



# Maintenance and Inspection Handbook





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HOW TO SUBMIT A SUPPORT OR PARTS ENQUIRY FORM

We have a team dedicated to assisting you with your spares, service or support needs.

Please simply send your request along with any relevant photos and documents to [email@moduplay.com.au](mailto:email@moduplay.com.au)

This handbook includes forms that will be useful for inspections, click below to download them:

DOWNLOAD FORMS

Client / Owner

Site Name

Job or Reference Number

The following information is a helpful guide, please refer to **AS4685.0** for full details.

Inspection and Maintenance Procedure

Maintaining a playground is essential for the safety of the user and the longevity of the equipment. Regular inspections should be carried out to identify any defects and address them. Every inspection should be recorded and logged for warranty claims to be validated.

This document outlines the inspection and maintenance requirements for most playground equipment. Note there are specific maintenance guidelines for certain items such as large dynamic equipment (Skyriders, Spinners, Large Swings). Please request these from us if required.

Score	Frequency
0-3 points	Monthly
4-6 points	Fortnightly
7-9 points	Weekly
10 + points	Daily

Inspection Types

**R - Routine Visual Inspection:** required to identify obvious hazards that may result from vandalism, use or weather conditions. They should be carried out according to the specific site conditions as calculated in the matrix below.

**O - Operational Inspections:** more detailed inspection to check the operation and stability of the equipment, especially for any wearing parts (e.g. moving parts). Operational inspection should be carried out every 1 to 3 months. ***Note:** If the equipment is heavily used or located in a popular/high-use area, this inspection needs to be carried out more frequently ie every 3rd Routine Inspection.*

**C - Comprehensive Inspection:** done to establish, at specified intervals, the overall safety of the equipment, foundations and surfaces. This includes the structural integrity of items subject to the subtle effects of weather, corrosion and rotting. This inspection also assesses any change in the safety of the equipment resulting from repairs made, or added or replaced components. Comprehensive inspection should be carried out at intervals of no greater than 12 months by suitably qualified personnel.

ROUTINE VISUAL INSPECTION FREQUENCY MATRIX

Factor	Rating breakdown			Site Rating
Level of Usage	Low = 1	Medium = 2	High = 3	
Age of Users	Age 2-5 = 0	Age 5-12 = 1	Age 12+ = 2	
Moving Parts on Structure	No = 0	Yes = 1		
Level of Vandalism	Low = 1	Medium = 2	High = 3	
Safety Surfacing	Rubber = 0	Synth Turf = 0	Loose Fill = 1	
Main Structure Materials	Metal = 0	Wood = 1	Both = 1	
Climate*	Mild = 0	Moderate = 1	Severe = 3	
Coastal Location	No = 0	Yes = 1		
Equipment Age	0-5yrs = 0	Over 5yrs = 1		
Supervised Area	Yes = 0	No		
Site Specific Score				



Special Maintenance Requirements for Moving Parts and Dynamic Items

To avoid and limit all types of accidents and injuries to persons and property in connection with the use of dynamic (moving) products the following inspections and maintenance requirements must be observed. Dynamic products include spinners, swings, carousels, Skyriders (cable rides), springers.

- 1. All new products – before first use
  - a. All new components must be thoroughly checked for sources of injuries of any kind, such as but not limited to: Sharp edges, weak or insufficient weldings, securing of bolts and nuts, checking for ruptures in materials or other visible defects
- 2. Routine Visual Inspection (minimum recommended by frequency matrix or risk assessment)
  - a. On all swings and movable parts, which are one-point-fixed/mounted, the fixing bolt

must always be securely fastened, whereby the load is transferred to the body of the movable part instead of to the bottom of the fixing bolt. Check for ruptures on the bottom of the fixing bolt, if found to be loose.

- b. Products with ruptures or weak/broken welds must be repaired/replaced immediately.
- c. In case of jarring sounds from movable parts, try to add a few drops of oil.
- d. All rubber parts. Check for wear and tear, damage and vandalism. All rubber coated metal parts or hard materials or similar must be kept to the same standard as when the tool was purchased and installed for first use.
- e. In case of flaws and deficiencies, the product must be replaced with new and original parts immediately.
- f. All components: Check for wear and tear, damage, vandalism and check for sufficient lubrication.
- g. All shackles, bolts and nuts must be checked and tightened.

RISK FACTOR CHART

Severity Factor	Probability				
	Improbable	Unlikely	Possible	Highly Likely	Certain
Very minor injury A bump or graze	1	2	3	4	5
Minor injury Requiring first aid treatment	2	4	6	8	10
Moderate injury Require doctor visit &/or miss school	3	6	9	12	15
Major injury Long term school absence or recovery	4	8	12	16	20
Severe or fatal injury	5	10	15	20	25

Low = 0–3                      Medium = 4–9                      High = 10–19                      Severe = 20–25

