







































Steps to a Successful Play Structure



FACILITIES AND ASSET MANAGEMENT
This document is available on-line at:
http://www.pps.k12.or.us/depts/fam/safe_play_structure.pdf

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This Document contains hyperlinked graphics and text

Step 1 Talk with the Principal / Enlist Support

- ☐ Express your willingness to help; communicate your ideas.
- ☐ Get the Principal's signed, written approval to proceed. (This can be in the form of a letter or a Project Application Form)
- ☐ Enlist Support.
 - Form a Donor Group. Seek Community Involvement.
 - Contact Facilities and Asset Management (503-916-3401)

Choose PPS Facility from drop list

Project:

| Donor Group Submittals Have the following submittals been received by Facilities and Asset Management? | | | | |
|---|--------------------------------|--|-------|--|
| Yes | No | Submittal: | Date: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Authorization letter or Project Application Form | | Provide a "Project Application Form" or a letter from the school principal authorizing your project and designating a primary contact for the project at the school. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Certificate of General Liability Insurance | | The donor group should carry general liability insurance for their project prior to final inspection and district possession. There is a minimum \$1,000,000 single limit required on this policy. PTA's are generally covered if they belong to the National PTA. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Hold Harmless Agreement (A) | | This is required when volunteering labor on District property. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Request for Authorization to Receive Donation of \$5,000 or Above. | | This form is provided by the District and is forwarded to the DOSA for your school when it is received. <u>District policy 7.10.021</u> requires that the Office of the Superintendent approve donations over \$5000. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Permits for Donated Improvements. | | The District provides these forms to you. (2) Signed copies are required. The District will keep one on record and one will be signed by the District and returned (after the School Board passes a Resolution of Exemption from State Public Procurement Laws for your project). The Resolution must be advertised a min. of 14 days prior to a Board Meeting, so plan accordingly. Board meetings are typically on the second and fourth Monday of each month at 6:30 pm |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | A copy of the Donor Groups Agreement with any Contractors. | | Any contracts guarantees etc. |



Step 2 Define your Mission

For Example:

- We envision our children enjoying a safe, accessible and durable play structure, by the start of school next year. The structure will engage their imaginations and their playful spirits and provide them with a range of social & physical activities. It will be attractive, respectful of the neighbors, and will be an asset to our community. It will be environmentally friendly. It will be fun!

Step 3 Review Your Assets / Determine Your Needs

- ❑ Review your existing play structure for safety.
(Facilities and Asset Management can assist you with this.)

| Safety Assessment Survey | | | |
|---------------------------------|--------------------------------|--|---|
| Yes | No | Inspection items: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the area free of toxins? | Older structures may contain toxins such as lead or arsenic, which can be ingested or absorbed. Peeling paint or wooden structures are indicators that these toxins may be present. CPSC Staff Recommendations for Identifying and Controlling Lead Paint on Public Playground Equipment Protocol Sampling Chromated Copper Arsenate (CCA)..... |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is there adequate protective surfacing? | The surface beneath the play structure should be soft, minimally 12" deep (if loose fill) and free of hazards (rocks, glass, needles etc.). The fall zone should extend at least 6 ft. uniformly about the structure, and even further at slide ends (the height of the slide plus 4 ft) and tire swings (the height of the pivot plus 6 ft) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are the decks at safe heights? | No deck should be over 6' high. No climbing equipment should be attached to a deck over 5'-4" high. All decks and ramps should have guardrails. There should be no gap between the outside face of decks and the inside face of guardrails. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment free of protrusions? | There should be no protrusions that could puncture, cut or scrape a child, or become a point of entanglement. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment free of entanglement hazards? | Entanglements are leading cause of playground fatality! There should be no place where a drawstring, a piece of loose clothing or a bicycle helmet could get caught. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment free of entrapment hazards? | There should be no openings between 3.5 and 9 inches on the play structure. Stair risers should be enclosed. Deck should extend to the outside face of railings. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment free of hiding places? | Proper supervision is essential. Are there any panels or enclosures (like tubes) that hamper proper supervision? Concealment will promote unwanted and unintended uses. |

| Safety Assessment Survey (continued) | | | |
|---|--------------------------------|--|---|
| Yes | No | Inspection items: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment free of hazardous moving parts? | Moving parts can pinch crush or shear appendages. Check tire swings for worn swivel boots. Check suspension bridges for pinch points, Wheels for leverage, suspended balance activities for pounding, etc. Consider removing track rides, merry go-rounds, teeter totters and swingsets. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the area free of tripping hazards? | There should be no tree roots, curbs, exposed footings etc. that could trip a child. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment properly maintained and in good repair? | There should be no loose or missing fasteners There should be no splintering rotting rusting or peeling. There should be no broken or excessively worn parts. Surfacing should be of proper depth and uniformly distributed. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the equipment age appropriate? | No piece of equipment should be beyond the skill level of the intended users (5-12 yrs old) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have the children been instructed on the proper use of play equipment? | Children should be taught: <ul style="list-style-type: none"> <input type="checkbox"/> To wait their turn (no pushing) <input type="checkbox"/> Not to wear clothing that can choke. (hooded sweatshirts, drawstrings, bicycle helmets, etc.) <input type="checkbox"/> To watch where they are going and to stay clear of moving equipment. <input type="checkbox"/> Not to use equipment they're not ready for. <input type="checkbox"/> Etc. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are the play activities being supervised? | An adult should be on hand to supervise. It is recommended that a ratio of 1:20 (teacher / student) not be exceeded for proper supervision. |
| Further Info: | | (Handbook for Public Playground Safety) Office of Information and Public Affairs U.S. Consumer Product Safety Commission Washington, D.C. 20207 | |

