

AP 544 - Elementary Playgrounds Checklist

Item #	Description	Assigned to	Date Completed
1	Advise principal of proposal	PAC	
2	Contact SD45 Facilities Department	Principal	
3	Site meeting with Facilities representative	Principal - PAC - Facilities	
4	Review proposal	Principal - PAC - Facilities	
5	Select vendor	Facilities	
6	Approach SD45 approved vendor	PAC	
7	Select new playground equipment;	PAC - Principal	
8	Create site plan showing installation of new equipment	Vendor	
9	Replacement of municipal playground equipment (Y/N)	Facilities	
10	If Yes, notify Municipality Parks & Recreation department	Facilities	
11	Provide quote on cost of new equipment	Vendor	
12	Provide proof that new equipment is CSA approved	Vendor	
13	Provide proof of commercial liability insurance and Worksafe BC coverage	Vendor	
14	Determine site preparation requirements; prepare cost estimate for PAC	Facilities	
15	Complete SD45 playground funding application	PAC - Principal	
16	Prepare application package including all items from #'s 11,12,13,14: submit to Secretary-Treasurer's office by	PAC	
17	Approve application package for SD45 funding assistance	Secretary-Treasurer	
18	Provide cheque to SD45 for cost of playground, less any financial assistance from SD45 or Municipality	PAC	
19	Order playground equipment	Purchasing	
20	Pay vendor invoice	Accounts Payable	
21	Prepare site	Facilities	
22	Install new equipment	Vendor	
23	PLAY!	Students	

Playground funding application form

School Name: _____

PAC Contact Information:

Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email address: _____

Cost of new playground equipment	\$
PST	\$
GST	\$
GST Rebate (68%)	(\$)
Cost of site preparation	\$
Cost of soft surfacing (Labour & Materials)	\$
Other Costs	\$
Total	\$
Less:	
SD45 Playground Grant:	
Cash portion	(\$)
Labour & Materials portion	(\$)
Required PAC contribution	\$