

Loudoun County Public Schools Playground and Recess Safety Guidelines



SECTION V— Playground and Physical Fitness Equipment Preventive Maintenance and Inspections

- A. **Play Area Preventive Maintenance**—Play area preventative maintenance helps ensure that equipment and facilities are maintained in as safe a condition as possible. Following are general guidelines for play area and equipment maintenance:
1. **Maintain Protective Surfacing**—Perform routine preventive maintenance on protective surfacing as needed or at least weekly by raking and fluffing surfacing material, putting surfacing material back inside the border, and picking up litter.
 2. **Report any Play Area or Equipment Problems Immediately**—The school administration must electronically submit an LCPS Facilities Services Work Order to report any problem, needed alteration, repair of loose/broken equipment, or parts of equipment. LCPS Facilities Services is responsible for overseeing all playground and physical fitness equipment repairs.
 3. **Play Area and Equipment Repair Warning Signs**—Repairs will be expedited by LCPS Facilities Services. However, schools shall put up warning signs, cones, caution tape, etc. when repairs cannot be scheduled or completed immediately.
- B. **Play Area Equipment Inspections and Evaluations—Who inspects, when and what**—LCPS recommends a comprehensive inspection and maintenance program for play areas and grounds, identifying equipment and repair/replacement needs.

LCPS Recommended Minimum Inspection Frequencies

Who	When	What
Playground Supervisors Designated by the School Administration	Daily Inspection	The designated playground supervisors shall conduct an informal visual inspection of the playground, other play areas, and all equipment before each use by the students. When problems are found that are beyond the scope of the playground supervisor to correct, a report of the hazards for corrective action shall be immediately made to a school administrator. Equipment with any obvious or serious hazards shall be taken out of service and marked as such.
LCPS Facilities Services	Weekly or as needed inspections	School custodians shall perform an inspection of the playground equipment area ground cover at least weekly to clean loose surfacing material, maintain materials by fluffing/raking to specified depth, put surfacing material back inside the border, and pick up litter. Weeding in and around the equipment should be completed as needed.
School Administration	Quarterly or as needed inspections	School Administration shall periodically (at least quarterly) inspect play areas and equipment, either formally or informally, and when problems or concerns arise. The School Administration is responsible for the overall safety of the school facility.
LCPS Safety and Security	Annually or as needed Inspections	LCPS certified playground inspectors shall inspect playgrounds at least annually or periodically and when problems or concerns arise.
LCPS Facilities Services or other qualified designee	As Requested and Needed	LCPS Facilities Services is responsible for play area and equipment repairs and replenishing mulch in the play areas. Vendors and contractors may be utilized on an as needed basis.