



COMMUNITY BUILD CUSTOMER RESPONSIBILITIES

*THE KEY TO A SUCCESSFUL
COMMUNITY BUILD PROJECT
IS THE ORGANIZATION PRIOR
TO THE EVENT*

Denzak Recreational Design & Supply, Inc.
PO BOX 15517 SYRACUSE, NY 13215
800-925-1545 * 315-492-2631 * 315-492-2633
EMAIL: drecreat@twcny.rr.com



SUPERVISED INSTALLATION INSTRUCTIONS

- 1) Please read the recommended list of "Tools for a Supervised Playground Installation" we have provided. We've sent this information to you in advance so that you will have enough time to obtain the tools and supplies necessary to successfully complete your project.
- 2) You must call UFPO 1-800-962-7962 fourteen days before you plan to excavate your site. The site should be excavated as close to the install date as possible. A transit or laser level should be used to insure that the site is as level as possible. **All UFPO markers must be replaced after excavation. No safety surface or pea stone should be installed until the Playground Installation is complete.**
- 3) Our Supervisor will spend a maximum of 10 hours on site Build Day. An Organizational Meeting will be scheduled for 10-14 days prior to Build Day. Only your key volunteers need to attend this meeting. The day prior to Build Day is called "Pre-Assembly and Layout Day"; the post holes are laid out, dug and set to the proper depth, parts are organized, assembled and made ready to attach to the structure.
- 4) We cannot guarantee that your project will be complete at the end of the supervised construction time. This will depend on the size of your project, the size of your group, and the skill level of your group, and the digging conditions at the site. Every effort will be made to have the project completed to a point where your group will be able to finish the job without supervision.
- 5) Every effort will be made to have any back ordered parts or those that may have been damaged in shipping arrive prior to your build day. However, if this is not possible, our supervisor will return to the site to install the part.
- 6) When you receive your installation manual, please OPEN IT and please take time to READ the "Read Me First" section denoted by the red tab. This will give you a better understanding of the contents of your manual and the scope of the work your group will be undertaking.
- 7) Look at the "Construction Drawings" section denoted by the yellow tab. Make sure that the drawings enclosed are of the structure you ordered and it is laid out the way you plan to install your structure. Now is the time to note corrections, not the day of the installation.

PLEASE NOTE: The installation cannot proceed if you do not have a sufficient number of volunteers on EACH build day.

PLAYGROUND EQUIPMENT INSTALLATION PROCEDURE

STEP ONE

Notify UFPO fourteen (14) days prior to excavating your site

- If excavation is required it should be done as close to your install date as possible.
- **It is your responsibility** to re-mark any underground utilities in the excavated area previously marked by UFPO.
- If underground drainage is required it should be installed after the site is excavated and before the equipment is installed.
- Footing location must be taken into consideration before drainage is installed.

STEP TWO

- If your structure includes a "Center Stage", single post pedestal deck, the concrete footing must be poured 24 hours before the actual installation begins.
- Installation of the equipment will begin in the excavated area; footings will be laid out and dug. Posts and decks will be erected first.
- When the entire structure has been erected, concrete will be poured in the footing holes and you are ready for step three.

STEP THREE

- If filter fabric is going to be spread prior to the spreading of pea gravel or wood fiber it should be done before you install your border, (ie. landscape timbers, earthen berm, concrete, etc.). You will then use the border to hold the outside of your fabric down.
- Leaving an opening in your border will allow you to move your pea gravel and or wood fiber into the protective area. Once you have all your safety surfacing in place, close off the opening in your border.
- Keep in mind that the border is used to contain your pea gravel and wood fiber. If you choose not to install a containment border around your playground the safety surface will be uncontrolled and require more maintenance and replacement expense.

**TOOLS NECESSARY TO
SUCCESSFULLY INSTALL
MIRACLE RECREATION EQUIPMENT**

✓ **HAND TOOLS & SUPPLIES:** The number needed of each tool will be determined by the size of your group. Not everyone will need to have a hammer and a rubber mallet, however if you only have one shovel only one person can dig. Ratchets, sockets, and wrenches will be used the most; one of each size for every three to four people working would be a good reference number.

