



## Volunteer Planner



St. Joseph School  
Greg Beekman  
Phone: 587-370-4030

Hi! It has been a pleasure working with you and your committee putting together the design for your fabulous, new playground! Thank you for trusting BDI! We know how hard you have worked to get to this point and that everyone is getting excited to see their new playground completed.

As the installation date approaches, we understand that there can be a lot of questions. We have customized a "Volunteer Planner" to make things easier and more understandable, hopefully answering many of those questions. Your "Planner" details the process of the playground installation - providing details regarding tasks that need to be completed prior to installation, an 'on-site' day-by-day schedule, tools required, whose responsibility it is to supply tools and equipment, and finally, a "Volunteer Sign In" sheet. (may be necessary for grant follow-up purposes)

We are looking forward to working with you and your volunteers in realizing the end result to all of your months of hard work.

Again, thank you for choosing BDI and if you have any questions at all, please feel free to call or email your designated supervisor or our office staff at any time.

Sincerely,

Greg Beekman  
and the rest of the BDI team



**Greg Beekman**  
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**BLUEIMP**  
Play Strong



## Volunteer Planner



### st. Joseph School's Responsibilities

- Have excavation lined up. Must be completed by the 7th of August at the latest, please arrange meeting with BDI supervisor and excavator at least one month prior to installation date.  
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- Obtain all applicable approvals from your school board, municipality, and owner. This must be completed early on in the process. For any questions regarding whose approval is needed, please contact BDI.  
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- Supply skid steer. Must be lined up with operator and on site by 8:00 AM the 14th of August.  
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- Confirm and supply twelve inch auger. Must be lined up for 8:00 AM the 14th of August.  
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- Ensure liability Insurance for construction days for volunteer coverage.  
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- Arrange for bathroom facilities for volunteers: If arranging Portable Toilets, please have at least 3 Potities and one wash station to arrive prior to installation date and remain on site until project completion.  
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- Concrete supplied and ordered. 7.35 meters of 25 MPA type 10 concrete with air must be lined up 2 weeks prior to the installation and should be arranged to arrive at 12:00 PM the 16th of August.  
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- Confirm underground utility locates. One to two weeks prior to install, call Alberta One at 1-800-242-3447 to arrange locates.  
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- Have security arranged for the nights of construction. Volunteer or guard. There is no need to have security during installation hours, so it is recommended only from 6:00 PM until 7:30 AM August, 14th, 15th, 16th. The night of the 17th may be necessary if concrete is not yet cured.  
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- Ensure proper site fencing is arranged. BDI recommends using only full-sized, construction-grade site fencing. However, if the site is already in a fenced off construction site, the use of non-rigid cautionary fencing can be used if permitted. The site fencing should be set up prior to excavation and be left standing until the playground has been fully tested by a certified playground inspector.  
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- Arrange for garbage removal following project completion: A 12-yard dumpster should be arranged for delivery by 10:00 AM the 14th of August and be left on site until 5:00 PM the 17th of August.  
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- Re-confirm that volunteers are coming out. These are the most important assets of the project. Very Important!  
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- Arrange disposal of tailings from augered holes. Depending on site conditions you may be able to use the tailings for backfill.  
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- Ensure supply of wood blocks for postholes: By 8:00 AM the 14th of August, we need 72 eight inch by eight inch blocks of wood, this is usually done by cutting (8) eight foot 'two by eights' into 12 equal pieces.  
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- Confirm delivery of playground surfacing: If the surfacing is gravel or engineered wood fiber, please arrange for delivery 12:00 PM the 16th of August  
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- Arrange for childcare for volunteers that have children at home - optional. It is BDI policy that no person under the age of 18 be allowed within the site.  
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- Select a safety manager. This person should have his/her 'Standard First Aid' and must be focused on watching for hazards throughout the installation process.  
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- Arrange to have safety gear and First Aid Kits on site. This should include hard hats and safety vests, First Aid kits, directions to the nearest hospital, and a list of contacts and numbers of both local and governmental health and safety organizations.  
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- Have food and beverages arranged for volunteers. Often volunteer organizations can get local organizations or restaurants to donate part or all of the food required for a playground build. Water is very important!!!  
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- Have landscape rehabilitation completed after completion of playground build and surfacing.  
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**It is BDI's Responsibility to:**

- Supply a certified playground inspector to supervise volunteer installation.
- Perform a full inspection of playground to ensure conformance to all CSA standards.
- Install pour in place rubber surfacing.
- Install final base preparation (Fines) over playground surface.
- Install base preparation (3/4" road crush) over rough excavation.
- Contact excavator to determine grading and depth.
- Construct concrete foundations for Themed Concepts' rocks.
- Construct concrete foundations for Dynamo equipment.

