



PLAYGROUND SAFETY HANDBOOK

EARLY HEAD START THROUGH ELEMENTARY SCHOOL

2021-2022



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This information is available at:

[browardschools.com/environmental health & safety/safety & health/playground handbook](https://www.browardschools.com/environmental-health-&-safety/safety-&-health/playground-handbook)

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Broward County Public Schools

The School Board of Broward County, Florida

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FORWARD

This playground handbook establishes nationally recognized safety standards for public playground equipment to address injuries identified by the U.S. Consumer Product Safety Commission (CPSC). This handbook is a guide for designers, district maintenance department, schools and organizations looking to build or maintain a Broward County Public Schools Playground. Where this handbook provides less stringent requirements from those in the State Requirements for Educational Facilities (SREF), Florida Building Code, the ASTM/CPSC Playground Audit Guide, ASTM Standards and any other laws, codes or standards applicable to playground construction, use and maintenance incorporated by reference or adoption, the codes and standards govern. However, where this handbook exceeds the requirements of any of the required codes and standards, the requirements in these standards govern.

The CPSC estimates close to one million injuries occur each year related to public playground equipment. CPSC estimates that annually over 200,000 victims are treated in U.S. hospital emergency rooms for injuries associated with public playground equipment. About three fourths of these injuries were from falls, primarily to the surface beneath the playground equipment. Other hazard patterns involved impact by swings and other moving equipment and contact with protrusions, pinch points, and sharp edges. Causes of recorded fatalities reported to the CPSC resulted from falls; entanglement of clothing or similar items on equipment; entanglement in ropes tied to or caught on equipment; head entrapment; impact by equipment that tipped over or otherwise failed; and impact by moving swings.

For more information on safety in playgrounds, be sure to check out the Handbook for Public Playground Safety, a necessary companion to this document. The Handbook can be found on the internet at the following location:

<https://www.cpsc.gov/s3fs-public/325.pdf>

This consumer safety performance specification does not eliminate the need for supervision of children on public playground equipment. It is intended to minimize the likelihood of life-threatening or debilitating injuries, such as those identified by the CPSC.

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I. INTRODUCTION

A. PURPOSE

These guidelines establish standards the School Board of Broward County shall strive to achieve in the construction, use, supervision, maintenance, and inspection of outdoor play facilities on School Board of Broward County property. These guidelines are also in compliance with Section 453, State Requirements for Educational Facilities (SREF), Florida Building Code, the American Society for Testing and Materials (ASTM) F- 1487 & F-1292 and U.S. Consumer Product Safety Commission (CPSC) guidelines. Where there are any discrepancies between this handbook and code, standards, and laws, those govern, except when these standards are more stringent than the minimum requirements.

B. SCOPE

The selection and installation of all outdoor playground equipment shall comply with these guidelines. Where existing playground equipment does not comply, the District shall modify the equipment, if possible, to conform or remove such equipment considered hazardous.

Changing or modifying a piece of equipment may destroy its safety qualities. Equipment that is faulty or has been broken should *immediately* be secured or removed from use. When a piece of equipment consistently breaks down, the equipment should be replaced to prevent possible injury.

Exceptions to equipment selection and installation guidelines may be taken when the exception does not create an undue safety hazard and has been approved by the SBBC Playgrounds Standards Committee.

C. REVISIONS

These guidelines should be reviewed on a regular basis by the Playground Standards Committee and revised when appropriate. The School Board of Broward County encourages employees, parents, students, and citizens of the community, to offer suggestions that will improve these Playground Guidelines.

Comments and suggestions pertaining to these guidelines should be submitted to the Environmental Health & Safety Department for consideration.

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II. SAND SAFETY

A. GENERAL REQUIREMENTS

1. To meet curriculum guidelines, all preschool classrooms in Broward County Schools are provided a Sand and Water table inside the classroom. Playgrounds are not permitted to be used to meet curriculum requirements.
2. The use of materials for digging, molding, pouring, and sifting (e.g., scoops, measuring cups and spoons, sieves, buckets, shovels, sand molds) are not permitted on ANY playground.

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III. EQUIPMENT

A. GENERAL REQUIREMENTS

(These requirements may exceed codes and standards and supersede and govern over those standards. F-1487)

1. Platforms shall be no higher than six (6) feet for Elementary playground areas for grades two through five.
2. Platforms shall be no higher than four (4) feet for kindergarten play areas, three (3) feet, six (6) inches for pre-kindergarten only areas, and three (3) feet for early head start and childcare (toddlers through three (3) years old).
3. Equipment shall be free of points, sharp edges and protrusions that may cut or puncture (based on CPSC Guidelines).
4. Equipment shall be free of protrusions and other elements that may snag clothing or body parts.
5. Equipment shall be free of angles or openings that may entrap body parts (based on CPSC Guidelines).
6. Equipment shall be stationary (i.e. the play structure shall have a fixed base and shall not move).
7. Equipment shall be free of pinch or crush points (based on CPSC Guidelines).
8. Equipment shall have slip resistant walking and climbing surfaces.
9. Equipment shall have components that drain freely and not collect standing water. Special attention should be given to heavy use areas such as those located at slide exit regions.
10. Equipment shall have steps and handholds/handrails of proper size with appropriate spacing and incline where necessary to assist climbing (based on CPSC Guidelines).
11. Any platforms 20 inches or higher in childcare, pre-kindergarten, early head start, or head start ages 2-5 Playgrounds or 30 inches or higher for pre-kindergarten, kindergarten or elementary playgrounds shall have vertical handrails, raised edges and other barriers where necessary, to minimize the potential for falls.
12. Equipment shall have vandal-proof connectors that cannot be loosened or unfastened without tools.
13. Equipment shall permit easy access of adults for maintenance and emergencies.
14. Equipment shall provide more than one means of access and exit.
15. Play areas shall be meet both, the 2010 ADA Standards for Accessible Design, and the Florida Building Code for Building Construction Accessibility requirements.

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16. Equipment shall be designed to support the maximum possible load to be imposed on the apparatus.
17. Equipment shall be designed to be permanently anchored in place.
18. Equipment shall be constructed of non-rusting non-toxic materials.
19. Equipment shall be constructed of materials that will remain durable in an outdoor environment.

B. GUIDELINES FOR SPECIFIC EQUIPMENT

Individual pieces of equipment shall meet the following specific design requirements in addition to the general design requirements:

1. Balance beams shall be a maximum height of twelve (12) inches at elementary playgrounds; eight (8) inches at kindergarten playgrounds; and six (6) inches at pre-kindergarten, early head start, head start and early childhood playgrounds.
2. Horizontal bars shall be a minimum height of four (4) feet and a maximum height of six (6) feet.
3. Arched ladders shall be a maximum height of six (6) feet for grades one thru five, and four (4) feet for kindergarten.
4. Ladders shall have equal spacing between steps or rungs, seven (7) inches minimum distance between steps or rungs, with seventy-five (75) to ninety (90) degree inclines for ladders with rungs.
5. PLAYGROUND RULES SIGN shall be installed along with the installation of playground equipment on each play area.
6. Playground Grade Appropriate Signs shall be installed identifying the intended grade of students allowed to use each playground. Playground grade assignment is determined by the Office of Capital Programs and is based on the equipment contained in a specific playground.
7. Shades:
 - a) All playground shade canopy posts should be located outside of the playground safety zones pursuant to all the rules listed in ASTM F-1487.
 - b) Playground shade coverings must comply with the standards set forth by the BCPS Building Department and the Office of Capital Programs.
 - c) Shades must be fully maintained by the District's Physical Plant Operations (PPO).
 - d) All shade structures must comply with NFPA 70 lightning protection.
 - e) Fun shades, integrated shades, or any other types of shades on the equipment are not permitted.

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8. See [Section V](#) for accessibility requirements.

C. UNAPPROVED EQUIPMENT

The following specific equipment is not approved for installation on the School Board of Broward County sites (including indoors).

1. Jungle Gyms
2. Pyramid Bars
3. Merry-Go-Rounds or Whirls
4. Rope Climbers or Chain Ladders
5. Sand Boxes
6. See-Saws
7. Swings
8. Swinging Exercise Rings
9. Tire Swings
10. Any equipment mounted on springs
11. Tetherball posts in tires with concrete
12. Climbers taller than specified in Section A and B
13. Large Soccer Goals that do not meet CPSC Guidelines and that are not properly secured
14. Chain nets on basketball hoops
15. Log Rolls
16. Trolleys
17. Overhead sliders
18. Portable Basketball Hoops
19. Residential Playground Equipment

ANY EQUIPMENT FOUND UNSAFE OR NOT SUITABLE FOR THE PROPOSED SITE IS DETERMINED BY THE ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT OR PLAYGROUND STANDARDS COMMITTEE.

