



Sample Prep and Build Day Timeline

Site Preparation Day 1 Schedule

Tuesday May 15

Time	What	Who	Tools
7:00 AM	Meeting/site walk	Team chairs	
7:30 AM	Installer layouts site	Equipment installer	
9:00 AM	Volunteers arrive/breakfast	Volunteers	Smiling faces, appetites
9:00 AM	Digging holes for playground	Team chairs, volunteers	
9:00 AM-completion	Playground equipment delivery - unload truck, inventory and sort equipment	Team chairs, volunteers	Snips, utility knives, markers, equipment specs
Following delivery – lunch	<ul style="list-style-type: none"> - Unload and label equipment - Sort hardware - Cut wood for side projects - Posters and name tags - Side project buckets - Build Captain tool belts 	Team chairs, volunteers	Mitre saw, circular saw, poster board, markers, etc.
12:00 PM	Lunch	Team chairs, volunteers	Appetites
12:30-1:30 PM	Build Captain training— attending a training session is mandatory for all Build Captains!	Team chairs, Build Captains	Thinking caps, pen, smiling faces
1:30- ? PM	Finish enhancement project preparations and other projects	Team chairs, volunteers	See above

** All times are approximate!

Site Preparation Day 2 Schedule

Wednesday May 16

Time	What	Who	Tools
8:00 AM	Day begins/breakfast	Food team	Bagels, coffee
8:30 AM	<ul style="list-style-type: none"> Mark site layout/borders Sort playspace hardware 	<ul style="list-style-type: none"> Installer Construction team 	<ul style="list-style-type: none"> Installer: tape measure, marking paint, spikes, equipment specs (1-2 volunteers needed) Construction team: playspace hardware, buckets, markers, equipment specs
9:30 AM	Delivery of power auger	Installer	
10:00 AM	Begin digging holes	Installer/auger operators	Power auger, work gloves
12:00 PM	Lunch	Food team	Sandwiches, chips, and soda
1-3:00 PM	<ul style="list-style-type: none"> Delivery of cement and additional tools Prepare side project 	Construction team	<ul style="list-style-type: none"> Wheelbarrow, hand cart, tarps Project specs, wood,

	materials		power saw, extension cord, drill and bits, tape measure
2:00 PM	Check holes against playspace plan	Installer/construction captain	Equipment specs
2:15 PM	Level, stabilize, and cover holes	Installer/construction captain	Transit, round patio bricks, plywood panels
2:45 PM	Break	Food team	Iced tea, lemonade
3:15 PM	Build captain training	Construction captain/installer	Information sheets, copies of installation guidelines, T-shirts, sample assembly tools
4:15 PM	Walk-through	Co-chairs	

BUILD DAY!! Schedule

Thursday May 17

Time	What	Who	Tools
6:00 AM	Project prep	Team chairs arrive	
6:30 AM	Equipment moving and sorting	Team chairs, Build Captains	Equipment, hardware, tools, team lists
7:00-8:00 AM	<i>Planning Team set-up</i> Food area Registration PR/media/info table Construction Safety	Team chairs, planning committee members and Build Captains	<i>Food</i> – food, tables, chairs <i>Registration</i> – table, chairs, registration materials, info table materials <i>Construction</i> – table, tools & materials <i>Safety</i> – table, chairs, materials <i>PR</i> -- table, PA system (do a check)
8:00 AM	Volunteers arrive and Registration begins <i>(Volunteers are directed to food area after registration)</i>	Registration and food teams	Volunteer waivers, nametags, raffle tickets, and pens
8:15 AM	Build Captains meet	Team chairs and Build Captains	Vests, posters, tool belts, info. sheets, excitement!
8:30 AM	Welcome, Build Kick-Off	Team chairs	Introductions of: playground installer & Build Captains; schedule, overview and directions
9:00 AM	Deploy volunteers and start building!	Team chairs, all volunteers	Specs, hardware, team tool kits, playground equipment
11:30 AM-12:30 PM	Break teams for lunch in shifts; teams not eating should continue working	Volunteers	Food, drinks, appetites
12:30-2:30 PM	Back to work; project wrap-up	Team chairs, all volunteers	
2:30-3:00 PM	Ribbon-Cutting Ceremony	Team chairs, volunteers, VIPs	Students, thank you cards, "ribbon" and PA system
3:00-? PM	Finishing touches on playground and safety inspection <i>(Collect tools & clean up)</i>	Team chairs, playground installer team, volunteers	Hardware, specs, tool box

* All times are estimated.