



Date Issued: January 5, 2010  
Subject : Site Security – Verified Video Surveillance

Reference: Independent Living BC Non-Profit Housing Design  
and Construction Standards, Revised October 2006  
Provincial Homelessness Initiative Design Guidelines  
& Construction Standards, October 2006

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**SUBJECT:**

The use of verified video surveillance by Sonitrol through the Owner Controlled Insurance program that BC Housing implements.

**PURPOSE:**

Video surveillance under a contractor controlled **Rental Agreement** will significantly reduce full-time site security costs by approximately 50% when compared to a guard service. As an additional service to the project team, designated team members can access the cameras in real time and view them on-line through use of any standard internet connection.

The Owner Controlled Insurance Program, implemented on BC Housing construction projects, includes ‘Warranties Clause for Wood Frame Construction Projects’. The warranties clause has been revised to allow for Video Surveillance instead of a watchman. This new clause can only be implemented of projects that sign a contract after October 1, 2009.

Video surveillance within the ‘Warranties Clause for Wood Frame Construction Projects’ does not apply to projects below \$2,500,000 but only provided that tenants are present. Video surveillance is to be implemented at the commencement of framing of wood-framed structures; this does not restrict the use of video surveillance and can be installed at the start of the project.

**REFERENCE:**

Independent Living BC Non-Profit Housing Design and Construction Standards, (ILBC Standards), Revised October 2006

- **Appendix A Supplementary General Conditions** to the Stipulated Price Contract CCDC2 – 2008 Design-Tender Agreement
- **Appendix B Supplementary General Conditions** to the Stipulated Price Contract CCDC2 – 2008 Design-Build Agreement

Provincial Homelessness Initiative Design Guidelines and Construction Standards, (PHI Standards), October 2006

- **Appendix A Supplementary General Conditions** to the Stipulated Price Contract CCDC2 – 2008 Design-Tender Agreement
- **Appendix B Supplementary General Conditions** to the Stipulated Price Contract CCDC2 – 2008 Design-Build Agreement



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**DESCRIPTION:**

**Change:**

**APPENDIX A & B - SUPPLEMENTAL GENERAL CONDITIONS, OWNER CONTROLLED INSURANCE**

**Site Security – Verified Video Surveillance**

**General:**

BC Housing's Owner Controlled Insurance program includes 'Warranties Clause for Wood Frame Construction Projects', under the warranties clause projects are obligated to provide site security by means of a centrally monitored video surveillance system. The 'Video Surveillance Warranty' sub-clause specifically names Sonitrol as the provider of the video surveillance. Contractors are to utilize Sonitrol for construction security and enter into a Rental Agreement.

Sonitrol electronic security system includes Infrared Cameras, Arm/Disarm reader, 17' flat screen monitor with multi-plexer and ULC monitoring of the alarm system. Each project must include a Digital Video Recorder (DVR) that meets Sonitrol's requirements. At the discretion of the project team, Owner and in consultation with BC Housing, other security features can be incorporated such as wireless rate of rise (heat) sensors, wireless waterbug sensors and gate valve monitoring.

The Contractor is to be contacted for all alarms and must respond to Sonitrol. The Contractor must ensure that the site conditions at the time of arming the alarms will not cause any false alarms from occurring, and in the case of a continuous false alarm due to construction material(s) triggering the alarm, i.e. tarping or caution tape coming loose, the Contractor must correct the problem to prevent the false alarms from reoccurring.

Sonitrol is to provide verified remote video surveillance which must be configured to prevent unauthorized individuals from accessing, tampering with or duplicating recorded information. Adjacent properties have a reasonable and legal expectation of privacy in and immediately around, their homes and place or work. Cameras must not be directed to look through windows or doors of adjacent building or through the window or doors of non-vacant residences. Recorded video should only be viewed where there is a need to do so.



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### **On-Site Set-up:**

Sonitrol electronic security system requires a trespass environment for an alarm to be activated and to respond accordingly. Ideally a fenced perimeter around the construction site would clearly indicate the trespass zone however adaptations may be made for specific sites. Sonitrol will provide relevant information during their initial review of the site.

An operational phone line and a static IP with high speed internet connection is required. The system requires a Digital Video Recorder (DVR) on site that allows cameras, sensors and monitor to be connected to the internet. The DVR should be placed in a dry and secure location, i.e. site trailer, where the persons' responsible for the on-site day to day activities would have easy access to see the monitor throughout the day. The storage, retention and destruction of video recordings will vary, however no more than ninety (90) days and no less than fourteen (14) days of recorded video information should be retained.