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IV. CODE REQUIREMENTS

Playgrounds, equipment, and athletic fields shall be accessible and compatible with the educational facility served and shall comply with all applicable codes, standards, and laws. The following code excerpts are provided as a guide only and additional requirements may apply.

A. NEW CONSTRUCTION

Florida Building Code (Playgrounds, Equipment and Athletic Fields)

1. Childcare, pre-kindergarten, kindergarten and early head start play areas shall be fenced, separated from other play areas, and shall have direct access from their related classrooms. (453.10.1.1.3, 453.10.5.1)
2. Playgrounds shall be evenly graded and sloped to provide positive surface drainage. Playground equipment shall be safe, structurally sound, vermin proof, and shall not have jagged or sharp projections. Playground equipment shall be anchored to suitable foundations to prevent toppling or dislodgement. Cushioning materials such as mats, wood chips, or sand shall be used under climbing equipment, slides, and swings as required by the Public Playground Safety Handbook. (468.2.2)
3. Direct access from the facility school buildings shall be provided to play areas and athletic fields without crossing roads, on-site traffic lanes, or and parking lots, or appropriate safety devices are provided where access crosses parking or drives. (453.10.5.2)
4. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards and dugouts, shall be designed to meet code requirements and the occupant capacity anticipated for the program. (453.10.5.3) Planning and construction of these facilities shall comply with the Florida Building Code, latest Edition. State Requirements for Educational Facilities (SREF, latest edition), and SBBC Educational Specifications. (453.10.5.3)
5. Playgrounds and equipment shall be designed and installed using the latest edition of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission and the ASTM/CPSC "Playground Audit Guide" as applicable. (453.4.5)

B. EXISTING INSTALLATIONS

Florida Building Code- Section 453.4.1, Florida Department of Education Rule 6A-2.00.10- State Requirements for Educational Facilities (SREF), Chapter 5, Section (2) (k):

1. Playgrounds, equipment, and athletic fields are maintained in a safe and acceptable condition for the intended function, using as a guideline appropriate sections of the current edition of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission and the "ASTM/CPSC Playground Audit Guide," whenever possible.
2. Child Care, pre-kindergarten, early head start, head start, and kindergarten play areas shall be fenced, separated from other play areas, and shall have direct access from their related classrooms.

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3. Playground equipment (backstops, slides, etc.) shall be is structurally sound, vermin proof and free from jagged or sharp projections (concrete foundations, exposed nuts and bolts, braces, etc.)
4. The ground under any playground equipment provided shall be resilient material, either unitary or loose-laid, and maintained to prevent injury.
5. Covered play areas, where provided, shall have positive drainage away from the center of the floor.

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V. ACCESSIBILITY

A. GENERAL REQUIREMENTS

[The Americans with Disabilities Act of 1990 \(ADA\)](#) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The Broward County Public schools, hence, its playgrounds are covered under [Title II of the ADA](#)

On March 15, 2011 the ADA Standards for Accessible Design (Federal ADA Code) went into effect with specific new sections that govern the design, construction, and numbers of accessible elements in playgrounds. Playground equipment and facilities constructed or altered on or after March 15, 2011, must comply with the new standards. In 2012, Florida incorporated the new federal playground standards into the [Florida Building Code Chapter 11](#), / [Florida Building Code: Accessibility](#).

According to the new playground standards, an accessible playground is one that offers a range of play experiences to children of varying abilities. There must be:

- An accessible path from the building or parking lot to the edge of the play area.
- An accessible path from the edge of the play area to the play equipment.
- Surfacing that complies with ASTM 1951 (Determination of Accessibility of Surface Systems Under and Around Playground Equipment).

Once a child is in the play area, they must be able to access the play equipment by either moving out of their mobility device onto the playground structure (such as a transfer station) or by direct play structure access in their mobility device (such as a ramp).

The following are the playground-related chapters and sections of Chapter 11 of the Florida Building Code (Accessibility) to reference when designing a play area or playground.

B. MODIFICATIONS TO EXISTING EQUIPMENT - (ADA-Chapter 2, Section 240)

This section discusses modifications to existing play components and playgrounds, provides information on the minimum number and types of play components required and play area by age groups.

C. ACCESSIBLE ROUTES – (Chapter 10, Section 1008)

This section addresses elevated and ground level accessible routes of travel within the play area, ground surfaces, use zones and discusses the use of transfer systems and ramp systems.

D. SHADE STRUCTURES

As previously mentioned, the main purpose of the enactment of the Americans with [Back to Table of Contents](#)

Disabilities Act (ADA) is to provide the same rights and opportunities to people with disabilities as everyone else. A shade structure is considered new construction under the code and as such it must be accessible to people with disabilities. There are three main points to be considered when planning the installation of a shade structure:

1. There must be a continuous and unobstructed accessible path of travel (walk, walkway, etc.) by means of which the shade structure may be approached, entered, and exited.
2. A minimum of 50 percent of the ground area covered by the shade must have a resilient surface (e.g. concrete or pour in place) suitable for people with mobility impairments to be able to access it, and
3. The shade structure support columns must be installed outside the play components fall area to prevent students for getting hurt while playing.

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VI. INSTALLATION REQUIREMENTS

A. GENERAL REQUIREMENTS

1. Playground structure compliance for each project will be reviewed by a qualified person in Office of Capital Programs.

B. LOCATION

When planning a new playground, it is important to consider hazards or obstacles to children traveling to or from the playground. A barrier, surrounding the playground, is recommended to prevent children from inadvertently running into a street. Such a barrier should not preclude supervision.

1. Locate equipment on playground so that users traveling to and from the equipment:
 - a) Will not cross in front of vehicular traffic.
 - b) Will not cross through areas where organized games are being played.
 - c) Will not cross through areas where they may interfere with or be injured by other play equipment.
2. Locate equipment within the playground border so there is adequate separation from other equipment, structures, trees, bushes, and hard surfaces.
3. Minimum clearances beyond equipment shall be as follows:
 - a) A minimum of six (6) feet clearance in all directions shall be maintained around the equipment. Two stationary pieces that are adjacent to one another may overlap if the adjacent equipment's designated play surface is no higher than 30 inches from the protective surface. Stationary equipment that is adjacent and has a designated play area higher than 30 inches above the protective surface shall have no less than nine (9) feet clearance between the units.
 - b) Manufacturer recommendations will prevail when greater distance of clearance than above is suggested.
4. Locate equipment to provide separate play areas for children of different ages. Areas for childcare, pre-school, kindergarten and early head start children shall be fenced in. Fence to be four (4) feet minimum, chain link, knuckled top and bottom, plastic coated, not barbed.
5. Equipment shall be located in areas free of poisonous plants.
6. Sidewalks from the school building to the playground / play court areas shall be a minimum of six (6) feet in width.

C. ANCHORAGE:

1. Permanently anchor all equipment in place.
2. Anchorage shall adequately support the maximum possible load able to be imposed on the apparatus.

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3. Where concrete footings are used for anchorage install footings so that the top of the footing is a minimum of twelve (12) inches below the top of the sand for all playgrounds.

D. SURFACING:

1. Install sand below all playground equipment except equipment designed to be used over hard surfaces, such as basketball courts & ADA equipment.
2. Place sand over a sub-grade that has been sloped a minimum of 1/4 inch per foot to allow drainage.
3. Minimum depth of loose surface material shall be twelve (12) inches for all playgrounds.
4. Surfacing material coverage shall extend beyond the equipment a distance that meets or exceeds the fall zone required around the equipment.
5. Minimum depth for poured in place surface shall be that depth appropriate for the highest fall height of the equipment, with a minimum depth of two and one-half (2.5) inches.
6. District standard requires #70 trap sand, which has been laboratory tested.
7. Safety surfaces shall be tested and in compliance with ASTM F-1292.
8. Wood based products (engineered wood fiber), tend to float away during heavy rain events. Therefore, due to maintenance concerns, they are not permitted.
9. PIP installations near trees must be coordinated / approved by PPO prior to the start of the project.
10. The District has (2) approved PIP installation options (refer to [Appendix C](#))
11. Refer to Appendix F for scope details.

