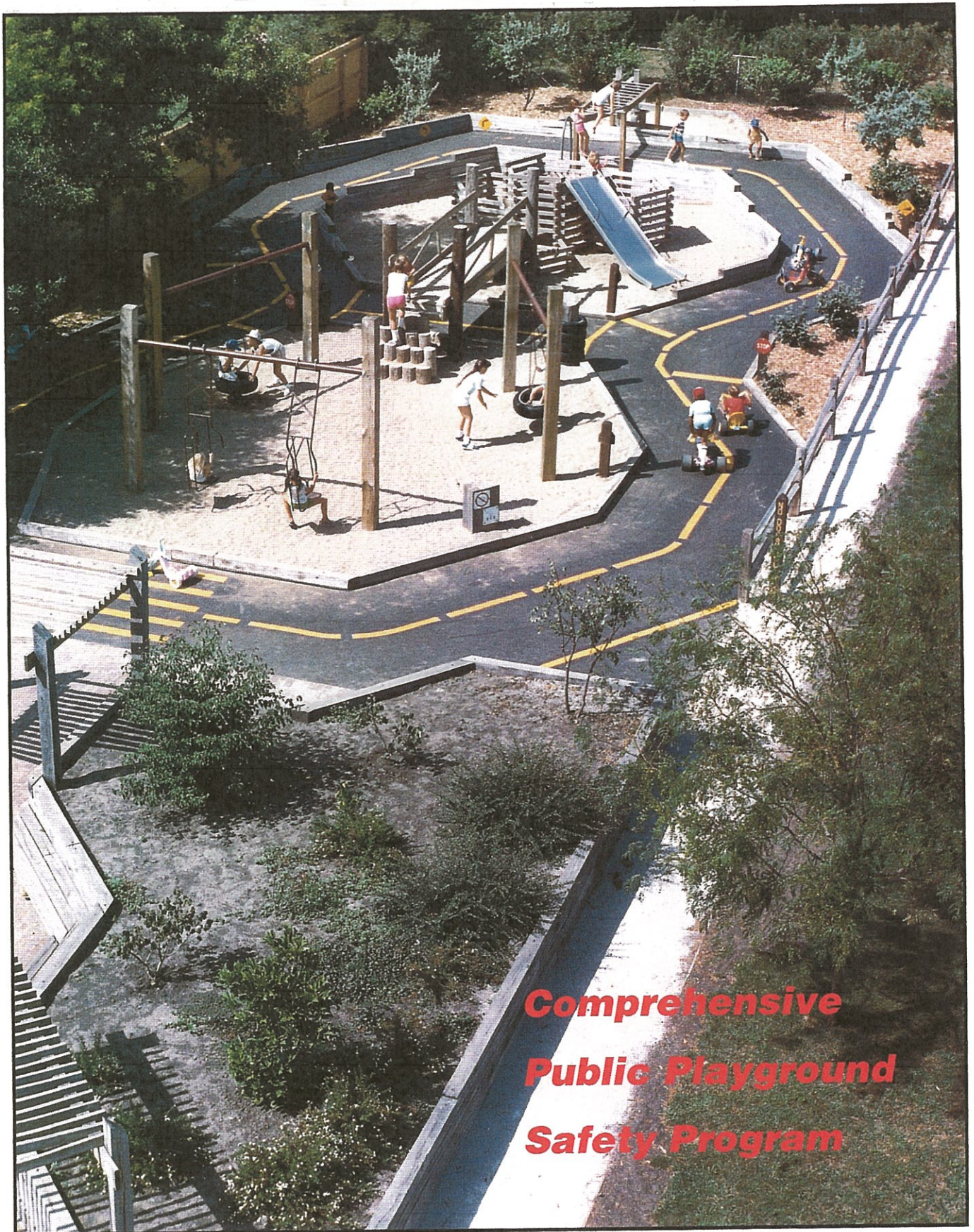


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**For Display Purposes Only**



***Comprehensive  
Public Playground  
Safety Program***

## PREFACE

On May 3, 1988 an organizational meeting was held at the headquarters of the American Society For Testing And Materials (ASTM) in Philadelphia to organize individuals interested in a new ASTM Standards Development Task Group F 15.29 on "Playground Equipment for Public Use". The scope of the activities of the committee encompasses the promotion of knowledge; the development of standards classifications, guides, practices, specifications, terminology and test methods for the manufacturer; and installation and maintenance of playground equipment for public use at child-care facilities, schools, parks, recreation facilities and other public use areas.

In December five other members of the Park and Natural Resource Management Section of the Illinois Park and Recreation Association and I joined the ASTM F 15.29 task group. It is clear now that CPSC Public Playground Safety Guidelines revisions or new ASTM Voluntary Standards for Public Playgrounds are going to be developed.

Taking a positive pro-active approach to prepare for whatever is going to come out of this task group work, the development and implementation of an agency comprehensive public playground safety program was begun. The June, 1989, Parks, Maintenance and Grounds Management Magazine on playground design and safety gave the final push necessary to complete this project. The article by Kenneth Schneider, Safety Manager, Hamilton County Park District, Cincinnati, Ohio titled Hamilton County's Playground Priority Is Safety served to tie together the various components of this program.

Everett Johnston, W.I.U. graduate student intern, has served as our district's coordinator in the evaluation process of all Wheaton Park District playground areas. This process has led to many changes in the program's final form.

This program is in the process of being developed for approval and use by the Wheaton Park District, Wheaton, Illinois as part of their agency's Loss Control Program.

The information contained in this document in no way endorses any particular playground manufacturer, product, standard or guideline, nor is it intended to limit in any way an agency's ability to purchase, design, install, maintain, repair or inspect its playgrounds according to its own choice. This material can be used as a guide to develop a custom comprehensive public playground safety program for any agency.

The contents of this manual may not be copied or distributed without the express written consent of the Wheaton Park District, 666 S. Main Street, Wheaton, IL., 60187; phone (312) 665-4710  
Fax (312) 665-5880d

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# INTRODUCTION

**DEVELOPING A COMPREHENSIVE PUBLIC**  
**PLAYGROUND SAFETY PROGRAM FOR THE WHEATON PARK DISTRICT**

**1989**

Prepared for

The Wheaton Park District

By Ken Kutska

Supt. of Parks and Planning

Much has been said and written on the issue of public playground safety. The bottom line is that no one wants any user to experience any accident, especially one which results in a fatality or a permanently debilitating injury.

It is the continued effort and commitment of the park and recreation profession and the playground equipment manufacturing industry to eliminate playground area hazards while not totally eliminating the element of risk which is an integral part of a child's play environment and learning experience.

There is a major difference between hazard and risk. Hazard is a danger which cannot be foreseen. Risk involves choice including a level of risk in relation to the age of the user. For example, a child between 5 and 12 using the playground is at risk and may fall while running on a hard paved surface. He or she could suffer injury to some extent (skinned knees or a bump to the head.) The child in almost every case would be willing to accept this risk of injury, and would continue to run on hard surfaces as part of his or her everyday existence. The same is true for

adults who drive cars every day, knowing that more people are killed as a result of automobile accidents than of any other type of accident.

We all assume a certain level of risk in everything we do. It is an ongoing challenge to continually evaluate our environment and to make reasonable modifications to protect us from our own actions.

If one subscribes to this train of thought, it is easy to see how the 1979 Consumer Product Safety Commission's guidelines for public playground safety have evolved into the present move by ASTM to develop voluntary standards for public playground safety. It seems to be just a matter of time before the voluntary standards will evolve into mandatory standards. During the evolution process, and given today's societal attitude towards public liability responsibilities, it is reasonable to expect that there would always be the threat of a legal challenge to determine a public agency's responsibility to comply with industry guidelines or standards and to provide due care.

In order to create a safe play environment for our children, and to provide as much protection as possible for the agency's defense of this inevitable legal challenge, it has become necessary to consider and to adopt some form of a comprehensive public playground safety program. The following is a compilation of various components of the public playground safety issue which might be incorporated into an agency's playground safety program.

The first item on the agenda should be to establish a written Public Playground Safety Policy.

\*\*\*\*\*

### Wheaton Park District's Public Playground Safety Policy

In the continuing effort by the Wheaton Park District to provide quality, well maintained, clean, and safe parks and facilities for the public the District has developed the following standard operating procedure to protect and preserve its unsupervised public playground facilities and its users. This program may only be accomplished through a commitment to a Public Playground Safety Program which assures that every attempt will be made to eliminate playground hazards while not totally eliminating the element of risk which is an essential part of any successful play and learning environment.

To guarantee the continued success of this program, the following guidelines must be adhered to:

A. All equipment shall be purchased from a reputable playground equipment manufacturer with adequate product liability insurance.

B. All equipment shall be installed according to manufacturer specifications.

C. All play equipment shall be inspected, repaired and maintained by district employees on a regular basis.

- D. All district playground equipment purchasers, installers, inspectors and maintenance employees performing repairs shall be trained in accordance with the district's Public Playground Safety Training Program.
- E. The Wheaton Park District shall provide reasonable resources to insure prudent and timely inspections and repairs as determined necessary by the District's professional staff.
- F. Additional attachments to this Public Playground Safety Policy include:
1. Site inspection frequency statement and rationale
  2. Public Playground Safety Inspection form with instructions
  3. Job description and position requirements for play area planners, inspector, installer and repairer
  4. Procedures for corrective action:
    - a. immediate repair
    - b. equipment removal
    - c. work order
    - d. phone complaints
    - e. annual budgetary consideration
  5. Staff training guidelines:
    - a. training video
    - b. hands-on training
    - c. follow-up testing
    - d. supervisor follow-up of inspections to assure inspection consistency

6. Guidelines for storage of documents including location and supervisor's responsibility for maintenance of all documents

List of documents to be stored:

1. Copy of the Wheaton Park District's "Public Playground Safety Program" including copies of all industry public playground safety guidelines or standards
2. Copies of all staff training records including:
  - a. training video
  - b. employee test results
  - c. written information used in training
3. All individual playground area histories by site including:
  - a. site plans
  - b. copy of bid specifications
  - c. copy of purchase order or voucher for play equipment
  - d. manufacturer's product liability insurance certificate
  - e. manufacturer's installation instructions
  - f. manufacturer's parts list
  - g. correspondence from manufacturer
  - h. initial playground area safety audits
  - i. all dated and signed Public Safety Inspection Checklists performed including recommendations made and remedial action taken

- j. all work orders and phone complaints regarding playgrounds

This Public Playground Safety policy is subject to review and revision as required by law.

\*\*\*\*\*

Once the policy statement is in its final form, it is most important in the development of a successful Comprehensive Playground Safety Program that consistency be maintained, and follow-through made on every aspect of the program, including:

1. A written Public Playground Policy to which the agency is committed from the Board level on down
2. Development of a written staff training program including proper storage of records
3. Development of a regularly scheduled inspection frequency with evaluation of each site individually
4. Initial performance of a comprehensive playground area safety audit for each playground site to evaluate each area's compliance with current industry safety guidelines
5. A complete playground area history of each site including:
  - a. purchase orders and/or voucher copies (dates)
  - b. copy of specifications
  - c. copy of manufacturer's project liability insurance certificate
  - d. copy of site plan

- e. manufacturer's installation instructions
  - f. complete manufacturer's parts list
  - g. manufacturer's correspondence pertaining to the sites equipment
  - h. all playground safety inspections made, including work orders and phone complaints, and highlighted by all remedial actions taken
6. Documentation which insures the success of the program through the test of time, coupled with proper safe storage of all records

Signage and user education is another aspect of the public playground safety dilemma, and there is need for more study of their effectiveness and a determination of where the responsibility lies in this area.

There are many other items which could be included, but this is a good checklist to start in building an agency's Public Playground Safety Program. The risk management concept is not an original idea. It is a compilation of personal and professional experiences on the subject over several years, including involvement by the Park and Natural Resource Management Section of the Illinois Park and Recreation Association in a long range project to develop a Public Playground Safety Manual.

Special appreciation is extended to Ken Schneider, Safety Manager, Hamilton County Park District, Cincinnati, Ohio, who shared his county's Playground Safety Program including inspection checklists and training video. Ken's information was the example needed to tie together this total

concept of a "Comprehensive Public Playground Safety Program".

The following sections discuss and present examples of the various components which make up the Wheaton Park District Comprehensive Public Playground Safety Program.

**BASIC COMPONENTS OF THE PUBLIC PLAYGROUND SAFETY POLICY**

- A. ALL EQUIPMENT SHALL BE PURCHASED FROM A REPUTABLE PLAYGROUND EQUIPMENT MANAGER WHO COMPLIES WITH CURRENT PUBLIC PLAYGROUND SAFETY GUIDELINES AND MAINTAINS ADEQUATE PRODUCT LIABILITY INSURANCE.
- B. ALL EQUIPMENT SHALL BE INSTALLED ACCORDING TO MANUFACTURER SPECIFICATIONS.
- C. ALL EQUIPMENT SHALL BE INSPECTED, REPAIRED AND MAINTAINED BY AGENCY EMPLOYEES ON A REGULAR BASIS.
- D. ALL AGENCY PLAYGROUND EQUIPMENT PURCHASES, INSTALLERS, INSPECTORS AND MAINTENANCE EMPLOYEES PERFORMING REPAIRS SHALL BE TRAINED IN ACCORDANCE WITH THE AGENCY'S PUBLIC PLAYGROUND SAFETY TRAINING PROGRAM.
- E. THE AGENCY'S GOVERNING BOARD SHALL PROVIDE REASONABLE RESOURCES TO PROVIDE PRUDENT AND TIMELY INSPECTIONS AND REPAIRS AS DETERMINED NECESSARY BY THE AGENCY'S PROFESSIONAL STAFF.
- F. ADDITIONAL ATTACHMENTS WHICH SUPPORT THE SUCCESS OF THE PUBLIC PLAYGROUND SAFETY PROGRAM.

**F. ADDITIONAL ATTACHMENTS TO THE PUBLIC PLAYGROUND SAFETY POLICY**

1. SITE INSPECTION FREQUENCY STATEMENT AND RATIONALE
2. PUBLIC PLAYGROUND SAFETY INSPECTION FORM AND INSTRUCTIONS
3. JOB DESCRIPTIONS AND POSITION REQUIREMENTS OF PLAYGROUND AREA PLANNERS, INSPECTORS, INSTALLERS AND REPAIRER (THE PUBLIC PLAYGROUND SAFETY PROGRAM TEAM)
4. PROCEDURES FOR PLAYGROUND AREA CORRECTIVE ACTION
  - A. IMMEDIATE REPAIR
  - B. PLAY EQUIPMENT REMOVAL
  - C. WORK ORDERS
  - D. PHONE COMPLAINTS
  - E. ANNUAL BUDGETARY CONSIDERATION
5. STAFF TRAINING GUIDELINES
  - A. TRAINING VIDEO
  - B. HANDS-ON TRAINING
  - C. FOLLOW-UP TESTING
  - D. SUPERVISOR FOLLOW UP OF INSPECTIONS TO ASSURE CONSISTENCY
6. GUIDELINES FOR STORAGE OF DOCUMENTS INCLUDING LOCATION AND SUPERVISOR'S RESPONSIBILITY FOR MAINTENANCE OF ALL DOCUMENTS  
(LIST OF DOCUMENTS TO BE STORED)
  - A. COPY OF THE AGENCY'S "COMPREHENSIVE PUBLIC PLAYGROUND SAFETY PROGRAM"
  - B. COPIES OF ALL STAFF TRAINING RECORDS INCLUDING:
    1. TRAINING VIDEO
    2. EMPLOYEE TESTS RESULTS
    3. ANY OTHER WRITTEN INFORMATION USED IN TRAINING
  - C. ALL INDIVIDUAL PLAYGROUND AREA HISTORIES

ONCE YOUR POLICY STATEMENT HAS TAKEN ITS FINAL FORM, IT BECOMES MOST IMPORTANT IN THE DEVELOPMENT OF A SUCCESSFUL COMPREHENSIVE PUBLIC PLAYGROUND SAFETY PROGRAM THAT ONE BE CONSISTENT AND FOLLOW THROUGH ON EVERY ASPECT OF YOUR PROGRAM.

THE SIX ASPECTS OF THIS PROGRAM:

1. ADOPT A PUBLIC PLAYGROUND SAFETY POLICY TO WHICH THE ENTIRE AGENCY'S RESOURCES ARE COMMITTED. (BOARD LEVEL TO PARK MAINTENANCE PERSONNEL).
2. DEVELOP A WRITTEN STAFF TRAINING PROGRAM.
3. DEVELOP A REGULARLY SCHEDULED SAFETY INSPECTION PROGRAM.
4. PERFORM A COMPREHENSIVE PLAYGROUND AREA SAFETY AUDIT FOR EACH SITE.
5. COMPILE A PLAYGROUND AREA HISTORY FILE FOR EACH PLAYGROUND SITE.
6. DOCUMENT EVERYTHING. THE SUCCESS OF YOUR PROGRAM WILL BE MEASURED BY THE TEST OF TIME COUPLED WITH PROPER SAFE STORAGE OF ALL RECORDS.
7. SIGNAGE AND USER EDUCATION (?). SIGNAGE AND USER EDUCATION ARE BEING HEAVILY DEBATED. THE WHEATON PARK DISTRICT HAS INTEGRATED REGULATORY AND USER EDUCATION INFORMATION INTO ITS SIGNAGE.

# **SITE INSPECTION FREQUENCY STATEMENT AND RATIONALE**

## PLAYGROUND SITE INSPECTION FREQUENCY STATEMENT AND RATIONALE

The Wheaton Park District in developing its Comprehensive Public Playground Safety Program has included the site inspection frequency and rationale statement as an integral part of its Public Playground Safety Policy. In the continued effort to provide quality, well maintained, clean and safe parks and facilities for the public, the District has determined that routine safety inspections of facilities can enhance the likelihood of timely repairs, and better assure a safe play experience.

There are many who have developed various inspection forms with and without instructions for how they should be used. The Wheaton Park District has evaluated many of these inspection forms and checklists, and has developed two of its own, based on some of the best examples available from around the country. Adopting an inspection form is only addressing part of the solution. Determining how often it should be used appears to be more of a problem.

Almost everyone agrees that when it comes to safety and safety inspections, more is better; however, the resources available for assuring public playground safety are not unlimited. The rationale for the frequency of playground inspections should make efficient use of these resources, providing a timely, cost effective service for assuring the safety of a very vulnerable segment of our population.

Just providing resources to make timely safety inspections does not assure a safe play environment. The Wheaton Park District must and will provide training for its personnel responsible for playground inspections.

In addition to the inspections by trained personnel, the District is committed to continuing education of the public and the playground users. Inspections can only assure the immediate safety of the area. Vandals can create an unsafe condition five minutes after an inspection. Therefore the District has developed an information sign covering some safety guidelines for usage of public playgrounds which includes a statement encouraging user cooperation in reporting playground problems to the administrative office so that timely repairs may be made.

The frequency for public playground inspections will be based on factors such as size of playground, age of equipment, playground usage, frequency of repairs, vandalism, and frequency of reported incidents. The Park District staff will evaluate these factors, and establish a playground inspection frequency appropriate for each location utilizing Landscape Structures, Inc.'s "Playground Maintenance, A Guide To The Frequency Of Inspections".

Low frequency and high frequency inspections will be made at different times. The low frequency inspection will be made on a more seasonal basis. This inspection is more comprehensive, and takes a greater amount of time to perform by more experienced park personnel, and most significantly, it evaluates equipment structural integrity. The low frequency inspection might be done on a monthly or seasonal basis, and the high frequency inspection might be done on a weekly to monthly basis, depending on the individual playground factors affecting each location.

Experts agree that the proprietor knows more about what is happening at his place of business than anyone else does. For this reason the Wheaton Park District staff has developed its own playground inspection frequency statement.

If the facts are evaluated and reasonable judgement used in developing a plan of action, the problem of appropriate frequency of inspection will be adequately addressed. There is no simple black and white answer to what frequency is appropriate or adequate. The Wheaton Park District will monitor all playgrounds and the factors affecting each and every site, and will take the necessary action required in each situation.

The Wheaton Park District has adopted a revised version of the Landscapes Structures, Inc.'s form, "Playground Maintenance, A Guide To Assist Staff In Establishing The Proper Frequency For Playground Safety Inspections," frequency of inspections, as a tool to assist staff in establishing the proper frequency for playground safety inspections.

# PLAYGROUND MAINTENANCE A GUIDE TO THE FREQUENCY OF INSPECTIONS

Revised 11/89

It is estimated that 30 to 40 percent of all accidents on public playgrounds could have been prevented if a good preventative maintenance program were in place. A good program establishes a frequency of inspections that are commensurate with the use and environmental factors unique to each play area. Some playgrounds will require daily inspections while others in the same area may require only biweekly inspections. The deterioration and/or wear of various play components can be predicted when certain factors are known. On the other hand, vandalism has a major influence on the frequency of inspections but is not as predictable.

The following guide utilizes the most common use and environmental factors that will influence your schedule. Each factor has been weighted as to its importance and influence on the schedule. Put one of the factor numbers in the right hand column that best describes the conditions at the playground.

FACTORS	POINTS
---------	--------

## Use Factors

Vandalism (Misuse/Abuse)		
High	8	X
Moderate	5	
Low	2	
Use (Litter)		
High	8	X
Moderate	5	
Low	3	
Age		
Preschool age	1	X
School age	2	
All ages	3	

## Materials

Resilient Surfacing		
Loose Materials	12	X
Synthetic Mat	2	
Material (Major Components)		
Wood, Painted Steel	4	X
Stabilized Plastics, Aluminum, Gal. Steel	2	
Stainless Steel	0	
Equipment		
Moving (Swings, Spin Arounds, Spring Riders, Etc.)	4	X
Static (Non Moving Climbers)	2	
Both	4	

<b>Age of Equipment</b>		
1 - 2 yrs. old	0	X
3 - 4 yrs. old	3	
5 - 9 yrs. old	6	
10 - 14 yrs. old	9	
15 yrs. old or over	12	

### Environmental Factors

<b>Salt Air (Coastal Exposure)</b>		
None	0	X
Moderate	2	
High	4	
<b>Acid Soils/Rain</b>		
None	0	X
Moderate	1	
High	2	
<b>Sun Exposure</b>		
Low	1	X
Moderate	2	
High	3	
<b>Total Points</b>		

If the total number of points is:

50 or more - multiple weekly inspections are recommended (2-3 times weekly).

40 to 49 - weekly inspections are recommended.

30 to 39 - biweekly inspections are recommended.

below 29 - monthly inspections are recommended.

Local conditions may include other factors and in some cases effect seasonal adjustments to the schedule. Experience is your best guide.

**WARNING:** This schedule is virtually worthless if the inspectors are not properly trained. Call the equipment manufacturer if you are uncertain as to how a particular component should be inspected and when it should be replaced.

Keep this guide with other documentation on this playground.

