



# ***PROCEDURES FOR THE CLOSURE AND SURPLUS OF STATE FACILITIES***

**Prepared by**

**DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

**February 2020**

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## TERMS AND ACRONYMS

**Authority Having Jurisdiction (AHJ)**- The organization, office, or individual responsible for approving layout drawings, equipment, an installation or a procedure. Usually the AHJ is the building and/or fire official of the city or county in which the job site is located.

**Building Closure Action Plan and Report (BCAP)** – The plan prepared by the Controlling Agency that initiates the building closure process. The BCAP outlines the Controlling Agency's plan for the closure of the building or facility, the technical assistance required, and potential plans for transition or surplus of the identified building. The BCAP is forwarded to the DCAMM Asset Manager for informational purposes, review, and input of status data into CAMIS.

**CAMIS** – The Commonwealth Asset Management Information System. CAMIS is the authoritative system for land, building and improvement data for the properties of the Commonwealth of Massachusetts. CAMIS is also the authoritative file identification and electronic records repository for building closure and surplus documentation.

**Controlling Agency** – The state agency with the “legal control or jurisdiction” of the property as provided by M.G.L. Chapter 7C, Section 41, which carries with it the right to “occupy, or make expenditure for the maintenance of, any land, buildings or other state-owned or state-occupied facilities.” Control and jurisdiction does not mean that a state agency is the “owner” of the property since the Commonwealth owns all state property.

**DCAMM** – The Division of Capital Asset Management and Maintenance. DCAMM is the agency responsible for state public building construction and real estate services among other roles for the Commonwealth. In addition, DCAMM assists other state agencies with building maintenance needs, provides guidance and review of the closure of buildings, and is responsible for surplus real estate owned by the Commonwealth.

**DCAMM Asset Manager** – The DCAMM Asset Manager manages the care, custody, security, up-keep, and general maintenance of surplus state property, ensures that surplus properties are properly preserved, secured, and kept accessible to safety personnel.

**OFMM** – DCAMM's Office of Facilities Management and Maintenance. OFMM is the department of DCAMM responsible for the management and maintenance of DCAMM facilities. OFMM provides guidance and support to other DCAMM offices, state agencies, and the Administration on the preservation of capital assets through the development of facility maintenance and management strategies.

**Demolished** – Structure destroyed or demolished (CAMIS status)

**Division of Professional Licensure (DPL)** – The DPL oversees a combined total of 38 Boards of Registration consisting of 167 trades and professions. Ten of these boards were originally under the Division of Professional Safety, which is now the Office of Public Safety and Inspections within DPL. DPL/OPSI licenses and regulates more than 560,000 individuals and businesses. The Building & Engineering Unit is responsible for issuing construction related permits for state-owned projects and performing inspections thereof; Engineering is responsible for the licensure and enforcement of individuals operating hoisting machinery or working as pipefitters, sprinkler

fitters, or refrigeration technicians on refrigeration systems of a 10 ton capacity or greater. Both Building and Engineering Inspectors conduct recreational tramway, challenge courses, rock climbing wall, inflatable and other amusement device safety inspections.

The Elevators Unit is responsible for inspecting and issuing permits for new installations, existing passenger and freight elevators, wheelchair lifts, vertical reciprocal units, and other similar devices. Under DPL, the Office of Occupational Schools evaluates and licenses these institutions throughout the Commonwealth for the purpose of educating and preparing individuals for a business, trade, technical or industrial occupation. The Massachusetts State Athletic Commission and Regulated Activities Unit is responsible for regulating and providing oversight for boxing and mixed martial arts events in addition to licensing public warehouses. The Licensing Unit serves more than 150,000 licensees for construction and related professions annually. In order to ensure safe access and egress into, within, and around public buildings and facilities for persons with disabilities, the Architectural Access Board under DPL/OPSI responds to complaints and provides variances to meet the needs of the communities within the Commonwealth.

**Disposed** – sold, transferred to a municipality or other governmental jurisdiction, or otherwise no longer owned by the Commonwealth.

**Facilities Management Agreement (FMA)** – A comprehensive agreement generally between DCAMM and the Controlling Agency that governs the respective obligations of each with respect use, operation, maintenance and repair of the property. The agreement spells out the terms, permitted and prohibited uses, payment obligations, individual and shared responsibilities, liabilities, etc. The agreement also includes several attachments such as a SLA, security protocols, staffing plan, emergency procedures, and an Interagency Service Agreement (ISA), chargeback or similar funding mechanism between DCAMM and the Controlling Agency that addresses the transfer of funds necessary to pay for the facility Operations and Services.

**In Use** – Under operation, management and control of a state agency – applies to improvements built or acquired with state funds and maintained thereafter with state agency funding.

**Inactive** – Under management and control of a state agency but not in operation – applies to improvements built or acquired with state funds and maintained thereafter with state agency funding but are not operational. In CAMIS this designation allows the user to designate the building as “vacant,” “partial vacant,” “mothball (warm),” “mothball (cold),” or “mothball.”

**Letter of Intent (LOI)** – A basic roadmap of the various tasks and documents that will be required to implement a transition of a Commonwealth property with anticipated timeframes if known. The LOI is prepared by DCAMM and reviewed with the Controlling Agency before signature by both DCAMM and the Controlling Agency at the start of the transition process. The LOI will include any necessary forms, like the TR-1 or TR-2, to be signed by the Controlling Agency.

**License** – A fully revocable written permission given to a state or non-state agency to use state property for a limited period of time, generally not to exceed one-year, subject to terms and conditions and a license fee. A license is typically given by a User Agency if it is part of a service contract with a private vendor to further the User Agency’s mission.

**M.G.L. Chapter 7C, Section 26 Transfer** – Authorizes the Secretary of A&F to transfer “supervision and control of maintenance and repair operations” for Commonwealth property from

a state agency (and certain building authorities) to DCAMM. Request for approval is made by DCAMM and sent to A&F with a TR-1 or TR-2, if available, evidencing the Controlling Agency's and its Secretariat's desire to transfer responsibility for and supervision of maintenance and repair to DCAMM. There are specific procedural steps in the statute which must be followed to effect the transfer. The scope of the transfer of authority to DCAMM is further detailed in the SLM agreed to by the Controlling Agency and DCAMM; the goal is to have the Service Level Matrix finalized prior to A&F approval of the M.G.L. Chapter 7C, Section 26 Transfer.

**M.G.L. Chapter 7C, Section 33 Transfer** – This section governs the transfer of “use of, and responsibility for maintenance of buildings” within and between state agencies, often referred to as “care and control.” Currently, Section 33 only covers buildings and not raw land, and the transfer restrictions are complicated and not entirely clear. In most instances, any change in the “purposes for which such building is currently used or a change in use in excess of 50 percent of the usable floor space” requires legislation. If no one state agency is using a majority of the building (more than 50 %), then this section allows the DCAMM Commissioner to assign space in the building to other agencies.

**Mothballed** – Preserved by Agency Method Unknown – An improvement, generally a structure, to which preservative measures have been applied prior to its transfer to DCAMM. (CAMIS status)

**Mothballed (cold)** – Preserved by Agency with Heating Turned Off – An improvement, generally a structure, to which preservative measures with heating turned off have been applied prior to its transfer to DCAMM. (CAMIS status)

**Mothballed (warm)** – Preserved by Agency With Minimum Heating – An improvement, generally a structure, to which preservative measures with minimum heating have been applied prior to its transfer to DCAMM. (CAMIS status)

**Occupancy Agreement** – An agreement between DCAMM and a User Agency that permits the User Agency to occupy the property subject to various terms and conditions and which includes a mutually acceptable Service Level Agreement and Intergovernmental Services Agreement (ISA) or similar funding arrangement to cover the agency's costs and expenses for facility operations and services.

**Occupant** – The individuals or entities that occupy space in Commonwealth-owned property.

**Service Level Agreement (SLA)** – A document that details each of the specific maintenance, repair and management services that DCAMM will provide to a User Agency or Occupant of a DCAMM-Managed Facility and any that may be retained by the User Agency or Occupant. This document is negotiated between DCAMM and the User Agency or Occupant and forms part of the applicable FMA, Occupancy Agreement or other similar document.

**Surplus Real Property** – Real property owned by the Commonwealth that is *determined by the DCAMM Commissioner* not to be needed for both the current and foreseeable needs of any state agency or for the current or foreseeable direct public use by any other public agency in accordance with the process described in M. G. L. Chapter 7C, Sections 33 and 34. The various stages of “surplus” are:

- *Surplus to user agency needs* – after consultation with the executive of the Controlling Agency (evidenced by TR-1 Form)
- *Surplus to secretariat needs* – after consultation with the Secretary of the applicable Executive Office (evidenced by TR-1 Form)
- *Surplus to all state needs* – after polling all other state agencies (must be determined by DCAMM Commissioner)
- *Surplus to all public needs (other than state agencies)* – after polling local officials (must be determined by DCAMM Commissioner)

**To Demo** – Structure to be Demolished – No longer In Use. (CAMIS status)

**TR-1 (Transfer Request Form)**– An administrative form signed by the Controlling Agency, which represents to DCAMM that the property (entire Site unless a portion thereof or right therein, such as an easement, is retained for use by the Controlling Agency) is surplus to the needs of that agency (“Agency Surplus”). The form must also be signed by the Secretary of the Controlling Agency, which certifies the surplus status of the Site with respect to all agencies within its jurisdiction (“Secretariat Surplus”) and advises whether the property should be transferred either permanently or temporarily. A fully executed TR-1 form signifies that all agencies within that Secretariat have no further use for the property, but does not automatically transfer the use of the property or the responsibility for maintenance and repair to DCAMM. The Controlling Agency legally retains (i) control over the use and (ii) responsibility for maintenance and repair of the property (even after the TR-1 is fully executed and even if the property is declared surplus) until: both (i) and (ii) are transferred to another state agency; or both (i) and (ii) are assigned to DCAMM; or (i) is transferred to another state agency and (ii) is assigned to DCAMM; or the property is to be disposed of to a non-state agency, all of which are subject to Chapter 7C provisions, special legislation or statute, as applicable.

**TR-2 Form** – An administrative form signed by the Controlling Agency requesting that DCAMM assume the responsibility for maintenance and repair operations for the property identified in the form. The form must also be signed by the Secretariat of the Controlling Agency. The TR-2 Form does not automatically transfer the maintenance and repair operations to DCAMM. If DCAMM chooses to accept this responsibility, DCAMM submits a request for approval to A&F under M.G.L. Chapter 7C, Section 26. If approved by A&F, DCAMM assumes responsibility for and supervision of facility operations and services, provided there is an agreed upon SLM for the facility or facilities. The Controlling Agency retains jurisdiction over the use of the property, the provision of mission related services and any non-state agency occupants that use the property in connection with the agency mission.

**User Agency** – A state agency that uses and/or occupies a building, facility, improvement or property owned by the Commonwealth for its agency mission and purposes. A User Agency may have the exclusive use of an entire building, or in a multi-occupancy facility, it may have the exclusive use of part of the building and the right to use common areas with other users. A User Agency is also an “Occupant” and may also be the “Controlling Agency” of the property.

**Vacant** – No occupancy or activity – This status designates a property that is under the care and control of a state agency, but is neither occupied nor used by that agency (CAMIS status).

## INTRODUCTION

***Procedures for the Closure and Surplus of State Facilities*** dated January 2020 replaces the ***Recommended Procedures for Closure of State Facilities*** dated September 2016.

