



Playground Equipment Review For New or Relocated Equipment

The State Board of Health Primary and Secondary School Regulations Washington Administrative Code 246-366-040, requires Jefferson County Public Health (JCPH) to complete a plan review of proposed changes or modifications to any portion of a school playground. The following list of materials must be submitted for plan review to the JCPH School Health & Safety Program (SH&S). It is recommended that proposed equipment cut-sheets be submitted for review prior to ordering the equipment.

The Environmental Health Specialist responsible for your school will review the submitted materials. A site visit may be required as part of the review process. After plan review is completed and the equipment has been installed, a final pre-occupancy inspection will be required prior to commissioning the playground. The fee for plan review, site visits and pre-occupancy inspections will be billed at the hourly rate listed in JCPH's fee schedule. Contact SH&S at 360-385-9444 for further information.

The Playground Plan Review Packet includes:

- Playground Plan Review Submittal Instructions (this sheet)
- Playground Plan Review Information Form
- Playground Plan Review Example School Playground Layout Plan

To initiate the plan review process, please submit the following information:

1. Complete the following *Playground Plan Review Information Form*.
2. An overhead drawing or footprint plan showing the proposed playground equipment layout with the following information (refer to Example School Playground Layout Plan):
 - Show the containment border for all surfacing material under the playground equipment.
 - Show the location of fences, trees, buildings, concrete, asphalt, and septic system drain fields.
 - Provide a directional arrow to show true north.
 - Show the locations of all existing playground equipment.
 - Show all the equipment to be installed. Note activities that will be attached to composite (multi-activity) structures.
 - Show the use zone around each piece of equipment. Show the distances between each piece of equipment (existing and new) and from equipment to the containment border using arrows. If drawn to scale, indicate scale on drawing.
 - Show the distance of the slide use exit zone from the end of the slide and also the length of the flat exit region at the end of the slide bed (11 inches long minimum length, 0 to -4 degree slope). The slide exit use zone is equal to the height of the slide and measured out from the end of the slide bed, but may not be less than 6 feet and does not need to be greater than 8 feet.

- Show the heights of all decks or platforms for each piece of equipment. Indicate whether platforms have guardrails or barriers.
 - Show the heights of all balance beams, spring toys, seesaws or other equipment less than 30 inches in height. The maximum allowable height for balance beams is 12 inches for 2 to 5 year year-olds and 16 inches for 5 to 12 year olds.
 - Show the heights of all upper body equipment (arch climbers, overhead ladders, etc.). The maximum allowable height is 84 inches for 5 to 12 year olds and 60 inches for 2 to 5 year olds.
 - Show the handle height for track rides. The allowable handle height is 64 to 78 inches.
 - Show the heights of all swing structures. To-and-fro swings are measured from the ground to pivot point; tire swings are measured from the seat to pivot point.
3. Cut sheets from the manufacturer with a picture of each new piece of equipment including design specifications.
 4. A letter from the manufacturer or representative stating that the specific equipment being purchased meets or exceeds the standards in the current American Society for Testing and Materials Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (ASTM *F 1487-11*) and U.S. Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook (November 2010).
 5. If equipment pieces are located closer than the minimum use zones specified in the CPSC and ASTM standards, provide a letter from the manufacturer stating the equipment is designed to be installed in this configuration (i.e. 'functionally linked').

Mailing address:

Jefferson County Public Health Department
ATTN: School Plan Review
615 Sheridan Street
Port Townsend, WA 98368
360-385-9444

Project Information	
Project Type	<input type="checkbox"/> New equipment <input type="checkbox"/> Relocating equipment <input type="checkbox"/> Other:
Site Information	School Name:
	School Address:
	School District:
School Contact Information	School Project Manager:
	Address:
	Office Phone: _____ Cell Phone: _____
	Email: _____
Billing Information	Person to receive billing/invoices:
	Mailing Address:
	Office Phone: _____ Cell Phone: _____
	Email: _____
Equipment Manufacturer/ Installer Contact Information	Manufacturer representative:
	Installer Company:
	Installer representative:
	Office Phone: _____ Cell Phone: _____
	Email: _____
Estimated start date: _____	Estimated completion date: _____

