

# Playcourt Application



## Contents:

- Playcourt Application Checklist
- Playcourt Application Form
- Contacts

# Playcourt Application Check List

Item #	Description	Assigned to	Date Completed
1	Advise the principal of your proposal	PAC	
2	Contact SD45 Facilities Department	PAC	
3	Meet with the Facilities representative	PAC - Facilities	
4	Review proposal	PAC - Principal -Facilities	
5	Approach suitable vendor	PAC	
6	Select new playcourt equipment	PAC-Principal - Facilities	
7	Vendor to produce site plan showing new equipment.	Vendor	
8	Replacement of municipal playcourt equipment (Yes or No)	PAC - Facilities	
9	If answer is YES to # 7 notify Parks and Rec if the new playcourt is to replace municipal equipment	PAC	
10	If answer is YES to # 7 obtain copy of District of West Vancouver policy #02-70-112 Municipal Capital Funding of School Playgrounds	PAC	
11	Determine cost of new equipment	Vendor	
12	Determine site prep requirements. Obtain estimate from Facilities	Facilities	
13	Does the equipment have CSA approval?	PAC - Vendor	
14	Proof of WCB coverage and liability insurance	PAC - Vendor	
15	Make application to SD45 for funding	PAC	
16	Upon approval, provide a cheque to SD45 for the agreed amount	PAC	
17	Purchasing Department to order play-court equipment	Purchasing	
18	Prepare site	Facilities	
19	Installation of playcourt	Facilities and Vendor	

# SD 45 - Playcourt Application Form

Line	Playcourt Information:	
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1	School:	_____
2	Playcourt Contact:	_____
3	Phone Number:	_____
4	Home:	_____ Work _____
5	Cell:	_____ email: _____

6	<b>Our proposal will</b>	<b>Information</b>
7	Remove existing play-	New playcourt:
8	court equipment::	Planned date of installation:
9	Replace existing	Site plan showing location
10	playcourt:	attached:
	Add to existing playcourt	
	equipment:	

11	Playcourt Equipment Manufac-	_____
12	Contact:	_____
13	Phone Number:	Office: _____
14		Cell: _____
15		Email: _____

16	Funding & Costs:	
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17	<b>Funding:</b>	<b>\$</b>	<b>Totals</b>
18	Amount Raised:	A	_____
19	Other Funding:	B	_____
20	<b>Total Raised:</b>	C	A+B
21	<b>Costs:</b>	<b>\$</b>	<b>Totals</b>
22	Playcourt equipment	D	_____

23	<b>SD 45 Facilities Estimate of costs:</b>	
24	Site Preparation (SD45) Estimated Cost (Labor & Materials):	E
25	Site surfacing (SD45) Estimated Cost (Labor and Materials):	F
26	<b>Total:</b>	G
27	Other costs (specify) :	
28		H
29	<b>Grand Total:</b>	I
30	SD45 Contribution:	J
31	<b>Required Funds:</b>	K





# Contact Numbers

Name	Position	Phone #	Email
<b>SD45 West Vancouver</b>			
Gary Cords	Facilities Supervisor	604-981-1075	gcords@sd45.bc.ca
Dick Divine	Director of Facilities	604-981-1075	rdivine@sd45.bc.ca
Julia Leiterman	Secretary Treasurer Fax	604-981-1033 604-981-1000	jleiterman@sd45.bc.ca
<b>West Vancouver Municipality</b>			
Karen Kristensen	Parks Designer—Planner	604-925-7146	kkristensen@westvancouver .ca

Visit the School District 45 website to view Administrative  
Procedure #544 Elementary School Playground Upgrades

(<http://www.sd45.bc.ca/about/admin-procedures/ap-500.html>)

Contact the District of West Vancouver for a copy of their latest  
playground policy.

Corporate Policy #02-70-112

Municipal Capital Funding of School Playgrounds