



Park and Recreation Department

Playground Maintenance Program

**City Auditor Report: Performance Audit of the
Park and Recreation Department's Playground
Maintenance Program (July 2013)**

Presentation to Park and Recreation Board

November 20, 2014

In July of 2013, an independent audit was conducted on the Park and Recreation Department Playground Maintenance Program and these were the identified needs:

1. Enhanced oversight of the playground inspection process
2. Clearer performance standards related to playground inspections
3. A comprehensive and accurate assessment of the playground equipment

Finding 1: The Park and Recreation Department needs Enhanced Oversight of the Playground Inspection Process

- Training has been provided to supervisors and managers within the chain-of-command that have playgrounds.
- Training in the field will also be provided.

The Department will implement levels of inspections, by supervisors, designated as:

- “High-Frequency”
performed weekly
- “Low-frequency”
performed quarterly



- High-Frequency Inspection (HFI) forms must be completed weekly by onsite staff and signed by supervisor.
- Supervisors will be required to visit playgrounds biweekly.



High-Frequency Inspection Forms

- Focus is on routine maintenance.
- Onsite staff will document specific needs of the site.

SAN DIEGO PARK AND RECREATION DEPARTMENT
WEEKLY
Playground
SAFETY INSPECTION
DEPARTMENT INSTRUCTION 6.6

P = Pass
F = Fail
N/A = Not Applicable

Location Inspected _____ Date of Inspection _____

Name (print) _____

Signature of Inspector _____ Title _____ Time Req'd _____

1.) <u>PLAYGROUND SURFACE</u>		P	F	N/A		P	F	N/A
A. Sand & Fibar Materials are at Adequate Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. Materials are Paked to Eliminate Compaction -- Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. No Standing Water -- Drainage Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D. Accessible Surfacing is Not Tearing, Wearing or Collapsing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Accessible Surfacing is Free of Sand, Bark or Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.) <u>PLAYGROUND EQUIPMENT</u>		P	F	N/A		P	F	N/A
A. No Jagged/Exposed/Loose Screws, Bolts & Nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. No Broken Supports/Anchors, Rails, Steps, Rungs, Seats, and/or Nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Wooden Equipment Free of Splinters/Rough Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D. Footings are Stable and Buried -- No Jagged Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Hooks, Hangers, Shackles, Links, Ropes and Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		F. Equipment is Free of Rust, Corrosion & Chipping Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.) <u>CLIMBING EQUIPMENT</u>		P	F	N/A		P	F	N/A
A. Handholds are Secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. Footholds are Not Worn or Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ropes and Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.) <u>SWINGS</u>		P	F	N/A		P	F	N/A
A. Seats -- No Pinch Points, Protruding Wire or Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. S Hooks, Chain Links and Brackets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C. Tire Swings are Not Filled with Sand, Water or Other Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					E. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.) <u>SEASAWS (SPRING TYPE) & ROCKING EQUIPMENT</u>		P	F	N/A		P	F	N/A
A. Handholds Stay in Place When Grasped, Without Turning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. No Pinch Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C. Footrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PR-1686 (Rev. 3-02) ♻️ Printed on Recycled Paper

High-Frequency Inspection Forms (cont.)

- Supervisors will be required to visit playgrounds biweekly.
- This inspection form must be signed by a supervisor weekly.

6.) SLIDES			P	F	N/A				P	F	N/A
A.	No Gaps or Rough Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B.	No Objects Protruding from the Slide Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C.	Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D.	Threshold Plates are Flush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
E.	Roller Slides have Free Movement and are not Cracked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F.	Slide Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
G.	Slide Sections are Tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H.	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7.) MISCELLANEOUS			P	F	N/A				P	F	N/A
A.	Glide/Slide Tracks Operate Smoothly -- No Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B.	Digging Scoops are Functional -- No Sharp Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C.	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

PLEASE EXPLAIN ANY "FAILED" RATINGS AND ACTIONS TAKEN

COMMENTS:


Work Request Submitted by _____ Date Work Submitted _____
 Date Secured _____
 District Manager (if required) _____ Date _____
 Grounds Maintenance Manager/Area Manager _____ Date _____
 Grounds Maintenance Supervisor _____ Date _____

Low-Frequency Inspections (LFI)

- Additionally, supervisors will be required to conduct a “Low-Frequency” Inspection.
- LFI entails a more comprehensive look at the playground equipment.
- LFI includes - once a year a Certified Playground Safety Inspector will visit each playground and provide an **evaluation** of the playground.

