



SD 60

# School Project Guidelines



Release: June 2020  
Version 2

June 17, 2020

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## INTRODUCTION TO GUIDELINES

The purpose of these guidelines is to offer Administrators, Facilities and PAC's a handbook to help clarify the process and involvement that is required to undertake a project for their school both from a minor project like garden beds to a major project like installing playground equipment. The Board of Education sincerely appreciates the efforts undertaken by Parent Advisory Councils (PAC's) to enhance the facilities the District is able to provide our students. The installation of play structures is a project that has numerous vested stakeholders all committed to the same goal of providing children with a fun, exciting and safe place to play. Simply put, without the efforts of PAC's around leadership, fundraising and all around hard work making sure kids have adequate play spaces, nourishing lunches and enhanced education opportunities throughout the District, many of these projects would not happen.

## BACKGROUND

These Guidelines exist as it was recognized that PAC's, Administrators, School Districts, Manufacturers' and Professional Installers, all need a common ground of understanding. The scope of work a Playground project requires should be realized prior to making the commitment. From the initial discussion to the completion of an installation, a Playground can take many years. With the numerous hours of work that is required by all the stakeholders, the intention of these guidelines is to establish that a multi-year horizon is necessary. Of course, that is the scope for a major project, like a playground. Often PAC's contribute to their schools with numerous enhancements that are on a smaller scale but no less appreciated. Thus, these guidelines have been separated into procedures for both major and minor projects.

## Minor Projects

A minor project is intended to be one of a short-term nature and of a smaller scope, like the installation of bike racks, teepees or trees. Listed below are the required steps to follow:

1. PAC identification of a project required or desired:
  - The PAC identifies a need in the school and has the ability to fund the project and the willingness to oversee the completion of the initiative
2. Contact Administrator:
  - The PAC will contact the school Administration to consult regarding their plans
3. Contact Facilities:
  - The PAC will contact Facilities and provide details of project. Facilities will identify any concerns or considerations prior to moving ahead. This is critical for even a minor project like a bike rack as it can create issues for Facilities with snow removal. The PAC and Facilities will work together to identify acceptable locations for installation and to resolve concerns
4. Receive approval from Administrator and Facilities:
  - Once approval has been obtained, **in writing**, to proceed with the project, the PAC can begin planning and purchasing
  - The School District is able to assist with the receiving and short term storage of the equipment. Deliveries must be arranged for during regular business hours.

5. Consult with the Administration and Facilities of the timeline:
  - The PAC will let both parties know of the estimated start and finish dates of the project and make arrangements for any assistance required by school staff or Facilities
  - PAC will advise the Administration and Facilities of any delays
  - Ongoing communication between the three parties is required prior to completion
6. PAC will ensure Administration and Facilities know when the project has either been completed or abandoned

As mentioned above, ongoing communication between the three parties is key to successful outcomes and ensuring that no misunderstandings occur. A representative from Facilities will be available by phone, email or to attend a PAC meeting, when required. Please give as much notice as possible when staff is requested to attend outside of normal processes.

## Major Projects

### PLANNING AND FINALIZING A MAJOR PROJECT

The purpose of this section of the Handbook is to offer Administrators, Facilities and PAC's a guideline to help clarify the process and involvement that is required to undertake a **major** project like the purchase and installation of playground equipment. Installation of play structures is a project that has numerous vested stakeholders all committed to the same goal of enhancing the physical activities of children. The majority of these projects would not happen without the hard work of PAC's throughout the District.

### BACKGROUND TO MAJOR PROJECT GUIDELINES

To undertake a major project for a school, it is necessary for PAC's, Administrators, Facilities personnel, Manufacturers' and Professional Installers to all understand the aspects and outcomes desired. The scope of work a Playground project requires should be realized prior to making the commitment on all fronts. From the initial discussion to the completion of an installation, a Playground can take anywhere from two (2) years to ten (10) years to finalize. With the numerous hours of work that is required by all the stakeholders, the intention of these Guidelines is to establish both that, significant planning through four phases and the multi-year horizon, is necessary.

Given the scope of a major project, we have identified below the actions required in the various phases of the project:

### PHASE I

The steps in Phase I are the same as those in the initial steps of a minor project:

1. PAC identification of a project required:
  - The PAC identifies a need in the school and has the ability to fund the project and the willingness to oversee the completion of the initiative

2. Contact Administrator and Facilities:

- The PAC will contact the school Administration and Facilities to advise of the plans and arrange a stakeholder meeting.

3. Consult with the Administration and Facilities on the timeline:

- The PAC will let both parties know of the estimated start and finish dates of the project and make arrangements for any assistance by school or Facilities staff
- PAC will advise the Administration and Facilities of any delays
- Ongoing communication between the three parties as to the status of the proposed timeline and plans as to when the PAC will be ready to move to Phase II

## PHASE II

This Phase is the most difficult phase and is often the longest time-frame of the project. This is where the hard work of planning, fundraising and coordinating occurs. It is important to define the roles and responsibilities of the stakeholders at the start of the project.

