



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



8.10

Playground Maintenance and Inspection

I. POLICY

The District will inspect and maintain playgrounds in compliance with Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook (publication #325) guidelines, the current American Society for Testing and Materials (ASTM) F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and any local, state, and federal laws.

II. PURPOSE

To establish the District's playground maintenance and inspection standards and procedures in alignment with reducing risk.

III. DEFINITIONS

The following terms shall have the following meanings for the purpose of this policy:

- A. District Playgrounds – play structures and amenities located on properties owned, leased or otherwise maintained by the District.
- B. Park Supervisor – District employee directly responsible for the maintenance, operation and supervision of the park in which the play structures are located.
- C. Certified Playground Safety Inspectors (CPSI) – District employees or contracted employees who have attained this certification through National Recreation and Park Association (NRPA).
- D. District Approved Software – the software and technology approved by the District for performing and recording playground inspections and maintenance activities.

IV. PROCEDURE

- A. Playground Inspections

1. Park Supervisors will ensure that trained staff perform weekly inspections of playgrounds utilizing the District approved Playground Safety Inspection Form.
2. Certified Playground Safety Inspectors (CPSI) will coordinate with the respective Park Supervisors to schedule and perform monthly inspections of District playgrounds in accordance with policy.
3. CPSI and Park Supervisors will utilize District approved playground inspection software and technology to conduct and record playground safety inspections.
4. CPSI will generate work orders in the District approved software notifying the respective Park Supervisor of any maintenance or repair work that needs to be completed. It is the responsibility of the Park Supervisor to make the necessary repairs in a timely manner and to secure the playground until such repairs are completed.
5. When playground repairs are completed, Park Supervisors will request follow up inspections by their assigned CPSI and close out the work order.
6. It is the ultimate responsibility of the Area Manager/Superintendent to: a) assist their respective Park Supervisors in completing playground repairs and maintenance; b) ensure repairs and work orders closed in a timely manner; and c) ensure playgrounds are being inspected and maintained.
7. CPSI will conduct annual refresher training for park staff to assist them in conducting weekly inspections.
8. District's Safety Inspector shall also serve as a CPSI and shall conduct annual Playground Maintenance and Inspection audits to ensure compliance with this policy.

B. Record Keeping

1. It is the responsibility of the CPSI to maintain complete records of all playground maintenance and safety inspections in compliance with the

District's Records Retention Schedule.

2. Records will include all maintenance/repairs performed, including but not limited to: before and after photos, copies of invoices for parts and services, playground closures, and notifications to the public.
3. It is the responsibility of the park supervisor and Area Manager/Superintendent to review all playground inspections and records and ensure identified safety issues are addressed in a timely manner by the respective Park Supervisor.
4. District's Safety Inspector shall conduct an annual audit of records to ensure compliance with this policy.
5. All records related to compliance with this policy shall be maintained in accordance with the Districts records retention schedule (DRRS).

C. Maintenance

1. Park supervisors, their staff or contractors will perform required maintenance of playgrounds.
2. CPSI will assist site park supervisors with ordering of parts, coordinating repairs by contactors, maintaining equipment warranties, and may assist with repairs as needed.

Policy 8.10 Playground Maintenance and Inspection

Original Issue Date: 2/2/2015

Office of Primary Responsibility: *Parks*

Editor: McLain, Dustin, Chief – Parks and Recreation

Reviewed by: Williams, Robert, Chief – Business Operations

Approved by: Brown, Kyla, Director/General Manager

Date Approved: 8/08/2024

Previous Revision Dates: 2/2/2015