



# Wetaskiwin Regional Public Schools

## Guidelines for Planning & Constructing New Creative Playground Structures



## **1.0 Forward**

This document is provided to assist in all stages of the construction of new child play spaces in The Wetaskiwin School Division. Throughout the document, reference is made to CAN/CSA-Z614:20 National Standard of Canada *Children's playground equipment and surfacing*. This edition supersedes editions published in 1990, 1998 and June 2003.

## **2.0 Administrative Procedure**

All playground equipment and spaces must follow AP 546 Facility and Grounds Management, which states, "*All playground equipment and its placement must be approved by the Senior Administration and must conform to CAN/CSA Standards.*"

## **3.0 Summary of Procedures**

### **3.1 Preliminary Stages**

Contact the Director of Facilities to review proposed site locations (See Section 14 of the CAN/CSA Standards). During initial discussions, consider the placement of playground equipment and spaces in relation to drainage and impediments. The location should consider the following:

- ☐ Avoid low areas where water collects;
- ☐ Avoid obstruction of surface drainage channels;
- ☐ Avoid areas of poor visibility which avail themselves of vandalism;
- ☐ Avoid any sloped area which may be used as a toboggan hill;
- ☐ Avoid any area that conflicts with existing facilities;
- ☐ Avoid any area that conflicts with active sports fields (A minimum of six meters must separate playgrounds from active sports fields).
- ☐ Avoid obstructing maintenance access to the field or facilities.

### **3.2 Documents Required for Preliminary Approval**

For playground projects to proceed, the following documents must be submitted to the Director of Facilities:

- ☐ An accurately scaled plan which includes compass orientation, equipment specifications and actual site materials such as fences, other equipment, sidewalks, asphalt areas, trees, etc;
- ☐ List of volunteers who will be working on the project;
- ☐ Proof of a current WCB account and \$5 million liability insurance for any contractor working on the site (volunteer or paid).

### **3.3 Senior Administration Review**

- Once the Senior Administration has reviewed and accepted the appropriate documentation, the proposed playground project will be discussed at the Senior Admin and Directors Meeting.

### **3.4 Finance and Facilities Committee Review**

- Upon Senior Administration Review, the project will be presented at the next Board meeting for referral to the Finance and Facilities committee for recommendation and approval.

### **3.5 Board of Trustees Approval**

- If the proposed playground project is supported, the Finance and Facilities committee will bring a motion to proceed to the Board of Trustees.

### **3.6 Project Completion**

- Upon completion of the project, the following documents must be submitted to the Director of Plant Facilities:
  - ☐ Daily Timesheets for all volunteers for submission to WCB;
  - ☐ Copy of manufacturer's warranty and playground installation specifications

## **4.0 Specifications**

**4.1** All playground designs and equipment must meet the guidelines specified in CAN/CSA-Z614:20 National Standard of Canada *Children's Playground Equipment and Surfacing*.

### **4.2 Surfacing Materials**

- Acceptable play space surfacing materials are available in two basic types: loose fill and unitary.
- Loose fill includes, but is not limited to, beach sand, pea gravel and shredded wood products.
- Unitary surfaces are generally rubber mats or a combination of rubber-like materials held in place by a binder poured in place at the playground site.
- Section 10 of the CAN/CSA-Z614:20 National Standard of Canada *Children's playground equipment and surfacing* must be referenced when decisions are made to determine play space surfacing materials.
- The preferred play space material at WRPS playgrounds is pea gravel.

### **4.3 Border Materials**

- Borders are to be constructed out of two 6" X 6" treated timbers with rounded edges where exposed;
- Timbers must be pinned down with 1' x 4' rebar pins with washers welded to the top.
- Timbers must be pinned down every 1.8 m (6').
- Border corners can be either butt-jointed or cut to fit at 45 degrees.
- Minimum clearance from the outside edge of the border to any landscape fixture, such as trees or shrubs, must be 8 m (26').
- Benches may be installed inside the border, but garbage receptacles must stay outside.

### **4.4 Support Posts (see Section 8.3.1)**

- All posts are to be set in concrete to a minimum depth of .8 meters.
- Auger dirt must be removed from around the top and bottom of the holes before concrete is poured.
- Concrete footings must be 15 cm (6") below the subgrade level.
- Concrete footings must be designed to reduce frost heave, with smooth sides and no flare at the top.

### **4.5 Clean Up (see Section 8.3.2.5)**

- The group performing the installation is responsible for removing all construction garbage from the site.

## **5.0 Maintenance**

- Until the end of the twelve-month warranty period, maintenance is the responsibility of the manufacturer/supplier (excluding vandalism and accidental damage).
- It is the responsibility of the group sponsoring the new playground equipment to ensure that any sod laid or seed sown is watered for an appropriate period to ensure "rooting," typically one month.