- h. Equipment that is hung up or mounted into each other or are movable must be checked manually by moving up and down, from right to left and the defective part is replaced with a new and original part. Defective parts are removed from the playground BEFORE the equipment is taken into use again.
- 3. Operational Inspection (minimum monthly recommended or every 3rd routine inspection):
  - a. Products are checked in accordance with AS4685
  - b. Check for wear and tear, damage, vandalism and check for sufficient lubricants (oil, grease).
  - c. Check all parts from the exterior, open the parts where assembled with bolts and nuts. Note! Do NOT open parts that have been assembled with bolts and nuts and secured with a welding. In that case, check the product visually and manually move the item up and down and to the left and right and push and pull the product as well.
  - d. If excessive or restricted clearance/movement is registered in the products due to wear and tear, damage and/or vandalism, the defective part must immediately be replaced with a new and original part.
  - e. If the product is equipped with a plastic casing, the casing must be removed and lubricants added, it is important that the lubricant enters everywhere. Mount the casing after lubrication.
  - f. If the casings have disappeared, new casings can be ordered.
  - g. All swings and movable parts must be lubricated using a safe brush or grease spray.
- 4. Please ensure detailed records and logbooks are kept of inspections and maintenance work for warranty claims to be validated.

ROUTINE VISUAL MAINTENANCE INSPECTION FORM

Use the below chart to identify obvious hazards caused by wear & tear or vandalism.

Customer \_\_\_\_\_

Inspection Date \_\_\_\_\_

Site Location \_\_\_\_\_

Inspection Performed by \_\_\_\_\_

Date Installed \_\_\_\_\_

Next Inspection Date \_\_\_\_\_

Item for Assessment	Identified Hazard	Calculated Risk Score	Actions to take place
<b>Posts &amp; Structural Members</b> Inspect for physical damage, missing or loose bolts, etc. Identify any rust or corrosion, especially if parts are welded.			
<b>Dynamic Items</b> Check as per Dynamic Items checklist			
<b>Rubber</b> Inspect that surface is free of litter, debris cracks and hollows.			
<b>Plastic Components</b> Plastic components are sound, no stress points, connections are firm.			
<b>Powder coatings/Paint</b> Inspect all painted metal & timber ensuring no sharp flaking coating is present.			
<b>Other</b> General other safety & hygiene considerations, including gum and graffiti; missing or loose parts, safety caps or bolts.			

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OPERATIONAL MAINTENANCE INSPECTION FORM

Use the below chart to report detailed product conditions.

Customer \_\_\_\_\_

Inspection Date \_\_\_\_\_

Site Location \_\_\_\_\_

Inspection Performed by \_\_\_\_\_

Date Installed \_\_\_\_\_

Next Inspection Date \_\_\_\_\_

Item for Assessment	Identified Hazard	Calculated Risk Score	Actions to take place
<b>Posts &amp; Structural Members</b> <ul style="list-style-type: none"><li>Inspect for physical damage, missing or loose bolts, etc.</li><li>Identify any rust or corrosion, especially if parts are welded.</li><li>Ensure footing/foundations are secure &amp; in good condition.</li></ul>			
<b>Platform Decks</b> <ul style="list-style-type: none"><li>Inspect for any physical damage, or cracking at welds.</li><li>Decks are secure, with no missing or loose bolts.</li></ul>			
<b>Safety Rails &amp; Play Panels</b> <ul style="list-style-type: none"><li>Handrails &amp; guardrails are intact &amp; secure.</li><li>No sharp edges or hazards are present.</li><li>Timber items are in good condition – no rot or damage</li><li>Plastic items are in good order – no warping, damage</li></ul>			
<b>Slides</b> <ul style="list-style-type: none"><li>Inspect for any damage caused by wear or vandalism,</li><li>Remove any foreign material that may be present along slide bed</li><li>Ensure supports are stable &amp; free of damage or wear</li><li>Fixings &amp; bolts are secure.</li></ul>			

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Item for Assessment	Identified Hazard	Calculated Risk Score	Actions to take place
<b>Rope, Nets &amp; Chain</b> <ul style="list-style-type: none"><li>Inspect for wear, cuts or vandalism including repairs.</li><li>Ensure connections &amp; end terminations are secure. Note wear &amp; tear issues.</li><li>Check pivots for chain (bosses) are intact.</li></ul>			
<b>Other</b> <ul style="list-style-type: none"><li>No bolts/screws are loose or exposed; do-nuts &amp; safety caps are present.</li><li>Ensure connections are secure for moving activities, lubricate as necessary.</li></ul>			
<b>Dynamic Equipment</b> <ul style="list-style-type: none"><li>Check as per Dynamic Items checklist and Item specific Inspection form (request from Moduplay if required).</li><li>All connections and elements involved in the moving assembly must be closely inspected for any signs of wear, cracking, fatigue or corrosion.</li><li><b>!! Items such as Large Basket Swings, Flying Foxes, Overhead Spinners must be checked more often if use is heavy.</b></li><li><b>!! Wear items and components must be replaced as soon as any deterioration is detected, and typically at least every 24 months (more frequently in higher-use areas)</b></li></ul>			
<b>Surrounding Play Area</b> <ul style="list-style-type: none"><li>Inspection should include area surround equipment, including 'soft-fall' levels &amp; slide exits, fall zones, etc.</li><li>General other safety &amp; hygiene considerations, including gum, graffiti and standing water.</li><li>Remove any loose foreign material caught between play items &amp; decks.</li></ul>			

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