



**City of Phoenix**  
**Historic Preservation Office**

## **Door and Window Boarding Methods**

### **Carriage Bolt (Preferred) Method:**

- **Double-Hung wood sash windows** should be opened from both the top and bottom so that the carriage bolts may pass through the open portion of the window without damage to the glass.
- **Wood casement windows** (windows that swing out from the side of the frames) should be removed at the hinges from the frame and stored inside the building. The carriage bolts may then pass through the window opening without damage to the window.
- **Steel casement windows** (windows that swing out from the side of the frames) will require breaking selected panes of glass to allow the carriage bolts to pass through the window openings if this method is used to secure the window. No more panes than necessary should be broken.
- **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 breaking the glass or removing the glazing from the frame. In some cases the glazing is set within a fixed sash attached to the frame and the sash may be removed, without breaking the glass, for storage inside the building.
- **Canopy or hopper windows** (windows that are hinged from the top or bottom) should be removed at the hinges from the frame and stored inside the building. The carriage bolts may then pass through the window opening without damage to the window.
- **Doors:** All entry doors should be removed and stored inside the building. One entry doorway should have a temporary plywood door with secure hinges and hasp for a padlock installed. It may be necessary to install a temporary 2"x4" frame to attach the plywood door. All other doors should be removed at the hinges and the openings boarded the same as the window openings.

### **Boarding with Screws Method:**

- Insert  $\frac{3}{4}$ " plywood into the exterior of the window opening for a close fit and secure with a minimum 1  $\frac{1}{2}$ " drywall, deck or sheet metal screws.
- Cut plywood so it completely inserts into the window opening (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 wooden window frame only, not into brick masonry or mortar joints.
- If boards cannot be inserted into the window openings because of security bars, carefully remove the bars and board the openings as indicated above. Then security bars should be stored inside the building.
- Doorway openings should be boarded to the same requirements as window openings. All entry doors may need to be removed and stored inside the building since plywood boarding may not clear door hardware. One entry doorway should have a temporary plywood door with secure hinges and hasp for a padlock installed. It may be necessary to install a temporary 2"x4" frame to attach the plywood door. All other doors should be removed at the hinges and the openings boarded the same as the window openings.
- All first and second story windows must be boarded.
- Other openings that permit entrance into or under the building must also be boarded. This may include, but is not limited to crawl space access, large vents, basement doors and windows.
- No glass is to be broken through this board up process.

No trespassing signs should also be posted and an authority to arrest form should be on file with the City of Phoenix Police Department.