E. PLAYGROUND BORDER:

1. A permanent border shall be installed around the playground area to ensure sand is kept under the equipment and within the playground area. Border shall be a minimum width of four (4) inches and positioned no less than six (6) feet from any playground equipment. Suggested border material: Landscape Timber.
2. Additional bordering may be needed along fences to keep sand off sidewalks and out of nearby buildings.
3. Area within the border should be free of any tripping hazards including but not limited to tree roots, electrical lines, sprinkler lines, sprinkler control boxes, sprinkler heads, sprinkler wells, and other irrigation type equipment.

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F. EQUIPMENT PLACEMENT:

1. Orient equipment so that access and exit points do not conflict with circulation patterns and the access and exit points of other equipment.
2. Orient equipment to minimize excessive heat build-up on metal surfaces. Slides should face the north when possible.

G. INSTALLATION REQUIREMENTS:

1. All playground equipment shall be installed by the SBBC Physical Plant Operations Department (PPO) or contractors licensed in the State of Florida and pre-qualified, selected and approved by the School Board of Broward County Office of Capital Programs.
2. VOLUNTEERS SHALL NOT INSTALL PLAYGROUND EQUIPMENT.

H. INSTALLATION PROCEDURES:

1. Prior to installation:
 - a) The Office of Capital Programs, Physical Plant Operations, and the contractor, shall coordinate installation to minimize interference with student activities.
 - b) School principals, along with physical education (P.E.) teachers and staff, shall take action to ensure that rules will be enforced for use of the playground equipment (see [Playground Rules Section VII Playground Rules](#) & [Section VIII Playground Supervision](#)).
2. During installation:
 - a) Install a temporary construction barrier around the construction area to prevent students from entering the area.
 - b) The contractor and/or the PPO shall have equipment inspected and approved for use by a qualified person at the School Board of Broward County Building Department and the Office of Capital Programs.
3. After Installation and prior to use:
 - a) The contractor and/or PPO shall install surface material below and around equipment.
 - b) The contractor and/or the PPO shall have equipment inspected and approved for use by a qualified person at the School Board of Broward County Building Department and the Office of Capital Programs.
 - c) Utilizing their P.E. Teacher, the school principal shall take action to ensure that students and staff are instructed in the proper use of both new and existing equipment.

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4. After Warranty Period:

- a) Environmental Health and Safety department shall have a person perform annual inspections and request work orders as necessary for repairs.

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VII. PLAYGROUND RULES:

A. GENERAL REQUIREMENTS:

1. Only use appropriate playground designated by age group. Children may play in playgrounds that are designated for ages lower than their present age, but not higher.
 - a) For instance, four (4) year olds may play in pre-kindergarten playgrounds designated for ages two (2) through three (3) years old. However, three (3) year olds may not play in playgrounds intended for ages four (4) through seven (7).
2. All schools shall enforce the written rules governing the behavior of students using the playground.
3. Written rules shall be provided and enforced for:
 - a) General Behavior (See Section E)
 - b) Equipment Use (See Section F)
4. Playground rules shall be reviewed with staff and students at the beginning of the school year and at regular intervals during the year.
5. Playground Games – are not permitted. For organized games use the play fields and court(s).
6. Special Circumstances:
 - a) Do not use the playground on rainy days.
 - b) Do not use the playground on hot days when equipment is hot to the touch.
7. “Playground Rules” signs shall be installed in the playground area, along with the installation of the equipment (See [Appendix A](#)).

B. **MODEL RULES FOR PLAYGROUND AND PLAY AREA BEHAVIOR:**

1. Be courteous and be a good sport.
2. Follow game and play equipment rules.
3. Stay within playground boundaries and away from “Off Limit” areas.
4. Play ball games only in designated areas. Do not play "kick ball" on asphalt court.
5. Use school equipment; do not bring toys or balls from home.
6. Avoid wearing loose jewelry.
7. Do not carry pens or pencils on the playground.
8. Only breakaway lanyards are permitted.

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9. Lanyards with metal hooks are not permitted.
10. Do not push, pull, or trip others.
11. Do not play rough or fight.
12. Do not throw anything in play area unless involved in organized ball games.
13. Do not climb on fences, trees or other structures not intended for climbing.
14. Do not play chase games or tag on equipment.
15. SNEAKERS OR TENNIS SHOES SHALL BE REQUIRED.
16. NO bicycle HELMETS ARE TO BE WORN ON THE PLAYGROUND. (Students with an approved disability who are required to wear a medical helmet to safely participate in educational activities, shall be permitted to wear a helmet on the playground and play areas.)

C. MODEL RULES FOR EQUIPMENT USE:

1. Balance Beams, Disk Challenge
 - a) Only one person at a time.
 - b) Travel in the same direction.
 - c) Do not use when wet.
2. Climbing Bars
 - a) Keep at least one hand on the bars at all times.
 - b) Hold bars with thumb locked around the bar to meet opposing fingers.
 - c) Do not use when wet.
 - d) Climb down from the bars, do not drop or jump off.
 - e) Do not hang by the legs
3. Horizontal & Arched Ladders
 - a) Only one person on the bars at a time.
 - b) Keep at least one hand on the bars at all times.
 - c) Hold bars with thumb locked around bar to meet opposing fingers.
 - d) Do not hang by legs.
4. Horizontal & Arched Ladders
 - a) Only one person on the bars at a time.
 - b) Keep at least one hand on the bars at all times.
 - c) Hold bars with thumb locked around bar to meet opposing fingers.
 - d) Do not stand or sit on top bar.
 - e) Do not hang by legs.

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5. Horizontal Bars

- a) Only one person on the bars at a time.
- b) Keep at least one hand on the bars at all times.
- c) Hold bars with thumb locked around bar to meet opposing fingers.
- d) Do not stand or sit on top bar.
- e) Do not hang by legs.

6. Fire Poles & Looped Climbers

- a) Only one person on the apparatus at a time.
- b) Slide down pole, do not jump.

7. Slides

- a) Only one person on the slide at a time.
- b) Slide down feet first.
- c) Do not stand or walk on slide.
- d) Climb up rungs or steps; do not climb up slide.

8. Conical Climbing Wall & Cozy Climber

- a) Only one person should climb at a time.
- b) Do not climb down the unit, only up.
- c) Do not jump from the platform of the unit.

9. Block Climber

- a) Only one person should climb at a time.
- b) Hold onto handrail while climbing
- c) Do not jump from blocks.

VIII. PLAYGROUND SUPERVISION

According to the National Program for Playground Safety, “In the school environment, playground related injuries are the leading cause of injuries to students ages 5 – 14. It is estimated that more than forty percent (40%), of these injuries are RELATED TO INADEQUATE SUPERVISION”.*

A. GENERAL REQUIREMENTS

1. All schools shall ensure playground supervisors know and enforce these guidelines for the supervision of their playground.
2. Playground supervisors shall know and exercise their assigned duties and responsibilities.
3. A playground supervisor shall be on the playground at all times when the playground is in use during the school day.
4. School principals shall be responsible for supervisors.
5. If an accident results in an injury or call to 911, and/or if the student is transported to a hospital, fax/email a copy of the screen printout from the TERMS L05 panel to the Environmental Health & Safety Department at (754)321-4285 or email a copy of the screen printout to Environmental Health & Safety at EHS-HELP@browardschools.com.

B. SUPERVISOR RESPONSIBILITIES

A playground supervisor’s responsibilities (job duty) are as follow:

1. Monitor and supervise playground activities.
2. Be familiar with and enforce rules for playground behavior.
3. Be familiar with and enforce rules for playground equipment use.
4. Be familiar with and enforce school discipline procedures.
5. Be familiar with the school’s procedures pertaining to emergencies.
6. Be familiar with the maintenance requirements for playgrounds and play equipment.
7. Handle discipline problems according to school discipline procedures.

C. SUPERVISOR DUTIES

A playground supervisor’s duties (obligation or moral commitment which an individual is expected to perform) of a playground supervisor are as follow:

1. Remain on the playground during the entire play period. Immediately notify school principal or secretary if circumstances occur where the supervisor must leave the playground. Children may not be left unattended.

