



The Project Completion and Community Build Process in collaboration with M.E. O'Brien & Sons

First and Foremost – Due to the sensitive deadline and complexity of project I highly suggest we set up meetings for the first few of weeks for design finalization and then choose bi-weekly meetings leading up to Community Build date

Steps to a successful playground project

1. After receipt of notice of RFP award, M.E. O'Brien & Sons will meet with client to establish all budget details and final design. Design finalization will be key.
2. Discuss logistics for project completion timeline and community build. Discuss client expectations for Community Build such as unloading of equipment from flat bed truck, supplying concrete for the footings, soliciting volunteers and establishing protective temporary fencing for use during construction.
3. Review playground design once more, based on discussions at previous meetings and present to the client for review and comment. Make necessary changes as seen fit and at this point do everything to finalize design.
4. Gain approval from the client that the structure is designed to their satisfaction, and that it meets their budget. Choose colors for the structure. Get final approval from the client on any custom items such as signs or panels where wording and spelling will need to be reviewed and signed off on by them.
5. Order is placed for the structure. We will expect to have the equipment delivered as soon as possible.
6. At this stage, we urge the client to pick a date for the build.
7. Client to finalize build details such as music, food etc. and making it a fun event. This is what we stress to them is that it should be and needs to be fun. The playground will get built regardless. We do these "rain or shine" and even in the snow and cold, because we are booked fairly heavily through the season. It takes a very major storm event for us to call one off.
8. At least two weeks prior to the delivery of the equipment, we meet on site with the client and contractor and / or volunteer service provider, to do a final review of what is expected. We review, once more, with the client, what will happen prior to build day and on build day and see what kind of turn out they expect. Media should be notified if this is something they desire.
9. Site work starts.
10. Contractor will begin layout and excavation of footings. Erect and assemble some equipment and pour concrete for that equipment.
11. Remaining Footings to be dug by others (town / volunteers) prior to Community Build.
12. Equipment arrives on site and is off-loaded by the client with a bobcat or forklift. Equipment should be secured or pallets can be broken down and the equipment



ELEMENTS FOR A GREAT OUTDOORS

O'BRIEN & SONS, INC.

P.O. Box 650 • 93 West Street
Medfield, MA 02052-0650
(508) 359-4200 • (800) 835-0056
Fax: (508) 359-2817
E-mail: mail@obrienandsons.com
www.obrienandsons.com



secured until build date. If there is no threat of vandalism or theft, equipment is fine to be left on the pallets and outdoors as these are all shrunk wrapped.

13. Early on build day, three supervisors from O'Brien and Sons arrive on site with tools and prepares volunteers for the build. We establish our plan for the day and explain exactly how we are going to install.
14. Client should have a sign in table with hold harmless agreement that the volunteers sign. Any banners or signage, promotional items should be hung or distributed. Some of our clients like to have T-shirts made that are worn by the volunteers.
15. As volunteers sign in, they are directed to one of us where we split them into assembly teams and begin the actual installation. We strive to keep all volunteers busy so that they feel a part of the build.
16. We go straight through the day. Some builds will have lunch, but we try and work in shifts. Our goal is to finish in one day.
17. At the end of the build, the O'Brien representative(s) review the structure for compliance, to be certain that we did not miss any mistakes during the build process, as it can get a bit hectic.
18. At this point the build either ends or we have spoken with the client about getting concrete for a certain time. We tell the client how much they will need and perhaps a source whom we may worked with. They are responsible for cost and pay them direct. When the concrete truck shows up the volunteers wheelbarrow it into the footing holes. We have also done these where the client will purchase pallets of concrete and rent a mixer.
19. The week after the build is spent installing the sub-base and Rubber Poured In Place (PIP) Surfacing and then the wood fiber surfacing upon completion of cured PIP
20. After all of these steps, the project is officially completed. The play structure can be used typically 72 hours after the concrete is poured and once the safety surface has been installed. We caution tape and post warning signs on the structure that will be removed by the client, after the 72 hours.

This is a brief outline intended to give you a sense of what goes into completing a successful build based on our experience in performing community builds for over 30 years. These steps may vary, depending on the size of the playground and the involvement level of the client.



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ROUGH DRAFT Scope of Work

1. Excavation of Site

Excavate entire area to achieve 12" deep site. Dimensions are as shown on plan. Site should be fairly level once the excavation has been completed. Area should have temporary safety/security fencing put up until project is considered complete. Remove and legally dispose of all fill/spoils from site.

