



**Designed for Fun, Inc.**  
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## Volunteer Installation - Generic Schedule Overview

Customer: \_\_\_\_\_ Installation Date: \_\_\_\_\_

### Pre-Installation Day:

- Establish an installation weekend convenient with your volunteer group and reserve an installation supervisor through your play consultant. Please make reservations early -- the spring and fall schedule fills quickly.
- Place your order with Designed for Fun, Inc. six to eight weeks prior to desired installation date. 40% of the equipment cost is requested with your order payable to Designed for Fun, Inc. (Balance plus freight will be due upon receipt of materials).
- An acknowledgment of your order is sent within ten days of receiving your order. Please check that the shipping address and equipment specified is accurate. Installation instructions are shipped with the materials.
- Five days prior to installation date, the equipment is loaded and begins its route to you. Equipment is usually delivered in brokered or common carrier trucks. The shipper is instructed to call your designated contact 24 hours prior to delivery.
- One to two days prior to installation, have a team of volunteers on call to meet the delivery truck and unload. The equipment may be unloaded by hand or with a forklift. Discuss with your play consultant which way is appropriate for your order. Number of volunteers required varies according to size of project (2 to 3 for equipment value under \$15,000; 3-5 for equipment value of \$25,000; 5-10 for equipment value of \$50,000+). Off-loading the truck will take approximately 1-1/2 to 2 hours of their time. The equipment should be laid as close to the build site as possible but not where the holes will be dug.
- One to two days prior to installation, the layout and staking of the equipment should be done either by the hired installation supervisor or another qualified individual. This is a crucial aspect of the project. If the holes are drilled improperly, volunteers will have to fill and dig by hand wasting time and during the installation process.



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## **Pre-Installation Day:** (continued)

- After the layout is prepared, you may bring an auger on site to drill the holes. We recommend an 18" auger or 16" minimum. The soil excavated from the holes should be shoveled up and transported away from the work area but still on site. We will use about 10 % of the excavated soil to tamp back into the holes later on top of the concrete. A crew of 2 or 3 with shovels and wheelbarrows should be sufficient for this task.
- Section off the area with exposed holes (i.e. caution tape, snow fence).

## **Installation Day:**

- **7:00 a.m.** Set up a welcome table with sign-up sheet, name tags, cotton gloves for those who think they won't need them, and masking tape with markers to label volunteers' tools in case they have not done this. Adolescents 14 years of age and older are permitted on the work site as an assistant to an adult volunteer. Youngsters are not permitted on the work site until the installation supervisor determines it safe for them.
- A refreshment table should be set up early. It is the responsibility of the volunteer group to keep drinking water flowing to workers and to provide a comfort station.
- One or two individuals should maintain the play equipment inventory. Each component of your structure is labeled with a part number that corresponds to the installation drawings. Hardware is packaged in labeled plastic bags and burlap sacks. Monitor the outgoing components and hardware to be sure the volunteer matches the correct parts to the task at hand. The installation booklet specifies which pieces are required for any particular assembly.
- Onsite construction begins with your installation supervisor and 10-15 volunteers as the first platform and columns are put into place and temporarily braced. Refer to tools list for type and quantity of temporary brace materials.



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## **Installation Day:** (continued)

- **8:00 a.m.** Remainder of volunteers arrive and begin to assemble components and attach them to structure following the guidance of the supervisor. How many volunteers do we need? Our general rule is 1 person per \$1,000 of the equipment/surfacing/perimeter cost. Note: The installation supervisor is not responsible for building your structure. It is not likely the group will finish on schedule if we are short 25% of the recommended number of volunteers.
- **12:00 noon** Lunch break - all stop at once, including supervisors
- **1:00 p.m.** (or as soon as finished eating lunch) Resume installation process. Installation supervisor will evaluate when to have concrete delivered or mixed (no earlier than 3:00 PM on the first day) The structure is built and braced before the concrete is poured. The supervisor will instruct how to shape the concrete and fill the tops of the holes with the excavated soil.
- The completion time will vary depending on size and complexity of structure. Your play consultant and installation supervisor will prepare you to schedule either a one or two-day installation. Equipment valued at \$15,000 and under is almost always completely erected with surfacing and perimeter in one day.
- Simultaneous to the installation of the equipment, the supervisor will coordinate a group of volunteers to do the layout and installation of perimeter treatment and resilient surfacing. This segment should always be done after the holes are prepared and the structure erection is well under way.
- The installation supervisor will either be hired for the next day or will provide a punch list of completion items if the installation is incomplete.
- **5:30 p.m.** Begin closing the site, retrieving all tools. Secure structure if construction will continue the next day.
- **Finish-Up Work** Remove bracing and discard. Installation supervisor or volunteer team leaders should inspect the structure to ensure it is installed per the manufacturer's recommendations. If the supervisor is not hired for the second day, he will inspect the structure before leaving and provide a punch list of completion items that, once complete, will ensure a correct installation.