

POLICY NO. 07/96

Playground Equipment Maintenance and Inspections

POLICY TITLE:

July 23, 1996

DATE ADOPTED:

To establish guidelines and procedures for the regular inspection, maintenance and repair of playground equipment owned and the responsibility of the Village of Bentley.

PURPOSE:

Council of the Village of Bentley recognizes that safe playgrounds is very important for the health and welfare of Bentley's young citizens and that best efforts should be made to adhere to a regular inspection and maintenance routine.

POLICY STATEMENT:

However, Council also recognizes that good equipment is not enough to reduce or prevent playground hazards or injury. Adult supervision is a critical part of encouraging safe play and offering help if injuries occur.

Council further recognizes that the Village of Bentley has neither the human or financial resources to provide said supervision.

Therefore, Council has determined that the onus of responsibility to provide supervision and ensure safe play is on the parents of the children playing in the playground areas of the Village.

POLICY:

Inspections of playground equipment shall be undertaken every second Monday, between May 1 and September 30 by Public Works Department.

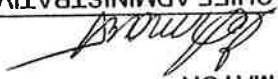
Inspections must be undertaken in accordance with the attached guidelines and checklists.

Inspection checklist sheets are to be completed and a copy submitted to the Village Foreman and the Chief Administrative Officer after each inspection.

Any equipment requiring repair or maintenance should be noted and any potential safety problems highlighted.

The Village Foreman must ensure that any potential safety problems are corrected immediately and any repair or maintenance required be given a high priority in the scheduling of work to be undertaken.

CHIEF ADMINISTRATIVE OFFICER



MAYOR



Adopted by Bentley Village Council this 23 day of July, 1996.

CHAIRMAN



Endorsed by the Bentley Recreation and Cultural Board this 26 day of June,
1996.

**GUIDELINES FOR INSPECTION OF
PLAYGROUND EQUIPMENT
AND PLAY AREAS**

1. Remove all glass, rocks and debris immediately around surface area of play structures.
2. Support Beams - check to make sure they are securely fastened to platforms. Remove concrete if exposed with sledge hammer or with ground surface materials.
3. Steps leading into apparatus:
 - a. make sure they are secure
 - b. check bolts if missing or for tightness
 - c. check welds on metal steps
 - d. remove protruding nails, if any
 - e. if steps missing - repair immediately - if impossible, block off entrance to steps until repair is made
4. Handrails on steps:
 - a. check welds, bolts or nails
 - b. replace any broken rails or one with excessive cracks and wear
 - c. if materials not on hand, block off entrance until repair is made
5. Tire steps:
 - a. make sure they are fastened top and bottom
 - b. check bolts and plates holding tires in place or together to make sure they are not tearing through. If there is a problem, repair by putting in new tire or if it can't be done immediately, remove. Make sure you put up a guard rail on platform to prevent children from falling down exposed entrance.
6. Chain or Rope Ladders:
 - a. make sure they are fastened top and bottom
 - b. check carriage bolts to make sure they are in place, replace if necessary.
 - c. The bolts hold chains in place.
 - c. check for wear on chain or rope. Repair if necessary. If this is not possible, remove, block off platform area by putting up temporary guard rail and make secure.

7. Platforms:
Check bolts, pipe rods, welds and wood.
- replace or tighten bolts immediately
 - pipe rods - if bent, remove and replace
 - wood should show no rot, splinters or excessive wear so in order to provide proper walking surface
 - replace wood with excessive cracks
8. Guard Rails:
- check support rails, bolts or welds. Tighten or re-weld immediately
 - if support rail on top rail is broken, replace immediately
 - wood should have no visible rot or splinters and cracks. If it cannot be replaced immediately, remove and block off until material available.
9. Slides - steel bed or plastic:
- make sure they are properly fastened top and bottom, tighten bolts or replace. Check welds if any.
 - check for safety of overlaps on sliding surface, remove sharp edges
 - check for corrosion
 - tube slides should have no cracks, sharp edges and should be properly fastened. File off sharp edges, remove tubes with excessive cracks. Block off access if slide is removed.
 - remove exposed concrete with sledge hammer
10. Monkey Bars:
- check for bolts, welds on hand rails and support bars
 - make sure properly fastened at both ends
 - hand bars should not be able to slide back and forth
 - if any conditions above are evident, repair by tightening bolts, or remove if welds broken
11. Tire Swings:
- check tightness of bolt holding swivel and wear on cross support
 - check swivel for wear
 - check grease nipples - lubricate and replace if required, remove excess lubricant