- TO BE DONE ?
- TO BE COMPLETED BY ?
- MUST BE DONE PRIOR TO ARRIVAL OF INSTALLER
- SURVEYS AND PROPERTY LINES BY TOWN
- DIG SAFE MUST BE CALLED TO CLEARLY MARK ANY UNDERGROUND UTILITIES AT LEAST 72 HOURS PRIOR TO EXCAVATION

2. Finished Grade Marks should be established by DPW/Town. Concrete walkways should be installed or marked out in way of location and finished grade.

3. DPW to offload equipment at their garage located at ?. Storage to be provided for equipment by DPW. DPW to be responsible for disposing of and taking all packaging materials and pallets that come with shipment. Please leave all packages/skids/pallets together if possible.

- DELIVERY CONTACT CALL TO ? PRIOT TO DELIVERY
- DELIVERY TO BE ?

4. Playground Installer to locate, dig post holes and install Tower Structure, attaching play components on 12' height, and NetPlex. Playground Installer to also locate, dig hole and install 1 post for PlayShaper Structure. Playground Installer to also dig hole, set box and pour concrete for OmniSpinner and We-Saw. Playground Installer to also erect and install Shade Structure and Concrete Footers only.

- TO START INSTALLATION ? OR ASAP DEPENDING UPON WEATHER CONDITIONS.
- TO BE DONE BY NELM CONSTRUCTION
- CONCRETE FOR THIS EQUIPMENT ONLY TO BE PURCHASED AND INSTALLED BY PLAYGROUND INSTALLER

- ALL SITE PREP, EXCAVATION AND LEVELING TO SUB-GRADE TO BE DONE PRIOR TO ARRIVAL OF PLAYGROUND INSTALLER
- REMAINDER OF EQUIPMENT TO BE INSTALLED BY OTHERS/ COMMUNITY BUILD

5. Remainder of Playground Equipment to be installed by Community Build with assistance from O'Brien & Sons.

- CONCRETE FOR THIS EQUIPMENT TO BE PURCHASED AND INSTALLED BY TOWN, CB GROUP.

Surfacing Type #1 – Poured in Place Rubber

6. Processed gravel/crush run to be delivered and installed by Playground Installer. Material must be heavily compacted to meet the required 95% compaction rate. (Thickness of compacted crush run is dependent upon thickness of Poured in Place (PIP) Rubber which is dependent upon fall heights of equipment in each area.)

- TO BE SCHEDULED AND COMPLETED BY O'BRIEN / NELM

7. Rubber Poured in Place Surfacing to be installed

- TO BE SCHEDULED BY MEGHAN AND COMPLETED BY SURFACE AMERICA

Surfacing Type #2 – Engineered Wood Fiber

8. Accept delivery of Wood Fiber Surfacing and spread.

- TO BE PURCHASED BY DPW OR CB GROUP
- TO BE INSTALLED/SPREAD BY DPW OR CB GROUP

9. Hang swings and ZipKrooz Seat Last!

Fencing To Be Relocated / Installed by Town

Site to be expanded or decreased as needed by DPW



Quidnessett Elementary School PTO Playground Build Implementation Timetable and Plan of Action

Build Site: Suzanne M. Henseler Quidnessett Elementary School

Build Date: Saturday, July 21, 2012 (raindate July 28, 2012)

Project Leader and Planning Committee

Project Leader: Christine Arouth, 401-556-0080

Planning Committee Leaders:

Cheryl Zevzavadijian, 401-885-6144; Katie Masse, 401-398-7204; Kerri Ouellette, 885-4096

Other members:

Louise Denette, SMHQES Principal

Robert Calvano

Matthew Erikson

Thomas Cross

Lisa Kilduff

North Kingstown School Department

SMHQES Principal: Louise Denette, louise_denette@nksd.net, 541-6360

Director of Administrative Services: Mary King mary_king@nksd.net, 268-6410, 338-4896 cell

Maintenance Department staff: Ned Draper ned_draper@nksd.net

David Young david_young@nksd.net, 255-4638

Playground Equipment Delivery

Delivery Date: July 18/19, 2012

Vendor Contact: Meghan O'Brien Taylor, O'Brien and Sons: 1-800-835-0056

Delivery of Forklift to site to offload equipment

Week of July 16 prior to equipment delivery. Gordon Kilday, Quonset Auto Body, 884-3900

Equipment Vendor:

Representative/Installer: Meghan O'Brien Taylor, O'Brien and Sons: 1-800-835-0056

Surfacing Delivery:

Delivery Date: July 19/20, 2012

NE Playground Safety Surfacing, Dorlene: 1-800-888-7529 x205

Concrete Vendor:

Delivery between 12:00 pm and 1:00 pm on 7/21/2012. 4CY 3000 ¾ Concrete at \$560 to be paid for by NKSD who issued a Purchase Order.

