

# Inspection and Maintenance Pack



# INSPECTION AND MAINTENANCE SCHEDULE FOR PLAYFORCE PLAY EQUIPMENT, SHELTERS, SURFACING AND FURNITURE

Playforce play equipment should be maintained in accordance with the requirements of BS EN 1176-7 2008 covering guidance on installation, inspection, maintenance and operation of playground equipment.

The frequency and level of inspection will depend on the location, degree of use and likelihood of vandalism at the playground. However, assuming normal usage, Playforce recommend the minimum frequency of inspection should be at the level detailed in this schedule.

During an inspection, should pieces of the equipment be deemed unsafe and cannot be replaced or corrected immediately, the equipment should be secured against further use.

A regular inspection schedule should be maintained and results must be recorded and retained.

IMPORTANT: a copy of your inspection and maintenance records will be required when making any claim under your guarantee.

## Inspection Schedule

### **Routine Visual Inspection**

A routine inspection is recommended to identify any hazards that may be the result of vandalism or severe weather conditions. The routine visual inspection should take place either daily or weekly (depending on the level of usage). New playgrounds are often subject to above average use and, therefore, Playforce advise daily visual checks are made during the first few weeks of use. The following daily visual inspection checks are recommended as a minimum:

- All timbers and steelwork are secure.
- All fixings are in place and not loosening.
- The equipment has no protrusions or sharp edges.
- All chains, swing seats, tyres, rope work and connections are free from damage.
- Surface finishes are not damaged, rusting or deteriorating.
- The surfacing and/or area surrounding the equipment is clear and free from debris or sharp objects.
- The surfacing is not damaged.

Please use the form (pictured) which is in the back of this pack

## Operational Inspection

This is a more detailed inspection, carried out at one to three monthly intervals, to check the operation and stability of the equipment. Using a copy of the form in the back of this pack as your checklist, keep a formal record of your findings and file with this Care Pack.

## General Checks

1. The area surrounding the equipment is clear of rubbish and debris.
2. Inspect all timbers for damage and signs of decay.
3. Inspect all chains, tyres and connections for wear, damage or corrosion.
4. Inspect all steelwork for damage or excessive corrosion.
5. All components are in place.
6. Surface finishes are not damaged, rusting or deteriorating.
7. Inspect all bushes and shackle pins for wear. We recommend any bushes with wear exceeding 50% be replaced and any shackle pins
8. All welds show no signs of cracking or corrosion.
9. Check all foundations are secure.
10. All parts are secure and there is no excessive movement between them that may lead to finger entrapments.

## Ropes

11. Inspect all components for any protrusions or sharp edges.
12. Check all fixings are tight, in place and no protruding edges.
13. Check ropes are not frayed or vandalised and have no protruding wires.
14. Check eyebolts, shackles and links are secure and not worn.

## Loose Fill Surfacing (e.g. Bark, Sand)

15. The surfacing material is evenly distributed over the impact area and has not migrated to other areas of the play space.

## Overlay, Recreation & Safer Impact Surfacing

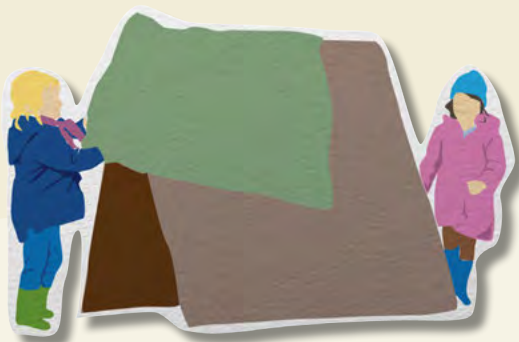
16. The surfacing is not damaged and seams and edging are secure.

