



LOUDOUN COUNTY PUBLIC SCHOOLS
SUPPORT SERVICES DEPARTMENT
FACILITIES SERVICES DIVISION
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March 6, 2018

To: Head Custodians & Day Custodians

Cc: Principals & Vice Principals of specific ES schools (below)

From: Kevin Primeau, Custodial Services Supervisor

Subject: Playground maintenance, mulch maintenance

Your school has a playground that requires extra attention to by the Custodial group on a weekly basis or as needed and directed by the Playground Supervisor or the Administration of your school. The tools required to do this work include a spading fork and rake, as pictured below. All schools have a rake as part of your regular maintenance and many schools have had a new spading fork has been delivered to you within the last year. If you do not have either of these tools, please put in a work order for one and it will be delivered to you.

Attached is section V of the LCPS Playground and Recess Safety Guide. It specifically states that the custodial group is responsible for weekly inspections of the ground cover to clean, maintain and fluff/rake the cover. The process is to look for depressions and/or hard packed ground cover, especially where children land from the slide, swings, ladders, etc. Using the spading fork, dig several inches into the ground and loosen the harder tamped down mulch and then use the rake to smooth out the area. Finally, using the rake, smooth out the entire area as needed and pull the loose mulch from sidewalks and bordering areas back onto the playground keeping the bordering areas clear of ground cover.

The playground supervisor (not custodian) will be responsible for the overall safety and perform daily inspections which may result in work to be done by the custodian on a more frequent basis.

If you have any questions please email me at Kprimeau@lcps.org

