



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix A

VERSION 5 – 03.22.19

FACILITIES DEPARTMENT ADMINISTRATIVE PROCEDURE

DRAFT

Step 1

1. To begin an outdoor play environment improvement initiative at your school, first the school community must form an **Outdoor Play Environment Committee** with the Principal and representation from staff, parents and, optionally, students.
2. In consultation with the Area SQS, the Outdoor Play Environment Committee will determine the category of work as per Table 1.

Table 1	Category 1	Category 2	Category 3		
Budget	< \$10,000	\$10,000 - \$25,000	\$10,000 - \$50,000	\$50,000 - \$100,000	\$100,000 +
Time Line	+/- 6 months	Approx. 1 year	Approx. 1-2 years	Approx. 2-3 years	Approx. 2-3 years
Examples	Site specific projects such as tree planting, food or habitat gardens, some kindergarten elements	Site specific projects such as outdoor classrooms, in-ground elements, including some kindergarten elements	Play structures, shade structures, larger scale in-ground elements, projects requiring asphalt removal	Larger scale projects with multiple elements such as play structures, shade structures, larger scale in-ground elements	Larger scale projects with multiple elements such as artificial turf fields, master plan for the entire yard
Consultant	Design consultation and guidance provided by Landscape Supervisor		Consultation provided by outside consultant from prequalified vendor list of Landscape Architects. Some larger projects may require or benefit from a masterplan prepared by a Landscape Architect to provide material for the Outdoor Play Environment Committee and school community to utilize for fundraising. The Landscape Supervisor can advise if this option is suitable for the school's project.		
Project Lead	Area SQS	Landscape Supervisor			

Step 2

1. The SQS and Principal will complete "Appendix B" and submit it to the Landscape Supervisor. The **completion and submission** of Appendix B confirms a 'Request'. Requests will be logged by the Landscape Supervisor and ordered by the date received. A Request Reference Identification number will be assigned at this point.



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix A

VERSION 5 – 03.22.19

2. The Landscape Supervisor will confirm receipt of the request and the category of work with the Principal and Area SQS.
3. For Category 1 Projects, proceed directly to Step 6 – Category 1 Projects. For Category 2 and 3 Projects, complete all steps, including Step 6 – Category 2 & 3 Projects.

Step 3

1. The Landscape Supervisor will contact the Principal, meeting with the school's Outdoor Play Environment Committee and providing resources/guidance as required. Resources to include:
 - i. Tools for gathering data from the community (Sample surveys, design 'charrette' outlines, etc.)
 - ii. Basic Site Plan for surveying and analyzing the school ground
 - iii. Examples of landscape elements or features
 - iv. List of Grant and Funding Sources
 - v. List of local schools with similar improvements
2. The Outdoor Play Environment Committee, Area SQS, and Head Caretaker complete the Appendix C package – outlining the details of the project, maintenance, curriculum and developmental objectives for the project.
3. Renewal Management and the Landscape Supervisor will review the completed Appendix C package, providing feedback and recommendations as required.

Step 4

1. When the project **requires** an outside Landscape Architect; the Outdoor Play Environment Committee will work with a Landscape Architect on design development. A report to Associate Director Council (ADC) approving budget required if an approved project is not pre-existing. Any CSPC funding must be submitted to the TCDSB Finance Department prior to engaging a consultant. A consultant is to be engaged by the Landscape Supervisor not directly by the school.
*Note: **All** Category 3 and some Category 2 projects will require an outside Landscape Architect. The Landscape Supervisor will provide guidance on whether or not a Category 2 projects requires an outside Landscape Architect.*
2. When the project **does not require** an outside Landscape Architect; the Outdoor Play Environment Committee will work with the Landscape Supervisor on design development.

Step 5

1. The Senior Coordinator of Renewal will approve Appendix C – Section J, providing sign off for the project. Any changes to the plan after this point will require the school to start the process over again.