Material Concrete, Cathy Boisvert/Dennis: 765-0204.

Food:

Jitters, Ray – Coffee for 50 dropped off at 6:45. 295-9155

Allie's Donuts – 4 dozen donated, purchase 2 dozen more. Pick up at between 6:00 – 6:30 am

Whole Foods – lunch delivered at 11:00 am. Chelsey Barton-Karnes, 942-7600

Paula Fernandes, Stop & Shop: 884-9400

Volunteers:

Walmart: Merrill Conlon, 294-0025

Kohl's North Kingstown: Marilyn, 295-7955

Home Depot: Julie Brittsan, 295-1184 x077

Stop and Shop: Paula Fernandes, 884-9400

Whole Foods: Chelsey Barton-Karnes, 942-7600

SITE PREP SCHEDULE

<u>DATE/TIME</u>	<u>WHAT</u>	<u>WHO</u>	<u>TOOLS</u>
6/21/2012 at 10:30 am	Layout site prior to excavation	Meghan O'Brien Taylor David Young	
week of 7/9/2012	Removal of old equipment and cement footings.	David Young and NKSD Building and Grounds	Excavator, dumptruck
week of 7/9/2012	Excavate and remove and dispose of fill	David Young and NKSD Building and Grounds	Excavator, dumptruck
week of 7/9/2012	Put up temporary safety/security fencing	David Young and NKSD Building and Grounds	Fencing
between 7/16 – 7/19	Equipment delivery and offload	David Young and NKSD Building and Grounds	Forklift
7/18/2012 at 7:00 am	Lay out, dig post holes, insert sonotubes	David Young and NKSD Building and Grounds	Mini excavator or Bobcat Auger, sonotubes
between 7/19 – 7/20	Receive delivery of safety surfacing	David Young and NKSD Building and Grounds	Trucks

BUILD DAY SCHEDULE

<u>TIME</u>	<u>WHAT</u>	<u>WHO</u>	<u>TOOLS</u>
6:15- 6:30 am	Pick up donuts from Allie's donuts	Kerri/another volunteer	
6:15 am	Meet to review the plan for the day. Equipment moving and sorting	Team Captains/Leaders, O'Brien and Sons, and NKSD maintenance staff	
6:30 am	Coffee delivery, set up refreshment table, first aid station, water cooler, and registration table, waiver forms, photographer ready	Team captains/leaders	Coffee, tables, chairs, pens, forms, water cooler, music,

6:30 am – 3:00 pm	Photograph and videotape work	Volunteer photographer	Cameras
6:30 am	Set up tool table	Team Captains/leaders	Table and signs
7:00 am – 7:15 am	Volunteers begin to arrive. Direct them to the registration table. Volunteers given t-shirt, name tag, waiver form. Volunteers directed to refreshment table. Registration will be ongoing throughout the day as volunteers arrive.	Team captains/leaders, volunteers	Name tags, t-shirts, pens, waiver forms, coffee, donuts
7:15 am – 7:30 am	Welcome briefing	Planning committee	
7:30 am – 11:00 am	Deployment of volunteers and playground construction begins	Planning committee, team captains, O'Brien and Sons, NKSD maintenance staff, volunteers	Specs, hardware, tools, playground equipment
11:00 am	Lunch arrives	Food team	Food/paper products
11:00 am – 12:00 pm	LUNCH (in shifts)	Food team, volunteers	Food, appetites
12:00 pm – 1:00 pm	Cement arrives and is poured into wheelbarrows and then the sonotubes	Volunteers	Cement truck, cement, wheelbarrows
1:00 pm – 3:00 pm	Spreading safety surfacing	Volunteers	Bobcat, shovels, wheelbarrows, rakes, energy!
1:00 pm – 3:00 pm	Wipe down poles	Volunteers	5 gallon water buckets, water, rags
2:00 pm – 3:00 pm	Collect tools, clean up	Volunteers and Team Captains/leaders	Specs, hardware
3:00 pm	Celebrate successful completion	Volunteers and Team Captains/Leaders	Energy!