## Wet Pour Surfacing

17. The surfacing is not damaged or crumbling.

## Rubber Tiles

18. The surfacing is not loose or damaged.



# Playforce Care



## Inspection and Training

### Annual Maintenance Inspection

At intervals not exceeding 12 months, but preferably twice a year, a detailed inspection should be carried out by a competent person and the results of the inspection entered into a permanent record and filed with this Care Pack, for future reference.

Playforce can undertake these inspections and will provide a complete documented inspection report, with risk assessments.

Please contact us on **01225 792660** to discuss your requirements.

The Playforce Care Packages are designed to help you to manage and maintain your play space, safely and effectively for the short, medium and long term. With a variety of options and prices, we can advise you on the perfect solution for your setting. Our RPJI qualified inspectors will not only provide maintenance reports for your equipment and surfacing but, also, help you to remedy any problems.

### Post Installation Inspection

1x post-installation inspection with full report

### Annual Inspection

1x annual inspection with full report

### Annual Inspection Package

1x annual inspection with full report  
3x operational inspection with full report  
3x one-to-one training and consultation sessions

Call 01225 792660 and speak  
to a member of our team to find  
out more.



## Maintenance

### Replacement Parts

Any worn or damaged parts should be replaced with Playforce authorised components. Please call **01225 792660** for our recommendation. Playforce do not recommend the use of homemade or unapproved parts and their use will negate guarantee's.

### Timbers

The timbers are pressure treated with preservative at the production stage and, therefore, further treatment of the timbers is not required.

Playforce installation teams make every effort to ensure all timbers are rubbed down prior to leaving the site. However, air cracking can cause the timber to create splinters; these can be removed easily by rubbing the offending crack with glass paper.

Timber will respond to atmospheric conditions and, therefore, it is quite normal for air cracking to occur during hot and persistently dry weather. However, this will recede during cooler and wetter weather. Cracks measured at a height of 1m or more above ground level should not exceed 8mm in width. The length of the crack is not significant. However, the depth of the crack should not be more than half of the diameter of the log.

Playforce will send a free test probe for you to check cracks, on request.

### Fixings

Playforce uses special security fixings on its equipment. There can be occasions when fixings require adjustment. To do this, you will need the following tools;

Allen Key (supplied by Playforce)  
Screw Drivers  
Hammer  
17mm & 19mm Socket Sets

Use of allen key



Use of socket set

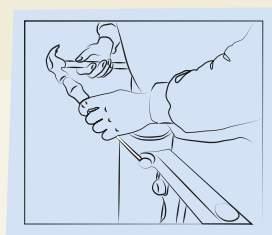


Some fixings are protected by security caps. These are easily removed, as demonstrated in the illustrations below.

Removal of Countersunk Cap



Removal of Two Piece Cap



### Playforce All Weather, Play Lawn & Play Turf Surfacing

Under normal circumstances, Playforce Surfacing requires minimal maintenance that does not require specialist equipment or training. To keep the surface in optimum condition, and to ensure maximum lifespan, the following maintenance will be necessary:

1. Maintain the level of sand in the pile to within 2mm of the top. This is important in high usage areas, in particular underneath apparatus where the usage causes a scraping on the ground (e.g. under swings). Sand should have a particle range between 0.125-1.00mm, with a rounded or sub-rounded shape. Playforce is able to supply the correct sand, should you require.
2. Remove debris and rubbish from the surface by light brushing.
3. During routine maintenance of any surrounding grass area, clippings or grass seed may blow onto the Playforce surface. If the area is not regularly brushed after such works, the seeds may germinate. Should this happen, weeds may be physically removed or a suitable preparatory weed killer can be used to maintain the appearance of the surface. (Please note, weeds cannot grow up through the carpet, as it is manufactured with a woven rubberised backing).

Empty sand onto carpet



Spread sand and work into carpet pile with a stiff brush



\*note - in wet conditions the sand will remain on the surface. As the sand dries it will migrate into the carpet.

Finished surface



Weed removal





Damaged Playforce surfaces can be repaired; please call Playforce for advice on the best way to carry out the repair.

