



## Maintenance Instructions

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**Introduction**

Thank you for buying this high quality product from Russell Play!  
Our team of product developers have put a lot of effort in designing products that are fun to play on and that are built to last.

Regular inspection and maintenance are needed in order to obtain maximum usage and enjoyment from the products. Russell Play’s guarantees are conditional on the products being maintained in accordance with this manual.

It is useful to have the Installation instructions of the products to hand when doing the inspection and maintenance.

These documents are available through Russell Play ([www.russell-play.com](http://www.russell-play.com)).

Equipment should be inspected on a regular basis. The frequency of inspections will depend on a number of factors, e.g. heavy use, type of materials used, levels of vandalism, coastal location, air pollution, age of equipment.

We advise that the owner or operator of the equipment should post a contact number on the structure or on signage in the play area for emergencies or problems arising from the equipment.

## General site inspection

Remove anything from the site that could be used to damage the equipment. Check that the safety surfacing used is in good order and report any damage. To maintain the impact absorbing properties of a bark pit it is recommended that the bark chippings are 'turned' on a regular basis. Check any fencing used for damage, particularly around gate areas. Ensure that information signs relating to the play equipment are still in place and are clearly readable. It is good practice to back up your inspection records with photographs.

IF ANY EQUIPMENT HAS BEEN BADLY DAMAGED LEAVING A DANGEROUS HAZARD, IT IS RECOMMENDED THAT THE EQUIPMENT IS CLOSED AND FENCED OFF UNTIL SUCH TIME AS A REPAIR CAN BE CARRIED OUT.

AN APPROPRIATE SIGN SHOULD BE CLEARLY DISPLAYED TO THIS EFFECT.

### *Impact attenuating surfacing*

It is very important to maintain the surfacing of the play area since poor maintenance can contribute to serious accidents. Regular inspections should therefore include an inspection of the protective surfacing, ensuring that it is intact and at the correct level (especially around moving equipment like swings and carousels).

Use Standard EN1177:2008 for doing tests on the impact attenuating surfaces of the playground. We recommend that this is done annually.

EN1176-1:2008 shows the following useful table (*EN1176-1:2008 Table 4*):

Material <sup>a</sup>	Description	Minimum depth <sup>b</sup>	Critical fall height
	mm	mm	mm
<b>Turf/topsoil</b>			≤1 000 <sup>d</sup>
<b>Bark</b>	20 to 80 grain size	200 300	≤2 000 ≤3 000
<b>Woodchip</b>	5 to 30 grain size	200 300	≤2 000 ≤3 000
<b>Sand<sup>c</sup></b>	0,2 to 2 grain size	200 300	≤2 000 ≤3 000
<b>Gravel<sup>c</sup></b>	2 to 8 grain size	200 300	≤2 000 ≤3 000
<b>Other materials and other depths</b>	As tested to HIC (see EN1177)		Critical fall height as tested

<sup>a</sup> Materials properly prepared for use in children's playgrounds

<sup>b</sup> For loose particulate material, add 100mm to the minimum depth to compensate for displacement (see 4.2.8.5.1)

<sup>c</sup> No silty or clay particles. Grain size can be identified by use of a sieve test, such as EN993-1

<sup>d</sup> See NOTE 1 in 4.2.8.5.2

## Product identification

The identification label is riveted or glued to a clearly visible part of the play equipment (often a slide or a post).

The label is inscribed with the code of the equipment plus the year of manufacture.

Use this information when making a complaint or ordering spare parts ([www.russell-play.com](http://www.russell-play.com)).

YEAR OF MANUFACTURE				 <b>Russell Leisure Limited</b> Leading the way in Sport and Play			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
CONFORMS TO				TICK			
BS-EN-1176:2008				<b>PLAYGROUND EQUIPMENT</b>		<input type="checkbox"/>	
BS-EN-15312:2007				<b>SPORT EQUIPMENT</b>		<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Russell Leisure Limited, Newbridge Industrial Estate, Newbridge, Edinburgh, EH28 8PJ, UK							

## **Types of product inspection**

Inspection and maintenance of the Play equipment should be carried out in accordance with the following Standard: EN1176-7:2008 – Playground equipment and surfacing.

