

**Date of Issue:** August 2021

**Original Date of Issue:** August 15, 1986

**Subject:** **PLAYGROUND EQUIPMENT**

**References:** CAN/CSA Z614:20 Children's Playground Equipment Surfacing  
Ontario Regulation 298  
[Policy 2250 – Donations](#)  
[APM A5200 – Alterations and Repairs to Facilities and Sites](#)  
[APM A5201 – Property and Equipment - Maintenance and Replacement \(Allocation of Costs\)](#)

**Contact:** Facility Services

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## 1. Requirements and Obligations

- 1.1 The specifications, design and installation schedule of playground equipment must be submitted to facility services for approval using APM A5200 – Alterations and Repairs to Facilities and Sites Alteration Request Form before any commitment is made. The Alteration Request Form is located on the Simcoe County District School Board (SCDSB) staff website under SUPPORTdesk.
- 1.2 All aspects of new playground equipment must comply with the Canadian Standards Association (CSA) CAN/CSA Z614:20 Children's Playground Equipment Surfacing. Existing equipment must meet the standards in effect at the time of installation or repair of an affected component.
- 1.3 The principal and staff, along with school council and community groups, will be responsible for the funding source and co-ordination of the project including the ongoing inspections, maintenance costs, and end of life disposal.
- 1.4 The installation of playground structures will be completed by the supplier/manufacturer. The supplier/manufacturer will verify that the equipment is in compliance with current CSA requirements.
  - 1.4.1 All new installations require curbing around the playground equipment to contain the protective surfacing.
- 1.5 Annual inspections as recommended by the CSA, will be performed by a certified inspector arranged by facility services and funded through the school's basic budget.
- 1.6 All required repairs arising from inspections will be arranged and completed by facility services or contracted services and funded through the school's basic budget.
- 1.7 Policy 2250 – Donations, outlines the acceptance, procedure, ownership and maintenance of donations that supplement the instructional programs.

**2. Inspections and Maintenance****2.1 Daily**

The principal or designate will perform daily inspections of the equipment during the period the playground is being used. Defects and unsafe conditions must be identified, recorded on the inspection log and a maintenance work order initiated (FORM A5220 - 1, Playground Equipment Inspection Log).

**2.2 Monthly**

Facility services regional operations supervisors or designated staff will use a preventative maintenance checklist to do monthly inspections reports (FORM A5220 - 2, Monthly Playground Maintenance Inspection Checklist) to carry out monthly inspections of playground equipment and take corrective action (by generating a work order) during the period the playground is used. This information will be kept on file at the school.

**2.3 Annually**

All playground equipment will be inspected in the fall by a certified playground inspector. Reports are retained by facility services and at schools. Work orders will need to be generated by the school to correct deficiencies.

**2.4 The expected life cycle of playground equipment is a 15-20 year period. Playground equipment that is deemed unsafe beyond repair shall be dismantled, removed and disposed of by facility services at school cost.**

2.4.1 Playground equipment or components that are deemed unsafe will not be allowed to be purchased by a third party due to liability issues.

2.4.2 The principal shall communicate the disposal process of the equipment to staff, school council, parents/guardians and students in a timely fashion.

**2.5 Tilling (i.e. stirring up playground sand with a rototiller) should be completed on a regular basis to address compaction and dishing of protective surfacing, especially at slide discharge and swing sets.**

2.5.1 Tilling can be requested through a work order at school cost.

**3. Winter Requirements****3.1 Play structures shall not be used:**

3.1.1 during winter conditions when the ground is frozen; and,

3.1.2 before the protective surfacing has been tilled in the spring.

**Approved**  
**Revised**

August 15, 1986

November 1995; January 2001; December 2004; October 23, 2008,  
January 2015; December 2016; March 2021; August 2021

***Issued under the authority of the Director of Education***



**MONTHLY PLAYGROUND MAINTENANCE INSPECTION CHECKLIST**

<b>Section 1: General Site Conditions (check all that apply)</b>			
<input type="checkbox"/> Debris/garbage present  <input type="checkbox"/> Sign indicating appropriate ages for use is missing  <input type="checkbox"/> Tree branches overhanging play area	<input type="checkbox"/> Vegetation growing  <input type="checkbox"/> Winter Hazard sign is missing or damaged  <input type="checkbox"/> Graffiti/vandalism	<input type="checkbox"/> Broken glass or sharp items found  <input type="checkbox"/> Supervision and board contact sign is missing or damaged  <input type="checkbox"/> Other:	<input type="checkbox"/> Asphalt/pavement is cracked/raised/damaged  <input type="checkbox"/> Fencing is in poor condition, is damaged
<b>Section 2: Protective Surfacing (check all that apply)</b>			
<input type="checkbox"/> Sand, wood chips or pea gravel are NOT contained by curbing  <input type="checkbox"/> Dishing is occurring at the bottom of slide(s)	<input type="checkbox"/> Curbing is damaged or broken  <input type="checkbox"/> Dishing is occurring under swings	<input type="checkbox"/> Sand needs tilling  <input type="checkbox"/> Ponding of water	<input type="checkbox"/> Sand, wood chips or pea gravel needs a top up  <input type="checkbox"/> Other:
<b>Section 3: Structure Condition (check all that apply)</b>			
<input type="checkbox"/> Sharp edges/points  <input type="checkbox"/> Platform coating is peeling  <input type="checkbox"/> Splintered or cracked wood	<input type="checkbox"/> Exposed concrete  <input type="checkbox"/> Plastic components are damaged  <input type="checkbox"/> Worn or wearing components	<input type="checkbox"/> Rust on components  <input type="checkbox"/> Stairs have coating missing  <input type="checkbox"/> Small openings need filling to avoid insect nesting	<input type="checkbox"/> Handrails have missing coating or paint  <input type="checkbox"/> Paint peeling  <input type="checkbox"/> Other:
<b>Section 4: Conclusion</b>			
<b>Overall Condition</b>	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Attention Required	<input type="checkbox"/> <b>Immediate Action Required</b>
<b>Work Order Entered?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No, needs to be handled by school/administrator	<input type="checkbox"/> No Work Order required
<b>Copy Provided to Principal?</b>	<input type="checkbox"/> Yes, left in office	<input type="checkbox"/> Yes, emailed	
<b>Completed by: (Print and Sign)</b>			
<b>Date and Time:</b>			