Should you encounter any animal faeces on the Playforce surface, the best option is to remove the offending item and either hose down or power wash the area. Playforce surfacing is extremely porous so the water will drain away very quickly.

#### **Playforce Wet Pour Safer Surface**

1. Wet Pour Safer Surfaces are low maintenance but, from time to time, may require an occasional sweep or wash to remove debris such as litter and leaves.
2. Salt, de-icers or any chemical agents should **not** be used on the surface.
3. The surface would benefit from being hosed down by clean water. This will lift any dirt that may have built up over time.
4. Where sand or dust has become a problem, the use of an industrial vacuum would be recommended.



#### **Loose Fill Materials (e.g. Bark, Sand)**

1. Remove litter and other debris.
2. Rake surface to maintain levels.
3. Replenish surfacing materials when required.



#### **Bonded Rubber Mulch**

1. Mulch surfaces are low maintenance but, from time to time, may require an occasional sweep or wash to remove debris such as litter and leaves.
2. Salt, de-icers or any chemical agents should not be used on the surface.
3. During routine maintenance of any surrounding grass areas, clippings or grass seeds may blow onto the mulch surface. If the area is not brushed after such works the seeds may germinate within the pores of the mulch. Should this happen weeds may be physically removed or a suitable preparatory weedkiller can be used to maintain the appearance of the surface. Please note weeds cannot grow up from under the surface as a membrane is installed on the underside of the mulch.



## ADDITIONAL REQUIREMENTS SPECIAL STRUCTURES

The following equipment should be inspected and maintained in accordance with the specific instructions detailed below:

### Sand and Water

#### Sand and Water

- Sand and water play should be supervised at all times.
- Encourage users of the equipment to use toilets beforehand, particularly when involving very young children.
- Surfacing surrounding the equipment should be anti-slip.
- There should be **NO** drinking from the water.
- A daily inspection of water quality should be carried out to ensure it is clean enough to use. More frequent inspection is recommended, if this can be facilitated.
- As a minimum, water within the basin should be replaced every other day and the basins thoroughly cleaned once a week.
- Tools should be available and accessible to enable supervisors to remove debris such as fallen leaves .
- Should the basins become polluted and the pollutant cannot be removed, the lockable lids should be used to seal the basins.
- The lockable lids should be utilised over-night to prevent contamination of the sand and water.
- Sand does not require replacing unless contaminated.





## Grow

### Giant School Composter

Composting relies on the bugs, bacteria and fungi present in the waste to decompose the material, in so doing it will generate heat as a by product. If heat is being generated then the composting is working well, the waste will reduce and the end result will be good compost.

To achieve this situation, ie bugs and bacteria working well, the right conditions have to be in place and this is where most compost bins fail to work. Like all living things, bugs, bacteria, fungi and micro life need a good balanced diet. In this situation it is achieved from a mix of nitrogen and carbon found in the waste provided for them in the compost bin, along with a good supply of oxygen from the air. The nitrogen comes from all the vegetable peelings, the grass cuttings etc , these are the “greens”. The carbon is provided from paper, cardboard, leaves etc these are the “browns”. The “greens” and the “browns” should be mixed in equal parts. Mixing also allows the air into the material, not only should this be done when adding these materials but also the older contents should be stirred up to allow in more air, hence the reason for “turning the compost heap over “.

#### Top Tips

- Keep your ingredients balanced.
- Turn the compost heap regularly.
- Keep the compost moist.

### Worm World

On completion of installation of the Worm World you will be sent a voucher to order your worms. The worms will be supplied with specialist bedding material. Fill the display case with alternate layers of the bedding material and sand. The worms should be placed into the various layers of bedding material. The specialist bedding material will provide some nutrition but additional food will need to be provided. Organic material such as shredded leaves and grass clippings can be spread over the top layer of bedding material.

#### Top Tips

- Keep the bedding material moist.
- Keep the doors of the wormery closed when not being viewed. The worms will move away from the front of the case if exposed to bright light.
- Replenish the organic material as it is used by the worms.

