



YOUNGSTOWN **NEIGHBORHOOD**

DEVELOPMENT CORPORATION

Model Blocks

BOARD-UP INSTRUCTIONS

STEPS AND NECESSARY TOOLS

Step 1: Measure Windows and Doors

- o 2 People
- o Black Permanent Marker or Paint Pen
- o Notepad
- o Pen/Pencil
- o Camera
- o Tape Measure
- o Extension Ladder (tall enough to reach second floor of building)

Step 2: Cut Boards

- o 7/16" x 4' x 8' OSB Sheathing
- o List of Measurements from Step #1
- o Pen/Pencil
- o Tape Measure
- o Safety Eyewear
- o Sawhorses
- o Access to Electricity
- o Table Saw
- o Black Permanent Marker/ Paint Pen

Step 3: Apply Primer

- o Paint Roller/Brushes
- o Paint Trays
- o Exterior White Latex Primer (approx. 3 gallons)

Step 4: Tape Boards

- o Several Rolls of 3" Painters Tape
- o Several Rolls of 1" Painters Tape
- o Photo of House to be Boarded

Step 5: Paint Boards

- o Paint Roller/Brushes
- o Paint Trays
- o Exterior White Latex Primer
- o Exterior Gray Latex Paint (for shading, approx. 3 gallons)
- o Exterior Latex Paint (for door, typically vibrant dark colors like brown/red, approx. 2 gal.)
- o Exterior Latex Paint (for curtains, typically light pastel colors like peach/blue, approx. 2 gal.)

Step 6: Hang Boards

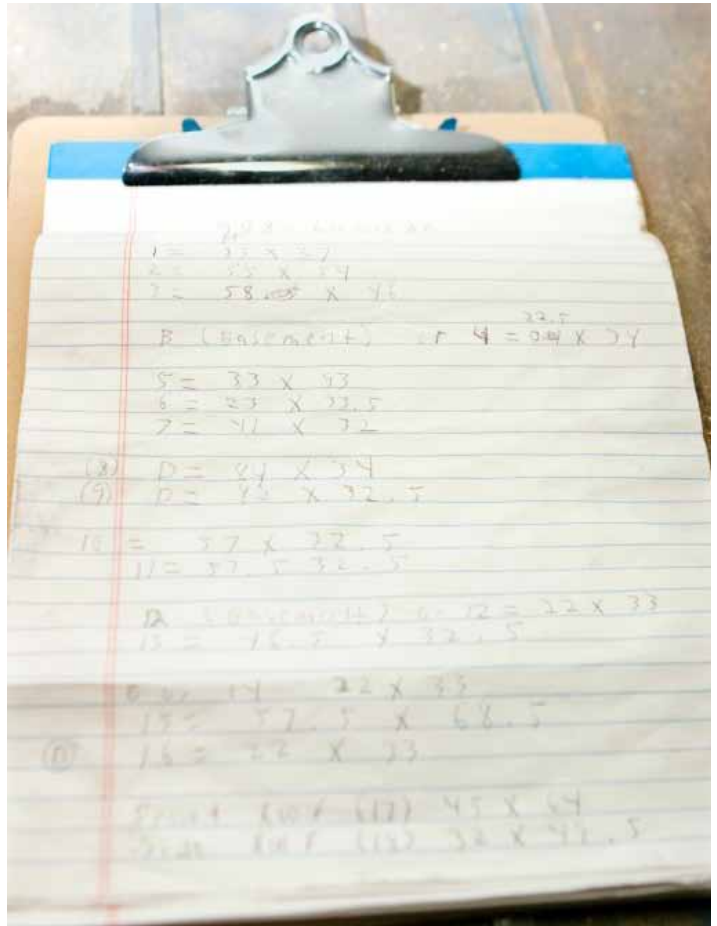
- o Extension Ladders (recommend 2)
- o 6' Step Ladder (recommend 2)
- o Power Drill
- o 2 1/2" - 3" Screws
- o Cordless Nail Gun
- o Nails (for power nail gun)

Step 1: Measure Windows and Doors

- 2 People
 - Black Permanent Marker or Paint Pen
 - Notepad
 - Pen/Pencil
 - Camera
 - Tape Measure
 - Extension Ladder (tall enough to reach second floor of building)
1. Identify the house that you need to board up
 2. Start at the front door.
 3. Label this door “#1” with your paint pen.
 4. Walk counter clockwise around the house and label the rest of the succeeding doors and windows using a numerical system (1, 2, 3, 4... 10 if there are 10 doors and windows).



5. Have another person recording the measurements in the notepad with a pen or pencil. This person should also be photographing each side of the house with the camera, documenting the order in which the doors and windows were measured. In the notepad, all measurements should be written "height x width" in inches to be most accurate. An extension ladder may be necessary.



6. Measure the front door with the tape measure from frame to frame: height x width in inches. Make sure that boards can be easily secured onto the frame of the door using nails or screws. Read these measurements aloud to your second person.
7. Repeat step 6 for all succeeding doors and windows.
8. Measure all Second Story Windows: make sure you label these windows as "Second Story Windows: S1, S2... S10 if there are 10 second story windows.
9. Measure all Basement windows: label all basement windows as B1, B2... B10 if there are 10 basement windows.
10. Make sure Photos have been taken of all sides of the house!

