

Procedures/Protocol for New Playground Equipment / Replacement

- Step One:** The District will generate a playground rotation cycle/criteria to determine when a play structure will be replaced. The rotation cycle will be based on the results of periodic inspection results completed by the District and external evaluators. From the inspection results the Facilities and Business Office will provide the Superintendent a feasibility report that defines which site should be replaced and why. Then the Business Director and Superintendent will determine if sufficient funding is available.
- Step Two:** Facilities will recommend approved vendors. An approved vendor list is included in the back of this document. Facilities will also identify equipment which is discouraged from being used which is based on safety records and national standards.
- Step Three:** For this protocol to be effective it must include all types of stakeholders (students, parents, staff, community members and school board). The District will work with the school to schedule a product example evaluation date where students, parents, staff, community members and board members can meet and review options available. It is important to ensure these stakeholders are given a voice in the selection. All selections must meet state and federal safety guidelines.
- Step Four:** Facilities will be available to meet and explain criteria for deciding which equipment is recommended, and share general safety guidelines to consider when selecting new playground equipment. This will happen throughout the phases of this process.
- Step Five:** After the equipment is selected, a scale drawing of the proposed structure(s), a simple site plan, and a plan for acquisition and installation shall be developed. This plan will be reviewed by the school, facilities, business office and superintendent prior to approval. The vendors shall submit a Certificate of Insurance for the vendor's company and the manufacturer. In addition, a letter from the manufacturer shall be provided that states the proposed equipment meets all current U.S. Consumer Product Safety Commission Guidelines for Public Playground Safety.
- Step Six:** A licensed and bonded contractor hired by the District will install the equipment. Parent volunteers may be used to assist the District with site preparation and assisting manufacturer at the time of installation. Site supervision by the manufacturer is required. Please contact Facilities if questions arise.
- Step Seven:** The vendor, principal, and a representative from facilities and business office will inspect the installed structure. The vendor will complete a district form, confirming that the installation meets all of the manufacturer's specifications. The vendor will also warrant that all equipment conforms to all current U.S. Consumer Product Safety Commission guidelines. A copy will be kept on file in the business office.
- Step Eight:** Equipment will now be released to the school for active play.
- Step Nine:** Playground equipment will be inspected regularly.

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