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2. Carry a whistle, portable radio, carry a district provided weather alert phone (one issued per elementary school), clipboard, pen or pencil, discipline forms, and student passes when supervising playground activities.
 - a) The person carrying the weather alert phone should announce alerts over the portable radio to notify other playground supervisors.
3. Temperature test by touching all playground equipment prior to student use.
4. Be alert at all times.
5. Continuously patrol the entire play areas in use.
6. Remain visible to the students.
7. Encourage and reinforce good playground behavior.
8. Take prompt action to stop inappropriate behavior before problems or accidents occur.
9. DO NOT become distracted talking to students, staff or by other activities, including cell phone usage.
10. When a student becomes injured or ill due to the activity, when appropriate:
 - a) Assess the extent of the injury.
 - b) Remain on the scene.
 - c) Provide immediate assistance or first aid if necessary. If the injury is serious DO NOT MOVE THE STUDENT
 - d) Use radio to contact school administration to call 911. If unable to contact administration personnel dial 911 with cell phone.
11. Within 24 hours of an incident, complete a student accident report form/worksheet for all playground accidents/injuries. The information provided will be recorded in the Total Educational Resource Management System (TERMS) Student Accident Illness Form in the L05 panel, by the person assigned by the principal for data input. Specify IN DETAIL the cause of the injury. Include:
 - a) The playground where the incident occurred (Early Start, Pre-K, K, K-2, 3-5, Fitness, etc.
 - i. If the incident occurs in a play field, specify the location of the field/area. DO NOT state that the incident occurred on a playground.
 - b) The name of any playground equipment involved. Pictures of the District's equipment can be found in [Appendix B](#).
 - c) State whether the equipment being used properly.

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- d) Describe anything that contributed to the incident, (i.e., tripped on “something”).
- e) Indicate if there was supervision.
- f) Provide the names of any witnesses.
- g) Provide a summary of how the incident occurred. Focus on the accident and facts. Do not include superfluous information such as “the child said hi to his teacher, then...”

12. Report to the school principal at the end of the play period when:

- a) Serious discipline problems occur. (*Students with discipline problems could cause or contribute to injuries to themselves and/or others.*)
- b) Common discipline problems occur on a repeated basis, or repeated discipline problems occur with the same student. (*Students with discipline problems could cause or contribute to injuries to themselves and/or others.*)
- c) Playground or play equipment maintenance problems are observed or suspected.
- d) When other hazards are observed or suspected.
- e) Serious illnesses or injuries have occurred.

IX. PLAYGROUND MAINTENANCE

A. GENERAL REQUIREMENTS

1. Playgrounds should be maintained in good condition.
2. Work orders shall be issued immediately for all maintenance problems observed by calling the applicable Physical Plant Operations (PPO) Zone.
3. Damaged equipment must be secured to prevent student access.
 - a) Playgrounds without fences or field areas with severe damage or safety problems may require the installation of a temporary fence to prevent student access. Contact the corresponding PPO Zone to request a Work Order for a temporary fence from the fence department.
4. Playground maintenance should be provided at all playgrounds by PPO (see XI for routine maintenance procedures).

B. RECORDS

1. The Office of Capital Programs shall maintain the equipment manufacturer's installation instructions, guidelines, and maintenance instructions.
2. Physical Plant Operations (PPO) shall maintain the following playground records:
 - a) Results of playground inspections.
 - b) Maintenance records (Kleindienst and Weston 1978:312).

X. ROUTINE INSPECTION BY SCHOOL PERSONNEL

A. GENERAL REQUIREMENTS

Proper maintenance of play apparatus reduces accidents.

1. Principals are responsible to ensure the playgrounds are maintained in a safe condition.
2. Principals shall assign personnel to conduct daily playground inspections and inspections during extended vacation periods.

B. INSPECTION REQUIREMENTS DURING THE SCHOOL YEAR

1. Each piece of playground equipment shall be inspected at the beginning of each day to assure that it is safe and ready for use.
 - a) This responsibility shall be assigned by the school principal, preferably to the Physical Education Instructor.
 - b) Refer to Appendix A for a Daily Playground Inspection Checklist.
2. Defective equipment shall be identified and discontinued from use.
 - a) PPO shall be contacted immediately by calling in a Work Order request to the corresponding PPO Zone for the school.
 - i. Equipment that cannot be repaired, shall be removed.
 - c) Close equipment or portions of the playground discovered to be unsafe/broken immediately to prevent student access. (Kleinienst and Weston 1978:312)
 - a) Units with minor damage may be secured from use with the use of caution tape. The entire unit must be restricted, not only the damaged section.
 - b) Playgrounds without fences or field areas with severe damage or safety problems may require the installation of a temporary fence to prevent student access. Contact the corresponding PPO Zone to request a Work Order for a temporary fence from the fence department.

C. INSPECTION REQUIREMENTS DURING EXTENDED VACATION PERIODS

1. Routine playground inspection should be performed monthly.
 - a) This responsibility this responsibility shall be assigned by the school principal, preferably to the head facility serviceperson.

D. DAILY PLAYGROUND INSPECTION AND MAINTENANCE PROCEDURE

1. Visually inspect ground, equipment, surrounding area, and fencing.

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2. Close equipment or portions of the playground discovered to be unsafe/broken immediately to prevent student access. (Kleinienst and Weston 1978:312)
 - a) Units with minor damage may be secured from use with the use of caution tape. The entire unit must be restricted, not only the damaged section.
 - b) Playgrounds with serious hazards or with broken equipment for which caution tape does not restrict students from climbing onto the equipment, (i.e., the equipment can be accessed from a platform, slide, or other point) should be locked.
 - c) Playgrounds with serious hazards without fences, or field areas with severe damage or safety problems may require the installation of a temporary fence to prevent student access. Contact the corresponding PPO Zone to request a Work Order for a temporary fence from the fence department.
 - d) Contact Environmental Health & Safety for assistance if needed.
3. Report maintenance problems to PPO immediately by calling in a Work Order request to the corresponding PPO Zone for the school.
4. Remove litter and debris from playground.
5. Rake sand to evenly distribute below and around equipment.
 - a) Sand depth shall be a minimum of nine (9) inches of sand for early head start, pre-kindergarten, and kindergarten.
 - b) Sand depth shall be a minimum of twelve (12) inches of sand for 3-5 playgrounds.
6. Sand must be blown off the surface of poured in place rubber surfacing regularly to prevent slip/trip/falls, maintain impact resistance of the material and to reduce premature deterioration.

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XI. MAINTENANCE PROCEDURES

A. GENERAL REQUIREMENTS

1. The condition of playgrounds, including play equipment, shall be inspected on a yearly basis. Inspections shall be performed by a qualified person.
 - a) Report maintenance problems to PPO immediately by calling in a Work Order request to the corresponding PPO Zone for the school.
 - b) Close equipment or portions of the playground discovered to be unsafe/broken immediately to prevent student access. (Kleinienst and Weston 1978:312)
 - a. Units with minor damage may be secured from use with the use of caution tape. The entire unit must be restricted, not only the damaged section.
 - b. Playgrounds without fences or field areas with severe damage or safety problems may require the installation of a temporary fence to prevent student access. Contact the corresponding PPO Zone to request a Work Order for a temporary fence from the fence department.
2. Persons performing maintenance shall be familiar with:
 - a) Maintenance and care of playgrounds and equipment.
 - b) This School Board of Broward County Playground Handbook.
3. PPO Maintenance Work is done in an as needed basis through work order requests.
 - a) Completion of maintenance work is acknowledged through the MAXIMO work order program to the employee who requested the Work Order.
 - b) When repairs to hazardous equipment that result in equipment or playground closure are completed, PPO will notify the school principal and Environmental Health & Safety of completion of the work, via email, to allow for use of the equipment/playground.

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XII. ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT DUTIES

XIII. REFERENCES

Burke's Guide to Playground Planning 1970, New Brunswick, N.J., Burke Company

Cabrielsen, Alexander M. 1978, Blueprint for Safety in Sports and Recreation. Waterford, Conn., Kroll Press

Kleindienst, Viola K. & Arthur Wreston, 1978, the Recreational Sports Program, Englewood Cliffs, N.J.: Prentice-Hall

Kraus, Richard G. 1977, Recreation Today, Santa Monica, CA Goodyear Publishing Co., pp 59-62, 90, 304-305, 310-316

Kraus, Richard G. & Joseph E. Curtis, 1977; Creative Administration in Recreation and Parks, St. Louis, MO: Mosby Company

Play for all Guidelines, 1987, Mig Communications, Berkley, CA

U.S. Consumer Products Safety Commission, 1998 Edition, Handbook for Public Playground Safety, Pub. #325, Washington, D.C.: Government Printing Office

American Society for Testing Materials

- a. ASTM F 1487-: Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.
- b. ASTM F 2049: Guide for Fencing/Barriers for Playgrounds
- c. ASTM F 1951: Method to Test Accessibility of Safety Surfacing for Playgrounds
- d. ASTM F 1292: Method to Test Impact Attenuation of Safety for Playgrounds
- e. ASTM F 2223: Standard Guide for ASTM Standards on Playground Surfacing.