Hydro type wood mounting poles will typically need to be installed for mounting the cameras. The installation of the mounting poles will be the responsibility of the Contractor. For some projects other means of mounting surveillance equipment may be used, Sonitrol to provide required mounting information. Mounting poles are to be installed in the location as identified by Sonitrol. Depending on the site conditions Class 5 CCA treated mounting poles are to be either 7620 mm (25'), 9144 mm (30') or 10666 mm (35') and vary in butt diameter from 241-343 mm (9-13.5"); Sonitrol will provide direction on height of mounting pole upon reviewing the site conditions.

Sonitrol electronic security system includes a battery back up power source in case of power loss. For remote locations where power loss could be for extended periods, the Contractor is to ensure alternate power is arranged through a temporary power source such as a portable generator.

Proper signage is required to be posted on site to notify persons prior to entering those areas. Depending on the Ownership of the property different signage is required, check with your BC Housing representative to confirm if the property is either PRHC owned or non-PRHC owned. The following information must be included on the sign:



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**PRHC Owned Property**

- Warning Statement:  
**Warning: Security Cameras**  
**Public Areas May Have Cameras**  
for the Protection of Property and Equipment  
in Accordance with Section 26(b) of the FOIPP  
Act'
- Security Company Name:  
Sonitrol Security Systems
- BC Housing Information & Contact:  
For further information contact:  
BC Housing  
Manager Security and Emergency Services  
1701 – 4555 Kingsway  
Burnaby, BC V5H 4V8  
Phone #: 604-433-1711

**Non-PRHC Owned Property**

- Warning Statement:  
**Warning: Security Cameras**  
**Public Areas May Have Cameras**  
for the Protection of Property and Equipment  
in Accordance with Part 4 – Collection of  
Personal Information, under the PIP Act'
- Security Company Name:  
Sonitrol Security Systems
- Contractor Information & Contact:  
For further information contact:  
'Company Name'  
'Contact Title'  
'Company Address'  
'Contact Phone #'

**Documentation Required:**

Sonitrol requires all applications for electronic security systems to be sent to:  
Kevin Cady  
Account Manager for BC Housing  
Sonitrol Security Systems  
Phone: 604-542-5330 or Toll Free: 1-866-766-4876  
kevinc@sonitrolbc.com

Sonitrol requires building site plans or site dimensions be provided in order to process proposals for electronic security. Provide a list of personnel and stakeholders who will be allowed to; view live and recorded video by logging into the system; have the ability to activate/deactivate the security system; if and when to be contacted due to a verified alarm. The accessibility and contact list is to include person first and last name, company, contact # (cell # required for individuals being contacted immediately), when to be notified and priority, see example below. The Contractor/ Construction Manager is to be contacted immediately, after that it is up to the project team to determine what extent they want to be contacted, if at all.



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**Table: Example of Sonitrol Priority Contact List**

	First Name	Last Name	Company	Contact #	DVR Access	Arm/Disarm System	When to Contact	Priority
1	John	Smith	Contractor	555-555-1234	Live and Recorded	Yes	Immediately	1
2	Jane	Doe	Owner	555-555-6789	Live	Yes	Immediately	2
3	John Jr.	Smith	Contractor	555-555-1235	No	Yes	Do not contact	N/A
4	Johnny	Appleseed	Consultant	555-555-3456	Live	No	Next Business Day	1

**Activation of System on Site Hosting Requirements and End Product:**

Prior to the system being activated on site Sonitrol will provide a tour and on-site training of the security system; all supervisory personnel must attend this training to ensure proper use of the system as well as the activation and deactivation of the system.

Prior to activating the electronic security system on a day to day basis, camera positions are to be visually checked and via the monitor to ensure that the cameras have not been tampered, damaged, are operational and pointed in the proper direction. **Notify Sonitrol immediately of any incident involving camera movement or damage.**

For PRHC owned property, release of any and all video recordings is prohibited, all requests to release video surveillance must contact BC Housing’s Manager of Security and Emergency Services, Steven Bibby, phone # 604-439-4706. Release of any and all video recording must follow Freedom of Information (FOI) guidelines and/or Personal Information Protection Act (PIPA).

Prompt notification must be made to Sonitrol if there are any changes to personnel that are included on the Access List and/or Contact List.

Sonitrol will provide access to a monthly internet report detailing system arming/disarming times, incidents and alarms.

**END**