Low-Frequency Inspection Forms

- An in-depth inspection, looking at preventative maintenance, completed quarterly.



City of San Diego
Low-Frequency Playground Inspection Checklist

Site Location: _____ Inspected By: _____ Date: _____

Playground Surface Area	OK	NR	NA	Comments/Action	W.R.S.
No footings are exposed, cracked or loose on all equipment					
Loose-fill material					
Unitary Surface-no buckling, peeling or damage					
Unitary surface clear of debris, sand and mulch					
There are no tripping hazards					
Area is clean and free of glass, trash and foreign objects					
Play Composite Structures	OK	NR	NA	Comments/Action	W.R.S.
No broken supports or anchors					
No missing plugs, caps, pipe ends or shields					
No missing or loose rails, rungs or steps					
Protruding bolt heads, no more than 2 threads showing					
Loose, missing, rusted or worn fasteners					
No worn, cracked or chipped paint					
No pinch or crush points especially on clatter bridges					
Slides or other components not separating at joints					
No wood splintering, warping or cracking					

Revision 10-14 *NR = Needs Repair *NA = Not Applicable *W.R.S. = Work Request Submitted Page 1 of 3

Low-Frequency Inspection Forms (cont.)

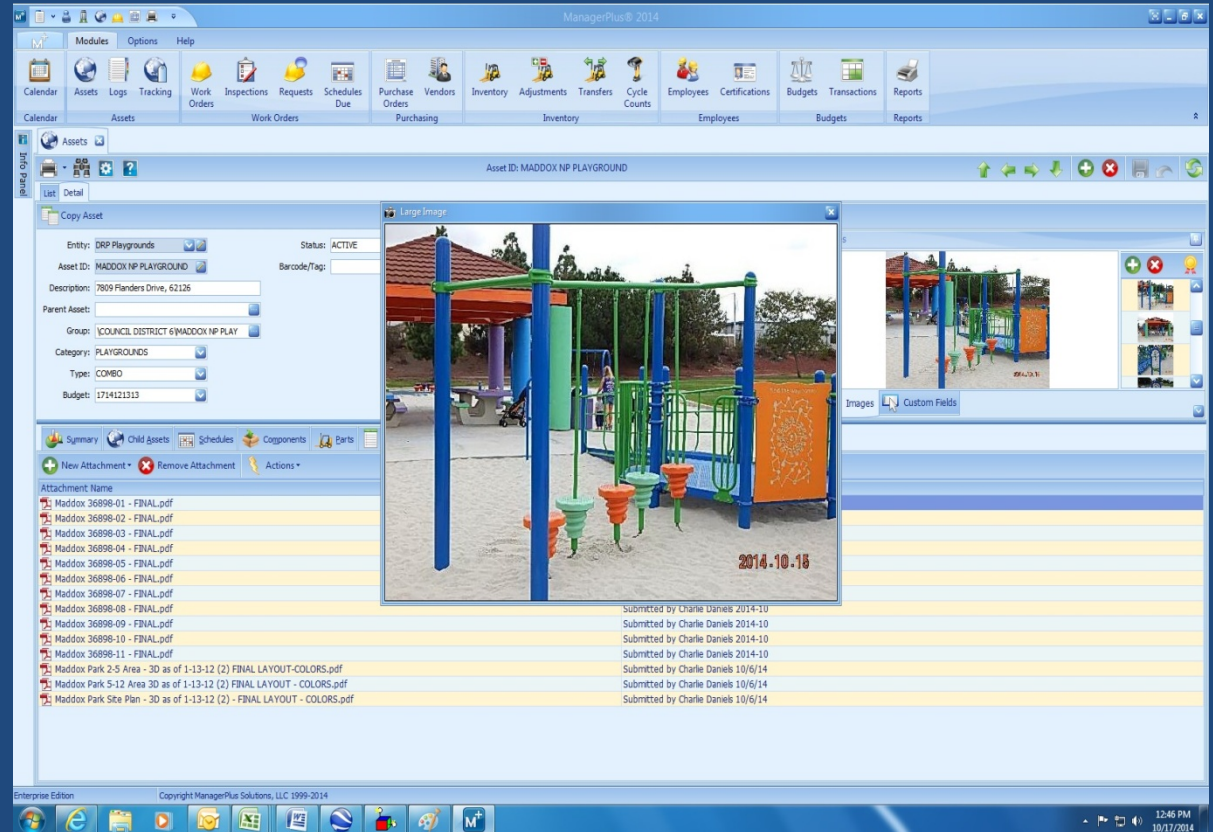
- Primary focus of the inspection is structural integrity.
- Inspection form is available electronically and can be scanned into Manager Plus.