Date \_\_\_\_\_ Person Completing Guide \_\_\_\_\_

Name/Address of Playground \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommended Frequency of Inspections \_\_\_\_\_

**LANDSCAPE  
STRUCTURES INC**

ROUTE 3, 601 7th ST. SOUTH DELANO, MINNESOTA 55328 (612) 479-2546 TOLL FREE: 1-800-328-0035 FAX: (612) 972-3185

**WHEATON PARK DISTRICT  
PLAYGROUND MAINTENANCE  
GUIDE TO FREQUENCY OF INSPECTION**

<u>PARK ID NO.</u>	<u>YEAR EST.</u>	<u>PARK NAME</u>	<u>*AVG.</u>	<u>HIGH FREQUENCY INSPECTION</u>	<u>LOW FREQUENCY INSPECTION</u>
5	1976	Atten Park	41	Weekly	Monthly
6	1976	Briar Patch	41	Weekly	Monthly
9	1986	Brighton	41	Weekly	Monthly
12	1984	Central	43	Weekly	Monthly
15	1976	Graf	40	Weekly	Monthly
16	1987	Hawthorne Junction	30	Bi-Weekly	Bi-Monthly
17	1979	C.L. Herrick	40	Weekly	Monthly
18	1983	Hoffman	41	Weekly	Monthly
20	1989	Kelly (under re-construction)		Weekly	Monthly
22	1982	Lincoln Marsh Nature Preserve	47	Weekly	Monthly
26	1986	Northside	41	Weekly	Monthly
26B	1963	Northside Pool	46	Weekly	Monthly
27	1982	President	46	Weekly	Monthly
28	1976	Rathje	47	Weekly	Monthly
29	1981	Hull	41	Weekly	Monthly
35	1976	Seven Gables	49	Weekly	Monthly
36	1983	Prairie Path	36	Weekly	Monthly
37	1980	Sunnyside	45	Weekly	Monthly
38	1971	Triangle	46	Weekly	Monthly
40	1969	W. W. Stevens	41	Bi Weekly	Monthly
43	1980	Community Park		Weekly	Monthly
45	1985	Scottdale	40	Weekly	Monthly
46	1989	Rice Pool	40	Weekly	Monthly

SIMILARITIES

-All sites have  
loose material surfacing  
-No acid soils  
-Wood or Painted Steel Equip.  
-Static & Moving Equip.  
-Used by all ages (except Graf)  
-No coastal exposure

MAJOR VARIABLES

-Vandalism  
-Usage  
-Age of equipment  
-Sun Exposure (minor value)

\*Revised form 11/10/89



**BRESNAN MEETING CENTER**  
706 Kenwood Road ▲ P.O. Box 3125  
Champaign, Illinois 61821-0125 ▲ Phone (217) 398-2550

**Park Commissioners**  
WILLIAM J. HELMS, PRESIDENT  
PATRICIA H. LEONHARD, VICE-PRESIDENT  
DONALD F. BRESNAN, COMMISSIONER  
NEWTON H. DODDS, COMMISSIONER  
GILBERT J. BRINKMEYER, COMMISSIONER

▲  
**Officers**  
FRENCH L. FRAKER, SECRETARY-ATTORNEY  
GARY G. WACKERLIN, TREASURER

▲  
ROBERT F. TOALSON, GENERAL MANAGER  
CYNTHIA CAPEK, DIRECTOR OF RECREATION  
MIKE SEIBOLD, CONTROLLER

May 19, 1989

Dear Director:

Thank you for participating in my survey regarding how a park district checks for safety at their facilities. Your knowledge and experience have been a great help to the study. The Champaign Park District and I have benefitted from the study, and now I would like to share that knowledge with you.

I had a 50% response rate from the seventy park districts where surveys were sent. Enclosed are four sets of papers. The first set is the results of the survey tallied by percentages. The second set is samples of emergency procedures used at varying park districts. The third set is samples of safety checklists for different facilities. The last set of papers are samples of accident reports. The samples are by no means everything which I received. I chose a representative sampling of all information I was given. This survey makes no attempt to judge, imply, or predict. The survey is merely an information gathering device.

Thanks again for your assistance and time. I have learned a great deal while completing this survey and I hope the information proves useful in checking safety at your park district!

Sincerely,

Brian McDermott  
Intern

### **RECREATION CENTERS**

1. How often are safety inspections made?  
33%Daily 20%Weekly 26%Monthly 10%Other
2. Who is in charge of these formal inspections?  
48%Maintenance 33%Center Supervisor 19%Other
3. What type of glass is used in doors and entrance areas?  
64%Safety glass 10%plexiglass 5%plate glass 5%glass with wire 16%other
4. Are safety inspections made inside? 100%Yes 0%No Outside? 87%Yes 13%No
5. Please attach a copy of a safety inspection report.

### **PARKS/PLAYGROUNDS**

1. How often are formal inspections made?  
10%Daily 32%Weekly 37%Monthly 21%Other
2. Who is in charge of these formal inspections?  
77%Maintenance 13%Park/Playground Supervisor 10%Other
3. What guidelines are used for the inspections?  
70% have no guidelines for the inspections  
30% follow the U.S. Consumer Products Safety Commission  
guidelines as well as manufacturer guidelines
4. What is the major surface at most of your playgrounds?  
12%Grass 2%Asphalt 39%Sand 14%Mixture 19%PeaGravel 14%Woodchips
5. How often is garbage picked up at your parks/playgrounds?  
42%Daily 34%Weekly 0%Monthly 17%2x/week 7%3-4x/week
6. What is the tallest platform height allowed in playgrounds?  
41%6ft 9%7ft 9%8ft 5%4ft 5%12ft 5%15ft 5%16ft 4%5ft  
4%4ft 4%20ft 9%no limit
- \*8. Is tot equipment separated from other equipment by a play area of its  
own? 60%Yes 40%No
9. What is the minimum safety zone you use around the following  
equipment?  
8' belt swing(from crossbar)- Responses ranged from 8-20ft  
10' belt swing(from crossbar)- Responses ranged from 8-20ft  
10' slide exit chute- Responses ranged from 5-14ft

\* QUESTION 7 was eliminated due to lack of responses.

# PUBLIC PLAYGROUND SAFETY

## INSPECTION FORMS AND INSTRUCTIONS

a:HIGH FREQUENCY

b:LOW FREQUENCY

## HIGH FREQUENCY PLAYGROUND INSPECTION

This inspection shall be performed by all assigned crews (i.e. regular garbage rounds, landscape trim crews or playground repair crews). The completed inspection form shall be returned to the Assistant Superintendent of Parks.

The Park District is promoting a safe play area, and your job is essential toward this end. The general concept of your job will be to pick up any trash in and around the playground, and to make sure the amount of sand is adequate and properly raked to eliminate low areas.

You are also asked to look for any obvious safety problems around the area. This most importantly includes the actual play equipment. Check the chain for obvious twists, kinks or cracks. Check the seat (adult and child) for cuts or cracks. Where the equipment is anchored in concrete, make sure it is not exposed. Check the wood on a climbing apparatus for cracks and rotten or missing wood. These are major problems, and must be reported to your Assistant Superintendent of Parks immediately. It will be his responsibility to correct or eliminate the problem.

Example: Badly cracked child's swing seat. There is no other seat available. The Park employee should remove the entire swing in question until a replacement seat is available.

## How To Use High Frequency Inspection Sheet

1. When you begin your inspection, mark the time of day and the location of your inspection.
2. Each location has an appropriate block in which you are required to mark either an X, 0 or ✓.

For example: At the Sunnyside Park playground, the only problem you had was trash which you had picked up. Mark an X = Work Done in the proper block. You also had to rake the sand. Again, mark an X = Work Done in the appropriate box. All boxes must be marked. Since these were the only two problems you had, mark all the other boxes with a ✓ = OK.

3. At the end of each day's inspection make sure you have signed and dated your sheet, and marked the time of day for inspection. You give the sheet to your Park Manager.

# WHEATON PARK DISTRICT HIGH FREQUENCY LAYGROUND INSPECTION FORM

INSPECTOR \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

REPAIRER \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

CODE

✓ = OK

X = Work Done

O = Park Manager Notified

Deficiency Noted

(Describe In Comments)

INSPECTION ITEMS	Location Park I.D. Number	Inspection	Repair
Foreign objects in sand (trash)	Start Time		
Chains (kinked, twisted)	Finish Time		
Seats, (cut, cracked, missing)			
Footers (concrete) exposed			
Rake sand			
Standing water			
Wood (rotten, cracked, missing)			
Need sand			
1. Swings			
2. Climbers			
3. Fire Pole			
4. Slide			
5. Others			

COMMENTS ON INSPECTION

COMMENTS ON REPAIRS

REPORT ALL VANDALISM TO ASSISTANT SUPERINTENDENT OF PARKS

Reviewed by Supt. of Parks & Planning

Date: \_\_\_\_\_

For Office Use Only      Reviewed by Asst. Supt. of Parks      Date: \_\_\_\_\_

## LOW FREQUENCY PLAYGROUND INSPECTION

The Assistant Superintendent of Parks or his designee is responsible for playground inspections. Poorly maintained playground equipment can contribute to serious injury or death. Regular inspection, maintenance, and repair or replacement of damaged parts is essential to user safety. Each person performing the inspections must be fully trained and capable of detecting any worn or defective part.

After each item is inspected, the condition is to be reported. If it is OK, indicate with an ✓. If the part is defective, indicate in the correct block with an X. Any time an X is indicated, the "action taken" section must be filled in. Be specific. Tell exactly what was done.

Example: S-Hook was worn excessively. "Action Taken" - lower left S-Hook worn - replaced with a new one. 7-30-89." (Make sure the date of repair or replacement is listed).

Example: Concrete footer is exposed and not secure. (This cannot be corrected immediately.) A field work request must be made out, and a copy must be sent to the Assistant Superintendent of Parks. The field correction is to be completed by the Park Supervisor or his designee. Upon completion of the work, a signed and dated copy stating that the work has been completed is to be sent to the Safety Manager. Any uncompleted job will appear on the monthly report issued by the Safety Manager.

Any part that is faulty must be corrected as soon as possible. While the park employee is doing his or her inspections, he or she should have replacement parts with him or her, and a defective part can therefore be corrected on the spot. If for some reason the problem cannot be corrected immediately, then whatever measures necessary should be taken to render the equipment safe.

Example: Swingset is severely cut, and more are in stock. Remove the entire swing until it can be corrected. Do not, under any circumstances, leave an "accident waiting to happen."

All playground equipment and other integral parts of the playground site will be listed on the low frequency playground inspection checklist form. This form is the first part of the low frequency playground inspection. There are three additional forms dealing with swingsets, climbing apparatus, and spring animals.

# Inspection Checklist

DATE: \_\_\_\_\_

INSPECTOR \_\_\_\_\_

EQUIPMENT LOCATION \_\_\_\_\_

Area / #	Play Component	Inspected	Problem (if any)	Action Taken
----------	----------------	-----------	------------------	--------------

[illegible]

1. Using your site drawings, list each piece of play equipment in the "Play Components" column.
2. As each component is inspected at the play site, check the "Inspected" column and describe any maintenance problems.
3. After parts have been ordered and/or repairs have been made, list and date the actions taken in the last column.
4. File each inspection report with your permanent records.

## NUMBERING SWINGS

Each individual swing will be numbered and marked on the top post. Each area will be considered as a separate group.

For example:

Harbor Area: MWF - There are 3 individual swing sets each with 6 swings for a total of 18 swings. Each swing will be individually marked from #1 through #18.

High Plains: MWF - 1 swing set with 6 swings. These will be individually marked from #1 through #6.

Tanager Meadow: MWF - 1 swing set with 6 swings. These will be individually marked from #1 through #6.

Family Campground: MWF - 1 swing set with 6 swings. These will be individually marked from #1 through #6.

When referring to the number of a swing, the area and the number must be identified. This leaves no doubt as to the swing in question.

## SWINGSET INSPECTION

### What To Look For

1. SEATS: missing, worn, cracked or jagged (replace)
2. BOLTS: rusty, worn, loose, protruding ends (replace)
3. CLEVIS: rusty, worn (replace)
4. BUSHING: worn (replace)
5. S-HOOKS: rusty, worn (1/8" maximum), not crimped properly (replace)
6. FOOTERS: exposed, cracked, loose in ground
  - a. exposed (add 6" sand or other material)
  - b. cracked
  - c. loose in ground
7. CHAINS: cracked, worn, rusty (replace)
8. FOREIGN OBJECTS: glass, trash, cans, weeds, etc. in and around swings; remove
9. SAND: make sure at least 6" deep (rake if necessary)
10. REBAR & REBAR TIES: Look for exposed rebar, splintered wood, etc. If rebar exposed, drive it flush or below. If ties are rotten or splintered severely, replace.
11. LUBE: Make sure necessary parts are properly lubricated (bushing and body bolts) to prevent excessive wear.
12. WATER: Any standing water is to be removed.
13. PAINT & RUST: Rust, if severe enough (part), should be replaced. Any bad paint chipping should be redone.
14. TIME: Mark the time of day when section was inspected.
15. TREES: Make sure there are no dead trees or limbs in the area. If so, make sure they are removed.

Employee

Date \_\_\_\_\_

Time of Day \_\_\_\_\_

## Park

B 9

✓ = Equipment OK

**Equipment Defective**

Work Request Written

## LOW FREQUENCY PLAYGROUND INSPECTION - SWINGSETS

## CLIMBING APPARATUS

### What To Look For

1. TIRE SWING: no cuts or tears (possibly replace), water inside tire, remove (drill holes).
2. CHAIN & SWIVEL: cracked, worn, rusty (replace), lubricate if necessary. Make sure area under and around has enough sand.
3. SLIDE: bed free from rips, tears, sharp points or edges, rust or any other deterioration or deformity; end of slide bed to ground is 9" to 16". Make sure area under and around has enough sand.
4. FIRE POLE:: 14" clearance in all direction. Make sure area under and around has enough sand.
5. FOREIGN OBJECTS: glass trash, cans, weeds, etc. in and around area (remove).
6. FOOTERS CONCRETE: exposed, cracked, loose in ground.
  - a. exposed-add 6" of sand or other resilient material
  - b. cracked
  - c. loose in ground
7. REBAR & R.R. TIES: exposed rebar (drive it in flush with or below); if R.R. ties are rotten or splintered severely (replace).
8. TREES: Make sure that there are no dead trees or limbs in the area. If so, then have them removed.
9. WOOD: missing, severely cracked, splintered (replace or repair, whatever is necessary).
10. CONNECTIONS: Make sure that wherever wood, slide, fire pole, tire swing, etc. are joined, the connections are solid. If not, secure them.
11. PLASTIC CAPS: Any open end of pipe must have a plastic cap on it.
12. WATER: Standing water must be removed. This could require raking or extra sand.

CLIMBING APPARATUS

Employee \_\_\_\_\_

Area \_\_\_\_\_

Date \_\_\_\_\_

Time of Day \_\_\_\_\_

Park \_\_\_\_\_

ACTION TAKEN/TIME		
	Tire Swing	
	Chain & Swivel	
	Lube	
	Sand	
	Slide	
	Sand	
	Fire Pole	
	Sand	
	Foreign Objects	
	Footers	
	Sand	
	Rebar & RR Ties	
	Trees	
	Wood	
	Connections	
	Plastic Caps	
	Water	
	OTHER	

✓ = Equipment or item OK

X = Equipment or item defective

0 = Work Request Written

LOW FREQUENCY PLAYGROUND INSPECTION

CLIMBING APPARATUS

Employee \_\_\_\_\_

Park \_\_\_\_\_

Date \_\_\_\_\_

Time of Day \_\_\_\_\_

Play Area \_\_\_\_\_

"SPRING ANIMALS"

Low Frequency Playground Inspection

✓ = OK

X = Work Done

0 = Work Request Written

ACTION TAKEN/TIME

	Animal	
	Anchoring	
	Stud Bolts	
	Spring	
	Concrete	
	Trees	
	Water	
	Other	

"SPRING ANIMALS"

What To Look For

1. Animal: No cuts, cracks or any rough edges.
2. Anchoring: Make sure toy is secure.
3. Stud Bolts: Covered with rounded heads.
4. Spring: Make sure there are no cracks.
5. Concrete: Make sure no sharp edges, not cracked and is not protruding.
6. Trees: Make sure there are no dead trees or limbs in the area. If so, make sure they are removed.
7. Water: Standing water must be removed.

# EMPLOYEE REQUIREMENTS RELATED TO PUBLIC PLAYGROUNDS

## EMPLOYEE REQUIREMENTS RELATED TO PUBLIC PLAYGROUND

The success of the Comprehensive Public Playground Safety Program is directly related to cooperation from the public policy and financial decision makers and their commitment to the park operations personnel. The primary objective of this program (safer play areas) rests with the park operations personnel.

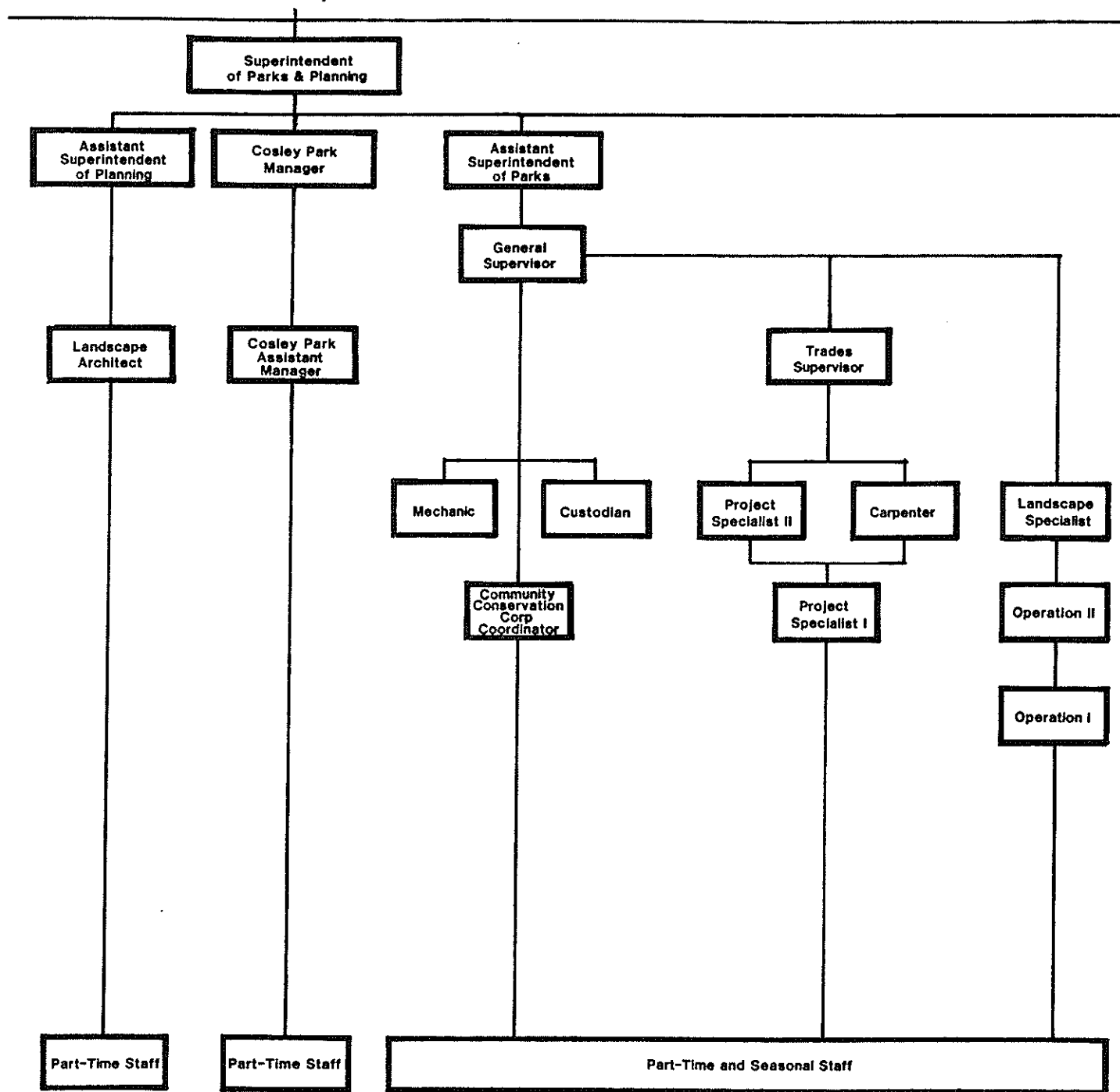
The term "park personnel" ranges from the department head who is responsible for the implementation and maintenance of this comprehensive program to the full-time maintenance staff person who is in most play areas on a daily or, at least, weekly basis. This program will never meet its objectives unless all members of the department communicate well, and maintain an acceptable level of consistency in all phases of the program implementation.

One must select, orient, train and supervise the personnel involved in order to implement this program and guarantee success.

The comprehensive public playground safety program safety program team is made up of the Supt. of Parks and Planning, Asst. Supt. of Parks, Parks Planner/Landscape Architect and Park Operations I and II personnel, but the responsibility to observe and report unsafe conditions in our public playgrounds does not stop here. This responsibility rests with all park district personnel.

Job descriptions of the principal members of the playground safety team are included, with the major work task descriptions which include playground safety as a responsibility of the park personnel performing the task.





**ORGANIZATION of  
PARKS and PLANNING DEPARTMENT**

## POSITION DESCRIPTION

TITLE: SUPERINTENDENT OF PARKS AND PLANNING

POSITION FUNCTION: Under the general supervision of the Director of Parks and Recreation, is responsible for planning and administering the program of planning, maintenance and construction for all District facilities and lands.