There are various types of inspection and we recommend the following:

### *Daily and weekly visual inspections (D)*

A routine visual inspection enables the identification of obvious hazards that can result from vandalism, use or weather conditions, e.g. hazards such as broken parts or broken bottles.

These inspections should be carried out daily or weekly, depending on the intensity of use of the play area.

We recommend that daily inspections are carried out when the playground is first installed, since experience shows that the equipment is used most heavily in this period.

Daily inspection may also be required when a playground is subject to heavy use or vandalism.

### *Monthly and seasonal operational inspection (M)*

This type of inspection is more comprehensive and is meant to check the operation and stability of the equipment, especially for any wear. The inspection should be carried out monthly or at least once per season.

### *Annual main inspection (A)*

This is an extensive inspection to establish the overall level of safety of the equipment, foundation and surfaces, e.g. compliance with the relevant part(s) of EN1176, including any changes made as a result of safety measures, effects of weather, presence of rotting and corrosion, and any change in the level of safety of the equipment as a result of repairs made, or of added or replaced components.

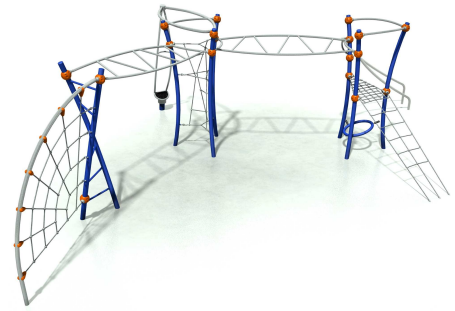
On the following pages you will first find the checks that apply to each of our products. After each check, a box states if it is a Daily/weekly (W), Monthly/seasonal (M) or an Annual (A) check.

Copy the pages of the relevant equipment and tick the boxes when carrying out the checks. Keep the lists for future reference.

# Checklist

Date:

Site:



## Adrenaline Play structures (Product code: PS-01)

Check, tighten, repair or replace the following:

### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

	D	M	A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>

### 2. Fasteners

- Make sure that all security features such as bolt caps are in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>

### 3. Plastic nut covers

- Check and replace nut covers if necessary

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### 4. Chains, shackles and bushes

- Ensure chain links, shackles and brass bushes are free from excessive wear
- If they are worn through by 50%, replace them

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### 5. Sleeves

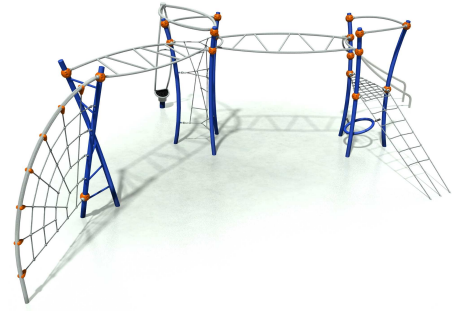
- If the EPDM sleeves are severely cut, they should be replaced

	<input type="checkbox"/>	<input type="checkbox"/>
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# Checklist

Date:

Site:



## Adrenaline Play structures (Product code: PS-01)

Check, tighten, repair or replace the following:

### 6. Carousel bearings (Gyro spinner version)

- Check for play in the bearing by rocking the product
- In case of excessive play, tighten the bolts (see Installation instruction)
- If this is not enough, tighten one or both bearings:
- Bottom bearing (see Installation instruction):
  - Remove the cap
  - Remove split pin
  - Tighten internal castle nut one notch
  - Replace split pin
- Top bearing (see Installation instruction):
  - Remove the cap
  - Tension the eccentric locking collar
  - Tighten the grub screw

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 7. Ropes and rope structures

- Check that ropes are not cut or frayed and are securely fastened
- Ropes or rope structures do not need to be replaced when steel wire becomes visible. However when the steel wire is worn (one broken steel strand is visible) the part needs to be replaced immediately
- Inspect footings on ropes to insure that they are secure and covered by the entire depth of the resilient surfacing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 8. Climbing walls and holds

