

## **Boarding Procedures**

**Housing & Existing Buildings Branch  
Building Inspections Division  
Planning, Property and Development Department**

### **Contractor's Operating Protocol**

**June, 2013**

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1. Service requests will be made by telephone to the primary contact.
2. Contractor will meet Inspector on site and receive instruction as to job requirements when required. Otherwise, job instructions will generally be made by phone.
3. Charging one call out fee to assess a boarding order is acceptable. Charging a call-out fee each time the Contractor goes to a site is not.
4. The principle front entrance door of any building being boarded shall have the opening panels secured with screws. All other openings shall have the boarding panels secured with nails.
5. Invoices must include the property address where the work was performed, the date and time the work was performed, the name of the Inspector involved and detail all charges as per the Schedule.
6. Contractor is reminded that material prices for boarding is by unit price. For further clarification, this means payment will be made based on the actual materials installed and does not include waste.
7. Boarding must be done in compliance with Schedule "B" of The Vacant Buildings By-law.

File: Boarding Contract/ Contractor Operating Protocol