RESPONSIBLE TO: Director of Parks and Recreation

### POSITION REQUIREMENTS:

#### Planning

Determine and project annual equipment needs

Establish, review/evaluate annually, existing goals and objectives

Prepare capital improvement requirements and construction needs annually

Develop standards to determine facility and open space needs

Participate in the preparation of agency's long range plans as they relate to the development of parks, facilities and maintenance

Coordinate the development of park master plans and recommend course of action

Coordinate the implementation of park master plans

Inventory and analyze environmental restraints and assets

Analyze demographic (social/user) criteria

Establish and enforce design standards for areas and facilities

Prepare grant applications for area and facility development

Prepare environmental impact statements

#### Organization

Develop a comprehensive maintenance schedule for facilities and parks

Direct, through support personnel, the repair, reconditioning, and upkeep of park equipment, buildings and facilities

Conduct periodic evaluation of work sites to insure efficient and timely completion of work orders

Administer required records and reports concerning all facets of the parks and maintenance operation

Direct design, layout and construction of all new and existing facilities and park areas

Ensure general occupational and liability-related safety at parks and facilities for the general public and for District employees

Attend Board meeting regularly

Establish a cooperative working relationship by means of periodic contacts with other department heads

#### Control

Develop and administer an inventory control system annually

Administer the budget

Enforce security policies by establishing a key control system and security procedures for facilities and equipment, personnel

Control use of all maintenance equipment

Implement and review procedures which encourage the conservation of all forms of energy within the District

Supervise subordinate employees

Insure efficient allocation of materials, supplies and manpower

#### Communication

Conduct periodic staff meeting to review park department processes

Require monthly division reports from subordinates

Meet periodically with other agency department heads to coordinate activities and relate project status

Develop effective public relations with the general community by writing press releases, attending public meetings, participating in seasonal brochure planning, and managing complaints

Review, prioritize and delegate work orders

Represent agency to all outside contractors and on all construction projects

Develop rapport with other local governmental employees

Develop effective two-way communication with subordinates

#### Budgeting and Finance

Prepare and formulate those portions of the budget for which the Superintendent of Parks and Planning is responsible

Submit necessary purchase orders to the appropriate department or employee

Conduct inventory audit annually

Assure that purchases and costs are within budgetary constraints as set forth in the annual budget and capital expense schedule

Develop project cost estimates and bid specifications

Develop cost accounting procedures and reports for projects and all maintenance operations

Formulate alternative financial and finding mechanisms for park-related projects including some grants-in-aid programs

Establish subordinate purchasing authority

### Evaluation

Evaluate employees in parks departments on an annual basis as provided for in personnel policy

Evaluate existing facility maintenance, open space and equipment

Evaluate new operational techniques for possible application and implementation

Utilize self-appraisal techniques to insure professional development

Evaluate fiscal procedures to insure maximum financial efficiency and service delivery

### Personnel Management

Recommend and implement salary and promotion schedule and other job status changes

Recommend, apply and interpret personnel policies and practices, including suspension and termination of subordinate employees

Develop and review job descriptions for all parks department employees

Develop and administer an in-service training program for parks department employees

Publicize job openings, and direct interviews, and selection and evaluation of subordinate personnel

Coordinate, develop and administer an employee appraisal/evaluation system

Approve payroll and control overtime

Hear grievances and problems of subordinates

**EDUCATION AND EXPERIENCE:** College graduate with a major in Recreation and Park Administration or related field. Master's degree preferred, with knowledge, skills and mental development in Park Management, Landscape Architecture, Horticulture, and other related fields to the extent that is commensurate with the size and needs of the District. Requires experience in park maintenance activities with proven administrative and supervisory capabilities commensurate with the size and needs of the District.

**SPECIAL REQUIREMENTS:** Should be registered by a state professional park and recreation organization and/or an appropriate national association. Should show evidence of being involved in continuing education through participation in seminars and workshops directly related to the field.

## POSITION DESCRIPTION

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TITLE: PARK PLANNER/LANDSCAPE ARCHITECT

POSITION FUNCTION: Under the general supervision of the Superintendent of Parks and Planning, assists, coordinates designs and implements park improvements and long range planning

RESPONSIBLE TO: Superintendent of Parks and Planning

### POSITION REQUIREMENTS:

#### Planning

Participant in the preparation of agency's long range plans as they relate to the development of parks, facilities and maintenance

Coordinate the development of park master plans and recommend course of action

Coordinate the implementation of park master plans

Inventory and analyze enviromental restraints and assets

Analyze demographic (social/user) criteria

Establish and enforce design standards for areas and facilities

Prepare grant applications for area and facility development

Prepare enviromental impact statements

#### Organization

Research and recommend service contracts and establish contract assignments and service schedule

Recommend bidder for construction, approve changes on construction contracts, and approve construction payouts

#### Budgeting and Finance

Estimate costs for new facilities and parks

Prepare cost analyses for park development

Evaluate and prepare cost estimates for renovation

Prepare cost comparison statements

Prepare project cost and budget phasing

Prepare capital improvement budget proposals

Monitor and review project budget on a monthly basis

Recommend budget revisions

### Bid Documents

- Write specifications for park improvements plans
- Formulate working drawings
- Bid construction projects
- Bid material purchases
- Research, test and select appropriate materials

### Quality Control

- Enforce construction contracts
- Establish aesthetic policy
- Present aesthetic impacts
- Assist in preparation of maintenance policy
- Evaluate alternatives

### Communications

- Work with advisory groups
- Make presentations to the Board
- Cooperate with other governmental agencies
- Provide information to the news media
- Prepare exhibits, slide show displays, renderings, sketches
- Conduct in-house training

### Site Design

- Develop grading plans
- Conduct topographical surveys
- Develop planting plans, irrigation plans, lighting plans and facility layout plans
- Design appropriate signs
- Design facilities for special population

### Worker Traits

- Ability to organize thoughts
- Ability to exhibit sound problem-solving procedures

Ability to communicate in writing with proper grammatical form

Ability to communicate verbally

Ability to relate to and work well with fellow workers and others

Knowledge of urban planning principles

Knowledge of codes, ordinances, real estate, zoning

Ability to perceive problems and situations

Ability to evaluate, interpret, carry out county/state/city master plans and policies

Ability to interpret and apply demographic information

Knowledge of grant preparation, permits, enviromental impacts

Knowledge of landscape history

Knowledge of contractual law

Knowledge of construction procedures

Ability to interpret and carry out contracts

Knowledge of related trades and associated professions

Ability to negotiate

Knowledge of labor laws and practices

Knowledge of performance standards

Skill in basic mathematics

Knowledge of current market trends

Knowledge and skill in accounting practices

Ability to interpret computer-generated financial statements

Knowledge of the basics of public tax structure

Knowledge of accepted specification and bid formats

Knowledge of testing standards

Knowledge of insurance, bonding, liability and Department of Labor regulations

Detailed knowledge of construction materials

Skill in drafting, design and all graphic techniques

Ability to evaluate maintenance standards and procedures

Ability to apply aesthetic and visual standards

Ability in the area of public speaking

Ability to understand and instruct others

Ability to interface and interpret plans and specifications with contractors, other employees and consultants

Ability to direct and evaluate the activities of subordinates

Ability to stand by, enforce or defend with sound facts a position when appropriate

Ability to conduct site topographical and locational surveys

Ability to do site engineering calculations

Knowledge of horticulture and its applications

Knowledge of social/behavioral adaptation and reaction to the physical environment

**DESIRED EDUCATION AND EXPERIENCE:** Bachelor's degree in Landscape Architecture. (A Master's degree in environmental planning or equivalent is desirable). Evidence of experience in master planning and project management, plus budget preparation experience.

**SPECIAL REQUIREMENTS:** American Society of Landscape Architects professional membership registration. Show evidence of being involved in continuing education through participation in seminars and workshops directly related to the field.

## POSITION DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT OF PARKS

POSITION FUNCTION: Under the general supervision of the Superintendent of Parks and Planning, administers program of planning, maintenance and construction for all District facilities and lands

RESPONSIBLE TO: Superintendent of Parks and Planning

### POSITION REQUIREMENTS:

#### Planning

Assist in determining and projecting annual equipment needs

Establish and review/evaluate annually existing goals and objectives as assigned

Prepare capital improvement requirements and construction needs annually as directed

#### Organization

Assist in development of a comprehensive maintenance schedule for facilities and parks

Direct, through support personnel, the repair, reconditioning and upkeep of park equipment, buildings and facilities

Conduct periodic evaluation of work sites to insure efficient and timely completion of work orders

Administer required records and reports concerning all facets of the parks and maintenance operation

Direct layout and construction of all new and existing facilities and park areas as assigned

Insure general occupational and liability-related safety at parks and facilities for the general public and for District employees

Establish a cooperative working relationship by means of periodic contacts with other departments

#### Control

Develop and administer an inventory control system annually

Administer the budget as directed

Enforce security policies by establishing a key control system and security procedures for facilities and equipment, personnel

Control use of all maintenance equipment

Implement and review procedures which encourage the conservation of all forms of energy within the District

Supervise subordinate employees

Insure efficient allocation of materials, supplies and manpower

#### Communication

Conduct periodic staff meetings to review park department processes

Produce monthly division reports for superiors

Meet periodically with other agency staff to coordinate activities and relate project status as directed

Develop effective public relations with the general community by writing press releases, attending public meetings, participating in seasonal brochure planting, and managing complaints as directed

Review, prioritize and delegate work orders

Represent agency to all outside contractors and on all construction projects

Develop effective two-way communication with subordinates

#### Budgeting and Finance

Prepare and formulate those portions of the budget for which the Superintendent of Parks is responsible

Submit necessary purchase orders to the appropriate department or employee

Conduct annual inventory audit

Establish subordinate purchasing authority

Assure that purchases and costs are within budgetary constraints as set forth in the annual budget and capital expense schedule

Develop project cost estimates and bid specifications as assigned

Develop cost accounting procedures and reports for projects and all maintenance operations as directed

#### Evaluation

Evaluate employees in parks department as provided for in personnel policy on an annual basis

Evaluate existing facility maintenance, open space and equipment

Evaluate new operational techniques to insure professional development

Evaluate fiscal procedures to insure maximum financial efficiency and service delivery

#### Personnel Management

Assist in recommending and implementing salary and promotion schedule and other job status changes including suspensions and terminations according to policy

Recommend and apply personnel policies and practices, including suspension and termination of subordinate employees

Assist in developing and administering an in-service training program for parks department employees

Assist in developing and administering an in-service training program for parks department employees

Publicize job openings, and interview, select and evaluate employees as directed

Approve payroll and control overtime

Hear grievances and problems of subordinates

**EDUCATION AND EXPERIENCE:** Requires knowledge, skills and mental development equivalent to the completion of college course work in Park Management, Landscape Architecture, Horticulture, and other related fields, with four years work experience in this area.

**SPECIAL REQUIREMENTS:** Should be registered by a state professional park and recreation organization and/or an appropriate national association. Should show evidence of being involved in continuing education through participation in seminars and workshops directly related to the field.

## POSITION DESCRIPTION

TITLE: PARK OPERATIONS II

POSITION FUNCTION: Under the direction and supervision of the Assistant Superintendent of Parks and/or supervisor, shall complete his/her assigned duties to the best of his/her abilities, offering suggestions for better ways to accomplish jobs and being ever mindful of the best interests of the Wheaton Park District and of fellow employees.

RESPONSIBLE TO: Assistant Superintendent of Parks and/or supervisor assigned

### POSITION REQUIREMENTS:

Good physical condition with sufficient strength to do a minimum amount of heavy lifting

Ability to get along with fellow workers

Directly responsible to the General Supervisor in carrying out park labor activities

General landscape, maintenance (park and building), horticulture, traffic work

Mowing and trimming with tractors and small mowers

Turf maintenance, establishing new turf, fertilizing, weed killing, etc.

Landscape work - planting and trimming trees, shrubs, grading old and new areas, operating special landscape equipment

Building, repairing and painting fences and backstops

Rolling and marking with lines the softball and baseball diamonds, tennis courts and football fields

General building maintenance such as repairing roofs, doors, windows, cleaning, minor electrical and plumbing repairs, maintaining the heating system

Installation, repairs and painting of playground equipment

Removing all garbage, paper, refuse material, etc. from parks and playgrounds to designated dump incinerator

Making and maintaining ice rinks and warming rooms, including flooding, putting down rubber belting for walks, cleaning warming rooms

Removal of snow from ice rinks, Park District walks and drives

Knowledge of nursery maintenance and care

Required to work extra overtime hours as assigned

Perform any other similar or related Park District duties as required or assigned

Must assume a supervisory or leadership role whenever necessary

**EDUCATION AND EXPERIENCE:** High school graduate with a minimum of two years working experience in grounds maintenance, plus a valid Illinois state driver's license (class B); must accept responsibility in the absence of the Supervisor for that foreman's full and part-time crew, and the work to be accomplished by those crew members.

## POSITION DESCRIPTION

TITLE: PARK OPERATIONS I

POSITION FUNCTION: Under the direction and supervision of the Assistant Superintendent of Parks and/or supervisor, shall complete his/her assigned duties to the best of his/her abilities, offering suggestions for better ways to accomplish jobs and being ever mindful of the best interests of the Wheaton Park District and of fellow employees.

RESPONSIBLE TO: Assistant Superintendent of Parks and/or supervisor assigned

### POSITION REQUIREMENTS:

Good physical condition with sufficient strength to do a minimum amount of heavy lifting

Ability to get along with fellow workers

Directly responsible to the General Supervisor in carrying out park labor duties

General landscape, maintenance (park and building), horticulture, traffic work

Mowing and trimming with tractors and small mowers

Turf maintenance, establishing new turf, fertilizing, weed killing, etc.

Landscape work - planting and trimming trees, shrubs, grading old and new areas, operating special landscape equipment

Building, repairing and painting picnic tables and benches

Installing, repairing and painting fences and backstops

Rolling and marking with lines the softball and baseball diamonds, tennis courts and football fields

General building maintenance such as repairing roofs, doors, windows, cleaning, minor electrical and plumbing repairs, maintaining the heating system

Installation, repairs and painting of playground equipment

Removing all garbage, paper, refuse material, etc. from parks and playgrounds to designated dump or incinerator

Making and maintaining ice rinks and warming rooms, including flooding, putting down rubber belting for walks, cleaning warming rooms

Removal of snow from ice rinks, Park District walks and drives

Knowledge of nursery maintenance and care

Required to work extra overtime hours as assigned

Perform any other similar or related Park District duties as required or assigned

EDUCATION AND EXPERIENCE: High school graduate or two years working experience in field related to Park District maintenance, with some supervision skills and basic knowledge and experience in grounds maintenance. A valid Illinois state driver's license (class B) is required.

**WORK TASK: Play Area Construction**

**TASK DESCRIPTION:** Plans are determined by the Park Planners, and the equipment is ordered by them. Maintenance personnel lay out the area for construction; square off the measurements; drill or dig the holes; place the posts per manufacturer specifications (these are usually provided with the equipment); and erect the play equipment.

**FREQUENCY OF TASK:** All summer

**ACTIVITY CENTERS:** All sites maintained by the Wheaton Park District

**LABOR REQUIREMENTS:** Minimum of four persons

**EQUIPMENT REQUIREMENTS:** Play equipment, auger, tractor, cement mixer, sand, gravel, cement hose, water, wheelbarrow, tool box, hand post-hole digger, rake

**ESTIMATED MAN HOURS TO COMPLETE TASK:** Three weeks, minimum.

**USER HAZARD IDENTIFICATION:**

- Stay clear of the auger.
- Exercise caution in lifting play equipment; and lift properly.
- Brace all structures until hard.
- Make sure all bolts are tight before standing on them.
- Barricade all "under construction" areas.

**TIME OF YEAR:** Spring to Fall

WORK TASK: Play Area Safety Check (Low Frequency)

TASK DESCRIPTION: This task requires checking of all bolts and tightening if necessary; and checking the wood for cracks and rotting; and checking all the chains and S-hooks for wear. All slides are checked for safety to insure no sharp edges or dangerous conditions; the concrete footings are checked to insure they are not protruding or exposed in the sand; footings around posts are checked to insure they are not loose; monkey bars, "spring" toys are checked to make sure they are safe; timber edgings are checked to make sure they are secure. Any unsafe conditions are repaired immediately. Everything that is checked is entered in a log book.

FREQUENCY OF TASK: Once a month

ACTIVITY CENTERS: All parks maintained by the Wheaton Park District

LABOR REQUIREMENTS: Two persons

EQUIPMENT REQUIREMENTS: Truck, large allen wrenches, tool box, playground safety check book, pencil, safety tool box

ESTIMATED MAN HOURS TO COMPLETE TASK: Inspecting all play areas: two days

USER HAZARD IDENTIFICATION:

- safety in climbing on playground apparatus
- use of proper allen wrenches and other tools to avoid damaging parts

TIME OF YEAR: Year Round

**WORK TASK: Weed Whipping and Hand Mowing**

**TASK DESCRIPTION:** The operator must first properly check out and inspect equipment to be used. All equipment should be started at the shop before it goes into the field. When loading equipment onto the truck, hand mowers must be loaded and unloaded by two people and then strapped in, and weed whips put right side up and strapped in. Weed whips should be regularly greased, and the proper gasoline mixture put into them. The weed whips and mowers should be operated under proper instruction and with care. The weed whips should be run level to the ground and at full throttle. All equipment must be washed off at the end of each day. The operator is responsible for trimming around all permanent objects, and trimming the areas which the riding mowers cannot, without damaging or touching these objects. The whips on the weed whips can be changed by the operator when necessary. The operator is responsible for picking up any debris in his or her trimming area.

**FREQUENCY OF TASK:** Every seven days a complete round of sites should be completed

**ACTIVITY CENTERS:** All parks and sites maintained by the Wheaton Park District; trimming follows mowing schedule

**LABOR REQUIREMENTS:** Four persons

**EQUIPMENT REQUIREMENTS:** Mowers, weed-whips, extra whips, safety glasses, truck, high frequency playground safety inspection forms

**EQUIPMENT REQUIREMENTS:** Depends upon acreage of area to be cut.

USER HAZARD IDENTIFICATION:

- Keep hands and feet away from all moving parts during operation.
- Use proper fuel mix in proper equipment.
- Always wear proper safety equipment while operating equipment.
- Be alert for foreign objects and person in trim area, and always shoot grass away from persons.
- Do not leave equipment unattended.

WORKER SAFETY CONSIDERATIONS: Wear work boots, safety glasses.

TIME OF YEAR: Spring to Fall

NOTE: The trim crew supervisor is responsible for conducting a high frequency playground safety inspection for every playground he or she encounters during trim crew rounds.

**WORK TASK: Park Clean-up**

TASK DESCRIPTION: This task can be done during regular garbage rounds or separately. It involves cleaning up all the areas of the parks of garbage, tree lines, dense brush areas and "no-mow" areas. Observation of the parks can be taken at this time to check for vandalism, buildings, plant material, play area conditions, signs and unsightly conditions.

FREQUENCY OF TASK: When necessary

ACTIVITY CENTERS: All parks

LABOR REQUIREMENTS: Four persons; two crews

EQUIPMENT REQUIREMENTS: Trucks, garbage bags, rake, broom, shovel

ESTIMATED MAN HOURS TO COMPLETE TASK: Per: four persons, eight hours

USER HAZARD IDENTIFICATION:

- proper care and instruction while operating truck
- observation in parks for hazardous conditions

TIME OF YEAR: Spring to fall

**WORK TASK: Refuse Removal in Parks**

**TASK DESCRIPTION:** This task involves cleaning the grounds of debris; changing the liners of any cans requiring it; and also noting any vandalism, unsightly conditions or maintenance requirements needed in parks. When changing the liners, a knot should be tied in the top of the bag so the liner fits tightly around the can rim and a bottle or weighty object put into the liner so it doesn't blow out of the can. Garbage rounds are done twice a week, on Monday and Friday during warm seasons, and when parks will be crowded and sports events are taking place. The mowing list is followed until all sites are completed. Checking firewood in the cabins and shelter house at Northside is also a part of the rounds. This task allows the opportunity for these persons to see every park at least once a week to note conditions and any work tasks. When the trucks become full of garbage, they can return to the shop and empty the truck before continuing on. Parking lots and walks should also be checked for debris and broken glass. Trucks may be driven cautiously on grass during dry conditions. When garbage rounds are completed, the bed of the truck is emptied, and all equipment and the truck bed must rinsed off.

**FREQUENCY OF TASK:** Late Spring to early fall - two times a week; late fall and winter - once a week

**ACTIVITY CENTERS:** All Wheaton Park District locations

**LABOR REQUIREMENTS:** Two persons

EQUIPMENT REQUIREMENTS: Dump truck, can liners, rake, broom, scoop shovel, tool box

ESTIMATED MAN HOURS TO COMPLETE TASK: Per two persons - 8 hours

USER HAZARD IDENTIFICATION:

- When driving on grass, be alert for wet areas and people.
- Use caution and proper instruction when operating PTO on truck.
- Be aware of broken glass or sharp objects while loading or unloading truck.
- Do not overload truck with debris to the point where it will blow out.
- Remove any dangerous or rusted-out cans from sites.

TIME OF YEAR: Late Spring to early fall; late fall and winter

NOTE: Observation of any unsafe conditions in the Parks and Playground areas should also be noted, and immediately brought to the attention of a supervisor.

## LITTER AND TRASH REMOVAL

It is the responsibility of this crew to empty garbage cans, survey the surrounding area, and pick up any unsightly debris. Be aware of and clean up any broken glass found at playgrounds, tennis courts, parking lots or sidewalks.

Equipment Required: Push brooms, scoop shovel, leaf rake, garbage bags, gloves

The following schedule should be followed by the Litter and Trash Removal Crew:

- |                                      |                           |                   |
|--------------------------------------|---------------------------|-------------------|
| 1. Northside (include tennis courts) | 23. Kelly                 | 45. Atten         |
| 2. Willow Point                      | 24. Edison                | 46. Hurley Garden |
| 3. Coventry                          | 25. Sunnyside             | 47. Madison       |
| 4. Herrick                           | 26. Presidents            | 48. Westhaven     |
| 5. Cosley Park                       | 27. Clydesdale            | 49. Wexford       |
| 6. Cosley Resident                   | 28. Blacksmith            |                   |
| 7. Elliot Lake                       | 29. Scotts Cove           |                   |
| 8. Armbrust                          | 30. Scottdale School Site |                   |
| 9. Community                         | 31. Albright              |                   |
| 10. Center                           | 32. Appleby               |                   |
| 11. Hawthorne                        | 33. Hull                  |                   |
| 12. Hoffman                          | 34. Briar Patch           |                   |
| 13. Triangle                         | 35. Lincoln               |                   |
| 14. Memorial                         | 36. Briar Knoll           |                   |
| 15. Malone House                     | 37. Arboretum Mews        |                   |
| 16. Stevens                          | 38. Seven Gables          |                   |
| 17. Graf-Monroe                      | 39. Ridge                 |                   |
| 18. Hazelton                         | 40. Dorset                |                   |
| 19. Rathje                           | 41. Chatum                |                   |
| 20. Central                          | 42. Brighton              |                   |
| 21. Prairie Path                     | 43. Orchard               |                   |
| 22. Whittier                         | 44. Arrowhead             |                   |

PROCEDURES FOR  
PUBLIC PLAYGROUND AREA  
CORRECTIVE ACTION

## PROCEDURES FOR PLAYGROUND AREA CORRECTIVE ACTION

Once we have designed, purchased and installed a public playground, our work as park managers has just begun. The maintenance and repair costs over the lifetime of a playground will far exceed the initial acquisition and installation costs. Proper maintenance of playgrounds can be easily documented and learned. However, the ability to identify safety problems and to take the necessary actions to eliminate a problem before an accident occurs requires quite a bit more training. Once an employee has mastered the skill of properly analyzing and identifying playground safety problems, it is imperative that the employee select the proper approach to correcting the problem in a timely and reasonable fashion.

