

COMMUNITY BUILD: FREQUENTLY ASKED QUESTIONS

PREPARATION

What steps should I take to prepare the site prior to installation?

- Call “811” to have all underground lines and utilities marked and identified to avoid problems while digging.
- Determine access to site, locate water and electrical sources and set up temporary fencing and signage for liability purposes. Provisions must be made for the removal of waste consisting of plastic, cardboard, wood, pallets, dirt and miscellaneous debris.
- Complete excavation with recommended dimensions provided by your Burke Representative. Plan the layout of the site, locate the positions for holes and dig the holes prior to build day.

How should I organize volunteers?

- Recruit dedicated and enthusiastic volunteers from the community to fill the roles of planners, organizers and builders and establish groups with team leaders for Construction, Project Design, Fundraising, Public Relations, Eats & Treats, Tools & Equipment.

RECEIVING EQUIPMENT

How many people will be needed to unload my shipment and what type of equipment will I need?

- Arrange to have 4-5 people for a standard size shipment for unloading and checking in. Have a forklift available to unload pallets and crates. If you do not have access to a forklift, you can unload the equipment individually by hand with additional help.

Where should my play system be stored while waiting for the installation?

- We recommend storing your new playground equipment in a secured building near the installation site if possible.

When do I inspect for damage inside the shipment and what if I find damaged parts later?

- Inspect the inside of your package if your shipment appears damaged. Note any missing or damaged parts on the delivery receipt and file a claim to avoid being charged for replacement pieces.
- Your Burke Representative will process any appropriate claims if you find damaged or missing items during the installation process. Hold the shipping container and freight documents for reference until you receive the parts you need.

BUILD DAY

What should I expect on build day?

- Organize a tool checklist. All tools and materials, including concrete, should be moved to site first thing on the first build day.
- Inventory & divide equipment into groups: Posts & Decks, Railings/Barriers, Components, Site Amenities and Safety Surfacing.
- After installation, allow the concrete to set at least 72 hours. Use caution tape or rope around the perimeter to prevent anyone from climbing on the equipment. We recommend that a Certified Playground Safety Inspector examine the playground. Your Burke Representative can help you with this task.

How should I prepare the volunteers on build day?

- Have a registration area for all volunteers to sign up and dispense name tags, T-shirts or hats. Volunteers can divide in their groups to work on their designated tasks: posts and decks, activity panels, slides and climbers, etc. and begin installation. Plan to have several volunteers available after the initial setup to hang swings, rake surfacing, wash equipment, etc.

Have additional questions? Contact your local Burke Representative!