The new ***Procedures for the Closure and Surplus of State Facilities*** provides the following:

### *Building Closure*

- Defines roles and responsibilities of strategic stakeholders in the physical building closure process.
- Provides cohesive steps, guidelines, and further resources to aid the Controlling Agency in the physical closure of its vacant state buildings.
- Establishes CAMIS as the authoritative system in which to identify, status, and report building closure; and also establishes CAMIS as the electronic records repository for all documentation related to the closure of state buildings and facilities.

### *Building Surplus*

- Defines roles and responsibilities of strategic stakeholders in the building surplus process.
- Provides the process for the surplus of the state buildings including the actions of the Controlling Agency and DCAMM.
- Establishes CAMIS as the authoritative system in which to identify, status, and report building surplus; and establishes CAMIS as the electronic records repository for the documentation related to the surplus of state buildings and facilities.

## 1.0 BUILDING CLOSURE

### 1.1 Summary of Closure Process

The Section establishes and provides the procedures for the closure of Commonwealth buildings including

- initiation of the closure process by means of a Building Closure Action Plan and Report (BCAP) and execution of a TR-1
- procedures for physical closure of identified buildings
- documentation of the building closure process and completion
- use of CAMIS to record and maintain building and facility status information.

*Figure 1, Building Closure Process, presents a flow chart of the building closure process*

***Procedures for the Closure and Surplus of State Facilities***

**February 2020**

The ***Procedures for the Closure and Surplus of State Facilities*** are not intended to fully address long-term asset preservation tactics but are intended to specify short-term, low cost steps to be taken during an interim period before full preservation or “mothballing” of a building is undertaken.

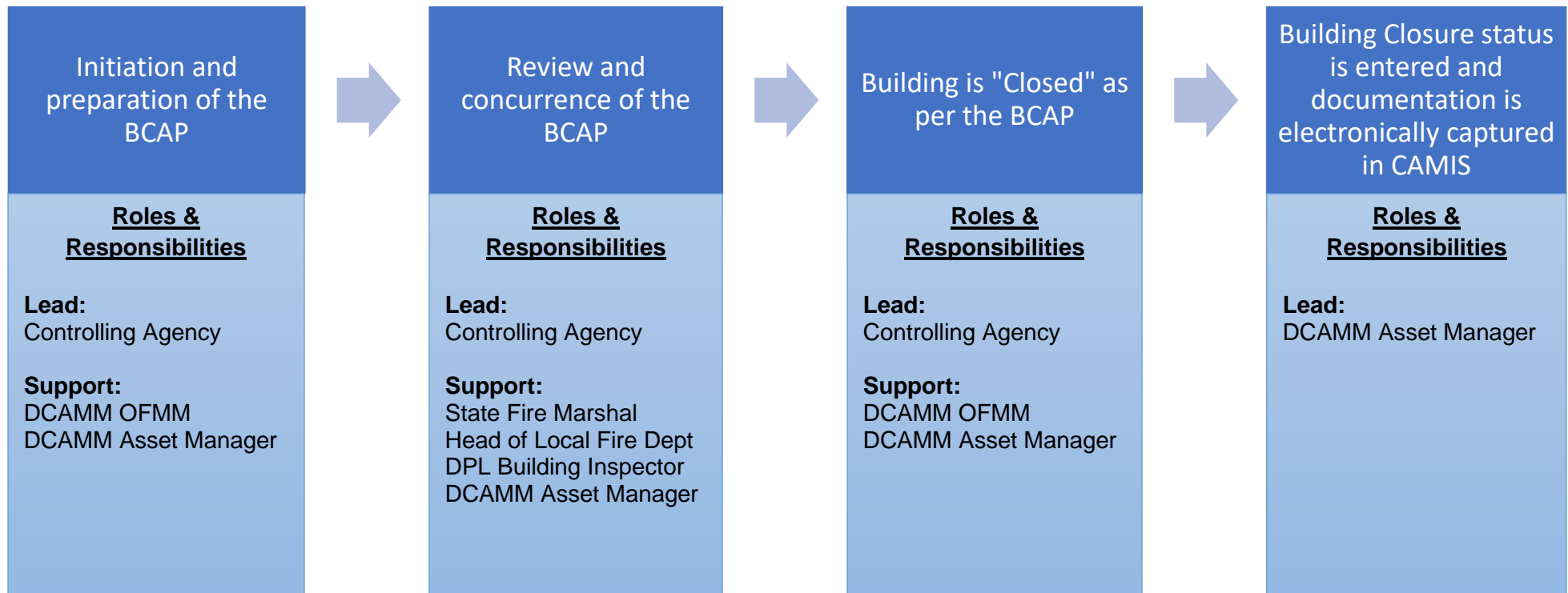
State owned buildings are vital assets of the Commonwealth and must wherever possible be secured, preserved, and protected to prevent structural deterioration. Prior to vacating a state building for closure, it is the responsibility of the Controlling Agency to ensure that all buildings are secured properly in accordance with all applicable state laws and procedures. The building Controlling Agency is expected to monitor and maintain any vacant building to prevent the process of deterioration that can very quickly overcome a building if left unattended. Although the ***Procedures for the Closure and Surplus of State Facilities*** address some of these issues, its primary focus is public safety and fire prevention.

To preserve and protect state owned buildings the building envelope must be secured, the interior climate must be maintained and controlled, and the structure must be protected against vandalism. Additionally, whenever possible, until the state property is legally transferred to DCAMM, the Controlling Agency is expected to monitor and maintain any vacant building to prevent deterioration. ***Procedures for the Closure and Surplus of State Facilities*** provides guidance to the Controlling Agency related to the closure and transfer process, key offices and personnel involved in closing and transitioning a state building or facility, and recommendations from the Fire Marshal and Division of Professional Licensure for the actual physical closure of the building. The Controlling Agency shall consult with the Commonwealth’s Division of Professional Licensure (DPL) inspector, the local fire department, and State Fire Marshal to certify compliance with applicable regulations prior to closure. Notification should also be made to the Massachusetts Historical Commission if the building is within its purview.

If the Controlling Agency requires technical assistance in developing its BCAP or assistance during the actual physical closure of the building it may consult with DCAMM and its DCAMM Asset Manager.



**Figure 1. Building Closure Process**



**BCAP** – Building Closure Action Plan & Report  
**CAMIS** – Commonwealth Asset Management Information System  
**DCAMM** – Division of Capital Asset Management and Maintenance  
**DPL** – Division of Professional Licensure  
**OFMM** – Office of Facilities Management and Maintenance

## 1.2 Roles and Responsibilities for Building Closure

**DCAMM Deputy Commissioner OFMM** – Responsible for ensuring the implementation and management and maintenance of state buildings, including closure and surplus.

**DCAMM Asset Manager** – Responsible for the management of state surplus properties. Responsible for providing guidance to the Controlling Agency of the building as regards building closure and surplus. The DCAMM Asset Manager will also manage and maintain building closure information once turned over to DCAMM and associated records in CAMIS.

**Controlling Agency** – As the state agency responsible for the daily management of the state building, the Controlling Agency will prepare a Building Closure Action Plan (BCAP) to meet the Authority Having Jurisdiction (AHJ) requirements, and shall forward the BCAP to the DCAMM Asset Manager for review.

**State Fire Marshal** – Responsible for recommending procedures for the boarding up of closed buildings.

**Local Fire Department** – Responsible to review the BCAP.

**DPL Building Inspector** – Responsible for providing the review of the BCAP and provide a site visit to ensure proper closure procedures.

## 1.3 Building Closure Action Plan and Report (BCAP)

The preparation of the BCAP is the first step in the building closure process to document the Controlling Agency's plans to transition a building.

The building Controlling Agency shall initiate and prepare the BCAP and Report, provided as Attachment Closure 1. A Memorandum of Agreement between DCAMMM and the Controlling Agency is provided as Attachment Closure 2.

When developing and completing the BCAP, the Controlling Agency consults the AHJ:

- The State Fire Marshal
- Head of Local Fire Department
- DPL Building Inspector

The BCAP shall include all relevant building information including:

- The Controlling Agency's plan for the physical closure of the building or facility
- Requesting technical assistance from DCAMM as required
- Additional information or plans for the transition of the identified building

Once the BCAP is drafted it should be forwarded to the DCAMM Asset Manager. The BCAP will be reviewed by DCAMM, and the building will be deemed "Closed" and its status updated accordingly in CAMIS.

Once the building is properly closed and secured, the Controlling Agency shall complete the BCAP Part 2 Building Closure Report. The completed BCAP certifies that the elements of the BCAP were implemented and that the Controlling Agency received approval from all applicable offices/authorities for the closure of the identified building.

THE BCAP shall include the following information:

- Location and Status of all utilities
- Location and status of water shut-off valves (***A water plan shall be attached***)
- Location and status of fire hydrants (***attach plan***)
- Location of electric distribution boxes and status (***attach plan***)
- Gas-operated systems and location of shut-off valves (***attach plan***)
- Information on fire alarm and fire protection systems still in operation
- Location of sump pumps still in operation and location of electric distribution box
- Status of boarding up windows and doors for each building
- Status of outdoor lighting and location of electric distribution boxes
- Status of sewage pumping stations and treatment plants which must remain in operation
- If applicable, documentation regarding the proper removal and disposal of any/all oil and/or gasoline Underground Storage Tanks (USTs). When necessary, hire a Licensed Site Professional to submit documentation in compliance with DEP requirements.

NOTE: The Controlling Agency shall remove all files, records, documents and debris from any closed building. Files and records must be removed in accordance with all applicable laws and regulations.

The BCAP shall also detail how the physical closure was implemented (cold mothball vs. warm mothball etc.), any important maintenance notes, and other relevant facility specific information. It should also confirm that all pertinent authorities and offices have certified the closure of the identified building. Once completed the BCAP and Report must be forwarded to the DCAMM Asset Manager.

NOTE: Before a building or facility can be declared surplus to user agency needs, both the BCAP report and the TR-1 must be completed. The TR-1, however, does not transfer care and control of the property to DCAMM absent specific statutory authority or special act authorizing such transfer. See 2.0 BUILDING SURPLUS for more information on the TR-1 and procedures for declaring Commonwealth property surplus.

DCAMM shall enter building closure status data in CAMIS.

#### **1.4 Building Physical Closure Guidelines Summary**

The Building Physical Closure Guidelines (see Attachment Closure 3) are a compilation of actions, which need to be addressed by the Controlling Agency once a determination of the level of securing or 'mothballing' is made. It is the responsibility of the Controlling Agency to assess the building situation and consult with DCAMM and the AHJ's to make a determination which mothball or inactive status is to be selected for the building. Additionally, the Controlling Agency will consult with the before mentioned entities to select the appropriate security and structural maintenance measures to be incorporated. For example, some buildings will require exterior boarding of windows, and/or security guards to monitor the building. Exterior boarding of windows and doors may not be required or necessary if the building is reasonably secured, weather tight, or if the building or campus has 24-hour watch services and the campus is deemed to be reasonably free from vandalism.

Note: Attachment Closure 3: *Building Physical Closure Guidelines* provides resources for Controlling Agencies to refer to when deciding which measures should be taken when closing their building. Specifically, Attachment Closure 3 includes information on exterior and interior structure maintenance, and the security measure options for unattended buildings.

#### 1.4.1 Hazardous and Combustible Materials

As a general rule, the Controlling Agency must arrange for the removal of all hazardous and combustible materials before being closed (unless lawfully permitted as determined by the head of the local fire department or the state building inspector.) Additionally, the building must be equipped with an automatic sprinkler system if the building is permitted to hold combustible materials or other hazardous materials.