12. Miscellaneous Equipment:
- REMOVE IF UNSAFE AND REPAIR CANNOT BE MADE IMMEDIATELY
- d. check "S" hooks on top to make sure not worn and hooks are closed
 - e. check chains for worn links
 - f. check "S" hooks on bottom to make sure not worn and hooks are closed
 - g. check tire so that bolt and plate are fastened properly and not wearing through rubber
 - h. check tire for wear and cracks
13. Swings:
- a. check for tightness of bolts
 - b. check for metal wear on sliding hooks
 - c. grease nipples on unit
 - d. check all other units added to overall structure for tightness of bolts and all welds
14. Spring Animals:
- a. check bolts that fasten unit to concrete base for tightness and wear
 - b. hand support bars in place and secured tightly
- a. Seats - check for cracks or cuts in rubber
 - safety bar on baby seats should slide properly and be intact
 - b. Chains - check chains for worn links - replace if necessary
 - c. "S" Hooks - check for wear at seat and pivot joint on top support bar
 - check if they are properly closed
 - replace if necessary
 - d. Pivot Point - check for wear, remove entire swing if unit worn and you don't have one on hand (unit is on top support bar)
 - remove exposed concrete on base poles
 - check swing swivels on top support bar for lubrication.
 - Grease nipples or oil swivel if required.

15. Trepo Wheels (Merry-go-rounds):
- a. check all holding bars to make sure they are secure. Repair or remove.
 - b. check flooring for security, metal fatigue
 - c. check all welds
16. Teeter-Totters:
- a. check sleeve that fastens it to supports - grease if necessary
 - b. check for wood fatigue, excessive cracks, splinters, welds on seating boards
17. Sand Boxes:
- a. check for glass and debris
 - b. remove nails, splinters, etc. from beams surrounding play box
 - c. check for animal droppings in sand and remove
18. Surface Materials:
- a. rake materials to fill holes under and around apparatus and to find unexposed glass in surface
19. Park Benches around Playground Structures:
- a. check for loose boards, tighten bolts
 - b. check for excessive wear caused by normal use or vandalism - replace boards
 - c. cracked or defaced wood - remove and repair
 - d. graffiti - remove or repair
20. Garbage Containers:
- a. empty all garbage cans before leaving, if required

General Comments:

1. If repairs cannot be made immediately and you block off certain areas - temporary use of a padlocked chain, plywood sheets or 2 x 4's nailed - wired over exposed opening. Signs indicating "Temporarily under repair" could be used if available.
2. At all times, if repairs are excessive or supplies are not available and if in doubt of what to do, contact the Administrator or Village Foreman.

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50 AVENUE PLAYGROUND AND PARK
PLAYGROUND EQUIPMENT AND GROUNDS CHECKLIST

DATE: _____

DATE REPAIRED	COMMENTS	EQUIPMENT
		Slides:
		1. Landing area - sand - no stones; min. 1 foot high
		2. Base anchored in unexposed concrete
		3. Metal parts, acceptable (no welds broken, no sharp edges)
		4. Safety of overlaps on sliding part
		5. Steps firm
		6. Slide rails smooth (no broken welds or sharp edges)
		7. General - Note any safety problems which could arise with this equipment
		Merry-go-Rounds:
		1. Holding bars secure, floor secure and free from metal fatigue
		2. No welds broken.
		3. No sharp edges.
		4. Area around apparatus free from rocks and slicks.
		5. General - note any safety problems which could arise with this equipment.
		Swings:
		1. Area beneath swings - sand free from glass, rocks, slicks.
		2. Legs anchored in unexposed concrete.
		3. Metal parts acceptable - no rust, cracks, broken welds.
		4. Joints and clamps firm and complete.
		5. Swivel joints - not worn; greased.
		6. Chains and links and "S" hooks (wear, cracks).
		7. Seats and seat clamps.

DATE REPAIRED	COMMENTS	EQUIPMENT
		8. Seats from ground - 8" min.; 24" max.
		9. General - note any safety problems which could arise with this equipment.
		Glider Swings:
		1. Area beneath swings - sand free from rocks, glass, sticks, etc.
		2. Legs anchored in unexposed concrete.
		3. Metal parts acceptable - no rust, cracks, broken welds.
		4. Joints and clamps firm and complete.
		5. Swivel joints - not worn, greased.
		6. Seats and seat clamps.
		7. Seats from ground - 8" min.; 24" max.
		8. General - note any safety problems which could arise with this equipment.
		Teeter-Totter:
		1. Area beneath seats - sand free from rocks, glass, sticks, etc.
		2. Sleeve that fastens to support secure.
		3. Metal parts - no cracks, rust, broken welds.
		4. Legs anchored in unexposed concrete.
		Basketball Backstops and Hoops:
		1. Posts firmly anchored.
		2. Backstop firmly anchored.
		3. Area level and free from rocks.
		4. General - note any safety problems which could arise with this area.

