

# COMMUNITY BUILD SAMPLE TIMELINE

Community builds are a great way to create camaraderie and ownership of your playground! Every community build is different but one thing they all have in common is the need to remain organized and timely. This timeline is a template that can be adjusted to fit your specific project and help everyone stay on schedule.

	Time	Who	Task	Tools
<b>Day 1</b>	1:00 p.m.	Supervisor and Volunteer Leads	<ul style="list-style-type: none"> <li>Review materials for Build Day</li> </ul>	Recommended tools checklist, Assigned volunteer/group tasks
<b>Day 2</b>	At scheduled time with shipper	School Leader plus 3	<ul style="list-style-type: none"> <li>Receive truck – Unload near build site, inventory # of received packages, inspect for shipping damages</li> </ul>	Forklift (if available), Pallet Jack/Hand Truck (if available), People that are able to lift/move heavy product
<b>Day 3</b>	12:00 p.m. - Team Arrival 12:15  1:00 3:00 4:00 5:00	Certified Supervisor Group Supervisor  Certified Supervisor and Volunteers Certified Supervisor and Volunteers Certified Supervisor and Volunteers Volunteers	<ul style="list-style-type: none"> <li>Walk site, measure and mark footers</li> <li>Assign tasks to groups of 3 (hardware arrangement, unpacking and separation of parts, accessory build. etc.)</li> <li>Dig holes for level, drop main posts</li> <li>Shoot holes for level, drop main posts</li> <li>Begin to assemble decks on posts</li> <li>Clean up site</li> </ul>	Plans, measuring tapes, paint Razor knives, specialized Allen wrenches, drill  Auger, post hole diggers, shovel Laser level, post hole digger, wood spacers, rock bar Battery Powered drills, Allen wrenches, hardware Dumpster
<b>Day 4</b>	8:00 a.m. 12:00 p.m. 1:00 4:00 5:00	Certified Supervisor and Volunteers All All All Volunteers	<ul style="list-style-type: none"> <li>Continue with adding accessories to posts</li> <li>Break for Lunch</li> <li>Concrete all holes</li> <li>Final clean up and layout of border timbers</li> <li>Clean up site</li> <li>Coordinate Engineered Wood Fiber delivery</li> </ul>	Battery powered drills, Allen wrenches, hardware  Concrete mixer, wheelbarrows, shovels, water/hose Water, sledge hammer Dumpster
<b>Day 5</b>	8:00 a.m.	Volunteers	<ul style="list-style-type: none"> <li>Spread Engineered Wood Fiber</li> </ul>	Gloves, rakes, wheel barrows