



TOWN OF NEEDHAM

TOWN HALL
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Office of the
TOWN MANAGER

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TO: School Principals
FROM: Dan Gutekanst, Superintendent of Schools
Kate Fitzpatrick Town Manager
CC: Rick Merson, Director of Public Works
Ed Olsen, Parks & Forestry Superintendent
Patty Carey, Director of Park and Recreation
Chip Laffey, Director of Facility Operations
Anne Gulati, Director of Financial Operations, NPS
DATE: September 3, 2014
RE: School Play Area Maintenance

Dan Gutekanst
Kate Fitzpatrick

The following procedure should be observed when requesting repair, maintenance, or improvements to school play areas.

Fields

Requests for repair, maintenance and/or improvements to school grounds and fields and related equipment (goal nets, benches, trash barrels, etc.) should be directed by the school principal or his/her designee to Ed Olsen, Parks & Forestry Superintendent, at eolsen@needhamma.gov. School personnel and volunteer groups should not perform any maintenance or related activities on or adjacent to school grounds and fields without the advance approval of the Parks & Forestry Superintendent.

Play Structures & Equipment

Requests for repair and maintenance of existing play structures and equipment should be directed by the school principal or his/her designee to Park and Recreation Director Patty Carey at pcarey@needhamma.gov. School personnel and volunteer groups should not perform any play structure or equipment maintenance without the advance approval of the Director of Park and Recreation. School personnel and volunteer groups are authorized to sweep and/or rake playground surfacing. No new surfacing material may be added unless authorized by Director of Park and Recreation.

Improvements to play structures and equipment, including the addition of new pieces of equipment, must be requested through the capital planning process by request of the school

principal to the School Director of Financial Operations who may consider the request in accordance with the Town's capital improvement planning process. School volunteer groups wishing to donate play structures or equipment should contact the school principal. Donation proposals should be forwarded by the school principal or his/her designee to the Director of Park and Recreation.

Hardscape Play Areas

Requests for repair, maintenance and/or improvements to hardscape play areas and associated equipment (bike racks, trash barrels, etc.) should be directed by the school principal or his/her designee to Chip Laffey, Director of Facility Operations at claffey@needhamma.gov. School personnel and volunteer groups should not perform any hardscape play area activities without the advance approval of the Director of Facility Operations. Request for improvements should be submitted to the Public Facilities Department through the work order process.

The Park and Recreation Department has the capability of painting basic lines (four square, hopscotch, etc.) on hardscape play areas. Requests for such painting should be forwarded by the school principal or his/her designee to Patty Carey, Director of Park and Recreation at pcarey@needhamma.gov. Requests for specialty painting (flags, maps, etc.) must be requested through the capital planning process by request of the school principal to the Director of Park and Recreation in accordance with the Town's capital improvement planning process. School volunteer groups wishing to donate painting services should contact the school principal. Specialty painting services should not be performed without the advance approval of the Director of Facility Operations.

Thank you for your cooperation in ensuring that projects aimed at improving the play spaces at our schools are performed in accordance with Town policy and that everyone who should be involved in the planning process is included at an early stage.