The following are five situations which will occur, and which require park staff to make an investigation and evaluation, and to implement some sort of appropriate corrective action. One must understand each procedure, and communicate his/her action with supervisors while documenting the course of action which was taken.

### 1. IMMEDIATE REPAIR

These corrective actions are made immediately during the time of high or low frequency inspection when a definite unsafe condition is detected. This includes the removal of litter and broken glass and filling in low spots under equipment when surfacing material has been kicked out. If an unsafe condition cannot be corrected immediately, the situation must be reported to a supervisor, and the play equipment should be removed or secured to eliminate the unsafe condition.

## 2. PLAY EQUIPMENT REMOVAL

If any play equipment is broken and/or poses a potential unsafe condition or hazard to the public, it must be reported to a supervisor and removed from public use in a timely fashion. Repair or replacement of equipment may require additional action during the District's budgetary process if adequate funding is not available during the current fiscal year.

## 3. WORK ORDERS

The Wheaton Park District has a work order system to handle all written work requests efficiently. Each playground work order should be evaluated individually, and if an apparent public safety situation appears evident, it should be addressed immediately.

## 4. PHONE COMPLAINTS

The Wheaton Park District administration office receives many calls from concerned citizens about the conditions of its parks and facilities. The calls are logged in message books by secretarial staff, and immediately passed on to the appropriate parties for investigation. These phone messages are to be treated as work orders and potential safety problems. They should be immediately investigated and followed up by appropriate action.

5. ANNUAL BUDGETARY CONSIDERATION

When and if playground equipment is no longer determined to be safe and sound, or in compliance with current safety guidelines, it may become necessary to expend large sums of money to replace or retrofit the equipment in question. This can only be accomplished through a timely budget request.

# STAFF TRAINING GUIDELINES

## STAFF TRAINING GUIDELINES FOR PLAYGROUND SAFETY INSPECTIONS

The Wheaton Park District has learned the importance of the word "consistency" in the comprehensive public playground safety program. It is difficult, if not impossible, to attain consistency in a program such as this unless there is a comprehensive written program backed up by thorough training and follow-up testing to assure that the appropriate behavioral response was learned.

To attain the desired result in staff training, the Wheaton Park District has adopted the Hamilton County Park District's (Cincinnati, Ohio) "Playground Inspection Training Video" and "Understanding Quiz" as part of its Comprehensive Public Playground Safety Program. Park Operations I and II staff as assigned will be trained in the use and implementation of both high and low frequency playground safety inspection forms. These include, but are not limited to, observation of the training video, hands-on inspection training, follow-up written testing, and supervisory review of playground safety inspections conducted by the individual in an effort to assure consistency among park personnel performing the safety inspections.

HIGH FREQUENCY  
-PLAYGROUND SAFETY INSPECTION-  
UNDERSTADING QUIZ

- |   |   |     |                                                                                                                                |
|---|---|-----|--------------------------------------------------------------------------------------------------------------------------------|
| T | F | 1.  | A check mark on the form means there is a problem found with the playground.                                                   |
| T | F | 2.  | It is not necessary to mark the time down when you complete your inspection of a site.                                         |
| T | F | 3.  | If you pick up trash around a playground, it is not necessary to mark it as work done.                                         |
| T | F | 4.  | Each swing set has numbers indicating which swing is which.                                                                    |
| T | F | 5.  | A mark of "0" in a box means there is something wrong that the inspector cannot repair and which is described in the comments. |
| T | F | 6.  | If vandalism is suspected, the inspector should notify the Assistant Superintendent of Parks to secure the area.               |
| T | F | 7.  | The swing scuff zone is the area directly under the swing seat.                                                                |
| T | F | 8.  | The sand under swings, play apparatus, slides, tire swings, firepoles should be 6"-8" in depth.                                |
| T | F | 9.  | The inspection form is turned in to your immediate supervisor who forwards it to the Assistant Superintendent of Parks.        |
| T | F | 10. | A cut swing seat is probably vandalism.                                                                                        |

This is not a comprehensive quiz, but shows only the trainee has understood the initial training.

Trainee \_\_\_\_\_

Date \_\_\_\_\_

WHEATON PARK DISTRICT  
ON THE JOB TRAINING RECORD

-Playground Safety Inspection-

Trainee \_\_\_\_\_

INITIAL TRAINING

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Trainer \_\_\_\_\_

Trainee Initials \_\_\_\_\_

Date \_\_\_\_\_

---

UNDERSTANDING QUIZ

RETRY

Score \_\_\_\_\_ Date \_\_\_\_\_

Score \_\_\_\_\_ Date \_\_\_\_\_

Trainee \_\_\_\_\_

Trainer \_\_\_\_\_

---

FOLLOW-UP TRAINING 3X

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Comments \_\_\_\_\_

Trainee Initials \_\_\_\_\_

Date \_\_\_\_\_

---

FOLLOW-UP TRAINING 7X

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Trainer \_\_\_\_\_

Comments \_\_\_\_\_

Trainee Initials \_\_\_\_\_

Date \_\_\_\_\_

EMPLOYEE TRAINING RECORD

\_\_\_\_\_ has been properly trained in the operation and safety procedures of the following equipment:

DRIVER'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_

	DATE TRAINED	TRAINER	TRAINEE
Aerifier			
Asphalt Hot Patcher			
Back-Hoe			
Battery Charger			
Belt Sander			
Bench Grinder			
Binks Paint Sprayer			
Brush Chipper			
Cement Mixer			
"City" Seal Coater			
Compactor			
Concrete Saw			
Cordless Drill - 3/8"			
Cosley Dump			
Danuser Auger			
Disc			
Drill Press			
Electric Arc Welder			
Electric Hedgetrimmer			
Fayette Trailer			
Fire Extinguisher			
Flail Mower			
Front Endloader			

	DATE TRAINED	TRAINER	TRAI
Gasoline Arc Welder			
Gas Water Pump			
Genie Power Lift			
Grader Box			
Groundsmaster Blower			
Groundsmaster Mower			
Groundsmaster Sweeper			
Hammer Drill			
Hand Drill			
Hand Grinder			
Hand Held Auger - "General"			
Hand Mower			
Hand Snow Blower			
High Ranger			
Impact Driver			
Jack Hammer			
Jig Saw			
Large Chainsaw			
Makita Miter Saw			
Medium Chainsaw			
Metal Detectors			
Myers Sprayer			
One-Ton Dump Truck			
Over Seeder			
Parkmaster Mower			
Pick-Up Truck			
Pipe Threader			

EMPLOYEE TRAINING RECORD - PAGE 3

	DATE TRAINED	TRAINER	
Plastic Sign Router			
* Playground Safety Inspection *			
Portable Air Compressor			
Portable Generator			
Power Drain Cleaner			
Power Edger			
Power Leaf Blower			
Power Washer			
Propane Torch (Small)			
Radial Arm Saw			
Rotary Hammer			
Rototiller			
Rough Cut Mower			
Ryan Roller			
Sand Blaster			
Sawzall			
Sign Router (Workshop)			
Skidsteer Tractor			
Skillsaw			
Small Chainsaw			
Sod Cutter			
Stump Router			
Sun Engine Analyzer			
Table Saw			
Tiller Rake			
Timber Saw			
Torches			



# GUIDELINES FOR STORAGE OF DOCUMENTS

**GUIDELINES FOR STORAGE OF ALL DOCUMENTS**  
**PERTAINING TO WHEATON PARK DISTRICT PLAYGROUNDS**

All pertinent information as identified in the Wheaton Park District Comprehensive Public Playground Safety Program Site History Checklist shall be safely stored, by site location, at the maintenance headquarters. It is imperative that a comprehensive history of each playground be stored and maintained by the personnel who are responsible for the inspection, installation and repair of these facilities.

WHEATON PARK DISTRICT

COMPREHENSIVE PUBLIC PLAYGROUND SAFETY PROGRAM

SITE HISTORY CHECKLIST

PARK: \_\_\_\_\_

DATE EQUIPMENT INSTALLED: \_\_\_\_\_

DATE SITE HISTORY CHECKLIST COMPLETED: \_\_\_\_\_

Item On File

Item

Yes No


Copy of P.O. or Invoice

Site Plans

Installation Drawings

Itemized List and Quantity of Play Components

Parts List

Insurance Certificate

Initial Playground Safety Audit

Inspection History and Checklist Copies

Recommended Inspection Frequency Checklist

Remedial Action History

Additional Items:

(Telephone Complaints)

(Work Orders)

(Playground Bid Specifications)



**ITEMIZED LIST OF PLAY EQUIPMENT  
WITH SITE PLAN**

## ITEMIZED LIST OF PLAY EQUIPMENT WITH SITE PLAN

One of the most important steps in the initial development of your individual playground histories is the complete listing of all play equipment, play components and site amenities. If this list can be coupled with a site plan of the play area, it can be an invaluable aid to playground safety inspection. Many times this list has already been completed by the play equipment manufacturer. If this information is missing from the playground file, a phone call to the equipment manufacturer may produce a copy of this information from their records.

Manufacturers sell similar equipment and components, sometimes using different names which tend to confuse many safety inspectors. The site plan should be attached to the itemized list of play equipment, and the plan should be alphabetically or numerically cross referenced to the itemized list. This will simplify the initial audit and high/low frequency safety inspection checklist processes. The itemized list must be completed before the "Low Frequency Playground Inspection Checklist" can be developed for each playground site.

Remember the old saying, "A picture is worth a thousand words?" Think of the time saved by a site plan during the inspection process. Inspections and audits must be as simple as possible, and these tools will help reduce the inspection manhours while eliminating some human errors and thereby increasing the degree of consistency from one inspector to another. If this part of the older playground history files is missing, it is imperative that the time and effort be spent to recreate both items.

## ITEMIZED LIST OF PLAY EQUIPMENT

DATE \_\_\_\_\_

INSPECTOR \_\_\_\_\_

EQUIPMENT LOCATION \_\_\_\_\_

[illegible]

# ITEMIZED LIST OF PLAY EQUIPMENT

DATE October 5, 1989

INSPECTOR Mick Johnston

EQUIPMENT LOCATION Summerville  
Page 1

PLAY EQUIPMENT AREA	PLAY COMPONENT	DESCRIPTION OF PLAY AREA OR COMPONENT	COMMENTS
AREA A		Sitting area planters & brick court	
	# 1	Park sign	Wood sign in annual
	# 2	Trellis: Entrance to court area	Treated wood
	# 3	Trellis: Entrance to Area B from court	Treated wood
	# 4	Planter	Treated wood
	# 5	Planter	Treated wood
	# 6	Benches: Built in	Treated wood
	# 7	Garbage can: WAUSAU	Concrete
	# 8	Drinking Fountain	Homemade design br
AREA B		Play area, wood border, sand base	
	#1	Everglide swing Landscape structures Model 1110520	Metal
	# 2	Everglide swing Landscape structures Model 1110520	Metal
	# 3	Tire swing & swivel Mexico forge 1110001	Rubber tire Metal
	# 4	Tire swing & swivel Mexico forge 1110001	Rubber tire Metal
	# 5	Tire bumper	Post & 3 tires
	# 6	Tire bumper	Post & 3 tires
AREA C		Play area, wood border, sand base	
	# 1	Bridge: Over bike track	Treated wood
	# 2	Play structure Columbia Cascade/Timber Form Model # 1062	Treated wood
	# 3	Straight slide Columbia Cascade/Timber Form 3' X 6' with handrails	Metal
	# 4	Firepole	Metal
AREA D		Play area, wood border, sand base	
	# 1	Culvert tunnel under track	Concrete
	# 2	Challenge ladder overtrack	Wood with metal run
	# 3	Play structure	Treated wood

DATE October 5, 1989  
INSPECTOR Mick Johnston  
EQUIPMENT LOCATION Summyside  
Page 2

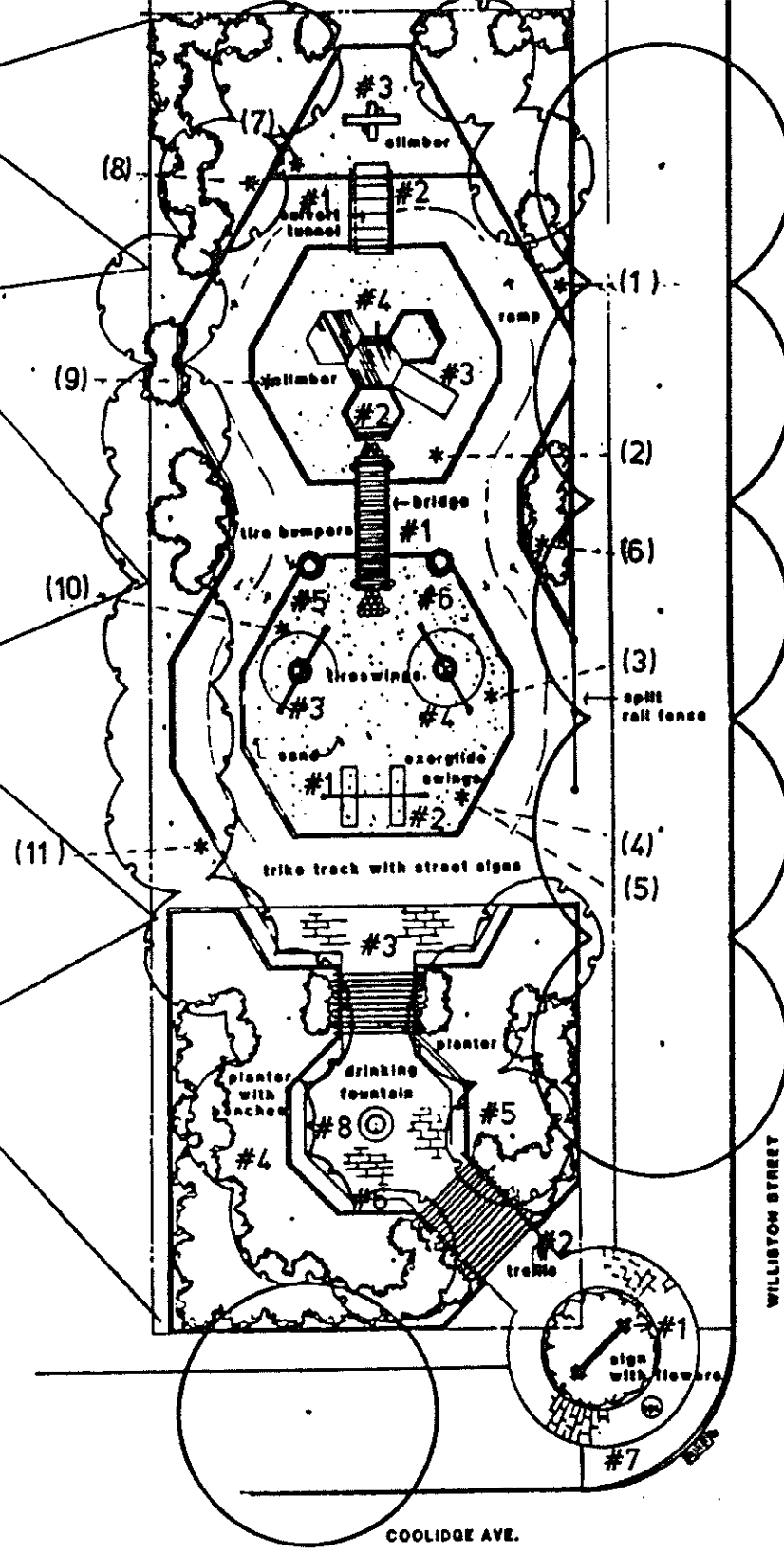
G. 4


AREA D

AREA C

AREA B

AREA A







Prepared by: RS, KF  
Date: 1982

Existing Conditions and  
Master Plan

## SUNNYSIDE PARK

Wheaton Park District 666-4710  
666 S. Main Wheaton, IL 60107





NORTH

SHEET  
of

# INITIAL PUBLIC PLAYGROUND SAFETY AUDIT

## INITIAL PUBLIC PLAYGROUND SAFETY AUDIT

The Comprehensive Public Playground Safety Program covers many different aspects of play equipment from user behavior, safety inspections, staff training, and consistency of the inspectors, to the safe storage of all pertinent playground information. The cornerstone of this program is a complete analysis and understanding of each public playground in an agency's jurisdiction. A comprehensive review of each playground must be completed as it relates to the current consumer product safety guidelines.

The following playground safety checklist is being used as the initial audit. This comprehensive checklist should be completed by personnel knowledgeable about public playgrounds and the CPSC Safety Guidelines.

This checklist process will provide a detailed list of items which need to be addressed to make play areas a safer learning/play environment for children.

All items of non-conformance should be summarized in a final report to simplify the final review process by the appropriate department head and/or his designates. This final review process will prioritize corrective action with costs estimates. The district cannot begin to develop and maintain safe playgrounds until this review process is completed.

The process, once completed, should be repeated whenever changes have been made to the play apparatus and its surroundings, or when generally accepted CPSC Playground Safety Standards are adopted. These checklists need not be

used as a routine safety inspection. The scope of these checklists goes far beyond that of a high or low frequency playground safety inspection.

This audit process of all existing playgrounds should not be confused with the high and low frequency safety inspections. The high and low frequency safety inspection process should continue according to the adopted frequency rationale in order to assure the district and the playground users that all existing district playgrounds are maintained in a safe condition.

## PLAYGROUND AUDIT SUMMARY

Name and Number of Park Playground  
Person Making Summary  
Date of Summary

Sunnyside #037  
Mick Johnston  
10-9-89

### Areas of Concern (Chronological Order)

#From

Audit      Description

- 57.      Tires hit support poles
- 58.      Not enough drain holes
- 59.      Both tires are showing wear and should be replaced.
- 64.      The bolts in hangers for exerglide should have a washer to keep from pulling through.    Excess grease from tire swivels should be wiped off chain.
- 67.      Wood equipment is splintering badly.
- 68.      Brackets holding fire pole and slide are rusting.
- 78.      Telephone poles used as steps are showing some corrosion.
- 79.      Top layer of sand is soft, but could use tilling.
- 80.      This whole apparatus is too close to the playground border.
- 82.      There are no handrails for the steps, the handrail on the bridge has areas where a child can fall through, the apparatus has no barriers at the top.
- 84.      Fire pole should be tightened down.
- 87.      Space is four inches apart.
- 96.      Wood equipment has splinters.
- 97.      Rust on the rungs
- 102.     One rung is missing.
- 106.     I do not think asphalt is the proper surfacing for under the challenge ladder.
- 107.     The border touches this equipment.
- 110.     No foot rungs except top because of the tunnel

155. Carriage bolts used to hold handrails on stick out into slide area.
157. Wood area has splinters.
169. Extremely dangerous, too close to border
172. Only a 4 x 4 timber for flat seat at top of slide
174. Slide faces southeast
186. The slide is almost straight, no flat surface on the slide.
189. Extremely close to barrier; as I was filling out this form a mother told me about a child that cracked a few teeth on the timber border.
232. Sand doesn't appear to be ranked on a regular schedule.
276. Audit recommends 40" tunnel. This is approx. 20" - 24" in. width.
290. Entrance to playground on Williston seems too large. Playground is approx. 17 ft. from road.
291. There should be a sign giving this information.
292. Same as 291
293. Same as 291
294. Same as 291
299. If playground is open at night, it should be lighted.
300. When sitting on benches, it is hard to see the last play area because of wall.

#### SUMMARY OF COMMENTS

Nice idea for a playground but the equipment is too close to the borders. The slide is extremely close and is dangerous. The climbing apparatus has no barriers on bridge could be better to prevent falling on asphalt. The tire swings hit the upright supports. The challenge climber is built over asphalt. Metal poles holding exerglide and tire swing need paint. Could use more sand and tilled. Needs some type of barrier to keep people out of landscaping box next to house. Need information sign giving what to do in case of an emergency, playground hours, rules, and who to contact to report hazards.

-----

#### Office Use Only

Date Review \_\_\_\_\_

Member of  
Review Team \_\_\_\_\_

# STATEWIDE COMPREHENSIVE INJURY PREVENTION PROGRAM

## MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH

### PLAYGROUND SAFETY CHECKLIST

Injuries to children may occur from many types of playground equipment and environmental conditions. The checklist on the following pages will help you to assess and correct hazards that may be present on your playground. The checklist is not intended to apply to home playground equipment, amusement park equipment, or to equipment normally intended for sports use. The checklist also does not address the many important issues of child development that pertain to play.

The checklist represents a compilation of Consumer Product Safety Commission (CPSC) guidelines, international playground standards, and expert opinions from consultants in the field of playground safety. It is important to note that the checklist is a DRAFT pending changes in the CPSC guidelines and findings of the American Society of Testing and Materials (ASTM) F15.29 Task Force on Public Playground Equipment. The Task Force recently convened and results are forthcoming upon completion of the project.

The front page of the checklist includes several questions concerning the category of the playground, type and amount of equipment, and the playground environment. The remainder of the checklist is comprised of specific questions concerning the design of the equipment, surfacing underneath the equipment, and maintenance of the equipment. Twelve categories of equipment have been identified for consideration in the checklist: swings, preschool swings, multi-purpose climbers, monkey bars, dome climbers, seesaws, slides, circular-type slides, sandboxes, rocking equipment, merry-go-rounds, and tunnels. There are also sets of questions pertaining to benches and tables and the general environment. Space is provided at the end of the checklist to list and describe any other equipment that has not been included.

The checklist is designed for user ease, and many of the questions are repeated from one category of equipment to another so that inspectors can more accurately assess each piece of equipment. To use the checklist, simply check the column marked "YES" or "NO" for each question. In most cases, a "YES" response denotes a "safe" condition. Where a "NO" response denotes a "safe" condition an asterisk (\*) appears in the "NO" column. The "COMMENTS" column should also be used for a specific description of any hazardous condition found while conducting a playground safety check. It takes approximately one and a half hours to complete the checklist for the average playground.

