



# HOFFMAN ESATES FIRE DEPARTMENT

Chief Jeffrey Jorian  
1900 Hassell Road, Hoffman Estates, IL 60169

Phone: 847-843-4825  
FAX: 847-781-4849

## Board-Up Policy

### Request for Services

The Hoffman Estates Fire Department, as a service to our residents and business community, will maintain a list of qualified and approved board-up companies to assist property owners in selecting a company following a fire or other emergency. In instances where the property owner does not have a preference, the Hoffman Estates Fire Department will contact, on a rotating basis, registered companies who have met the criteria below. In order to be considered, companies must agree to the following requirements established by the Hoffman Estates Fire Department.

1. Complete a registration packet annually. The packet must include contact information, a signed copy of this form, and the required documentation listed below.
2. Maintain comprehensive general liability in the sum of \$1,000,000, statutory minimum workmen's compensation, and automobile insurance.
3. Maintain written evidence of criminal background checks completed by an approved third-party entity within the last twelve month period of each employee and made available to police and fire personnel. No employee who has any felony convictions, a misdemeanor conviction relating to theft, larceny, fraud, deceptive practice, or similar related offense may provide services. If an owner or employee is found to not have a current background check on file or an unsatisfactory background check report – the company may be removed from the referral list and may be liable for any associated losses.
4. All vehicles and employees clothing must be clearly marked with the company name and/or logo. All employees will present a company ID with photo to the on-scene incident commander.
5. No company will be allowed on the fire or disaster scene unless it has been requested by the building owner or the Hoffman Estates Fire Department. Companies found "chasing" fires will be removed from the referral list.
6. Board-up companies must have the ability to provide the minimum associated services upon request including, winterization, emergency electrical, emergency heat, temporary fencing, and structural stabilization.
7. Board-up companies must provide a victim assistance program. The program will be provided with the registration packet for review.
8. Board-up companies participating in this program shall hold the Village of Hoffman Estates, and all employees and officials of the foregoing harmless and indemnified against any denied claims, costs, wages, charges, materials incurred by the company in providing services to a project referred by the Hoffman Estates Fire Department. A company's inclusion on the rotating list does not constitute a contract between the company and the Village of Hoffman Estates.
9. Board-up service representatives must arrive on the scene within 60 minutes of being contacted unless a longer ETA is provided and approved at the same time of the initial contact.
10. Failure to meet any of the above requirements as stated may result in the termination of the company's name on the referral list and suspension of at least one (1) full year before any reinstatement will be considered.
11. A review of equipment and facilities may be performed by fire department personnel.
12. A list of 10 references for review shall be submitted with the registration packet.



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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Agent Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Check List:

1. Signed copy of this form
2. Copy of general liability
3. Employee listing of members that have been cleared by the background check
4. Photos of vehicles showing company name and/or logo
5. Photos of marked clothing showing company name and/or logo
6. Listing of additional services that are provided
7. Outline of victims assistant program
8. Copy of 10 references
9. Executed indemnity and hold harmless agreement

\*Proposals must meet all the requirements to be considered.

Applications are due in by January 20, 2017:

## Contact:

Deputy Chief Gregory Schuldt  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, IL 60169  
847-843-4825