#### 1.4.2 State Fire Marshal Recommendations

The State Fire Marshal recommends that all accessible floors be secured utilizing **one** of the following methods as approved by state building inspector and the head of the local fire department.:

- (a) Secure all window and door openings in accordance with U.S. Fire Administration, *Board Up Procedure* (see Attachment Closure 3)
- (b) Provide 24-hour watch service; or
- (c) Provide a monitored intruder alarm system at the perimeter of all floors accessible from grade.

The ***Procedures for the Closure and Surplus of State Facilities*** assumes that no on-site full-time security is present.

#### 1.5 Use of CAMIS and Records Keeping Requirements

The Commonwealth Asset Management Information System (CAMIS) will be used as the authoritative system for the identification and tracking of all state buildings statuses by the Controlling Agency and DCAMM as “Closed” buildings. CAMIS will also serve as the electronic records repository for building closure documentation and reports.

The DCAMM Asset Manager shall utilize CAMIS as the authoritative system in which to identify, maintain status, and report closed buildings. Using information provided by the Controlling Agency of an identified building, the DCAMM Asset Manager will enter all pertinent building and status information into CAMIS

##### **Building Closure Statuses**

The DCAMM Asset Manager shall update building closure statuses in CAMIS.

##### **Records Keeping Requirements**

The DCAMM Asset Manager shall digitize all building closure documentation including reports, correspondence and email and attach these documents to the building record in CAMIS.

The Controlling Agency is solely responsible for the management of records unrelated to the building closure plan and report and compliance with the Massachusetts Statewide Records Retention Schedule issued pursuant to M.G.L. Chapter 4 Section 7(26), Chapter 30 Section 42, and Chapter 66 Sections 1, 8, and 9.

## **Attachments for Building Closure**

Attachment Closure 1	Building Closure Action Plan and Report
Attachment Closure 2	Memorandum of Agreement for Building Closure
Attachment Closure 3	Building Physical Closure Guidelines

**BUILDING CLOSURE ACTION PLAN AND REPORT****BUILDING CLOSURE ACTION PLAN AND REPORT**

*Instructions: Controlling Agency shall complete Part 1 of this form, receive the necessary reviews, and forward a copy to the DCAMM Asset Manager.*

**Part 1 Building Closure Action Plan**

Building Controlling Agency \_\_\_\_\_

Authorized (print name) \_\_\_\_\_

Authorized (sign) \_\_\_\_\_

Facility \_\_\_\_\_ Building \_\_\_\_\_

**Recommended Method for Building Closure**

☐ Mothball      ☐ Mothball (Cold)      ☐ Mothball (Warm)

**Review / Approval from:**

☐ Department of Fire Safety

Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Local Fire Department

Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Division of Professional Licensure/Office of Public Safety and Inspections

Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Massachusetts Historical Commission

Name \_\_\_\_\_ Date \_\_\_\_\_

**Notification to:**

☐ DCAMM Deputy Commissioner OFMM

Name \_\_\_\_\_ Date \_\_\_\_\_

☐ DCAMM Asset Manager

Name \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING CLOSURE ACTION PLAN AND REPORT

**Part 2 Building Closure Report**

*Instructions: Once the building is properly closed and secured, the Controlling Agency shall complete Part 2 of the BCAP, Building Closure Report, to identify and certify that the elements of the BCAP were implemented. Once completed the Controlling Agency must forward the BCAP to DCAMM.*

*Identify methods and actions to close building.*

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*Certify that record files, records boxes, and debris have been removed.*

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Building Controlling Agency \_\_\_\_\_

Authorized (print name) \_\_\_\_\_

Authorized (signature) \_\_\_\_\_

Facility \_\_\_\_\_ Building \_\_\_\_\_

Date \_\_\_\_\_

*DCAMM Use Only: Enter building and facility data into CAMIS.*

*Date Received by DCAMM Asset Manager: \_\_\_\_\_ Date entered in CAMIS: \_\_\_\_\_*

*Comments:*

**MEMORANDUM OF AGREEMENT FOR BUILDING CLOSURE****MEMORANDUM OF AGREEMENT  
FOR  
BUILDING CLOSURE**

This Memorandum of Agreement (MOA), made this \_\_\_\_\_ day of \_\_\_\_\_, 20XX, by and between the Division of Capital Asset Management and Maintenance ("DCAMM"), a state agency constituted under Chapter 7 of the Massachusetts General Laws, and \_\_\_\_\_, a state agency organized and existing under Chapter \_\_\_\_\_ of the Massachusetts General Laws (the "AGENCY") sets forth the terms by which the DCAMM and the AGENCY will work together to undertake and implement the Facility Closure of \_\_\_\_\_ at \_\_\_\_\_ ("Facility") pursuant to DCAMM Massachusetts State Project Number \_\_\_\_\_ (the "Project").

WHEREAS, on or about \_\_\_\_\_ AGENCY notified DCAMM on its intention to close the facility in accordance with Massachusetts General Laws, Chapter \_\_\_\_\_, Section \_\_\_\_\_ AGENCY shall provide DCAMM with a signed TR-1 Form, attached.

WHEREAS, the \_\_\_\_\_ with Massachusetts General Laws, Chapter \_\_\_\_\_ by DCAMM and AGENCY in accordance, Section \_\_\_\_\_;

WHEREAS, in order to plan and provide for the closure and maintenance needs of the facility upon completion of the Project, it is in the best interests of the Commonwealth of Massachusetts, DCAMM and AGENCY to develop and agree to a Building Closure Action Plan ("BCAP") attached hereto;

WHEREAS, prior to the acceptance of the MOA, the AGENCY and DCAMM desire to clarify and identify each of their respective rights and obligations with respect to the MOA for the Facility;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the DCAMM and AGENCY agree as follows:

1. Identification and Designation of Operation and Maintenance Team

A. AGENCY Obligations

- i. AGENCY shall execute a TR-1 indicating the building or buildings to be closed and the expected length of time of such closure(s).
- ii. Beginning in the \_\_\_\_\_, the AGENCY will designate in writing to DCAMM the specific personnel who shall be responsible for the implementation of the BCAP on behalf of the AGENCY. Personnel designated by the AGENCY to serve shall include all those who will be responsible for all aspects of the Facility Closure.
- iii. Personnel designated by the AGENCY shall be required to be active participants in meetings, correspondence, and on-going reviews of the Project scope and plans throughout all Phases of the Project.



**MEMORANDUM OF AGREEMENT FOR BUILDING CLOSURE****B. DCAMM Obligations**

- i. DCAMM shall designate in writing to the AGENCY a DCAMM Asset Manager from its Office of Facilities Management and Maintenance (Asset Manager) who shall be assigned to the Project on behalf of DCAMM.
- ii. The DCAMM Program Manager shall be responsible for the oversight, coordination and implementation of the BCAP for the Project on behalf of DCAMM shall be required to be an active participant in meetings, correspondence, and on-going reviews of the Project scope and plans throughout the Project.
- iii. During the Project, the DCAMM Asset Manager shall establish a distribution List for the Project which shall include at a minimum the Agency, DCAMM Asset Manager and DCAMM Construction Project Manager. The Distribution List shall serve as the basis for all communication regarding the BCAP for all communication mediums used on the Project (whether electronic, facsimile or paper) regarding the BCAP throughout the Project

**2. Payment Responsibilities****A. AGENCY Payment/Funding Responsibilities**

- i. AGENCY agrees that it shall cooperate with DCAMM in seeking sufficient funding to complete all aspects of the BCAP.
- ii. AGENCY agrees that it will be responsible for the cost of its obligations for activities required to close a facility.

**B. DCAMM's Payment/Funding Responsibilities**

- i. DCAMM shall be responsible to fund its services in the scope of services attached below subject to appropriation of funds.

IN WITNESS WHEREOF, the undersigned do commit their Agencies to the spirit and letter of this Agreement and do execute this Agreement under seal.

**AGENCY**

**Building Controlling Agency** \_\_\_\_\_

**Authorized (print name)** \_\_\_\_\_ **Authorized (signature)** \_\_\_\_\_

**Facility** \_\_\_\_\_ **Building** \_\_\_\_\_

**DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE**

**DCAMM Deputy Commissioner OFMM** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BUILDING PHYSICAL CLOSURE GUIDELINES**

- 1.1 General
- 1.2 Grounds
- 1.3 Building Exterior
  - A. Windows
  - B. Doors
  - C. Fire Escapes
- 1.4 Building Interior
- 2 Elevator Shutdown
- 2.1 Elevators Placed Out of Service
- 3 Fire Alarm and Fire Protection Systems
- 4 Power Plant
- 5 Operational and Hazardous Wastes

**SKETCHES**

- Sketch 1 Typical Plywood Window Enclosure*
- Sketch 2 Window Sections A-A and B-B*
- Sketch 3 Typical Plywood Window Enclosure and Window Section C-C*
- Sketch 4 Tunnel Closure and Section D at Tunnel Closure*
- Sketch 5 Basement Window, Vent Grill Closure and Window Section E-E*
- Sketch 6 Typical Intermediate Support Details for Window Openings wider than 4'-0"*
- Sketch 7 New Emergency Egress Doors*
- Sketch 8 Window Closure at Special Windows*

**US FIRE ADMINISTRATION BOARD-UP PROCEDURES****FIRE DEPARTMENT GUIDELINES****MA DEPARTMENT OF FIRE SERVICES ADVISORY "REGULATORY ACTIVITY RELATIVE TO CERTAIN DANGEROUS OR ABANDONED BUILDINGS" DATED MARCH 29, 2001****1.1 General**

In general, the Building Physical Closure Guidelines requires the removal of all hazardous and combustible materials unless lawfully permitted and the building is identified by the local fire department or the state building inspector to be hazardous in case of fire. The State Fire Marshal recommends that all floors accessible from grade be secured utilizing

**BUILDING PHYSICAL CLOSURE GUIDELINES**

**one** of the following methods so long as the head of the local fire department and state building inspector approves such method:

- (a) Secure all window and door openings in accordance with U.S. Fire Administration, *Board Up Procedures*;
- (b) Provide 24-hour watch service; or
- (c) Provide a monitored intruder alarm system at the perimeter of all floors accessible from grade.
- (d) Provide signage as needed, e.g., “no trespassing”.
- (e) In coordination with the state building inspector and local fire chief, affix red “X” or red “/” signs to buildings as needed.

It is the responsibility of the building Controlling Agency to assess their situation, consult with the appropriate officials and make a determination as to which method is the most logical for their particular situation.

The following procedures are a compilation of actions, which need to be addressed by the building Controlling Agency once a determination of the level of securing or ‘mothballing’ is made. A number of items that address the exterior boarding of windows and doors may not be required or necessary if the building is reasonable secure, weather tight, the building or campus has 24- hour watch services and the campus is deemed to be reasonably free from vandalism. The aforementioned guideline is developed assuming that no on-site full time security is present and that the DCAMM will eventually monitor the property through the DCAMM Asset Manager.

**1. 2 Grounds**

1. Remove all scrub brush, plants, and saplings from ten (10) feet around buildings to provide clear visibility of building doors and windows for security personnel.
2. Inspect all manhole covers, storm drain covers, and tunnel or vault covers to ensure they are in place and properly secured. Spot-weld if necessary to prevent theft or threats to public safety.
3. Remove all brush and undergrowth from around fire hydrants.
4. Repaint or flag all fire hydrants and Post Indicator Valves (PIV) so as to be easily located.
5. Locate and seal all tunnel manholes and/or ventilation shafts to prevent entrance to tunnels and closed buildings. Seal all doors and entrances leading to tunnels as shown in attached *Sketch 4*.

