinges.
- **Sliding Windows** should be opened as far as possible to permit the carriage bolts to pass through the window opening. The sliding sash may often be lifted out of the track and stored inside the building.
- **Fixed Glass Windows** require reverting to the Secure with Screws method below.
- **Glass Patio Doors:** If the doors are functional and can be locked that is sufficient. However, if the door is missing glass or the glass is broken, then the Carriage Bolt Method General Application applies.

### Secure With Screws:

- Insert minimum .220 thickness Polycarbonate into the exterior of the window opening for a close fit and secure with a minimum 1 ½" drywall, deck or sheet metal screws secure top.
- Cut the Polycarbonate to completely insert into the window opening to the outer edge of the window frame (including any radius arch at the top of the window opening) and set the screws every 8" to 10".
- Screws are to be set into the wood window frame or wood lintel only, **not** into brick masonry, concrete or adobe. Screwing into mortar joints will be acceptable if there is no wood material available or if authorized by the City of Glendale under unique circumstances.
- If covers cannot be inserted into the window openings because of security bars, carefully remove the bars and secure the openings as indicated above. Security bars should be placed inside the building.

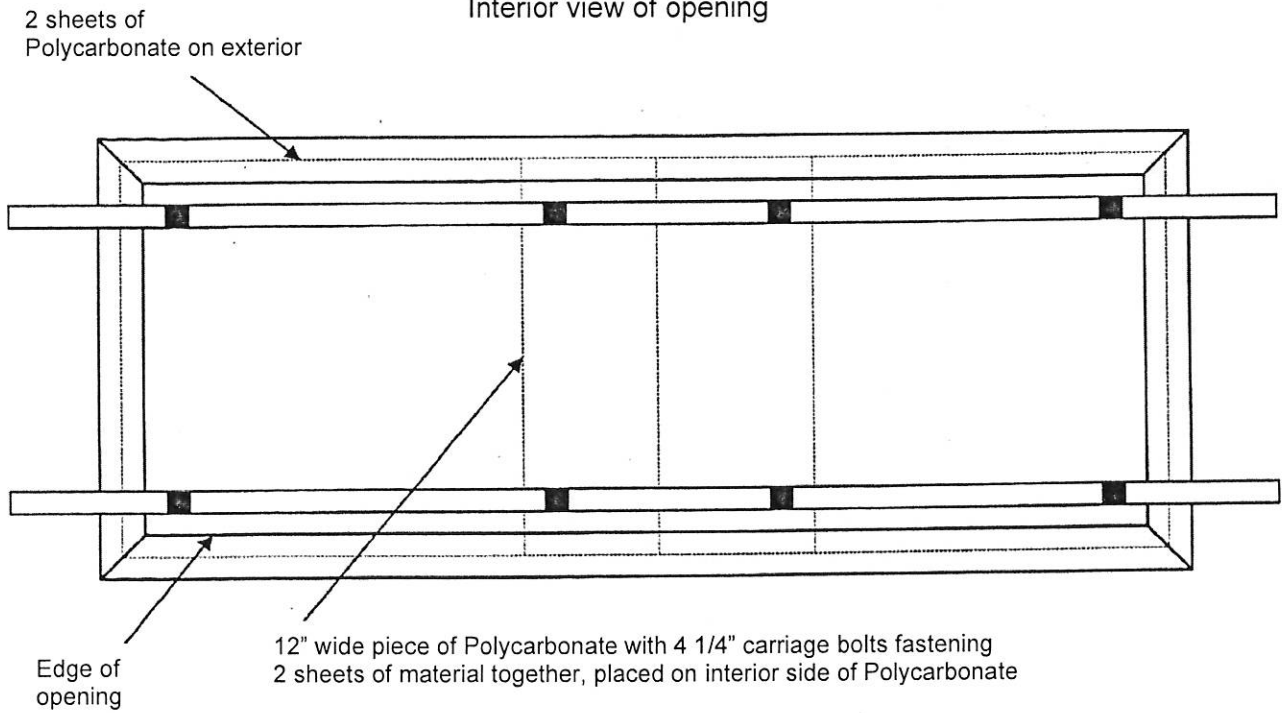
**DIAGRAM "A" POLYCARBONATE**

Interior view of opening



**DIAGRAM "B" POLYCARBONATE**

Interior view of opening



**City of Glendale  
Securement Board-Up Specifications**

*Permitted only on openings that are NOT visible to a person standing upon a public street or sidewalk.*

**General:**

- If field conditions require any deviation from these specifications, the assigned code inspector must approve the changes **prior** to commencement of work.
- Unless otherwise specified, all broken or damaged windows, doors or other openings that are readily accessible shall be secured.
- All exterior exposed wood used for security board-up must be sealed with a neutral color (white/off-white) exterior paint.
- All openings shall be secured with one piece of plywood unless the opening requires material larger than a 4' x 8' sheet. For details see **Diagram A**.

**Doors:**

- Exterior door openings shall be secured by tightly fitting a piece of plywood into the opening. The plywood shall be secured with screws at each corner and at a minimum of eight (8) inches on center along the edges of the plywood. All screws shall penetrate into solid wood a minimum of one (1) inch.

**Windows:**

- If decorative items such as shutters, etc. interfere with the board-up they are to be carefully removed and placed inside the dwelling.
- Where applicable, all bolts should be tightened carefully to avoid damage to interior finishes.
- For details see **Diagram B**.

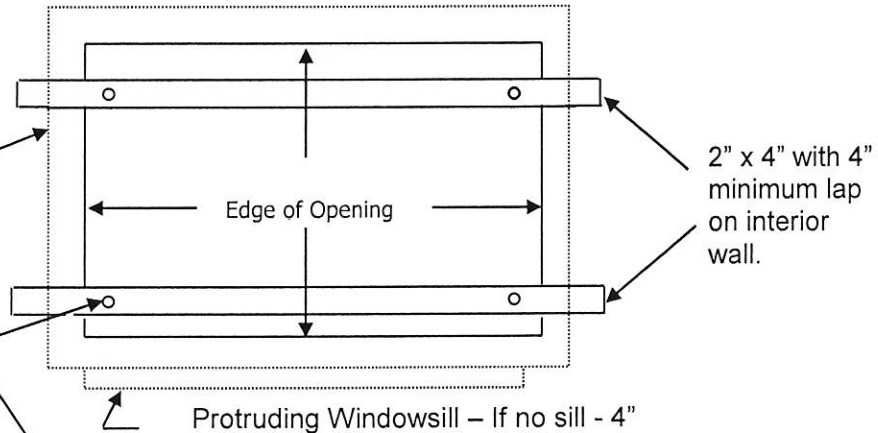
**Attic Access Openings:**

- Attic access openings in carport ceilings shall be secured by attaching a piece of plywood over the opening. The plywood shall be fastened with screws into the ceiling joists. Screws shall be placed at each corner and at a minimum of eight (8) inches on center along the edges of the plywood. All screws shall penetrate solid wood a minimum of one (1) inch.

**Diagram B**

3/4" CDX plywood w/minimum 4" lap on exterior of opening. One sheet of plywood only unless opening is greater than 4' x 8' (See Diagram A).

3/8" minimum carriage bolts with exterior washer 1/4" larger than bolt size. Washer and double nuts on inside. Install 3/8" carriage bolts as close to all four (4) corners as possible.



**Diagram A**

Edge of Opening  
4" lap on exterior of opening  
2" x 4" with 4" minimum lap on interior wall.