## ROLES & RESPONSIBILITIES

### SCHOOL DISTRICT

The School District assumes the ownership and liability of the Playground once it is installed. Playgrounds are governed by current CSA (Canadian Standards Association) Standards “Children’s Playspace and Equipment” which must be strictly adhered to as a minimum standard.

To this end, certain requirements are mandatory such as the type of equipment that is purchased, as well as the material used at the base of the equipment. The Ministry of Education and the District have committed to creating accessible Playspace, thus it is the District’s plan to install rubberized materials under most, if not all, new playgrounds.

**NOTE: The School District reserves the right of final approval for the manufacturer selected to provide equipment and the supplier of base materials, to ensure all safety measures are met.**

For the purpose of insurance and warranty, all donated or purchased playground equipment becomes the sole property of the School District. This is allowed under the gaming grants.

### ADMINISTRATIVE TEAM

An Administrators’ role is to facilitate and mediate the installation of the playground equipment between PAC’s and Facilities. They are responsible for attending meetings, providing input on equipment selection, assisting in the location of the site and other items pertinent to the installation of equipment.

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## PAC

Parent Advisory Council has an important role to play in the installation of playground equipment. Along with acquiring the funds to purchase new playground equipment, PAC's are expected to develop a plan and assume all costs of the installation including equipment, containment, protective surfacing material and any excavation work required. The District may be able to assist with "in-kind support and expertise" during installation if the planned timeline fits within other Facilities priorities.

It is recommended that a committee be formed that is willing and able to see the project through from start to finish of the multi-year phases.

This commitment consists of approximately forty (40) volunteer hours per person with each person looking after a portion of the project implementation. Suggested required role's on the committee are defined in the 'PAC's Next Step' section.

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## MANUFACTURER

The manufacturer's role is to provide quality playground equipment that meets CSA Standards. Letters of compliance with this standard from the equipment manufacturer must be retained by the Facilities department with all other documents for the equipment.

They will also be integral to the placement of equipment by providing drawings and installation instructions. PAC's may also request a Project Planner Guide from the manufacturers. PAC's should also ask the manufacturer if there are any spare parts recommended (eg. an extra torque security wrench)

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## PROFESSIONAL INSTALLER

A certified installer will be present during the entire installation of equipment. Their job is to ensure that the equipment is placed correctly within encroachment areas and generally oversee the site. A certified installer provides the School District the assurance that the equipment has been installed to CSA Standards.

Facilities staff may be able to assist with installation with enough advance notice. District Staff have taken playground installation courses and may be able to assist the PAC in this role as an "in-kind" contribution. However, if the PAC chooses not to wait for Facilities availability, they can proceed with their own professional installation with the understanding they will need to bear the additional cost.

## STARTING POINT OF PHASE II

Once the discussion has progressed to a commitment that playground equipment will be installed and fundraising has been earmarked to pay for equipment, the following occurs:

## STAKEHOLDER MEETING

A stakeholder meeting is to be arranged either by the Administrator or the PAC committee. The expected participants in the meeting are the Plant Superintendent, School District Secretary Treasurer or designate, the Administrator, and the PAC Committee.

The discussion will center on the site intended to house the new equipment with certain factors taken into consideration such as underground utilities and sprinkler systems, bylaws, impact of existing fields, future District expansion plans and any portable locations.

The timeline of installation will also be discussed. A playground installation must be scheduled to ensure that the School District has the available manpower to answer questions, supervise crucial aspects of the site preparation and arrange to have Facilities install cribbing and/or borders after the equipment is installed and prior to the approved fill material. The District has competing needs for the Annual Facility Grant budget and installation support may also need multi-year planning.

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#### SET TARGET DATE OF INSTALLATION

It is recommended that the intended date of installation is determined early in the process to provide all stakeholders and volunteers with enough advanced notice to prepare for the project completion.

#### PAC'S NEXT STEP

To ensure that PAC's know what is expected of their participation in this project, this section provides details of the requirements as well as Committee Roles.

**PAC is responsible to pay for the majority of required materials, contract services, heavy machinery and playground equipment to be installed unless an "in-kind" contribution by Facilities staff has been approved by the District.**

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#### PAC COMMITTEE ROLES

This list is a general overview of the Roles and Responsibilities of a Playground Committee. It is not intended to be a strict guideline just a demonstration of the requirements that an installation demands and should be adjusted as the project necessitates. Smaller committees often work with an individual assuming more than one role, however what's important to note at the start of the project is defining areas of responsibility for those involved.

1. **Committee Head** is responsible to oversee the entire playground installation from budget planning, fundraising and implementation as well as making sure each member of the committee is on task. This person is also the contact for the Administrator and the Plant Superintendent.
2. **Coordinator** is responsible for ensuring the heavy equipment, security, temporary fencing, etc. is available and in place. The Coordinator through the Facilities Operations Manager also assists the Committee Head with other duties as required.
3. **Fundraiser** is responsible for all the aspects of fundraising for the project. This includes both equipment and installation costs. It can be expected that half the budget will be for the equipment while the other half for the site preparation and installation.
4. **Purchaser** is responsible for sourcing and purchasing the equipment, materials and supplies for the installation.
5. **Volunteer Coordinator** is responsible for ensuring that enough people are available and willing to work on the different aspects of the installation as needed. Someone is to be designated to be in charge of site safety. A site safety plan will be required to be submitted and approved by the District. Our Health and Safety Office can consult with the PAC to ensure all compliance requirements are met.



