

## PLAYGROUND EQUIPMENT AND STRUCTURES

### Background

The Division has a responsibility to establish priorities and a system of inspection for maintenance of playground equipment and structures within the Division. This administrative procedure will ensure the Division playground equipment and structures are managed in a safe, efficient manner.

The Playground Equipment and Structure Procedure entails three categories.

1. Inspections
2. Maintenance
3. New Structures

Any playground that is on Division-owned land shall be part of this administrative procedure.

### Procedures

1. Inspections

The Division will conduct two types of inspections:

- 1.1 Detailed Comprehensive Inspection

A Certified Canadian Playground Safety Inspector shall conduct a detailed comprehensive inspection twice per year.

- 1.1.1 Parameters

1.1.1.1 The parameters used for detailed inspection shall be those outlined in CAN/CSA-Z614-98 or the most current CSA Standards.

1.1.1.2 The criteria used for assessing these parameters will be based on safety, budget, and liability.

- 1.1.2 Defects

1.1.2.1 All hazards shall be classified on a 4 point rating system:

- Major – requiring repair within 48 hours
- Moderate – serviceable
- Minor – serviceable, but low priority, watch for deterioration
- No work required at this time

1.1.2.2 Any playground equipment/structures requiring immediate attention shall be noted and forwarded to the Facilities Department for repairs.

1.1.2.3 Results of the inspection shall be recorded on a Playground Inspection Report (Form 546-1).

## 1.2 Maintenance Inspections

1.2.1 Maintenance inspections shall be conducted weekly from April 15 to October 31 of each year and bi-weekly between October 15 to April 15 of each year.

1.2.2 Weather conditions and playground usage may dictate more frequent playground inspections and these shall be determined by the Facilities Department.

1.2.3 Frequency of inspections may be overridden based on the Division's available resources.

1.2.4 All inspections shall assess conditions of the playground structures as outlined in Form 546-2, Playground Inventory and Reporting Checklist.

The Division does rely on the general public to assist in identifying hazards.

## 2. Maintenance

2.1 All repairs and maintenance of playground equipment/structures will be based on the Division's available financial resources

2.2 Prior to replacement of playground equipment components/structures the Division will consider:

- Other viable options for repair
- Level of service
- Cost
- Age

2.3 All repairs shall adhere to the same rating system as identified previously in this procedure as they relate to hazards identified under Section 1.1.2.1 of this procedure.

2.4 All maintenance shall be carried out by the Facilities Department and where no internal capacity is available, the job shall be contracted out.

## 3. New Structures

3.1 The School Principal (with support of the Secretary-Treasurer and the Facilities Department) shall be responsible for procuring all the services in accordance with AP 515 – Purchasing and this procedure and for managing the construction and obtaining the Certificate of Compliance.

3.2 All new playground structures are required to meet or exceed the current CSA Standards at the time of installation.

3.3 In addition to the CSA Standard all new playground structures shall adhere to the Division's Specifications for Playground Equipment as outlined in the appendix to this procedure.

3.4 Playground Suppliers

- 3.4.1 The Division will only consider “suppliers” from manufacturers that meet all standards and specifications as set out in this procedure. All suppliers must be pre-approved by the Division.
    - 3.4.2 Playground suppliers must provide a Certificate of Compliance to current CSA Standards for all playgrounds supplied by them before and after installation.
  - 3.5 A Certificate of Compliance by an independent certified CSA Playground Inspector shall be required upon completion of construction (CSA Standard). The Director of Facilities shall be responsible for obtaining this certificate.
  - 3.6 In the event that volunteers are being used to construct, the school must keep log sheets for the work done. A final accounting of the total cost of the playground is to be provided to the Director of Finance at year-end to ensure proper accounting on the Division’s fixed asset schedule.
4. The Superintendent may enter into an agreement with any municipality or Division in regards to shared responsibility of playgrounds.

Reference: Section 33,51,52,53,68,197,222 Education Act  
Joint Use Agreements – Ward Municipalities  
CSA Standards