



GUIDELINES FOR PLAY STRUCTURE INSTALLATIONS

Revised: November 2016

Guidelines for Play Structure Installations

1.0 GENERAL

- 1.1 The purpose of these guidelines is to ensure that all placements of materials or equipment for outdoor activity meet reasonable standards for safety and risk.
- 1.2 Outdoor activity areas include play structures, whether natural or manufactured, outdoor classrooms and all other placed or installed items intended for use by students and/or the community. This guideline does not address naturally occurring elements that may be used for play including forest areas and landscaping features, rocks, fencing or other items not installed specifically for student or community use.
- 1.3 For commercially manufactured play equipment:
All work shall comply with the current CSA standard, presently CAN/CSA-Z614-14, Children's Play Spaces and Equipment. A copy of this Standard can be viewed at the District Maintenance Office (7186 Brown Street, Delta) or you can order a copy directly from the CSA office.
Any new, addition to, or relocation of existing, commercially manufactured play structure shall comply with the current CSA standards and to the Delta School District standards and procedures herein provided.
- 1.4 For placement of natural elements or non-commercially manufactured items:
Every item for placement must meet standards of safety and risk as determined by Delta School District. Acceptability to be determined by Facilities Branch staff. All items for placement are subject to written confirmation of an acceptable placement plan as outlined herein.

2.0 INSTALLATION REQUIREMENTS

- 2.1 All initial requests for installations on school grounds shall be made through the *School Principal*, and submitted to Maintenance Services.
- 2.2 Any equipment or structures to be placed on school sites must have prior approval from Maintenance Services.
- 2.3 Ease of long term maintenance shall be a consideration in the selection of all equipment and materials used.
- 2.4 Submittals:
- .1 Please submit your proposal to Maintenance Services (who may be able to assist you in the preparation of the documentation) which shall include:
 - a) Site plan showing the proposed location of the play space(s) on the school property. Included in your site plan must be the following:
 - i. North Arrow;
 - ii. All adjacent street names;
 - iii. Location of any and all existing play elements;

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- iv. Location of school and portable classrooms;
 - v. Location of play fields and backstops;
 - vi. Location of the proposed play elements including dimensions to all surrounding property improvements or trees;
 - vii. Preliminary plans completed in accordance with the selected structures or elements proposed. If commercially manufactured playground equipment is being installed, plans from the manufacturer/supplier must be provided;
 - viii. For climbing walls, certified structural/architectural drawings are required;
 - ix. Location and dimensions of all hardscapes and seating structures around the play space; and
 - x. Measurements from the school building and/or property line. The play area and all clearance or non-encroachment should be at least 5 metres (16 feet) clear of the school buildings. This measurement may be reduced in select circumstances where space is limited.
- b) Detailed construction drawings showing:
- i. The manufacturers name, exact locations, clearances and fall protection requirements for each piece of equipment; or element drawings showing construction, placement and anchorage acceptable to the School District; and
 - ii. Plan and elevation views, sufficient to enable proper visualization and assessment, cross-sections and details of the finished play equipment or elements (renderings also recommended); all elevations and sections shall include heights from finished grade - Maintenance Services can assist you with this if necessary.
- c) Identification of all borders and fall protection areas and the proposed scope and type of alternate surfacing for high displacement areas. Refer to [Clause 5.6](#).
- d) The name and telephone contact for your project or site supervisor and the name of your installation contractor.
- .2 Maintenance Services will check your proposed drawings for: site services, future building programs, easements, fire lane access, drainage, type of play elements and structural and construction details.
- 2.5 Site Review: Please arrange a mandatory site review with the school and Maintenance Services. This is intended to ensure any other alterations, modifications, issues with slope, drainage and/or hardscape and/or recommendations impacting your proposal are discussed.
- 2.6 Approval: upon successful submission, Maintenance Services will mail/email the school a notice of approval for the proposed project.