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QUOTES & FUNDRAISING TO DETERMINE A BUDGET

Request quotes from playground manufacturer(s) and local suppliers to help determine a budget.

**NOTE:** See *Installation Requirements*

There are numerous ways to raise money with gaming grants, hot lunches and sales of chocolates to name a few. To ensure that the PAC has raised enough money to achieve their goals, provide a budget to the School District with a contingency amount for incidentals. This will not be required until the PAC is nearing the end of Phase II. If the District is scheduling support, they need to know that the funding is fully in place for the project.

**Example:**

Budget	\$20,000.00
15% Contingency	<u>3,000.00</u>
	<u>\$23,000.00</u>

**Actual:**

Equipment	\$10,559.85
Gravel	11,262.09
Landscape fabric	413.26
Washers	26.39
Re-bar (donation)	0.00
Timbers	1,319.71
Sona tubes (donation)	0.00
Cement	480.45
Supervision	<u>2,850.75</u>
<b>Total</b>	<b>\$26,912.50</b>
Parent Donation	-500.00
SD Allotment	<u>- (in-kind labour/support)</u>
	<u>\$26,412.50</u>

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PAC APPROVAL TO PROCEED

Once the budget has been determined and the funds raised are in place, the PAC can approve the costs and submit the information to the School Administration and the School District for approval to proceed with Phase III the project.

**Note:** If the School District purchases the equipment for the PAC, sometimes discounts and tax rebates can be applied. Having the purchases flow through the District is also the preferred method for rebates, warranty and repairs of the equipment.

*To achieve approval, the PAC needs to go through Steps 4 and 5 of Phase II:*

4. Receive approval from Administrator and Facilities:
  - The project will not proceed without District approval
  - It is recommended that the Committee Head and/or Coordinator meet with the Administrator and Plant Superintendent to confirm date of install, finances and other business to finalize this part of the process
  - Once approval has been obtained, in writing, to proceed with the project, the PAC can begin

- final planning and direct the District to the items for purchasing
  - Purchasing **cannot** occur until written approval, signed off on by Facilities and the Administrator, is obtained
5. Consult with the Administration and Facilities of the updated timeline:
- The PAC will let both parties know of the estimated start and finish dates of the project and make arrangements for any assistance by school or Facilities staff
  - PAC will consult with Administration and Facilities regarding any delays
  - Ongoing communication between the three parties throughout completion of the project is key