City of San Diego
Low-Frequency Playground Inspection Checklist

Site Location: _____ Date: _____

Swings	OK	NR	NA	Comments/Action	W.R.S.
No broken, twisted, worn or rusted chains or hangers					
S-hooks are not open, worn or rusted					
Swing seats are in good condition					
Swing frame is not dented, shifted or damaged					
No loose, missing or protruding bolts					
Climbers (Free-Standing)	OK	NR	NA	Comments/Action	W.R.S.
No broken/loose rails or rungs					
No missing bolts or fasteners					
No cracked, rusted or broken welds					
Frame is not dented, shifted or damaged					
Slides (Free-Standing)	OK	NR	NA	Comments/Action	W.R.S.
Slide beds are smooth and free of cracks or gaps					
Handrails are not loose, bent or missing					
Steps/rungs are not loose, missing or damaged					
Safety rail/sit down canopy in place and secure					
Safety surface at slide exit					

Manager Plus software has the ability to track playgrounds as a park asset.



We will now have the ability to store and track data for all playground sites.

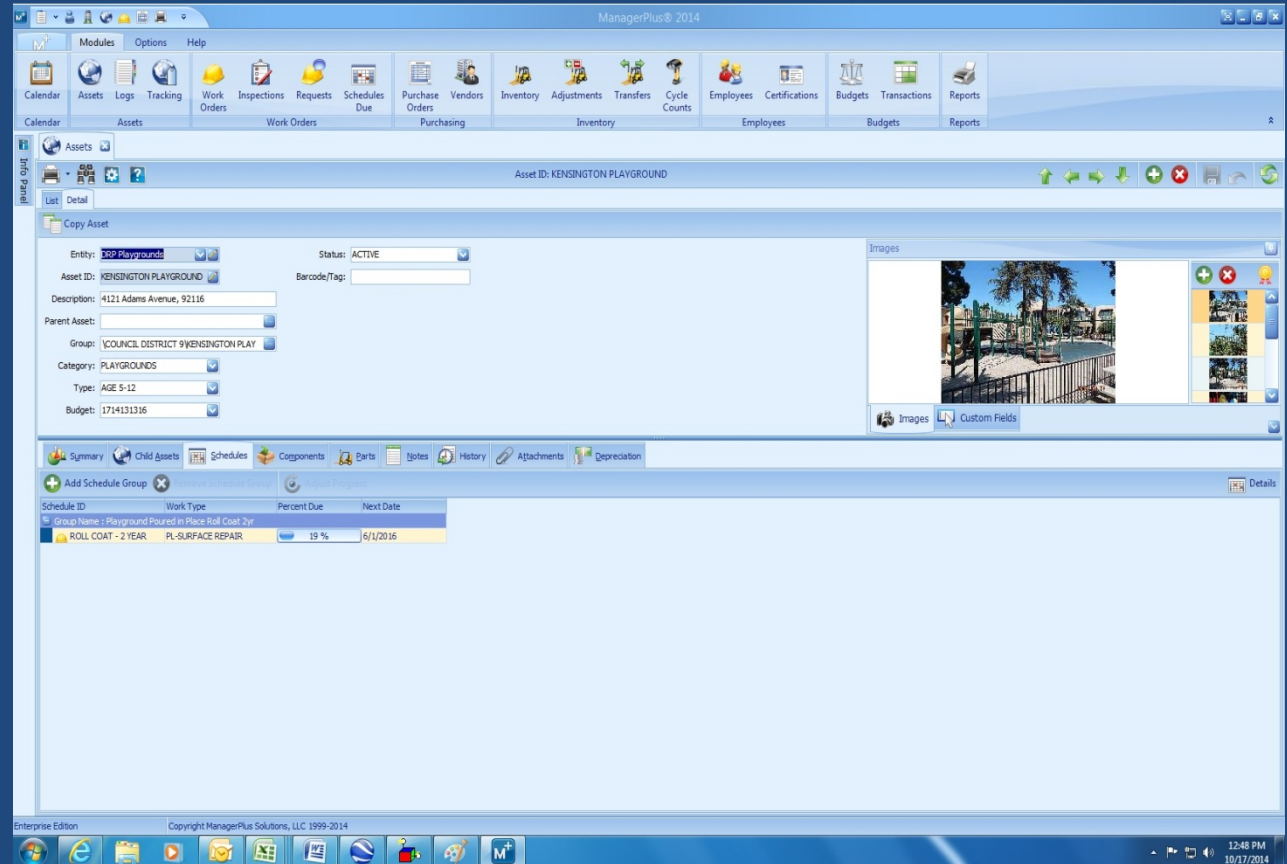
ManagerPlus® 2014

Assets ID: MADDOX NP PLAYGROUND

Asset ID	Type	Entity Name	Description	Budget	Group	Status	Serial #	ThomBro	Det. Manager	DM Phone	GPS
LA JOLLA CP E PLAYGROUND	AGE 5-12	DRP Playgrounds	615 Prospect Street	1714121320	LA JOLLA CP PLAY	ACTIVE		1227E7	STERN	619-4918	
LA JOLLA CP TOT LOT	TOT LOT	DRP Playgrounds	615 Prospect Street	1714121320	LA JOLLA CP PLAY	ACTIVE		1227E7	STERN	619-4918	
LA JOLLA CP W PLAYGROUND	AGE 5-12	DRP Playgrounds	615 Prospect Street	1714121320	LA JOLLA CP PLAY	ACTIVE		1227E7	STERN	619-4918	
LAKE MURRAY PLAYGROUND	COMBO	DRP Playgrounds	7051 Murray Park Drive, 92119	1714121332	LAKE MURRAY CP PLAY	ACTIVE		1250E6	PALLE	619-221-4918	