- Make sure that the holds are well fixed to the climbing wall
- Brush and clean walls and holds where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

### 9. Aluminium clamps

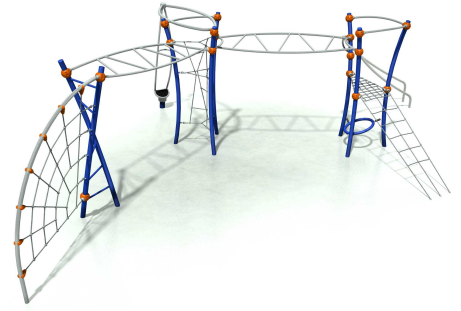
- The clamps may have a small gap between them, as the fixings that keep them together need to be under tension
- Check that the clamps are tightened well
- If parts have come loose, make sure that they are tightened with the proper torque. The torque level on the bolts can be found in the Installation instruction. Use the Installation instruction to see how the unit can be dismantled and put together again

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Checklist

Date:

Site:



## Adrenaline Play structures (Product code: PS-01)

### Check, tighten, repair or replace the following:

#### 10. Slides, sliding poles or banister slides

- Check the slide for burrs or other protruding parts on the surface
- File smooth burrs and protruding parts
- If it is not possible to remove sharp edges, the part needs to be replaced
- Where needed, polish the surface with a green Scotch Brite pad to remove roughness and rust

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 11. Stairs, ladders and handrails

- Check the parts for burrs or other protruding parts on the surface
- Check for stability and make sure that all fittings are present and tightened

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Actions taken:**

**Comments:**

# Checklist

Date:

Site:

## Adrenaline Sky Carver (Product code: SW-05)



### Check, tighten, repair or replace the following:

**D M A**

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 3. Plastic nut covers

- Check and replace nut covers if necessary

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4. Universal joints

- No maintenance is required on the universal joints
- Do not use grease or other lubricants as this will attract dirt
- Ensure there is no excessive wear to the nylon bushes and that all fittings are properly tightened. Replace part when the nylon bushes are worn through by 50%

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 5. Swivels

- Clean swivels with fresh water only
- Do not use grease or other lubricants as this will attract dirt
- Replace part when the part is worn through by 50%

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## Checklist

Date:

Site:

### Adrenaline Sky Carver (Product code: SW-05)

#### Check, tighten, repair or replace the following:



#### 6. Chains, shackles and bushes

- Ensure chain links, shackles and brass bushes are free from excessive wear
- If they are worn through by 50%, replace them

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 7. Sleeves

- If the EPDM sleeves are severely cut, they should be replaced

<input type="checkbox"/>	<input type="checkbox"/>
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#### 8. Rubber or Polyurethane seats

- Check the seat and its fixings
- If the seat is excessively worn or damaged or has sharp edges it should be replaced

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 9. Grip

- Check the Polyurethane grip
- If the part is excessively worn or damaged it should be replaced

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

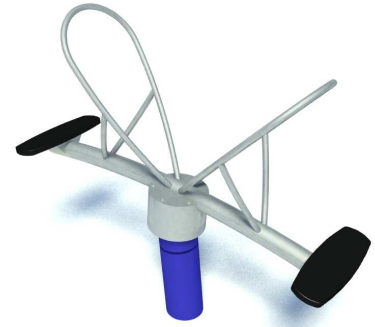
#### Actions taken:

#### Comments:

# Checklist

Date:

Site:



## Adrenaline Surf Spinner (Product code: SS-02)

### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 3. Rubber or Polyurethane seats

- Check the seat and its fixings
- If the seat is excessively worn or damaged or has sharp edges it should be replaced

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. Carousel bearings

- Check for play in the bearing by rocking the product
- In case of excessive play, tighten the bolts (see Installation instruction)
- If this is not enough, tighten the bearing:
  - Remove the cap
  - Remove split pin
  - Tighten internal castle nut one notch
  - Replace split pin