- ❑ Review your existing play structure for accessibility.
(Facilities and Asset Management can assist you with this.)

| ADA Assessment Survey | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------------------|---|---|---------------------|--------------------------------------|---|----|-----|-----|-----|-----|------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-----|---------------------------|
| Yes | No | Inspection items: | Comments: | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is there an accessible route to the play area? | <u>ADAAG Section 4.3</u> | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the safety surfacing within the play area accessible? | <u>ASTM F1951-99</u> (PPS requires that <u>all</u> surfacing beneath a new play structure be accessible) | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Does the structure incorporate a transfer platform or a ramp? | Play areas with less than 20 elevated play components may use a transfer system instead of ramps to connect 50% of the elevated components. Play areas with 20 or more elevated components must use ramps to connect 25% of those components. | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are there enough appropriate ground based activities? | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000000; color: #ffffff;"> <th style="width: 60%; padding: 5px;">Elevated Components</th> <th style="width: 40%; padding: 5px;">Min. No. of Ground Components / type</th> </tr> </thead> <tbody> <tr><td style="text-align: center; padding: 5px;">1</td><td style="text-align: center; padding: 5px;">NA</td></tr> <tr><td style="text-align: center; padding: 5px;">2-4</td><td style="text-align: center; padding: 5px;">1/1</td></tr> <tr><td style="text-align: center; padding: 5px;">5-7</td><td style="text-align: center; padding: 5px;">2/2</td></tr> <tr><td style="text-align: center; padding: 5px;">8-10</td><td style="text-align: center; padding: 5px;">3/3</td></tr> <tr><td style="text-align: center; padding: 5px;">11-13</td><td style="text-align: center; padding: 5px;">4/3</td></tr> <tr><td style="text-align: center; padding: 5px;">14-16</td><td style="text-align: center; padding: 5px;">5/3</td></tr> <tr><td style="text-align: center; padding: 5px;">17-19</td><td style="text-align: center; padding: 5px;">6/3</td></tr> <tr><td style="text-align: center; padding: 5px;">20-22</td><td style="text-align: center; padding: 5px;">7/4</td></tr> <tr><td style="text-align: center; padding: 5px;">23-25</td><td style="text-align: center; padding: 5px;">8/4</td></tr> <tr><td style="text-align: center; padding: 5px;">>25</td><td style="text-align: center; padding: 5px;">8 + 1 for ea. 3 over 25/5</td></tr> </tbody> </table> | Elevated Components | Min. No. of Ground Components / type | 1 | NA | 2-4 | 1/1 | 5-7 | 2/2 | 8-10 | 3/3 | 11-13 | 4/3 | 14-16 | 5/3 | 17-19 | 6/3 | 20-22 | 7/4 | 23-25 | 8/4 | >25 | 8 + 1 for ea. 3 over 25/5 |
| Elevated Components | Min. No. of Ground Components / type | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | NA | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-4 | 1/1 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5-7 | 2/2 | | | | | | | | | | | | | | | | | | | | | | | | |
| 8-10 | 3/3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-13 | 4/3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 14-16 | 5/3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 17-19 | 6/3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 20-22 | 7/4 | | | | | | | | | | | | | | | | | | | | | | | | |
| 23-25 | 8/4 | | | | | | | | | | | | | | | | | | | | | | | | |
| >25 | 8 + 1 for ea. 3 over 25/5 | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | If a piece of equipment is not accessible, is there a like piece of equipment that is? | Your play structure should provide like experiences for both able bodied and disabled users. | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are the accessible steps on your play structure adequate? | Steps should be a maximum of 8” high; and should be at least 24” wide and be 14” deep | | | | | | | | | | | | | | | | | | | | | | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are the special needs of disabled students and /or parents being met? | You are encouraged to address the needs of all students at your school. Don’t think of disabilities just in terms of a wheelchair. | | | | | | | | | | | | | | | | | | | | | | |
| Further Info: | | <u>A Guide to the ADA Accessibility Guidelines for Play Areas</u> <u>ADA Accessibility Guidelines for Play Areas</u> Copies of the play area accessibility guidelines and further technical assistance can be obtained from the U.S. Access Board, 1331 F Street, NW, Suite 1000, Washington, DC 20004-1111; 800-872-2253, 800-993-2822 (TTY), pubs@access-board.gov. | | | | | | | | | | | | | | | | | | | | | | | |

- ❑ Assess your site to determine an appropriate location for your play structure.
(Facilities and Asset Management can assist you with this.)

| Site Assessment Survey | | | |
|---------------------------------|--------------------------------|---|---|
| Yes | No | Inspection items: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Will the existing play pit accommodate the new structure? | If your play pit is over-sized or if you are removing an outmoded play structure; Consider the existing play pit as the location for your new play structure. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is there adequate drainage? | If there are signs of ponding, or if a percolation test fails (soil doesn't drain), additional drainage will be required. Close proximity to a catch basin will be advantageous. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the location visible from the street? | Visibility from the street will facilitate supervision, and decrease vandalism and misuse. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the area free of overhead power lines? | There should be no overhead power lines above your proposed site. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the area free of buried utilities? | Call before you finalize your site selection. <u>Call before you dig.</u> When you are ready for a locate, call 1-800-322-2344 |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the area free of conflicting uses? | The location of the structure should not interfere with other current or foreseen activities It should not hamper access by emergency vehicles. Before selecting a work staging area (locating storage containers or fencing) verify the areas availability with Civic Use of Buildings 503-916-3268 |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are there existing site amenities that would compliment a play structure? | Shade trees, benches, drinking fountain, parking, etc. |