From the "Statewide Comprehensive Injury Prevention Program"  
(SCIIPP), Department of Public Health, 150 Tremont Street,  
Boston, MA., 0211

Adapted as Wheaton Park District's "Initial Public  
Playground Safety Audit, September, 1989

## PLAYGROUND SAFETY CHECKLIST

Name of Playground \_\_\_\_\_ Date of Inspection \_\_\_\_\_  
 \_\_\_\_\_  
 Mo/Day \_\_\_\_\_

Street \_\_\_\_\_

Name(s) of person(s) conducting check: \_\_\_\_\_

1. Category of playground (Circle one):

- a. public school
- b. private school
- c. public recreation facility
- d. day care
- e. other (please specify) \_\_\_\_\_

2. Type and amount of equipment (Write "0" if not applicable):

	Number		Number
a. Swings (seats)	<input type="text"/>	j. Stumps (telephone poles)	<input type="text"/>
b. Gliders (seats)	<input type="text"/>	k. Merry-go-round	<input type="text"/>
c. Seesaws	<input type="text"/>	l. Sandboxes	<input type="text"/>
d. Multi-Purpose	<input type="text"/>	m. Benches	<input type="text"/>
e. Dome Climber	<input type="text"/>	n. Tables	<input type="text"/>
f. Monkey Bars	<input type="text"/>	o. Other (specify) _____	<input type="text"/>
g. Rocking Equipment	<input type="text"/>	p. Other (specify) _____	<input type="text"/>
h. Chin-Up Bars	<input type="text"/>		
i. Balance Beam	<input type="text"/>		

3. Playground Environment (Circle all that apply):

Playground borders:

- a. No street
- b. 1 street
- c. 2 streets
- d. 3 streets
- e. 4 streets
- f. Number of streets trafficked? \_\_\_\_\_
- g. Water
- h. Soccer/football field
- i. Baseball/softball field
- j. Basketball court
- k. Tennis court
- l. Parking lot

	YES	NO	NA	COMMENTS
<b>SWINGS (For PRESCHOOL SWINGS, see next section)</b>				
4. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
5. Are nuts, bolts tight and not able to be loosened without tools?				
6. Is wooden equipment free from splinters or rough surfaces?				
7. Is metal equipment free from rust?				
8. Is metal equipment free from chipping paint?				
9. Are ropes, chains or cables frayed or worn out?		*		
10. Is equipment free from sharp edges?				
11. Has equipment shifted or become bent?		*		
12. Are there any "V" entrapment angles on any part of the equipment?		*		
13. Are there open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
14. Are all parts of the equipment present?				
15. Are anchors for equipment stable?				
16. Are anchors for equipment buried below ground level?				
17. Is there corrosion at points where equipment comes into contact with ground surface?		*		

	YES	NO	NA	COMMENTS
18. Types of Surfacing (Circle all that apply) <ul style="list-style-type: none"> <li>a. Asphalt</li> <li>b. Bare ground (dirt)</li> <li>c. Concrete</li> <li>d. Grass</li> <li>e. Pea gravel (smooth) - depth _____</li> <li>f. Rock gravel (rough)</li> <li>g. Rubber mats - thickness _____</li> <li>h. Sand - depth _____</li> <li>i. Shredded rubber - depth _____</li> <li>j. Vinyl mats - thickness _____</li> <li>k. Wood chips - depth _____</li> <li>l. Other (specify) _____</li> <li>m. "Specialty" playground surfacing                Brand: _____</li> </ul>				(Amount of Surface)
19. Do swings have adequate clearance in all directions (14 feet beyond the furthest extension of the swing)?				
20. Are swing seats at least 27½" from each other and away from the frame?				
21. Is there a barrier to help prevent children from running into the pathway of the swings?"				
22. Are all swing seats made of canvas, rubber or other lightweight material?				
23. If "S" hooks are used, are they completely closed?				
24. Is the point at which the chain/rope and seat meet designed to prevent hand or foot entrapment?				
25. Do chain link openings exceed 5/16" in diameter?		*		
26. When stationery, are all seats level?				

	YES	NO	NA	COMMENTS
27. Are there more than two swings attached to an individual frame?		*		
28. Are swing seats at a maximum height of 20"?				
29. Is the equipment free from all other hazards?				
<u>PRESCHOOL SWINGS</u>				
30. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
31. Are nuts and bolts tight and not able to be loosened without tools?				
32. Is wooden equipment free from splinters or rough surfaces?				
33. Is metal equipment free from rust?				
34. Is metal equipment free from chipping paint?				
35. Are ropes, chains or cables frayed or worn out?		*		
36. Is equipment free from sharp edges?				
37. Has equipment shifted or become bent?		*		
38. Are there any "V" entrapment angles on any part of the equipment?		*		
39. Are there open holes in the equipment forming finger traps (e.g. at the ends of tubes)?		*		
40. Are all parts of the equipment present?				

	YES	NO	NA	COMMENTS
41. Are anchors for equipment stable?				
42. Are anchors for equipment buried below ground level?				
43. Is there corrosion at points where equipment comes into contact with ground surface?		*		
44. Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand: _____				(Amount of Surface) _____
45. Do swings have adequate clearance in all directions (14 feet beyond the furthest extension of the swing)?				
46. Are swing seats at least 27½" from each other and away from the frame?				
47. Is there a barrier to help prevent children from running into the pathway of the swings?				
48. Are all swing seats made of canvas, rubber or other lightweight materials?				

	YES	NO	NA	COMMENTS
49. Are swing seats with back supports and safety bars available for toddlers or children with disabilities?				
50. If "S" hooks are used, are they completely closed?				
51. Is the point at which the chain/rope and seat meet designed to prevent hand or foot entrapment?				
52. Do chain link opening exceed 5/16" in diameter?		*		
53. When stationary, are all seats level?				
54. Are there more than two swings attached to an individual frame?		*		
55. Are swing seats at a maximum height of 18"?				
56. Is the equipment free from all other hazards?				
<u>ADDITIONAL QUESTIONS FROM TIRE SWINGS, GLIDERS AND HANGING RINGS</u>				
57. For tire swings, is there at least a 19" safety zone between the support structure and the furthest extension of the swing?				
58. Do tire swings have drainage openings every 5-6"?				

	YES	NO	NA	COMMENTS
59. Have steel-belted radial tires been used?		*		
60. Do plane swings (gliders) have stable handholds?				
61. Do plane swings (gliders) have stable footholds?				
62. Do plane swings (gliders) have stable seats?				
63. Are hanging rings less than 5" or more than 10" in diameter?				
64. Is the equipment free from all other hazards?				
<u>MULTI-PURPOSE CLIMBERS</u>				
65. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
66. Are nuts and bolts tight and cannot be loosened without tools?				
67. Is wooden equipment free from splinters or rough surfaces?				
68. Is metal equipment free from rust?				
69. Is metal equipment free from chipping paint?				

	YES	NO	NA	COMMENTS
70. Are ropes, chains or cables frayed or worn out?		*		
71. Is equipment free from sharp edges?				
72. Has equipment shifted or become bent?		*		
73. Are there any "V" entrapment angles on any part of the equipment?		*		
74. Are there are any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
75. Are all parts of the equipment present?				
76. Are anchors for equipment stable?				
77. Are anchors for equipment buried below ground level?				
78. Is there corrosion at points where equipment comes into contact with ground surfaces?		*		
79. Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass				

	YES	NO	NA	COMMENTS
e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) _____ g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand _____				
80. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
81. Does equipment height exceed 8 feet?		*	(6 ft. for preschool)	
82. Is there a 38" (or higher) barrier around equipment that is more than 30" above the ground?			(30" for preschool)	
83. Are safety barriers designed to prevent children's easy access to a greater height?				
84. Do handholds stay in place when grasped?				
85. Are rope climbing nets and suspension nets firmly and safely connected?				
86. Are rungs painted in bright or contrasting colors?				
87. Are footholds regularly-spaced (7"-10" apart) from top to bottom?				

	YES	NO	NA	COMMENTS
88. Are rungs, climbing bars or handrails between 1-3/4" and 1-1/2" in diameter?				
89. Are there any head entrapment areas (4 1/4" to 9" spaces)?		*		
90. If openings between rungs or steps are greater than 4 1/4" and less than 9" is the space filled?				
91. Is there an easy, safe "way out" for children who climb to the top?				
92. Do spaces between slats of barriers exceed 4"?		*		
93. Is the equipment free from all other hazards?				
<u>MONKEY BARS</u>				
94. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
95. Are nuts and bolts tight and cannot be loosened without tools?				
96. Is wooden equipment free from splinters or rough surfaces?				
97. Is metal equipment free from rust?				

	YES	NO	NA	COMMENTS
98. Is metal equipment free from chipping paint?				
99. Is equipment free from sharp edges?				
100. Has equipment shifted or become bent?		*		
101. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
102. Are all parts of the equipment present?				
103. Are anchors for equipment stable?				
104. Are anchors for equipment buried below ground level?				
105. Is there corrosion at points where equipment comes into contact with ground surface?		*		
106. Types of Surfacing: (Circle all that apply):				
a. Asphalt b. Bare ground dirt c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing- Brand: _____				

	YES	NO	NA	COMMENTS
107. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
108. Does equipment height exceed 8 feet?		*		
109. Do handholds stay in place when grasped?				
110. Are footholds regularly-spaced (7"-10" apart) from top to bottom?				
111. Are rungs, climbing bars or handrails between 1-3/4" and 1-1/2" in diameter?				
112. Are there any head entrapment areas (4 1/2" to 9" spaces)?		*		
113. If openings between rungs or steps are greater than 4 1/2" and less than 9" is the space filled?				
114. Is the equipment free from all other hazards?				
<u>DOME CLIMBER</u>				
115. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
116. Are nuts and bolts tight and cannot be loosened without tools?				

	YES	NO	NA	COMMENTS
117. Is wooden equipment free from splinters or rough surfaces?				
118. Is metal equipment free from rust?				
119. Is metal equipment free from chipping paint?				
120. Is equipment free from sharp edges?				
121. Has equipment shifted or become bent?		*		
122. Are there any open holes in the equipment forming finger traps (e.g., at the end of tubes)?				
123. Are all parts of the equipment present?				
124. Are anchors for equipment stable?				
125. Are anchors for equipment buried below ground level?				
126. Is there corrosion at points where equipment comes into contact with ground surface?				

	YES	NO	NA	COMMENTS
<p>127. Types of Surfacing: (Circle all that apply)</p> <p>a. Asphalt</p> <p>b. Bare ground (dirt)</p> <p>c. Concrete</p> <p>d. Grass</p> <p>e. Pea gravel (smooth) - depth _____</p> <p>f. Rock gravel (rough)</p> <p>g. Rubber mats - thickness _____</p> <p>h. Sand - depth _____</p> <p>i. Shredded rubber - depth _____</p> <p>j. Vinyl mats - thickness _____</p> <p>k. Wood chips - depth _____</p> <p>l. Other (specify) _____</p> <p>m. "Specialty" playground surfacing- Brand: _____</p>				
128. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
129. Does equipment height exceed 8 feet?		*		6 ft. for preschoolers
130. Do handholds stay in place when grasped?				
131. Are footholds relarly-spaced (7"-10" apart) from top to bottom?				
132. Are rungs, climbing bars or handcalls between 1-3/4" and 1-1/2" in diameter?				
133. Are there any head entrapment areas (4 1/4" to 9" spaces)?		*		
134. If openings between rungs or steps are greater than 4 1/4" and less than 9" is the space filled?				

	YES	NO	NA	COMMENTS
135. Is the equipment free from all other hazards?				
<u>SEESAWS</u>				
136. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
137. Are nuts and bolts tight and cannot be loosened without tools?				
138. Is wooden equipment free from splinters or rough surfaces?				
139. Is metal equipment free from rust?				
140. Is metal equipment free from chipping paint?				
141. Is equipment free from sharp edges?				
142. Has equipment shifted or become bent?		*		
143. Are there any open holes in the equipment forming finger traps (e.g. at the ends of tubes)?		*		
144. Are all parts of the equipment present?				
145. Are anchors for equipment stable?				
146. Are anchors for equipment buried below ground level?				

	YES	NO	NA	COMMENTS
147. Is there any corrosion at points where equipment comes into contact with ground surfaces?		*		
148. Types of Surfacing (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing- Brand: _____				
149. Does the surface under structure extend 8 feet beyond the sides of the apparatus?				
150. Does the seating reach more than 5 feet above the ground?		*		
151. Is the fulcrum enclosed or designed to prevent pinching or crushing?				
152. Do handholds stay in place when grasped?				
153. Is there either a wooden block on the underside of the seats OR a rubber tire segment in the surface under the seats?				
154. Is there anything else wrong with this apparatus?				

SLIDES (Straight slides--see next section for wave, curved or tube slides.)

155.	Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
156.	Are nuts and bolts tight and cannot be loosened without tools?				
157.	Is wooden equipment free from splinters or rough surfaces?				
158.	Is metal equipment free from rust?				
159.	Is metal equipment free from chipping paint?				
160.	Is equipment free from sharp edges?				
161.	Has equipment shifted or become bent?		*		
162.	Are there any "V" entrapment angles on any part of the equipment?		*		
163.	Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
164.	Are all parts of the equipment present?				
165.	Are anchors for equipment stable?				

	YES	NO	NA	COMMENTS
166. Are anchors for equipment buried below ground level?				
167. Is there any corrosion at points where equipment comes into contact with ground surface?				
168. Types of Surfacing: (Circle all that apply)				
a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground sufacing - Brand: _____				
169. Does the safety surface extend under the structure and 5 feet beyond the sides of the apparatus and 6 feet beyond the end?				
170. Are the side rims at least 3" high?				
171. Is the sliding surface made of wood or fiberglass?		*		
172. Do slides have a flat surface at the top?				
173. Are there safety barriers at top of slides to prevent falls?				

YES NO NA COMMENTS

174.	Is the sliding surface facing away from the sun (north or east) OR is it located in the shade at high noon?				
175.	If the slide is made in several places, are there any gaps or rough edges in the sliding surface?				
176.	Is the bottom of the sliding surface less than 15" above the ground?				
177.	Do slide ladders or steps have handrails on both sides?				
178.	Are the steps or rungs slip-resistant?				
179.	Are rung ladders at an angle of 75° - 90°?				
180.	Are stepladders at an angle of 50° - 75°?				
181.	Are steps and rungs regularly spaced, 7" - 10" apart, from top to bottom?				
182.	Are there any head entrapment areas (4 ½" to 9" spaces)?		*		
183.	If openings between rungs or steps are greater than 4½" AND less than 9", is the opening filled?				

	YES	NO	NA	COMMENTS
184. Is the angle of the sliding surface less than or equal to 40°?				
185. Are rungs and handrails between 1-3/4" and 1-1/2" in diameter?				
186. Is there a 16" flat surface at bottom of slide?		*		
187. Does the height of the slide exceed 8 feet?		*	6 ft. for preschoolers	
188. Has the bottom rung of environment 6.5 to 8 feet been removed if preschoolers have access to the equipment?				
189. Is there a safety "run off" zone of no less than 7.5 feet at the bottom of the slides?				
190. Is the equipment free from all other hazards?				
<u>CIRCULAR, WAVE OR TUBE SLIDES</u>				
Type of slide (circle all that apply):				
a. Tube b. Circular c. Wave				
191. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
192. Are nuts and bolts tight and cannot be loosened without tools?				

	YES	NO	NA	COMMENTS
193. Is wooden equipment free from splinters or rough surfaces?				
194. Is metal equipment free from rust?				
195. Is metal equipment free from chipping paint?				
196. Is equipment free from sharp edges?				
197. Has equipment shifted or become bent?		*		
198. Are there any "V" entrapment angles on any part of the equipment?		*		
199. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
200. Are all parts of the equipment present?				
201. Are anchors for equipment stable?				
202. Are anchors for equipment buried below ground level?				
203. Is there any corrosion at points where equipment comes into contact with ground surface?				

	YES	NO	NA	COMMENTS
204. Types of Surfacing: (Circle all that apply) <ul style="list-style-type: none"> <li>a. Asphalt</li> <li>b. Bare ground (dirt)</li> <li>c. Concrete</li> <li>d. Grass</li> <li>e. Pea gravel (smooth) - depth _____</li> <li>f. Rock gravel (rough)</li> <li>g. Rubber mats - thickness _____</li> <li>h. Sand - depth _____</li> <li>i. Shredded rubber - depth _____</li> <li>j. Vinyl mats - thickness _____</li> <li>k. Wood chips - depth _____</li> <li>l. Other (specify) _____</li> <li>m. "Specialty" playground surfacing -                Brand: _____</li> </ul>				
205. Does the safety surface extend under the structure and 5 feet beyond the sides of the apparatus and 6 feet beyond the end?				
206. Are the side rims at least 5" high?				
207. Is the sliding surface made of wood or fiberglass?		*		
208. Do slides have a flat surface at the top?				
209. Are there safety barriers at top of slides to prevent falls?				
210. Is the sliding surface facing away from the sun (north or east) OR is it located in the shade at high noon?				

	YES	NO	NA	COMMENTS
211. If the slide is made in several pieces, are there any gaps or rough edges in the sliding surface?		*		
212. Is the bottom of the sliding surface less than 15" above the ground?				
213. Do slide ladder or steps have handrails on both sides?				
214. Are the steps or rungs slip-resistant?				
215. Are rung ladders at an angle of 75° - 90°?				
216. Are stepladders at an angle of 50° - 75°?				
217. Are steps and rungs regularly spaced, 7" - 10" apart, from top to bottom?				
218. Are there any head entrapment area (4½" - 9" spaces)?		*		
219. If openings between rungs or steps are greater than 4½" AND less than 9", is the opening filled?		*		
220. Is the angle of the sliding surface less than or equal to 40°?				

	YES	NO	NA	COMMENTS
221. Are rungs and handrails between 1-3/4" and 1-1/2" in diameter?				
222. Is there a 16" flat surface at bottom of slide?				
223. Does the height of the slide exceed 8 feet.		*		6 ft. for preschooler
224. Has the bottom rung of equipment 6.5 to 8 feet been removed if preschoolers have access to the equipment?				
225. Is there a safety "run off" zone of no less than 7.5 feet at the bottom of the slide?				
226. is the equipment free from all other hazards?				
<u>SANDBOXES</u>				
227. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
228. Are nuts and bolts tight and cannot be loosened without tools?				
229. Is wooden equipment free from splinters or rough surfaces?				
230. Is equipment free from sharp edges?				

	YES	NO	NA	COMMENTS
231. Are all parts of the equipment present?				
232. Is the sandbox raked at least weekly to remove debris?				
233. Is the equipment free from all other hazards?				
<u>ROCKING EQUIPMENT</u>				
234. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
235. Are nuts and bolts tight and cannot be loosened without tools?				
236. Is wooden equipment free from splinters or rough surfaces?				
237. Is metal equipment free from rust?				
238. Is metal equipment free from chipping paint?				
239. Is equipment free from sharp edges?				
240. Has equipment shifted or become bent?		*		
241. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		

	YES	NO	NA	COMMENTS
242. Are all parts of the equipment present?				
243. Are anchors for equipment stable?				
244. Are anchors for equipment buried below ground level?				
245. Is there corrosion at points where equipment comes into contact with ground surface?	*			
246. Types of Surfacing: (Circle all that apply) <ul style="list-style-type: none"> <li>a. Asphalt</li> <li>b. Bare ground (dirt)</li> <li>c. Concrete</li> <li>d. Grass</li> <li>e. Pea gravel (smooth) - depth _____</li> <li>f. Rock gravel (rough)</li> <li>g. Rubber mats - thickness _____</li> <li>h. Sand - depth _____</li> <li>i. Shredded rubber - depth _____</li> <li>j. Vinyl mats - thickness _____</li> <li>k. Wood chips - depth _____</li> <li>l. Other (specify) _____</li> <li>m. "Specialty" playground surfacing - Brand: _____</li> </ul>				
247. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
248. Are seating surfaces less than 39" above the ground?				
249. Are there any parts that could cause a pinching or crushing injury?	*			

	YES	NO	NA	COMMENTS
250. Do handholds stay in place when grasped?				
251. Do footrests stay in place?				
252. Is the equipment free from all other hazards?				
<u>MERRY-GO-ROUND</u>				
253. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
254. Are nuts and bolts tight and cannot be loosened without tools?				
255. Is wooden equipment free from splinters or rough surfaces?				
256. Is metal equipment free from rust?				
257. Is metal equipment free from chipping paint?				
258. Is equipment free from sharp edges?				
259. Has equipment shifted or become bent?		*		

	YES	NO	NA	COMMENTS
260. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
261. Are all parts of the equipment present?				
262. Are anchors for equipment stable?				
263. Are anchors for equipment buried below ground levels?				
264. Is there corrosion at points where equipment comes into contact with ground surface?		*		
265. Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand: _____				
266. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
267. Are platforms stable?				

	YES	NO	NA	COMMENTS
268. Are there any projections from the underside of the platform?		*		
269. Is the clearance between the underside of the platform and the ground between 4-3/4" and 5-3/4" (even when in use)?				
270. Does the maximum perimeter speed of the apparatus exceed 19'6" per second?		*		
271. Is the equipment free from all other hazards?				
<u>TUNNELS</u>				
272. Is the material of which the tunnel is constructed a smooth surface (no corrosion, chipping, splinters, etc.)?				
273. Are all components of the equipment secure and firmly fixed?				
274. Does the tunnel drain freely?				
275. If one opening of the tunnel were blocked, could a child exit safely from the other opening?				
276. Is the internal diameter of the tunnel at least 40"?				
277. Do tunnels exceed 10 feet in length?		*		

	YES	NO	NA	COMMENTS
278. Is the equipment free from all other hazards?				

OTHER EQUIPMENT (Please list any other equipment here, and describe hazards, if present.)

BENCHES AND TABLES	YES	NO	NA	COMMENTS
279. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
280. Are nuts and bolts tight and cannot be loosened without tools?				
281. Is wooden equipment free from splinters or rough surfaces?				
282. Is metal equipment free from rust?				

	YES	NO	NA	COMMENTS
283. Is metal equipment free from chipping paint?				
284. Is equipment free from sharp edges?				
285. Has equipment shifted or become bent?				
286. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
287. Are all parts of the equipment present?				
<u>GENERAL ENVIRONMENT</u>				
288. Are surfaces under and around equipment raked at least weekly?				
289. Are there any poisonous plants, bushes or berries in the play area (e.g., poison ivy, china berry, etc.)?		*		
290. If the playground is near a road, pool, pond etc., is there adequate fencing around the playground?				
291. Are there signs posted giving information about where to seek help in an emergency?				

	YES	NO	NA	COMMENTS
292. Are there signs posted giving information about restrictions on use of playground (hours, pets)?				
293. Are there signs posted giving information about name/address of playground operator (to report hazards)?				
294. Are there signs on all bordering roads advising motorists that a playground is nearby?				
295. Is the playground safely accessible to people with disabilities?				
296. Are the play areas for active play (e.g., bike riding, swinging) located away from areas for quiet play (e.g., sandboxes, picnic tables)?				
297. Are there trash receptacles in the area?				
298. Are the trash receptacles located away from the play areas?				
299. If playground is open in the evening, is there adequate lighting?				
300. Can the entire play area be viewed easily for proper supervision?				

# PUBLIC PLAYGROUND SIGNAGE

## SIGNAGE

Signage and user education is another aspect of the Public Playground Safety problems. The question of whether signage is effective in reducing accidents on public playgrounds has been debated over and over. Signage alone has not been proven to reduce accidents, but it has helped to reduce awards in some public playground liability cases.

Public playground supervision is another area of concern for the public playground managers. The Wheaton Park District does not supervise its public playground areas. The hours of operation for these playgrounds make supervision cost prohibitive.