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|---------------------------------|---|
| ✓ Heavy Duty Wheel Barrows (10) | ✓ 3/8" drive, Deep well sockets 9/16, $\frac{1}{2}$, $\frac{3}{4}$ |
| ✓ Utility Knives (3) | ✓ Wrenches, 9/16, $\frac{1}{2}$, $\frac{3}{4}$ |
| ✓ Steel rakes (12 or more) | ✓ Shovels: Round and Flat (12 or more) |
| ✓ Levels: 12" Magnetic, 2' & 4' | ✓ Folding Tables for sorting hardware (2) |
| ✓ 3/8" Drive Ratchets | ✓ 3/16" Hex in 3/8" Socket |
| ✓ Hoes (4) | Cordless Drills (4) |
| ✓ Name tags for ALL volunteers | |
| ✓ Access to water and | Hose |

* NOTE: In the "WHITE PARTS BOX" you will find a bag containing four or five star bits. These will be used to tighten the different sized bolts. **To use them properly you must have two different size bit holders, $\frac{1}{4}$ " and 5/16" to be used on a 3/8" drive ratchet. Its best if the bit holders are magnetic to secure the bit while in use. Store the star bits in a safe secure place for later use.**

✓ **POWER TOOLS & EQUIPMENT:** The size of your job will determine the number of power tools needed. It is recommended that you have the following:

✓ **Bob Cat with Bucket.** This will be utilized to spread the safety surfacing and will be needed at the site on each build day. Our Installer will also be bringing a bobcat that will be dedicated for the installation of the play equipment. If an additional bobcat is not available to spread the safety surfacing, **MANY MORE** volunteers will be needed to do this.

NECESSARY SUPPLIES FOR A SUCCESSFUL COMMUNITY BUILD PLAYGROUND PROJECT

SUPPLIES

- ✓ Upside Down Spray Paint: ask for "marking paint" 3-4 cans.
- ✓ Caution Tape: enough to go around your structure at the end of each day until you have completed the job. Snow Fences can also be used.
- ✓ Wooden or Fiberglass Stepladders: the size will be determined by the height of your decks.
- ✓ Five gallon buckets, rags and brushes for clean up.
- ✓ Nail Aprons: Home Depot or your local lumberyard should donate these.
- ✓ Restroom Access (portable if necessary)



It would be to your advantage to borrow or rent a large tent with sides that can be rolled up. This will become the staging area. Tables for nuts, bolts and tools can be set up under cover in case of inclement weather. Small parts boxes can also be stored under cover. These tables must be manned at all times by a member of the tool committee and nuts and bolts committee. This will assure that workers coming to find either bolts or tools get help with what they are looking for.

Prior to setting up the tables roll out a portion of your filter fabric to set the tables on. This will make finding anything that falls off the table every easy.

GENERAL INSTRUCTIONS FOR EXCAVATING A PLAYGROUND CONSTRUCTION SITE

1. Locate a spot as level as possible, away from any low tree branches, and without power lines/gas line directly over/under the area.
2. Define the protective area using either the minimum protective area, or the dimensions as provided on the 2 D drawing. If Miracle Timbers are to be installed add One (1) foot to the length and width of the excavated area.
3. If swings and/or other stand alone equipment is being installed in the same area as the play structure, make sure you have a 2D view site plan showing the entire equipment layout and the total protective area needed.
4. CALL UFPO (14) DAYS BEFORE YOU EXCAVATE.
5. Excavate the area as close to the installation date as possible. Proper excavation is one of the most important aspects of the project. If the excavation is not done correctly it can lead to costly and time-consuming problems during construction.
6. If you are installing 12" of safety surfacing, excavate the area to a depth of 12". If you are installing pea gravel first and then your safety surfacing, you will need to add the number of inches of pea gravel to the excavation depth. EXAMPLE: If installing 3" of pea gravel and 12" of Sof'Fall, excavate 15" below existing grade.
7. You must use a laser level or transit to set the depth of the excavated area. A bulldozer will do a much better job than a bobcat or a front-end loader. DO NOT pile or mound the excavated soil around the perimeter of the area.
8. Use a laser level or transit to set the slope of the excavated area at 2% or less in the direction of the natural run off
9. Without installing some type of drainage there is no guarantee water will not remain in the play area.