DATE REPAIRED	COMMENTS	EQUIPMENT
		Creative Playgrounds: 1. Tires - free from unexposed wires - connecting links secure - bolts are smooth on ends - nut tight
		2. Woodwork - free from nails, sharp edges, splinters and rot 3. Steel - free from corrosion, sharp edges, rust, cracks
		4. Cables - free from broken strands and sharp edges
		5. Chains - free from wear, sharp projections - clamps secure, links not worn
		6. Sand - free from stones, glass, sticks
		7. Foollings - buried with sand
		8. General - note any safety problems which could arise with this equipment
		Spring Horses: 1. Bolts that fasten to base secure, tight 2. Hand and foot supports in place and secure. 3. General - note any safety problems that could arise.
		Skate Board Ramp: 1. Braces secure, nuts/bolts tight. 2. Sections securely fastened to each other. 3. No sharp metal edges. 4. General - note any safety problems that could arise.
		Park Benches & Picnic Tables: 1. Board secure, bolts tight. 2. No excessive cracks, splinters. 3. No graffiti. 4. General - note any safety problems that could arise.

**48 AVENUE PLAYGROUND
PLAYGROUND EQUIPMENT AND GROUNDS CHECKLIST**

DATE: _____

DATE REPAIRED	COMMENTS	EQUIPMENT
		1. Area beneath swings - sand free from glass, stones, sticks.
		2. Legs anchored in unexposed concrete.
		3. Metal parts acceptable - no rust, cracks, broken welds.
		4. Joints and clamps firm and complete.
		5. Swivel joints - not worn, greased.
		6. Chains and links and "S" hooks (wear, cracks).
		7. Seals and seat clamps.
		8. Seals from ground - 8" min.; 24" max.
		9. General - note any safety problems which could arise with this equipment.
		Slides:
		1. Landing area - sand - no stones, min. 1 ft. high.
		2. Base anchored in unexposed concrete.
		3. Metal parts, acceptable (no welds broken, no sharp edges).
		4. Safety of overlaps on sliding part.
		5. Steps firm.
		6. Side rails smooth (no broken welds or sharp edges).
		7. General - note any safety problems which could arise with this equipment.
		Monkey/Gymnastic Bars:
		1. Pipe - free from corrosion, sharp edges, rust, cracks.
		2. Footings - buried - no concrete exposed.

48 AVENUE PLAYGROUND
PLAYGROUND EQUIPMENT AND GROUNDS CHECKLIST

DATE: _____

EQUIPMENT	COMMENTS	DATE REPAIRED
Swings:		
1. Area beneath swings - sand free from glass, stones, sicks.		
2. Legs anchored in unexposed concrete.		
3. Metal parts acceptable - no rust, cracks, broken welds.		
4. Joints and clamps firm and complete.		
5. Swivel joints - not worn, greased.		
6. Chains and links and "S" hooks (wear, cracks).		
7. Seats and seal clamps.		
8. Seats from ground - 8" min.; 24" max.		
9. General - note any safety problems which could arise with this equipment.		
Slides:		
1. Landing area - sand - no stones, min. 1 ft. high.		
2. Base anchored in unexposed concrete.		
3. Metal parts, acceptable (no welds broken, no sharp edges).		
4. Safety of overlaps on sliding part.		
5. Steps firm.		
6. Side rails smooth (no broken welds or sharp edges).		
7. General - note any safety problems which could arise with this equipment.		
Monkey/Gymnastic Bars:		
1. Pipe - free from corrosion, sharp edges, rust, cracks.		
2. Footings - buried - no concrete exposed.		

DATE REPAIRED	COMMENTS	EQUIPMENT
		3. Sand - free from stones, glass, sticks.
		4. General - note any safety problems which could arise with this equipment.

**NEXT TO OLD BALL DIAMOND
PLAYGROUND EQUIPMENT AND GROUNDS CHECKLIST**

DATE: _____

DATE REPAIRED	COMMENTS	EQUIPMENT
		Creative Playgrounds:
		1. Tires - free from unexposed wires - connecting links secure - bolts are smooth on ends - nut tight
		2. Woodwork - free from nails, sharp edges, splinters and rot
		3. Steel - free from corrosion, sharp edges, rust, cracks
		4. Cables - free from broken strands and sharp edges
		5. Chains - free from wear, sharp projections - clamps secure, links not worn
		6. Sand - free from stones, glass, sticks
		7. Follings - buried with sand
		8. General - note any safety problems which could arise with this equipment.