### Plant World

Fill the display case with the growing medium provided. Sow seeds or plant young plants directly into the compost close to the front of the display case. Water the growing medium. When the growing cycle has finished the case should be emptied and the inside surfaces of the display case cleaned to maintain visibility.



### Top Tips

- Keep the doors of the Plant World closed when not being viewed. The roots of the plants will grow away from the front of the display case if exposed to bright light.
- Keep the growing medium moist.

### Pond

The pond container should be filled with water on completion of installation. We recommend you obtain aquatic plants for your pond to maintain the water quality.

Suitable plant species are as follows;

- Lagarosiphon major (Elodea crista)
- Hippuris vulgaris (Mare's Tail)
- Ceratophyllum demersum (Hornwort)
- Callitriche verna (Starwort)

### Top Tips

- Maintain the water levels.
- Empty and clean the pond once a year .

## Shade Sails

### Shade Sails - General

Your Shade Sail has been manufactured with quality fabric, thread and fittings. Therefore, it is important to protect your investment from potential damage by following these instructions.

- Never place a barbecue or similar heat source directly beneath the sail. The fabric is not heat resistant and could melt. Smoke laden fat can also build up in the fibres of the fabric and catch alight or discolour the material permanently.
- Protect the product from sharp instruments or hot sparks from electrical tools. It is advisable to not permit tradesmen to work beneath or above the sail without first asking what they intend doing.
- Remove corner fitting prior to packing away for storage.
- Do not allow the sail to come into contact with rust, petroleum based solvents, strong acids, alkalis or chlorine based products.
- Do not drag the sail, or any part of it over rough ground or concrete.
- If your sail is over any part of a swimming pool do not allow it to come into direct contact with pool water. Be very careful when removing or fitting the sail. Wash thoroughly with clean water immediately if immersed in pool water.
- When tensioning the sail ensure the sail is fitted in the same manner it was originally installed, i.e. the same corner orientation, tension, fittings and webbings facing down. Each corner of the sail is marked for reference.



- Do not allow branches of trees or other foliage to come into contact with the sail. Always prune enough back so that in high winds these won't touch the sail.
- Be sure to fasten all shackle connection pins tightly using an adjustable spanner or screwdriver to ensure they are not loose and regularly check this, especially following high winds.
- Report any loose or frayed thread, fabric faults or connection difficulties as soon as they are noticed.

#### Shade Sails - Snow Instructions

Your Shade Sail has been engineered to take a snow load of 15kg/m<sup>2</sup>

It is impossible to say how deep the snow will be at the 15kg/m<sup>2</sup> but you must try to remove the snow from the structure so it does not reach this level.



Greasing point

## Playweb Rota

#### Playweb Rota

Check bearings are free running. Grease weekly or more frequently if necessary. Grease to be "Castrol MP2 Grease", "Speerol 125" or equivalent.

## Multi-Use Games Areas, Goal Ends and Flow Walls

The metal mesh used in the above Playforce equipment is powder coated. These coatings should be cleaned regularly to ensure that the appearance and protective properties of the coating are retained.

Cleaning can be carried out with a mild detergent (pH 5 to 8), followed by rinsing with clean water and wiping with a soft cloth or sponge.

If atmospheric pollution has resulted in heavy soiling of the powder coating, some stains may require stronger domestic products such as those containing alcohol, petroleum spirits, white spirit or bleach (diluted to 5%). In this case it is important to rinse the coating immediately after the cleaning product has been used.

Please contact us for advice should your equipment be very heavily soiled. In no circumstance should any abrasive cleaner or polish, or any cleaner containing ketones or esters be used.

For most installations, we recommend that you clean any powder coated products every 12 months. If your equipment is based within a very active industrial or coastal area please contact us for advice, as more regular cleaning may be required.