**BUILDING PHYSICAL CLOSURE GUIDELINES****1.3 Building Exterior (windows, doors and fire escapes)**

Seal all windows and doors in wells, basements and first floors up to a height (bottom of window or door less than 12 feet above grade) as follows:

**A. Windows**

1. All windows, including basement windows, and other openings with a sill height less than 12 feet from grade shall be sealed with  $\frac{3}{4}$ " exterior grade plywood type CDX or 4" CMU block as shown in attached *Sketches 1, 2, 3, 5, 6 and 8*.
2. Windows or openings more than 12 feet above grade that are accessible from porch roofs, entryways and projecting roofs shall also be sealed as per number 1 above. See *Sketch 3*.
3. CMU block shall be properly anchored to existing structure and grouted solid as shown in attached sketch 5. Face of block shall be sealed, stained or painted with a compatible weather resistant product. Color shall match the exterior of the building.
4. Plywood shall be cut to fit inside the window opening, with a maximum clearance of  $\frac{1}{8}$  of an inch. Gap between plywood and opening should not be caulked.
5. Plywood shall be stained on all edges and both faces with a combination exterior grade stain and sealer. Color of stain shall match the exterior of the building.
6. Plywood shall be secured by  $\frac{3}{8}$ " diameter carriage bolts passing through 2" x 4" studs as shown in sketches listed in number 1 above. Where windows are protected by security bars, grills or security screens on the outside, they shall remain in place, and the plywood will be installed over the outside surfaces.
7. For operable windows, the top and bottom sash may be left in the open position to allow the installation of the  $\frac{3}{8}$ " carriage bolts. For non-operable windows, the panes may be removed where required in order to install carriage bolts through the 2 x 4 studs. The contractor must remove and dispose of glass in a safe manner. Where necessary, coordinate with DCAMM to test caulking for existence of hazardous materials and dispose of properly. The contractor must dispose of any portion of the windows or frames he must remove to install the plywood. He shall provide a new support as shown in sketches listed in item number 1 above, if existing window frame is damaged.
8. The Controlling Agency must submit contractor drawings to DCAMM for approval of any windows or openings to be sealed by any method other than that shown in sketches listed in item number 1 above.
9. For windows over 48 inches wide or 96 inches in height, the contractor must submit drawings to DCAMM through the Controlling Agency for approval showing method of framing the plywood enclosure and the method of securing to the building. Such method shall comply with the intent of attached sketches.

**BUILDING PHYSICAL CLOSURE GUIDELINES**

10. Consider installing vents to allow for air circulation.

**B. Doors**

1. An emergency access/egress door shall be provided at the front and rear of each building, or as otherwise determined by the local fire and public safety officials in conjunction with DCAMM. Each emergency access/egress door shall be installed as per attached sketch 7. All locks shall be keyed alike with three (3) keys. One (1) key will be turned over to the local fire department and the remaining (2) keys will remain with the Controlling Agency.
2. Emergency access/egress doors are to be painted fire engine red. The building number and location of the door are to be painted in red on a yellow background as per attached sketch
3. Doors designated emergency access/egress doors shall be shown on the plot plan, and a copy of this plot plan shall be given to the local fire department.
4. Emergency access/egress doors must open without binding or sticking.
5. Note: The Controlling Agency shall ensure that contractors replace any hinges or hardware on these doors so they shall operate properly. Any doors designated as access/egress doors which cannot be repaired shall be replaced.
6. All other exterior doors up to a height (bottom of threshold) less than 12' above grade shall be permanently sealed with  $\frac{3}{4}$ " exterior grade plywood, type CDX per below:
  - a. Remove and dispose of all screen doors.
  - b. Remove doorknobs.
  - c. Existing mortised lock to remain and be secured in the locked position.
  - d. Cut plywood to overlap door, hinges and door jamb.
  - e. Secure plywood with minimum 2" long galvanized screwnails 6" on center around the perimeter of door into the doorjamb and through the center of the door both horizontally and vertically.
  - f. If door frame is rotted, contractor shall provide new nailing strip (2 x 4s) to replace frame.
  - g. Plywood shall be stained on all edges and both faces with a combination exterior grade stain and sealer. For doors to be permanently sealed, color of stain shall match the building exterior.

**C. Fire Escapes**

1. Remove from all buildings, fire escapes and ladders attached to buildings up to a height of 12 feet above grade.
2. Doors and windows above the first-floor level shall also be sealed per these procedures if they are accessible from outside stairs and landings or if required by the Division of Professional Licensure and the local fire department.

**BUILDING PHYSICAL CLOSURE GUIDELINES****1.4 Building Interior**

1. General Notes For Electricity/Water/Telephone/Gas:
  - a. The intent of cold securing a building is to completely discontinue electrical power, water service, telephone service and gas service to the building by terminating the services at the street.
  - b. Make arrangements with DCAMM to pay all utility bills. All utility bills must be paid in full prior to acceptance of property by DCAMM.
  - c. If unable to comply with this policy based on conditions beyond the control of the Controlling Agency (due to requirements of the Division of Professional Licensure and or the local Fire Department), the Controlling Agency must notify DCAMM and attempt to discontinue, internally, as many services as possible as per below.
2. Turn off the water supply to the building. Close the shut-off valve located directly outside of the building. If the outside valve does not shut off the water flow completely, install new valve. If no exterior valve exists and electrical power is to remain on, close internal shut off valve, install heat tracing and insulation around the water main from the inside of the building wall up to and encase the inside shut-off valve. If no electrical power exists, a new exterior shut off valve must be installed.
3. Drain all sanitary plumbing systems and pump out by a suction pump or compressed air, all residual water in each plumbing fixture trap. Backfill all traps, including clean-out traps, with anti-freeze.
4. Drain all hot water heaters, water storage tanks and other tanks containing water. **Do not** backfill with anti-freeze any tanks or lines used for domestic water use.
5. Turn off the electric service to all electric motors operating HVAC equipment. Drain all HVAC systems of water. Remove all window units and re-seal windows.
6. Turn off the electric service to all electric motors operating compressor pumps, etc. **Note: If required, and only after approval by DCAMM, do not turn off electric service to sump pumps used to keep tunnels, cellars, etc. from flooding.**
7. Deactivate electrical systems in the building including lighting, power and electric motor systems. This can be done by shutting down the main building power circuit and disconnection from the street. **Power systems shall be left in a condition that they can easily be restarted.**
8. Notify local telephone company to disconnect phone service.
9. Turn off the main gas shut-off inside the building and the individual shut-offs to each appliance. **For safety reasons, the local gas company must turn off the gas at the street.**

**BUILDING PHYSICAL CLOSURE GUIDELINES**

10. Remove all trash, debris, objects not affixed to the facility and all personal property which has been declared worthless. Follow Operational Services Division regulations regarding the disposal of surplus state property.
11. Properly archive all pertinent records. Notify the Secretary of the Commonwealth, Archives Division, 220 Morrissey Boulevard, Boston, MA 02125, telephone number (617) 727-2816. **Do not leave any records stored within building.**
12. Remove all locksets and latching devices from interior doors, which may hinder access/egress. **This is a Fire Department requirement.**

**2 Elevator Shutdown**

Provide for elevator shutdown in accordance with 524 CMR 11.00 Elevators Placed Out of Service.

**2.1 Elevators Placed Out of Service (524 CMR § 11.02)**

All elevators placed out of active service for a period not exceeding one year shall comply with the following:

- (1) The owner or his or her agent shall notify the Office in writing, giving the date when the elevator will be placed out of service, the reason for removal from service, and the date of return to service. A current inspection certificate shall be required in accordance with M.G.L. c.143, § 65 when placing it back in service during that year.
- (2) The elevator main line disconnects shall be secured in an off position with the fuses removed. The registered elevator contractor shall certify to the Office in writing that the elevator was properly placed out of service by securing the main line disconnects in an off position and removing the fuses.
- (3) At the expiration of the one year period, the owner shall either decommission the elevator in accordance with 524 CMR 11.03 or file a variance application with the Board.

**2.1 Decommissioning (524 CMR § 11.03)**

All elevators not in operation or properly placed out of service in accordance with 524 CMR 11.02 shall be decommissioned. Decommissioning shall consist of the following, where applicable:

- (1) A decommissioning permit shall be required.
- (2) The car and counterweight shall be lowered to the lowest landing.
- (3) All ropes removed.
- (4) Main line fuses removed.

**BUILDING PHYSICAL CLOSURE GUIDELINES**

- (5) Service switch opened and the cabinet sealed with a padlock.
- (6) Where landing doors remain in place, the doors shall be bolted securely in the closed position from the hoistway side.
- (7) When landing gates are in place, the landing openings shall be totally enclosed and strongly reinforced.  
EXCEPTION: The lowest landing door shall be locked from the landing side.
- (8) When a hydraulic elevator is decommissioned the oil pipe line from the hoistway to the power unit, and the oil in the tank will be removed from the premises. The supply wires shall be disconnected at the main line switch and at the power unit.

**3 Fire Alarm and Fire Protection Systems**

- 1. All fire alarm and fire protection systems must remain active until specific instructions are provided by the state building inspector and local fire department.
- 2. The shutting down of fire sprinklers requires a permit signed by the state building inspector and local fire department. The Department or Controlling Agency will obtain this permit. Shutting down fire protection systems without a permit is in violation of M.G.L. Chapter 148, Section 27A and is considered a criminal offense.
- 3. In the event that the state building inspector and local Fire Department will not allow the shutdown of the sprinkler system:
  - a. Note to the Fire Department that there will be no heat in the building as it is being "cold secured"; therefore any active wet sprinkler system would freeze.
  - b. Drain interior sprinkler system to prevent freezing, install an exterior PIV between the street shut off valve and the exterior face of the building. Leave water main active to PIV. In the event of a fire, the local fire department can open the PIV and flood the interior sprinkler system.
  - c. Convert existing system to some form of dry pressure activated system.
  - d. Discuss and agree with the state building inspector and local Fire Department any and all alternative methods of achieving fire protection.
- 4. Water mains supplying the fire hydrants, PIV and other fire protection systems shall not be turned off.
- 5. Controlling Agency personnel will meet with the state building inspector and local fire department and will provide them with site-specific fire protection requirements.
- 6. Do not remove fire hoses, fire detectors or fire extinguishers from the buildings.