Florida Building Code, Sections 453 & 468.

State Requirements for Educational Facilities

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A. DUTIES

1. Participate in the Playground Standards Committee
 - a) Material substitutions
 - b) Safety analysis of equipment
 - c) Approval of new products
 - d) Review plans
 - e) Maintenance issues
 - f) PTA/school equipment and material substitutions not addressed in this handbook
2. Coordinate playground inspections by a qualified person.
3. Review new codes, standards and regulations or changes to existing regulations.
4. Identify hazardous equipment to be repaired or removed.
5. Train school personnel in play area safety.
6. Maintenance of this playground handbook.
7. Enforce rules and regulations in existing installations.
8. Evaluate play area safety concerns brought to the Department's attention.
9. Follow up on and investigate injuries (when required), to attempt to reduce the possibility of a reoccurrence of a similar incident.

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XIV. PROCEDURES FOR PURCHASING

A. GENERAL PROCEDURES

The following procedure shall be followed by the principal at an existing school for the purchase of playground equipment. This also includes purchase of playground equipment by PTA/PTO or any other outside agency:

1. Contact the Office of Capital Programs (754) 321-1500.
2. OCP, will direct the principal on the necessary steps to solicit and procure a pre-qualified playground vendor(s).
3. Donations of playground equipment are not permitted.
4. Purchase of playground equipment by a school, PTA/PTO, or other parent group, must go through OCP for permitting and installation.
5. Pictures of approved equipment for specific playground grade groups are provided in [Appendix B](#). Any equipment that is not like-in-kind to the equipment pictured must be approved by the Playground Standards Committee.

**XV. CONTRACTOR SUBMITTAL REQUIREMENTS
(DISTRICT'S REQUIREMENTS/STANDARDS FOR PLAYGROUND, SHADE & PIP PROJECTS)**

A. GENERAL PROCEDURES

1. All projects funded are managed by the Office of Capital Programs (OCP) – as the main point of contact for coordination for any of those projects throughout the District.
2. Florida Accessibility Code for Building Construction must be applied.
 - a) ADA/accessibility compliance for each project will be reviewed by OCP /ADA Manager.
 - b) If installing a shade structure on a non-ADA compliant surface, ADA access to the shade must be provided to at least 50% surface under the shade.

B. SCOPE

1. Quote must be based on all applicable District Design Specifications & Florida Building Codes
2. Contractor is to discuss scope of work with school on site in coordination with the OCP representative
3. Proposals must be TURNKEY. If any scope is needed by others, details must be provided in the quote.
4. NO Change Orders are permitted
5. Documentation of site conditions via pictures is key to assess the site conditions prior to construction
6. Clean up and restoration to original site conditions must be included in the scope.
7. Approved Manufacturer(s) must be used as per District Design Standards.
 - a) If not, you must provide specifications of product for District approval with the Project Consultant Supplemental Form (See Appendix G)

C. PERMITS

1. Permit(s) must be obtained, prior to proceeding with fabrication, otherwise costs encumbered are the responsibility of the Contractor.
 - a) Permits expire 6 months after the issue date
 - b) Inspections/Plan change submittals automatically mark the beginning of a 6-months period for the new expiration date for the permit
 - c) Letters of Recommendation (LOR) follow the same permit rules (when applicable)

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- d) A permit /LOR may be extended with no activity for a maximum period of 18 months at the discretion of the Authority Having Jurisdiction (AHJ)
- e) If no activity is recorded on a permit or LOR extensions will be denied.

D. SUBMITTAL REQUIREMENTS:

1. Provide electronic copy of the full submittal for preliminary review
 - a) Include Table of Contents
 - b) Include detailed scope of work
 - c) Include site and/or building plan and mark the construction area
2. Once the electronic submittal is approved, vendor will provide (4) hardcopy submittal packages (including signed/sealed engineered drawings, calculations, 2D and 3D views with dimensions).
 - a) Drawing size minimum is 11"x17", details must be legible and clear, otherwise full size (24" x 36") drawings must be provided.
 - b) All drawings must meet Florida Administrative Code 61G15 and Florida Statutes Chapter 471. The District does not accept digitally signed drawings.
 - c) Architectural drawings are not required if the construction costs are under \$50K.
3. Provide Contractor's and Engineer's License
4. Provide Insurance for Engineer (liability)/ for Contractor (liability, automotive, workmanship)

Certificate Holder:
The School Board of Broward County, Florida
600 SE Third Avenue
Fort Lauderdale FL 33301

5. Provide District's Design Specifications applicable to the project. (modify the header and footer details specific to this project)
<http://www.broward.k12.fl.us/constructioncontracts/DivisiononeDesignStandards.html>
 - a) Header: remove "specifier leave this line" only.
 - b) Footer: everything remains, must be site specific. Project consultant is your Engineer of Record. Type in the date you are submitting the package for "Specifier replace this line with the issue date".
 - c) Design Standards sections include, but are not limited to, for this project

- Section 03100 Concrete Formwork

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- Section 03300 – Cast-in place concrete
- Section 03305 – Cast-in-place concrete and Reinforcement
- Section 02070 – Minor demolition for remodeling
- Section 02200 – Earthwork
- Section 02793 – Safety Surface
- Section 02880 – Playground Equipment and structures
- Section 13141 – Soft Cover Pavilions
- Section 13100 – Lightning Protection
- Section 02791 - Color Surface for Play Court

6. Provide (4) 3-ring binders of signed & sealed drawings
 - a) Include copies of Purchase Order (PO) & Cost Proposal
 - b) Include the installation manual must be site specific (not general)
 - c) Include List of playground components (Part number/description)
 - d) PIP Sample colors, Specification, and Testing (include District manufacturer or provide supplement, note there are 2 approved PIP installation options attached)
 - e) Pictures of existing playground equipment
 - f) Lightning Protection (Shade only)
 - g) Fabric specification, warranty, maintenance, and certificate of flame resistance (shade only)
 - h) Sample performance qualification test record (shade only)

E. REVISE/RESUBMIT PROCESS

1. Sheets that are no longer valid must be voided and folded/stapled at the bottom right corner
2. Insert new sheets after each voided sheet
3. Make sure consultant address the comments electronically in the Integrated Software Suite (ISS) database prior to submitting hardcopies
4. If the Consultant (Engineer) is not registered on ISS, please contact the District's Building Department. Robin Roland:

Office of Chief Building Official
 Building Department
 TEL: 754-321-4809
 FAX: 754-321-3389
robin.roland@browardschools.com

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5. Resubmit the (3) signed/sealed drawings to OCP. You will only be resubmitting (3) binder packages (Document Control keeps the 4th original binder on file)

F. CONSTRUCTION STANDARDS

6. ALL Projects are TURN-KEY.
7. Field verification and investigation is of high importance and should be documented.
8. OPC Representative will coordinate with Broward County Public Schools (BCPS) departments for any known underground lines/utilities and will provide the information to the installer/contractor.
9. As-builts, if available, are to be used as reference only, as we cannot confirm the accuracy of existing site conditions.
10. Locates are vital in preventing damages and/or additional costs.
 - a) Sunshine 811 is a public locate that can be utilized.
 - b) Locates public and private are the responsibility of the Contractor
 - c) If there is still uncertainty of whether underground lines are abandoned, then a soft dig is recommended.
 - d) If any damage is to occur, it must be reported to OCP Representative immediately.
 - e) If due diligence is followed, and unforeseen underground damages arise, and costs are incurred, District PPO Department will be engaged with an emergency Work Order for repairs (Inspections will be required).