MIRACLE PLAYGROUND EQUIPMENT UNLOADING TIPS

- YOU WILL BE RECEIVING A 'READ ME FIRST' MANUAL FROM MIRACLE RECREATION. THIS INCLUDES IMPORTANT INFORMATION ON SAFETY, MAINTENANCE AND PARTS FOR YOUR STRUCTURE. THIS MANUAL SHOULD BE KEPT IN A PERMANENT FILE ON SITE, ALONG WITH THE STAR BITS

*Unloading and Storing TIPS for customers:

- A. Unloading crew: 4 sturdy adults for projects up to \$10,000.00
6 or more sturdy adults for projects 10,000 to \$40,000
10 or more sturdy adults for projects over \$40,000
- B. All equipment should be stored off the ground, placed on pallets or 2 x 4's. If these items are not available, cover the ground with visqueen and punch holes in the low areas to allow condensation to escape
- C. Cover the equipment with a tarp or visqueen - if possible
- D. Store all parts boxes in a dry secure area
- E. Designate 1 person to INVENTORY all your equipment as it is unloaded from the Miracle Recreation Equipment Company Truck
- F. Designate 2 people to OPEN all parts cartons and COUNT all hardware immediately and report any shortages to Denzak Recreational Design & Supply, Inc. at 800-925-1545

- Tools needed to unload a typical Play Structure shipment:
 - A. clipboard
 - B. pencils or markers
 - C. work gloves for all
 - D. hand truck
 - E. utility knife
 - F. if your order includes a 630 deg. and/or 855 deg. slide or Flippo Slide/Climber and you do NOT have 8-10 sturdy adults, it would be helpful to have a fork lift or bobcat with pallet forks and 2" wide nylon straps.

CHECK ALL EQUIPMENT & PARTS PACKAGES UPON RECEIPT - TAKE YOUR TIME!

IF DELIVERY IS MADE ON:

COMMERCIAL CARRIER (Drivers do not usually assist)

• YOU MUST MAKE A NOTE OF DAMAGE OR SHORTAGE ON THE FREIGHT BILL AT TIME OF DELIVERY.

• FAX A COPY TO Denzak Recreational Design & Supply, Inc. IMMEDIATELY

MIRACLE TRUCK(Miracle drivers assist you with unloading)

• Driver will scan each package

• If you are shorted a package or have damage, THE DRIVER IS REQUIRED TO MAKE A NOTE ON HIS MANIFEST AT THE TIME OF UNLOADING

• CONTACT Denzak Recreational Design & Supply, Inc. IMMEDIATELY

Miracle Recreation Equip. Co./Denzak Recreational Design & Supply, Inc. CAN NOT BE RESPONSIBLE FOR SHORTAGES NOT REPORTED WITHIN ONE WEEK OF DELIVERY

Please do NOT drag any of the equipment on the ground or across the truck bedway.

THIS IS YOUR CHECKLIST FOR A SUPERVISED INSTALLATION

- Has UFPO been notified? Remember the protective area must be marked or staked in order for UFPO to know where to check for underground wires, lines, pipes, etc.
- Have you read through the installation manual?
- Have you gone through the Tool and Supply list and made arrangements to have these things on site the day of installation?
- Have you set a date for your organizational meeting?
- Have you made arrangements to have your site excavated? A laser level or transit should be used to ensure the site is as level as possible. No mounds of dirt or large rocks should be in the excavated area. **Make sure that all of UFPO's markings are re-marked after you excavate.**
- Have you ordered your safety surfacing and verified the delivery date?
- Do you have a group to unload the truck and inventory the equipment? Be sure to notify our office as soon as possible if you have any missing or damaged parts so replacement parts can be ordered.
- Have you made arrangements for concrete to be delivered on your installation date? Saturday afternoon deliveries can be a problem; you may need to rent a power mixer depending on the size of your project. Refer to the concrete conversion sheet. If you have a Center Stage deck in your playground, a footing will need to be poured the day before construction begins.
- You will need volunteers on site the day prior to the installation to help with pre-assembly and organizing the parts. The footing holes will be laid out and dug the day prior to construction. The bob cat, operator, and augers will need to be on site the day prior to and all build days. The number of people needed will be determined by the size of your project.