



PLAYGROUND EQUIPMENT REQUEST

Complete and return to:

Director of Custodial and Grounds
Phone: (417) 523-0468 / Fax: (417) 894-7790

This form is the starting point for all your playground needs. To better help your site, please answer the following questions and forward this form to the person list above. An individual from Grounds Services will contact you to help you in the planning, ordering, and installation of your playground equipment.

Installation and mulch are the responsibility of the site. Please make sure these costs are figured into your budget for the playground equipment.

Site Name: _____
Requester: _____
Phone No.: _____ Alternate Phone No.: _____

If you are not the principal, is the principal aware of this project? Yes No

Are you adding onto existing equipment? Yes No

Are you installing new equipment? Yes No

*Installation must be done by certified playground installers

Estimated budget for playground expenditure? _____

Funding source for this project? _____

Targeted Completion Date? _____

Description of Project:

Please Note: ADA guidelines for playground equipment make it mandatory that the District follow set procedures when building a new playground equipment area or when modifying existing equipment. It is mandatory that you make your first inquiry with Grounds Services. This process will insure that those mandatory guidelines are adhered to. Any variation to this procedure or attempt to purchase from the vendor directly will be the sole responsibility and sole financial obligation of the individual(s) responsible.