## Weather Station

### Calibration

The weather station is carefully calibrated in the factory before delivery. However, vibrations during delivery may slightly displace the pointers. Therefore, calibration before use is recommended to give the most accurate readings possible. Reference readings can be obtained from local weather reports or websites.

### Thermometer and Hygrometer:

Insert a flathead screwdriver through the hole at the back into the small slot. Turn carefully until it gives the correct calibrated reading.

### Barometer:

Check the current atmospheric pressure from the local weather report. If you are near sea-level, the reading from the weather report should be the same as the reading shown on the barometer. If you are higher than sea-level, establish the height above sea-level of your current location in metres and divide this figure by 8. Your barometer's reading should be the reading from the weather report minus the resulting value. If the reading is different, adjust by inserting a small flathead screwdriver through the hole at the back and into the small screw. Turn carefully until the correct calibrated reading is set.

### How to use

#### Thermometer:

The thermometer gives temperature readings in degrees Celsius (°C).

#### Hygrometer:

The hygrometer gives the relative humidity readings in percentage (%). This measures the percentage of moisture saturation in the air. Lower readings mean the air is dry and high readings mean the air is moist.

#### Barometer:

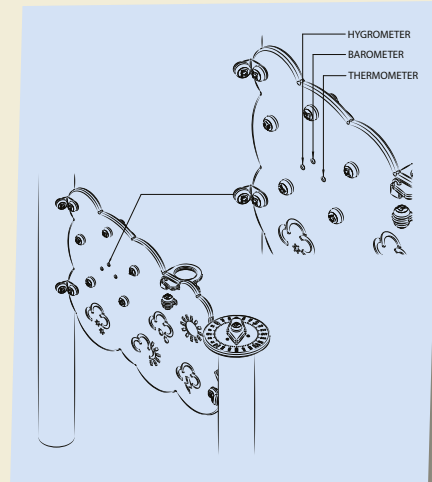
The barometer measures the change in air (atmospheric) pressure and shows the air pressure in hecto-Pascal (hPa). Higher readings means higher air pressure. The daily air pressure at sea level can be checked from local weather reports.

Air pressure depends on the season, weather and altitude. Good weather gives higher air pressure and higher altitude has lower air pressure.

By marking the present air pressure using the adjustable pointer and then checking the air pressure 2 hours later you can predict the weather. A quick rise in air pressure means the weather will improve with sunny skies. A drop in air pressure indicates the weather will turn cloudy, rain or even stormy.

### Care and maintenance

Do not subject the weather station to extreme conditions; shock, extreme temperatures, scratches etc. Check, calibrate and clean the weather station quarterly. Use only a damp cloth and mild detergent to wipe and clean the weather station. Wipe dry thoroughly afterwards.



## AFTER SALES SUPPORT

### DETAILS OF SUPPORT REQUIRED

**Contact name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of install:** \_\_\_\_\_

**Invoice/Job number:** \_\_\_\_\_

Your job number can be found on your Playground Installation Checklist, signed to confirm the completion of your installation .

**Playforce Identification Number:** \_\_\_\_\_

Your Playforce ID Number is located on your playground equipment, engraved on a metal plaque, as illustrated.



**Please provide as much detail as possible on the support required:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you wish to make a claim against your warranty\*?**

☐

**Yes**

☐

**No**

**Copy of maintenance records supplied?**

☐

**Yes**

☐

**No**

Please note: To allow Playforce to respond to your issue promptly, Customers are encouraged to include detailed photographs of the problem with this form.

### Submitting a Feedback Form

Please feel free to contact Playforce for an initial discussion on this matter with your Customer Account Manager by calling **01225 792660**. Should your feedback result in a repair, maintenance or warranty claim, your Customer Account Manager will email you a copy of this form for completion. Please ensure you return the form via email (a personal email address will be supplied to you) within 5 working days, and include digital photographs to support your feedback.