TEAMS

- Team Captains/Leaders
- Planning Team
- Registration team
- Refreshments team
- Playground Components team
- Cement team
- Mulch team
- Safety team
- Photography team

ESSENTIAL TOOLS/SUPPLIES NEEDED

<ul style="list-style-type: none"> • 3/8" Ratchets with sockets and bits • 6' Ladders • Wheelbarrows • 5 gallon buckets for water • Old rags • Wrenches • Allen Wrench set • Carpenter Levels 	<ul style="list-style-type: none"> • Tin snips • Utility Knives • Hammers • Shovels • Rakes • Tape measures 	<ul style="list-style-type: none"> • First aid kit with plenty of bandaids and icepacks • Sunscreen • WATER • Name tags • Trash barrels • Pens • Hand wipes • Bug spray • Food and paper products (napkins, cups, plates) • Tables and chairs • ICE • Watermelon
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TEAM

- Team Captain/Leaders
- Planning Team
- Registration Team
- Referee/Event Team
- Background/Logistics Team
- Content Team
- Music Team
- Safety Team
- Photography Team



I want to volunteer to build the Willett Elementary School Community Playground!

Name: _____
 Address: _____
 Home Phone: _____ Cell Phone: _____ Email: _____
 Best way to be reached: Home Cell Other: _____

I would like to volunteer on Saturday, April 5th from: 7am – 12 noon 12 noon – 5pm

I would like to help work on:

- Assembly Team: sorting hardware, assembling parts, leveling and tightening equipment, helping set concrete footings, cleaning posts and other general assembly works
- Refreshment Team: getting food and beverage donations, setting up refreshment tent, distributing refreshments, creating first aid station, and cleaning up
- Childcare Team: register attendees, create activities for children, distribute refreshments and monitor the safety of the participating children
- Other (please list any other way that you would like to help): _____

Yes, I can bring tools. I will bring:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Allen wrench set | <input type="checkbox"/> brooms | <input type="checkbox"/> 5 gallon bucket & rags | <input type="checkbox"/> carpenter levels |
| <input type="checkbox"/> Carpenters square | <input type="checkbox"/> drift punches | <input type="checkbox"/> drive socket wrench | <input type="checkbox"/> duct tape |
| <input type="checkbox"/> Electric drills | <input type="checkbox"/> hammers | <input type="checkbox"/> extension cords | <input type="checkbox"/> hoses |
| <input type="checkbox"/> levels (24"/36") | <input type="checkbox"/> ladders | <input type="checkbox"/> rakes/pitch forks | <input type="checkbox"/> ratchet sets |
| <input type="checkbox"/> rubber mallets | <input type="checkbox"/> sockets | <input type="checkbox"/> soil tamper | <input type="checkbox"/> steel digging bars |
| <input type="checkbox"/> scrap lumber/blocks | <input type="checkbox"/> shovels | <input type="checkbox"/> sledge hammers | <input type="checkbox"/> sawhorses |

- | | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> tin snips | <input type="checkbox"/> trowels | <input type="checkbox"/> tape measures (25' & 100') | <input type="checkbox"/> tool aprons |
| <input type="checkbox"/> utility knives | <input type="checkbox"/> vise grips | <input type="checkbox"/> wheel barrows | <input type="checkbox"/> wrench set (open ended) |

Be sure to mark your tools for easy identification – some tools may not be needed

Childcare – please note that only toilet trained children can attend

- I will need childcare during my shift. My children's names and ages are: _____

I would like to volunteer on Sunday, April 6th from 7 am to 1 pm, if needed, and I will help work on:

- Surfacing Team: distributing and spreading wood chips over playground surface.
- Clean-up Team: assist in final site clean up

Instructions- How to Receive a Shipment

24 Hour Prior Delivery Notification: You will receive a minimum 24-hour call notice from New Way Trucking. They will call you to set up a time and day for delivery as well as to confirm the shipping address. **The contact call will go to ? at ?.** Again, you will get the call from the trucking company pinpointing a more accurate time once they have the shipment in their possession. .

