

Purpose/Background

To establish approval procedures for school purchase or upgrade of playground equipment and/or protective surfacing.

All new construction of playgrounds including modifications, replacements and additions must be CSA compliant. Playgrounds shall be installed in one contiguous area. Playgrounds are limited to a size of 500 square meters except K to 4-5 schools with populations exceeding 500 students, which can install up to 650 square meters in one contiguous area.

Procedure

1. The Principal shall apply through Asset Planner for approval. Asset Planner applications will initiate the following process prior to the authorization of the construction or upgrade of playground equipment or surfacing:
 - 1.1. Principal shall obtain written authorization from Coordinator of Grounds confirming location of playground equipment.
 - 1.2. Consideration must be given to irrigation, drainage, adjacent slopes, utility conflicts, future portable locations and building expansions, supervision and fire lane access on the condition that the following clearances are required:
 - 1.2.1. 2m minimum from border of any landscape feature or hard surface.
 - 1.2.2. 6m minimum from any sports field.
 - 1.2.3. 4m set back from border to benches and trash cans for mowing.
 - 1.3. A chain link fence must separate the playground from adjacent roads if the structure is within 30m of a road.
 - 1.4. Coordinator of Grounds will seek permission from joint-use municipalities where applicable.
2. The Principal shall sign written 'Letter of Understanding' acknowledging:
 - 2.1. It is the school's fiscal responsibility to complete the project to RVS' standards, or the school will be responsible for costs incurred for RVS' Maintenance, Grounds and Caretaking to complete installation or repairs to bring it to RVS' standards.
 - 2.2. All individuals conducting work on behalf of RVS must comply with OHS Legislation and RVS policies and procedures.
 - 2.3. Structures that contravene RVS' policy and procedures or CSA recommendations will be removed at the school's expense.
3. Only upon the completion of steps one and two, may the Principal ask the School Council to start fundraising. The Principal will be supplied with a list of RVS' preferred vendors by Grounds.
4. The Principal shall complete and submit a budget template.
 - 4.1. Itemized expenses must include but are not limited to:
 - 4.1.1. Cost to supply and install two park benches & one garbage receptacle outside playground perimeter.

- 4.1.2. Excavation, site prep, equipment, surfacing, safety fence, and site clean-up and rehab.
- 4.1.3. Removal of existing equipment if replacing existing equipment.
- 4.1.4. Contractor fees for playground installation (or supervision of volunteer installation).
- 4.1.5. Contractor fees for installation of pour-in-place surfacing or tiles.
- 4.1.6. Security is required during and after the installation of pour-in-place surfacing.
- 4.2. Itemized revenue shall include:
 - 4.2.1. Grants, fund raisers, monies from local businesses & service clubs.
 - 4.2.2. Rocky View County cash in lieu funding OR Joint Use funding (if applicable).
 - 4.2.3. In-kind donations of volunteer hours.
5. The Principal shall be responsible for the following:
 - 5.1. Communicate the planned volunteer installation date between May 1 and October 1 to the Coordinator of Grounds via Asset Planner.
 - 5.2. Submit monies raised to RVS' Accounting for deposit. Funds should be in place 8 weeks prior to installation to allow sufficient time for manufacturing and shipping (upon receipt, the Coordinator of Grounds issues a PO to successful vendor).
 - 5.3. Submit a request for WCB coverage for volunteers to the Payroll Department.
6. The Coordinator of Grounds will confirm a final inspection date by RVS' Playground Inspectors. All deficiencies must be corrected prior to student use.
7. The Asset Planner will be the primary communication tool for all information related to an inquiry or project.
8. The Service Response desk will be available for inquiries related to the project not shown on Asset Planner.

Resources:

- Asset Planner
- Service Response Desk
- CAN/CSA-Z614-14 Government Standards for Playgrounds
- Facility Project Types and Funding Sources