- ❑ Review your funding goals and establish a budget and schedule that will meet your objectives.
(Typical play structures cost between \$15,000 and \$25,000; but can cost more depending on size and other variables)
- ❑ Create a plan to raise needed funding.
(You may appeal for funds from any and all potential donors, however the PPS Office of the Superintendent must approve donations of \$5000. and over.)
 - Solicit Grants

| Potential Grant Sources | | | |
|---|---|--|----------------|
| Foundation | Contact Name | Mailing Address | Phone |
| Oregon School Safety Association  | | 220 NW 2nd Ave., Suite 800 Portland, OR 97209 | (503) 219-3232 |
| Portland Parks & Recreation  | | 1120 SW Fifth Ave. Suite 1302 Portland, Oregon 97204 | 503-823-PLAY |
| Nike P.L.A.Y. Foundation  | | Public Affairs Department One Bowerman Drive Beaverton, OR 97005 | 503-671-6453 |
| Ronald McDonald Children's Charities  | | 5000 SW Meadows #200 Portland OR 97034 | 503-282-1234 |
| Meyer Memorial Trust  | Charles S. Rooks | Executive Director 1515 SW Fifth Avenue, Suite 500 Portland OR 97201 | 503-228-5512 |
| Intel Foundation  | Peter Broffman | Executive Director 5200 NE Elam Young Parkway Hillsboro, OR 97124-6497 | 503-696-8094 |
| The Ford Family Foundation  | | 1600 NW Stewart Parkway Roseburg, OR 97470 | (541) 957-5574 |
| The Collins Foundation  | Cynthia Addams | 1618 SW First Avenue Suite 505 Portland, Oregon 97201 | (503) 227-7171 |
| Dean & Gladys Webster Charitable Trust | Gladys Webster | MAC 6540-141 Trust Tax Department P.O. Box 2971 Portland, OR 97208 | |
| Sidney & Alyne Schlesinger Charitable Foundation | S. Miles Schlesinger | 7000 SW Hampton St. Suite 1124, Tigard OR 97223 | 503-968-6500 |
| Further Information: | Council on Foundations The Foundation Center | | |

| Examples of Fund-Raising Projects: | |
|---|--|
| <u>Encouraged</u> | <u>Discouraged</u> |
| <ul style="list-style-type: none"> ❑ Auctions. ❑ Auditorium Shows ❑ Book Sales ❑ Coin Pitch ❑ Dinners and luncheons, food sales, refreshment centers ❑ Gift wrap sales (with approved vendor through Purchasing Department) ❑ Hobby shows. ❑ Home tours ❑ Movies ❑ Plant Sales ❑ Play and Movie Sponsorships ❑ Rummage sales (off school premises) ❑ School Store ❑ Sporting events ❑ Staff talent shows ❑ T-shirt, sweatshirt sales. | <ul style="list-style-type: none"> ⊗ Bingo ⊗ Cake Walks Based on Chance ⊗ Donkey Basketball ⊗ Door Prizes ⊗ Fish ponds based on chance ⊗ Guessing number of articles in a receptacle ⊗ Lotteries and raffles ⊗ Pony rides (danger involved) ⊗ Roulette-type games. ⊗ Sales of home-baked goods. ⊗ Used clothing sales |


When planning fund-raising projects consider the following criteria:



- Children shall not be exploited in any way. (Activities imposing on classroom schedules, unnecessary involvement of children during school time, etc.)
- Health and sanitation codes shall be observed. This rules out such activities as pony rides, beauty shops, etc.
- Activities wherein the result is determined primarily by the laws of chance rather than through the skills of the individual are contrary to the laws of the State of Oregon; and should not be used for fund-raising.
- You can donate either a “turn-key” play structure to the District, or donate funds directed toward a play structure. If you choose to donate funds they will be apportioned on a 2:1 ratio (67% to the local school and 33% to the District wide foundation). Also since the donation dollars become public dollars, contractors will need to pay prevailing wage rates, and a formal bidding process may also be required.

Step 4 Select Your Vendor and Equipment

The new play equipment must:

- Comply with [ASTM F1487-01](#)
[Standard Consumer Safety Performance Specification for Playground Equipment for Public use.](#) ([IPEMA](#) certification is preferred)

| Pre Approved Equipment – Local Vendor List | | | | |
|---|---|------------------------------------|---|---|
| Equipment Line | Vendor | Contact Name | Contact Information | Comments: |
|  Play Booster | Recreation Resource | <u>Jack Dalton</u> | P.O. Box 4508 Salem OR 97302 1-800-635-2525 Fax: (503) 581-7863 <u>Jack_Dalton@4funlsi.com</u> |  |
|  | Columbia Cascade | Phil Gibbs | 1975 SW Fifth Avenue Portland OR 97201-5293 503-223-1157 Fax: 503-223-4530 <u>hq@timberform.com</u> | |
|  Super Max | Wildwood Playgrounds | Steve Lebwohl | 3707 NE Columbia Blvd. Portland Oregon 97211 503- 288-5797 Fax: 503- 288-7908 |  |
|  |  | <u>Doug Buell</u> | PO Box 25156 Portland, OR 97298 (800) 304-5587 <u>doug@sitelines.com</u> |  |
| Others as approved. | | | | |

