



 **MAPLE LEAF** Designs LTD

Operation & Maintenance Manual



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- Thank you for choosing Maple Leaf Designs Ltd. -

You've entrusted Maple Leaf Designs Ltd. to provide you with high quality playground equipment and services, and for that we thank you. To ensure that you are completely satisfied with everything that we've provided, we have put together this operation and maintenance manual for your continued use throughout the lifetime of your play equipment.

Within it you will find everything you need to know about the safe operation and necessary maintenance of your new equipment, enabling you to keep your children playing safely while ensuring that your equipment stays in good working condition for as long as possible.

As Maple Leaf Designs Ltd. is not responsible for any accidents or injuries that occur from improper use or maintenance of the equipment provided, we thought it best to provide you with this document so that you can be sure of the safety of your equipment and all of the children using it. As such we strongly recommend that you read through and follow the guidelines closely.

British and European Standards

All equipment manufactured and installed by Maple Leaf Designs Ltd. conforms to both BE EN 1176 and BS EN 1177.

Foreword on Safety

You should inspect and maintain all areas in accordance with the information provided herein. That said, you also need to recognise that all play areas differ in their risks due to their unique layouts, and so should all be risk assessed individually. Regardless of the nature of the risks involved, the children using area should be supervised at all times. Supervision is the best safety precaution you can take.

What's in this booklet?

This publication is recommended reading for anyone you're entrusting to supervise the children using the playground, as well as anyone who you'll have inspecting and maintaining it. The booklet you're reading provides you with our recommendations as to how you should inspect and maintain your play equipment and surfaces. This enables you to ensure safe play at all times while preserving and extending the life of your play equipment. While we have tried to provide all of the information that you need to enable you to identify any risks, you can of course always contact us if you are unsure.

Warranty

All Maple Leaf Designs Ltd stock timber, metalwork and HDPE plastic is guaranteed against structural failure for up to 5 years from the date of invoice.

All Maple Leaf Designs Ltd play equipment, components and surfacing are covered under a 1 year manufacturer and workmanship guarantee. Vandal damage, wear and tear and acts of God are not covered under this guarantee.

EPDM rubber wet-pour surfacing and resin bonded woodchip carry no guarantee unless laid to a PCC edges. There is no guarantee on water pumps.

Repair work to existing equipment not manufactured and installed by Maple Leaf Designs is guaranteed up to 3 months with the exception of surfacing which carries no guarantee.

Warranties provided by Maple Leaf Designs Ltd. depend on all equipment being maintained according to BS EN 1176 standards and the manufacturer's recommendations that are stated within this publication, and any repairs and modifications must be made by Maple Leaf Designs Ltd. otherwise this may lead to the warranty being voided. Furthermore, if another person or company relocates or modifies the equipment then they also take on the duty of care.

Finally, please note that non-fixed accessories do not carry a guarantee unless supported by their manufacturer.

Inspections Breakdown

We would always recommend that you routinely inspect the equipment on a daily basis. These visual inspections can be carried out using the information found in this publication by anyone you entrust to do so. Beyond this you should carry out a more detailed 2-monthly operational inspection, before having a qualified inspector carry out an annual inspection.

Routine Visual Inspection: Identification of hazards from vandalism and use. We would recommend a daily check as a minimum.

Operational Inspection: Operation checks, stability, excess wear etc, we recommend every two months.

Annual Inspection: Long term level checks of safety carried out by an independent specialist, for example ROSPA or NPFA.

Routine visual inspections are the best way to keep note of the general condition of the equipment, enabling you to catch any faults as and when they develop in order to further ensure the safety of the children.

The operational inspections require further competency and attentiveness, so you should employ staff who have a better knowledge of playground equipment and a good ability to recognise the various hazards involved to carry out this task. These operational inspections are more detailed and complex, and they ensure that the equipment is stable and operating correctly according to BS EN standards. Whoever is employed to carry out this work should keep a written record of any findings, which you should keep a copy of to support any claims.