## **6.0 Warranty**

- All equipment must be guaranteed to be free of defects in workmanship and material for one year from the date of acceptance.
- Pressure-treated wood on decks or ramps must be guaranteed against decay for a minimum of fifteen years.
- Warranty must be a consideration when determining the vendor of equipment.

- At the discretion of WRPS Plant Facilities, playground equipment may be removed when it has aged to the point that it is a safety concern. The school will be notified when playground equipment is removed due to end of life.

### **7.0 Items Not Recommended in WRPS Playgrounds**

- Trees should not be planted near any playground equipment in WRPS due to the likelihood of vandalism and accidental damage.
- Cargo or climbing nets constructed of steel-core poly ropes are not recommended due to the nature of wear that occurs. (Steel wears through the coating at junction points and then becomes frayed).

### **8.0 Prohibited Items in WRPS Playgrounds**

- Wooden upright posts and wooden railings are not permitted.
- Nails are not permitted.
- Conventional swings with board seats are not permitted. Belt seats must have spring steel inserts to guard against vandalism and be impact-resistant with rounded edges. See Section 15.7 for swing requirements.
- Tripod swings are not permitted. (These are swings suspended from criss-cross telephone poles set in the ground.)
- Slides constructed of PVC plastic are not permitted. These slides are susceptible to vandalism and deterioration when exposed to ultraviolet light. Slides constructed of injection-moulded polyethylene will be acceptable as long as they are treated to be ultraviolet-resistant and are double-sided. Metal slides must be installed to face either east or north. See Section 15.6 for more information.
- Large implement tires, telephone poles and concrete culverts are not permitted.
- See-saws are not permitted.
- Merry-go-rounds are not permitted.
- Maypoles are not permitted.
- Plastic moulded tires for tire swings are not permitted.
- Cable rides are not permitted.
- Prototype equipment that has yet to be field-tested is not permitted.
- Tire swings suspended by poly-covered wire rope are not permitted.

## **9.0 Personnel**

### **9.1 Volunteers**

School volunteers, through their donation of time and talent, contribute significantly to the successful operation of a school. All volunteers on a playground project must conform with WRPS Safety Guidelines. All volunteers must complete Form 490-1 Volunteer Registration Form.

Additionally, all volunteers working on the installation of a playground are to be under the direct supervision of the authorized playground installer for the duration of the installation. The authorized playground installer must be an employee of the contracted playground equipment vendor.

All volunteers must wear the following Personal Protective Equipment while on site:

- CSA-approved steel-toed footwear
- CSA-approved hard hats
- CSA-approved safety glasses
- Reflective vest
- Gloves (recommended)

### **9.2 Contractors**

All contractors working on the installation of a playground are to be under the direct supervision of the authorized playground installer for the duration of the installation. The authorized playground installer must be an employee of the contracted playground equipment vendor.

Contractors (volunteer or paid) must do the following:

- Ensure that all workers use appropriate CSA-approved personal protective equipment as Occupational Health and Safety requires.
- Provide proof of contractor liability insurance (\$5 million) and evidence of good standing with WCB (Workers Compensation Board).
- Ensure that any operators of contractor-owned equipment have experience in operating the equipment. Any operator of contractor-owned equipment becomes an employee of the contractor.
- Recognize that any physical damage to or caused by the contractor-owned equipment is the contractor's responsibility.
- Recognize that when donating the use of equipment, both the equipment and the insurance remain the responsibility of the equipment owner.
- Ensure that vehicles and/or mobile equipment on site have adequate liability insurance (\$5 million).

## **10.0 Acceptance**

Before the equipment is used and prior to the release of any payment, the Director of Facilities shall conduct a thorough inspection. Items shall be checked for compliance with the plans and specifications. A Canadian-certified playground Inspector will also check compliance with recommended clearances and space requirements.

## **11.0 Project Monitor**

**Project Location:** \_\_\_\_\_

*Guidelines Received:*

_____	_____	_____
<i>Sponsor/School Principal</i>	<i>Plant Facilities Director</i>	<i>Date</i>

*Site Approval Clearance:*

_____	_____	_____
<i>Sponsor/School Principal</i>	<i>Plant Facilities Director</i>	<i>Date</i>

*Equipment/Layout Proposal Approval:*

_____	_____	_____
<i>Sponsor/School Principal</i>	<i>Plant Facilities Director</i>	<i>Date</i>

*Approval to Proceed:*

_____	_____
<i>Board Motion</i>	<i>Date</i>

*Final Inspection:*

_____	_____	_____
<i>CPS Inspector</i>	<i>Plant Facilities Director</i>	<i>Date</i>