3.0 COMMUNITY INITIATED COST SHARING PROJECTS FUND

- 3.1 At the 01 February 2010 Regular Meeting of Delta Council, approval was granted for Parent Advisory Committee playground projects to be eligible for cost sharing under the Corporation of Delta's Community Initiated Cost Sharing Projects. Municipal funding could be considered if:
- .1 The playground be available for public use;
 - .2 The Delta School District, Corporation of Delta and the PAC contribute to the playground project; and
 - .3 The Corporation of Delta's portion of the project cost does not exceed 50% of the total project, to a maximum of \$35,000.
- 3.2 The Delta Council/Delta Board of Education Liaison Committee annually agrees on a list of potential school playground upgrade/renewal projects eligible for the municipal funding, based on input from schools and Facilities Branch to the Superintendent's Office. To find out if your proposed school playground is on the latest list, contact the Superintendent's Office.
- 3.3 The following is the process to be followed to formally apply for and obtain the municipal funding:
- .1 The School and its PAC must fully adhere to [Section 1.0](#) of the District Guidelines for Play Structure Installations and must ensure the project is on the approved list prior to making any application to the Corporation of Delta.
 - .2 In order to make application for funding out of the Corporation of Delta Community Initiated Cost Sharing Projects Fund, the following documentation is required:
 - a) written application by the School or its PAC for financial assistance, copied to the Superintendent of Schools, Director of Facilities & Planning and Director of Finance & Management Services, to:

Ken Kuntz, Director
Delta Parks, Recreation and Culture
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
kkuntz@delta.ca
 - b) the application must include:
 - i. A copy of the site plan and detailed construction drawings (refer to [Clauses 2.4.1 a\) and b\)](#) above);
 - ii. A detailed description of the project (prepared by School and/or PAC);
 - iii. The total cost of the project (prepared by School and/or PAC, including estimated costs of work to be undertaken by District forces, (Maintenance Services) to complete the project; and
 - iv. Confirmation of funding from other sources (by School and/or PAC).

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- .3 Upon receipt of the application, and as long as all requirements are fulfilled, the Director of Parks, Recreation & Culture prepares a report for the Parks, Recreation & Culture Commission; the Commission reviews the report and makes recommendations to Delta Council.
- .4 If Delta Council approves the recommended action, thus approving the funding, the Director of Parks, Recreation & Culture or designate advises the applicant(s) in writing and the project proceeds to completion.
- .5 The School and/or its PAC can then proceed with the project. All receipts and/or proof of project expenditures directly paid for by the School and/or its PAC must be collected and filed for submission to Financial Services at project completion to enable invoicing and receipt of municipal funding.

4.0 EQUIPMENT

- 4.1 Equipment Suppliers: for commercially manufactured playground equipment, only the suppliers as per attached list below will be considered; any other equipment supplier must be pre-approved by Maintenance Services:

- .1 PlayPower LT Canada: 604-755-4318, Attn. Brian Woolworth
- .2 Game Time of Canada: 604-293-1569, Attn. Mark Suttle
- .3 Play Tech Distributors Inc.: 604-324-2734, Attn. John Davies
- .4 Play Time Recreational Sales Ltd.: 604-667-1418, Attn. Sharon Barkman
- .5 Canadian Playsystems: 604-272-2200, Attn. David Allison
- .6 Swing Time Distributors Ltd.: 604-517-0994, Attn. John Rule
- .7 RecTec Industries Inc.: 604-940-0067, Attn. Sheldon Stanley
- .8 Habitat Systems Inc.: 604-294-4224, Attn. Mark Bodie
- .9 Henderson Recreation Equipment Ltd.: 1-800-265-5462, Attn. Adam Walsh

- 4.2 Equipment Purchase, Payment and Cost Recovery:

- .1 Once a notice of approval for the proposed project is received from Maintenance Services, the school or PAC may then proceed to order all materials required or enter into an agreement with a contractor. It is recommended that equipment be ordered through the District Procurement Services Department.
- .2 Prior to placement of a Purchase Order, the School Principal should contact the Financial Services Department (Nicola Christ or Linda Hives) to obtain a financial reference account for use in the purchase order and for invoice payment. It is best for the PAC if they do not use their funds to pay down a portion of the invoice up front. The PAC money will go further if they place the funds into the aforementioned account. Because the School District qualifies for a GST refund of 68% on the playground purchase, which the PAC does not qualify for, there is a financial saving of approximately 3.4% on the before-tax purchase price. Moreover, there