For the annual inspection we recommend that you enlist an independent inspector to ensure that the equipment complies with the same safety regulations we adhere to when manufacturing and fitting the equipment. This inspector will look assess the equipment itself, its foundations where applicable, along with the integrity of any surfacing installed.

In the pages that follow we will give a breakdown of the construction materials used, presenting you with all of the information you need to carry out a thorough visual inspection and protect the equipment from degradation where possible.

You can also contact Maple Leaf Designs for comprehensive maintenance packages that will ensure that your equipment is well maintained. Please see the included pricing schedule for an up-to-date breakdown of our maintenance packages. Keep in mind that we do not carry out repairs blind, so before any are made you are required to send photographs of the item/area affected.

Inspection Check List

We have compiled a simple list of weekly checks and maintenance routines for you to carry out on your equipment each week. Once you have read through this booklet you should be adequately prepared to complete this list, all of which should be fairly straight-forward. That said, if you do have any questions then don't hesitate to contact us.

General Play Area Checks

- ☐ All equipment is clean and free from litter and natural debris
- ☐ There are no obstructions between equipment and surfaces that may injure children

Equipment Checks

- ☐ There are no visible signs of rot or infestation to timber
- ☐ All fittings are tightened securely, showing no signs of damage, rust or protruding sharp edges
- ☐ There are no signs of corrosion or cracks on welds
- ☐ All sides and surfaces are free from sharp edges, splinters, rust etc.
- ☐ Equipment foundations are secure, unexposed and showing no cracks

Playground Surfacing Checks

- ☐ Surfacing is level, free from damage and not water-logged
- ☐ Loose fill surfacing is not compacted and of an adequate depth
- ☐ No sharp objects or other contaminants are present in the area
- ☐ All weeds are removed and/or treated
- ☐ All litter and natural debris has been removed
- ☐ Grass mats and the ground beneath them are secure, with no protruding pins

Rope Equipment Checks

- ☐ Ropes are clean and undamaged, with no fraying or protruding wire
- ☐ All fittings are adequately tightened with no play or protruding sharp edges
- ☐ All fittings are free from damage and rust
- ☐ Plastic encasings and caps are in place and undamaged

Timber

Our timber play equipment consists of Swedish Redwood and Radiata Pine, all of which is pressure treated with either Tanalith or Celcure and finished with chamfered edges to fully comply with BS EN 1176. The pressure treatments involved are designed to prolong the lifespan and improve the integrity of the timber. Longer sections of our timber are also laminated, which further reduces the likelihood of splitting and warping. However, we would still recommend that you treat all timbers annually with a clear timber preservative to further improve the lifespan of the product in the long-term.



Modifications made to the timber may damage its integrity thereby voiding the warranty. As such you should always consult Maple Leaf Designs Ltd. beforehand, and we will be happy to look into and carry out any modifications needed. Unless we carry out the work ourselves we usually cannot guarantee against rot, infestations or any other resulting vulnerabilities which may void the warranty.

Should you notice any signs of rot or infestations during a visual inspection you should contact Maple Leaf Designs Ltd. as soon as possible. We can then inspect the timber ourselves and issue any repairs or replacements as necessary before the issue escalates.

You should always take care when maintaining the grounds around timber equipment (i.e. strimming etc.) that you do not cause damage, as any cuts and chips can void the warranty and lead to rot and infestation.

As atmospheric conditions vary between the seasons, you may notice some shakes (air cracking). These cracks are perfectly natural and can be any length, but should not exceed 8mm in width. The cracks will not affect the treatment or strength of the wood, and will grow and shrink depending on the temperature and the amount of moisture in the air. Should they exceed the sizes outlined you should contact us to inspect and advise further.