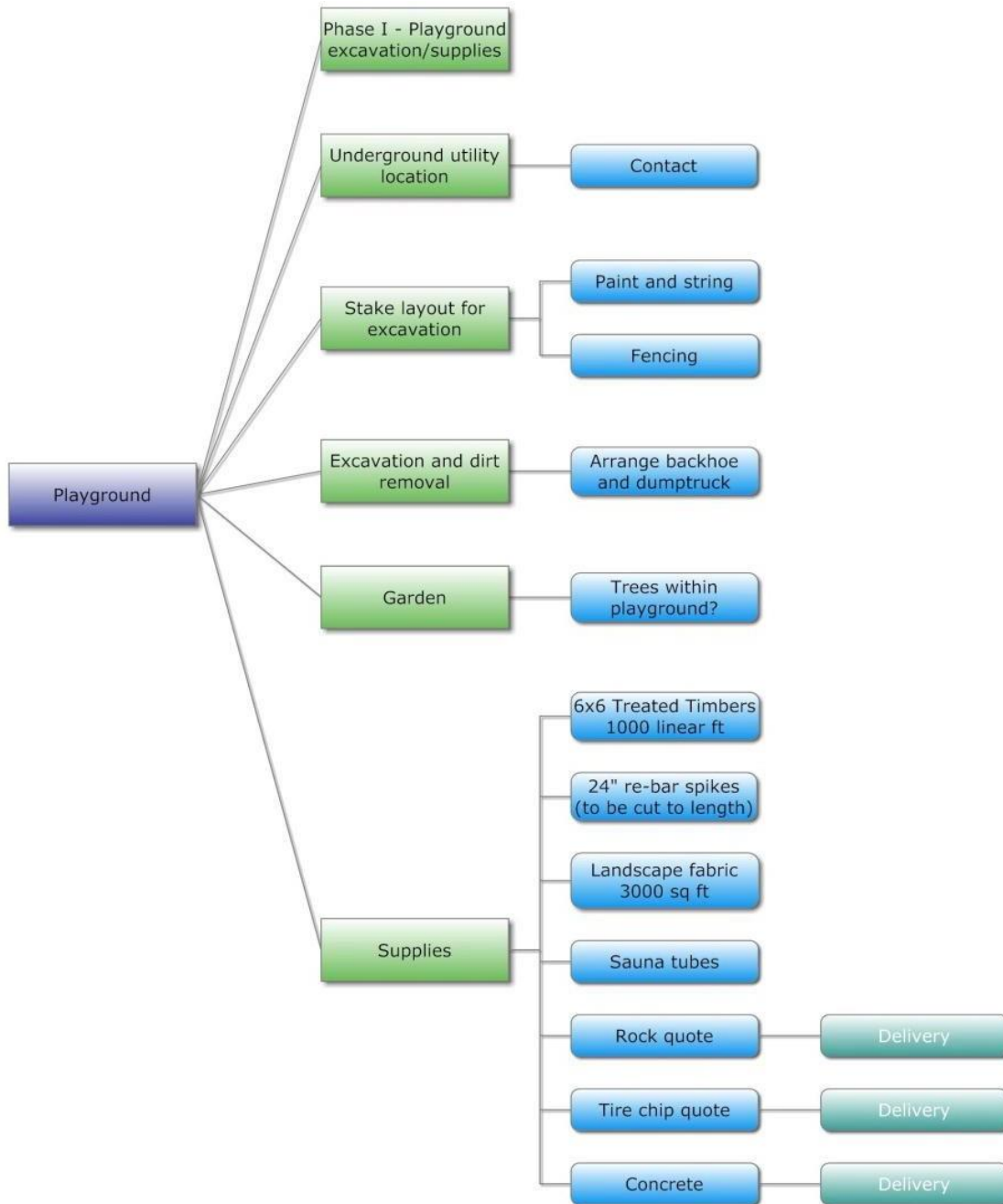
### **PHASE III**

This Phase is the most gratifying phase. This is where the hard work of planning, fundraising and coordinating is completed and results in the installation of the new Playspace for children.

Installation requires a considerable amount of planning and coordination. This Phase is where District staff become more involved in the project to ensure safety and liability standards are met. Multiple meetings of the stakeholders may be required.

The next page depicts a graphic showing all of the required steps to consider when planning an installation.

PROJECT SCOPE OF PHASE III



It's a good idea to plan the scope of the project so that PAC understands each phase of work that is required and who will be responsible for each part of the project.

Ensure that a project coordinator oversees all aspects of the project with other committee members providing progress reporting throughout the phases of the project.

## PRE-INSTALLATION OF PHASE III

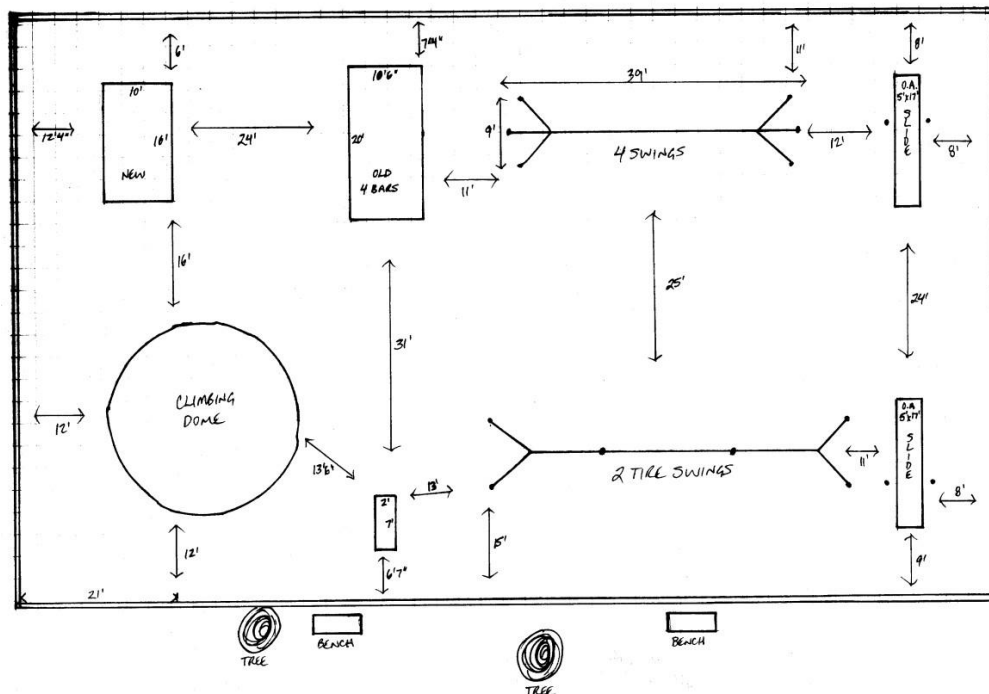
### SITE SELECTION

Site selection was determined in Phase II and **must** be confirmed again with the school Administration and approved by the Plant Superintendent at the School District. This is required because future plans and needs of the District may have changed since Year 1 of the project requiring a new location to be identified.