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

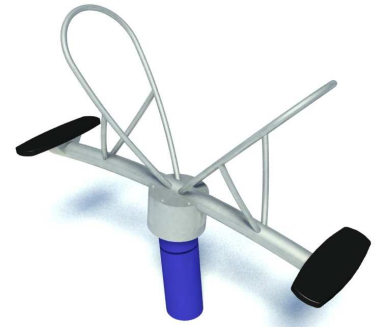
## Checklist

Date:

Site:

### Adrenaline Surf Spinner (Product code: SS-02)

#### Check, tighten, repair or replace the following:



**D M A**

#### 5. Shock absorbers (Blue Rosta units)

- The shock absorber units are maintenance free
- Do not use grease or other lubricants as this will attract dirt
- In unlikely case of excessive wear, the part needs to be replaced
- Make sure that the part is fixed with the proper torque. The torque level on the bolts can be found in the Installation instruction. Use the installation instruction to see how the unit can be dismantled and put together again

**Do not over-tighten the bolts!**

#### 6. Nylon bearings

- Ensure there is no excessive wear to the nylon bearings
- If they are worn through by 50%, replace them

**Actions taken:**

**Comments:**

# Checklist

Date:

Site:



## Silhouette Play pieces (Product code: CP-01)

### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners (Roller coaster only)

- Make sure that all security features such as bolt caps are in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 3. Slides, sliding poles or banister slides

- Check the slide for burrs or other protruding parts on the surface
- File smooth burrs and protruding parts
- If it is not possible to remove sharp edges, the part needs to be replaced
- Where needed, polish the surface with a green Scotch Brite pad to remove roughness and rust

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### Actions taken:

### Comments:

# Checklist

Date:

Site:

## Metro Play and Active (Product code: MP and MA)



### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 3. Plastic nut covers

- Check and replace nut covers if necessary

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4. Chains, shackles and bushes

- Ensure chain links, shackles and brass bushes are free from excessive wear
- If they are worn through by 50%, replace them

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# Checklist

Date:

Site:



## Metro Play and Active (Product code: MP and MA)

### Check, tighten, repair or replace the following:

#### 5. Ropes and rope structures

- Check that ropes are not cut or frayed and are securely fastened
- Ropes or rope structures do not need to be replaced when steel wire becomes visible. However when the steel wire is worn (one broken steel strand is visible) the part needs to be replaced immediately
- Inspect footings on ropes to insure that they are secure and covered by the entire depth of the resilient surfacing

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 6. Panels

- Replace when broken
- Brush and clean panels where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 7. Climbing walls and holds

- Make sure that the holds are well fixed to the climbing wall
- Brush and clean walls and holds where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 8. Platforms, ramps, balconies and seats

- Check that parts are well fixed and stable
- Replace when broken
- Brush and clean where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 9. Slides, sliding poles or banister slides

- Check the slide for burrs or other protruding parts on the surface
- File smooth burrs and protruding parts
- If it is not possible to remove sharp edges, the part needs to be replaced
- Where needed, polish the surface with a green Scotch Brite pad to remove roughness and rust

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Checklist

Date:

Site:

**Metro Play and Active (Product code: MP and MA)**



**Check, tighten, repair or replace the following:**

### 10. Stairs, ladders and handrails

- Check the parts for burrs or other protruding parts on the surface
- Check for stability and make sure that all fittings are present and tightened

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Actions taken:**

**Comments:**

# Checklist

Date:

Site:

**Metro Carousels (Product code: MR1200, MR2000, CA-01 and CA-02)**



## Check, tighten, repair or replace the following:

### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under floors and decks and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

### 3. Carousel bearings

- Check for play in the bearing by rocking the product
- In case of excessive play, tighten the bolts (see Installation instruction)
- If this is not enough, tighten the bearing:
  - Remove the cap
  - Remove split pin
  - Tighten internal castle nut one notch
  - Replace split pin

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

# Checklist

Date:

Site:

**Metro Carousels (Product code: MR1200, MR2000, CA-01 and CA-02)**



**Check, tighten, repair or replace the following:**

## 4. Ropes and rope structures

- Check that ropes are not cut or frayed and are securely fastened
- Ropes or rope structures do not need to be replaced when steel wire becomes visible. However when the steel wire is worn (one broken steel strand is visible) the part needs to be replaced immediately
- Inspect footings on ropes to insure that they are secure and covered by the entire depth of the resilient surfacing