In the event of air cracks you may find small splinters occurring. For the safety of the children you can remove these by rubbing lightly with glass or mineral paper then treating with a clear preservative

Ropes



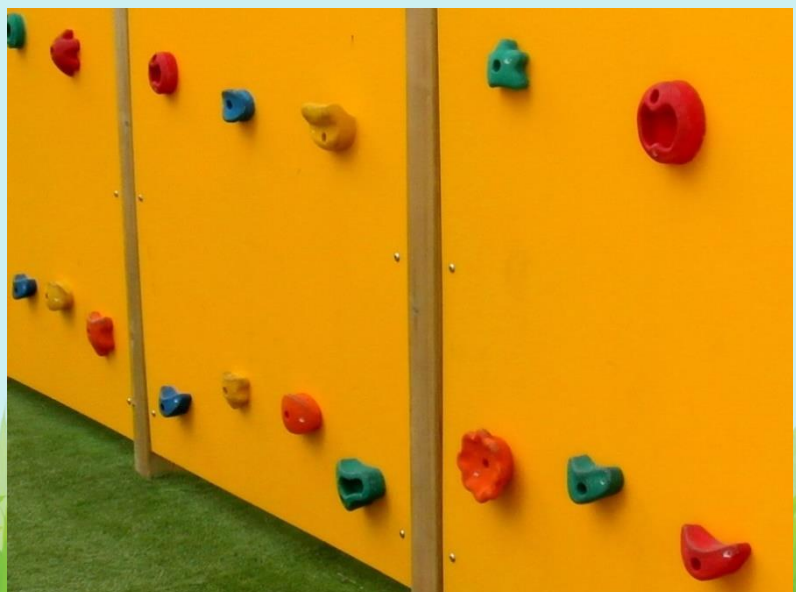
All of our ropes, unless specifically stated otherwise, consist of a galvanised steel core that's wrapped in a polypropylene fibre outer. This makes them exceedingly durable, strong and weatherproof; ideal for children's play equipment. Should you notice any excessive wearing or fraying to the rope you should contact us straight away for further inspection and replacement if necessary. It is unsafe to use the equipment in the meantime.

The metal fittings that we use to attach the ropes are rust-resistant thanks to their zinc coating, thus maintaining their integrity. To improve their protection and reduce the possibility of tampering, we countersink the fittings into the timber supports. Should you notice that any fittings are damaged or malfunctioning during an inspection you should contact us straight away and ensure that the equipment remains out of use until we have inspected and/or repaired it and confirmed that it is safe.

From time to time fixtures may loosen. This is easily fixed by carefully prising off the plastic cap with a small flat-head screwdriver and tightening the nut below with a socket wrench. Be sure not to over-tighten the fittings, as when the timber swells and shrinks with the weather this can cause irreparable damage.

Traverse Wall Grips

Grips that are visibly damaged should always be replaced. You should ensure in your daily inspection that all grips are firmly attached to the wall and do not move. If you find that any are loose, tighten as necessary. If this is not possible, it should be replaced.





Mushroom Seats

Aside from the occasional clean these items do not require maintenance. Physical damage to the tops cannot be repaired and is cause for replacement.

Tyres

Excessive wear or vandalism could expose wires or cause splits in the tyres, at which point they must be replaced. Check inside the tyres during your daily inspection for litter or debris hidden out of sight.



Wall-mounted and Free-standing panels

Ensure that the panels are kept clean to prevent any dirt and grit from damaging the surface. This is especially important for mark-making and magnet compatible panels as a smooth and clean surface is integral to their usability.

Excessively scratched panels may need replacing to maintain their usability, and as such ensuring their cleanliness is the best way to extend their lifespan. To do this, use a microfiber cloth and warm soapy water. Do not use any abrasive materials or solvents.

Thermoplastic Markings

You should always avoid driving vehicles over these markings as this can cause cracks and peeling. You should also avoid any high points of pressure such as chair legs as these can mark and damage the plastic, particularly during hot weather when the markings soften.



Metalwork

Both our galvanised and our powder-coated metal finishes are rustproof. However, should they become scratched or otherwise damaged, this could make them vulnerable to rust once more.

If you notice any damage, even if rust has already set in, the issue is manageable; simply sand the area to remove any scale or rust first. Then for galvanised metals you can touch up the area with an approved aluminium or zinc enriched paint. For

powder-coated surfaces, once sanded apply an approved primer, undercoat and finishing paint. Paints can be supplied upon request.