11. TESTING/INSPECTIONS

- a) PIP Impact Test performed by District Playground Inspector qualified person.
- b) Inspections performed by District Building Department
- c) Reinspection fees apply ([See Appendix F](#))
- d) Concrete, Soil Density Testing required for Shade Project
- e) Other applicable testing may apply
- f) Testing Agency will be provided by OCP Representative and will be paid for by the Owner, unless otherwise agreed upon. ***(Owner pays for the 1st test only, failed test(s) and/or failing to cancel a scheduled trip cost(s) will be the responsibility of the Contractor)***
- g) Coordination with testing agencies is the responsibility of the vendor/contractor.

12. SUBSTITUTIONS

- a) Submit Substitution Request Form ([Appendix I](#))

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G. SAFETY/SECURITY

1. **BCPS Badging is mandatory. No workers are allowed on any BCPS site without the proper badge (Florida State Contractor's badge or BCPS issued badges)**
 - a) Contact Security Clearance Department at 754-321-2374.
2. **Safety of children and staff is emphasized, all workers must be badged while on site. Crew must not communicate with staff or children.**
3. There is ZERO Tolerance for harassment (if a situation does occur Contractor will be removed from the current project and all District projects).
4. No tobacco products are allowed
5. Workers must be in the proper PPE attire and must perform and operate per OSHA regulations and additional safety guidelines specified in their Contract Agreement
6. Construction and Staging areas must be secured (temporary grid fencing), kept clean, and organized
7. Must check in/out at the front desk when accessing site.
8. Gates must be locked at all times

H. AWNING /SHADES

The District does not currently have Design Specification for Awnings; Design Specs for Soft Cover Pavilions are the closest structure to this project and is used as a reference.

1. Provide an electronic copy of entire submittal for preliminary review
2. Once approved the electronic drawings are approved, provide us with (4) hardcopy submittal packages (including signed/sealed engineered drawings, calculations)
3. Include Table of Contents
4. Include detailed scope of work
5. Provide Contractor and Engineer License
6. Provide Insurance for Engineer (liability)/ for Contractor (liability, automotive, workmanship)

Certificate Holder:
The School Board of Broward County, Florida
600 Third Avenue
Fort Lauderdale FL 33301

7. Drawing size minimum is 11"x17", details must be legible and clear otherwise, full size (24" x 36") drawings must be provided.

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8. Note, all drawings must meet Florida Administrative Code 61G15 and Florida Statutes Chapter 471. The District does not accept digitally signed drawings.
9. Include site and/or building plan and mark the construction area.
10. Include District's Design Specifications applicable to this project, but not limited to below (modify the header and footer details specific to this project)
<http://www.broward.k12.fl.us/constructioncontracts/DivisiononeDesignStandards.html>
 - a) Header: remove "specifier leave this line" only.
 - b) Footer: everything remains, must be site specific. Project consultant is your Engineer of Record. Type in the date you are submitting the package for "Specifier replace this line with the issue date".
 - c) Design Standards sections include, but are not limited to:
 - Section 03100 Concrete Formwork
 - 05500 (05 50 00) Metal Fabrications - Section 2.3
 - 08400 (08 41 00) Entrances and Storefronts – Section 2.2
 - 13141+ (10 73 53) Soft Cover Pavilions (rev. 10-26-10)
 - d) Fabric specification, warranty, and certificate of flame resistance
 - e) Sample performance qualification test record
 - f) Calculations
 - g) Logo with dimension in color (approved by school)
 - h) Anchor Performance Data (if applicable)
 - i) Details of assumptions (ex: what surface are the steel poles being mounted on, assumed detail foundation)
 - j) Include PO/Proposal

As a reminder, the permit must be issued, prior to proceeding with fabrication, otherwise costs encumbered are at the risk of the Contractor.

I. ADDITIONAL INFORMATION:

1. All installers/contractors must be prequalified. In addition to vendor registration. (Contact Procurement & Warehousing Services at 754-321-0505)
2. Permit must be issued, prior to proceeding with fabrication, or cost encumbered is the risk of the Contractor. Permits are issued by District's Building Department

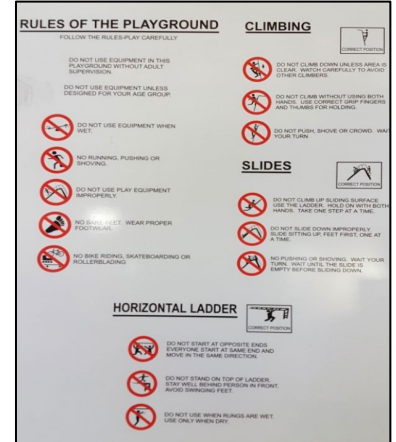
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3. There are no permitting fees for the District
4. **Payments:**
 - a) 90% of payment is processed when Final Inspections pass and there are no punch list items
 - b) Retainage (10%) will be paid when the Certificate of Completion is executed (see [Appendix G](#))
 - c) Invoices are generally processed and paid within 30 days of the submittal date
 - d) No advance deposits will be paid by BCPS

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XVI. APPENDIX A – PLAYGROUND RULES & DESIGNATED GRADES SIGNAGE

PLAYGROUND RULES



DESIGNATED PLAYGROUND SIGNS



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XVII. APPENDIX B - PLAYGROUND EQUIPMENT IMAGES

A. CHILDCARE / EARLY HEAD START (AGES 2-3 YEARS OLD)



CAT'S DEN



SPORTS CAR



CLEAR PAINT PANEL



CLUB HOUSE



NAVIGATOR 1



PLAYSHAPER WITH ROOF



TODDLER TOWN



INFANT MAZE



**LEARNING WALL
W/ CRAWL TUBE**

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CHILDCARE / EARLY HEAD START (AGES 2-3 YEARS OLD) Cont.



PAVILLION



PICKUP TRUCK

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B. PRE-KINDERGARTEN (4 YEARS OLD)



**TODDLER TOWN I WITH
DOUBLE STRAIGHT SLIDE &
CRAWL TUNNEL**



BALANCE BEAM



**NAVIGATOR I WITH
DOUBLE STRAIGHT SLIDE**



PAVILLION



**LEARNING WALL W/
CRAWLTUBE**



**FREE-STANDING CRAWL
TUBE**



EDUCATIONAL ACTIVITIES

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C. KINDERGARTEN, FIRST AND SECOND GRADES



DESTINY COMPOSITE WITH DOUBLE STRAIGHT SLIDE



CURVED DOUBLE SLIDE



COZY CLIMBER



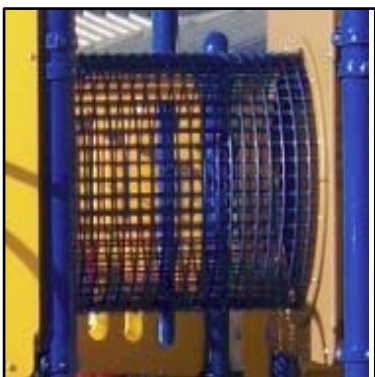
BLOCK CLIMBER



TABLE AND BENCHES



LOOP LADDER



WIRE CRAWL TUBE

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SMALL CONICAL CLIMBER



TODDLER TOWN II

KINDERGARTEN THROUGH SECOND GRADE Cont.



CURVED BALANCE BEAM



HORIZONTAL LADDER



STRAIGHT BALANCE BEAM



CLIMBER WITH WIDE SLIDE



4-WAY CLIMBER (DOME)



HORIZONTAL LADDER



RAINBOW ARCH CLIMBER

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SINGLE CRAWL TUBE / TUNNEL



CRAWL TUNNEL

KINDERGARTEN THROUGH SECOND GRADE Cont.



PETAL STEP CLIMBER



INVERTED ARCH



VERTICAL ACCESS



INCLINE WALL CLIMBER

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D. GRADES THREE THROUGH FIVE (INTERMEDIATE GRADES)



LARGE COMPOSITE (COMPONENTS MAY VARY)



FITNESS CENTER



LARGE CONICAL CLIMBER



STRAIGHT SLIDE



SLIDEWINDER SLIDE



DOUBLE STRAIGHT SLIDE



SPIRAL SLIDE



WAVE SLIDE



SPIRAL STEP CLIMBER

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GRADES THREE THROUGH FIVE (INTERMEDIATE GRADES) Cont.



