

Request for Playground Equipment Procedure

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Purpose and Scope:

This document is to serve as a guidance to all entities with an interest in purchasing or repairing playground equipment on Union County Board of Education properties. This document is applicable to all internal and external organizations doing business in the interest of the school system.

Roles and Responsibilities:

External Sponsors (i.e. PTO/PTA organizations): Each entity has a role and responsibility to ensure that they are purchasing age appropriate equipment that will further the enrichment of the Union County Public Schools (herein UCPS) children. It is your responsibility to ensure that you have completed the appropriate requirements established through the Facilities and Safety and Security Departments prior to establishing a purchase order for the requested items. Each purchase must not only provide enrichment for children but shall also assist the organization in maintaining/furthering its compliance to the Americans with Disabilities Act (ADA).

Internal Sponsors: It is the responsibility of all UCPS employees to ensure that the requirements for purchasing playground equipment are followed and as the sponsor of the initiative effectively communicate with internal and external resources.

Procedure:

1. Request is made to purchase or replace playground equipment, the sponsor shall:
 - a. Obtain and complete an Building/Grounds Modification Form through the Facilities Department
 - i. For each ground level piece of equipment that will be installed for children, a piece of ground level equipment for a child with disabilities is required.
 - ii. For every (2) two pieces of elevated components there must be (1) one ground level component.

- iii. Child cushion , aka compacted mulch, shall be considered by the sponsor in the cost associated with the purchase of the equipment
 - b. Ensure that all supporting documentation including diagrams of the existing playground and proposed equipment are supplied.
 - c. Submit the request for review which will be conducted in a 10-14 business day timeframe.
- 2. The Facilities Department in conjunction with the organizations ADA coordinator will review the documentation for compliance to internal and external requirements.
- 3. The decision associated with the equipment request will be communicated in writing to the sponsor.
 - a. If the proposal has been accepted, the sponsor will work with the Facilities team to appropriately schedule the construction or installation which will be the least disruptive to the organization.
 - i. If the sponsor is utilizing a third party installation company, i.e. playground equipment installer, the sponsor has an obligation to ensure that the contractor is properly insured and that installation is conducted in accordance with manufacturers' specifications.
 - b. If the proposal is rejected, the sponsor will be provided with written communication with the issues or concerns associated with the selected equipment.
 - i. The sponsor is to return to his/her group to obtain the modifications to meet the request and resubmit for review upon completion.

UCBOE Playground Surface Requirements:

In accordance with 10A NCAC 09.0605 Outdoor Learning Environments in Child Care Centers and the Consumer Product Safety Commission the following is the minimum requirement for surface depth on UCBOE playgrounds:

Critical Fall Height	Kid Cushion depth (MINIMUM)
Equipment up to 5 feet or less	6 inches
Equipment for greater than 5 feet and less than 7 feet	6 inches
Equipment 7 feet to 10 feet	9 inches
Equipment greater than 9 feet	12 inches

UCBOE Unapproved Equipment:

The below listed equipment is not approved for purchase on UCBOE playgrounds due to the risk of injury associated with the use of the equipment. UCBOE playgrounds with equipment listed below shall be replaced with approved equipment when equipment has reached the end of its useful life.

2 movement components i.e. "Steering Wheel"
Monkey Bars
Zip lines
Asymmetrical rise/run i.e. Honeycomb ladders
Teeter Totter (seesaw)
Merry – go – round (roundabout, carousel)
Metal Slides
Geometric Dome Climbers