PLAYGROUND MAINTENANCE CHECKLIST

Complete as indicated: Monthly, Weekly, and daily. Attach completed form to Monthly Report each month.

CENTER: _____ MONTH & YEAR: _____

DAILY: (NOTE DAY OF MONTH)																											
Playground free of broken glass, animal waste, trash, vandalism, tree branches, etc.																											
Sidewalks & equipment free of debris.																											
Equipment has no twisted or broken chains, no sharp or protruding edges.																											
There are no puddles on the ground or equipment.																											

WEEKLY:	1st Monday	2nd Monday	3rd Monday	4th Monday	5th Monday
Ensure the equipment has no: loose or missing pieces					
cracking, splintering or rotting wood					
exposed concrete					
open "S" hooks					
worn out or damaged pieces					
Ensure the depth of sand meets standards. If not, rake or replace (requirements on back).					
Check for (& remove if found) any beehives or other insect nests / problems.					
Check for (& remove if found) any weeds or poisonous plants.					

MONTHLY:

CHECK ALL EQUIPMENT FOR:

_____ visible cracks, bending or warping, rusting or breaking
_____ bent or opened hooks, shackles, rings, links, etc.
_____ worn swing hangers or chains
_____ broken supports or anchors
_____ accessible sharp edges or points
_____ exposed ends of tubing that require plugs or caps
_____ protruding bolts that have lost protective caps or covers
_____ loose nuts & bolts that require tightening
_____ lack of lubrication on moving parts
_____ worn bearings or other mechanical parts
_____ chipped or peeling paint
_____ pinch or crush points, exposed mechanisms
_____ fencing that has broken wires, slats or rust

Note here any equipment that needs repair or replacement. Also note if any equipment is not in compliance with program standards or if sand is needed. Report dangerous equipment or situations immediately to Education Coordinator.

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