

FEI - CREATIVE PLAYGROUND STRUCTURES (School Grounds)

1. Parental organizations wishing to develop an area on school grounds, in consultation with the school principal, must submit a plan for approval to Pembina Trails School Division Board.

2. Plans for such grounds development projects should include the following details:
 - a) A preliminary dimensioned sketch drawing showing the location on the school grounds, extent of the creative play area and the location of structures/equipment.
 - b) The plans for funding of the project.
 - c) The long-range plans (timeline) for completion of the project if it is to be spread over a period-of-time (i.e. 2 - 3 years).
 - d) Equipment that is to be purchased or constructed for installation.
 - e) The plans for construction (i.e. installed by supplier)

3. Approval decisions of plans for the development of such playground areas will be based on the following criteria:
 - a) The relative safety factors, which include the height, material used, function of the equipment, ratio of students to number and size of structures;
 - b) Appropriateness for age levels of users in terms of physical challenges as well as imaginative and creative play potential;
 - c) Snow removal
 - d) Location on the playgrounds:
 - Close to school
 - Not adjacent to homes
 - Open to public view
 - Adequate lighting
 - e) The aesthetic appeal of the design relative to the school site.
 - f) Possible area development requirements such as drainage, landscaping, and protective surface material, etc.
 - g) Susceptibility to vandalism.
 - h) Conformance with the most current CSA standard.
 - i) Certificate of inspection by CSA certified inspector.
 - j) Acquisition of permit(s) by contractor(s).

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4. The supply and installation of any new or replacement play structures shall be the responsibility of the sponsoring group (parental organizations). Where a new play structure is installed, a protective surface is also required, and that material shall be engineered wood fiber surfacing.

5. The maintenance of the play structure including inspections and repairs shall be the responsibility of the School Division. The maintenance of the protective surface of the play structure shall be the responsibility of the Division. The replacement of any missing, damaged, defective or end of life components shall be the responsibility of the sponsoring group (parental organization). When a component is deemed un-safe, it will be removed or made safe until the sponsoring group can fund the replacement. When the play structure or component of the structure is at the end of the service life, it will be removed from the grounds. Maintenance inspections shall consist of school based weekly inspections and yearly Facilities and Operations Maintenance Shop inspections.

6. Normal Contract Administration procedures should apply to the construction of playground structures initiated by sponsoring organizations. The Maintenance Department can assist with the preparation of contract documents. Teams comprised of sponsoring organization representatives, school administrators, and Maintenance staff should carry out progress inspections, as well as final/warranty inspections. Deficiencies should be documented, and final payment not released until all deficiencies have been rectified. A twelve-month warranty period should be stipulated in the contract documents. The Maintenance Department will not assume responsibility for maintenance of the structure until all deficiencies have been corrected and final payments released including the specified holdback. A final handover certificate shall be completed containing the signatures of the school principal, sponsoring representative, supplier or contractor, and the Maintenance Supervisor. Copies should be forwarded to the Maintenance Department for retention in the school file.

7. The Division may be able to provide a financial contribution to schools developing playground areas by way of a small grant. Parental organizations in conjunction with school administration may submit a request for review and consideration. Note that grant amounts are set on an annual basis and will be awarded based on available funding.

(Non-School Grounds)

Any PAC and/or school administrator wanting to build on property adjacent to a school not owned by Pembina Trails School Division must first, prior to any steps listed above, be in contact with the Assistant Superintendent, Divisional Support Services to begin exploration of leasing said land.

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