- The equipment must be situated away from fire exits, fire routes, plowing routes, potential portable sites, high traffic areas, underground and overhead service utilities, waterways, rocky terrain, underground sprinkler systems and hard surfaces, and must minimally affect the operations of grass cutting
- The location must be clearly visible from the school and, wherever possible, within public view
- The location must be a well-drained area

It's possible that the manufacturer will require a Site Map to determine the exact placement of the equipment. The area will need to be measured indicating all the existing structures and possible obstacles. There may be maps on file at the School District.

**NOTE:** Underground utilities must be determined. There are 'one call' services available that assist in making sure all the utilities are contacted. See *Installation Requirements*



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## PLAYGROUND EQUIPMENT

Playground equipment has a number of factors to take into consideration prior to ordering.

To ensure that School District 60 adheres to the dictates of local regulations in regards to CSA Standards, PAC's must follow certain guidelines as follows:

### Playground standards in Canada

The [Canadian Standards Association \(CSA\)](http://www.csa.ca) has developed the only nationally recognized standard on children's play spaces and equipment. The CSA Standard provides detailed information about materials, installation, and strength of the equipment, surfacing, inspection, maintenance, performance requirements, and access to the playground, play space layout, and specifications for each type of equipment. The CSA first published guidelines for playgrounds in 1990 which have been subsequently revised and updated periodically.

The standards are voluntary and are not a law. The standards apply to public playgrounds, such as those on school grounds, in parks, or at day care centers or motels. It does not apply to private, residential (home) playgrounds or indoor facilities. There is no national enforcement body for playground safety; however, some jurisdictions in Canada have passed regulations requiring public playground operators to ensure that their playgrounds meet the CSA Standard. For example, in some provinces, playgrounds at day care centers may be required to meet the standard in order for the center to get an operating license. The standards are not retroactive and only apply to play spaces and equipment installed after the date the Standard was published. The CSA does not certify playgrounds or specific pieces of play equipment.

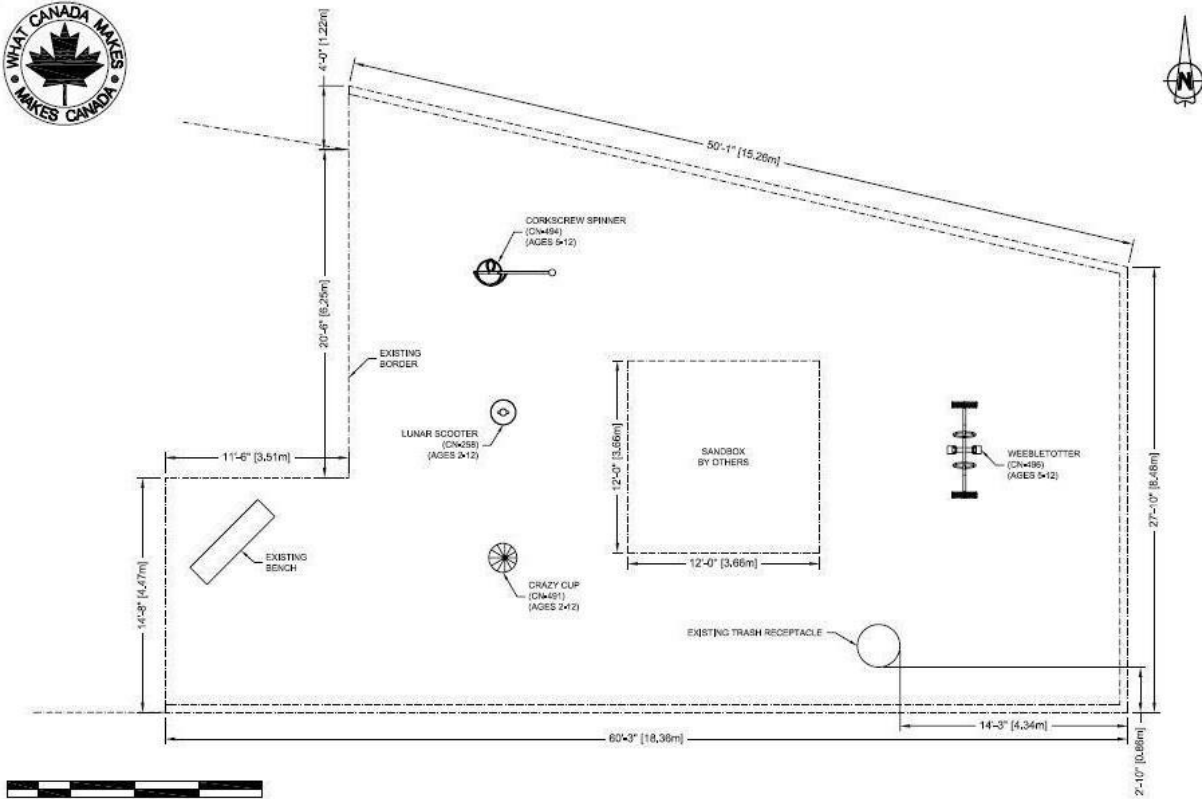
For more information about the standard or to obtain a copy of the standard, contact <http://www.csa.ca/cm/ca/en/home> or 1-800-463-6727.

