Volunteer Playground Installations

By Jerry Burgess & Nancy Agnesse
September 2014
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   • Site Safety and command post
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   • Group photo
   • Before and after photos too!
Host a neighborhood meeting

Have a sign in table
Collect e-mail & contact information
Provide the Park Design & Layout

Offer a Variety of design Selections within your Budget
Ask the Group if they are interested in a neighborhood playground build...

Get a "show of hands!"

Advertise your Volunteer Playground Build.
Website, Postcards & Park Site
Volunteer Playground Pre-Installation Safety Recommendations/Guidelines:

- All children 15 & under should be paired off with an adult.
- Parent must be present at all times.
- Ensure that all volunteers have read & signed the volunteer check-in/waiver.
Preparations
...planning before the install

Two days prior to install:

• Project lead + 4-5 crew members will deliver equipment to the site.
• Team lays out equipment pieces around the perimeter, near their installation location.
1. Check in – from 8:00 AM – 8:30 AM

   • Early bird volunteers can help with set up too; putting up canopies, setting out tools, etc.

2. Group Orientation Starts at 8:30 AM

   • Welcome to the ____________ Playground installation.
   • Introduction of Support Team.
   • Location of: nearest bathroom facility, command center, first aid kit, coffee, water, snacks, etc.

3. After orientation review Field Safety
Field Safety Practices:

• Often, volunteers don’t arrive at 8:30. If this is the case, reiterate safety rules, the location of the first aid kit and identify the command post area.
• Caution the group about keeping holes covered and not to step on the covers. (Hole cover stays in place until the post is in the hole.)
• Once uncovered, tell the group to be extremely careful moving about the construction site as it’s easy to step backward into a hole.
• Be watchful of others at all times, particularly if you are digging and/or swinging equipment. Look first!
• If you are working below or on an elevated deck, let others know where you are. Be careful not to drop or knock things off that may hit someone.
Construction Guidelines:

- Staff and/or supervisors should wear an orange vest to be easily identifiable. (*Be prepared for multiple questions and interruptions.)
- Each basket contains the EXACT hardware needed for a specific component and a set of directions. Advise volunteers to READ the directions first...to ensure that they are using the proper nuts and bolts. Warn the group not to trade nuts and bolts. Each piece of hardware to their basket is specific for their component AND each bolt has a purpose, DO NOT SECOND GUESS the length either. (Our experience when this happens, volunteers say they are missing bolts.)
- Ideally each area has a flag noting a particular task. Some may be well suited for a parent/child team.
- Advise teams as they finish one component to let staff know, and we can assign another.
- Six strong/stable adults need to be identified to be the deck/post assembly crew. Gather these individuals and provide instruction.
- Once the main deck and posts are connected, the activity components are then attached to upper/lower decks, then panels, slide hoods, stairs, etc.
- Provide a break around 10 am and lunch at noon.
- HAVE FUN!!!
One to two days before volunteer install:
- Four to five people (depending on size/amount of equipment) to assist Project Manager for eight hours; hauling play equipment to the site and laying pieces out in designated areas.

One to two days before volunteer install:
- Two to three people (depending on size/amount of equipment) to assist Project Manager for eight hours; unwrapping play equipment at the site and organize baskets. Deliver folding tables (4 count) and adequate number of chairs (based on expected turnout). ** Make sure to inspect packaging and once bubble wrap is removed, inspect components for damage. Report any damage noted to the manufacturer with photo details ASAP.

Morning of volunteer install:
- Two support staff needed by 7:00 AM morning of install to set up two canopies, start coffee brewing, set out food, deliver tools and supplies, etc. (If there is no power source at the site, consider bringing your own generator.)
Tools Needed:

- 1 - Cordless Drill
- 2 – Hammers
- 1 – Saws All
- 2 – Canopies
- 4 – Step Ladders
- 3 – 5” Clamps with turnbuckles & 10’ 2x4’s & metal stakes
- 1 – Street Broom
- 4 – Pointed Shovels
- 2 – Metal Rakes
- 2 – 2’ Levels
- 2 – Socket Sets
- 1 – Generator (quiet)
- 3 – Extension Cords
- 6 – 8’x 2’x 4’
- 8 – 6’x 2’x 2’
- 1 Box – 3” Deck Screws
- 6 – Garbage Boxes
- 2 – Recycle Boxes
SECTION II
Pages 14–21

Duties for Project Manager
Volunteer Playground Installation Process
- Duties for the Project Manager -

One week prior to install:

- Read Installation book.
- Make a few extra copies. (Two copies should be made with wet/dry paper or covered with plastic page protectors.)
- Designate one copy as your "Master Installation Book." Make page tabs and identify each component/activity for quick referencing.
- For the second copy, separate out each activity and staple pages together.
Volunteer Playground Installation Process

- Duties for the Project Manager -

One – Two Days prior to install:

- Deliver freight to site if possible (freight must be secured).
- Take each activity installation page and place in individual baskets.

One-two days prior...
Volunteer Playground Installation Process
- Duties for the Project Manager -

One – Two Days prior to install continued:

- Organize hardware by laying out onto table (smallest code number to largest). One person can call out numbers while another locates it and places the item in the basket.
- Match hardware with plans and place in the basket.
Volunteer Playground Installation Process
- Duties for the Project Manager -

One – Two Days prior to Install continued:

- {Optional} Install an “anchor post” at playground in concrete if you are using a playground system with “post & clamps.” Best to pick a post at the transfer deck location. This will help stabilize structure and keep the structure placement where it needs to be located.
Volunteer Playground Installation Process
- Duties for the Project Manager -

Morning of install, prior to actual 8:30 AM start time:

- Organize all components (sides, transfer deck, store front panel, spinner, swing set, etc.) for each activity plan and place the corresponding basket full of hardware next to it.
- Look at the plans and identify length of post and sort out smallest to largest.
Volunteer Playground Installation Process
- Duties for the Project Manager -

Morning of install, prior to actual 8:30 AM start time

continued:

- Next take the playground footing layout to see where the decks go and place them close to the holes near where they will go.

- Looking at the plans and color 3-D layout, place the activity components (slide, panels, etc.) to the outer edge of the play area to allow room for assembling.

- Set out baskets of hardware and plans.
### Wonderland Park

**Design Number:** 13-1695A - Bill Of Material

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<td>ZZPJ00618 1/2 HEX COATED DECK ASSEMBLY</td>
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SECTION III
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Day of
Playground Installation
Volunteer Playground Installation Process
- Duties for the Project Manager -

Morning of install, start time:
- Make sure all volunteers have signed in.
Volunteer Playground Installation Process
- Duties for the Project Manager -

Morning of install, start time continued:

- Introduction Meeting.
- Discuss project overview, safety and portable command post.
Morning of install, start time continued:

- Assign groups (red, blue, yellow, green) and team leaders. Get a show of hands of those who have helped with installation before or who have a background in construction. Assign knowledgeable participants to each group.
Volunteer Playground Installation Process
- Duties for the Project Manager -

Morning of install, start time continued:

- Give groups various tasks; deck-post (group of at least six people). Activity panel group and transfer deck groups can be smaller.
- Once the decks are in place each component is attached to the structure.
- All bolts are semi-tightened down. Ensure everything is level and plumb before the final tightening. After these steps are successfully completely dry rivets are then installed.
Volunteers Make the Difference!
Wonderland Park – *Before*
volunteer install.
Wonderland Park – After volunteer install
Our future customers... waiting patiently!