**BUILDING PHYSICAL CLOSURE GUIDELINES****4 Power Plant**

The power plant shall be shut down in a condition of long-term storage (one year) with the intention of restart with minimum deterioration. The “dry lay-up” method shall be used in which all systems are drained. The following are the minimum steps required:

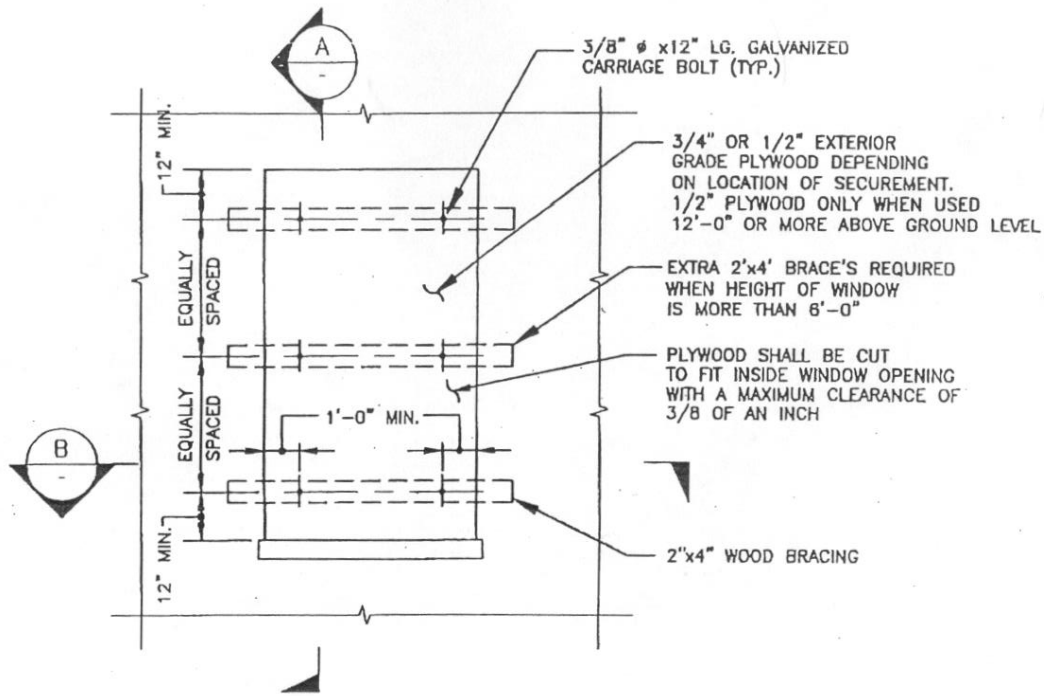
1. Power down in accordance with standard operating procedures. Check the boiler manufacturer's operating manual for specific instructions.
2. Oil delivery should be scheduled prior to shut down, so that a minimum of oil is left in each tank. The Department should arrange to have all residual oil pumped out by their supplier as soon after shut down as possible.
3. Allow boiler water to return to room temperature and drain the boiler water.
4. Clean fire and watersides of boilers to remove scale and soot.
5. Install drying agent in both water and fire side of units. Leave manhole access covers on the boiler open.
6. Drain de-aerator and open inspection doors and trays. Drain all boiler feed pumps and lines.
7. Drain condensate receiver tank. Open manhole on tank.
8. Drain chemical feed pump barrels and dispose of chemicals in a safe manner.
9. Drain water softener tank and brine receiver.
10. Shut off valves to main water supply. Drain lines.
11. Drain all treated water from equipment.
12. Turn off all steam valves to steam distribution lines leading to the various buildings. Disconnect the steam lines at the trap or lowest point to drain condensate from steam lines.
13. Drain down all steam distribution and condensate lines, expansion joints and traps.
14. Contact the DCAMM Asset Manager for the disposition of all chemicals and oils remaining in the power plant.
15. Remove and properly dispose of all out of service or abandoned UST and AST.

**5 Operational and Hazardous Wastes**

Contract with an approved hazardous waste firm to remove all stored regulated waste from the facility. This shall include, but not be limited to, all:

**BUILDING PHYSICAL CLOSURE GUIDELINES**

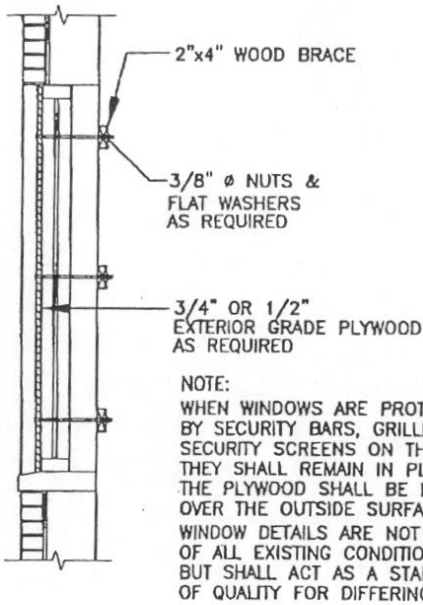
- a. Medical wastes
- b. Maintenance wastes (paints, thinners, etc.)
- c. Housekeeping wastes (cleaning solvents, supplies, etc.)
- d. Oil and gasoline underground tanks
- e. Food service waste