### Manufacturer selection:

There are numerous Manufacturers in North America trying to sell their playground equipment to be used in school-yards, not all of the equipment adheres to CSA Standards. To install equipment on School District 60 property, PAC's must ensure that any play structures they plan on purchasing meets or exceeds CSA Standards to avoid having to return the equipment to the manufacturer.

### Layout

There are options for assistance with playground layout. Most manufactures provide layout services and drawings but there are also professional Playground Planners available for a fee. **NOTE:** Be aware that each piece of equipment is larger than its actual size due to encroachment zones; this has to be taken into consideration. Some local companies like Urban Systems can help with mapping, as encroachment may determine the actual equipment that can be purchased. See Diagram next page:



## SCHOOL DISTRICT SUPPORT ROLE

### Equipment and financial considerations

The School District is able to assist with by receiving and short term storage of the equipment. Deliveries must be arranged for during regular business hours.

Also, to access discounts and rebates, the District is willing to order the equipment and supplies identified in the previous Phases. The District will then invoice the PAC for reimbursement of the purchases.

**NOTE:** School District may also provide "in kind labour and expertise" to assist the PAC with the installation and incidentals of playground installation, where possible and District budgets allow. The District's ability to provide a contribution to the project will be determined on a case-by-case basis during the Phase II – Step 4 meeting.

*Shipping to School District 60*  
10716 97th Avenue FortStJohn, BC V1J6L7  
Ph: 250.785.1577

## INSTALLATION

### REQUIREMENTS

#### UNDERGROUND UTILITIES

Underground utilities must be determined. There is a free 'one call' service available that contacts all the utilities required prior to a site excavation.

BC OneCall – Phone: 1-800-474-6886

[www.bconecall.bc.ca](http://www.bconecall.bc.ca)

#### MATERIALS

**NOTE: All materials used must meet or exceed current CSA Standards. Below are some examples of where materials can be sourced. Contact Facilities for up-to-date suppliers and recommendations.**

Mandatory materials to be provided by PAC's:

- Concrete (25mpa type 10 with air) **NOTE:** most local suppliers require a minimum order to provide a Saturday or Sunday delivery, be sure to confirm delivery times
- Sona tubes – 10 foot x 12 inch diameter
- 2"x 8"x 8" treated wood blocks (for postholes)
- 6x6 treated timbers for perimeter, cribbing may be required on an unlevelled site
- 5/8" re-bar
- Non-woven Geotextile (**NOTE:** this is not typical landscape fabric that is obtained by a local gardening supplier, it is a special order fabric that can take two to three weeks to receive. Be sure to order the fabric in advance of the install.)
- Pea gravel – 3/8" double washed to a minimum depth of 18"
- Matting

#### SUPPLIERS

##### Non-woven Geotextile

##### **Nilex Civil Nonwoven Geotextile 4551**

Size: 4.57m x 91.5m Weight: 96 kg

<http://www.nilex.com/products/geotextiles>

<b>ABBOTSFORD</b>	<b>CALGARY</b>
1781 Clearbrook Road	9222 – 40 Street SE
Abbotsford, BC V2T 5X5	Calgary, AB T2C 2P3
P: 604.420.6433	P: 403.543.5454

F: 604.420.0445	F: 403.543.5455
Toll free: 1.800.663.0478	Toll free: 1.888.543.5454
abbotsford@nilex.com	calgary@nilex.com

**Geotex 601**

Size: 4.57m x 91.5m Weight: 96 kg

<http://www.brockwhite.com/Op46i803c174/geotex-601/>

<b>Brock White Geotechnical (AGES)</b>	<b>Rymar Rubber Tiles</b>
2703 – 61 Avenue SE	1557 Hastings Cres SE
Calgary, AB T2C 4X3	Calgary, AB T2G 4C8
P: 403.287.5889	P: 403-278-9777
F: 403.287.5881	
Toll free: 1.877.287.5889	Email: info@rymar.ca

Pea gravel (no longer supported for a base material in most instances)

<b>Hurlburt Rock Products</b>
Box 1119, No. 2 Hwy & Springpoint Road
Fort MacLeod, AB T0L 0Z0
P: 403.553.4705
F: 403.553-2878
Toll free: 1.877.426.6273

Timbers and re-bar

<b>RONA</b>	<b>Home Hardware</b>
<b>11611 Alaska Hwy</b>	<b>9820 108 Street</b>
<b>Fort St John, BC V1J 4M7</b>	<b>Fort St John, BC V1J 0A7</b>
<b>(250) 785-8849</b>	<b>(250) 787-0371</b>



To Whom It May Concern,

*School* Elementary PAC is installing Playground equipment this summer and we are looking for supply of the following:

3 10' long x 12" diameter Sauna tubes 1000 linear feet of 6x6 treated timbers

Any discounts or donations would be greatly appreciated as we rely greatly on the generosity of the community to provide our students with playground equipment.

Thank you for your time.

Regards,

*Name,*

PAC Chair, *School* Elementary School

## HEAVY MACHINERY



**Backhoe or Mini-excavator** – to level site and excavate proper depth

**Dump truck** – to haul excavated tailings away

**Bobcat** – to move and spread pea gravel or prepare for rubber matting.

An example of the Tools that are required to install the playground equipment; tools may change depending on manufacturer and type of equipment being installed.