Alternatively, you can download a copy of this form from our website ([www.playforce.co.uk](http://www.playforce.co.uk)). Complete all sections, enclose soft or hard copies of the required photographs and any other supporting evidence and, either, email to **[sales@playforce.co.uk](mailto:sales@playforce.co.uk)**; fax to **01225 792080**, or post this form to **Playforce Ltd, 1 Pegasus Way, Bowerhill Industrial Estate, Melksham, Wiltshire SN12 6TR**

\*The Warranty on all Playforce products is stated on our website and in your Playforce Care Pack. Warranty commences from the date of installation. Warranties cover manufacturing faults only and do not cover damage caused by wear and tear, misuse or accident. You will be required to pay an attendance & service fee should the problem NOT be covered by your Warranty.



## INSPECTION TYPE

ROUTINE ☐ Daily/Weekly ☐  
OPERATIONAL ☐ Monthly/Quarterly ☐

Inspectors Name \_\_\_\_\_ Date \_\_\_\_\_

General Checks	Pass/Fail	Comments
The area surrounding the equipment is clear of rubbish and debris.		
Inspect all timbers for damage and signs of decay.		
Inspect all chains, tyres and connections for wear, damage or corrosion.		
Inspect all steelwork for damage or excessive corrosion.		
All components are in place.		
Surface finishes are not damaged, rusting or deteriorating.		
Inspect all bushes and shackle pins for wear. We recommend any bushes with wear exceeding 50% be replaced and any shackle pins with wear exceeding 10% be replaced.		
All welds show no signs of cracking or corrosion.		
Check all foundations are secure.		
All parts are secure and there is no excessive movement between them that may lead to finger entrapments.		
<b>Ropes</b> Inspect all components for any protrusions or sharp edges.		
Check all fixings are tight, in place and no protruding edges.		
Check ropes are not frayed or vandalised and have no protruding wires.		
Check Eyebolts, Shackles and Links are secure and not worn.		
<b>Bark Surfacing</b> The is evenly distributed over the impact area and has not migrated to other areas of the play space.		
<b>All Weather, CP Recreation &amp; Safer Impact Surfacing</b> The surfacing is not damaged and seams and edging are secure		
<b>Wet Pour Surfacing</b> The surfacing is not damaged or crumbling		
<b>Rubber Tiles</b> The surfacing is not loose or damaged		

# Our pledge

Playforce® Equipment carries 15, 10 & 5 year guarantees

The guarantee covers failure arising from material or manufacturing defects. This guarantee does not cover wear and tear or apply to any defect in goods arising from wilful damage, accident, negligence by the owner or any third party, use otherwise than as recommended by the Supplier, failure to follow the Supplier's instructions, or any alteration or repair carried out without the Supplier's approval.

Guarantees do not cover changes in cosmetic appearance of equipment due to wear and tear and environmental exposure. For the guarantees to be valid the equipment must be inspected and maintained in accordance with the Supplier's Inspection and Maintenance Schedule (Schedule supplied on completion of installation, additional copies available on request).

Guarantees commence once final payment has been received. Mechanical wearing surfaces such as swing bushes or roller bearings, electronic components and any further product, component or material not mentioned is covered by a 12 month guarantee. Where valid, Playforce installation work is guaranteed for 12 months once final payment has been received subject to strict adherence to the inspection and maintenance requirements specified above.

Playforce® equipment comprises of :  
All Weather Surfacing Systems  
Play Turf Surfacing Systems  
Play Lawn Surfacing Systems  
Wet Pour Surfacing  
Steel Core Ropes, fixings & connections  
Glass Reinforced Plastic (GRP) Boulders and components



Playforce® equipment comprises of :  
Pressure Treated Rectangular Section Softwood Timber  
Structural Stainless Steel and Galvanised Mild Steel  
High Density Polyethylene (HDPE) Panels  
High Pressure Laminate (HPL) Panels



Playforce® equipment comprises of :  
Pressure Treated Machine Round Timbers



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