

Playground Acquisition Procedures

Over the years the Facilities Department has worked with several organizations interested in providing playgrounds at their elementary schools. We've learned a lot together and have developed the following Operating Procedure to assist schools and organizations who are interested in establishing new playground equipment and installations.

1. Meet with our Facilities Department to identify the area where you'd like to add equipment.

Our Facilities Manager, Scott Pattison, and our Construction Manager, Kevin Knowles, will work with you to identify areas that would be appropriate for new playground equipment. They are familiar with the underground utilities of our schools and spacing requirements for playground equipment that will determine the size and configuration of the equipment you'd like to purchase.

2. Select the equipment you'd like.

Schools have worked with several different vendors on their playground projects. Some are more knowledgeable about school risk prevention and Washington State procurement and public works laws than others. We have found these four to be economical, provide fun equipment and excellent service, and are familiar with public works requirements, which makes your project go more smoothly with fewer surprises:

Northwest Playground Equipment
Eric Arneson
www.nwplayground.com

Allplay Systems
Jeff Hansen
www.allplaysystems.com

Sitelines
Gary Max
www.sitelines.com

Buell Recreation
Doug Buell
www.buellrecreation.com

3. Get approval for the equipment you'd like to purchase.

There are some kinds of playground equipment, like swings, that the district does not allow for safety or maintainability reasons. We will review your proposed equipment with information from the Consumer Product Safety Commission and our insurer to ensure that the equipment you will be donating is safe and appropriate for the age groups that will be using it. We will also review the equipment for durability and maintainability to make sure that the district will be able to care for the equipment you provide and that your investment will last a long time.

4. Work with the vendor on the design and layout of your playground.

Vendors include design in their services portfolio to ensure that the equipment you'd like will fit in the area available with the necessary safety clearance distances. Once your design is complete, submit it to our Facilities Department for final approval.

5. Secure a quotation from the vendor.

In order to establish a cost, the vendor will need to provide a quotation to the district that includes not only the equipment but the installation, fall protection surfacing and the costs of any required site work, fees, permits, sales tax and other public works requirements. Remember that installation is required as the district does not allow installation by volunteers because of

liability issues. Our Public Work department will verify that your quote has all the necessary costs so you aren't surprised when the invoice comes.

6. Set your budget and raise your funds.

Once you've established your budget, begin raising funds within the district's fundraising guidelines. Once you have raised the funds necessary for your project, you will work with your principal to officially donate the funds to the district for the purposes of installing the playground. Once the funds have been donated and transferred to the district, we will order the playground equipment and issue contracts and a purchase order.

7. Await the construction of your playground.

The vendors will set the manufacture and installation schedule. Our construction managers will coordinate the installation with the installer and any other necessary construction. Once the installation is complete and all necessary signoffs have been received, your playground will be ready for use.

8. Enjoy your new playground.

By following these procedures, your donation to your school will be installed according to the manufacturer's instructions for a safe and enjoyable playground for the students of your school to use for a long time. Thank you!

Please do not hesitate to contact one of us if you have any questions. Thanks again for your dedication to our schools.

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