Surfacing Information	
What type of surfaces will be installed?	<input type="checkbox"/> unitary synthetic materials* <input type="checkbox"/> engineered wood fiber* <input type="checkbox"/> pea gravel <input type="checkbox"/> sand <input type="checkbox"/> wood chips <input type="checkbox"/> shredded tires <input type="checkbox"/> shredded bark <i>*ADA accessible surfacing materials</i>
How deep will the materials be?	_____ inches

Refer to U.S. Consumer Product Safety Commission Public Playground Safety Handbook (November 2010) section 2.4 pages 8-10 for information about surfacing materials.

Site Design Information	
What is the intended user age group for the playground?	<input type="checkbox"/> 2–5 years (preschool) <input type="checkbox"/> 5–12 years (school age)
If the playground contains equipment for both user age groups, is there a distance separating the two areas?	<input type="checkbox"/> yes <input type="checkbox"/> no
Will signs be posted indicating the appropriate age of the users?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the playground fenced and separated from traffic?	<input type="checkbox"/> yes <input type="checkbox"/> no

Are the barriers and landscaping designed so they will allow observation of the users by supervisors?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the sight level and well-drained?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a septic system located on the school grounds? <i>(If yes, the playground should not be located over the drainfield. Please show drainfield location on playground footprint plan.)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no

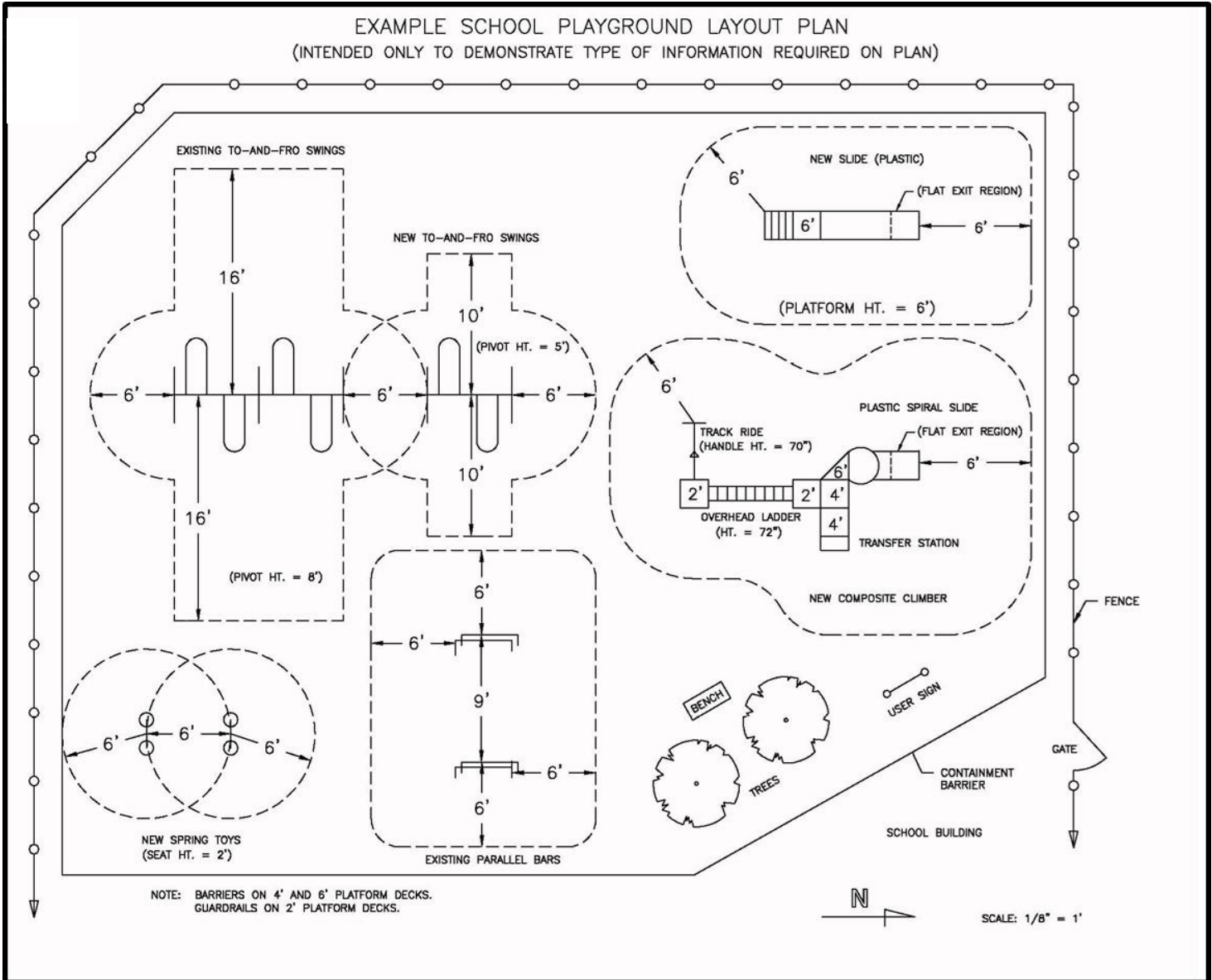
Equipment Design Information	
If installing fulcrum seesaws, will there be padding under the seats to help prevent arms and legs from being crushed between the seat and the ground?	<input type="checkbox"/> yes <input type="checkbox"/> no
What is the seesaw height (distance between the maximum attainable height and the ground)?	_____ inches
Slide bed exit region length (portion parallel to ground)	_____ inches
Does the slide layout meet the minimum ASTM/CPSC slide exit use zone based on height of the slide?	<input type="checkbox"/> yes <input type="checkbox"/> no