LAKEVIEW EAST PLAYGROUND	COMBO	DRP Playgrounds	10794 Mira Lago Terrace, 92131	1714151602	LAKEVIEW NP PLAY	ACTIVE		1209J3	SMITH	619-685-1325	
LAKEVIEW WEST PLAYGROUND	COMBO	DRP Playgrounds	10794 Mira Lago Terrace, 92131	1714151602	LAKEVIEW NP PLAY	ACTIVE		1209J3	SMITH	619-685-1325	
LARSEN FIELD 5 PLAYGROUND	COMBO	DRP Playgrounds	499 Sycamore Road, 92173 San Ysidro	1714131314	LARSEN PLAY	ACTIVE		1350F5	GONZALEZ	619-525-8286	N 3
LARSEN FIELD N PLAYGROUND	COMBO	DRP Playgrounds	499 Sycamore Road, 92173 San Ysidro	1714131314	LARSEN PLAY	ACTIVE		1350F5	GONZALEZ	619-525-8286	N 3
LINDA VISTA PLAYGROUND	COMBO	DRP Playgrounds	7064 Levant Street, 92111	1714121321	LINDA VISTA CP PLAY	ACTIVE		124836	PALLE	619-221-4918	
LINDBERGH NP PLAYGROUND	AGE 5-12	DRP Playgrounds	4141 Ashford Street, 92111	1714121319	LINDBERGH NP PLAY	ACTIVE		1249A3	PALLE	619-221-4918	
LOMITA PLAYGROUND	AGE 5-12	DRP Playgrounds	8205 Leucade Street, 92114	1714131331	LOMITA PLAY	ACTIVE		1290H3	GONZALEZ	619-525-8286	
LOPEZ RIDGE PLAYGROUND	COMBO	DRP Playgrounds	7245 Calle Cristobal, 92126	1714121313	LOPEZ RIDGE PLAY	ACTIVE		1208J3	RODRIGUES	619-221-4903	
MACDOWELL NP PLAYGROUND	AGE 5-12	DRP Playgrounds	5183 Arvins Avenue, 92117	1714121318	MACDOWELL NP PLAY	ACTIVE		1228H7	STERN	619-221-4918	
MADDOX NP PLAYGROUND	COMBO	DRP Playgrounds	7809 Flanders Drive, 62126	1714121313	MADDOX NP PLAY	ACTIVE		1209A5	RODRIGUES	619-221-4903	N 3
MARCY NP PLAYGROUND	AGE 5-12	DRP Playgrounds	5504 Stresemann Street, 92122	1714121328	MARCY NP PLAY	ACTIVE		1228B6	STERN	619-221-4918	
MB ATHLETIC AREA PLAYGROUND	COMBO	DRP Playgrounds	2639 Grand Avenue, 92109 Mission Beach	1714121325	MB ATHLETIC AREA RP PLAY	ACTIVE			STERN	619-221-4918	
MIRAFLORES PLAYGROUND	COMBO	DRP Playgrounds	2639 Grand Avenue, 92109 Mission Beach	1714121325	MIRAFLORES RP PLAY	ACTIVE			STERN	619-221-4918	