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- is less paperwork for the PAC and the school, as Financial Services will take care of the payment. PACs who proceed in this manner will accrue a benefit not otherwise available.
- .3 When the PAC has collected all the funding they need, the simplest process is to have the PAC make a cheque payable to the Delta School District (for [school name] playground) and to send it to the attention of Linda Hives. Financial Services will credit the cheque to the above established account.
 - .4 To take advantage of this cost saving opportunity, the school must place a purchase order through Procurement Services. Once the playground invoice is received from the supplier, and the school is satisfied with the installation, the invoice must be approved and sent to Linda Hives to pay from the above established account.
 - .5 Upon project completion, if the project was approved for municipal funding (refer to [Section 3](#) above), in order to obtain the funding:
 - a) The School and/or its PAC shall submit to Financial Services:
 - i. All receipts and/or proof of project expenditures paid directly by the School and/or its PAC;
 - ii. A detailed listing of all costs, including Maintenance Services charges; and
 - iii. A copy of the funding approval letter received from the Corporation of Delta (refer to [Clause 3.3.4](#) above).
 - b) When all costs have been accounted for in the account, Financial Services will prepare and submit an invoice to the Corporation of Delta (including the back-up information submitted by the School and/or its PAC) on behalf of the PAC for reimbursement of the amount advised by the School and/or its PAC, not exceeding the amount approved by Delta Council.
 - c) Financial Services will see to it that the approved municipal funding is collected and applied to the purchase of the playground equipment as well as to settle other project charges.
- 4.3 Delivery: the *school* shall insure that all equipment delivered to the site is secure. The *school* shall also insure that equipment delivered to site does not restrict or block fire exits, site access drives, sidewalks, or fire lanes.
- 4.4 WHMIS Labeling:
- .1 All *materials used for construction* are considered required for use in a workplace. Therefore, full compliance for all labeling and information requirements of the Hazardous Products Act for controlled products is required.
 - .2 Any and all products, which would normally be exempt from labeling and information requirements under the Hazardous Products Act due to consumer use or package size are not recognized as exempt by Delta School District. All products meeting criteria in the Hazardous Products Act will be required to be labeled as a hazardous or controlled product and a material safety data sheet (MSDS) will be required as a condition of purchase.

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- 4.5 **Materials:** all materials delivered will be subject to inspection and approval of Maintenance Services, notwithstanding prior payment. The supplier will be responsible for transportation and charges both ways on rejected materials.

5.0 **INSTALLATIONS**

5.1 **Methods of Installation**

- .1 **Contractor Installed Method** – the PAC or school will contract with “XYZ Contractors” to supply and install a complete playground system from start to finish. By prior arrangement Maintenance Services may provide, as a fee-for-service or at no cost to the PAC or school, the labour and material to level and prepare the site, including drainage where required, and supply and install approved borders for the actual playground site.
- .2 **Contractor Installed with Community Assist Method** – as above, the PAC will contract with “XYZ Contractors” to supply and install a complete playground system utilizing volunteers from the community to help with the completion of the installation. There are various methods available through various contractors. In this instance Maintenance Services may provide, at no cost to the PAC or school, the labour and material to level and prepare the site, including drainage where required and supply and install approved borders for the actual playground site. Maintenance Services will undertake reviews of the work during the installation. All other criteria for contractors must be met.
- .3 **Delta School District Maintenance Services Installation** – through our Grounds Department and Planning we can install a complete, approved playground system. Provide information regarding the proposed system and we will prepare an estimate and drawing for your approval prior to commencement of the project. Maintenance Services - Grounds Section will undertake the work. Call 604-946-5088 and ask for John Vantol or Colin Pawson.
- .4 **Other install methods will be considered on a project by project basis. In all cases, comprehensive installation details are to be provided and must be acceptable to Maintenance Services.**

Note 1: All installations to be done either by a certified contractors/installers or by the Delta School District. For Climbing Walls, because there are structural considerations, Community Assist Methods of installation will not be permitted or considered.