Unloading:

You need to have means to unload the truck. Some of these items weigh thousands of pounds and require a forklift or other lifting /offloading device. The delivery will be on a flatbed truck and the forklift will be able to access all three sides of the flatbed. Return trips or delays due to lack of preparation will required an additional fee.

You do not have to open the packages upon delivery but you will want to find a secure place to store the materials until they get installed.

Once offloaded please ensure they are placed in an area that is secure but will be accessible (open, unlocked etc) during installation. If available, the forklift can bring the pallets, packages etc closer to the actual build site.

Bill of Lading / Delivery Receipt:

Please make sure that the receiver counts the number of packages and that it matches the number of packages shown on the Bill of Lading (the slip that the trucker will ask you to sign indicating you received delivery). For instance, if the Bill of Lading says there are 5 pallets, 2 skids and 3 boxes, be sure that is what you unloaded 5 pallets, 2 skids and 3 boxes. Please also ensure that they are in sound condition before signing the "bill of lading". Do not refuse anything. If something is damaged or missing simply indicate that fact directly on the Bill of Lading and immediately call Meghan O'Brien @ 800-835-0056.

Damages:

We make every effort to ensure that your products arrive complete and undamaged. However, there is room for mistakes over such a long distance from Minnesota to New England. Properly noting damaged (or missing) pallets, crates or pieces on the Bill of Lading will expedite rectifying any of these issues and will help to avoid delay.

If there is observable damage, for example: broken packaging or crushed packaging, please clearly note this on the Bill of Lading. There is no need to confirm the damage by having to break down the pallet at time of acceptance or open the boxes but it is extremely important that it be noted.

Storage:

You should find a secure location for storage until you are ready to install. If your order is to be left outside please ensure that it is left in a secure area. You should place any smaller boxes inside if possible if there is a chance someone could take it.

Dear Playground Volunteer,

We are so excited about the upcoming Playground Community Build Day on Saturday, insert day here. We will begin at 7:00 am and hope to finish up around 3:00 pm. Many of you have indicated that you will be able to join us for part of the day. That is completely fine. Come for as long as you can.

When you arrive, the first thing we need you to do is to visit the Registration Table. This is extremely important. We need to sign you in and you will need to review and sign a waiver and get a nametag. Due to insurance regulations, all volunteers must sign this waiver or they will not be permitted to volunteer. Once you are registered, you will be asked to see one of our Playground Team Leaders for your assignment. The Playground Team Leaders will be wearing an ash colored playground t-shirt.

We will have coffee and donuts in the morning and lunch in the afternoon for our volunteers. There will plenty of drinks to keep us hydrated throughout the day. Remember to apply sunscreen and bug spray before you come over. We will have more available on site, but if you have a particular kind you like to use, we suggest that you bring it along. Wear comfortable clothing and foot wear to allow you to be safe while working and a hat and sunglasses may be helpful to keep the sun off your head and out of your eyes.

Below is a list of essential tools/supplies that we will need. If you have any of these items, we would **greatly** appreciate you bringing them along for us to borrow (* most essential items needed):

- 3/8" Ratchets with 9/16 socket *
- 6' or taller ladders are most useful *
- Wheelbarrows *
- 5 Gallon buckets for water *
- Rags *
- Rakes *
- Socket Wrench set
- Allen wrench set
- Carpenter levels* - 24" and 36"
- Tin snips
- Utility knives
- Hammers and Rubber Mallets

Shovels

Tape measures (25' most useful)

Lumbar Scraps / Blocks

Sledge Hammer, Line, Stakes and Line Level for installing edging (this is one job you can recruit for prior to community build – maybe a team of 5)

Metal Rakes for Spreading Playground Surfacing

Electric Drills

Drill Bits

We could also use a few pop up tents for shade over the registration, refreshment, and first aid stations. If you have one, could you bring it along?

We are going to do a rain dance to hopefully hold off any chance of rain. We plan to work rain or shine.

Thank you! We look forward to seeing you. If you have any questions, feel free to send me an email.

Dig Safe – 1-888-DIG-SAFE

What is Dig Safe ®?

State laws require anyone who digs to notify utility companies before starting, and for good reason. Digging can be dangerous and costly without knowing where underground facilities are located.

Dig Safe System, Inc. is a communication network, assisting excavators, contractors and property owners in complying with state law by notifying the appropriate utilities before digging. Dig Safe®, a free service, notifies member companies of proposed excavation projects. In turn, these member utilities respond to the work area and identify the location of underground facilities. Callers are given a permit number as confirmation.