STRAIGHT BALANCE BEAM



CURVED BALANCE BEAM



DISK CHALLENGE



CLIMB & DISCOVER CAVE



CASCADE DOUBLE ENTRANCE



BUTTON STEP



CRAWL TUNNEL



TREE CLIMBER



PARALLEL BARS



CHIN-UP BARS

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4-WAY SPIDER CLIMBER



ARCH CLIMBER

GRADES THREE THROUGH FIVE (INTERMEDIATE GRADES) Cont.



HORIZONTAL LADDER



S- HORIZONTAL LADDER



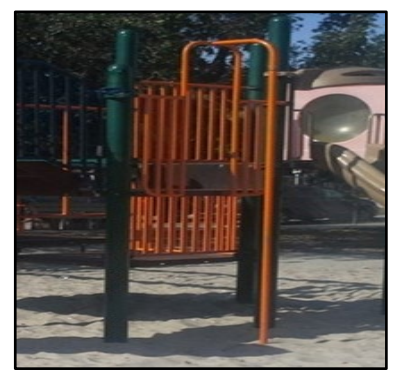
ORBITAL HORIZONTAL LADDER



TRIANGLE LOOP LADDER



VERTICAL LOOP CLIMBER



FIRE POLE



LOOP CLIMBER



APEX CLIMBING ATTACHMENT



HDPE VERTICAL LADDER

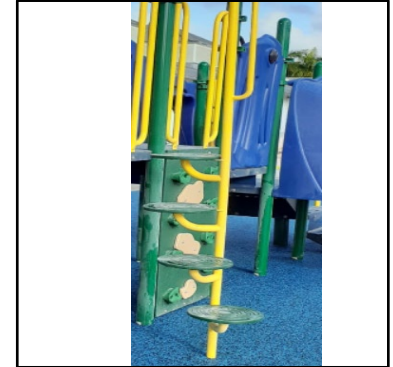


ZIP STEP CLIMBER

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VERTICAL ACCESS LADDER



SPIRAL STEP CLIMBER

GRADES THREE THROUGH FIVE (INTERMEDIATE GRADES) Cont.



INCLINE WALL CLIMBER



CLIMB & DISCOVER CAVE



**CASCADE DOUBLE
ENTRANCE**



BUTTON STEP

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VIII. APPENDIX C- DAILY PLAYGROUND INSPECTION CHECKLIST

Employ this checklist to conduct the daily playground inspection (or monthly when school is not in session) of each playground prior to student use. Refer to [Section X, Routine Inspection by School Personnel](#).

SCHOOL DAILY PLAYGROUND INSPECTION CHECKLIST						
PLAYGROUND NAME:			INSPECTED BY:			DATE:
ITEM NO.	YES/ NO	DEFICIENCY	EQUIPMENT NAME	COMPONENT	IMMEDIATE ACTION	ADDITIONAL ACTION
1		ANY VANDALISM?			IF YES, SECURE AREA UNTIL SIU ¹ AND EH&S ² CONDUCT AN INSPECTION	REPORT TO SIU & EH&S
						AFTER INSPECTED REQUEST WORK ORDER
NOTES:						
2		ANY TRASH?			IF YES, SECURE AREA FROM STUDENTS UNTIL CLEANED	ON SITE
NOTES:						
3		DOES DISPLACED SAND NEED RAKING?			IF YES, EVENLY DISTRIBUTE SAND/RAKE UNDER & AROUND EQUIPMENT PRIOR TO USE	ON SITE
NOTES:						
4		DOES THE POURED IN PLACE SURFACE NEED BLOWING?			IF YES, BLOW SAND OFF OF SURFACE PRIOR TO USE	ON SITE
NOTES:						
5		ANY HAZARDOUS OR DANGEROUS DEBRIS (chemicals, branches, broken glass, etc.)?			IF YES, SECURE THE AREA FROM STUDENTS UNTIL REMOVED	ON SITE
						OR CONTACT EH&S
NOTES:						
6		ARE THERE EXCESSIVE ROCKS IN PLAYGROUND SAND?			IF YES, SECURE AREA FROM STUDENTS	REQUEST WORK ORDER
NOTES:						
7		ANY USER MODIFICATIONS (ropes tied to components, chairs, items from home, etc.)?			IF YES, REMOVE MODIFICATIONS PRIOR TO USE	ON SITE
NOTES:						
8		ANY INSECTS? (wasps, bees, red ants, etc.)?			IF YES, SECURE EQUIPMENT/AREA FROM STUDENT USE UNTIL ERATICATED	ADDRESS ON SITE OR REQUEST WORK ORDER FOR PEST CONTROL
NOTES:						
9		ANY RUSTED OR CORRODED METALS?			IF YES, SECURE EQUIPMENT/AREA FROM STUDENTS (IF SERIOUS)	REQUEST WORK ORDER
NOTES:						

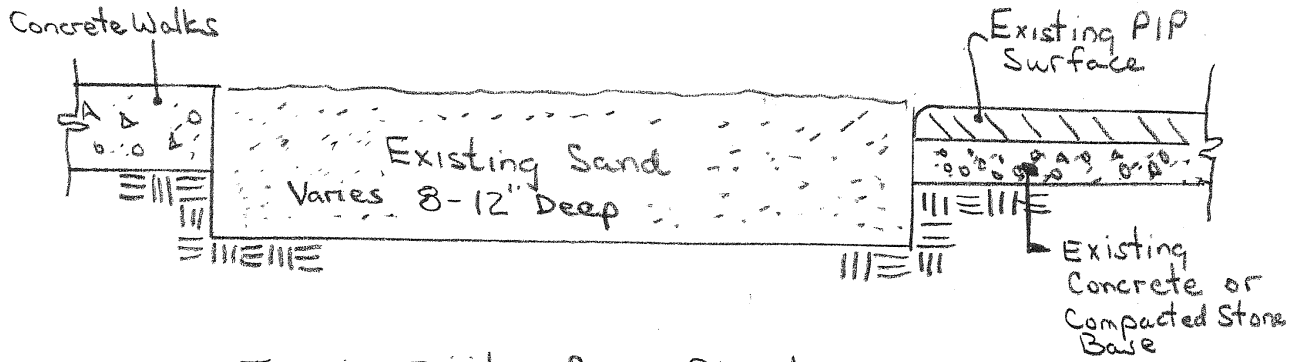
¹ SIU: SECUTITY AND INVESTIGATIVE UNIT
² EH&S: ENVIRONMENTAL HEALTH AND SAFETY

SCHOOL DAILY PLAYGROUND INSPECTION CHECKLIST

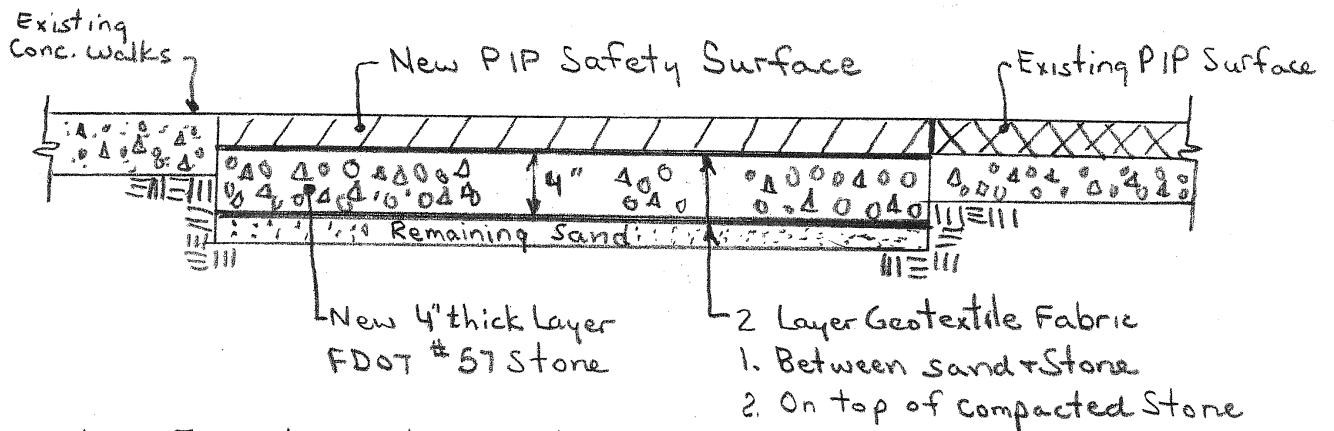
PLAYGROUND NAME:				INSPECTED BY:		DATE:
ITEM NO.	YES/ NO	DEFICIENCY	EQUIPMENT NAME	COMPONENT	IMMEDIATE ACTION	ADDITIONAL ACTION
10		ANY SHARP POINTS OR SHARP EDGES? (broken or cracked plastics, sharp metal, etc.)			IF YES, SECURE EQUIPMENT FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
11		ANY ENTANGLEMENT OR IMPAILMENT HAZARDS?			IF YES, SECURE EQUIPMENT FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
12		ANY WORN, LOOSE BROKEN OR MISSING PARTS (broken chains, missing end caps, etc.)?			IF YES, SECURE EQUIPMENT FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
13		ANY LOOSE ANCHORING?			IF YES, SECURE EQUIPMENT FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
14		ANY PONDING WATER (on slides, ground, or other equipment?)			IF YES, SECURE EQUIPMENT/AREA FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
15		ARE THE RUBBER TILES BUCKLED OR MISSING, OR IS THE RUBBER SURFACING TORN?				REQUEST WORK ORDER
			NOTES:			
16		IS SAND DEPTH LESS THAN 12 INCHES AT 3-5 GRADE PLAYGROUNDS & 8 INCHES ALL OTHERS?			IF YES, CLOSE PLAYGROUND UNTIL DELIVERED	REQUEST WORK ORDER
			NOTES:			
17		ANY ROTTING, SPLINTERING OR SPLITTING WOOD? (BENCHES & SAND BOUNDARY CURBS)?			IF YES, SECURE AREA FROM STUDENTS UNTIL REPAIRED	REQUEST WORK ORDER
			NOTES:			
18		ANY FENCES OR GATES WITH HAZARDS OR GATES NOT LATCHING?			IF YES, SECURE HAZARDS FROM STUDENT ACCESS	REQUEST WORK ORDER
			NOTES:			
ADDITIONAL NOTES:						