## TOOLS

6	Allen Wrench 5/16"
4	Buckets and rags
2	Crow bars
1	Drill (1/2" drive, rechargeable)
20	Ear plugs
300 ft	Extension cords
4	Gloves (work and rubber)
2	Hammers
2	Ladders (6' step)
2	Levels (standard and electronic)
1+	Power source
5+	Rakes
5+	Shovels (spade and flat nose)
2	Sledge hammer
2	Socket sets (3/8" drive)
200 ft	String line
2+	Tape measures

1	Tin snips
2	Upside down marking paint
6	Utility knife
2	Vice grips
3	Wheelbarrows
2	Wrench set (open and box end)
1	Hilti Gun (to drill concrete)
1	Water Hose (to wet cement and clean up)

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## PROFESSIONAL INSTALLATION

A Professional Installer is a person(s) who ensures that all playground equipment is installed correctly to specs. With numerous installations under their belt, they are the expert on-site and have the answers to most of the questions.

The purpose of the Professional Installer is to direct the placement of the pile holes and make sure that everything is level, this is crucial to a proper install. They also assist with the specific elements of the installation by making sure that the sequence of events is followed.

\*\*\*Request a Project Planner from the company providing the installer.

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## VOLUNTEERS

Volunteers are crucial to the installation of Playground equipment. They are the most important asset of the project.

The following list indicates some of the Volunteer requirements:

- Depending on the scope of the project 10+ Volunteers will be required
- Liability Insurance - Volunteer coverage is provided through Schools Protection Branch
- First Aid kit and emergency numbers
- Food and beverages
- Water
- Childcare
- Appropriate protective equipment, as needed (hard hats, steel-toed shoes, safety glasses, gloves)

*See the next page for an example of a Volunteer Waiver.*

**EXAMPLE OF A VOLUNTEER WAIVER OF LIABILITY** (Not a legal document)

Thank you for working today. We greatly appreciate your assistance and commitment to the installation of Playground Equipment at our school. We are required to keep accurate records of all volunteers who work on site for this project. This form is an agreement that you release \_\_\_\_\_ Elementary School Parent Advisory Council (PAC) of all liability in effect from the signing date.

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favour of \_\_\_\_\_ Elementary School Parent Advisory Council (PAC), a non-profit organization, their affiliates, executive, school staff, officers, employees and anyone else involved with this project (collectively, PAC).

The Volunteer desires to work as a volunteer for PAC and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include the use of heavy machinery, working around heavy machinery, construction and installation of Playground Equipment. The Volunteer hereby freely, voluntarily and without duress executes this Release under the following terms:

**Release and Waiver:** Volunteer does hereby release and forever discharge and hold harmless PAC and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with PAC.

Volunteer understands that this Release discharges PAC from any liability or claim that the Volunteer may have against PAC with respect to bodily injury, personal injury, illness, death, or property damage to themselves and any minor children present that may result from the Volunteer's Activities with PAC, whether caused by the negligence of PAC or its affiliates or otherwise. Volunteer also understands that PAC does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or, disability insurance in the event of injury or illness.

**Medical Treatment:** Volunteer does hereby release and forever discharge PAC from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Volunteer's Activities with PAC.

**Assumption of Risk:** The Volunteer understands that the Activities includes work that may be hazardous to the Volunteer; including but not limited to, construction, loading and unloading, installation and working around heavy equipment.

Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities to themselves and any minor children present and releases PAC from all liability for injury, illness, death, or property damage that may result from the Activities.

**Insurance:** The Volunteer understands that PAC does not carry or maintain health, medical, disability or any other kind of insurance for any Volunteer.

**Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

**Photographic Release:** Volunteer does hereby grant and convey unto PAC all rights, title and interest~~18~~ any and all photographic images and video or audio recordings may by PAC during the Volunteer's Activities with PAC including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recording

**Other:** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of British Columbia and Canada and that this Release shall be governed by and interpreted in accordance with the laws of British Columbia and Canada. The Volunteer agrees that implied clauses and provisions not stated are enforceable with this Release and therefore forever discharge and hold harmless PAC.

**IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.**

**Volunteer Name (Print):**

**Volunteer Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Volunteer's Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**\*\*\*\*\*If the volunteer is under the age of 18 a parent or legal guardian must sign\*\*\*\*\* Parent Signature:**

**Emergency Contact**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## SITE PREPARATION

### ONE WEEK PRIOR TO INSTALL



Level site with temporary fencing

- Level site and excavate to proper depth

The Professional Installer may want to inspect site prior to installation of equipment