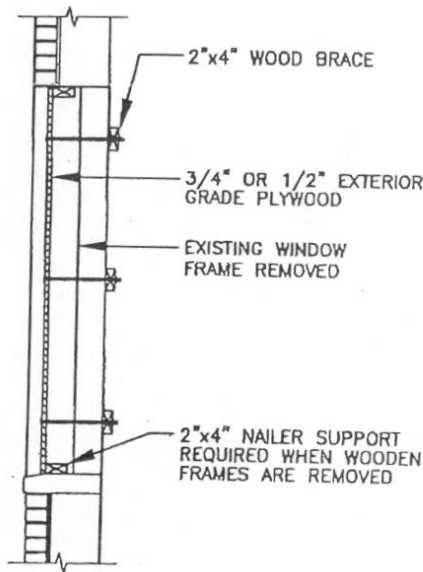
ELEVATION  
TYPICAL PLYWOOD WINDOW ENCLOSURE  
 (12'-0" OR BELOW)  
 SCALE: NTS

Sheet 1 of 8

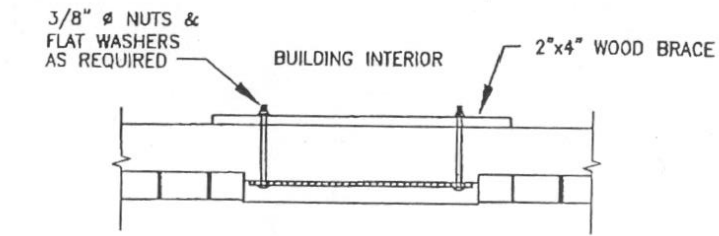
Sketch 1



SECTION A-A  
SCALE: NTS



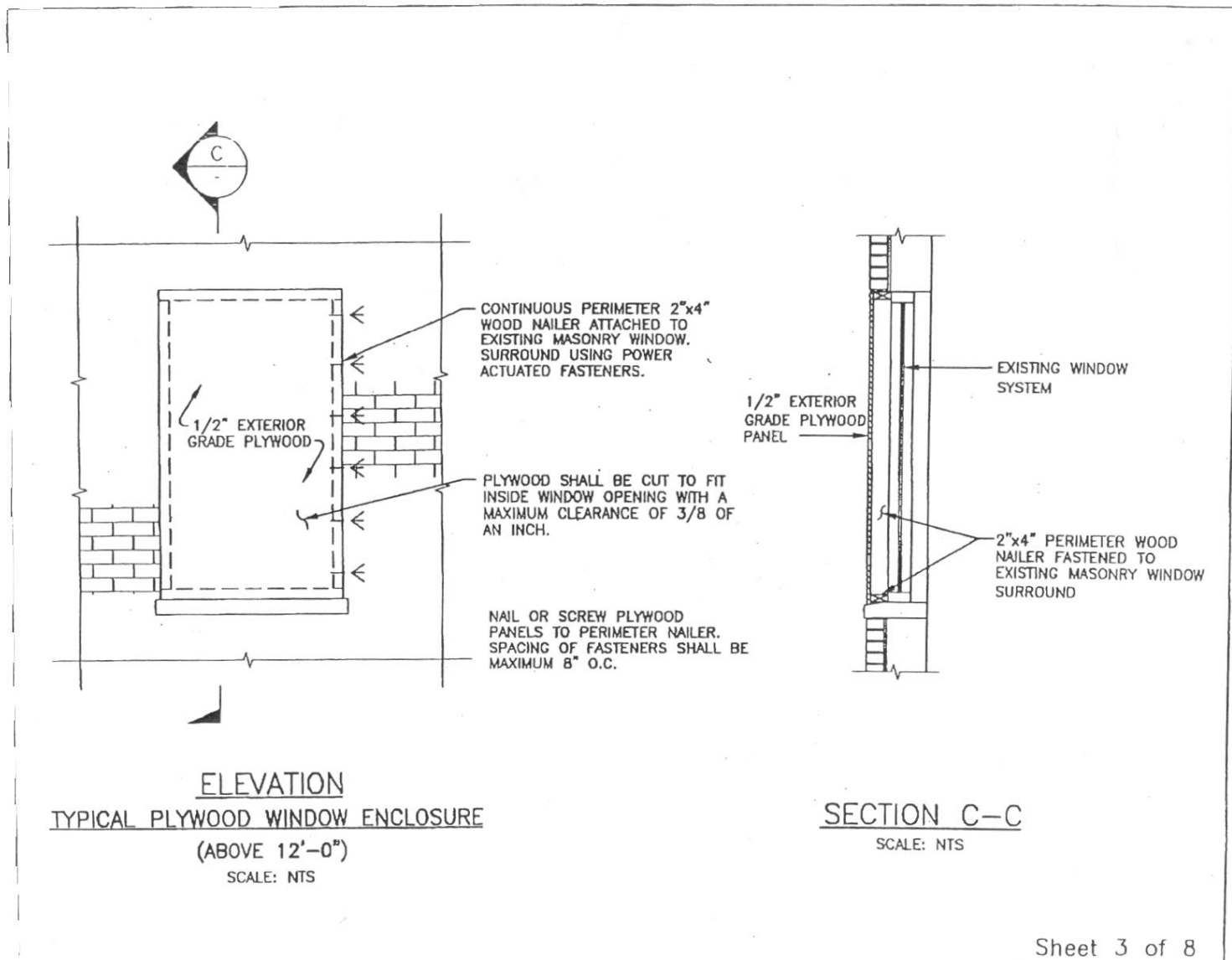
SECTION A-A  
SCALE: NTS



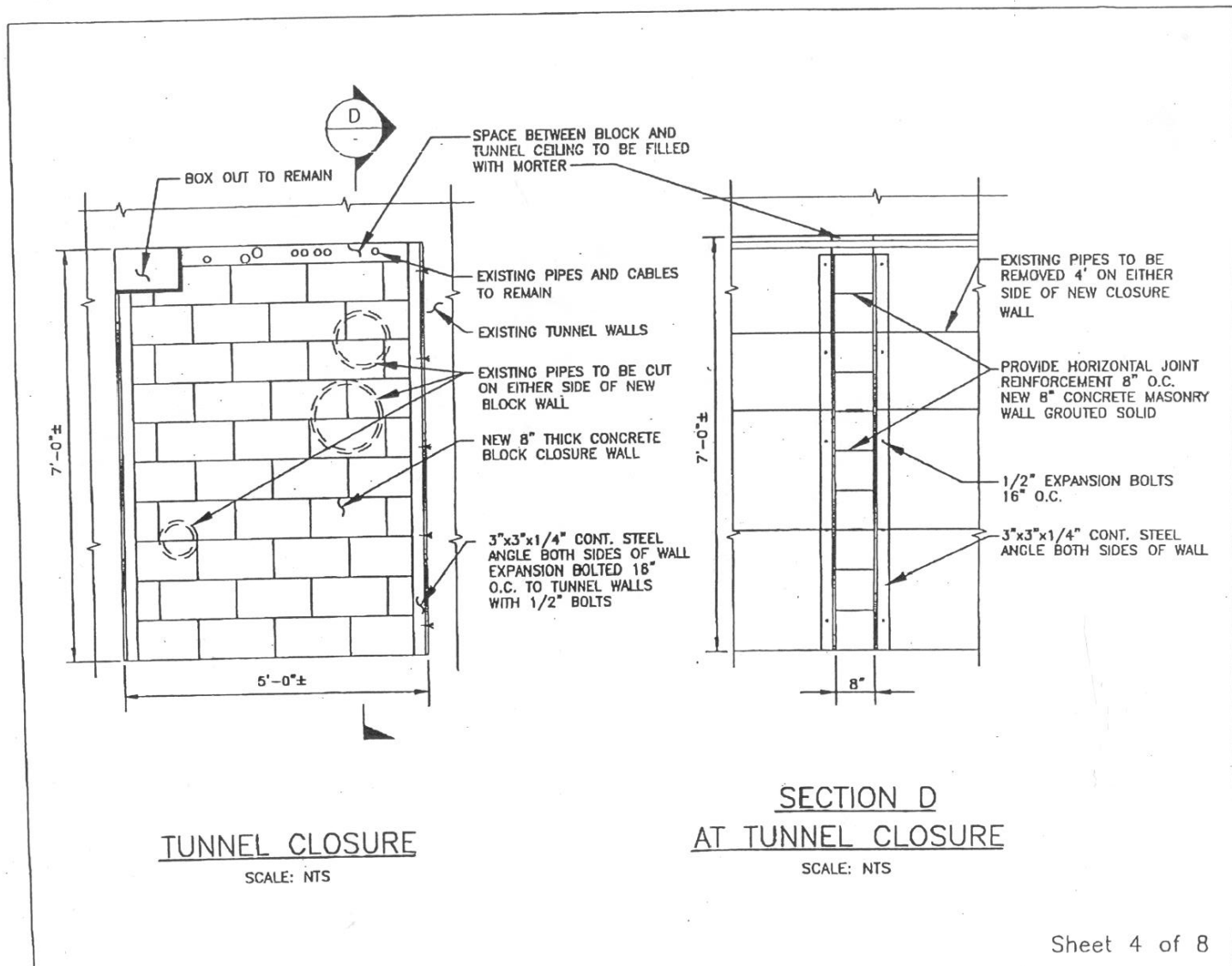
SECTION B-B  
SCALE: NTS

NOTE:  
WHEN WINDOWS ARE PROTECTED BY SECURITY BARS, GRILLES OR SECURITY SCREENS ON THE OUTSIDE, THEY SHALL REMAIN IN PLACE AND THE PLYWOOD SHALL BE INSTALLED OVER THE OUTSIDE SURFACES.  
WINDOW DETAILS ARE NOT INCLUSIVE OF ALL EXISTING CONDITIONS BUT SHALL ACT AS A STANDARD OF QUALITY FOR DIFFERING CODITIONS.

Sketch 2

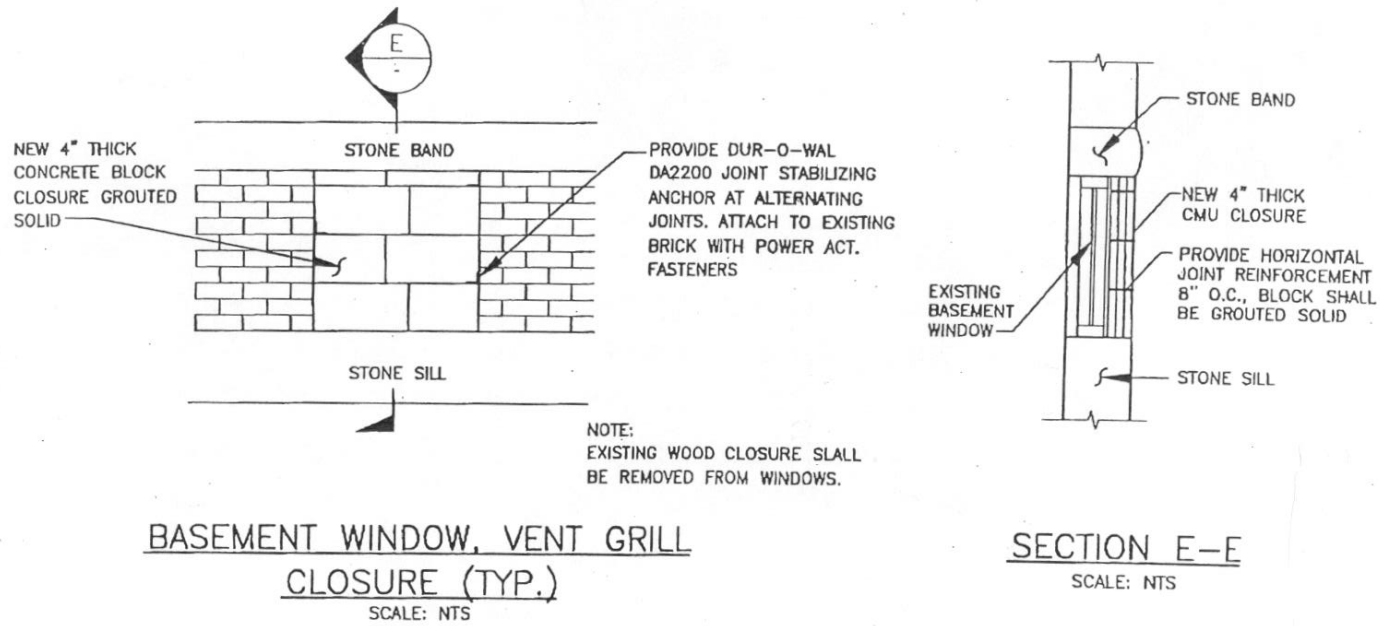


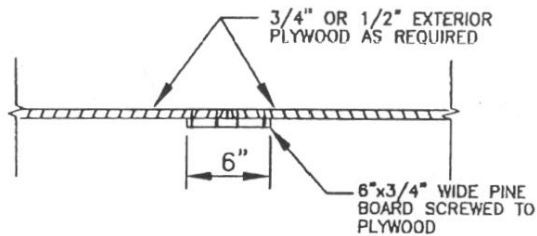
Sketch 3



Sketch 4

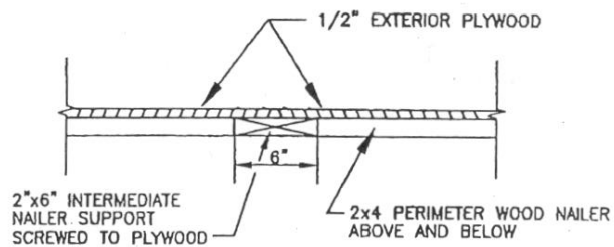
Sketch 5





TYPICAL INTERMEDIATE SUPPORT DETAIL  
FOR WINDOW OPENINGS WIDER THAN 4'-0"  
WHEN WOOD BRACES ARE USED

SCALE: NTS



TYPICAL INTERMEDIATE SUPPORT DETAIL  
FOR WINDOW OPENINGS WIDER THAN 4'-0"  
WHEN PERIMETER WOOD NAILERS ARE USED

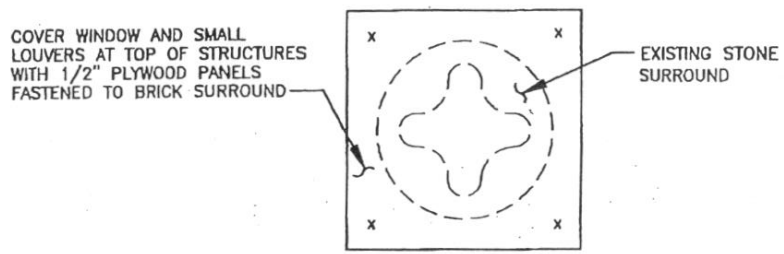
SCALE: NTS

Sketch 6






Sheet 8 of 8



WINDOW CLOSURE AT  
SPECIAL WINDOWS

SCALE: NTS

Sketch 8





**TARGET ARSON**

**To request arson prevention materials:**

National Arson Prevention Clearinghouse  
16825 South Seton Avenue,  
Emmitsburg, Maryland 21727  
1-888-603-3100

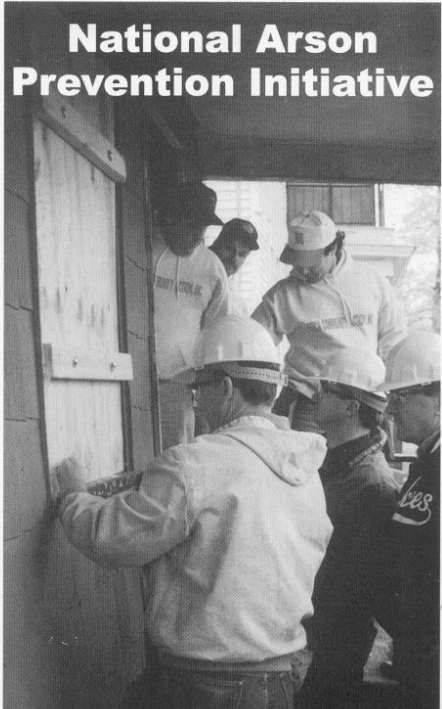
*Materials available include:*

- General Arson Prevention Literature
- Video: Fighting Church Arson
- Church Arson Prevention Literature
- Arson Prevention Brochures
- Juvenile Firesetter Brochures
- Coalition Building Handbook
- Arson Threat Assessment Guides for:  
Communities, Churches, Buildings
- Information on Arson Classes and  
Courses delivered by the National  
Fire Academy



**U.S. Fire Administration**

**National Arson  
Prevention Initiative**



**BOARD UP  
PROCEDURES**

**STOP** the use of empty buildings as targets for arsonists, as crack houses, as hang outs for gangs, as garbage dumps, and as temporary shelters for the homeless.

*These procedures are intended to protect buildings that are temporarily vacant pending rehabilitation and use.*

Sheet 1 of 4

## BUILDING PHYSICAL CLOSURE GUIDELINES

## "HARDENING THE TARGET" BOARD UP PROCEDURES

Protecting valuable buildings from the weather and from illegal entry can be accomplished by improving security, organizing block watches, improving lighting, periodic patrols, and by following these directions.

### 1. DISCONNECT ALL UTILITIES AT THE STREET

- A. Turn off water at the street and drain the system to its lowest point. Leave faucets open and put anti-freeze in all traps containing water.
- B. Have the utility company disconnect electricity at the street and remove and cap meters.
- C. Shut off LNG supply at the street. Disconnect and remove LPG and heating oil tanks.

### 2. REMOVE ALL FLAMMABLES AND COMBUSTIBLES FROM INSIDE AND OUTSIDE THE BUILDING

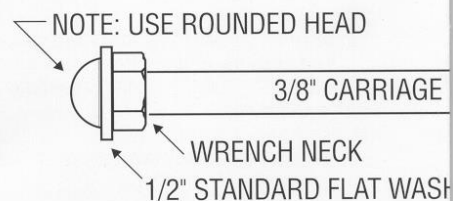
- A. Remove all upholstered furniture, combustible materials and trash from the building, including the basement and attic.
- B. Remove trash and trash containers and combustible furniture from exterior stairwells, porches, fire escapes and outbuildings.
- C. Remove shrubbery and vegetation that could support or spread a fire.

### 3. SECURE THE BUILDING TO PREVENT ENTRY

- A. Search the entire building to ensure that it is unoccupied.
- B. Remove doors and storm windows and place in storage.

## DETERMINING HOW MUCH PROTECTION IS NEEDED

1. 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 require additional security measures. These openings should be barricaded with plywood, 2x4s, bolts and nails.
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 nails in each brace, and every 12" around the perimeter. For these openings the plywood 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 brickwork on brick buildings. It may be necessary to remove the staff bead so this fit can be flush and tight.