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XIX. APPENDIX D – APPROVED POURED IN PLACE (PIP) DETAILS



Typical Existing Sand Play Areas.



Note: Excavate existing Sand to a depth of 6" below grade

Conversion of Sand Play Areas to PIP Rubber Surface

Broward County Schools

Bliss Products + Services
Lithia Springs, GA

Safety 1st Playgrounds
West Palm Bch, FL.

March 3, 2017
N.T.S.

XX. APPENDIX E – CONTRACTOR’S SUBSTITUTION REQUEST



The School Board of Broward County, Florida
Office of Facilities & Construction
2301 NW 26th Street, Bldg. 6
Fort Lauderdale, FL 33311

(754) 321-1500

Document 01630a (00 63 25)-Contractor’s Substitution Request

To:

Request No.:

Date:

(Project Consultant)

Project No:

Project Title:

(One Substitution request per form)

Facility Name:

Location No:

We hereby submit for your consideration the following product instead of the specified item for the project identified above:

Specification Section: _____ Paragraph: _____ Specified Item: _____

Drawing Sheet Number(s): _____ Detail, Plan or Section Number(s): _____

Proposed Substitution: _____

Manufacturer

Company Name:

Phone:

Address:

City, State, Zip:

Local Vendor:

Company Name:

Phone:

Required Attachments:

- 1. Attach names and addresses of previous projects on which this product was utilized. Include project owner’s contact and phone number.**
- 2. Attach complete technical data, including applicable laboratory test reports. Include complete information on changes to drawings and/or specifications, which the proposed substitution shall require for its proper installation.**
- 3. Check items submitted with this substitution request:**
 Catalog Drawings Samples Tests/Reports
 Other:

Completion of the following information is required:

- 1. Provide complete reason for proposed substitution (reason shall comply with one or more conditions of Section 01630 (2.1) (A):**

The School Board of Broward County, Florida
[Specifier replace this line with SBBC project number and name]
[Specifier replace this line with Project Consultant’s name]
((Specifier leave this line) SBBC Design & Material Standards, January 01, 2010 Edition)

Section 01630a (00 63 25)
Contractor’s Substitution Request
[Specifier replace this line with issue date]
Page 1 of 3

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Document 01630a (00 63 25)-Contractor's Substitution Request

2. This substitution will result in a **saving or credit** to the Owner in the amount of:

	Dollars	\$
Written		Figures
	Time	
Written		

3. Does the proposed substitution affect dimensions shown on the drawings or other specified clearances? Yes No

4. The undersigned shall pay for changes to the building design, including the costs of all engineering, detailing and other administrative costs caused by requested substitution? Yes No

5. Manufacturer's warranties of the proposed and specified items are: The Same Different
 If different, attach details.

6. What effect does the proposed substitution have on other trades? None Effect
 Attach details.

The Undersigned states that this substitution request has been fully checked and coordinated with the Design Criteria Package, that all information is true and accurate, and that the undersigned shall bear full responsibility for impacts to the design, coordination, required schedule and costs of the project occasioned and impacted by this request if approved by the Owner.

Submitted By:
 Company Name &
 Address:

Signature

Phone:

Title

DO NOT WRITE BELOW THIS LINE

FOR OFFICIAL USE ONLY

For Project Consultant's Use Only

- Recommend Approval Not Recommended
 See Attached Received Too Late

By:

(Signature)

Date:

For Owner's Use Only

- Accepted Accepted as Noted
 Not Accepted Received Too Late

By:

(Signature)

Date:



The School Board of Broward County, Florida
Office of Facilities & Construction
2301 NW 26th Street, Bldg. 6
Fort Lauderdale, FL 33311

(754) 321-1500

Document 01630a (00 63 25)-Contractor's Substitution Request

Distribution: 1. Design Section 2. Project Manager 3. Bidders 4. Project File

The School Board of Broward County, Florida
[Specifier replace this line with SBBC project number and name]
[Specifier replace this line with Project Consultant's name]
((Specifier leave this line)) SBBC Design & Material Standards, January 01, 2010 Edition)

Section 01630a (00 63 25)
Contractor's Substitution Request
[Specifier replace this line with issue date]
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Re-inspection fees

Division 01 – Section 01450 Quality Control

Pursuant to Section 553.80 (2)(c), F.S. and Article F.1.(a) herein below, there will be no charge for the initial re-inspection of a failed inspection; however, should subsequent re-inspections of the same item(s) be required from the Building Department or its inspectors, each subsequent re-inspection shall result in a, **RE-INSPECTION FEE of \$204 per failed inspection ticket.**

Inspection Report form with a red 'Failed' stamp. The form includes fields for Project Name, Address, City, State, and Zip, as well as a section for 'Inspection Results' with a 'Failed' status indicated.

Inspection Report form with a red 'Failed' stamp. The form includes fields for Project Name, Address, City, State, and Zip, as well as a section for 'Inspection Results' with a 'Failed' status indicated.

Inspection Report form with a red 'Re-inspection fee' stamp. The form includes fields for Project Name, Address, City, State, and Zip, as well as a section for 'Inspection Results' with a 'Re-inspection fee' status indicated.

The Re-inspection Fee shall be paid to the Building Department online utilizing E-Store (BCPS Payment Method) prior to the Contractor receiving any additional re-inspections of failed work



RE-INSPECTION FEES

XXIII. APPENDIX H – DEVELOPING SCOPE OF WORK NEW RUBBER SURFACING

Developing scope of work new rubber surfacing

1. Check surrounding site, is outside of playground higher than new surface?
If yes, add removing additional sand and replace sod.
2. Is there irrigation in area? If yes, either have removed or capped to prevent water inside or under surface materials
3. Is wooden border rotted? Measure and estimate replacement of border as part of project 4x6. Recommended concrete 4 x 6 border.
4. Is any re-bar exposed from 4 x 6 border Hammer down to top of wood border to prevent sharp edges.
5. Once sand is removed is there any 2 x 12 mounted to existing fencing that needs to be added to project for removal.
6. Is surrounding area back to original condition? If not correct Example: is there still rock and sand from removal in area? (REMOVE) Is sod dead damaged or removed? REPLACE sod after grading area level.
7. Has fencing been taken down for access? If yes re-install as to previous condition.
8. Is there pod climbers? If yes check chains for wear and replace if needed and hold chains to top of new surfacing so as not to pull surfacing up when utilized or shorten chains to prevent excessive movement.
9. Restore access and surrounding areas to original condition? Example, remove excess rock, replace sod as needed and repair irrigation as needed.
10. Review area as if you are doing work at your house would you accept finished product? If not correct issues as you would for yourself.

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