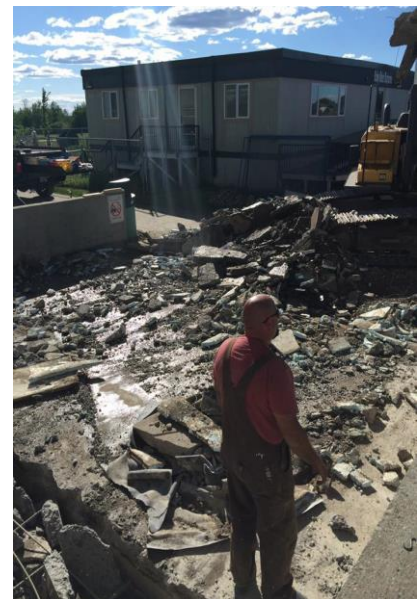
- Secure with temporary fencing
- Re-confirm volunteers
- Confirm delivery of surfacing
- Confirm security for nights of construction
- Confirm access to water

### DAY ONE

- Layout pile holes and perimeter
- Auger pile holes and clean up tailings
- Pre-assemble components
- Assemble equipment



Unpacking the playground equipment



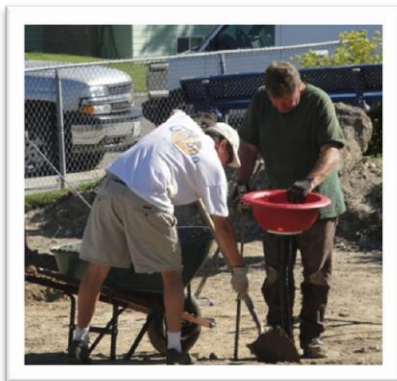
Digging Pile holes

## COMPLETE EQUIPMENT INSTALLATION

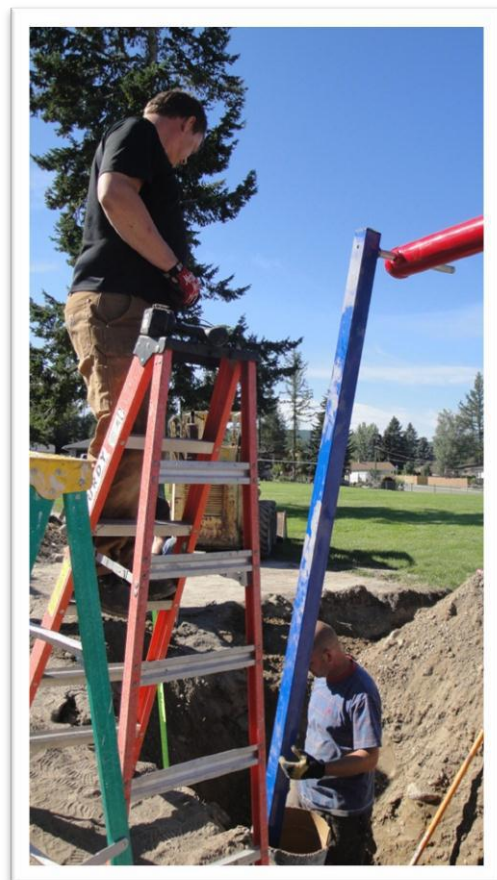


Cutting sona tubes

- Place Sona tubes, cut to length
- Plumb and level equipment
- Tighten all bolts
- Pour concrete piles
- Clean spilled cement
- Install border (see SD Maintenance) and place Geotextile
- Spread and rake pea gravel or install matting (see SD Facilities)



Pouring concrete piles



Plumb and level equipment



Checking for level

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## SD FACILITIES DEPARTMENT

School District Facilities prefers to install the borders and cribbing necessary to surround the playground using the 6x6 treated timbers and 5/8" re-bar. Ensure that enough notice is provided of intended install date so Facilities staff have the time and personnel to complete the job.



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## CLEAN UP

The site must be free from debris and ready for school children to play. Please ensure that the following is completed:

- Garbage removal
- Tailings from augured holes removed
- Excavated dirt removed
- **Tools provided from manufacturer are given to Facilities**
- **Engineered drawings, installation procedures and warranty documents provided to Facilities**



## SUMMARY: MAJOR PROJECT

If you think that a modern playground is anything like what you grew up with there is a vast difference; playgrounds have become much safer and therefore installations are considerably more involved than the work bee and parent built structures of years ago.

Playgrounds are now fabricated to be innovative as well as being designed for safety and durability. To that end, the time and effort it takes to properly install play structures, while rewarding, is both demanding and onerous.

Other factors to considering with a Playground installation, is that equipment is often only half the cost, the other half of a budget is used up in site preparation and getting the equipment installed. This is surprising when attention is usually focused solely on the equipment.

With a lot of time, organization and work, the end result of the team effort to install a playground is a legacy of children climbing, swinging and spinning on play structures that they will get untold hours of enjoyment out of.



## RESOURCES

### Websites:

- <https://playpowercanada.ca/resources/guide-to-playground-safety/>
- <http://www.csa.ca/cm/ca/en/home>
- <http://www.bced.gov.bc.ca/schools/bcmap.htm>
- <http://www.blueimp.com/>
- <https://www.habitat-systems.com/>
- [www.gpioutdoordesigns.com](http://www.gpioutdoordesigns.com)

### Other:

- School District #5 (Southeast Kootenay) - Reference (2011) Playground Handbook