Sheet 2 of 4

## BUILDING PHYSICAL CLOSURE GUIDELINES

**BOARDING UP**

1. Cut plywood to fit over the window and door openings, flush with outside of the molding.  
*Note: For buildings with metal door and window frames the alternative is to cut the plywood and 2x4s to fit the inside of the door frame butted up against the band molding.*
2. Cut the 2x4s to fit the horizontal dimension of the plywood. You will need two 2x4 exterior and two interior braces for each window and three sets for each door.  
*For buildings with metal doors and window frames the 2x4s for the outside will be cut to the dimensions of the plywood, fitting inside the door frame, against the band molding. For the inside the 2x4s will be cut to the outside dimension of the door or window frame.*
3. Pre drill 3/8th inch holes in the plywood and the braces.
4. The holes will be placed approximately 1/3 of the length of the brace from each outside edge of the door and window jam.
5. The two window braces will be placed 1/3 of the distance from the top and the bottom of the window.
6. The three door braces will be placed; one in the center of the doorway, and one half the distance from the center to the top and to the bottom of the doorway.
7. Place the plywood over the exterior opening and nail to the frame.  
*For metal frames place the plywood and braces inside the frame against the band molding.*
8. Place the 2x4 braces over the interior and exterior of the door or window.
9. Place the large washer over the carriage bolt and place the bolt through the holes.
10. Place washer and nut inside and tighten securely. Torque the nut so that it slightly compresses the interior 2x4.

After all entrances are secured, the interior worker should exit the building, using a ladder, through a window, if such exists, at least 10 feet above the ground. Nail or screw a plywood sheet over the worker's exit. Patrol the building periodically to check the security.

BOLT 12" LONG (COURSE THREAD)

ER

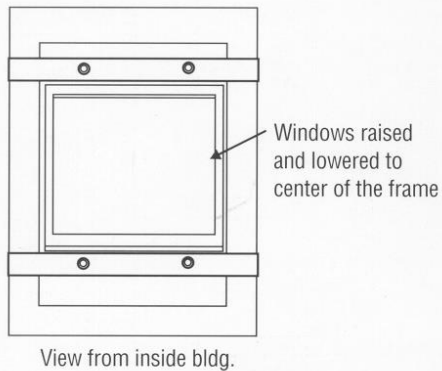


WASHER &  
3/8" COURSE CONSTRUCTION GRADE NUT

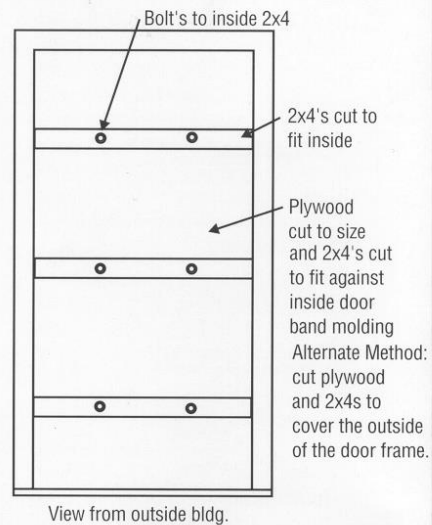
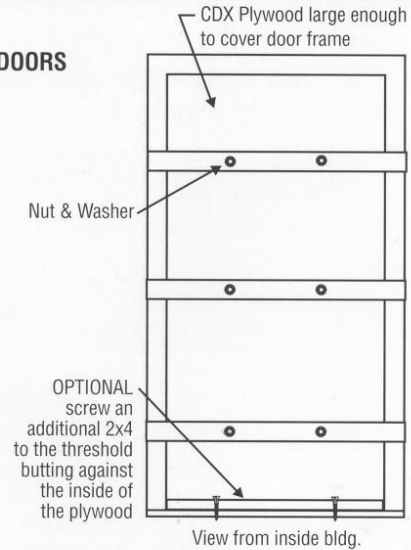
## BUILDING PHYSICAL CLOSURE GUIDELINES

**MATERIALS NEEDED**

- A. 1/2" plywood, grade CDX and 2" x 4" by 8' construction grade lumber.
- B. 3/8" by 12" carriage bolts (rounded head on weather side).
- C. 3/8" construction grade nuts.
- D. 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.
- E. 1/2" diameter flat washers for installation beneath the nut inside the building.
- F. 1-5/8" (6d) galvanized or stainless steel ring-shank nails or comparable deck nails.

**WINDOWS**

Note: Outside view of window is same as view from outside door except with two 2x4 braces instead of three.

**DOORS**

**ADVISORY**

To: Head of Fire Departments  
From: Stephen D. Coan, State Fire Marshal  
Date: March 29, 2001  
Re: Regulatory Activity Relative to Certain Dangerous or Abandoned Buildings - Update

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At the March meeting of the FCAM, the membership engaged in extensive discussions concerning the proposed amendment changes to the State Building Code (780 CMR 121.7 and 121.8). The discussion focused on the importance of securing dangerous or abandoned buildings, but, at the same time, recognized the fiscal impact to communities who are forced to manage these properties in the event that the owner fails to take the necessary action.

The proposed amendments draw a clear distinction between the responsibility of known owners and the responsibility of the communities when the owner fails to take the necessary action.

In the case of a building with a known owner, said person shall

- remove all materials deemed to be dangerous in case of fire
- secure all floors accessible from grade using one of the approved methods in 780 CMR 121.7
- maintain fire alarms or sprinkler systems
- maintain utilities

In the case of an owner who fails to take the necessary action and direct intervention of the community, the building official shall only secure all windows and door openings in accordance with the U.S.F.A. board up procedures. To reiterate, the building official shall not be required to remove materials from the interior of said building or maintain fire alarms or utilities.

A second component of this plan has been approved by the Board of Fire Prevention Regulations through the emergency adoption of 527 CMR 10, 10.13, Emergency Planning and Preparedness. This regulation requires that the building official, in cooperation with the head of the fire department, shall mark same building in accordance with the requirements established by the Board of Fire Prevention Regulations.

The proposed amendments to 780 CMR, the State Building Code, will be heard by the Board of Building Regulations and Standards during their regularly scheduled meeting on April 10. By separate e-mail, Chief Thomas Garrity, President of the FCAM, has asked membership to be present at this meeting to support the amendment.

**BUILDING PHYSICAL CLOSURE GUIDELINES**

*I believe that, absent statutory changes, these regulations greatly increase firefighter safety through the enhanced management of vacant/abandoned buildings.*

---

*Draft as of 2-27-01*

Amend 780 CMR § 121 by adding two new subsections: (1) 121.7 and (2) 121.8.

780 CMR 121.7 Standards for making buildings safe or secure: Any owner of a building who has been notified that said building shall be made safe or secure under 780 CMR 121.2, shall:

(1) Remove all materials determined by the head of the fire department or local building inspector to be dangerous in case of fire.  
 (2) Secure all floors accessible from grade utilizing one of the following methods so long as such method is approved by the head of the fire department and local building inspector in writing:

- (a) Secure all window and door openings in accordance with the U.S. Fire Administration, National Arson Prevention Initiative Board Up Procedures, continuously until such time as the building is reoccupied; or
- (b) Provide 24 hour watchman services, continuously until such time as the building is reoccupied; or
- (c) Provide a monitored intruder alarm system at the perimeter of all floors accessible from grade, continuously until such time as the building is reoccupied.

Said owner, as the case may be, shall notify the building official that the approved method chosen to secure the building has been incorporated. Said owner shall allow the building official to enter the building for an inspection to ascertain that the building is secured and made safe. Said owner shall allow the head of the fire department to enter the building. The building official shall be supplied with records of maintenance and operation if the provisions in clause 2 (b) or (c) are used.

(3) Maintain any existing fire alarms or sprinkler systems unless written permission is obtained from the head of the fire department in accordance with M.G.L. c. 148, § 27A to shut off or disconnect said alarms or systems.

(4) Maintain utilities unless written permission is obtained from the building official to disconnect said utilities. Permission to disconnect utilities shall not be granted if it will result in inadequate heat to prevent freezing of an automatic sprinkler system or inadequate utilities to maintain any other protection systems.

Upon refusal or neglect of said owner to comply with such notice, any building official acting under the authority of 780 CMR 121.3 or 121.5, shall secure all window and door openings accessible from grade in accordance with the U.S. Fire Administration, National Arson Prevention Initiative Board Up Procedures, continuously until such time as the building is reoccupied.



**BUILDING PHYSICAL CLOSURE GUIDELINES**

Any building which has been made to conform to the provisions of this regulation during vacancy may be reoccupied under its original use and occupancy classification, provided that any systems which were disconnected or shut down during the period of vacancy are restored to fully functional condition. The local building inspector shall be notified in writing prior to re-occupancy. If said building is changed in use or occupancy or otherwise renovated or altered it shall be subject to the applicable provisions of 780 CMR 34.

780 CMR 121.8: Marking or identifying certain buildings that are especially unsafe in the case of fire. Any building official who determines that a building is especially unsafe in case of fire under 780 CMR 121.2, shall notify the head of the fire department about the existence of said building. The building official, in cooperation and the with the head of the fire department, shall mark said building in accordance with the marking requirements established by the Board of Fire Prevention Regulations in 527 CMR 10.00.

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**527 CMR 10.00 FIRE PREVENTION, GENERAL PROVISIONS**

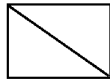
**10.13: Emergency Planning and Preparedness**

(1) 527 CMR 10.13 is hereby further amended by adding, after section 10.13 (6), the following new section:

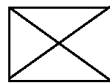
(7) Marking or identifying certain buildings that are especially unsafe in the case of fire

(a) Any building determined to be especially unsafe in case of fire , under the provisions of 780 CMR 121.2 shall be identified and marked by the building official, with the cooperation of the head of the fire department, to indicate the degree of hazard.

(b) In marking such buildings, the following symbols shall be used:



This symbol shall mean that interior hazard exists to such a degree that interior operations shall be conducted with extreme caution.



This symbol shall mean that severe structural deficiencies or severe interior deficiencies exist to such a degree that operations shall be from the outside except for when a life hazard exists.

(c) Markings shall be applied on the front of the building at or above the second floor level, where practical, between openings such that they are visible from the street. Markings may be applied to the sides or the rear of a building if the head of the fire department deems such placement necessary. Markings shall also be applied in a conspicuous place near every entrance and on penthouses. Markings shall not be applied over doors, windows, or other openings where they may be obscured by smoke or fire.

(d) Markings shall be a minimum of 24 inches by 24 inches. Markings shall either be on a placard with a reflective background or painted with a reflective paint of

**BUILDING PHYSICAL CLOSURE GUIDELINES**

contrasting color directly on the surface of the building. Stripes and borders outside of the marking shall be a minimum of 2 inches wide.

(e) All markings shall bear a date as to when applied or the date of the most recent inspection.

(f) Prior to receiving a mark, all buildings shall be inspected thoroughly by the head of the fire department.

