## Suggested Playground Maintenance Checklist

- Inspections should be conducted on a frequent, regularly scheduled basis. Following are some of the danger points that should be checked on each hour.
- Visible cracks, bending, warping, rusting, or breakage of any component.
- Deformation of open hooks, shackles, rings, links, etc.
- Worn swing hangers and chains.
- Missing, damaged, or loose swing seats; heavy seats with sharp edges or corners.
- Broken supports/anchors or braces.
- Footings exposed, cracked, loose in ground.
- Accessible sharp edges or points.
- Exposed ends of tubing that should be covered any plugs or caps.
- Protruding bolt ends that do not have smooth finished caps and covers.
- Loose bolts, nuts, etc.
- Splintered, cracked or otherwise deteriorated wood.
- Lack of lubrication on moving parts.
- Worn bearings.
- Broken or missing rails, steps, rungs, seats.
- Surfacing material worn or scattered (in landing pits, etc.)
- Hard surfaces, especially under swings, slides, etc.
- Chipped or peeling paint.
- Vandalism (broken glass, trash, etc.)
- Pinch or crush pints (exposed mechanisms, junctures of moving components, e.g. axis of seesaw).
- Tripping hazards such as roots, rocks or other environmental obstacles.
- Poor drainage areas.
- Check for rust on equipment.
- Prepare written guidelines for playground operation, defining goals and procedures.
- Insist on first aid and accident training for playground leaders.
- Provide for constant supervision, by establishing a written schedule.
- Conduct daily cleaning and check for broken glass and other litter.
- Do not permit children to use wet or damaged equipment.
- Do not permit too many children on the same place of equipment at the same time; suggest that children take turns, or direct their attention toward other equipment or activities.
- Constantly observe play pattern to note possible hazards and suggest appropriate equipment or usage changes.
- Make periodic checkups, and request that worn or damaged pieces of equipment be replaced.
- Prepare written accident reports with special attention to surface conditions, type and extent of injury, age and sex of child, how the accident occurred, and weather conditions.
- Check corners of equipment, forts, and tires for beehives.
- Check areas where water could pool up and become hazardous to children.
- Separation of equipment for different age groups.
- Placement of swing(s) or swing sets away from other activities or equipment.
- Adequate space for children to exit equipment such as slides or merry-go-rounds.

## Suggested Playground Leader's Checklist

- Lay out designed to promote a safe flow of traffic between areas.
- Fencing or other barriers to separate the playground from adjacent streets.
- Clearly marked “danger zones” (e.g. those areas covered by swinging seats from swing sets and areas in front of sliding boards).
- No equipment installed over hard surfaces such as grass, dirt, concrete or asphalt.
- Accessible components of equipment adjacent to sliding surfaces shaped so that a child’s clothing cannot be caught as the child uses the slides.
- No component or group of components forming angles or openings that could trap a child’s head or any part of a child’s body.
- Protective barriers on surfaces which are elevated more than 30 inches from an underlying surface, assuring that the barriers do not create another hazard (i.e., horizontal cross pieces on which children can climb).
- Hand gripping components of size and shape to make them easy for a child to grasp.
- Climbing and gripping surfaces which are slip resistant under both wet and dry conditions.
- Explanation signs where needed, e.g., in color coded areas.
- A mail box placed in an outdoor play area could be used for the storage of a box of tissues and small bag for trash, gloves, wipes, band-aids.
- Using tires around swings makes a visual barrier to prevent children or toddlers from walking into swing, or at least slow them down. It also gives them a place to wait.