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All 256 playground sites have been entered into the Manager Plus Program.



Finding 2: Park & Recreation Department needs clearer performance standards related to playground inspections.

Respond To Safety Hazards–Emergency:

- **Onsite Staff** - Respond immediately by taking equipment out-of-use and submitting work request.
- **Citywide Park Maintenance** - Repair within 14 working days of receiving work request or 14 working days after receiving replacement equipment/parts.

Finding 2 (cont.)

Respond To Non-Safety Related Issues:

- **Onsite Staff:** Respond to non-safety hazards within two days by submitting work request.
- **Citywide Park Maintenance:** Repair within 14 working days of receiving work request or 14 working days after receiving replacement equipment/parts.

Repair Categories:

“Small/Minor”

Equipment hardware that is available to Citywide staff (Examples: S hooks, chain links, clevis, shackles or other connecting fasteners)

“Major”

Equipment hardware not available to Citywide staff or will require a certified vendor to complete work. (Example: assembly parts specific to manufacturer)

FINDING 3: THE PARK AND RECREATION DEPARTMENT NEEDS A COMPREHENSIVE AND ACCURATE ASSESSMENT OF THE PLAYGROUND EQUIPMENT

- Efforts to accurately assess playground equipment has been accomplished through enhanced oversight of playground inspections.
- Inventory of playground equipment and surfacing is part of the evaluation and low-frequency processes.

FINDING 3 (cont.)

- Park & Recreation Department currently has nine (9) Certified Playground Safety Inspectors (CPSI).
- All 256 playgrounds in the Department were evaluated by a CPSI staff member this year.
- Manager Plus will go live within the Department early 2015.

FINDING 3 (cont.)

- Park Condition Assessments are currently underway for specific park assets, including playgrounds:
 - 30 parks in first group (reporting phase)
 - 40 parks in second group (pre-planning phase)
- Condition Assessments examine playground viability and usability, while regular inspections examine playground safety

Summary

Safety for park patrons is the Department's number one priority, including minimizing risk at playgrounds. While the Department has always inspected playgrounds to ensure park patron safety, the Department is committed to improving based on the Office of City Auditor recommendations.

Over the past several months, the Department has made considerable progress in the ability to inspect, inventory, and assess playgrounds, including the following initiatives:

- In spring 2014, eight (8) employees received their California Parks and Recreation Society Certified Playground Safety Inspectors accreditations .
- Certified inspectors have evaluated and inspected over 256 playgrounds (defined as an area with play equipment joined together by contiguous soft surfacing such as sand, fibar, and/or rubberized surface that is not separated by a hard surface such as a sidewalk or barrier) within the park system during summer 2014.
- Intake staff have inputted every park playground into Manager Plus, the newly implemented computer based program gives the Department an ability to track all playground service requests, repairs, and evaluations.
- Certified staff will train onsite staff in both classroom and field environments related to playground safety and inspections.