

Playground Planning Checklist

Use this checklist to stay on track from first idea to handover.

1. DEFINE YOUR PROJECT

	<p>Measure your available site area Length x width, including any setback zones or obstacles</p>
	<p>Set your target age group(s) Toddler (1–5), primary (5–12), or mixed ages</p>
	<p>Estimate average daily user numbers Affects equipment size, specification grade, and surfacing area</p>
	<p>Decide whether inclusive/accessible design is needed Ramps, sensory elements, accessible swings</p>
	<p>List your equipment priorities Climbing, slides, swings, fitness, nature play, musical...</p>
	<p>Note any site constraints Trees, slopes, drainage, overhead lines, vehicle access</p>
	<p>Confirm who will maintain the equipment long-term</p>

2. BUDGET & FUNDING

	<p>Set a total budget covering ALL costs Equipment + surfacing + installation + freight + site prep</p>
	<p>Check whether surfacing is included in quotes Wet-pour, wood fibre and rubber tiles are often quoted separately</p>
	<p>Add extra for freight if your site is regional</p>
	<p>Research grants before spending your own funds Federal, state, council, NDIS — more options than most people realise</p>
	<p>Check co-contribution requirements for any grants Many programs require 20–50% matched funding from you</p>
	<p>Get at least 2 quotes for grant applications</p>
	<p>Confirm your internal approval process and limits P&C; vote, principal sign-off, council committee, or board</p>

3. CHOOSING YOUR SUPPLIER

	<p>Get AS 4685 compliance confirmed in writing Ask for engineering documentation — not just a verbal assurance</p>
	<p>Check warranty — minimum 5 years on structural components Be cautious of anything less</p>
	<p>Is concept design and layout planning included free? Reputable suppliers include this at no cost</p>
	<p>Does the supplier manage full professional installation? Clarify early — self-install is rarely appropriate for commercial equipment</p>
	<p>Ask for 3 references and call them Speak to schools, councils, or childcare centres similar to yours</p>
	<p>Confirm manufacturing lead time before placing order Standard: 6–10 weeks; longer during peak periods (Oct–Jan)</p>

Are compliance documents included at handover?

Certificate, full warranty, and maintenance schedule

4. APPROVALS & CONSULTATION

Check whether council or DA approval is required

Structures over certain height or size may need a permit

Run community consultation if your process requires it

P&C; parent survey, or council community engagement

Get input from families of children with disabilities

Ensures inclusive design is genuinely useful, not just ticked

Get formal written sign-off from your approving body

P&C; principal, council committee, or board

Confirm approval in writing before placing your order

5. INSTALLATION & HANDOVER

Agree in writing who handles site preparation

Earthworks, edging, drainage — clarify this before you sign

Arrange removal and disposal of existing equipment

Lock in installation dates and confirm site access

Coordinate with school terms, council schedules, or building management

Arrange contractor site induction if your site requires one

Walk through the completed site with the supplier before sign-off

File compliance certificate, warranties, and maintenance schedule

Train staff on weekly visual inspection routine

5 minutes per check — document every inspection

Schedule annual compliance inspection right now

Book it for 12 months from install date before you forget

Announce the launch to your community

QUICK COST REFERENCE

Budget	Typical project	What's typically included
Under \$5,000	Single item	Swing set, springer, or small slide
\$5k–\$15k	Small cluster	2–3 freestanding items or compact starter structure
\$15k–\$40k	Mid-range system	Modular 1–2 platform structure with swings
\$40k–\$80k	Large structure	Multi-tower system, rope nets, multiple slides
\$80k–\$150k+	Destination playground	Multiple zones, fitness equipment, nature play

Ready to get started? Contact Kidzspace for a **free site assessment and concept design** — no obligation.

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