| Trial Basis Equipment – Local Vendor List | | | | |
|---|--------------------------------------|----------------|---|------------------------|
| Equipment Line | Vendor | Contact Name | Contact Information | Comments: |
|  | Northwest Recreation | Terry Johnston | PO Box 608 Tualatin, OR 97062-0608 (503) 201-8658 | Installed at Peninsula |
|  | Northwest Playground Equipment, Inc. | | PO Box 2410 Issaquah, WA 98027 (800) 726-0031 | Installed at Scott |

| New Equipment & Surfacing Checklist | | | |
|-------------------------------------|--------------------------------|---|--|
| Yes | No | Inspection items: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the new equipment in compliance with ASTM F1487-01 ? | All Equipment must comply with the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use . |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Is the new surfacing in compliance with ASTM F1292 and ASTM F1951 ? | All Surfacing must comply with F1292 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment and F1951 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | If you have selected rubber tiles as your safety surface, are they vandal resistant? | To discourage tiles from being pulled up, rubber tiles should have positive attachments between tiles. Edge tiles should be securely affixed to substrate. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are all colored metal components Powder Coated? | <p>All metal parts and components other than galvanized fasteners or stainless steel items and specially treated decks, should be finished as follows:</p> <p>Substrate preparation should consist first of mechanical cleaning to remove heavy mill scale, rust, varnish, grease, etc., then chemical cleaning in accordance with TT-E-490C, Methods I and III.</p> <p>After cleaning, the metal substrate should receive a corrosion-inhibiting iron phosphate coating in accordance with TT-C-490C, Type H, before application of the final color coat.</p> <p>The coating powder should be uniformly applied by the electrostatic method to a thickness of four to five mils. Promptly after the application of the powder, the coating shall be oven-cured at 400 degrees Fahrenheit to chemically bond the finish to the substrate and to render the color coated surface resistant to abrasion, impact, household chemicals, weathering, and rusting.</p> <p>The applicator should test the finish of each lot for correct millage, chemical resistance, hardness, and internal bond in accordance with industry standard test methods. Records of this quality control procedure shall be made and retained for two years.</p> <p>The powder coated system should comply with the following ASTM Standards:</p> <p>a. D-3395B (adhesion) b. D-1735 (flexibility) c. D-3363 (hardness) d. D-2454 (overbake resistance) e. B-117 (salt spray resistance)</p> |



Portland Public Schools

New Equipment & Surfacing Checklist (continued)

| Yes | No | Inspection items: | Comments: |
|---------------------------------|--------------------------------|--|---|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are all fittings and fasteners tamper-resistant? | Equipment should be difficult to dismantle or loosen without special tools. This will deter theft, vandalism, and prevent injuries due to structural collapse. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are all fittings and fasteners stainless steel? | This will prevent corrosion. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are other metal items hot-dip galvanized after fabrication? | This will prevent corrosion. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are pipe columns heavy guage? | Schedule 40 pipe is recommended to resist denting. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Do collar connections have secure connections to the pipe columns to prevent slipping or collapse, should they become loose? | Collar type connections held in place with set-screws are <u>not</u> acceptable. All collars should be pinned as well as clamped. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are decks durable? Do they provide secure footing even in the rain? | Expanded metal decks are <u>not</u> acceptable. Decks should be of heavy guage steel, perforated for drainage and coated with a durable slip resistant surface. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are slides durable? Are they safe? | Metal slides are discouraged, because they can cause burns. All Slides should have safety hoods at their entries. Plastic slides should be heavy guage and have UV protection. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are tire swings safe? | Tire Swings should have swivels that are pinch free. They should <u>not</u> hold water, and <u>not</u> use steel belted tires. "S" hooks should <u>not</u> be used to connect chains to the swivel or the tire. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are Cargo Nets safe? | Cargo Nets (Chain climbers) Should be PVC coated for slip resistance. Chains should be spaced widely enough to prevent entrapment. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are climbers durable and safe? | Arch climbers, or any climber where there is a potential of hitting the climber when you fall are not allowed. Deck entrances at the top of climbers should be limited to 15" in width. Climbers should be heavy guage and be formed in a way that adequately transfers forces to the ground. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Are clatter bridges safe? | Bridges should be of heavy guage steel, perforated for drainage and coated with a durable slip resistant surface. There should be no pinch points, or gaps between the bridge and adjoining platform. |

Choose PPS Facility from drop list

Project:

Equipment & Surfacing Vendor Submittals

Have the following submittals been received and approved by Facilities and Asset Management?

| Yes | No | Submittal: | Date Received: | Comments: |
|---------------------------------|--------------------------------|-----------------------------|----------------|---|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Product Liability Insurance | | Provide a certificate of Product Liability Insurance (min. \$1,000,000.) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Shop drawings | | Provide complete shop drawings of all proposed work indicating location in relation to existing site and building elements, design, size, material, connections, finish etc. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Installation Instructions | | Provide complete installation instructions keyed to all equipment furnished, identifying members and relationship to adjacent members and to whole assembly. (This is to be included with each piece of equipment delivered to site.) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Maintenance Instructions | | Provide manufacturers complete maintenance instructions for proper care of furnished equipment / surfacing. (Maintenance instructions should be kept on file at the school.) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Guarantee | | Provide a written guarantee covering all materials for a minimum period of ten years from date of delivery (exclusive of vandalism). |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Samples / Examples | | The District Project Manager may request Samples or Examples of other equipment installations prior to approving product. |