Installed Equipment Heights	
To-and-fro Swings (distance from ground to pivot point):	_____ inches
Tire swings (distance from seat to pivot point):	_____ inches
Upper body equipment (maximum height of equipment):	_____ inches
Spring toys (height of seat or highest designated play surface):	_____ inches
Balance beams:	_____ inches
Track rides (handle height above ground):	_____ inches

Equipment not recommended for pre-school children (2–5 years old)	
Chain or cable walks	Long spiral slides (more than one turn ~ 360 °)
Free standing arch climbers	Overhead rings
Free standing climbing events with flexible components	Parallel bars
Fulcrum seesaws, unless they are spring centering	Track rides
Log rolls	Vertical sliding poles
Swinging gates	

Equipment not recommended for public playgrounds	
Animal figure swings	Rope swings
Climbing ropes not secured at both ends	Swinging dual exercise rings and trapeze bars
Giant strides	Swinging gates
Multiple occupancy swings	Trampolines

- Equipment layout (refer to CPSC Section 2.2, pages 5-8 for guidance when planning the layout and design of playgrounds. Consider these recommendations when designing the layout)**
- Locate ADA transfer stations near school entrances to minimize travel distance.
 - Add extra circulation zones to the minimum required use zones to reduce congestion.
 - Locate active, physical activities in a separate area from more passive or quiet activities. Popular, heavy use equipment should be dispersed to avoid crowding in any one area.
 - Locate composite structures such that the play and traffic patterns around adjacent components are complementary.
 - Locate slide exits and moving equipment such as swings and merry-go-rounds at the edge or corners of the playground.
 - Guy wires, power lines, and tree limbs should be at least 7 feet above the playground surface.



Submittal Process and Fees

After preliminary review of the submittal, JCPH SH&S will notify you if additional submittal materials are necessary. *Final Health Department approval is required before construction begins on the project.*

It is your responsibility to contact our office at least five working days prior to completion of the project to schedule a pre-occupancy inspection.

Plan review and preoccupancy inspection fees are charged at our standard hourly rate (\$86 an hour). If construction begins prior to Health District approval, fees will be calculated at the rate of 1.5 times the usual fee, or \$129 per hour.

I have reviewed and understand the above information.

Signature

Date