Who is responsible for the supervision of our playground users? While we are debating this issue and blaming the users, the parents, the manufacturers and the public playground managers, greater numbers of children are having accidents.

The Wheaton Park District has developed a model public information sign which can be easily and reasonably mass-produced as a vinyl adhesive decal, and easily replaced in case of vandalism. At least one sign will be placed near the main entry to each public playground. The primary purpose of this signage is to warn the users of the risk of injury if the play area is not treated with respect, and to point out other hazards that might be found in the play area such as health hazards related to pets, or injuries caused by secondary factors such as bicycles, skateboards or roller skates.

Another major purpose for playground signage is to gain the support and respect of those users who are concerned about playground safety, and to encourage them to help report safety problems immediately so they can be corrected expediently.

The Wheaton Park District recommends that children of all ages be supervised by an adult at all times. However, The Wheaton Park District is requiring that children seven years of age and under be accompanied and supervised by an adult.

\* Under Illinois Common Law, children seven years of under are legally incapable of comparative fault.

\* For further information contact P.D.R.M.A. Attorney (708) 653-4830

# **PUBLIC PLAYGROUND SAFETY GUIDELINES**

**Welcome. For your play enjoyment, please obey the following or you may cause injury to yourself or others around you.**

No pets allowed.

No bicycles, roller skates or skateboard use within play area.

Inspect area before starting to play and remove litter.

Children 7 and under should be accompanied by an adult.

**CAUTION:** Bare Feet may cause injury.

**CAUTION:** Throwing sand or any other objects within play area may cause injury.

**CAUTION:** Playing on this equipment when wet may cause injury.

## **SWINGS**

Hold on with both hands

Standing on swings can cause injury.

Stop swinging before getting off.

Never swing or twist empty seats.

Stand clear of moving swing to avoid contact and possible injury.

## **SLIDES**

Slide feet first only.

No running or walking up slide.

## **CLIMBERS**

No pushing, running or shoving.

Play safely and be courteous of others.

**If you notice broken equipment or anything that requires immediate attention, call 665-4710.**

**We appreciate your cooperation.**

## **THE WHEATON PARK DISTRICT**

**(\$500.00 FINE FOR DAMAGING OR DEFACING PUBLIC PROPERTY)**

# MANUFACTURER'S PRODUCT LIABILITY INSURANCE



# FINAL REPORT

## PLAYGROUND EQUIPMENT LIABILITY STUDY

PLEASE NOTE: This report has been prepared for informational purposes only by Arthur J. Gallagher and Risk Control Consultants for the Park District Risk Management Agency. The information contained in this report in no way endorses any particular manufacturer or product nor is intended to limit in any way an agency's ability to purchase playground or other types of equipment of their choice.



# FINAL REPORT

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PARK DISTRICT RISK MANAGEMENT AGENCY

PLAYGROUND EQUIPMENT LIABILITY STUDY

PREFACE

Due to the possible serious nature of playground accidents, the Park District Risk Management Agency (PDRMA) had its insurance broker, Arthur J. Gallagher and its Risk Control Consultants division collect data and analyze how major playground equipment manufacturers and their representatives are providing risk financing for their product and general liability exposures.

PDRMA provided Arthur J. Gallagher and Risk Control Consultants with a list (see attached) of manufacturers and manufacturer's representatives from which to obtain information regarding what insurance carriers or other risk financing techniques are being used by each company.

Information submitted by each company was then analyzed by John Durkin of Arthur J. Gallagher and the following report prepared.

*Please note: The report includes playground equipment manufacturers because of their obvious product and general liability exposure. Manufacturer's representatives are also listed because of their involvement in providing advice and/or direction as to equipment selection, layout, installation, etc. However from information obtained, the equipment manufacturer itself actually develops layout plans or must approve any design developed by the representative. In almost all circumstances the manufacturer's representative is extended coverage through the manufacturer's insurance policy by being named as an "Additional Insured" or the inclusion of a Vendors endorsement.*

In one circumstance, a representative has acquired their own general liability insurance policy due to a different arrangement with one or more equipment manufacturers and that coverage is so listed.

PARK DISTRICT RISK MANAGEMENT AGENCY

PLAYGROUND EQUIPMENT LIABILITY STUDY

Manufacturers/Distributors List

Risk Control Consultants contacted the following companies requesting information for the Playground Equipment Liability Study.

Manufacturers

Manufacturer's Representatives

BCI Burke Company, Inc.

Brentwood Enterprises  
Bill Bergman

Columbia Cascade (Timber Form, Timber  
Craft, Inter Play, Pipeline)

Howard L. White & Assoc.  
Loren Thorstenson

Game Time

Mike Schram & Associates  
Mike Schram

Iron Mountain Forge (Iron Mtn. Forge,  
Kid Builders, Kid Kubes)

Nu Toys Leisure Products  
Jack Gleason

KOMPAR

Owen Reese III & Associates  
Owen Reese

Landscape Structures/Mexico Forge

Play Systems of Chicago  
Peter Litt

Miracle Recreation Equipment Co.

Recreation Concepts, Inc.  
Gary Graham

Northwest Design Products, Inc.  
(Big Toys)

Reese Recreation Products Inc.  
Sally Reese

Patterson-Williams Manuf. Co.

PCA Industries, Inc. (Playscapes)

Playworld Systems, Inc.

Quality Industries, Inc.

Victor Stanley, Inc.

Wausau Tile, Inc. (Form Products)

Other Responses Received:

Creative Playgrounds  
Custom Structures  
Dant Corporation  
Dumor, Inc.

July 19, 1989

PARK DISTRICT RISK MANAGEMENT AGENCY

PLAYGROUND EQUIPMENT LIABILITY STUDY

Analysis done by: John Durkin, Arthur J. Gallagher

SUMMARY

The various manufacturers and their representatives if appropriate have been classified for your convenience into four categories. The categories are based upon coverage information provided in comparison to the type of product manufactured. Of course this information must be updated annually.

CATEGORIES

RESULT CATEGORIES

- A-1 Manufacturer provides the most desirable limits commensurate with the type of product manufactured or a minimum of \$2,000,000 per occurrence/aggregate. Also, the carrier information provided demonstrates coverage is placed with an insurance carrier with a Best's Rating of A+ VII or better.
- A-2 Manufacturer provides adequate limits commensurate with the type of product manufactured or a minimum of \$500,000 per occurrence/aggregate and a Bests Rating of A IV or better.
- B Manufacturer provides adequate limits of coverage based on product manufactured; however, coverage is either self-funded or in place with very high retentions or deductible with inadequate information provided as to cash reserves set aside to pay claims.
- C Manufacturer provides either inadequate limits or coverage is placed with a carrier with a Best's Rating below A IV.

Arthur J. Gallagher would encourage, where possible, that members of the Park District Risk Management Agency seriously consider the quality of insurance carrier which each equipment manufacturer uses. The companies with carriers listed in the A-1 and A-2 categories have taken steps to provide adequately for their liability exposure by placing their insurance with quality companies.

Categories B and C represent some question as to the longevity of either the self-funded program or the carrier. This is brought to your attention simply because claims that occur today may not be brought forward for many years to come due to the fact that the person injured may be a child and would not be required to file suit until they have reached the age of 18. It is necessary to do business with a quality carrier so that there is assurance that the carrier will be around at that later date.

Of special consideration, however, is Miracle Recreation Equipment Company listed in Category B. The Miracle Company provided Arthur J. Gallagher with significant detail on its risk management program, legal expertise, experience in self-insurance and other components of the risk management program which demonstrate a serious quality control aspect of the risk management program. The caveat, however, is that Miracle has used an unfunded reserve as an accounting method of risk financing which is not as secure as a funded reserve.

#### RECOMMENDATION

This information is provided by Arthur J. Gallagher to PDRMA members to assist each agency in making well-informed decisions when purchasing playground equipment. We recognize that there are many factors involved in the decision to purchase equipment.

Therefore in an effort to accommodate differing needs and working relationships, Arthur J. Gallagher, with concurrence by the PDRMA Executive Committee and legal counsel, recommends that a letter of credit in the amount of \$1,000,000 be requested from manufacturers who self-insure. This would simply assure each member that the manufacturer has the financial resources to pay a claim if and when necessary.

# MANUFACTURERS: CLASS A-1

## Name and Address

Game Time, Inc.  
P.O. Box 121  
Port Payne, AL 35967

## Description of Operation

Manufacturer of a wide variety of playground equipment, tables, climbers, slides, backstops, basketball hoops, swings, whirls, etc.

## Description of Coverage

General Liability \$5,000,000 Occurrence/Aggregate  
Products Liability Included

Carrier Rated A+IV Scottsdale Insurance Co.

Quality Industries, Inc.  
215 Mechanic Street  
P.O. Box 765  
Hillsdale, MI 49242-0765

Manufacturer of exercise course equipment, playground equipment, volleyball products, etc.

General Liability \$2,000,000 Occurrence/Aggregate  
Products Liability \$2,000,000 Occurrence/Aggregate

Carrier Rated A IX American Empire Surplus Lines  
Carrier Rated A+VII Admiral Insurance Co.

# MANUFACTURERS: CLASS A-2

Konpar  
80 King Spring Road  
Windsor Locks, CT 06096

Manufacturer of primary preschool playground equipment, shelters, slides, spring rides, tables, etc.

General Liability No Information  
Products Liability \$1,000,000 Occurrence/Aggregate

Carrier Rated A VI Baltica

BCI Burke  
Highway 175 North  
P.O. Box 549  
Pond Du Lac, WI

Manufacturers - benches, goal posts, backstops, bike racks, various chutes/slides, miscellaneous playground equipment.

General Liability \$1,000,000 Occurrence/Aggregate  
Products Liability \$500,000 Claims Made/Aggregate

Carrier Rated A+IV Columbia Casualty

Creative Playgrounds  
530 N. Main Street  
P.O. Box 431  
Sun Prairie, WI 53590

Manufacturers - various playground equipment - no specifics provided.

General Liability \$500,000 Occurrence/Aggregate  
Products Liability \$500,000 Occurrence/Aggregate

Carrier Rated A XI Fireman's Fund

Columbia Cascade  
S. Kenneth Kiro  
1975 S.W. Fifth Avenue  
Portland, OR 97201-5293

Manufacturer - playground equipment - primarily timber construction.

General Liability \$1,000,000 Occurrence/Aggregate  
Products Liability \$1,000,000 Occurrence/Aggregate  
\$100,000 Self Insured Retention

Carrier Rated A XI Home Insurance Co.

July 19, 1989

## MANUFACTURERS: CLASS A-2 (cont)

Name and Address	Description of Operation	Description of Coverage
Dant Corporation Clayton Cos. 1500 Berneheim Lane Louisville, KY 40201	No specifics provided	A) General Liability \$500,000 Occurrence/Aggregate B) Products Liability \$500,000 Occurrence/Aggregate A) Carrier Rated A II Hanover Ins. Co. B) Carrier Rated A IV American Empire Surplus Lines
Dunor, Inc. P.O. Box 142 Hillsintown, PA 17054	Manufacturer - picnic tables and benches	General Liability \$1,300,000 Aggregate Products Liability \$1,300,000 Aggregate Carrier Rated A+IX Cincinnati Insurance Co.
Northwest Design - DBA Bigtoys 2601 S. Hood Street Tacoma, WA 98409	Manufacturer of all types of playground equipment.	General Liability \$500,000 Occurrence/Aggregate Products Liability \$500,000 Occurrence/Aggregate Carrier Rated A VII United National Ins. Co.
Iron Mountain Forge P.O. Box 397 One Iron Mountain Drive Farmington, MO 63640-0897	Manufacturer of picnic tables, grills, bridges, swings, play structures, whirls, etc.	General Liability \$1,000,000 Occurrence/Aggregate Products Liability \$1,000,000 Occurrence/Aggregate Carrier Rated A+IV Twin Cities Fire Ins. Co.
Landscape Structures 601 South 7th Street Delano, MN 55324 (Mexico Forge)	Manufacturer of play structures, tables, benches, exercise complexes, swings, etc.	General Liability \$1,000,000 Claims Made/Occ/Agg. Products Liability Included Carrier Rated A X Reliance Insurance Co. of IL
Playworld Systems, Inc. P.O. Box 227 New Berlin, PA	Manufacturers of playground equipment.	General Liability \$1,000,000 Claims Made/Occ/Agg. Products Liability \$1,000,000 Claims Made/Occ/Agg. Carrier Rated A XII St. Paul Surplus Lines Ins. Co.

**MANUFACTURERS: CLASS B**

**Name and Address**

**Description of Operation**

**Description of Coverage**

Patterson-Williams Mfg. Co.  
P.O. Box 4040  
Santa Clara, CA 95054

Manufacturer of all types of playground equipment, ladders, slides, swings, whirls, etc.

No carrier

Self-funded,  
no specifics provided

Miracle Recreation Equip. Co.  
P.O. Box 275  
Grinnell IA 50112

Manufacturer of playground equipment, waterslides, swings, slides, whirls, fitness centers, backstops, tables, shelters, etc.

No carrier

Self-funded detailed risk management information provided, quality control system in place, significant experience with self-funding. However, using unfunded reserve as method of risk financing.

**MANUFACTURERS: CLASS C**

Custom Structures  
P.O. Box 1888  
Butler, PA 16003

Manufacturer - playground equipment - no specifics provided.

General Liability  
Products Liability

Personal Injury

No Information  
Bodily Injury or Property  
Damage - No Coverage  
\$1,000,000

Carrier Rated B+VII

Guaranty National Insurance Co.

**NO INFORMATION PROVIDED**

Kausau Tile

P.O. Box 1520

Kausau, WI 54402-1520

Sent letter that no response would be forthcoming.

FCA Industries Inc.  
(Playscapes)

5642 Natural Bridge

St. Louis, MO 63120

No response

Victor Stanley, Inc.  
Brick R Road

No response

July 19, 1989

MANUFACTURERS' REPRESENTATIVES: CLASS A-1

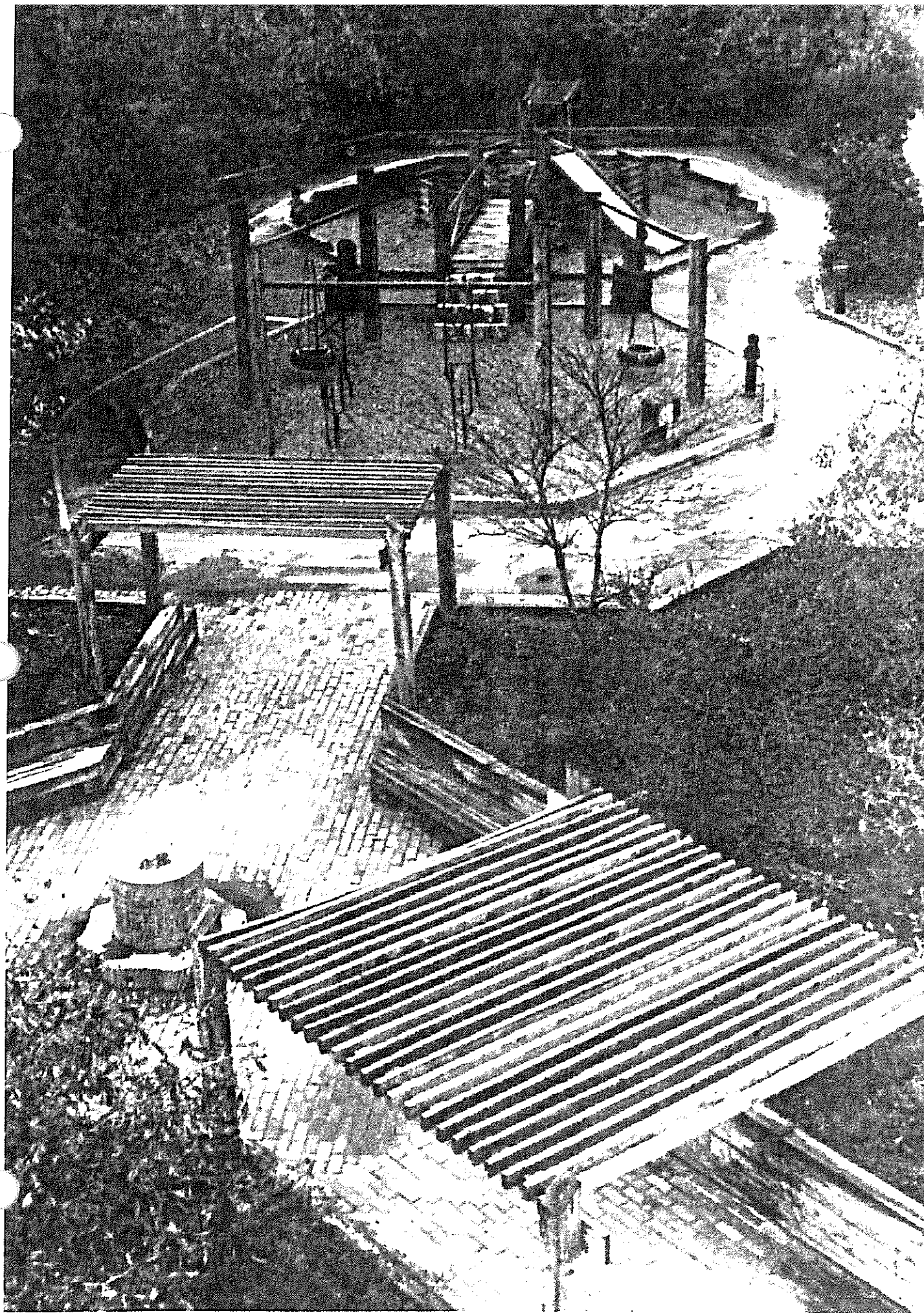
Name and Address	Description of Operation	Description of Coverage
Reese Recreation Products, Inc. P.O. Box 912 Prospect Heights, IL 60070	Distributor of equipment.	General Liability \$2,000,000 Occurrence/Aggregate Carrier Rated A+IX Federated Mutual

MANUFACTURERS' REPRESENTATIVES: OTHERS

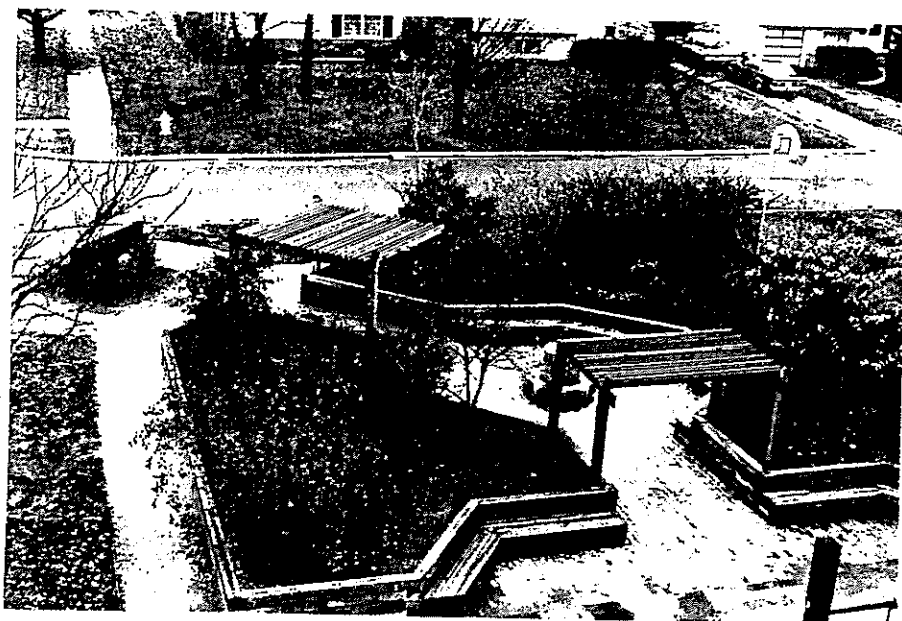
Recreation Concepts, Inc.	Covered under Game Time insurance policy; classified A-1
Nu-Toys Leisure Products	Listed as additional insured under Landscape Structures insurance policy; classified A-2
Play Systems of Chicago	Playworld Systems, Inc. insurance policy includes broad form Vendors coverage; classified A-2
Owen Reese III & Assoc.	Covered by manufacturers; certificates to be submitted.
Mike Schram & Assoc.	Contractually indemnified by Miracle Recreation Equipment as long as representative does not install equipment nor bill the purchaser.
Brentwood Enterprises	No specific response
Howard L. White & Assoc.	No specific response

# ADDITIONAL PUBLIC PLAYGROUND TRAINING INFORMATION

# Training Program Example (Sunnyside Park )



If a site plan is not available, one might consider photographs of each playground area to assist the inspector.