Step 5 Choose Your Safety Surfacing

The new safety surface must:










- Comply with [ASTM F1292-99](#)
[Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment](#)
- Comply with [ASTM F1951-99](#)
[Determination of Accessibility of Surface Systems Under and Around Playground Equipment](#)



There are three types of safety surfacing allowed by the District:

- Engineered wood fiber – low initial cost, but high life cycle cost. (Requires intensive maintenance)
- Rubber tiles – moderate initial cost, low life-cycle cost, but sometimes subject to vandalism (can be installed over paved surfaces– low maintenance, unless vandalized)
- Poured in place rubber – highest initial cost, but low life cycle cost. (Can be installed over paved surfaces – low maintenance)

Make sure the safety surface you are selecting is compatible with the equipment you are selecting, pay close attention to the required depth of material for proper fall protection.

| Pre Approved Safety Surfacing – Local Vendor List | | | | |
|---|-----------------------|---|---|---|
| Product | Type | Local Vendor Contact | Comments | |
|  | Engineered Wood fiber | <u>Jim Ringelberg</u> SiteLines Park & Playground PO Box 25156 Portland, OR 97298 (800) 304-5587 <u>jimringelberg@attbi.com</u> |  ASTM F1292 |  ASTM F1951 |
|  | Engineered Wood fiber | <u>Jack Dalton</u> P.O. Box 4508 Salem OR 97302 1-800-635-2525 Fax: (503) 581-7863 <u>Jack_Dalton@4funlsi.com</u> |  ASTM F1292 |  ASTM F1951 |
|  | Engineered Wood fiber | Steve Lebwohl Wildwood Playgrounds 3707 NE Columbia Blvd. Portland Oregon 97211 503- 288-5797 |  ASTM F1292 |  ASTM F1951 |

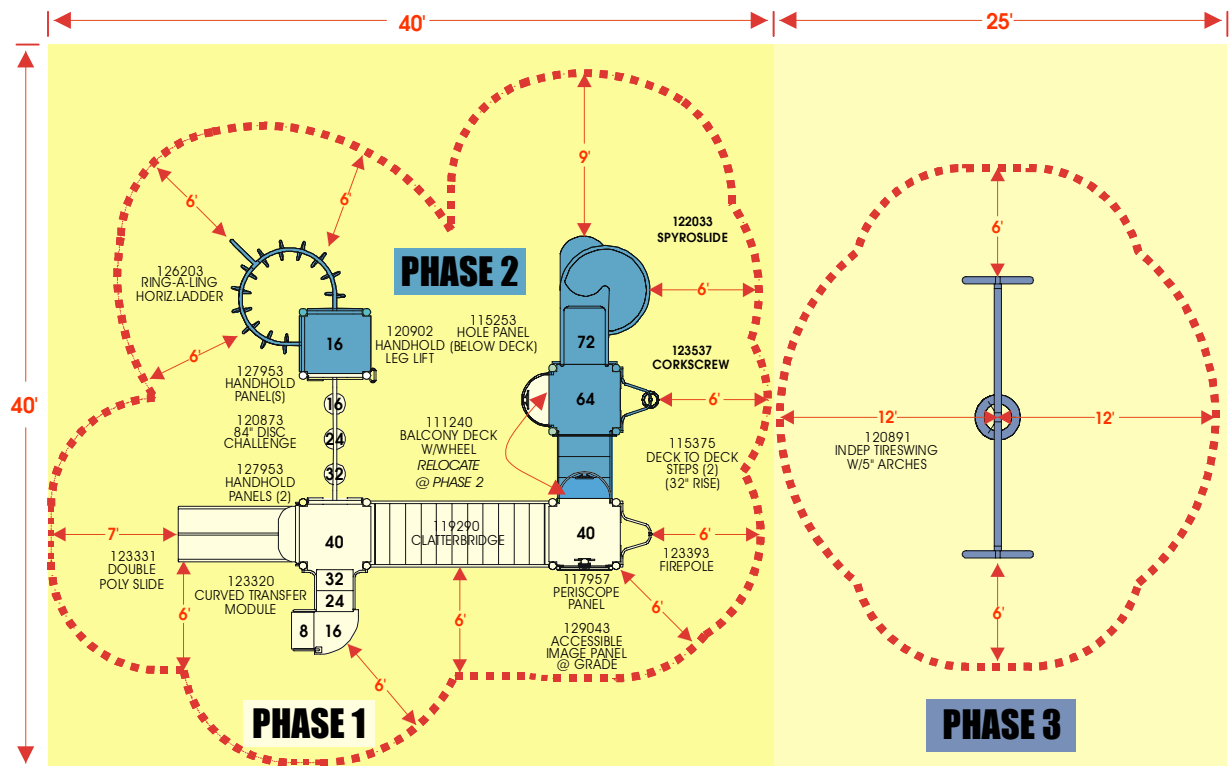
| Pre Approved Safety Surfacing – Local Vendor List (continued) | | | |
|---|------------------------|--|---|
| Product | Type | Local Vendor Contact | Comments |
|  | Rubber Tile | Jack Dalton P.O. Box 4508 Salem OR 97302 1-800-635-2525 Fax: (503) 581-7863 Jack_Dalton@4funlsi.com |  ASTM F1292  ASTM F1951 |
|  | Poured in place rubber | Playscapes North West Greg Noson Toll Free: (800) 982-1484 Telephone: (253) 851-9090 Fax: (253) 858-5398 g1@playscapesnw.com |  ASTM F1292  ASTM F1951 |
|  | Poured in place rubber | Jack Dalton P.O. Box 4508 Salem OR 97302 1-800-635-2525 Fax: (503) 581-7863 Jack_Dalton@4funlsi.com |  ASTM F1292  ASTM F1951 |
| Others as approved. | | | |

