

Playcentre



Property Team Newsletter June 2022

Welcome to the latest Property Team newsletter. We have included some information you may find relevant.

Dates to Remember

*The next meetings for Funding Assisted Project Approvals are 8th June and 6th July 2022.

*Please have all documentation (at the latest) to your Regional Property Coordinator by Friday 3rd June or Friday 1st July to be considered in one of these rounds.

Fencing

It is suggested that someone walks the perimeter inside the fence line and does a visual inspection, as part of the annual property & playground checks.

The property checklist outlines the basics for Fencing & Gates:

- Are fences in good condition? (Check for loose palings & corrugate, nails or screws sticking out, rotting/rusting, footings/foundation secure)
- Gates swing freely & safely; do they have childproof latches? Do gates secure/close correctly? Do self-closing mechanisms work?
- Are all trees, fixed & movable equipment minimum of 1.5m away from exterior fencing or not able to be used to climb over the fence?
- Are there any mounds of grass clipping, dirt etc piles up beside fences? These can cause timber fences to rot and build up fences, so they are no longer 1.2m
- Fencing & gates must be a minimum 1.2m high but ideally 1.5m high (which is 1.5m above any immediately adjacent garden edges, concrete nib walls, or any accidentally placed 'climbing platforms' such as worm farms, wheely bins, mud kitchens, sandpit storage boxes, tree limbs etc, which should all be kept a minimum 1.5m from a fence)
- Dense shrubs with thin branches may not be a practical climbing concern, but trees with open branches of more than 50mm diameter that are flat

or gently sloping can be easy for children to climb to reach the top of the fence

- Horizontal fence rails create awesome footholds for children. There are three options for fixing this issue:

- Add wedges (triangular pieces of wood or metal) to the horizontal rails. (See adjacent image)



- Add palings for cladding to the inside of the fence
- Move palings or cladding from the outside of the fence to the inside (please be aware you won't be able to do this if you have neighbours!).
- For short lengths of fence line where an item sits in front of the fence reducing its effective height below 1.2m, then additional palings or trellis panels can be fixed just along that section (see below)



“Whānau tupu ngātahi – families growing together”

- Existing hurricane fences create foot holds for small feet. It is no longer acceptable to put in new hurricane fencing and there are options available to help cover up the fencing to make it non-climbable. Please contact your Property Coordinator if you have this style of fencing.
- Hurricane fencing and brush sticks are not suitable for new fences. Corrugated iron is not suitable as a cladding due to developing sharp edges over time. The preferred options are pool style metal fencing or fences with solid materials used as cladding. Fencing should also be screwed into place not nailed as nails tend to "pop" out over time and especially if timber is involved

An example of a hurricane fence below...



Hire documents

We now have digitally editable hire forms (no more printing & scanning require)

We have recently updated hire forms on the Playcentre website to be editable PDFs. These forms can be downloaded, completed on any digital device (mobile / tablet / PC etc.) then emailed from centre to hire applicant, back to centre and on to the property team for approval, all without need for any printing.

All hire application forms are to be sent to askproperty@playcentre.org.nz.

For signatures on the forms, if you are able to digitally sign the form then great. If not, you will see on the form it says to type your name in the signature text box and then tick the corresponding box to confirm the form has been understood.

Any questions on completing the new form when a hire application is received, please email the team at

askproperty@playcentre.org.nz and we'll be glad to help. See below link for the form...

<https://www.playcentre.org.nz/documents/12-2-2-application-for-hire-editable/>

Property FAQ

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

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!

Property Maintenance Records

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.

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 has been distributed, in a folder, to ALL Centres.

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 at your centre 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](#).

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 as editable PDFs so can be downloaded, completed on a digital device, saved, and then emailed to your regional coordinator without the need to print & scan the document.

Please make sure you also read the Documents "notes to help you complete the forms" to make sure you are supplying the correct information. Once completed these need to be sent to your Regional Property Coordinator.

If you require assistance with the editable PDFs, before printing & scanning them, please contact us at askproperty@playcentre.org.nz and we'll help you with completing the form.

Who are the Property team?

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For all general queries email:

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