Member utilities, or contracted private locators, use paint, stakes or flags to identify the location of buried facilities. Color coding is used to identify the type of underground facilities:

RED	ELECTRIC
YELLOW	GAS, OIL, STEAM
ORANGE	COMMUNICATIONS
BLUE	POTABLE WATER
PURPLE	RECLAIMED WATER
GREEN	SEWER / DRAINAGE
PINK	SURVEY MARKS
WHITE	PROPOSED EXCAVATION

Release and Hold Harmless Agreement for Participants Eighteen Years and Older

I, the undersigned, hereby certify that I am over the age of eighteen and agree to participate in the installation of playground equipment manufactured by Landscape Structures Inc. As a participant in the installation of playground equipment, I understand and acknowledge the magnitude and nature of the risks, including but not limited to the potential for serious injury. IN ADDITION, I RELEASE AND WAIVE ALL RIGHTS TO CLAIM OR SUIT FOR NEGLIGENCE AND/OR VICARIOUS LIABILITY AGAINST

_____, LANDSCAPE STRUCTURES INC. AND ITS OFFICIALS, AFFILIATES, EMPLOYEES, AGENTS, AND MANUFACTURER'S REPRESENTATIVES REGARDING ANY AND ALL LIABILITY FOR INJURIES, DEATH, OR PROPERTY DAMAGES ARISING FROM THE INSTALLATION OF PLAYGROUND EQUIPMENT AND AGREE TO DEFEND, INDEMNIFY AND HOLD LANDSCAPE STRUCTURES INC., ITS OFFICIALS, AFFILIATES, EMPLOYEES, AGENTS AND MANUFACTURER'S REPRESENTATIVES HARMLESS FROM AND AGAINST ALL NEGLIGENCE, CLAIMS AND SUITS, INCLUDING BUT NOT LIMITED TO SUITS AND CLAIMS FOR VICARIOUS LIABILITY, FOR INJURY, DEATH, OR PROPERTY DAMAGES TO ME AND/OR OTHERS ARISING FROM MY INVOLVEMENT IN THE INSTALLATION OF PLAYGROUND EQUIPMENT.

I UNDERSTAND AND ACKNOWLEDGE that no major medical insurance will be provided to me during this activity. I certify that I have sufficient health, accident, and personal liability insurance to cover any bodily injury, property damage or disability which may arise during my participation in the playground equipment installation, and to cover bodily injury or property damage caused to a third party as a result of my participation in the playground equipment installation. If I have no insurance, I certify that I am capable of personally paying for any and all such expenses or liability.

I FURTHER ACKNOWLEDGE that I am in good physical and mental health, and not suffering from any physical or mental condition which may potentially affect participation in the activity.

I have read this Agreement and understand that this is the entire Agreement between me and Landscape Structures Inc., its officials, affiliates, employees, agents and manufacturer's representatives, and that it cannot be modified or changed in any way by representations or statements of Landscape Structures Inc., its officials, affiliates, employees, agents and manufacturer's representatives unless agreed upon in writing by an authorized representative of Landscape Structures Inc.

I FURTHER UNDERSTAND THAT THIS AGREEMENT CONSTITUTES A RELEASE OF LIABILITY AND ASSUMPTION OF RISK. I FULLY UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT AND SIGN IT VOLUNTARILY AND WITHOUT ANY INDUCEMENT.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, USA.

Volunteer's Name	Signature of Volunteer	Date	Emergency Contact Name/Phone
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____

Parental Consent Form, Release and Hold Harmless Agreement for Youth Under Eighteen Years of Age

The undersigned, as parents or legal guardians for a youth volunteer under the age of 18, understand and acknowledge the magnitude and nature of the risks, including but not limited to the potential for serious injury, which may arise during playground equipment installation and do hereby authorize the child's participation in the installation of the equipment manufactured by Landscape Structures Inc. IN ADDITION, I/WE RELEASE AND WAIVE ALL RIGHTS TO CLAIM OR SUIT FOR NEGLIGENCE AND/OR VICARIOUS LIABILITY AGAINST _____,