Artificial Grass

Artificial grass requires only a few small and simple maintenance procedures that should extend its life and effectiveness. Firstly you should keep it clean of debris, particularly biological debris such as leaves. Leaving this debris unattended may encourage moss and weed growth. Secondly, at least once per month we recommend brushing the surface with a hard-bristled broom, which should encourage the grass to remain upright rather than lying flat. During your inspections be sure to check for lifting, as this can create a trip hazard. In this instance we can supply glue for you to make any



simple repairs. Artificial grass can in very hot weather create static, which can be countered by simply spraying it with water and anti-static fabric conditioner.



Grass Mats

During your inspections you should look out for any damaged tie-wraps, replacing if necessary. You should also note that sinking will occur over time.

You should always ensure that the edges of the mats are not sticking up. Also, if you see any retaining pegs standing proud of the mats, take a rubber mallet and tap them back down until flush with the mat.

Loose Fill Surfacing

Our wood and rubber loose fill surfaces require regular basic maintenance to ensure it remains an adequate safety surface and to stop any weeds growing through. Firstly, ensure that it is free of debris such as litter, and be very careful to remove dangerous items like broken glass immediately. Secondly, to ensure that the surface does not become too compacted thus reducing its effectiveness, you will need to regularly run through it with a fork or rake. Periodically the loose fill will also need topping up as it breaks down and/or compresses.



Rubber Mulch

This is a fairly low-maintenance surface option, with only a few basic steps required to look after it. As with all surfaces, you should keep it clean of debris. In the case of Rubber Mulch, if debris is left long enough to degrade, it could wash into the surface and impede drainage, forming a growing medium for moss and weeds.

While it is perfectly normal for some rubber to become worn and dislodged over time, to minimise this during maintenance you should

only use soft brushes and low-pressure hoses. Should you use a jet-washer, do not use a high setting. Do not use direct jets and be sure not to hold the jet too close to the surface. For tougher dirt and stains a household or commercial detergent may be used. However, do not use bleach, or any other corrosive materials. If you do use a detergent, be sure that it is completely washed off the surface.

Weeds can always occur no matter how much care is taken due to airborne seeds. As and when they crop up, simply pull them out at the base. For more prolific weeds a non-oil-based weed killer should be used.

As rubber mulch is colour-coated, the colour will darken over time eventually exposing the black rubber. This exposed rubber can leave black marks on clothing etc. Should you wish to have this re-coloured at any point, contact us and we can arrange this for you.

In the event of ice and snow, the rubber will not be harmed. You can remove snow with rubber and plastic shovels or brushes. Metal shovels risk damaging the surface. You should never use any chemical de-icing agents, salt or grit. Instead, if you need to de-ice the area we would recommend a non-salt based urea mix.



Wetpour Rubber

As with all surfaces you should regularly clear Wetpour Rubber of any debris – failure to do so may encourage the growth of grass and weeds. On a weekly basis you should be inspecting for any damage to the surface, removing any weeds and moss as you go.

The surface should be cleaned every six months, the most effective way being to use a jet-washer on a medium setting

(higher pressure may damage the surface). This not only cleans the surface but also ensures that drainage remains adequate by clearing any blockages in the wetpour.

When first laid, you may notice some discolouration to the wetpour caused by a thin layer of resin sitting on top of the rubber. This is perfectly normal and will quickly wear off once the area is in use. Over time you may notice that some colours fade; this is due to prolonged exposure to UV light and unfortunately cannot be helped. However, this in no way affects the integrity of the wetpour rubber.

In the event of snow and ice a brush or rubber-edged shovel/scrapper can be used to remove it. When de-icing, it is not recommended that you use salt. Instead you should use a urea-based alternative, which should then be jet-washed away once the freezing temperatures have subsided. When using urea-based chemicals be sure to keep them clear of any plant life.



Shade Sails and Awnings

Our sails and awnings must be kept away from heat sources to avoid any fire risks. To maintain the integrity of the material you should always keep it free from debris and remove any low-hanging branches that may obstruct it. All fastenings should be checked regularly to ensure that they're tight and secure. Any damage to the fabric or fixtures should be reported immediately before the problem escalates. You should

also be aware that over long periods of time, the stitching may degrade and loosen. In this instance you should seek repairs as and when it happens.