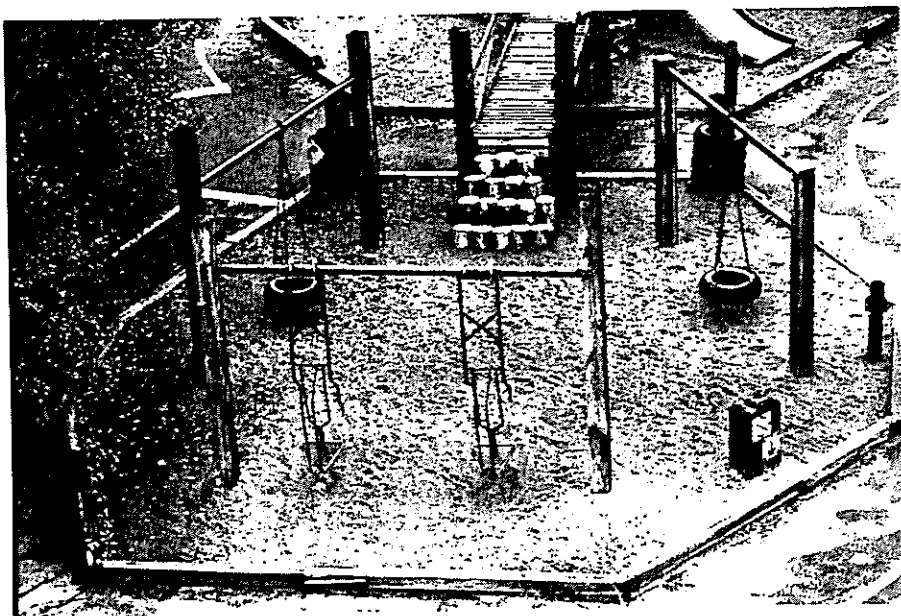


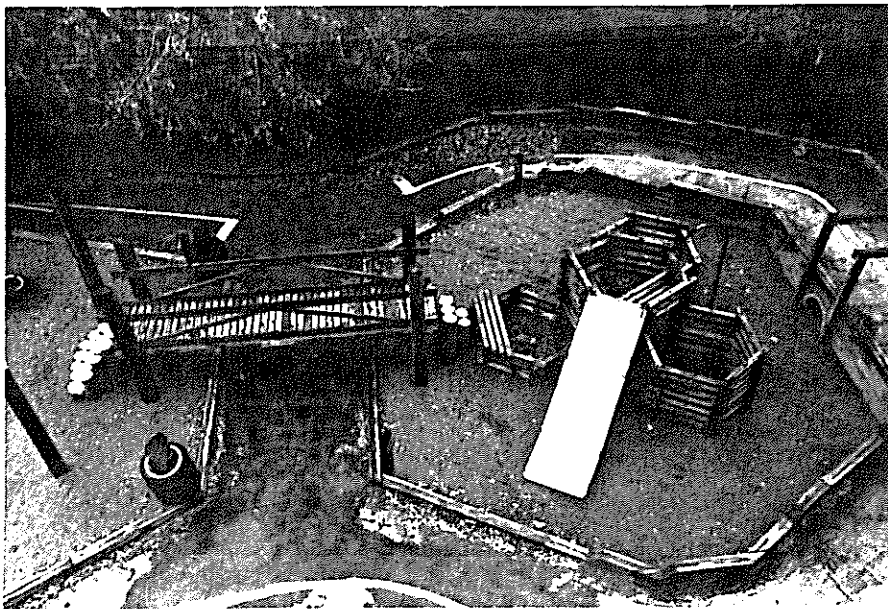
AREA A  
Sitting area, planters,  
brick court

- #1 Park Sign
- #2 Trellis
- #3 Trellis
- #4 Planter
- #5 Planter
- #6 Benches
- #7 Garbage Can
- #8 Drinking Fountain

AREA B  
Play area, wood border,  
sandbase

- #1 Everglide Swing
- #2 Everglide Swing
- #3 Tire Swing & Swivel
- #4 Tire Swing & Swivel
- #5 Tire Bumper
- #6 Tire Bumper



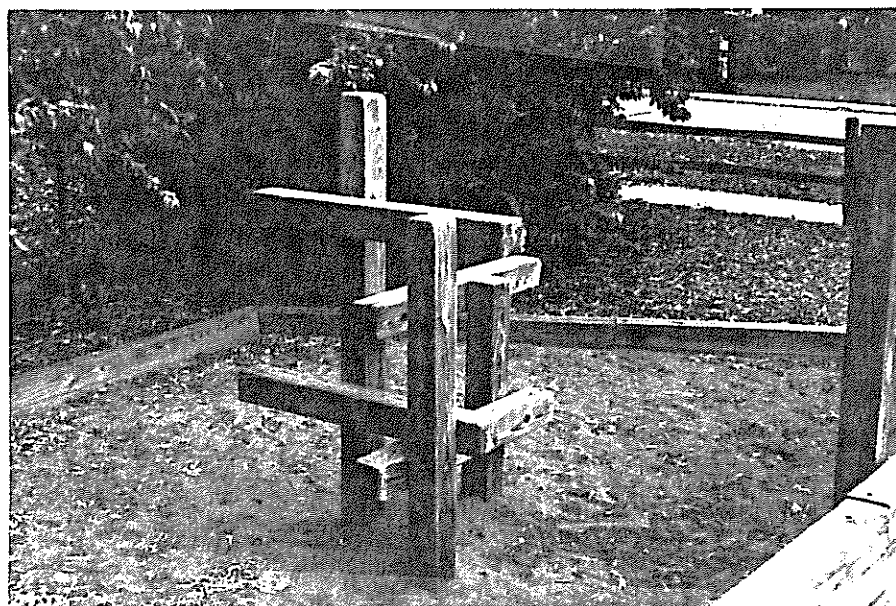
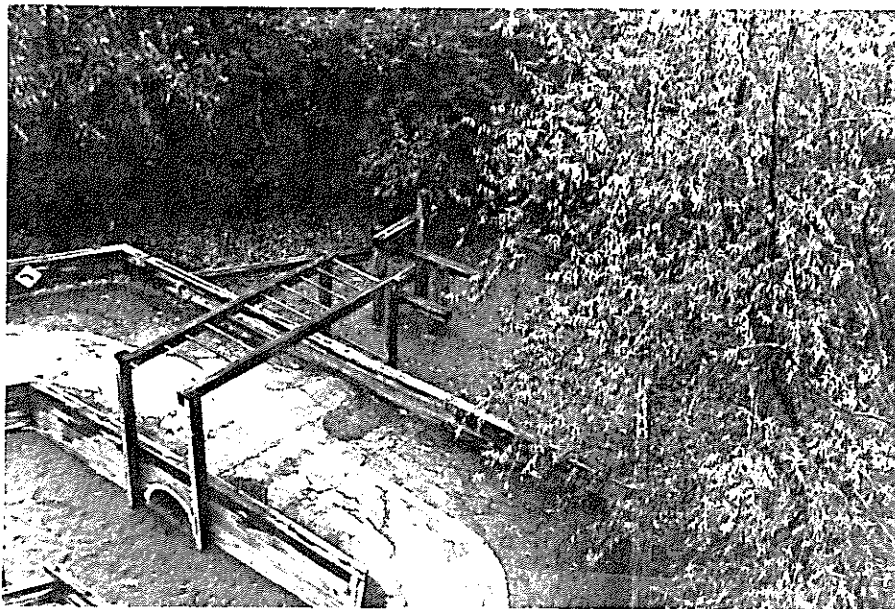


#### AREA C

- #1 Steps & Bridge  
Over Trike Track
- #2 Play Structure
- #3 Straight Slide
- #4 Firepole

#### AREA D Play Area, wood border, sandbase

- #1 Culvert Tunnel  
Under Track
- #2 Challenge Ladder  
Over Track
- #3 Play Structure



#### AREA D (continued) #3 Play Structure

WHEATON PARK DISTRICT

COMPREHENSIVE PUBLIC PLAYGROUND SAFETY PROGRAM

SITE HISTORY CHECKLIST

PARK: # 037 Sunnyside

DATE EQUIPMENT INSTALLED: 1980

DATE SITE HISTORY CHECKLIST COMPLETED: 12-7-89

Item On File

Item

Yes	No
X	
X	
X	
X	
	X
X	
x	
X	
x	

Copy of P.O. or Invoice Site Plans

Installation Drawings

Itemized List and Quantity of Play Components

Parts List

Insurance Certificate

Initial Playground Safety Audit

Inspection History and Checklist Copies

Recommended Inspection Frequency Checklist

Remedial Action History

Additional Items:

(Telephone Complaints)

(Work Orders)

(Playground Bid Specifications)

Pictures

	X
	X
	X
X	

# ITEMIZED LIST OF PLAY EQUIPMENT

DATE October 5, 1989

INSPECTOR Mick Johnston

EQUIPMENT LOCATION Sunnyside 037  
Page 1

PLAY EQUIPMENT AREA	PLAY COMPONENT	DESCRIPTION OF PLAY AREA OR COMPONENT	COMMENTS
AREA A		Sitting area planters & brick court	
	# 1	Park sign	Wood sign in annual b
	# 2	Trellis: Entrance to court area	Treated wood
	# 3	Trellis: Entrance to Area B from court	Treated wood
	# 4	Planter	Treated wood
	# 5	Planter	Treated wood
	# 6	Benches: Built in	Treated wood
	# 7	Garbage can: WAUSAU	Concrete
	# 8	Drinking Fountain	Homemade design brid
AREA B		Play area, wood border, sand base	
	#1	Exerglide swing Landscape structures Model 1110520	Metal
	# 2	Exerglide swing Landscape structures Model 1110520	Metal
	# 3	Tire swing & swivel Mexico forge 1110001	Rubber tire Metal ch
	# 4	Tire swing & swivel Mexico forge 1110001	Rubber tire Metal ch
	# 5	Tire bumper	Post & 3 tires
	# 6	Tire bumper	Post & 3 tires
AREA C		Play area, wood border, sand base	
	# 1	Bridge: Over bike track	Treated wood
	# 2	Play structure Columbia Cascade/Timber Form Model # 1062	Treated wood
	# 3	Straight slide Columbia Cascade/Timber Form 3' X 6' with handrails	Metal
	# 4	Firepole	Metal
AREA D		Play area, wood border, sand base	
	# 1	Culvert tunnel under track	Concrete
	# 2	Challenge ladder overtrack	Wood with metal rungs
	# 3	Play structure	Treated wood

## ITEMIZED LIST OF PLAY EQUIPMENT

DATE October 5, 1989

INSPECTOR Mick Johnston

EQUIPMENT LOCATION Sumyside

Page 2

[illegible]



## PLAYGROUND AUDIT SUMMARY

Name and Number of Park Playground  
Person Making Summary  
Date of Summary

Sunnyside #037  
Mick Johnston  
10-9-89

### Areas of Concern (Chronological Order)

#From

Audit      Description

- 57.      Tires hit support poles
- 58.      Not enough drain holes
- 59.      Both tires are showing wear and should be replaced.
- 64.      The bolts in hangers for exerglide should have a washer to keep from pulling through. Excess grease from tire swivels should be wiped off chain.
- 67.      Wood equipment is splintering badly.
- 68.      Brackets holding fire pole and slide are rusting.
- 78.      Telephone poles used as steps are showing some corrosion.
- 79.      Top layer of sand is soft, but could use tilling.
- 80.      This whole apparatus is too close to the playground border.
- 82.      There are no handrails for the steps, the handrail on the bridge has areas where a child can fall through, the apparatus has no barriers at the top.
- 84.      Fire pole should be tightened down.
- 87.      Space is four inches apart.
- 96.      Wood equipment has splinters.
- 97.      Rust on the rungs
- 102.      One rung is missing.
- 106.      I do not think asphalt is the proper surfacing for under the challenge ladder.
- 107.      The border touches this equipment.
- 110.      No foot rungs except top because of the tunnel

- 155. Carriage bolts used to hold handrails on stick out into slide area.
- 157. Wood area has splinters.
- 169. Extremely dangerous, too close to border
- 172. Only a 4 x 4 timber for flat seat at top of slide
- 174. Slide faces southeast
- 186. The slide is almost straight, no flat surface on the slide.
- 189. Extremely close to barrier; as I was filling out this form a mother told me about a child that cracked a few teeth on the timber border.
- 232. Sand doesn't appear to be ranked on a regular schedule.
- 276. Audit recommends 40" tunnel. This is approx. 20" - 24" in. width.
- 290. Entrance to playground on Williston seems too large. Playground is approx. 17 ft. from road.
- 291. There should be a sign giving this information.
- 292. Same as 291
- 293. Same as 291
- 294. Same as 291
- 299. If playground is open at night, it should be lighted.
- 300. When sitting on benches, it is hard to see the last play area because of wall.

#### SUMMARY OF COMMENTS

Nice idea for a playground but the equipment is too close to the borders. The slide is extremely close and is dangerous. The climbing apparatus has no barriers on bridge could be better to prevent falling on asphalt. The tire swings hit the upright supports. The challenge climber is built over asphalt. Metal poles holding exerglide and tire swing need paint. Could use more sand and tilled. Needs some type of barrier to keep people out of landscaping box next to house. Need information sign giving what to do in case of an emergency, playground hours, rules, and who to contact to report hazards.

-----

#### Office Use Only

Date Review \_\_\_\_\_

Member of  
Review Team \_\_\_\_\_

**STATEWIDE COMPREHENSIVE INJURY PREVENTION PROGRAM**

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH**

**PLAYGROUND SAFETY CHECKLIST**

Injuries to children may occur from many types of playground equipment and environmental conditions. The checklist on the following pages will help you to assess and correct hazards that may be present on your playground. The checklist is not intended to apply to home playground equipment, amusement park equipment, or to equipment normally intended for sports use. The checklist also does not address the many important issues of child development that pertain to play.

The checklist represents a compilation of Consumer Product Safety Commission (CPSC) guidelines, international playground standards, and expert opinions from consultants in the field of playground safety. It is important to note that the checklist is a DRAFT pending changes in the CPSC guidelines and findings of the American Society of Testing and Materials (ASTM) F15.29 Task Force on Public Playground Equipment. The Task Force recently convened and results are forthcoming upon completion of the project.

The front page of the checklist includes several questions concerning the category of the playground, type and amount of equipment, and the playground environment. The remainder of the checklist is comprised of specific questions concerning the design of the equipment, surfacing underneath the equipment, and maintenance of the equipment. Twelve categories of equipment have been identified for consideration in the checklist: swings, preschool swings, multi-purpose climbers, monkey bars, dome climbers, seesaws, slides, circular-type slides, sandboxes, rocking equipment, merry-go-rounds, and tunnels. There are also sets of questions pertaining to benches and tables and the general environment. Space is provided at the end of the checklist to list and describe any other equipment that has not been included.

The checklist is designed for user ease, and many of the questions are repeated from one category of equipment to another so that inspectors can more accurately assess each piece of equipment. To use the checklist, simply check the column marked "YES" or "NO" for each question. In most cases, a "YES" response denotes a "safe" condition. Where a "NO" response denotes a "safe" condition an asterisk (\*) appears in the "NO" column. The "COMMENTS" column should also be used for a specific description of any hazardous condition found while conducting a playground safety check. It takes approximately one and a half hours to complete the checklist for the average playground.

From the "Statewide Comprehensive Injury Prevention Program"  
(SCIPP), Department of Public Health, 150 Tremont Street,  
Boston, MA., 0211

Adapted as Wheaton Park District's "Initial Public  
Playground Safety Audit, September, 1989

## PLAYGROUND SAFETY CHECKLIST

Name of Playground Sunnyside # 037 Date of Inspection 10/9/81  
Mo/Day/Yr.

Street Wiliston + Coolidge

Name(s) of person(s) conducting check: Mick Johnston

1. Category of playground (Circle one):

- a. public school
- b. private school
- c. public recreation facility
- d. day care
- ☒ e. other (please specify) tot Lot

2. Type and amount of equipment (Write "0" if not applicable):

	Number		Number
a. Swings (seats) <u>tire</u>	<u>2</u>	j. Stumps (telephone poles)	<u>24</u>
b. <u>EVER</u> Gliders (seats)	<u>2</u>	k. Merry-go-round	<u>0</u>
c. Seesaws	<u>0</u>	l. Sandboxes	<u>3</u>
d. Multi-Purpose	<u>3</u>	m. Benches	<u>10</u>
e. Dome Climber	<u>0</u>	n. Tables	<u>0</u>
f. <u>Challenge Ladder</u> <u>Monkey Bars</u>	<u>1</u>	o. Other (specify) <u>Straight Slide</u>	<u>1</u>
g. Rocking Equipment	<u>0</u>	p. Other (specify) <u>Drinking Fountain</u>	<u>1</u>
h. <u>Fire pole</u> <u>Chin up Bars</u>	<u>1</u>		
i. Balance Beam	<u>0</u>		

3. Playground Environment (Circle all that apply):

Playground borders:

- |                                               |                                           |
|-----------------------------------------------|-------------------------------------------|
| a. No street                                  | f. Number of streets trafficked? <u>2</u> |
| b. 1 street                                   | g. Water                                  |
| <input checked="" type="radio"/> c. 2 streets | h. Soccer/football field                  |
| d. 3 streets                                  | i. Baseball/softball field                |
| e. 4 streets                                  | j. Basketball court                       |
|                                               | k. Tennis court                           |
|                                               | l. Parking lot                            |

				YES	NO	NA	COMMENTS
<u>SWINGS</u> (For PRESCHOOL SWINGS, see next section)						✓	NO traditional Swings
4.	Are nuts, bolts, and screws recessed, covered or sanded smooth and level?						
5.	Are nuts, bolts tight and not able to be loosened without tools?						
6.	Is wooden equipment free from splinters or rough surfaces?						
7.	Is metal equipment free from rust?						
8.	Is metal equipment free from chipping paint?						
9.	Are ropes, chains or cables frayed or worn out?				*		
10.	Is equipment free from sharp edges?						
11.	Has equipment shifted or become bent?				*		
12.	Are there any "V" entrapment angles on any part of the equipment?				*		
13.	Are there open holes in the equipment forming finger traps (e.g., at the ends of tubes)?				*		
14.	Are all parts of the equipment present?						
15.	Are anchors for equipment stable?						
16.	Are anchors for equipment buried below ground level?						
17.	Is there corrosion at points where equipment comes into contact with ground surface?				*		

	YES.	NO.	NA	COMMENTS
18. Types of Surfacing (Circle all that apply) <ul style="list-style-type: none"> <li>a. Asphalt</li> <li>b. Bare ground (dirt)</li> <li>c. Concrete</li> <li>d. Grass</li> <li>e. Pea gravel (smooth) - depth _____</li> <li>f. Rock gravel (rough)</li> <li>g. Rubber mats - thickness _____</li> <li>h. Sand - depth _____</li> <li>i. Shredded rubber - depth _____</li> <li>j. Vinyl mats - thickness _____</li> <li>k. Wood chips - depth _____</li> <li>l. Other (specify) _____</li> <li>m. "Specialty" playground surfacing                Brand: _____</li> </ul>				(Amount of Surface)
19. Do swings have adequate clearance in all directions (14 feet beyond the furthest extension of the swing)?				
20. Are swing seats at least 27½" from each other and away from the frame?				
21. Is there a barrier to help prevent children from running into the pathway of the swings?"				
22. Are all swing seats made of canvas, rubber or other lightweight material?				
23. If "S" hooks are used, are they completely closed?				
24. Is the point at which the chain/rope and seat meet designed to prevent hand or foot entrapment?				
25. Do chain link openings exceed 5/16" in diameter?		*		
26. When stationery, are all seats level?				

	YES	NO	NA	COMMENTS
27. Are there more than two swings attached to an individual frame?		*		
28. Are swing seats at a maximum height of 20"?				
29. Is the equipment free from all other hazards?				
<u>PRESCHOOL SWINGS</u>			✓	no Baby Swings
30. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
31. Are nuts and bolts tight and not able to be loosened without tools?				
32. Is wooden equipment free from splinters or rough surfaces?				
33. Is metal equipment free from rust?				
34. Is metal equipment free from chipping paint?				
35. Are ropes, chains or cables frayed or worn out?		*		
36. Is equipment free from sharp edges?				
37. Has equipment shifted or become bent?		*		
38. Are there any "V" entrapment angles on any part of the equipment?		*		
39. Are there open holes in the equipment forming finger traps (e.g. at the ends of tubes)?		*		
40. Are all parts of the equipment present?				

	YES	NO	NA	COMMENTS
41. Are anchors for equipment stable?				
42. Are anchors for equipment buried below ground level?				
43. Is there corrosion at points where equipment comes into contact with ground surface?		*		
44. Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ l. Other (specify) _____ m. "Specialty" playground surfacing - _____ Brand: _____				(Amount of Surface)
45. Do swings have adequate clearance in all directions (14 feet beyond the furthest extension of the swing)?				
46. Are swing seats at least 27½" from each other and away from the frame?				
47. Is there a barrier to help prevent children from running into the pathway of the swings?				
48. Are all swing seats made of canvas, rubber or other lightweight materials?				

	YES	NO	NA	COMMENTS
49. Are swing seats with back supports and safety bars available for toddlers or children with disabilities?				
50. If "S" hooks are used, are they completely closed?				
51. Is the point at which the chain/rope and seat meet designed to prevent hand or foot entrapment?				
52. Do chain link opening exceed 5/16" in diameter?		*		
53. When stationary, are all seats level?				
54. Are there more than two swings attached to an individual frame?		*		
55. Are swing seats at a maximum height of 18"?				
56. Is the equipment free from all other hazards?				
<u>ADDITIONAL QUESTIONS FROM TIRE SWINGS, GLIDERS AND HANGING RINGS</u>				
57. For tire swings, is there at least a 19" safety zone between the support structure and the furthest extension of the swing?		✓		Tires Are worn OUT AND Need to be replaced
58. Do tire swings have drainage openings every 5-6"?		✓		needs more drain holes added

	YES	NO	NA	COMMENTS
59. Have steel-belted radial tires been used?		* ✓		fiberglass belted
60. Do plane swings (gliders) have stable handholds?	✓			
61. Do plane swings (gliders) have stable footholds?			✓	
62. Do plane swings (gliders) have stable seats?	✓			
63. Are hanging rings less than 5" or more than 10" in diameter?			✓	
64. Is the equipment free from all other hazards?	✓			1. It seems that the Hanger for everglide needs washers to prevent bolts from pulling through 2. Excess grease should be wiped off time swing swivel
<u>MULTI-PURPOSE CLIMBERS</u>				
65. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?	✓			
66. Are nuts and bolts tight and cannot be loosened without tools?	✓			
67. Is wooden equipment free from splinters or rough surfaces?		✓		There is an excessive amount of splintering
68. Is metal equipment free from rust?		✓		Brackets holding fire pole + slide have surface rust
69. Is metal equipment free from chipping paint?	✓			

	YES	NO	NA	COMMENTS
70. Are ropes, chains or cables frayed or worn out?		*	✓	
71. Is equipment free from sharp edges?	✓			
72. Has equipment shifted or become bent?		✓*		
73. Are there any "V" entrapment angles on any part of the equipment?		✓*		
74. Are there are any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		✓*		
75. Are all parts of the equipment present?	✓			
76. Are anchors for equipment stable?	✓			
77. Are anchors for equipment buried below ground level?	✓			
78. Is there corrosion at points where equipment comes into contact with ground surfaces?	✓	*		Telephone pole steps to bridge are showing some corrosion
79. Types of Surfacing: (Circle all that apply)				
a. Asphalt				
b. Bare ground (dirt)				
c. Concrete				
d. Grass				

	YES	NO	NA	COMMENTS
e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) _____ g. Rubber mats - thickness _____ h. Sand - depth <u>3"-4"</u> i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand _____				<sup>1</sup> Need to bring sand depth 10"-12" for Adequate Safety <sup>2</sup> Might also try tilling the old sand <sup>3</sup> sand needs raked more frequently
80. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?		✓		inadequate safety zone around bridge, fort, slide, Chalks Ladder (to close)
81. Does equipment height exceed 8 feet?		* ✓		(6 ft. for preschool)
82. Is there a 38" (or higher) barrier around equipment that is more than 30" above the ground?		✓		(30" for preschool) inadequate barriers on bridge
83. Are safety barriers designed to prevent children's easy access to a greater height?		✓		No barriers on top of fort and slide
84. Do handholds stay in place when grasped?		✓		Fire pole could be tighter
85. Are rope climbing nets and suspension nets firmly and safely connected?			✓	
86. Are rungs painted in bright or contrasting colors?			✓	
87. Are footholds regularly-spaced (7"-10" apart) from top to bottom?		✓		the timber spaces are 4" apart

	YES	NO	NA	COMMENTS
88. Are rungs, climbing bars or handrails between 1-3/4" and 1-1/2" in diameter?			✓	
89. Are there any head entrapment areas (4 1/2" to 9" spaces)?		✓		
90. If openings between rungs or steps are greater than 4 1/2" and less than 9" is the space filled?			✓	
91. Is there an easy, safe "way out" for children who climb to the top?		✓		No barriers
92. Do spaces between slats of barriers exceed 4"?		✓		
93. Is the equipment free from all other hazards?	✓			1. wood is splintering badly 2. the stairs for the bridge has no handrail.
<u>Challenge Ladder</u> <u>MONKEY BARS</u>				
94. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?	✓			
95. Are nuts and bolts tight and cannot be loosened without tools?	✓			
96. Is wooden equipment free from splinters or rough surfaces?		✓		wooden equipment has splinters
97. Is metal equipment free from rust?		✓		Rungs have surface rust

	YES	NO	NA	COMMENTS
98. Is metal equipment free from chipping paint?	✓			
99. Is equipment free from sharp edges?	✓			
100. Has equipment shifted or become bent?		* ✓		
101. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		* ✓		
102. Are all parts of the equipment present?		✓		1 Rung is Missing
103. Are anchors for equipment stable?	✓			
104. Are anchors for equipment buried below ground level?	✓			
105. Is there corrosion at points where equipment comes into contact with ground surface?		* ✓		
106. Types of Surfacing: (Circle all that apply): a. Asphalt b. Bare ground dirt c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing- Brand: _____				obviously Asphalt is not good to Have under this equipment

	YES	NO	NA	COMMENTS
107. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?		✓		
108. Does equipment height exceed 8 feet?		*✓		
109. Do handholds stay in place when grasped?	✓			
110. Are footholds regularly-spaced (7"-10" apart) from top to bottom?		✓		
111. Are rungs, climbing bars or handrails between 1-3/4" and 1-1/2" in diameter?		✓		
112. Are there any head entrapment areas (4 1/2" to 9" spaces)?		*✓		
113. If openings between rungs or steps are greater than 4 1/2" and less than 9" is the space filled?			✓	
114. Is the equipment free from all other hazards?			✓	
<u>DOMES CLIMBER</u>			✓	No Climber
115. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
116. Are nuts and bolts tight and cannot be loosened without tools?				