Note 2: Maintenance Services will confirm the level of project support provided based on plans developed prior to confirming the playground structure purchase order. Maintenance Services will review the installation of the playground structure on completion.

- 5.2 **Contractor Documentation:** “Contractors/Installers” and “Contractors using Community Assistance” shall provide proof of the following:
- .1 Insurance, liability and general all risks coverage. Check with Maintenance Services to get the current requirement.
 - .2 Delta Business License

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- .3 Certification that all WorkSafeBC assessments are paid and the contractor is in good standing (clearance letter).

5.3 Safety:

- .1 The Contractor will not employ anyone who will be going into or around the school for the purpose of performing work, delivery or pick up product, who may be a threat to the safety of school children, employees, or to the smooth operation of a school. The Contractor will be required to immediately remove from providing service at any school, any employee deemed to be a threat to the safety of school children, employees, or the smooth operation of the school.
- .2 It is the Contractor's responsibility, to ensure that any and all of their employees and/or volunteers who will or may provide any services outlined herein are aware of this condition.
- .3 The Delta School District may require the Contractor to have its employees consent to a criminal records check under the Criminal Records Review Act.
- .4 Any employee of the Contractor who fails or refuses to submit an authorization or who is found to be a risk to children on the completion of the record check process shall not be assigned work on this project.

5.4 Start of Work:

Please provide not less than three (5) weeks' notice before the planned installation date for Maintenance Services to provide any site preparation work previously agreed to. Work may be delayed or postponed due to weather or poor site conditions. It is recommended that all installations be carried out between May 1st and September 30th. It is the *playground installer's* responsibility to mark out the exact location of the area(s) requiring site preparation by Maintenance Services.

5.5 Certificate of Installation:

After completion of the installation of commercially manufactured play equipment, the Delta School District requires a letter of certification from the supplier or its representative, certifying that all installations were done according to the manufacturer's specifications, i.e. depth of footing, amount of concrete used proper bolting systems used, fasteners, etc. For other types of play elements, Maintenance Services will determine the appropriate requirements.

5.6 Fall Protection Material Installation:

The PAC or school or contractor is responsible to supply and install the fall protection. All new commercially manufactured play equipment is required to have a wood fibre ground cover, installed at the required depth according to the CSA Standard. In addition, all areas of the playground where displacement of the wood fibre is likely to occur shall have a permanently installed rubber or other suitable surface that is resistant to displacement. If the proposed equipment will be added to an existing playground, the new ground cover will be the required standard for the entire playground.

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- .1 Materials: a minimum depth of 300mm (12") wood fibre fall protection material must be placed within the entire adventure playground area. This depth may increase depending on the fall height requirements as outlined in the CSA Standard. Areas beneath swings, at the base of slides, or where disturbance or displacement of wood fibre is likely, are to be equipped with a fall protection product resistant to displacement (i.e. permanently installed rubber pads or poured-in-place rubber) – details to be confirmed prior to project commencement.
- .2 Possible Suppliers:
 - Habitat Systems Inc. 604-294-4224, Attn. Dave Warner
 - RecTec Industries Inc. 604-940-0067, Attn. Sheldon Stanley
 - Henderson Recreation Equipment Ltd. 1-800-265-5462, Attn. Adam Walsh
 - PlayTech Distributors Inc. 604-324-2734, Attn. John Daviesor consult with your adventure playground suppliers
- .3 Use of any other ground cover material must be pre-approved by Maintenance Services.

5.7 Perimeter Retaining Curbs and Aprons (Borders):

Maintenance Services may supply and install the required borders around the entire proposed playground equipment.