## **2.0 BUILDING SURPLUS**

### **2.1 Summary of Building Surplus Process**

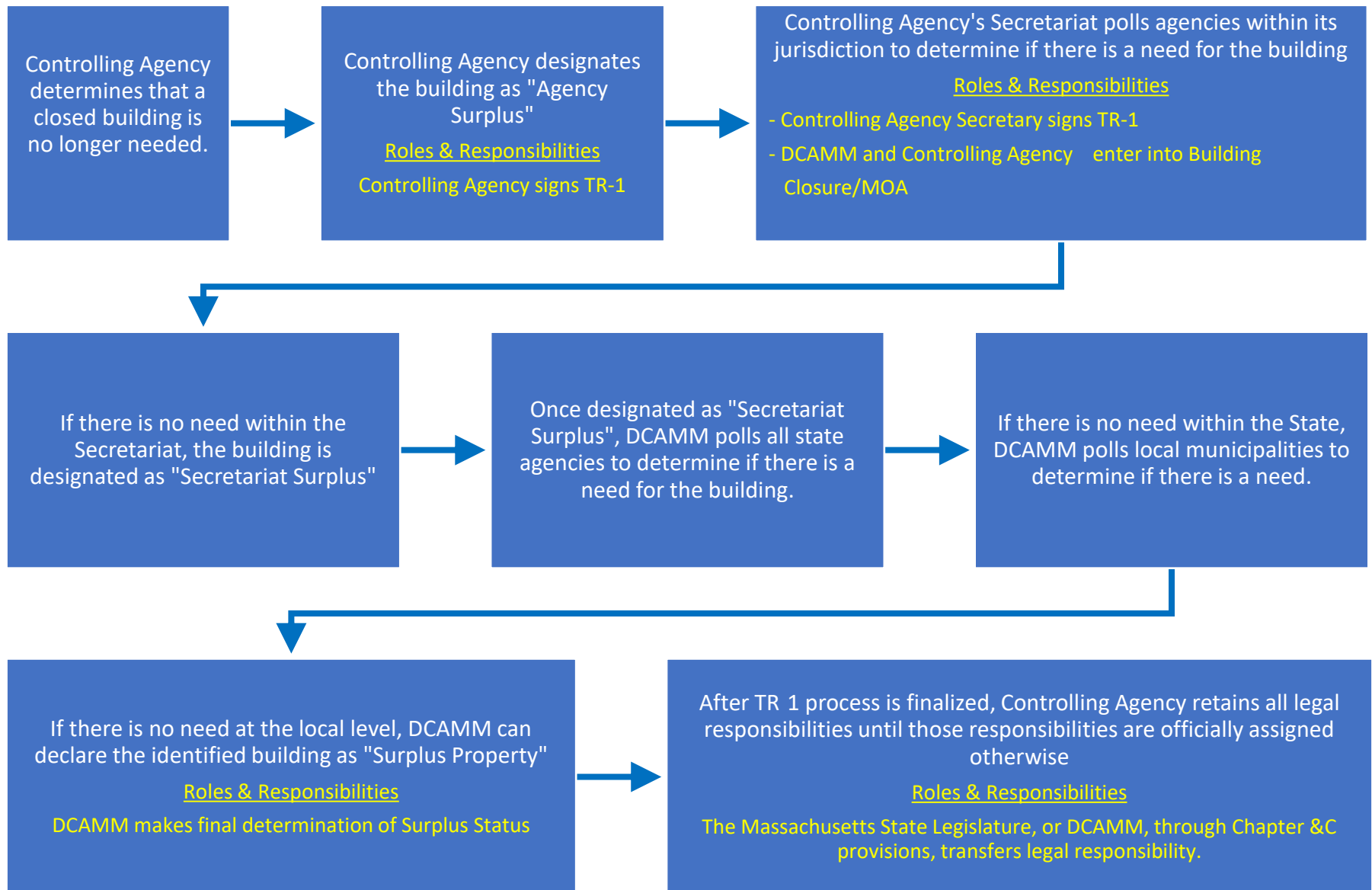
When a Controlling Agency determines that it no longer has a need for a building it can begin the “surplus” process. This process is described in M.G.L. Chapter 7C, Section 33 and it has the goal of removing unneeded facilities from a Controlling Agency’s portfolio. Working with DCAMM, the Controlling Agency begins this process by designating a closed building or facility as “Agency Surplus,” meaning that the building or facility is no longer needed by the agency to fulfill its mission.

The process is initiated by the Controlling Agency by preparing a TR-1 Form, or Transfer Request Form. The Transfer Request Form is signed by the Controlling Agency and by the Controlling Agency’s Secretariat to confirm its surplus designation. This certifies that the building or facility in question is of no further use to any agencies within the Secretariat’s jurisdiction and thereby designates the building or facility as “Secretariat Surplus.”

Once the completed TR-1 Form is prepared and submitted to DCAMM, it signifies that all agencies within that Secretariat have no further use for the property, but it does not automatically transfer the use and maintenance of the property to DCAMM. The Controlling Agency legally retains control over the use, and responsibility for maintenance and repair, of the property until a final determination is made based on each situation. DCAMM then polls all other executive offices to determine if there is a current or foreseeable need for the property by any other agencies. If DCAMM determines that there is no current or foreseeable state agency need for the property, DCAMM then sends notices to the local agencies/officials of the town/city, county and legislative district where the property is located. The notices ask if any public agency has a current or foreseeable “direct public use” for the property. If DCAMM determines that there is no current or foreseeable “direct public use” for the property, DCAMM then declares the property surplus.

*Figure 2, Building Surplus Process, presents a flow of the building surplus process.*

**Figure 2. Building Surplus Process**



**SAMPLE TR-1**

**2.2 Controlling Agency and Controlling Agency Secretariat Actions**

The Controlling Agency and/or Controlling Agency Secretariat shall perform the following actions:

1. Determine that it no longer needs the “Closed” building
2. Designate the building as “Agency Surplus”
3. Poll agencies within its jurisdiction to determine if there is a need for the building.
4. If there is no need within the Secretariat, the Secretariat designates the building as “Secretariat Surplus”

**2.3 DCAMM Actions**

DCAMM shall perform the following actions:

1. If there is no need within the Secretariat and the building or facility is declared to be “Secretariat Surplus,” DCAMM will poll all agencies within the Commonwealth of Massachusetts to determine any state need for the building or facility.
2. If no other state agency or department has a need for the building or facility DCAMM will then poll all local and municipal agencies.
3. If there is no need at the local or municipal level then the TR-1 can be finalized and DCAMM will designate a building or facility as “Surplus Real Property.” A sample of TR-1 is provided as Attachment Surplus 1.

NOTE: as stipulated above the Controlling Agency is not relieved of its legal obligations until those obligations are legally transferred to another entity.

SAMPLE TR-1

**Division of Capital Asset Management**

Commonwealth of Massachusetts, Division of Capital Asset Management  
Office of Real Estate  
One Ashburton Place, 15th Floor, Boston, Massachusetts 02108

**Transfer Request 1**

All property remains in the care and control of the applicable State Agency until DCAM transfers the property to another user.

AGENCY: UMass Medical School  
ADMINISTRATIVE AUTHORITY:  
AGENCY CONTACT: Robert E. Jenal

SUB-UNIT, IF ANY:  
PROJECT NAME: Shriver Center in Waltham  
TELEPHONE NUMBER: 508 856-3892

**TO BE COMPLETED BY CONTROLLING AGENCY: CHECK AS APPROPRIATE**

- ☒ Property is surplus to controlling agency as of (date) \_\_\_\_\_  
☐ Property is not surplus: request temporary use by new user to further agency mission. Agency should complete and attach Transfer Approval Form.  
☐ Property is available for temporary use by another entity - From \_\_\_\_\_ to \_\_\_\_\_

**PROPERTY DESCRIPTION:**

ADDRESS OF PROPERTY: 200 Trapelo Road CITY/TOWN: Waltham, Mass  
 PARCEL#: \_\_\_\_\_ LAND: ACRES /S.F.: 12.11 +/- BUILDING(S) : 80,000 S.F.  
 (Please attach a detailed description, site plan, area map, and deed.)

Please attach Deed Reference: A copy of the Deed/Taking Order must be enclosed with the TRI form.

REASONS FOR SURPLUS DECLARATION OR TRANSFER REQUEST (refer to capital and/or operating budget and five year plan): All UMass Medical School research and educational programs have been relocated. UMMS has no future plans for reuse of these facilities or land.

**ACTION INITIATED DUE TO:**

Internal Planning and Programming: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 State or local inquiry from: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Private Inquiry from: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Other: \_\_\_\_\_

SITE ASSESSMENT: Is there likelihood that the transferred Property is contaminated: Yes: \_\_\_\_\_ No: X

If contaminated has a 21E Site Assessment been prepare for the property: Yes: \_\_\_\_\_ No: \_\_\_\_\_

RECOMMENDED CONDITIONS FOR RE-USE: Wet and dry biomedical research

**CERTIFICATION BY FACILITY DIRECTOR OR PROJECT MANAGER (IF APPROPRIATE):**

John Baker 3/6/2014 John Baker, Associate Vice Chancellor, UMass Medical School  
 AUTHORIZED SIGNATURE DIRECTOR OR PROJECT MANAGER OF AGENCY DATE

**CERTIFICATION BY AGENCY:**

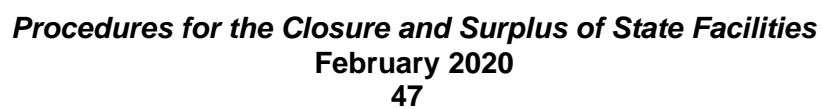
Robert E. Jenal 3-7-14 Bob Jenal, Executive Vice Chancellor, UMass Medical School  
 AUTHORIZED SIGNATURE COMMISSIONER OF AGENCY DATE  
 please submit this form to administrative authority

**TO BE COMPLETED BY ADMINISTRATIVE AUTHORITY: CHECK ONE**

- ☐ I certify that this property is surplus to all agencies under my jurisdiction.  
☐ The above mentioned property is surplus to the controlling agency and I recommend approval by another agency under my jurisdiction as described in the attached Transfer approval form.  
 Name of Agency: \_\_\_\_\_  
☐ I recommend approval of this transfer of property to a new user for a use consistent with agency mission as described above.  
☐ I certify the property is available for temporary use as described above.

**CERTIFICATION BY ADMINISTRATIVE AUTHORITY:**

Robert Caret Robert Caret, President, University of Massachusetts  
 AUTHORIZED SIGNATURE SECRETARY OF EXECUTIVE BRANCH DATE





SAMPLE TR-1

## METES AND BOUNDS DESCRIPTION

PARCEL A  
 TRAPELO ROAD  
 WALTHAM, MASSACHUSETTS

A certain parcel of land in the Commonwealth of Massachusetts, County of Middlesex, City of Waltham, situated on the southerly side of Trapelo Road and shown as Parcel A on a plan entitled: "Eunice Kennedy Shriver Center, Proposed Subdivision Plan of Land in Waltham Massachusetts..." dated October 20, 2004, prepared by Digital Geographic Technologies, Inc. More particularly bounded and described as follows:

Beginning at a point on the southerly side line of Trapelo Road and a private drive called Cherry lane, said point being the most northwesterly corner of the premises herein described, thence running;

S 50 44 56 E	550.36 feet to a point, said course being by the southerly line of Trapelo Road, thence turning and running;
S 10 43 10 W	63.00 feet to a point, thence turning and running;
S 17 05 44 E	12.00 feet to a point, thence turning and running;
S 34 08 59 E	42.00 feet to a point, thence turning and running;
S 41 22 56 E	42.80 feet to a point, thence turning and running;
S 47 37 43 E	40.25 feet to a point, thence turning and running;
S 46 19 34 E	40.24 feet to a point, thence turning and running;
S 44 39 40 E	40.39 feet to a point, thence turning and running;
S 44 43 15 E	72.79 feet to a point, thence turning and running;



SAMPLE TR-1

2

S 39 24 39 E 126.56 feet to a stone bound with drill hole, the previous eleven (11) courses bounded by lands of various owners (see plan), thence turning and running;

S 26 31 19 W 163.78 feet to a point, thence turning and running;

S 25 11 55 W 136.03 feet to a point, thence turning and running;

S 24 21 25 W 59.35 feet to a point, the previous three (3) courses bounded by land of various owners (see plan), thence turning and running;

N 61 26 32 W 982.07 feet to a point, the previous course bounded by the remaining land now or formerly Commonwealth of Massachusetts, thence turning and running;

N 27 48 24 E 675.77 feet to the point of beginning, the previous course bounded by land now or formerly Commonwealth of Massachusetts and also by a private drive called Cherry Lane.

Containing 527, 638 square feet more or less, or 12.11 acres more or less.

Subject to any and all existing rights and easements of record.