**Tools to be supplied by st. Joseph School**

- 5 - Wheelbarrows
- 10 - Utility Knives
- 5 - Rakes
- 2 - Buckets and rags
- 20 - Shovels
- 30 - Gloves
- 2 - Sledge Hammers

**Tools supplied by BDI**

- 1 - Post Hole Cleaners
- 1 - Prism
- 1 - Rock Bars
- 1 - Tamping Rod
- 1 - Telescoping Rods
- 2 - 100' Tape Measures
- 2 - Crow Bars
- 2 - Tin Snips
- 20 - Drill Bits
- 4 - Allen Wrenches
- 4 - Hammers
- 4 - Levels
- 4 - Tape measures
- 5 - Security Bits
- 5 - T-Handles
- 6 - Wrench Sets

**Tools supplied by BDI (Continued)**

- 1 - 6' Step ladders
- 1 - Broom
- 1 - Cans of Marking Paint
- 1 - Cans of WD-40
- 1 - Caution Tape
- 1 - Cordless Circular Metal Cutting Saw
- 1 - Extension Cords and Power Source
- 1 - Pipe Wrench
- 1 - Hack Zai
- 1 - Hammer Drill with Bits
- 1 - Laser Level with Reciever
- 1 - Rubber Mallet
- 1 - Set Screw Reversal Set
- 1 - Tap and Die Set
- 100 - Ratchet strapps
- 2 - C-Clamps
- 2 - Plan and Piles
- 2 - Utility Knives
- 200 - Layout Pins, Nails, and Markers
- 4 - Battery Operated Drills
- 4 - Large Socket Sets
- 4 - String Lines
- 4 - Vise Grips
- 5 - Sharpies
- 6 - Ratchet and Socket Sets
- 8 - Battery Operated Impacts



#### **Day 1**

Layout pile holes and perimeter.

Auger pile holes and clean up tailings.

Shoot in grade blocks. Builders Level or laser required but supplied by supervisor.

Unload truck and spread out equipment.

Pre-assemble components.

#### **Day 2**

Place appropriate post in pile holes that have grade blocks secured.

Assemble equipment.

#### **Day 3**

Complete equipment installation.

Plumb equipment.

Tighten all bolts.

Clean up site and haul garbage, tailings

Complete equipment installation.

Pour concrete piles.

Clean spilled concrete.

Crown footings.

#### **Day 4**

Assist Supervisor with final audit & setting tolerances.



# Volunteer Planner



	Name	Phone #	Time Available	Time In	Time Out	Signature
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May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Last Day To Order Turtle Boulder	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

St. Joseph School

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# August 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Base Preparation,	8 Installation of Foundations (Rocks or Dynamo), Base Preparation,	9 Installation of Foundations (Rocks or Dynamo), Base Preparation,	10 Base Preparation,
11 Base Preparation,	12 Base Preparation,	13 Base Preparation,	14 Playground Installation, Arrival of Dumpster, Security Guard Required, Base Preparation,	15 Playground Installation, Security Guard Required,	16 Placement of Loose Fill Surfacing, Concrete Delivered (Piles), Playground Installation, Security Guard Required,	17 Installation of Rubber Surfacing, Placement of Loose Fill Surfacing, Playground Installation, Security Guard Required,
18 Installation of Rubber Surfacing,	19 Installation of Rubber Surfacing,	20 Installation of Rubber Surfacing,	21 Installation of Rubber Surfacing,	22 Installation of Rubber Surfacing,	23 Installation of Rubber Surfacing,	24 Installation of Rubber Surfacing,
25 Installation of Rubber Surfacing,	26 Installation of Rubber Surfacing,	27 Departure of Dumpster, Installation of Rubber Surfacing,	28 Removal of Porta Potties,	29	30	31

St. Joseph School

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