

Planned Preventative Maintenance Schedule

Briefing Note

As has been discussed previously the idea of playground PPM is that a designated operative/contractor completes monthly tasks by way of a preventative maintenance schedule based upon the programmes sent out to members in June, and for subsequent meetings – and previously sent out as a reminder (specific items highlighted in yellow), and whereby the operative completes the following tasks at each of the 5 playgrounds and the Adult gym

5x Playground and Gym Equipment Monthly Checks

(Also, to incorporate the carrying out of minor maintenance works)

1. Oil and grease all gates and moving parts on equipment
2. Check all gate gaps meet regulations, perimeter fencing for holes and note broken posts or unsafe fixture (structurally safe)
3. Check all play stations for wear and tear and report if issues arising, loose bolts to tighten if possible, worn chains checked and trip hazards removed if possible or play surface easy actions dealt with.
4. grass and foliage reported on and cut back if necessary
5. All issues not dealt with immediately reported to Clerk

Fletchers Croft Gym Equipment

1. Try out all stations and oil with GT5 light oil – wipe excess oil off
2. Check wear and tear of 'play' surface and edging, and of seat and posture cushioned pieces.
3. Check parcour frame to ensure bars are secure/safe

This schedule was demonstrated by the contractor to Cllrs Norcross and Alexander (all committee members were invited to attend) in June 2020.

Cost - £50 for all 5 playgrounds and adult gym to be checked once per month. I would also suggest that this is only necessary for 10 out of 12 months – leaving aside checks in November and January due to lack of attendance/usage – Total cost £500 per year.

Aim - To deal with small problems before they are reported as issues that are liable to cost a lot of money or worse to cause injury to playground users.

Committee has agreed in principle to this scheme but needs to agree whether it is to be formally set up as a contract or whether the contractor is invited to attend to complete these checks with sufficient notice each month, but with a letter of agreement for each year that this will be the arrangement but subject to the service not being required at a months' notice (each month). I as Clerk and RFO would be happy with agreement on either of these options.