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix A

VERSION 5 – 03.22.19

2. The design is finalized by the Landscape Architect or Landscape Supervisor and construction documents are prepared.

Step 6 – Category 1 Projects

1. Prior to asking preapproved Board vendors for quotations for the project, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Area SQS.
2. The Area SQS gathers quotations for the project as per TCDSB procurement guidelines.
3. The project is awarded to vendor with the lowest quotation.
4. Finance sets up budget and a Purchase Order is created.
5. The Area SQS oversees the project as it moves through the construction and post construction phases with consultation from the Landscape Supervisor if/as required.

Step 6 – Category 2 & 3 Projects

1. Prior to tendering the project, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Landscape Supervisor.
2. The Project Supervisor submits the construction tender package to Materials Management and it is issued as per TCDSB procurement guidelines.
3. The Landscape Supervisor reports to PFAC followed by ADC for approval to award the contract and proceed with the project.
4. Finance sets up budget and a Purchase Order is created.
5. The Landscape Architect supervises the contractor with support from the Landscape Supervisor as the project moves through the construction and post construction phases.



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix B
VERSION 5 – 03.22.19

PROJECT REQUEST FORM **DRAFT**

This form is to be completed by the Outdoor Play Environment Committee and Area SQS and be submitted to the Landscape Supervisor. Requests will be logged based on the date Appendix B is received by the Renewal Department.

PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT

SECTION A: Contact Information		
School Name		
Address		
Phone Number		
Principal Name		
Principal E-mail		
Principal Signature	Date	
Area SQS		
Area SQS Signature	Date	
Submitted By		
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>		

SECTION B: Project Request Description	
Project Category	
Project Name	
Location of Project on School Grounds	

Request Reference ID Number (For Office Use Only)	
--	--

IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix B

VERSION 5 – 03.22.19



SECTION C: Project Request Details	
Detailed Description of Project Provide as much detail as possible on the scope of work for this request.	
Anticipated Work Funding Source(s)	

SECTION D: Supporting Documentation		
If supporting documents have been included with this initial request (photos, drawings, projects outlines, partnership agreements, timeline details, etc.) please list below.		
Item No.	Document Description	Received (For Office Use Only)

SECTION E: Submission Confirmation (For Office Use Only)	
Received By	
Position	
Date	



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

PROJECT REQUEST DETAILS FORM **DRAFT**

This form is to be completed by the Outdoor Play Environment Committee and with guidance from the Landscape Supervisor and submitted to the Senior Coordinator of Renewal for initial review. Appendix C is required for all projects in Category 2 or 3.

PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT

Specifications around locations, natural and built components of School Ground Greening projects are detailed in the Guidelines for School Ground Greening in the Toronto Catholic District School Board.

Request Reference ID Number	
-----------------------------	--

SECTION A: Contact Information Update			
School Name			
Address			
Phone Number			
Principal Name			
Principal E-mail			
Principal Signature		Date	
Landscape Supervisor			
Supervisor Signature		Date	
Submitted By			
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>			

SECTION B: Project Description	
Project Type	
Project Name	
Location of Project on School Grounds	
Estimated Target Completion Date	



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

SECTION C: Project Request Details	
Detailed Description of Project (In Addition to Appendix B) Provide as much detail as possible on the scope of work for this request.	
Estimated Budget	
Project to be Primarily Funded By	
Other Funding Sources	
Other Fees Estimate	
Is a Contractor Required to Install Project?	
If not, explain in detail how the project is to be constructed:	
Anticipated Source of Future Maintenance Funds	

SECTION D: Supporting Documentation		
The following documents are required for this submission to the Renewal Department		
Item No.	Document Description	Received (For Office Use Only)
1	A detailed site plan for the project including location of the project on a current site plan for the school showing property lines, potential portables, and/or additions, snow clearing and piling, drainage and utility locates, identification of hardscape materials (asphalt, sidewalks, parking, etc.)	
2	Concept drawing for proposed project	
3	Details of any proposed structures	
4	Photos of proposed site	
5	Maintenance & Sustainability Plan	



