



Organization Name
Playground Build Timetable

Build Site:

Build Date:

Planning committee Chairperson:

Project Manager: contact info

Second: contact info

Equipment Vendor:

Representative / Installer: contact info

Playground Equipment Delivery

Delivery Date:

Vendor Contact:

Surfacing Delivery

Delivery Date:

Surfacing Contact:

SITE PREP SCHEDULE
Thursday - Site Prep Day 1

Time	What	Who	Tools
8 AM	Planning committee arrives on site	Planning committee chairs	
8:30 AM	Layout and dig holes (layout, drill, depth, diameter, and transit)	Planning committee chairs, Installer	Site plans, footing diagram, Bobcat, shovels, post-hole diggers, tape measure, marking paint, stakes, string line
9 AM	Volunteers arrive	Site prep volunteers	
9 – 10 AM	Equipment delivery, unloading and inventory	Planning committee chairs, site prep volunteers	Snips, utility knives, markers, equipment specs, storage container
9 AM	Side project materials delivery	Planning committee chairs	
9 – 2 PM	Get side projects ready for Build Day (sort hardware, paint World Map stencil, cut lumber, sort paint, etc)	Planning committee chairs, site prep volunteers	
12 – 1 PM	Lunch/build captain meeting	Planning committee chairs, build captains	Lunch!!
Afternoon	Sort/label playground equipment and hardware	Planning committee chairs	Markers, playground specs, utility knife, buckets, stapler
Afternoon	Preliminary set up of BOOMBox (information table)		Kids' drawings, thanks for sponsors and partners, etc.
Afternoon	Assemble tools from "necessary tools list" and store in container	Planning committee chairs	Tools, storage container

Friday - Site Prep Day 2

Time	What	Who	Tools
Afternoon	Errands to party store, hardware store, etc	Planning committee chairs	
Morning	Make team posters, nametags	Planning committee chairs	Markers, poster board, nametags, stickers
Morning	Make tool belts for build captains	Planning committee chairs	Tool belts, tools
All Day	Complete anything necessary	Planning committee chairs and volunteers if necessary	TBD

BUILD DAY SCHEDULE Saturday – Build Day!

Time	What	Who	Tools
6 AM	Planning committee chairs and others arrive on site	Project manager / chairs	coffee
6:30 AM	Equipment moving and sorting	Planning committee chairs, build captains	Equipment, hardware, tools, team lists
7 AM	Planning team set-up: Food area Registration area PR/media Construction area Safety area Children activities area	Planning committee chairs, build captains, food and registration volunteers, Planning committee members	<i>Food</i> – food, tables, chairs <i>Registration</i> – 2 tables, 3 chairs, Planning committee chairs, balloons <i>PR</i> – materials, press kits BOOMBox materials <i>Construction</i> – table, tools & materials <i>Safety</i> – table, chairs <i>Children</i> – tables, materials
7:45 AM	Prep meeting	Planning committee chairs, build captains	
8 AM	Volunteers arrive, register and eat breakfast	Registration volunteers and food team	Volunteer waivers, nametags, pens, food, T-shirts, hats, raffle tickets
8:30 AM	Welcome briefing, warm-up	Planning committee chairs	Agenda, PA system, DJ, camera
8:45 AM	Deployment of volunteers and playground construction begins	Planning committee chairs, build captains, volunteers	Team posters, specs, hardware, tools, playground equipment, music
8:45 AM	Decks and posts, component team deployed	Planning committee chairs, installer, volunteers	Specs, hardware, tools, playground equipment
8:45 AM	Spreading felt and safety surfacing	Volunteers	Felt, scissors, shovels, rakes
11 – 12 PM	LUNCH (in shifts)	Food team, all volunteers	Appetites, food
12:30 PM	Cement mixing/safety surfacing push	Volunteers	Cement, water, hose, spray nozzle, wheelbarrows, hoes, shovels
2:30 PM	Complete playground (<i>Collect tools & clean up</i>)	Planning committee chairs and volunteers	Specs, hardware, team tool kits
3 PM	Playground board cutting ceremony	Planning committee chairs, representatives, VIPs	Agenda, board, hand saw, camera, PA system

* times are estimated.

Build Day Team Assignments

Team	#	Project	Tools	Build Captain
Decks and Posts (and Installer)	15	Decks and posts, access gate,	5 - 3/8" ratchets with sockets and bits, 5 - Allen keys, 5 -wrenches, tape measure, ladder, playground specs, levels	
Team A	12	Playground components	5 - 3/8" ratchets with sockets and bits, 5 - Allen keys, 5 - wrenches, playground specs	
Team B	12	Playground components	5 - 3/8" ratchets with sockets and bits, 5 - Allen keys, 5 - wrenches, playground specs	
Team C	12	Playground components	5 - 3/8" Ratchets with sockets and bits, 5 - Allen keys, 5 - wrenches, playground specs	
Team D	12	Playground components	5 - 3/8" ratchets with sockets and bits, 5 - Allen keys, 5 - wrenches, playground specs	
Team E	20	Landscaping		
Team F	20	Mural		
Team H	30	Safety surfacing	Shovels, rakes, tarps, fibar, felt, scissors, duct tape	Everyone joins in after they finishing initial assignments!!!
Team I	15	Layout borders; Mix and pour cement	Sledge hammers, stakes, borders, tape measure, layout; cement, wheel barrows, hoes, shovels, water hoses	
Safety	4	Build Day safety	Table, first aid kit, sun block, water, cups, trash bags	Planning committee chairpersons head their respective teams
Food	6	Build Day food	Food, ice, utensils, drinks, coolers, paper products, trash bags	
Registration	4	Register volunteers	Sign-in sheets, volunteer waivers, nametags, pens, markers, balloons, helium, posters	
TOTAL	~150			