	YES	NO	NA	COMMENTS
117. Is wooden equipment free from splinters or rough surfaces?				
118. Is metal equipment free from rust?				
119. Is metal equipment free from chipping paint?				
120. Is equipment free from sharp edges?				
121. Has equipment shifted or become bent?		*		
122. Are there any open holes in the equipment forming finger traps (e.g., at the end of tubes)?				
123. Are all parts of the equipment present?				
124. Are anchors for equipment stable?				
125. Are anchors for equipment buried below ground level?				
126. Is there corrosion at points where equipment comes into contact with ground surface?				

		YES	NO	NA	COMMENTS
127.	Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing- Brand: _____				
128.	Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
129.	Does equipment height exceed 8 feet?	-	*		6 ft. for preschoolers
130.	Do handholds stay in place when grasped?				
131.	Are footholds relarly-spaced (7"-10" apart) from top to bottom?				
132.	Are rungs, climbing bars or handcalls between 1-3/4" and 1-1/2" in diameter?				
133.	Are there any head entrapment areas (4 1/4" to 9" spaces)?		*		
134.	If openings between rungs or steps are greater than 4 1/4" and less than 9" is the space filled?				

	YES	NO	NA	COMMENTS
135. Is the equipment free from all other hazards?				
<u>SEESAWS</u>			✓	NO SEESAWS
136. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
137. Are nuts and bolts tight and cannot be loosened without tools?				
138. Is wooden equipment free from splinters or rough surfaces?				
139. Is metal equipment free from rust?				
140. Is metal equipment free from chipping paint?				
141. Is equipment free from sharp edges?				
142. Has equipment shifted or become bent?		*		
143. Are there any open holes in the equipment forming finger traps (e.g. at the ends of tubes)?		*		
144. Are all parts of the equipment present?				
145. Are anchors for equipment stable?				
146. Are anchors for equipment buried below ground level?				

	YES	NO	NA	COMMENTS
147. Is there any corrosion at points where equipment comes into contact with ground surfaces?		*		
148. Types of Surfacing (Circle all that apply)				
a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing- Brand: _____				
149. Does the surface under structure extend 8 feet beyond the sides of the apparatus?				
150. Does the seating reach more than 5 feet above the ground?		*		
151. Is the fulcrum enclosed or designed to prevent pinching or crushing?				
152. Do handholds stay in place when grasped?				
153. Is there either a wooden block on the underside of the seats OR a rubber tire segment in the surface under the seats?				
154. Is there anything else wrong with this apparatus?				

SLIDES (Straight slides--see next section for wave, curved or tube slides.)

155.	Are nuts, bolts, and screws recessed, covered or sanded smooth and level?		✓		CARRIAGE bolts used to hold on Handrails stuck out and could catch clothes
156.	Are nuts and bolts tight and cannot be loosened without tools?	✓			
157.	Is wooden equipment free from splinters or rough surfaces?		✓		Wooden equipment Has splinters
158.	Is metal equipment free from rust?		✓		
159.	Is metal equipment free from chipping paint?	✓			
160.	Is equipment free from sharp edges?	✓			
161.	Has equipment shifted or become bent?		* ✓		
162.	Are there any "V" entrapment angles on any part of the equipment?		* ✓		
163.	Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		* ✓		
164.	Are all parts of the equipment present?	✓			
165.	Are anchors for equipment stable?	✓			

166.	Are anchors for equipment buried below ground level?	✓			
167.	Is there any corrosion at points where equipment comes into contact with ground surface?		✓		
168.	Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ <h>h.</h> Sand - depth <u>4"-6"</u> _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand: _____				1. Need to bring SAND Depth up to 10"-12" for adequate SAFETY ZONE 2. Might also try tilling the old sand 3. SAND needs raked more frequently
169.	Does the safety surface extend under the structure and 5 feet beyond the sides of the apparatus and 6 feet beyond the end?		✓		SAND Box border is extremely close to the end of the slide possible injury situation
170.	Are the side rims at least 3" high?	✓			
171.	Is the sliding surface made of wood or fiberglass?		* ✓		stainless steel
172.	Do slides have a flat surface at the top?		✓		Top has only a 4x4 timber for a seat
173.	Are there safety barriers at top of slides to prevent falls?		✓		Just handrails

	YES	NO	NA	COMMENTS
174. Is the sliding surface facing away from the sun (north or east) OR is it located in the shade at high noon?		✓		Southeast
175. If the slide is made in several places, are there any gaps or rough edges in the sliding surface?		✓		
176. Is the bottom of the sliding surface less than 15" above the ground?	✓			
177. Do slide ladders or steps have handrails on both sides?		✓		
178. Are the steps or rungs slip-resistant?			✓	
179. Are rung ladders at an angle of 75° - 90°?			✓	
180. Are step ladders at an angle of 50° - 75°?			✓	
181. Are steps and rungs regularly spaced, 7" - 10" apart, from top to bottom?			✓	
182. Are there any head entrapment areas (4 1/2" to 9" spaces)?		* ✓		
183. If openings between rungs or steps are greater than 4 1/2" AND less than 9", is the opening filled?			✓	

	YES	NO	NA	COMMENTS
184. Is the angle of the sliding surface less than or equal to 40°?	✓			
185. Are rungs and handrails between 1-3/4" and 1-1/2" in diameter?			✓	
186. Is there a 16" flat surface at bottom of slide?		*✓		Slide is straight and has no flat slowdown surface at the bottom
187. Does the height of the slide exceed 8 feet?		*✓		6 ft. for preschoolers
188. Has the bottom rung of environment 6.5 to 8 feet been removed if preschoolers have access to the equipment?			✓	
189. Is there a safety "run off" zone of no less than 7.5 feet at the bottom of the slides?		✓		Border is only 3ft away from the end of the slide - chance for possible injury
190. Is the equipment free from all other hazards?		✓		
<u>CIRCULAR, WAVE OR TUBE SLIDES</u>			✓	
Type of slide (circle all that apply):				
a. Tube				
b. Circular				
c. Wave				
191. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
192. Are nuts and bolts tight and cannot be loosened without tools?				

	YES	NO	NA	COMMENTS
193. Is wooden equipment free from splinters or rough surfaces?				
194. Is metal equipment free from rust?				
195. Is metal equipment free from chipping paint?				
196. Is equipment free from sharp edges?				
197. Has equipment shifted or become bent?		*		
198. Are there any "V" entrapment angles on any part of the equipment?		*		
199. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
200. Are all parts of the equipment present?				
201. Are anchors for equipment stable?				
202. Are anchors for equipment buried below ground level?				
203. Is there any corrosion at points where equipment comes into contact with ground surface?				

	YES	NO	NA	COMMENTS
204. Types of Surfacing: (Circle all that apply) <ul style="list-style-type: none"> <li>a. Asphalt</li> <li>b. Bare ground (dirt)</li> <li>c. Concrete</li> <li>d. Grass</li> <li>e. Pea gravel (smooth) - depth _____</li> <li>f. Rock gravel (rough)</li> <li>g. Rubber mats - thickness _____</li> <li>h. Sand - depth _____</li> <li>i. Shredded rubber - depth _____</li> <li>j. Vinyl mats - thickness _____</li> <li>k. Wood chips - depth _____</li> <li>l. Other (specify) _____</li> <li>m. "Specialty" playground surfacing -                Brand: _____</li> </ul>				
205. Does the safety surface extend under the structure and 5 feet beyond the sides of the apparatus and 6 feet beyond the end?				
206. Are the side rims at least 5" high?				
207. Is the sliding surface made of wood or fiberglass?		*		
208. Do slides have a flat surface at the top?				
209. Are there safety barriers at top of slides to prevent falls?				
210. Is the sliding surface facing away from the sun (north or east) OR is it located in the shade at high noon?				

	YES	NO	NA	COMMENTS
211. If the slide is made in several pieces, are there any gaps or rough edges in the sliding surface?		*		
212. Is the bottom of the sliding surface less than 15" above the ground?				
213. Do slide ladder or steps have handrails on both sides?				
214. Are the steps or rungs slip-resistant?				
215. Are rung ladders at an angle of 75° - 90°?				
216. Are stepladders at an angle of 50° - 75°?				
217. Are steps and rungs regularly spaced, 7" - 10" apart, from top to bottom?				
218. Are there any head entrapment area (4½" - 9" spaces)?		*		
219. If openings between rungs or steps are greater than 4½" AND less than 9", is the opening filled?		*		
220. Is the angle of the sliding surface less than or equal to 40°?				

	YES	NO	NA	COMMENTS
221. Are rungs and handrails between 1-3/4" and 1-1/2" in diameter?				
222. Is there a 16" flat surface at bottom of slide?				
223. Does the height of the slide exceed 8 feet.		*		6 ft. for preschoolers
224. Has the bottom rung of equipment 6.5 to 8 feet been removed if preschoolers have access to the equipment?				
225. Is there a safety "run off" zone of no less than 7.5 feet at the bottom of the slide?				
226. Is the equipment free from all other hazards?				
<u>SANDBOXES</u>				
227. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?			✓	
228. Are nuts and bolts tight and cannot be loosened without tools?			✓	
229. Is wooden equipment free from splinters or rough surfaces?		✓		wooden equipment Has splinters
230. Is equipment free from sharp edges?	✓			

	YES	NO	NA	COMMENTS
231. Are all parts of the equipment present?	✓			
232. Is the sandbox raked at least weekly to remove debris?		✓		SAND DOESN'T APPEAR TO BE RAKED ON A REGULAR BASIS
233. Is the equipment free from all other hazards?		✓		
<u>ROCKING EQUIPMENT</u>			✓	
234. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
235. Are nuts and bolts tight and cannot be loosened without tools?				
236. Is wooden equipment free from splinters or rough surfaces?				
237. Is metal equipment free from rust?				
238. Is metal equipment free from chipping paint?				
239. Is equipment free from sharp edges?				
240. Has equipment shifted or become bent?		*		
241. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		

	YES	NO	NA	COMMENTS
242. Are all parts of the equipment present?				
243. Are anchors for equipment stable?				
244. Are anchors for equipment buried below ground level?				
245. Is there corrosion at points where equipment comes into contact with ground surface?	*			
246. Types of Surfacing: (Circle all that apply)  a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand: _____				
247. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
248. Are seating surfaces less than 39" above the ground?				
249. Are there any parts that could cause a pinching or crushing injury?	*			

	YES	NO	NA	COMMENTS
250. Do handholds stay in place when grasped?				
251. Do footrests stay in place?				
252. Is the equipment free from all other hazards?				
<u>MERRY-GO-ROUND</u>			✓	no merry-go-round
253. Are nuts, bolts, and screws recessed, covered or sanded smooth and level?				
254. Are nuts and bolts tight and cannot be loosened without tools?				
255. Is wooden equipment free from splinters or rough surfaces?				
256. Is metal equipment free from rust?				
257. Is metal equipment free from chipping paint?				
258. Is equipment free from sharp edges?				
259. Has equipment shifted or become bent?		*		

	YES	NO	NA	COMMENTS
260. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		*		
261. Are all parts of the equipment present?				
262. Are anchors for equipment stable?				
263. Are anchors for equipment buried below ground levels?				
264. Is there corrosion at points where equipment comes into contact with ground surface?		*		
265. Types of Surfacing: (Circle all that apply)				
a. Asphalt b. Bare ground (dirt) c. Concrete d. Grass e. Pea gravel (smooth) - depth _____ f. Rock gravel (rough) g. Rubber mats - thickness _____ h. Sand - depth _____ i. Shredded rubber - depth _____ j. Vinyl mats - thickness _____ k. Wood chips - depth _____ l. Other (specify) _____ m. "Specialty" playground surfacing - Brand: _____				
266. Does the safety surface extend under the structure and 6 feet beyond the sides of the apparatus?				
267. Are platforms stable?				

	YES	NO	NA	COMMENTS
268. Are there any projections from the underside of the platform?		*		
269. Is the clearance between the underside of the platform and the ground between 4-3/4" and 5-3/4" (even when in use)?				
270. Does the maximum perimeter speed of the apparatus exceed 19'6" per second?		*		
271. Is the equipment free from all other hazards?				
<u>TUNNELS</u>				Concrete
272. Is the material of which the tunnel is constructed a smooth surface (no corrosion, chipping, splinters, etc.)?	✓			
273. Are all components of the equipment secure and firmly fixed?	✓			
274. Does the tunnel drain freely?	✓			
275. If one opening of the tunnel were blocked, could a child exit safely from the other opening?	✓			
276. Is the internal diameter of the tunnel at least 40"?		✓		24"
277. Do tunnels exceed 10 feet in length?		✓		

	YES	NO	NA	COMMENTS
278. Is the equipment free from all other hazards?	✓			

OTHER EQUIPMENT (Please list any other equipment here, and describe hazards, if present.)

<u>BENCHES AND TABLES</u>		YES	NO	NA	COMMENTS
279.	Are nuts, bolts, and screws recessed, covered or sanded smooth and level?			✓	
280.	Are nuts and bolts tight and cannot be loosened without tools?			✓	
281.	Is wooden equipment free from splinters or rough surfaces?		✓		
282.	Is metal equipment free from rust?	✓			

	YES	NO	NA	COMMENTS
283. Is metal equipment free from chipping paint?			✓	
284. Is equipment free from sharp edges?	✓			
285. Has equipment shifted or become bent?		✓		
286. Are there any open holes in the equipment forming finger traps (e.g., at the ends of tubes)?		✓		
287. Are all parts of the equipment present?		✓		
<u>GENERAL ENVIRONMENT</u>				
288. Are surfaces under and around equipment raked at least weekly?		✓		
289. Are there any poisonous plants, bushes or berries in the play area (e.g., poison ivy, china berry, etc.)?		✓		
290. If the playground is near a road, pool, pond etc., is there adequate fencing around the playground?		✓		Entrance into playground from Winston is to large might try a gate
291. Are there signs posted giving information about where to seek help in an emergency?		✓		

	YES	NO	NA	COMMENTS
292. Are there signs posted giving information about restrictions on use of playground (hours, pets)?		✓		
293. Are there signs posted giving information about name/address of playground operator (to report hazards)?		✓		
294. Are there signs on all bordering roads advising motorists that a playground is nearby?		✓		
295. Is the playground safety accessible to people with disabilities?	✓			
296. Are the play areas for active play (e.g., bike riding, swinging) located away from areas for quiet play (e.g., sandboxes, picnic tables)?	✓			
297. Are there trash receptacles in the area?	✓			
298. Are the trash receptacles located away from the play areas?	✓			
299. If playground is open in the evening, is there adequate lighting?		✓		
300. Can the entire play area be viewed easily for proper supervision?		✓		Play Area #0 is hard to see unless you stand next to it

# LOW FREQUENCY PLAYGROUND

## Inspection Checklist

Time 2:10 PM Start 2:10 pm Finish 2:40 pm

DATE: 9-20-89

INSPECTOR LARRY W. BOWER

EQUIPMENT LOCATION Sunnyside 037

CODES FOR INSPECTOR ✓ = OK X = Work Done 0 = Park Manager Notified  
Deficiency Noted

Area/	Play Component	Inspected	Problem (if any)	Action Taken
A	Sitting area planters & brick court	✓		
A 1	Park Sign	✓		
A 2	Trellis: Entrance to court area	✓		
A 3	Trellis: Entrance to Area B from court.	✓		
A 4	Planter	✓		
A 5	Planter	✓		
A 6	Benches: Built in	✓		
A 7	Garbage can: WAUSAU	✓		
A 8	Drinking Fountain	✓		
B	Play area, wood border, sand base	✓	WOOD IS CRACKING & SPLINTERING	
B 1	Landscape structures Exerglide swing Model 1110520	✓		GREASED
B 2	Landscape structures Everglide swing Model 1110520	✓		GREASED
B 3	Mexico Forge Tire swing 7 swivel 1110001	✓		GREASED
B 4	Mexico Forge Tire swing & swivel 1110001	✓		GREASED
B 5	Tire bumper	✓		
B 6	Tire bumper	✓		
C	Play area, wood border, sand base.	✓	WOOD IS CRACKING & SPLINTERING	
C 1	Bridge: Over bike track	✓	WOOD IS CRACKING & SPLINTERING	
C 2	Columbia Cascade/Timber Form Play structure Model #1062	✓		
	Playground surfacing material	✓		
	Playground border/edger (if applicable)	✓		

### Directions:

- Using your site drawings, list each piece of play equipment in the "Play Components" column.
- As each component is inspected at the play site, check the "Inspected" column and describe any maintenance problems.
- After parts have been ordered and/or repairs have been made, list and date the actions taken in the last column.
- File each inspection report with your permanent records.

# WHEATON PARK DISTRICT HIGH FREQUENCY PLAYGROUND INSPECTION FORM

INSPECTOR

DATE: 9-13-89

EMPLOYEE: LARRY W. Bower

REPAIRER

DATE: 9-23-89

EMPLOYEE: LARRY W. Bower

Location  
Park I.D.  
Number  
SWADLEY 037

Inspectio.

Repair

CODE  
✓ = OK  
X = Work Done,  
O = Park Manager Notified

Deficiency Noted  
(Describe In Comments)

## INSPECTION ITEMS

## COMMENTS ON INSPECTION

## COMMENTS ON REPAIRS

Foreign objects in sand (trash)	X		Picked up litter - Raked the sand	
Chains (kinked, twisted)	✓			
Seats, (cut, cracked, missing)	✓			
Footers (concrete) exposed	✓			
Rake sand	X			
Standing water	X		Relocated the sand	
Wood (rotten, cracked, missing)	✓		wood is showing weathering	
Need sand	O	X	we need a small load	Added a load of sand
1. Swings	✓			
2. Climbers	✓			
3. Fire Pole	✓			
4. Slide	✓			
5. Others	✓			

REPORT ALL VANDALISM TO ASSISTANT SUPERINTENDENT OF PARKS

For Office Use Only  
Reviewed by Terry Turgott  
Asst. Supt. of Parks  
Date: 9/20/89  
Reviewed by Supt. of Parks & Planning  
Date: 10/1/89

# LOW FREQUENCY PLAYGROUND

## Inspection Checklist

Time 2:10 pm Start 2:10 pm Finish 2:40 pm  
DATE: 9-20-89

INSPECTOR LARRY W. BOWER

EQUIPMENT LOCATION Sunnyside 037

CODES FOR INSPECTOR √ = OK X = Work Done 0 = Park Manager Notified  
Deficiency Noted

Area/# Play Component Inspected Problem (if any) Action Taken

C	3	Columbia Cascade/Timber Form Straight slide 3'x6' w/handrails	√		
C	4	Firepole	√		
D		Play area, wood border, sand base.	√	WOOD IS CRACKING & SPLINTERING	
D	1	Culvert tunnel under track	√		
D	2	Challenge ladder overtrack	√		
D	3	Play structure	√		
A		B, C, D Signage	√		
"	1	Trike on incline	√		
"	2	Stop	√		
"	3	Pedestrian crossing	√		
"	4	No bikes	√		
"	5	Trikes only	√		
"	6	Stop	√		
"	7	Left turn	√		
"	8	Right turn	√		
"	9	Trike on incline	√		
"	10	Right turn	√		
"	11	Pedestrian crossing	√		
		Playground surfacing material			
		Playground border/edger (if applicable)			

### Directions:

- Using your site drawings, list each piece of play equipment in the "Play Components" column.
- As each component is inspected at the play site, check the "Inspected" column and describe any maintenance problems.
- After parts have been ordered and/or repairs have been made, list and date the actions taken in the last column.
- File each inspection report with your permanent records.

CLIMBING APPARATUSEmployee LARRY W. BOWERArea PlaygroundDate 9-20-89Time of Day 2:10 pm Park Sunnyside 037

		ACTION TAKEN/TIME
✓	Tire Swing	<i>greased</i>
✓	Chain & Swivel	
✓	Lube	
✓	Sand	
✓	Slide	
✓	Sand	
✓	Fire Pole	
✓	Sand	
✓	Foreign Objects	
✓	Footers	
✓	Sand	
✓	Rebar & RR Ties	<i>Timbers CRACKING.</i>
✓	Trees	
✓	Wood	
✓	Connections	
✓	Plastic Caps	
✓	Water	
✓	OTHER	

- ✓ = Equipment or item OK  
X = Equipment or item defective  
O = Park Manager Notified  
Deficiency Noted

LOW FREQUENCY PLAYGROUND INSPECTION  
CLIMBING APPARATUS

A STUDY OF THE ENVIRONMENTAL HAZARDS AND ASSOCIATED INJURIES AT  
MASSACHUSETTS PLAYGROUNDS

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Presented: American Public Health Association Meeting  
Session Title: Childhood Injuries  
Date: Wednesday, November 16, 1988  
Time: 4:00 - 5:30 PM  
Sponsors: Injury Control and Emergency Health, Maternal and  
Child Health Services

The Playground for All Children:  
Some Lessons in Supporting Creative Play  
in a Public Recreational Setting for  
Disabled and Non-Disabled Children

May 1987

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