| Trial Basis Safety Surfacing – Local Vendor List | | | |
|---|------------------------|---|------------------------|
| Product | Type | Vendor Contact | Comments |
|  | Poured in place rubber | SKYDEX Technologies, Inc. 12503 E. Euclid Drive, Suite 60 Englewood, CO 80111 303.790.4003 Fax 303.799.6434 | Installed at Markham |
|  Delta Flex | Rubber Tile | Terry Johnston PO Box 608 Tualatin, OR 97062-0608 (503) 201-8658 | Installed at Peninsula |

Step 6 Prepare Your Plan

Facilities and Asset Management must review and approve your proposed plan prior to installation. Vendors should provide you with scaled drawings, which you can submit for District approval.

- When selecting your equipment, remember that, merry go-rounds, teeter-totters, arch-climbers, geodesic domes, track rides, tube slides, tubes, in-line swings and log-rolls, are no longer accepted by PPS.
- When selecting your safety surfacing, remember that, sand, pea gravel, and loose fill shredded rubber, are no longer accepted by PPS.
- Strive for a well-rounded mix of activities that are multi-sensory and appropriate for elementary school children.
- Strive for circulation patterns that prevent traffic conflicts.



Illustrated above, is a compact phased plan of acceptable equipment, which is safe and accessible.

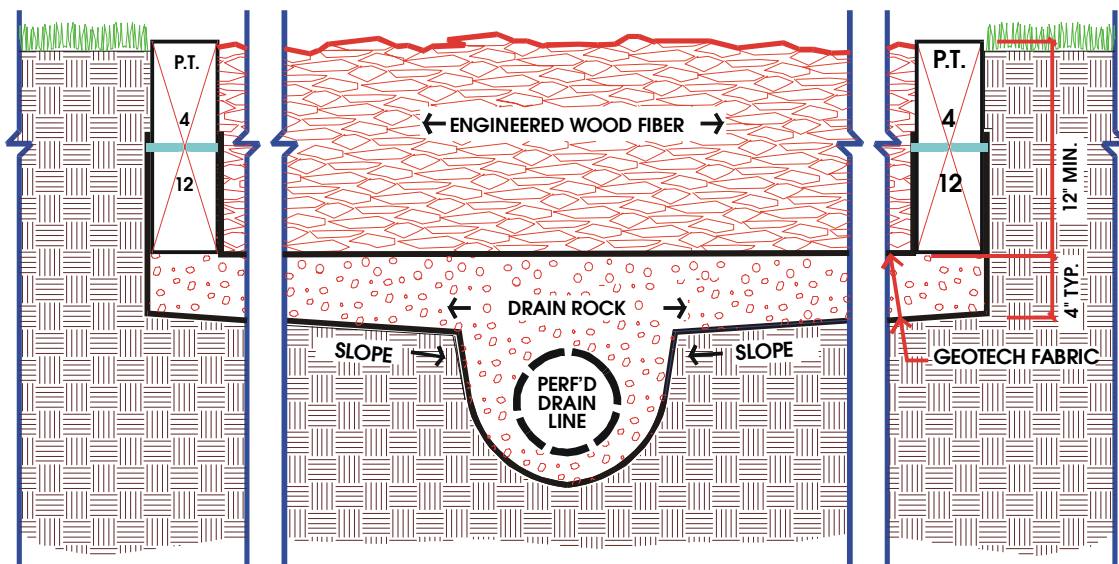
Step 7 Install Your Playground

- Before you proceed with your installation Facilities and Asset Management must review and approve all required donor, vendor and contractor submittals.
- Playgrounds may be installed by a District approved contractors or by volunteers under the supervision of a District approved contractor.
- When your installation is completed, PPS will need to inspect the project. The Play structure should not be used until, it has successfully passed inspection. It is also recommended that you retain adequate funds, to encourage vendors and installers to make any necessary repairs in a timely manner.