Once or twice a year you should clean the fabric to ensure that any natural residue does not build up. To do this you should use a low-concentration detergent and work it in with a soft brush. After twenty minutes, rinse it with cold water. You can use a jet-washer to do this, but only at low-pressure. Any higher could damage the fabric. Ensure the detergent is completely rinsed off before re-hanging.

During snowfall it is advisable to remove the fabric entirely to avoid any build-up, the weight of which can damage the fabric. If this is not possible, you should at the very least sweep it clear of snow.

Willow Structures and Screening

Willow Screening and structures are made from natural cut willow and woven or tied to create screening. Keep away from heat sources to avoid fire risks. It is recommended to treat the structures and screening annually with a clear water-based timber preservative to extend their longevity.





Green Mesh Roofs

Our green mesh screening is manufactured from interlocked knitted HDPE. The mesh should be inspected for any cuts or wear and addressed as soon as possible to prevent further damage. Debris and leaf build-up should be removed periodically to prevent damage to the mesh.

Polycarbonate Glazing and Roofing

Polycarbonate glazing should only be cleaned with water and microfibre cloths. Do not use solvent based cleaners as these will damage the surface. Polycarbonate roofing should be cleared of debris periodically and can be cleaned with a powerwasher on a low setting to remove dirt and build-up.

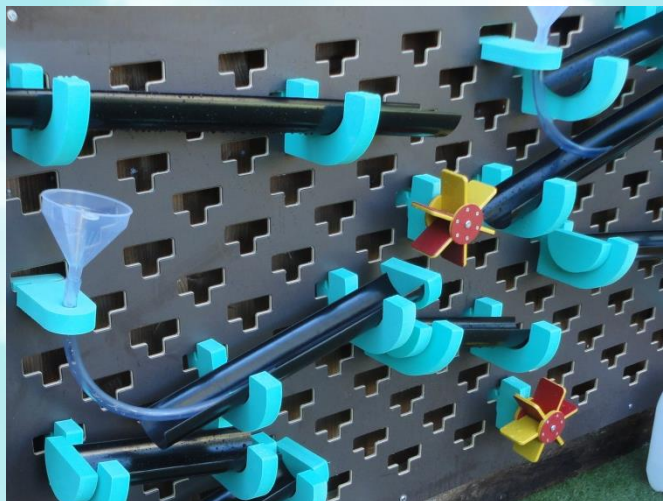


HDPE

Our HDPE plastic is used through a variety of our equipment and requires little maintenance. We recommend it is cleaned periodically to prevent any build-up of surface grime. This should be done with warm soapy water and microfiber cloths, or a low-level powerwasher. Do not use scrubbing or scouring cloths or any solvent-based cleaners.

Foam Parts

A number of our products come with foam accessories. These are machined out of waterproof closed cell foam and can be easily cleaned with warm soapy water. If you require replacement foam parts for your product then please contact us and we can supply the individual components that you require.



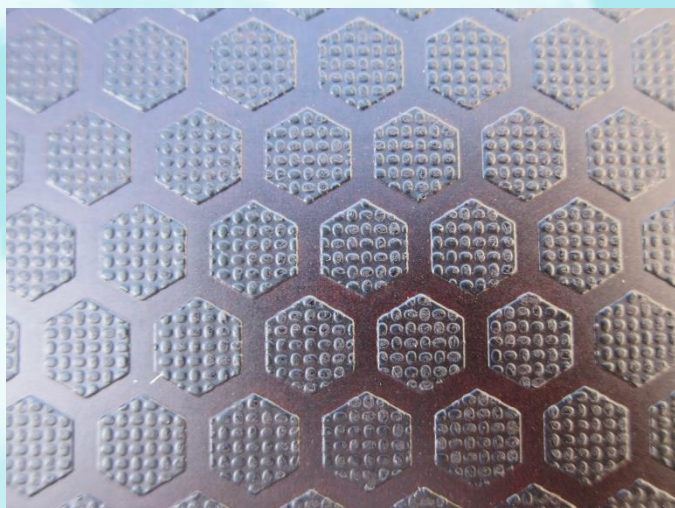
Zone M and Loose Aggregate

Zone M and other loose aggregates require basic maintenance to ensure the surface remains in good condition. Zone M may need to be brushed and graded, and Gravel should be raked to maintain a level surface. Aggregates may need replacing periodically due to settling, erosion and weathering. Be sure to pull or treat weeds as they appear.

