

# Playcentre



## Property Team Newsletter February 2022

Welcome to the Property Team newsletter. We have included some information you will hopefully find relevant.

### Property Communications

For specific regional property information please contact your Regional Property Coordinator, [Property Contacts | Playcentre](#). For all general property enquiries please email [askproperty@playcentre.org.nz](mailto:askproperty@playcentre.org.nz).

### Reopening a Centre after an extensive closure period

A basic property checklist is available on the website (<https://www.playcentre.org.nz/covid-19/centre-closures-for-lock-down/>) for everyone who is coming back into centres after the summer holidays.

### Annual Property and Playground Checklists

Now is the time to complete your annual Property and Playground Checklists. These can be found under the Property Manual on the website: [9: Property Inspections and Checklists | Playcentre](#). Please complete and return these to your Regional Property Coordinator, [Property Contacts | Playcentre](#), before the end of Term 1.

These checks help us understand the condition of your property and playground and what works may need to be undertaken both now and in the future.

If you have any questions or require any assistance with these checklists, please contact your Regional Property Coordinator.

### Dates to Remember

\*The next meetings for Funding Assisted Project Approvals are 9<sup>th</sup> February 2022 and 9<sup>th</sup> March 2022.

\*Please have all documentation (at the latest) to your Regional Property Coordinator by Friday 4<sup>th</sup> February or Friday 4<sup>th</sup> March to be considered in one of these rounds.

\*Annual Property and Playground Checklists are due at the end of term 1.

### Property FAQ

FAQ are available on the website, [Property FAQ's | Playcentre/](#). These are updated as new questions are asked.

### Mushrooms

Mushrooms, toadstools, and puffballs are the fruiting bodies of fungi. They are grown by the fungi to produce spores usually found growing in soil, wood, mulch, lawns, and decaying matter that is damp or wet. Some mushrooms are toxic if consumed and breathing in airborne spores can lead to respiratory issues (spores cannot be airborne if wet).

There are only 2 broad categories for killing / removing them. These are:

\*Physically remove by hand (using gloves and a mask) and disposing of carefully in a bag, then rubbish bin.



\*Treating with something to stop them growing.

What can we use to treat them? Note – Mushrooms etc. can be killed by something acidic i.e. having a pH of 1 or 1.2 e.g. acetic acid. **Vinegar will NOT work!**

\*Bleach solution – spray onto the mushroom itself, dilute 1 part bleach to 5 parts water. This will kill the visible mushrooms but will not kill the spores.

\*Soap and water (dishwashing liquid soap 6ml to 1 litre of water) spray on mushrooms and make holes in ground with a rod or screwdriver and fill hole with the soapy water solution. This will kill the spores.

After, you can add a nitrogen fertiliser. This quickens the decomposition of the matter, leaving nothing for the mushrooms to feed off (450grams / 350sqm of lawn area).

“Whānau tupu ngātahi – families growing together”

### Who's on the move

Awatere Playcentre, Marlborough, will be moving into their new building this term - look out for photos in our next issue!

### Large trees

If your centre has large trees, please have the health of these checked on a regular basis by an arborist. If they need trimming or removing (and you may have to obtain permission from the landowner to do so) please use a qualified arborist.

### Kaikoura Playcentre Mural wins

The artists who painted the mural on Kaikoura Playcentre have won 1<sup>st</sup> place in the Resene Best Professional Mural category. Congratulations to the artists Mary and Greg Ashwell.



### Property Maintenance Records

Please ensure that you keep a property folder with records of all maintenance you have completed at your Centre and who completed it.

This should include bark and sand top ups with a record of the amount required, total cost, and the contractor who supplied/completed it.

This will help members with future maintenance.

### Property Projects

Playcentre Aotearoa ask that all Centres talk to their Regional Property Coordinator at the very start of a project when you are initially thinking about undertaking a project. This is for both Playcentre funding assisted projects and non-Playcentre funded projects. Regional Property Coordinators will then provide advice and guidance with regards to your specific playcentre building and playground. This could prevent costly mistakes!

### Hire Documents

The latest hire documents (in PDF and Word formats) are available on the website, [Property and equipment | Playcentre](#). Please download these forms each time you wish to hire out the Centre.

All hire forms need to be sent to your Regional Property Coordinator prior to the hire date.

FAQs for hiring out your Centre are available at [Property FAQ's | Playcentre](#).

### Property Policy and Procedure Documents (and Project Application Forms)

The latest Property Policy and Procedure Documents and Project Application Forms (for Playcentre Funding Assisted and Non Funded Projects) are available on the website, [Property and equipment | Playcentre](#). These documents are available in Word and PDF formats. Please make sure you also read the Documents "notes to help you complete the forms" to make sure you are supplying the correct information. Please do not alter these documents. Once completed these need to be sent to your Regional Property Coordinator.

### Playcentre Aotearoa Hazardous Materials Management Plan

A Playcentre Aotearoa Hazardous Materials Management Plan (HMMP) has been created which is an umbrella document for **ALL** Centres, including those that have already received Condition Surveys and Site-Specific Hazardous Materials Management (Asbestos, Lead or Mould) Management Plans. This document will be distributed to ALL Centres before the end of Term 1. This document and any other documents, testing and materials **MUST** be kept available for anyone who is intending to do any work, maintenance, or cleaning at a Centre, including DIY members. It must be referred to

even if you are intending to nail something to a wall in case the material on that wall is asbestos.

These documents should be kept in a specific Hazardous Materials Folder which holds all the available material and is accessible to anyone visiting, i.e. beside/near your sign-in tablet.

If you have any queries about what is in the Playcentre Aotearoa Hazardous Materials Management Plan or anything else in relation to Hazardous Materials please contact your Regional Property Coordinator, [Property Contacts | Playcentre](#).

If you are planning maintenance or works prior to the end of Term 1 and haven't received your copy of the HMMP please contact your Regional Property Coordinator for a copy.

### **Asbestos and Lead Acknowledgement**

12.1.3 Asbestos and Lead Acknowledgement form has been created to provide information regarding both asbestos and lead contaminants at your Playcentre property. This form **MUST** be signed and submitted with each Project Application Form (Funding Assisted and Non-Funded) that you complete. The relevant section on the Project Application Form should also be signed to acknowledge that you have seen, signed and submitted this form. Buildings newer than 2000 will not be required to undertake any Asbestos investigations and buildings newer than 1980 will not be required to undertake lead testing.

For further information about this form and its contents and any questions about asbestos and lead please do not hesitate to contact your Regional Property Coordinator, [Property Contacts | Playcentre](#).

### **Who are the Property team?**

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