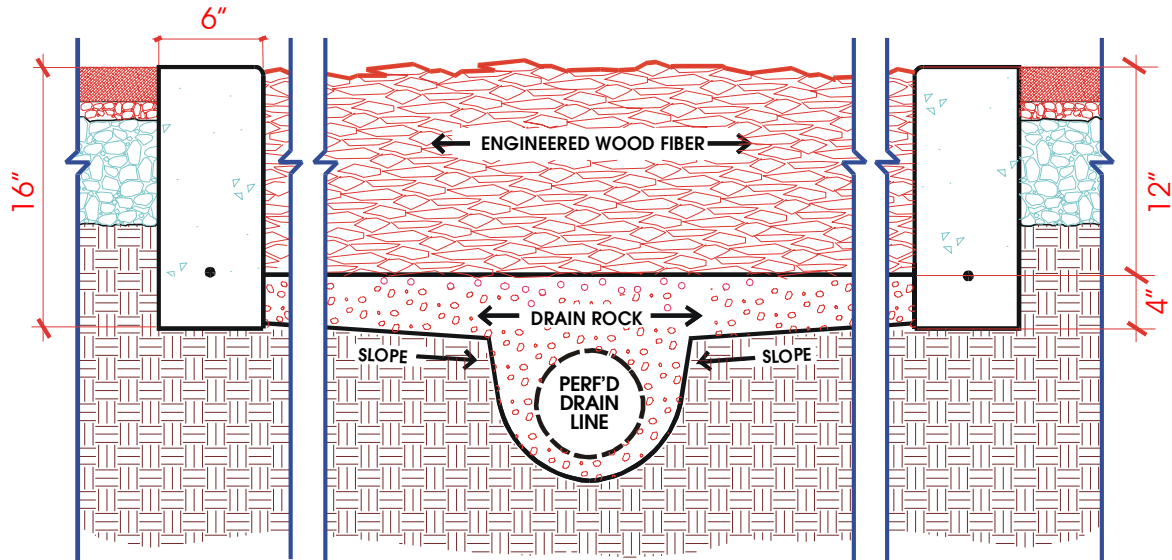
Bridger Elementary is an example of a volunteer installed play structure. [\(Click here\)](#)

Typical Installation Procedure:

SITE PREPARATION: First use temporary cyclone fencing to secure the work area. If your play structure calls for a new play pit, you will need to excavate. The fall zone of the equipment determines the pit's plan dimensions, and the fall height of the equipment and the specific drainage requirements of your site determine the pit's depth. A minimum depth of engineered wood fiber is 12", and an average depth of drain rock is 4". Pit floors should slope to drain. Locate your drain lines where they will not interfere with column and footing placements. Refer to your manufacturers specification to determine the drainage and depth requirements for the engineered wood fiber system that you have chosen.



Play pits in unpaved areas may utilise treated heavy timbers, or approved manufactured units as curbing. (see detail above)

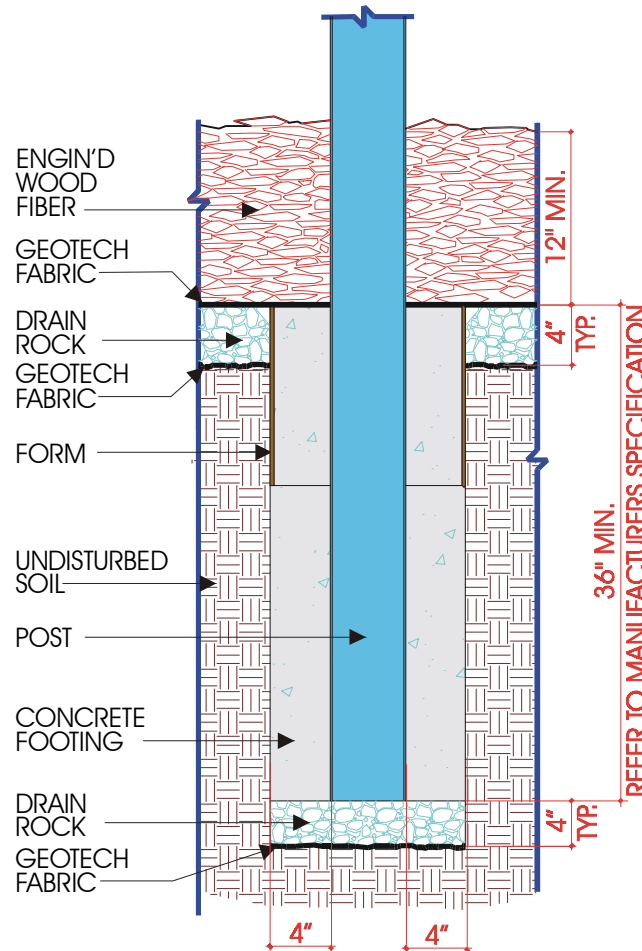


Play pits in paved areas are required to have reinforced concrete curbing. Typical sectional dimensions are 6"x16" (see detail above)

The surplus soil from the pit excavation should be removed from the school site. (For information on recycling the surplus soil contact Metro Recycling 503-234-3000)

Next layout play area accurately in accordance with Drawings. Locate footings to suit each piece of equipment.

EXCAVATING FOR FOOTINGS: Drill holes for footings with power auger into firm, undisturbed, or well compacted soil. Size holes 8" larger than diameter of pipe posts and 8" larger than diagonal dimension of square or rectangular posts, minimum. Excavate holes at least 3" deeper than bottom of posts. Extend posts to depths indicated on approved shop drawings. Depth as recommended by manufacturer to provide rigid support for equipment supported by each footing. Minimum depth, 36".



CONCRETE FORMING: Provide round removable or permanent forms for each post to a depth of not less than 12" below subgrade under wood chips fill material. Terminate forms level with subgrade. Provide rectangular forms at concrete footings for anchoring bottom edges of chain cargo nets. Terminate forms level with subgrade and extend at least 12" below subgrade. Footing depth as recommended by equipment manufacturer

SETTING POSTS AND ACCESSORIES: Set posts in excavations to required depths. Center posts in forms and space posts required distances apart to conform with equipment being installed. Pre-assemble equipment supported on posts prior to placing concrete whenever spacing of posts is critical. Set posts plumb in all directions. Brace and shore up posts as required to hold them firmly in place during concrete placement.