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Aluminium clamps

- The clamps may have a small gap between them, as the fixings that keep them together need to be under tension
- Check that the clamps are tightened well
- If parts have come loose, make sure that they are tightened with the proper torque. The torque level on the bolts can be found in the Installation instruction. Use the Installation instruction to see how the unit can be dismantled and put together again

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

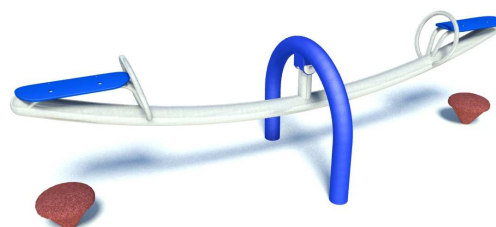
**Actions taken:**

**Comments:**

## Checklist

Date:

Site:



### Metro Seesaw (Product code: SS-01)

#### Check, tighten, repair or replace the following:

##### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

**D M A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>
--------------------------

##### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under decks and floors and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>
--------------------------

##### 3. Nylon bearings (around central axle)

- Ensure there is no excessive wear to the nylon bearings
- If they are worn through by 50%, replace them (See installation instruction)

<input type="checkbox"/>
--------------------------

<input type="checkbox"/>
--------------------------

##### 4. Platforms, ramps, balconies and seats

- Check that parts are well fixed and stable
- Replace when broken
- Brush and clean where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

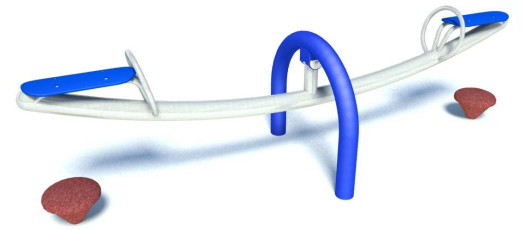
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>
--------------------------

## Checklist

Date:

Site:



**Metro Seesaw (Product code: SS-01)**

**Check, tighten, repair or replace the following:**

### 5. Seesaw bumper

- Check the Seesaw bumper
- If the part is excessively worn or damaged it should be replaced

**D M A**

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

**Actions taken:**

**Comments:**

# Checklist

Date:

Site:



## Metro Free standing slides (Product code: 3RU13)

### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under floors and decks and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 3. Platforms, ramps, balconies and seats

- Check that parts are well fixed and stable
- Replace when broken
- Brush and clean where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

# Checklist

Date:

Site:



## Metro Free standing slides (Product code: 3RU13)

Check, tighten, repair or replace the following:

### 4. Slides, sliding poles or banister slides

- Check the slide for burrs or other protruding parts on the surface
- File smooth burrs and protruding parts
- If it is not possible to removes sharp edges, the part needs to be replaced
- Where needed, polish the surface with a green Scotch Brite pad thus removing roughness and rust

	D	M	A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### 5. Stairs, ladders and handrails

- Check the parts for burrs or other protruding parts on the surface
- Check for stability and make sure that all fittings are present and tightened

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

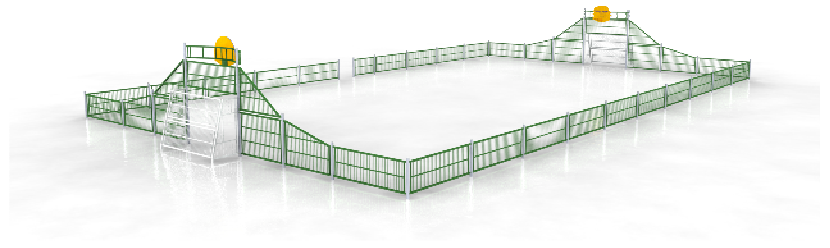
Actions taken:

Comments:

# Checklist

Date:

Site:



## Metro Sport (Product code: MS)

### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

D	M	A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under floors and decks and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