Bitmac Surfacing

Bitmac surfacing is our hardest wearing surface and is low maintenance. Any loose debris can be brushed up and removed. Any spillages containing petrochemicals i.e. petrol or diesel should be cleaned with a spill kit and the affected area should be removed and relaid as these chemicals dissolve the surface.. Other grime, moss and soiling can be powerwashed away under low pressure.



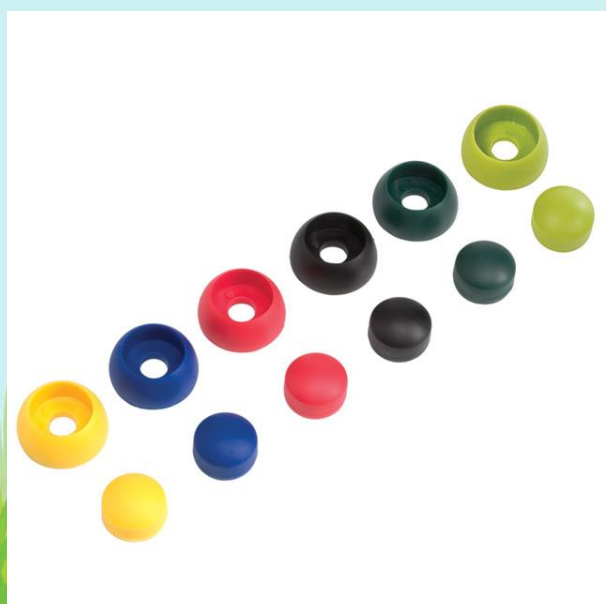
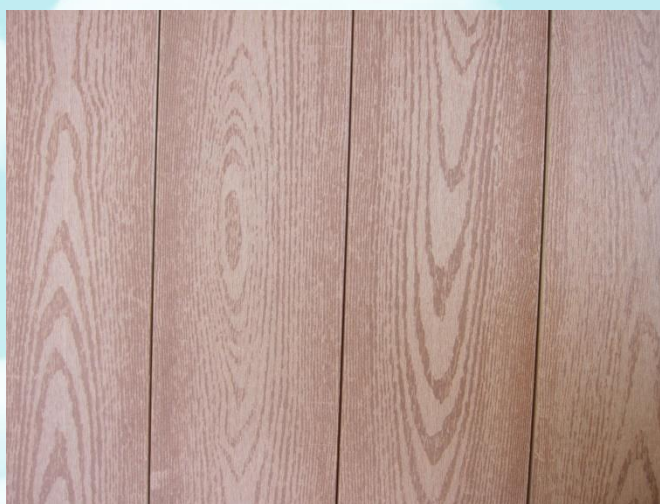


Hexadeck

Hexadeck anti-slip board is a low maintenance decking surface. Remove any debris build-up with a stiff brush when required. Hexadeck can also be powerwashed at low pressure.