Portland Public Schools

Place anchors for cargo nets, geodesic dome, and other anchors in forms prior to placement of concrete. Fasten anchors securely to forms in manner to preclude dislodgement during concrete placement. Accurately locate anchors prior to placing concrete.

CONCRETE PLACEMENT: Wet forms and post holes thoroughly with water prior to depositing concrete therein. Place concrete around posts in one continuous operation. Continuously rod and tamp concrete to consolidate material and to remove air pockets during placement operations. Trowel top surface of footings to form slope or dome configuration to direct water away from posts and anchoring devices.

CONCRETE CURING AND BACKFILLING: Remove forms approximately 24 hours after placing concrete. Thoroughly dampen concrete with clean water or coat with continuous application of a membrane-forming curing compound. Backfill around footings with moist materials. Thoroughly compact backfill to within 95% of maximum density at optimum moisture content as determined by AASHTO Standards T-99. Maintain concrete foundations in a moist condition for at least 5 days

EQUIPMENT INSTALLATION: Terminate concrete footings at surface of subgrade below wood chips or other resilient fill material. Do not install equipment until concrete footings supporting such equipment have cured for at least 7 days. Do not allow anyone to use equipment until concrete has cured at least 28 days.

Fully erect each piece of equipment or cluster of equipment before tightening fasteners. Align all members of equipment properly and progressively tighten fasteners until all are firmly tightened in place.

Provide tamper-proof connections throughout. Securely tighten all connections.

Follow manufacturer's step-by-step instructions furnished with each piece of equipment.

CLEANING UP: Leave playground area clean and orderly. Remove clay, rocks, gravel, surplus materials, wrappings and similar debris from the Site. Leave area free of concrete dribbles, scraps of materials and the like. Remove fencing only after PPS has inspected and accepted the installation.

INSPECTIONS:

- Manufacturers' Inspection: The Manufacturers' representative should inspect the installation of each play structure to insure that the components have been properly and safely installed. A Certificate of inspection and approval should accompany the Manufacturers' Warranty.
- PPS Facilities and Asset Management's Inspection: A representative should inspect the installation of each play structure prior to acceptance by the District. No play structure should be open for use prior to inspection by a FAM representative.

| Pre Approved Installers – Local Vendor List | | | | |
|---|----------------|---------------|---|---|
| Company | Equipment Line | Contact Name | Mailing Address | Phone, Fax, email |
| R E Hill Construction Co. | All | Roger Hill | 8220 SW 166th Pl Beaverton OR 97007 | 591-0291 |
| G. R. Morgan Construction | All | George Morgan | 10536 SW 25th Ave. Portland OR 97219 | (503) 452-4268 Fax: (503) 245-4872 Mobile: 860-1776 |
| Others as approved | | | | |

| | |
|---|-----------------|
| Choose PPS Facility from drop list ▼ | Project: |
|---|-----------------|

| Contractor Submittals | | | | |
|---|--------------------------------|-----------------------------|-------|---|
| Have the following submittals been received by Facilities and Asset Management? | | | | |
| Yes | No | Submittal: | Date: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | General Liability Insurance | | Provide a certificate of General Liability Insurance (min. \$1,000,000 single limit) |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Registration | | The Contractor should be licensed pursuant to ORS 701.035 and Provide a current certificate of registration with the Oregon State Contractor's Board . 888-366-5635 |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | SAIF | | Provide proof of coverage by Oregon's Workman's Compensation Insurance. SAIF 1-800-285-8525 |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Bond | | ORS 279.029 Provide verification of a Performance Bond sufficient in amount to the valuation of the project when project costs will exceed \$10,000. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Hold Harmless Agreement (C) | | Return District form provided at the back of the Guideline Packet for Small Projects by Volunteers, PTA, Booster Club and Etc. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Certified Labor Reports | | ORS 279.350 Provide Certified Labor Reports indicating that prevailing wage rates are being met. only when project costs will exceed \$25,000 and public agency funds are involved. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Warranty | | Provide a one year warranty on workmanship |

Step 8 Celebrate Your Success

Congratulations, and thanks for your hard work and commitment.
 We know it wasn't always easy and we're grateful for your support.
 Its time to celebrate your success and acknowledge your contributors.

| Project Close-out | | | |
|---------------------------------|--------------------------------|--|--|
| Yes | No | Items: | Comments: |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Has the manufacturers representative inspected the installation? | This is an important step so that manufacturers warranties and product liability insurance remain in force |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Has PPS Facilities Department inspected the installation? | The play structure should be inspected and approved by the District prior to opening the structure for use. If things need to be corrected, the District will provide a punch-list of items that need to be addressed. If nothing needs to be corrected, the District will send you a letter acknowledging and accepting your donation. The play structure will be the districts responsibility from this point forward. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you paid the bill? | Once the installation has been accepted by the District, any retainage should be released. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you thanked your contributors? | There are many ways to say thanks; Hold a ribbon cutting, open house or dedication ceremony. Create a web page that documents your project and acknowledges its contributors. Send letters of recommendation for work well done. Send notes of thanks to financial donors. |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you shared your lessons learned? | Whether things all went well or some things went wrong, others can benefit from your experience. Let PPS know about your vendors, contractors and donors. Let us know how we did too and where we can make improvements. |