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C

VERSION 5 – 03.22.19

6	Other	
SECTION E: Educational Goals & Curriculum Links		
Explain how your project supports the following:		
Developmental Needs e.g. physical, social, cognitive & emotional		
Inquiry-Based Learning		
Healthy & Physical Fitness		
Curriculum Expectations		
Play, Recreational & Social Value		

DRAFT



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

SECTION F: Safety Considerations	
Explain how your project has considered the following:	
Surfacing (Slips & Falls)	
Materials	
Sight Lines	
Added Supervision Needs	
School Specific Playground Rules	
Daily Inspection for Safety Concerns (Damage, refuse, repair)	
<p>The following legislation pertaining to safety needs to be reviewed when undertaking a school ground project:</p> <ul style="list-style-type: none"> • OPHEA Ontario Physical Education Safety Guidelines • CAN/CSE-Z614-14 Children's Play Spaces & Equipment Standards • Accessibility for Ontarians with Disabilities Act, 2005 (AODA) • Integrated Accessibility Standards Regulation, O.Reg. 191-11 (Outdoor Play Spaces) • The Ontario Building Code 	

SECTION G: Accessibility & Inclusion Considerations	
Refer to: Integrated Accessibility Standards, O.Reg 191/11, s.80,18.80.20 for further details http://www.ontario.ca/laws/regulation/110191	
	Has your school consulted on the needs of children and caregivers with various abilities for this project?
	Has your school incorporated accessibility features such as sensory and active play components for children and caregivers with various abilities in the design of outdoor play spaces?
	Ensured that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance. Children and caregivers with various abilities must be able to move through, in and around the outdoor play space.
	The clearances and widths etc. of exterior paths, ramps, stairs, etc. are compliant with the requirements of O.Reg 191/11.



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

SECTION H: Important Considerations – <i>Please initial each box to indicate understanding.</i>	
	Outdoor Play Environment Committees are responsible for all aspects of the design, associated costs (not funded by the Board) and maintenance of the project.
	For larger scale projects, hiring the services of one of the Board's pre-approved Landscape Consultants is strongly encouraged as CAD drawings may be required. Project budgets, scope and timelines need to be planned accordingly and approved the Facilities Department.
	<p>Before approving any project, the Renewal Department will consider a number of factors, including:</p> <ul style="list-style-type: none"> • Compliance with the TCDSB Greening Guidelines • Suitability with respect to school safety and environment • Impact to site operations such as snow removal/storage, drainage, grounds maintenance, etc. • The school's ongoing maintenance plan for weed control, litter removal, watering, etc.
<p>This section is to be completed by the Principal.</p>	

DRAFT



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

SECTION I: Outdoor Play Environment Maintenance Plan							
"Who is doing what, when?"							
	April	May	June	July	August	September	October
Inspection							
Weeding							
Watering							
Pruning							
Mulching							
Clean-Ups							
Vandalism							
Repairs							
<p><i>It is highly recommended that a line item is included in the school's budget to cover maintenance and unforeseen costs each year.</i></p>							

Confirmation of Maintenance Plan Review			
School		Date	
CSPC Chair		Signature	
Principal		Signature	
Area SOS		Signature	
Landscape Supervisor		Signature	



IMPROVEMENTS TO OUTDOOR PLAY ENVIRONMENTS

Appendix C
VERSION 5 – 03.22.19

SECTION J: Project Approval & Sign Off	
Reference Request ID No.	
School Name	
Project Name	
Project Location	
Project Description	

<i>This is to acknowledge that I have reviewed and approved the drawings and scope of work.</i>			
Principal			
Signature		Date	
CSPC Chair			
Signature		Date	
Area SQS			
Signature		Date	
Landscape Supervisor			
Signature		Date	
Area Superintendent			
Signature		Date	
Renewal Sr. Coordinator			
Signature		Date	