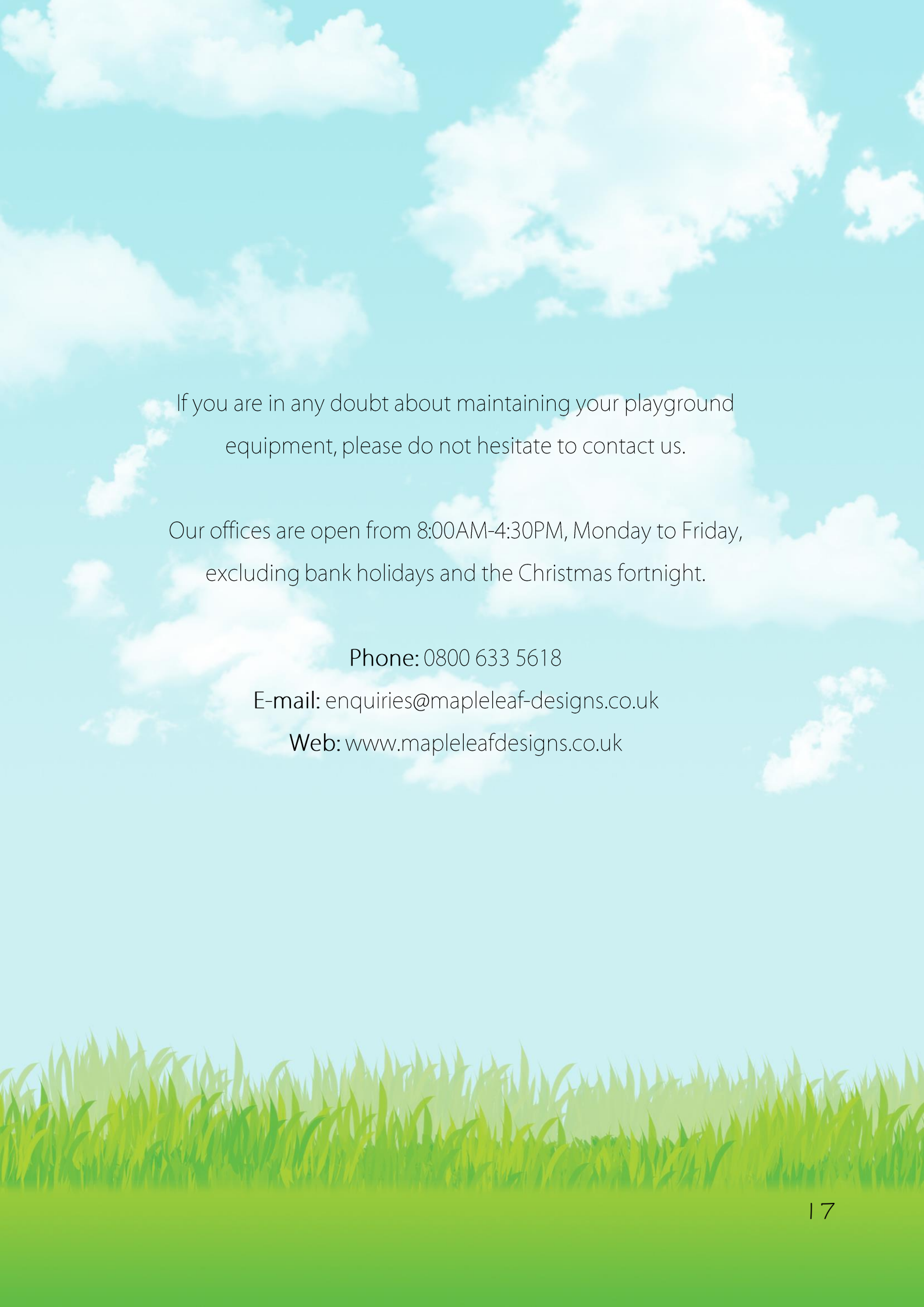
Safa Deck

Safa deck anti-slip board is a low maintenance decking surface. Remove any debris build-up with a stiff brush when required. Safa deck should be cleaned with warm soapy water and a stiff brush. After installation the colour of the boards will fade slightly over 2-3 months until the board becomes UV stable.



Fixings

Fixings should be visually checked on a daily basis. Any damaged or missing fixings should be identified immediately and replaced before the item is back in use. Please contact us for replacement fixings or replacement caps. Both the inner and outer sections of caps should be inspected.



If you are in any doubt about maintaining your playground equipment, please do not hesitate to contact us.

Our offices are open from 8:00AM-4:30PM, Monday to Friday, excluding bank holidays and the Christmas fortnight.

Phone: 0800 633 5618

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