LANDSCAPE STRUCTURES INC., AND ITS OFFICIALS, AFFILIATES, EMPLOYEES, AGENTS, AND MANUFACTURER'S REPRESENTATIVES FOR INJURIES, DEATH, OR PROPERTY DAMAGES ARISING FROM THE CHILD'S INVOLVEMENT IN THE INSTALLATION OF EQUIPMENT AND AGREE TO DEFEND, INDEMNIFY AND HOLD LANDSCAPE STRUCTURES INC., ITS OFFICIALS, AFFILIATES, EMPLOYEES, AGENTS AND MANUFACTURER'S REPRESENTATIVES HARMLESS FROM AND AGAINST ALL NEGLIGENCE CLAIMS AND SUITS FOR INJURY, DEATH, OR PROPERTY DAMAGES WHICH MAY ARISE FROM THE CHILD'S INVOLVEMENT IN THE INSTALLATION OF EQUIPMENT.

I/WE UNDERSTAND AND ACKNOWLEDGE that no major medical insurance benefits will be provided to the child during this activity. I/we certify that the child has sufficient health, accident, and personal liability insurance to cover any bodily injury, property damage or disability which may arise from the child's participation in the installation of equipment, and to cover bodily injury or property damage caused to third parties as a result of the child's participation in the installation. If I/we have no insurance, I/we certify that I/we are capable of personally paying for any and all such expenses or liability.

I/WE FURTHER ACKNOWLEDGE that the child is in good physical and mental health, and not suffering from any physical or mental condition which may potentially affect participation in the activity.

I/WE have read this Agreement and understand that this is the entire Agreement between the undersigned and Landscape Structures Inc., its officials, affiliates, employees, agents and manufacturers representatives, and that it cannot be modified or changed in any way by representations or statements of Landscape Structures Inc., its officials, affiliates, employees, agents and manufacturers representatives unless agreed upon in writing by an authorized representative of Landscape Structures Inc.

I/WE FURTHER UNDERSTAND THAT THIS AGREEMENT CONSTITUTES A RELEASE OF LIABILITY AND ASSUMPTION OF THE RISK. I/WE FULLY UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS ON MY/OUR BEHALF AND ON MY CHILD'S BEHALF BY SIGNING IT AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, USA.

Volunteer's Name	Signature of Volunteer	Signature of Parent/Guardian	Relationship	Day Phone	Date

Things to Remember for Day of Community Build

Time: Saturday, September 13th . Start Time is 7:00 am until usually around 3:00.

Volunteers: You can have two shifts of people if necessary but I recommend just trying to keep everyone for the day. Most people will stay for the whole day but sometimes giving them the option of a half day ahead of time makes it seem more appealing to volunteer. Most people really get into it and make an unconscious decision to stay the whole day. Also some people have activities (soccer, etc.) and really do want to help out and this gives them the option to do both the activity and the "build". The shifts should be made up of at least 5 hours each. It would be great to have around 20-25 volunteers minimum the whole day. The attached "Example Volunteer Letter" can be modified and sent out to the volunteers. Whatever people have in the way of these tools would be great. Some people during the day will run home and can easily grab something like a wheelbarrow or ladder if an extra is needed.

Food: You should provide food and drink to keep the troops going and energized throughout the day. Look for donations!! Coffee is typically a must to get people going in the morning.

Concrete: Please see attached. The easiest and preferred way to get concrete is to have a **ready-mix truck** come. Please arrange for ready mix concrete truck to come at 1:00 pm on Saturday. **Concrete cannot be poured prior to the installation of the equipment!!**

Community-build playground projects have received a lot of attention over the past few years. According to the Community Built Association, the term refers to "the interactive process that involves the local community in the design, organization and creation of community projects." The payoff, according to the Association, is a permanent transformation of the environment that becomes a "priceless symbol of the community spirit behind" each project.



"The community-built playground becomes a rallying point for community spirit"

Beyond the general definition provided by the Association, you may interpret what "community build" means to you. Here are some examples of what a community-build project can mean:

- Having your landscape architect get input from, or work with, committees made up of community members during the design phase of the project.
- Asking individuals, organizations and businesses to volunteer equipment, tools and labor when you're ready to turn your approved design into reality.

A community-build project builds more than a playground

- When you choose to do a community-build project, the advantages are numerous. From financial savings to community spirit, a community-build playground project offers rewards, both in the short term and for years to come.
- Community involvement makes it easier to raise funds and build political support for a new (or updated) playground.



