

**Hoffman Estates Park District  
Procedure for Monthly Playground Inspection**

6.068 Monthly Playground Inspection

Inspections are to be done once each month to ensure that no equipment has been broken or worn. The inspection also helps keep the parks free from vandalism and graffiti. When checking the equipment, the following should be closely inspected:

- A. Swing seats should show no signs of cracking or exposed metal.
- B. Swing chains should not be worn or twisted. If the chain is vinyl-coated, the coating must be intact and not worn out.
- C. "S" hooks and the cleavis should not be worn due to friction or corrosion. The "S" hooks should be closed to 1/16" or the thickness of a credit card.
- D. The hardware on all the equipment should be tight with no more than two threads of a bolt extending past the nut.
- E. Be sure there are no sharp edges on the metal equipment, nor should there be any splinters on the timber or plywood equipment.
- F. All equipment should be checked for solid footings, hardware and material. Any loose footings should be removed and re-poured. Missing or loose hardware should be replaced or tightened properly. Check for rusted or faded equipment.
- G. Ground surfacing should be checked for proper depth and free of any foreign objects and leveled.
- H. Trees and other landscaping should be trimmed to proper levels.
- I. Any graffiti should be removed with the proper cleaner and the surface should be wiped down. Sandpaper should be used on wood equipment. The surface should then be repainted or stained.

Approval Date: 11/21/00 JGiacalone

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