#### 3. Plastic nut covers

- Check and replace nut covers if necessary

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4. Panels and dome caps

- Replace when broken or missing
- Brush and clean panels where needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>

### Actions taken:

### Comments:

# Checklist

Date:

Site:



**Metro Swings (Product code: MC, MF, MFC, SW-01, SW-02, SW-03, SW-04, SW-06)**

**Check, tighten, repair or replace the following:**

	<b>D</b>	<b>M</b>	<b>A</b>
<b>1. Overall structure</b>			
- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Check that foundations are not exposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently			<input type="checkbox"/>
<b>2. Fasteners</b>			
- Make sure that all security features such as bolt caps are all in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Check all nuts and bolts for tightness (also under floors and decks and on the outside of panels, extra attention should be given to moving parts). <i>Do not over-tighten bolts!</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If any fittings are missing, replace them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Torque values for critical elements can be found in the Installation instruction			<input type="checkbox"/>
<b>3. Plastic nut covers</b>			
- Check and replace nut covers if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Chains, shackles and bushes</b>			
- Ensure chain links, shackles and brass bushes are free from excessive wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If they are worn through by 50%, replace them		<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Sleeves</b>			
- If the EPDM sleeves are severely cut, they should be replaced		<input type="checkbox"/>	<input type="checkbox"/>

## Checklist

Date:

Site:



**Metro Swings (Product code: MC, MF, MFC, SW-01, SW-02, SW-03, SW-04, SW-06)**

**Check, tighten, repair or replace the following:**

**D M A**

### 6. Universal joints

- No maintenance is required on the universal joints
- Do not use grease or other lubricants as this will attract dirt
- Ensure there is no excessive wear to the nylon bushes and that all fittings are properly tightened. Replace part when the nylon bushes are worn through by 50%

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### 7. Rubber or Polyurethane seats

- Check the Seat and its fixings
- If the seat is excessively worn or damaged or has sharp edges it should be replaced

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

### 8. Nylon bearings (anti wrap versions)

- Ensure there is no excessive wear to the nylon bearings
- If they are worn through by 50%, replace them

<input type="checkbox"/>
<input type="checkbox"/>

### 9. Basket seat

- Check the Basket seat. Make sure that there are no sharp protruding parts. If the part is excessively worn or damaged it should be replaced.

<input type="checkbox"/>	<input type="checkbox"/>
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**Actions taken:**

**Comments:**

# Checklist

Date:

Site:

## Funtrail (Product code: 3FT)



### Check, tighten, repair or replace the following:

#### 1. Overall structure

- Check that the overall structure of the play equipment is sound. Ensure supporting posts have not been sawn or bent in any way and are stable in the ground
- Check that foundations are not exposed
- Scrapes and scratches should be attended to with the appropriate touch up paint or by polishing as soon as possible before rust sets in
- Remove graffiti as soon as possible so as to not encourage further defacement. Graffiti can be removed with the Russell Play Anti-Graffiti response kit
- Wash the unit, using only water and mild soap. Equipment installed below trees or other vegetation should be cleaned more frequently

**D M A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>
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#### 2. Fasteners

- Make sure that all security features such as bolt caps are all in place
- Check all nuts and bolts for tightness (also under floors and decks and on the outside of panels, extra attention should be given to moving parts).  
*Do not over-tighten bolts!*
- If any fittings are missing, replace them
- Torque values for critical elements can be found in the Installation instruction

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>
--------------------------

#### 3. Plastic nut covers

- Check and replace nut covers if necessary

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4. Chains, shackles and bushes

- Ensure chain links, shackles and brass bushes are free from excessive wear
- If they are worn through by 50%, replace them

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

#### 5. Swivels

- Clean swivels with fresh water only
- Do not use grease or other lubricants as this will attract dirt

<input type="checkbox"/>	<input type="checkbox"/>
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## Checklist

Date:

Site:

### Funtrail (Product code: 3FT)

Check, tighten, repair or replace the following:

#### 6. Ropes and rope structures

- Check that ropes are not cut or frayed and are securely fastened
- Ropes or rope structures do not need to be replaced when steel wire becomes visible. However when the steel wire is worn (one broken steel strand is visible) the part needs to be replaced immediately
- Inspect footings on ropes to insure that they are secure and covered by the entire depth of the resilient surfacing

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 7. Stairs, ladders and handrails

- Check the parts for burrs or other protruding parts on the surface
- Check for stability and make sure that all fittings are present and tightened

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Actions taken:**

**Comments:**



## **Touch up paint and Graffiti removal solutions**

### *Ordering Touch Up Paint*

When ordering touch up paint please contact Russell Play, quoting the colour, name, code and quantity required. If you are not sure which colour you require please contact us.

### *Colour Order Code*

Golden Yellow RAL1004

Pure Orange RAL2004

Signal Red RAL3001

Signal Blue RAL5005

Leaf Green RAL6002

Yellow Green RAL6018

Window Grey RAL7040

Silver Sparkle

Lutetium

Bleu Sable

### *Graffiti Removal Solutions*

Russell Play have developed a unique graffiti removal product. This material is specially formulated from natural citrus oil derivatives which are less harmful and aggressive than most other types of graffiti remover. The liquid cleaning solution is environmentally friendly, biodegradable and unlike other solvent-based materials, will not burn the skin. It evaporates quickly and leaves a safe and clean surface which is completely harmless to children.

### *Anti-Graffiti Response Kit*

The Anti-Graffiti Response Kit has been designed to remove most graffiti types from the powder coated surface. The kit includes Graffiti Remover Spray, Multi Purpose Cleaner, Graffiti Wipes, Non Scratch Cleaning Pads, General Cleaning Pads, Heavy Duty Gloves and Safety Glasses. To order the kit, please contact Russell Play or visit [www.russell-play.com](http://www.russell-play.com) for more information.

## **Checklist - Daily/weekly visual inspection**

Date:

Site:

Signature:

A routine visual inspection enables the identification of obvious hazards that can result from vandalism, use or weather conditions, e.g. hazards such as broken parts or broken bottles.

These inspections should be carried out daily or weekly, depending on the intensity of use of the play area.

We recommend that daily inspections are carried out when the playground is first installed, since experience shows that the equipment is used most heavily in this period.

Daily inspection may also be required when a playground is subject to heavy use or vandalism.

**Copy this page, add the filled out equipment-specific checklists to this page and keep for future reference.**

**Mention any other comments in the area below**

**Actions taken:**

**Comments:**

## **Checklist - Monthly/seasonal operational inspection**

Date:

Site:

Signature:

This type of inspection is more comprehensive and is meant to check the operation and stability of the equipment, especially for any wear. The inspection should be carried out monthly or at least once per season.

**Copy this page, add the filled out equipment-specific checklists to this page and keep for future reference.**

**Mention any other comments in the area below**

**Actions taken:**

**Comments:**

## **Checklist - Annual main inspection**

Date:

Site:

Signature:

This is an extensive inspection to establish the overall level of safety of the equipment, foundation and surfaces, e.g. compliance with the relevant part(s) of EN1176, including any changes made as a result of safety measures, effects of weather, presence of rotting and corrosion, and any change in the level of safety of the equipment as a result of repairs made, or of added or replaced components.

**Copy this page, add the filled out equipment-specific checklists to this page and keep for future reference.**

**Mention any other comments in the area below**

**Actions taken:**

**Comments:**

## **Environment**

### **Collect the following materials for recycling:**

- Stainless steel (e.g. slides, fittings)
- Aluminium (e.g. spacers for panels)
- Brass or copper (e.g. bushes)
- PE (Polyethylene: e.g. panels, platforms)
- ABS (Acrylonitrile Butadiene Styrene; e.g. cover under swing seats)
- PA (Polyamide or Nylon: e.g. bushes)

### **Dispose of the following materials in accordance with local regulations:**

- Combined materials like:
  - Rubber and aluminium (e.g. swing seats)
  - PUR and aluminium (Polyurethane: e.g. swing seats, grips)
  - Rope structures (PA and steel)
- Galvanised and powder coated steel (e.g. structural elements)