



## Community Build Information Guide

There's plenty for people to do on when it comes to a Community Build, from assembling playground components (pieces), to manning the food and registration booths, to cleaning up at the end of the day. The value of a community build playground project can only increase as more community members turn out to work side-by-side, so keep track of how many interested volunteers you have beyond your target numbers, and plan extra activities like side projects to keep them busy contributing to the space on Build Day.

### Volunteer Jobs

Here are some of the many jobs that build volunteers can help with:

- “Deck and Post” assembly
- Component assembly
- Border assembly (for surfacing)
- Mixing concrete (to secure posts)
- Installing surfacing liner/drainage
- Hauling surfacing
- Painting
- Landscaping
- Site set-up (tables, tents, etc.)
- Site Clean-Up
- Food service
- Registering volunteers
- Supervising children’s activities
- Posting signs/banners
- Monitoring site safety (coordinate with your fellow team captains)
- Running errands
- Tool distribution/collection
- DJ/performing music

### Team Captains

Every team of volunteers should be led by a trained or knowledgeable team captain. Meaning someone in charge of concrete, gardening, surfacing, fundraising should be experienced etc. A knowledgeable community member, such as the construction captain, will be responsible for their recruitment and training. Team Captains can come from an array of backgrounds. Look for volunteers who have experience or skills with the following:

- First-aid
- Fundraising/Grant writing
- Meeting facilitation
- Leadership
- Construction/repair
- Food prep/service
- Organizing
- Child care
- Communication skills
- Cleaning
- Transportation (cars, trucks, machinery)
- Music/art
- Marketing/PR
- Landscaping/gardening

## **Estimating the Number of Volunteers Needed**

### **Size of Your Playground**

Talk with your Playground Guy representative regarding how many components (slides, panels, climbers, other parts that attach to the decks and posts) your playspace has. Ensure you ask how difficult the assembly of each component may be— make sure to give each team a mix of easy and hard assemblies.

- You'll need a "decks and posts" team with approximately 12 people to put up the skeleton of the structure;
- You'll need several "component" teams, each with 10 to 12 people;
- Then you'll need several smaller teams for registration, food, gardening, shade or care giving of any children.

### **Type and Amount of Safety Surfacing Used**

Before moving the surfacing, a base material (usually landscaping fabric) will need to be laid down and border timbers installed to hold the surfacing in place. Hauling loose-fill surfacing is by far the largest, most time-consuming task on a playground build...the more volunteers you have, the faster it will go!

If you're using "loose-fill" surfacing for a playground such as engineered wood fibre, sand, or pea gravel, you'll need about 40-60 volunteers to transport the surfacing onto the play area by hand using tarps or wheelbarrows depending on how many cubic yards you have to fill. For 200 cubic yards we recommend about 60 people.

Projects with "unitary" surfacing materials (e.g. poured-in-place rubber and rubber-tile systems) require fewer volunteers; these materials are installed after the playspace is completed, and usually by professionals.

### **Number of Side Projects**

From butterfly gardens and shade structures to a paved tricycle path, additional playspace projects can be a great way to involve older volunteers, hobbyists, youth, or hordes of unexpected volunteers in your project. Each side project requires a small handful of volunteers (usually 5 to 10), and can transform the space around your playground area into a real community gathering space that will appeal to people of all ages.

### **Build Time-Frame**

Are you planning a one-day playspace or will your build be stretched out over several days? Shorter time frames require a large number of highly organized volunteers, working simultaneously. Plan on 100 to 150 volunteers for a one-day build. Longer builds are usually broken into volunteer shifts, and this can be a great way to involve busy professionals and parents. Try to get people to commit to at least four hours at a time as too many people coming and going can create more chaos than organization!

On average about 30 percent of confirmed build volunteers will stay home for various reasons. So always recruit more people than you need, but be prepared for a full turnout, just in case. Remind volunteers that although there will be lots to get done it will be fun and there will be music and food.

## Tool Collection

A few days before the build your team will need to ensure you have collected all the machinery, tools and construction material that is required for site preparation, assembly and full installation of the project. Talk to your Playground Guy representative regarding the tools that are required. Your design and number of volunteers will influence your tool list, but the following list should get you started on figuring out what kinds of things you need:

- Concrete (amount dependant on size of site and equipment \* consult with your Playground Guy rep)
- Bobcat with 18 inch auger
- Safety fencing with stakes - for perimeter area during concrete drying and construction phase
- Shovels
- Wheelbarrows
- 16' x 10' tarps for transporting surfacing or to cover things in bad weather
- Garden hoses with nozzles
- Power supply
- Long extension cords
- Wood timbers (amount dependant on size on playground size \* consult with your Playground Guy rep)
- Wood screws – 3" – small bag
- Screw guns/cordless drills x 2
- 6- Socket set and wrenches
- 6- Crescent wrenches
- Hammers
- Rubber mallets
- Tape measures
- 6' or 8' ladders for building deck and shade structures
- Duck tape
- Spray paint to mark holes
- 4' level x 2
- Mini level x 3 (magnetic)
- Tap and Die Sets
- Chop Saw and hand saws
- Garbage bins and bags for clean-up
- Garden rakes to distribute loose-fill surfacing
- Work gloves -/solid boots – for each person
- Moveable tables to organize drawings, tools, registration and to supply food and drinks on
- Tents/tarps in case of bad weather
- Food/coffee/water for volunteers

After all the months of planning, fundraising and organizing it will all be worth it! Build day will likely have hiccups but if you've read this than you're already a step ahead on minimizing any fluctuations to the plan. Ensure you consult with your **Playground Guy Rep** on your plans and they will be able to offer more detailed advice. Good luck on a successful and fun community build!