

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>ADMINISTRATION</b>	SUBJECT <b>FACILITIES INSPECTION</b>

## 1. GENERAL

**1.1.** The Municipality of the District of Argyle, including the Public Works Department and Recreation Department, through its management and employees shall take reasonable steps to keep the various recreational sites and facilities throughout the municipality in a safe and workable condition.

## 2. REFERENCE DOCUMENT

**2.1.** Z614-07 2007 CSA Standard for Play Spaces and Equipment and Frank Cowan Company “Risk Management Considerations” (<http://excellence.frankcowan.com>)

## 3. POLICY STATEMENT

**3.1.** A practical and safety minded approach shall be taken with regards to monitoring the condition of the various sites and associated equipment or appliances;

- a) All inspections of Municipal recreational spaces and equipment shall be conducted monthly for the months of April through October and once during the months of November through March.
- b) All hazards shall be noted and reported to the Municipality or the responsible contact person.
- c) A detailed checklist shall be used when assessing each site. These completed checklists shall be filed and retained in the office of the Recreation Department or an approved site.
- d) The format for this checklist shall be shown in Schedule “A” of this policy.
- e) All reported “unsafe conditions” at any site shall be investigated within 24 hours of receiving the notification
- f) If an “unsafe condition” is identified at any site that “unsafe condition” shall be clearly marked as a danger by use of a brightly colored caution tape and/or a sign.
- g) The warning of an “unsafe condition” shall remain in place until repairs are affected or the equipment is removed.
- h) There is no expiry of these recorded checklist records.
- i) If at any time a resident has an issue with our procedure or performance of an employee, the employee is to direct him or her to their supervisor immediately.

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>ADMINISTRATION</b>	SUBJECT <b>FACILITIES INSPECTION</b>

**SCHEDULE "A"**

<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]: <u>October 7, 2014</u>	
Date of Passage of Current Policy: <u>October 14, 2014</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>Original Signed</u> Warden	<u>December 16, 2014</u> Date
<u>Original Signed</u> Chief Administrative Officer	<u>December 16, 2014</u> Date







# MUNICIPALITY OF ARGYLE

INSPECTION CHECKLIST	
Date of Inspection:	
Location / Address	
Weather Condition:	
Inspector:	

PLAYGROUND	Yes	No
Equipment - Platforms		
Are there any protective caps / plugs missing?		
Are dandrails on platforms stable and free of protrusions?		

After completing your inspection, transer your concerns/observations to this area:										
FACILITY:										
STAFF CONTACT:										
TELEPHONE NUMBER										
DATE INSPECTED:										
TIME:										
NAME							Frequency of Inspection			
Concerns/Observations		Recommendation(s) / action required		Completed Date		Daily	Weekly	Monthly	Semi annually	Annually