



TITLE: Princetown Play Area Maintenance Schedule

DOCUMENT MANAGEMENT
 This document constitutes Draft 1; adopted on tbd.

This schedule is based on manufacturers' maintenance recommendations where available. Items where manufacturer's recommendations are not available are marked with an asterisk (*).

Introduction

Process

Records

Schedule

2 Bay Junior Swing Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all chain assemblies for wear and damage, replace if required.		X			
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.			X		
Check rubber safety surfaces for damage or poor performance, repair or replace if required.			X		



Spinning Dish Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play and safety area, check condition of matting and take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion or rot. Replace any defective parts.			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

See Saw Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	

Springer* Sutcliffe Play - 2013	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	



Cable Ride Kaiser Kuehne Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check tension of cables, tighten if necessary		X			
Check wear of cables, replace if necessary		X			
Check pulley and trolleys for easy-running function and check wear of consumable elements, especially the impact plates, replace if necessary		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, grease or replace if necessary				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X

Single Point Swing Kaiser Kuehne Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check chain suspensions for wear, replace if necessary		X			
Check grub screw inside chain adapter is tight with Allen wrench (without over-winding the hexagon socket)		X			
Check rubber parts like seats, hoses, collars etc. for wear, replace if necessary		X			
Check stability of vertical posts and/or supports, tighten bolt-connections if necessary				X	
Check other component elements for wear and tight connections, tighten connections and replace defective elements if necessary				X	
Check bearings and joints for tight fixing and easy-running function, replace and grease if necessary				X	
Check function of universal joint, check specification according to attached drawing, as soon as specification is met or exceeded please de-install universal joint and replace bearings.				X	
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	
Check foundation, foundation anchoring and whole construction for corrosion or decay, repair or replace if necessary					X



<u>Hide and Slide Unit</u> Sutcliffe Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating and pivot points on binocular rail for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear or damage, replace if required.		X			
Check slide chutes for smoothness and remove any foreign elements		X			
Check stability of structure, tighten connections if required.			X		
Check all painted elements for damage, rub down and repaint or replace as required.			X		
Check all uprights at ground level for corrosion and/or rot. Replace any defective parts.					X

<u>Rock Spinner</u> Sutcliffe Play - 2011	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check rotating pivot points for wear and smooth running lubricate or replace if required.		X			
Check rubber parts for wear and/or damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check parts at ground level for corrosion and/or rot. Replace any defective parts			X		
Check all galvanised and painted elements for damage, rub down and repaint or replace as required.				X	

<u>Rocking Horse*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all painted elements for damage, rub down and repaint or replace as required.				X	



<u>Wooden Assault Frame*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all rope assemblies for wear and damage, replace if required.		X			
Check stability of structure, tighten connections if required.			X		
Check all wooden elements for rot or damage, replace as required.				X	
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

<u>Wooden Climbing Frames*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check all chain assemblies for wear and damage, replace if required.		X			
Check rubber parts like seats, tyres, collars etc. for wear, replace if necessary		X			
Check stability of structure, tighten connections if required.			X		
Check crawl tube for smoothness and remove any foreign elements.		X			
Check all wooden elements for rot or damage, replace as required.				X	
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	

<u>Man Made Timber Obstacle Posts*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for deterioration. Replace any defective parts				X	

<u>BMX Obstacle Ramps*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	



<u>BMX See Saw*</u> Pre-2010	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check cleanliness of play-and safety area, take out alien elements	X				
Insurance inspection for defects or risks to health or safety	X				
Check stability of structure, tighten connections if required.			X		
Check rotating and pivot points for wear and smooth running, lubricate or replace if required.			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts			X		
Check all uprights at ground level for corrosion or rot. Replace any defective parts				X	
Check all painted elements for damage, rub down and repaint or replace as required.				X	

<u>Miscellaneous Items*</u>	Weekly	Monthly	2 Monthly	6 Monthly	Annually
Check waste bins are being serviced regularly and contain no hazardous waste	X				
Insurance inspection for all areas for defects or risks to health or safety	X				
Check foot gate and latch for wear and smooth running, repair as necessary				X	
Check 5 bar gate and lock for wear and smooth running, repair as necessary				X	
Check stile for stability, step grip and rot, repair as necessary				X	
Check seat slats for rot and frame for corrosion, repair as necessary				X	
Check waste bins and galvanised cages for deterioration, repair as necessary				X	
Check fencing for rot, damage and corrosion, repair as necessary				X	
Check trees for rot or damage that could cause a hazard, lop if necessary				X	