- A community-build playground project becomes a rallying point for community spirit. Citizens of varying ages, economic backgrounds, genders, races and cultures work in unison toward a common goal.
- A community-build playground project can serve as a team-building opportunity for employees of corporations, members of organizations, and school and church groups.
- When local citizens are involved in developing a new playground, the resulting pride of ownership tends to discourage vandalism and other destruction.
- When you make your playground a community-build project, you can often save up to 30 percent on the total cost of your playground!

Find the right partner to get started.

There are several key questions to ask your playground manufacturer when you are considering a community-build playground. You want to work with a company, like Landscape Structures, that has experience with community-builds, has an organized community-build program and has local service to assist you. Here are some questions to ask when you are choosing a manufacturer:

- Do you have a comprehensive community-build program?
- Do you have a kit that can help us get started?
- How many community-build projects have you been involved with?
- Do you provide on-site assistance or supervision? Is there a fee?
- Do you have 24-hour support, seven-days-a-week?
- How will you work with our community or organization?

Looking for more how-to resources? KaBOOM! can help. This national nonprofit organization envisions a playground within walking distance of every child. They have an excellent website that can give you more information on community-build projects. Check out the KaBOOM! website at www.kaboom.org



A community-build playground requires plenty of time for planning, design, fundraising and installation. Your local Landscape Structures representative can work with you to prepare a schedule.

From the beginning

A community-build playground project can seem overwhelming. But, when you break it down into smaller tasks, it can be quite manageable. Here are the basic steps you will take on your journey to your new playground:

Before you can design and install a community-build playground, you need community support for your plans. This usually requires several steps:

- **Identify stakeholders.** These are the youth, parents, park or school personnel and childcare providers who will most directly benefit from the playground project.
- **Target potential supporters.** These could be PTOs, neighborhood associations, service clubs, local government agencies, religious groups, trade unions and local news media.
- **Invite participation.** Schedule meetings with stakeholders and potential stakeholders, approach community organizations, solicit help from local businesses and inform the news media of your plans.

The next step is to organize your efforts:

- **Create task groups:** Create groups to focus on site design, equipment layout and design, fundraising, site preparation and playground installation.
- **Appoint team leaders,** then have the team leaders elect an overall project leader.
- **Kickoff your project** with all team members together to build enthusiasm for the project.

A collective design process

A true community-build playground uses a collaborative design process that involves both children and adults. This process is usually divided into four steps:

- **Define your goals.** You'll need a very specific mission statement accompanied by realistic financial goals and timeframes.
- **Gather design input.** Schedule and publicize a "design day" where community members of all ages can suggest their ideas for playstructure themes, play events, site amenities, colors, site layout and landscaping.
- **Obtain a professional plan.** Using a landscape architect or other professional playground designer will save you money in the long run, by providing a design that's safe, low-maintenance and engaging for years to come.

- **Review your design with the community.** At your Design Review Day, you can recruit volunteers to help with fundraising, materials, installation and more.

Put the fun in fundraising

Fundraising is a necessary part of building your playground. One of the ways to get people excited and keep the community engaged is to try new types of fundraising activities. Bake sales, car washes and pancake breakfasts have run their course in many communities. Here are some ways to get your fundraising on track:

- **Try something unique.** Cut-a-thons at a local salon, silent auctions at a picnic, a wash-a-thon for pets instead of cars, sandcastle-building contests, allow people to "buy" a piece of the playground to honor a loved one, etc. Honor them with custom sign at the site.
- **Don't forget grants.** There are many websites out there that can point you to grant sources.
- **Prepare a timetable.** Schedule activities over a number of months to keep cash flow constant.
- **Publicize your efforts.** Banners, signs, stories in the local media all help your cause.
- **Acknowledge your contributors** to show your appreciation.

Many hands make light work

When you are ready to install your playground, rally the community:

- **Appoint committees** to handle the tasks of volunteer recruitment, site preparation, food, childcare, security, public relations, tools and supervision for the installation.
- **Create a calendar of events** to plan the installation activities.
- **Plan a grand opening celebration** to which everyone can look forward.

Consult the experts and contact your local Landscape Structures representative. With more than 500 community-build events every year, Landscape Structures can provide everything you need for a successful community-build playground.



Landscape Structures has published a detailed manual titled **Community Built Playgrounds—From Inspiration to Celebration.** For information on this manual, see your local Landscape Structures representative.



Landscape Structures Inc. is a member of the Community Built Association



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