Step 2: Cut Boards

- 7/16" x 4' x 8' OSB Sheathing
- List of Measurements from Step #1
- Pen/Pencil
- Tape Measure
- Safety Eyewear
- Sawhorses
- Access to Electricity
- Table Saw
- Black Permanent Marker/ Paint Pen

1. Set up the sawhorses so that they are able to steadily hold the 7/16" x 4' x 8' OSB sheathing.
2. Have your List of Measurements from Step 1 to measure out all doors and windows, so that you can easily reference the list of specifications for each door and window.



3. Use a tape measure and a pen or pencil to mark the measurements of the doors and windows, where they would need to be cut.

4. Before cutting out the doors and windows, put on your safety eyewear!
5. Using factory issued safe handling procedures for the table saw, cut the boards to the specified lengths for each door and window.



6. Make sure you label each board on the side that is going to be boarded against the house (the back of the board) with a black permanent marker or paint pen:
 - a. Mark the top of the board with an up arrow, showing the direction in which the board should be facing up.
 - b. Include the address of the door (i.e. 729 LaClede).
 - c. Mark the number of the door or window corresponding with the number of the door or window that it will be covering (i.e. #4).



Step 3: Apply Primer

- o Paint Roller/Brushes
- o Paint Trays
- o Exterior White Latex Primer (approx. 3 gallons)

- 1) Set up the labeled boards for painting.
- 2) Place paint trays on steady surface (i.e. the ground) and pour a little bit of exterior white latex primer into the tray.
- 3) Use a paint roller/paint brush to apply an even coat of white primer onto the front side of the boards. If you are painting over numbers and arrows, then the board either needs to be turned over, or you need to re-label the board on the opposite side of the board. The application of primer should not drip or be overly heavy.



- 4) Place boards in a safe place to allow them to dry.



Step 4: Tape Boards

- o Several Rolls of 3" Painters Tape
- o Several Rolls of 1" Painters Tape
- o Photo of House to be Boarded

- 1) Primed boards must be dry before applying tape.
- 2) Identify the board as a door or a window. You can reference the photo of the house and the number/ arrow on the back of the board to determine if the board is a door or window.



For Windows:

- 3) Apply the 3" painters tape evenly around the entire perimeter of the board. Make sure you leave between $\frac{1}{2}$ " - $1\frac{1}{2}$ " inch border to conserve tape! STRAIGHT LINES PLEASE!
- 4) Apply both 3" and 1" tape to create the inner frame of the windows. STRAIGHT LINES PLEASE!



For Doors:

- 5) Create a window for the door using 1" painters tape. There are a variety of ways to tape up a door window, you can be as simple or as creative as you would like!
- 6) There is no need to apply a border to a board. Boards will be painted a single solid color with a little bit of shading for the window.



Step 5: Paint Boards

- o Paint Roller/Brushes
- o Paint Trays
- o Exterior White Latex Primer
- o Exterior Gray Latex Paint (for shading, approx. 3 gallons)
- o Exterior Latex Paint (for door, typically vibrant dark colors like brown/red, approx. 2 gal.)
- o Exterior Latex Paint (for curtains, typically light pastel colors like peach/blue, approx. 2 gal.)

Painting Windows:

1. Set up paint trays on a level surface.
2. Pour a little bit of exterior gray latex paint into paint tray.
3. To prevent a darker color of paint to bleed underneath of the tape, use a small paint roller or paint brush to paint around the inner edges of the tape. This will allow the tape to stick better to the wood and prevent colors from bleeding underneath the painters tape.



4. Use a paint roller to apply the gray paint within the lines of the 3" painters tape. DO NOT apply dark paint on the outside edges. Those edges should remain white!

5. Allow the paint to dry.
6. On top of the gray paint, paint curtains using paint brushes and exterior latex paint of your choice (i.e. pastel colors).
7. Allow the paint to dry.
8. CAREFULLY remove tape from the boards. Do not allow the adhesive from the tape to pull any of the paint from the board during removal.



Painting Doors

1. Use a small roller to apply gray paint within the small “window” of the door.
2. Use a larger roller and a dark color of exterior latex paint (i.e. brown) to paint the rest of the door.
3. Allow the paint to dry.
4. CAREFULLY remove tape from the board to reveal the door!



Step 6: Hang Boards

- Extension Ladders (recommend 2)
- 6' Step Ladder (recommend 2)
- Power Drill
- 2 ½" - 3" Screws
- Cordless Nail Gun
- Nails (for power nail gun)

- 1) Take all painted boards and place them around the house with their corresponding numbered door or window.



- 2) Use the power drill or cordless nail gun to attach the board to the frame.

- 3) Install board using approximately 4-6 screws or nails vertical on side of the board, and 2-3 screws or nails horizontally on both the top and bottom of board (the number of nails and screws used may vary).

- 4) Use 2 ladders, side-by-side for each window. Use at least 2 people to install windows!



