



Office of Code Enforcement

Vacant Building Security Checklist

Pursuant to the Code of the City of Binghamton § 265-14, Vacant Building Registry and Maintenance

▪ This form must be completed and submitted with the Vacant Building Registration Form ▪

THE FOLLOWING ITEMS RELATE TO PUBLIC SAFETY AND EMERGENCY ACCESS. FOR ITEMS 1-6 PLEASE INSERT A PROPOSED COMPLETION DATE AND SCHEDULE A MEETING WITH THE VACANT PROPERTY OFFICER WHO WILL APPROVE OR PROVIDE FOR A NEW ACCEPTABLE COMPLETION DATE. ITEM 7 MUST BE COMPLETED IN 10 DAYS.

1. Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
2. Chimneys, smokestacks, cornices, gutters, and any other extension or overhanging part of a building will be maintained to avoid collapses.
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
3. Fuel tanks will be maintained so as not to be a hazard or will be discontinued in a manner consistent with Chapter C of the State Uniform Fire Prevention and Building Code (9 NYCRR).
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
4. Elevators, dumbwaiters and escalators will be maintained or taken out of service, in accordance with ANSI A17.1.
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
5. Structural members will be maintained to support emergency access to the building.
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
6. Ceilings, walls, floors and stairways will be maintained to support emergency access to the building.
 COMPLETED or Proposed completion date: _____ Approved, or
 New completion date _____
7. Within ten (10) days of registering the building as a vacant building, all fuel gas, water, and utilities must be disconnected at the mains and water pipes drained. If the building is to be rehabilitated, then the building may be heated to avoid freezing pipes, fuel gas pipe systems must be maintained gastight, safe and operative condition, and water pipes must be maintained to avoid leaks and/or breakage.
 COMPLETED TO BE COMPLETED WITHIN **10 days**



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THE OWNER WILL PROTECT AND MAINTAIN THE EXTERIOR OF THE BUILDING AS FOLLOWS:

8. The covering for broken doors and cracked or broken windows may consist of replacement glass, plexiglass, boards, plywood or similar materials finished and maintained in a manner recommended and approved by the Enforcement Officer. The materials will be designed and of such color to blend in with the finish of the building. *[The coverings for windows and doors with glass may not consist of any substance sprayed onto the glass doors or windows. All enclosures shall be properly fitted and be of such material and surface that they are neither unsightly nor will materially detract from the general appearance of the building or the neighborhood and, when possible, secured by normal means. Windows that are not cracked or broken may be covered with interior blinds, curtains, shades, or decorative paper]*

COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

9. Any excavations, swimming pools, or other attractive nuisance must be filled in or properly closed.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

10. Refrigerators and similar equipment with locking mechanisms will not be discarded, abandoned or stored without first removing the locking devices or the hinges of the doors.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

11. Junked vehicles as defined in § 265-2, equipment, or materials will not be stored at the premises.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

12. Flues, gas vents, smoke pipes and connectors will be maintained structurally safe and smoke tight.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

13. The premises will be kept free of insects and vermin, and will be treated if necessary.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH**

14. The owner will not permit garbage and refuse to accumulate.

COMPLETED TO BE COMPLETED WITHIN **1 MONTH**

15. Exterior walls, including foundations, will be maintained so that water does not penetrate into basements, cellars, or other interior areas. All exterior walls and foundations must be free of holes and crevices.

COMPLETED TO BE COMPLETED WITHIN **3 MONTHS**

16. Exterior doors, windows, skylights and similar openings will be maintained weather tight.

COMPLETED TO BE COMPLETED WITHIN **3 MONTHS**

17. Roofs shall be maintained in a weathertight condition.

COMPLETED TO BE COMPLETED WITHIN **3 MONTHS**



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18. Exterior surfaces shall be maintained in good condition. Surfaces not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative.

- COMPLETED TO BE COMPLETED WITHIN **3 MONTHS**

IN ADDITION TO THE STANDARDS PRESCRIBED ABOVE, VACANT COMMERCIAL AND RETAIL BUILDINGS SHALL COMPLY WITH THE FOLLOWING STANDARDS:

19. Any and all first floor windows will be replaced by glass, plexiglass, an approved mural, or announcement sign. Such coverings must be maintained.

- COMPLETED TO BE COMPLETED WITHIN **1 MONTH** NOT APPLICABLE

20. All exterior signs, awnings and lighting systems, if not removed, shall be maintained in a non-deteriorated and safe condition.

- COMPLETED TO BE COMPLETED WITHIN **3 MONTHS** NOT APPLICABLE

THE OWNER WILL PROTECT AND MAINTAIN THE INTERIOR OF THE BUILDING AS FOLLOWS:

21. Structural members will be maintained to resist and prevent deterioration.

- COMPLETED TO BE COMPLETED WITHIN **3 MONTHS**

22. Unheated attics, spaces below flat roofs, and crawl spaces will be ventilated to minimize deterioration.

- COMPLETED TO BE COMPLETED WITHIN **3 MONTHS** NOT APPLICABLE

THE OWNER WILL CONTINUE TO MAINTAIN THE PREMISES AS FOLLOWS:

- Storm water drainage systems will be maintained so as to function properly and be kept free from obstructions, leaks and defects. Sewage systems will be similarly maintained or will be sealed so as to prevent accumulation of sewage gases in buildings.
- Electrical fixtures, devices, wiring and systems will be maintained in safe working condition in a manner which will avoid a potential source of ignition or shock or service will be discontinued at the supply.
- The owner will provide for snow removal (abutting sidewalks) as required by § 265-13.I(4).
- The owner will maintain yards and vacant lots trimmed and mowed, with the height of grass and weeds being no more than 10 inches, and clean and free of physical hazards, rodent harborage and infestation as required by § 265-13.H.



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IN ADDITION TO THE REQUIREMENTS HEREIN, THE OWNER WILL COMPLY WITH ALL NEW YORK STATE AND CITY OF BINGHAMTON FIRE REGULATIONS.

Whenever the owner of a vacant building fails to comply with a notice from an Enforcement Officer to take steps and perform acts as are required of him or her to ensure that a building and its adjoining yards remain safe and secure and do not present a hazard to adjoining property in violation of subsection 2 above, the City may, pursuant to §265-4, *Enforcement*, enter onto the building and the property and take steps and perform acts to render the building and its adjoining yards safe, secure and free from hazards to adjoining property and the public. These acts will include but not be limited to removal of dangerous conditions, properly replacing or boarding up windows and doors, shutting off utilities, capping plumbing to prevent leakage of water or sewer gas, or removing flammable or otherwise hazardous material and debris. A bill for the expenses incurred above will be presented to the owners of the building consistent with the provisions outlined in §265-4 and § 265-13.J(2) of this chapter.