- .1 Each adventure playground unit or climbing wall will be enclosed with perimeter retaining curb. Standard curbs will be 4x6 treated timbers, minimum two rows high. All corners will be overlapped to fit, and all splices will have a minimum 24" of overlap with the use of two (2) 10" spiral galvanized nails at each joint for 6" depth of material or two (2) 8" spiral galvanized nails at each joint for 4" depth of material. The top edge on both sides of the timber will be rounded off. Borders will be fastened to the ground by ½"Ø x 24" long rebar at minimum 6' -0" on center and within 3' of any corner or change of direction (all holes will be pre-drilled so that the timbers do not split). Alternates may be considered on an individual project basis. A hardscape apron of 1.2 metre (4 foot) width shall be constructed outside of the perimeter curb. Acceptable materials are cast-in-place concrete or hot-mix asphalt on well compacted granular road base. Thickness and reinforcement of the apron is dependent on site conditions and shall be determined prior to ordering of the playground equipment.
- .2 Use of any other border materials must be compatible with the fall protection surface provided and must be pre-approved by Maintenance Services.

- 5.8 Final Inspection: prior to completion of the installation, please notify Maintenance Services, requesting an inspection. During this inspection, please provide the installation certificate, all construction drawings, maintenance and inspections manuals and warranty documents to Maintenance Services representative. These documents will be retained at Maintenance Services for future reference. **Note: students cannot use this equipment until the installation has been approved in its entirety.** The *school* shall ensure that students do not use the installation until it has been approved

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- 5.9 Warranty Period: during the warranty period, please inform Maintenance Services, when requesting maintenance work to the playground equipment, that such is still under warranty. Maintenance Services will make every effort to have the materials replaced under the warranty policy.
- 5.10 Responsibilities:
- .1 PAC and School, along with selected contractors or Delta School District (if the selected installer), shall:
 - a) Supply all labour, material and supervision for the project;
 - b) Mark out exactly the location of the area to be prepared and the site services required;
 - c) Supply and install all required concrete for posts and foundations;
 - d) Provide any extra excavation due to poor drainage or elevations, beyond the sod removal if required;
 - e) Supply and install border materials and hardscape, including accessibility transitions;
 - f) Install play equipment, as detailed on approved plans and manufacturer's direction;
 - g) Supply and install fall protection materials: wood fibre and rubber (or other pre-approved non-displaceable fall protection material for swings, slides, spinners, etc.);
 - h) Obtain the *Certificate of Installation*, to certify the installation was completed according to manufacturer's specifications, all maintenance and inspection manuals and warranty information; and
 - i) Perform site cleanup after the installation, wipe down and inspect all installed equipment.
 - .2 Delta School District Maintenance Services shall:
 - a) Review, comment and approve the preliminary and construction drawings;
 - b) Provide site preparation work, if previously arranged, including removal of sod and other debris in the proposed construction site, excavating for all required borders and features, and modifying underground services;
 - c) Provide inspections;
 - d) Receive and retain all information pertaining to this construction; and
 - e) If previously arranged, install the perimeter border and hardscape.
- 5.11 Installation Summary:
- .1 Submit plans to Maintenance Services for approval.
 - .2 Plans approved.
 - .3 Work Order request for Maintenance Services to undertake any pre-arranged work.
 - .4 Installation proceeds through to completion.
 - .5 Site cleanup by *School, Contractor*.

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- .6 Certification of installation received from supplier.
- .7 Inspection of equipment and installation by Maintenance Services.
- .8 Inspection approval.

5.12 Delta School District Contacts:

- .1 John Vantol (*Maintenance Services Department Approvals*)
Tel. 604-946-5088, Ext. 5227 Email: jvantol@deltasd.bc.ca
- .2 Colin Pawson (*Grounds Foreman Inspections/Grounds Preparation*)
Tel. 604-946-5088, Ext. 5234 Email: cpawson@deltasd.bc.ca
- .3 Kris Wilkins (*Building Technologist Inspection/Drawing Review*)
Tel. 604-946-5088, Ext. 5290 Email: kwilkins@deltasd.bc.ca