

ESD SCHOOL & COMMUNITY SELF HELP PROJECTS PLAYGROUND STRUCTURE/EQUIPMENT CHECKLIST

Date Completed _____

_____ Parents/community members (project sponsors) discuss playground project with your school's principal and obtain his/her consent. Form a steering committee with members representing staff, parent group, students, and community members.

_____ Contact Everett Public School's Maintenance & Operations Dept. to schedule an initial site visit to discuss your committee's ideas and to learn about District playground requirements.

_____ Complete and submit Self Help Application for Project Approval.

_____ The District Self Help Coordination Team will review your Self Help application and send a list of conditions that must be met prior to final approval, including insurance requirements.

_____ Project sponsors submit applications to outside agencies for grant funding, if applicable.

_____ Meanwhile, project sponsors contact authorized District play equipment vendors (current list provided by Self Help Coordinator during site visit) to learn about ideas, prices, and designs.

_____ Project Sponsors select a play equipment vendor in accordance with District-approved process (provided by Self Help Coordinator)

_____ Equipment: **Important! Do not order equipment until your playground plan is approved and signed off by District Risk Management.**

- Determine the approximate area to place new equipment.
- The play equipment vendor will provide a plan to you, showing just the play equipment as it fits within the designated space.
- Once you're satisfied with the selection of equipment and layout, submit plans to District for review/approval.
- District reviews the proposed play equipment plan. If changes are deemed necessary, the District will require that the play equipment vendor provide a corrected copy to the District. The vendor must also certify to the district that the play equipment meets CPS and ASTM standards. The District will then sign the play equipment plan as approved, and you may order the equipment.

_____ Other elements: it is the project sponsors' responsibility to develop and fund the border and drainage plans, as well as plans for any other amenities such as benches, garbage receptacles, art work, etc. Submit to District for review/approval.

_____ Once all District conditions are met by project sponsors, the District will provide written authorization to Project Sponsors that constructions may proceed.

_____ If grants have been awarded from outside agencies, project sponsors can finalize grant contracts with funders.

_____ Throughout construction, a temporary fence must be installed and secured around the construction area.

_____ Project sponsors install & fund border, ADA ramp, drainage, play equipment, wood fiber and any other amenities.

_____ **After installation is complete, and prior to removing the temporary safety fence, project sponsors contact Maintenance & Operations to arrange for District inspection.**

_____ Once the District inspects and signs off on all new play components, District "accepts" the new playground; it becomes District property and the District assumes maintenance. Project sponsors may remove temporary fencing. New playground is available for school and community use.