

# Daily and Monthly Playground Inspection and Maintenance Form

Name of Center \_\_\_\_\_ Name of Staff \_\_\_\_\_

Enter the date/month of the inspection. Circle the appropriate response. Y = Yes N= No

Date →	M	T	W	Th	Fri	Hazard
	Y/N	Y/N	Y/N	Y/N	Y/N	1) The entire playground has adequate drainage, is clean/free of trip hazards and hazardous debris/objects (rocks, sticks, litter.)
	Y/N	Y/N	Y/N	Y/N	Y/N	2) Use zones are free of all obstacles. (Minimum 3 feet use zone around toddler equipment; 6 feet around all other play equipment.)
	Y/N	Y/N	Y/N	Y/N	Y/N	3) Check for and take action on unsafe or damaged equipment- (broken, worn, loose or missing parts, rust, peeling paint, splinters, sharp edges, cracks/holes, protruding bolts, noticeable gaps, or head entrapments.)
	Y/N	Y/N	Y/N	Y/N	Y/N	4) Rake loose fill surfacing in areas where it has been displaced.
	Y/N	Y/N	Y/N	Y/N	Y/N	5) Sweep loose fill surfacing, sand and other debris off of equipment platforms and solid surfaces (such as asphalt or unitary rubber.)
	Y/N	Y/N	Y/N	Y/N	Y/N	6) If water tables are used, change water between groups of children; empty, wash and sanitize water tables and water toys at the end of the day and prior to use by other classrooms.
	Y/N	Y/N	Y/N	Y/N	Y/N	7) Empty trash cans.
	Y/N	Y/N	Y/N	Y/N	Y/N	8) Other

Month →	Month						Hazard
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Check for and take action on unsafe or damaged equipment (broken parts, rust/peeling paint, splinters, sharp edges, cracks, protruding bolts, gaps, or head entrapments.)
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Check for and tighten or replace loose or missing hardware, caps, or plugs.
	Y/N	Y/N	Y/N	Y/N	Y/N	Yes/No	Check for and replace all moving parts that show wear.
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Rake loose fill surfacing to ensure that it is at its proper depth in all areas of the use zones.
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Check all vegetation, clear out hazardous or poisonous weeds, prune dead branches in bushes or trees.

(Action taken on broken or vandalized equipment, site amenities or surfacing.) Hazard to be Fixed	Person Responsible	Action Needed	Date to be Completed	Date Completed

Your inspections and maintenance program should include all recommendations supplied by the manufacturer(s) of your play equipment. Add these recommendations to your daily, monthly, and bi-annual inspections.