

Henderson®

Providing Playground Fun™

Tel: 1-800-265-5462 | www.hendersonplay.ca
 PO Box 68, 11 Gilbertson Drive, Simcoe, ON Canada N3Y 4K8

Daily/Weekly Playground Maintenance Checklist

Use this checklist to help you maintain your new Henderson play equipment in good working condition. Proper maintenance through regular inspection is essential for reducing the possibility of broken equipment, product failure, and injury. Henderson recommends the use of regularly scheduled inspec-

tions and maintenance (daily, weekly, or monthly) subject to the frequency of use. For further information on playground maintenance please contact the Canadian Standards Association, CAN/CSA Z614, "Children's Playspaces and Equipment" for Canadian residents or the American Society for Testing and

Materials, ASTM F1487, "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use" for United States residents. For area specific standards please refer to your local guidelines. Please make multiple copies of this form and keep one blank master copy.

Type of Inspection: Circle: Daily or Weekly

Daily: visual inspection at beginning of the day

Weekly: complete checklist and file

Required checklist to be completed by playground owner/operator.

Checked by: _____

Date: _____

Type of Inspection	Yes	No	Description of Inspection
Surfacing			The equipment has adequate protective surfacing under and around it and the surfacing materials have not deteriorated. (12" sand, 12"-14"crushed wood)
			Loose-fill surfacing materials have no foreign objects or debris.
			Loose-fill surfacing materials are not compacted and do not have reduced depth in heavy use areas such as under swings or at slide exits.
			Are the rubber wear mats under the high traffic use areas covered by sufficient depth of surfacing material.
General Hazards			There are no sharp points, corners or edges on the equipment.
			There are no missing or damaged protective caps or plugs.
			There are no hazardous protrusions and projections such as bars or bolts.
			There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts.
			There are no pinch, crush, and shearing points or exposed moving parts.
Deterioration of the Equipment			There are no trip hazards, such as exposed footings an anchoring devices and rocks, roots, or any other environmental obstacles in the play area.
			The equipment has no rust, rot, cracks or splinters, especially where it comes in contact with the ground.
			There are no broken or missing components on the equipment (e.g. handrails,guardrails, protective barriers, steps or rungs on ladders) and there are no damaged fences, benches,or signs on the playground.
Security of Hardware			All equipment is securely anchored.
			There are no loose fastening devices or worn connections, such as S-hooks, chains or connectors.
Drainage			Moving components, such as swing hangers, swing rings or nets are not worn.
			The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and slide areas.
General upkeep of Playgrounds			The entire playground is free from miscellaneous debris or litter such as branches,cans, glass, animal waste, etc.

ACTIONS TAKEN (check all that apply)	Action taken on hazards apparent from this inspection.	Date Completed	Notes
	repair the problem		
	barricade/or closed area		
	notify supervisor		
	other		
	none: no hazardous conditions found		

Monthly Playground Maintenance Checklist

This report is not to be substituted for an annual comprehensive inspection report.

GENERAL SITE INFORMATION

Inspection Date: _____
 Time: _____
 Location Name: _____
 Inspector: _____

GENERAL EQUIPMENT INFORMATION

Area # _____
 Part #: _____
 Equipment Present: _____
 Site Location: _____

Inspection Information	Satisfactory	Unsatisfactory	Not applicable
Check equipment stability and check for broken, bent, missing components			
Re-distribute loose-fill surfacing material to areas of "dishing" (i.e. slide exits, overhead components, etc.)			
Check depth of protective surfacing to ensure adequate (check minimum 3 locations)			
Remove broken glass and/or foreign debris on play equipment or concealed in protective surfacing			
Unwrap swings from around top rail (of any swings)			
Check for kinked, twisted, broken or worn swing chain			
Check for drainage problems and/or other issues			
Check all moving components for maintenance concerns (i.e. wear and tear issues, etc.)			
Check condition of site furnishings and site amenities for vandalism			
Check any wood components for cracking, splitting, splintering and gaps greater than 19mm (3/4 inch)			
Check condition of retaining wall/barrier (if present)			
Check condition of access into play area (i.e. pathway, fencing, etc.)			
Check all fittings, bearing hangers, guardrails and components			
Check swing seats for damage and decay			
Check swing chains for kinked, twisted or broken chain			
Check slides for cracks and sharp points			
Check tires for drainage and/or protruding steel components			
Check for graffiti and/or vandalism			
Remove any obvious hazards			

Issues requiring immediate attention:	Additional comments (if any):	Person contacted regarding above noted issue:	Inspectors signature or initials: