

Installation Supervision Handbook



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WHAT IS A SUPERVISED INSTALLATION?

When you purchase a Supervision through Fry & Associates, Inc., you get professional guidance and knowledge. We will:

- Calculate your concrete needs if the equipment is in ground.
- Calculate your anchor bolt needs if the equipment is surface mount.
- Advise as to site requirements for the placement of your equipment, tools needed, volunteer count.
- Mark the site for layout and excavation of all the footings on the day of the build.
- Our supervisors are factory-certified. This ensures that your equipment is installed to meet the manufacturer's specifications.
- Our supervisors are NPSI certified and familiar with ASTM and CPSC guidelines.



**PLEASE ...
DO NOT
DO THE FOLLOWING**



- *Do not* dig all the holes without first talking to your supervisor for the build. If you need to dig the holes prior to the building day, ask your supervisor to assist you with layout.
- *Do not* pour any concrete footers prior to the build day.
- *Do not* un-box all the hardware.
- *Do not* lay plastic components directly on black top, gravel, or concrete surfaces. Use the cardboard packaging to lay on the ground under the plastics.
- *Do not* pre-assemble items without first talking to your supervisor.

SCHEDULING YOUR SUPERVISION

When you receive your shipment notification, it will tell you when to expect your equipment. If you haven't already been contacted by your supervisor, you will be soon. If you prefer, you may call the installation office at 1-800-444-9787, and they will assist you in scheduling (e-mail: installation@fryinc.com).

We do not usually schedule your build day until we have a confirmed ship date for the equipment. We **strongly** recommend not scheduling a build sooner than two weeks after delivery. Build plans can be frustrated by a late delivery or shipping damage or shortage.

Changing your build day due to weather is not a problem. In most cases, we can postpone as late as noon the day before. If you decide to postpone after noon the day before, there will be a redeployment fee. Depending on our schedule, you may have to wait a few weeks to reschedule.

Our supervisors will conduct builds in most weather. It is up to you and your volunteers to decide on postponement. However, we will not install in lightning and wind chills below zero.

UTILITY CHECKS

You will need to request a utility location check 5-7 days prior to your build. There is one phone number you call and they will check all major utilities. They will not check private utilities such as parking lot lights, sprinkler systems, and other building type utilities. You will need to contact the property manager for these.

You will need some information about your site when you call:

- Physical Address and County
- Two closest major street intersections.
- Location on the property you will excavate (North, South, East, or West side of building or other landmark.)
- Tell them you are excavating with an auger, maximum depth to 4 feet. They will ask you if you are doing any blasting. No, we do not get to have that much fun!

Call for your utility check:

Missouri 1-800-344-7483

Kansas 1-800-344-7233

Nebraska 1-800-331-5666

Iowa 1-800-292-8989

RECEIVING YOUR DELIVERY

PLEASE FOLLOW THESE INSTRUCTIONS IN ORDER TO AVOID ADDITIONAL EXPENSE
REPLACEMENTS FOR SHORTAGE OR SHIPPING DAMAGE ARE CUSTOMER'S RESPONSIBILITY
UNLESS SUCH IS NOTED AT TIME OF DELIVERY AS DESCRIBED BELOW

Please forward this information to those receiving the delivery.

We will have requested a call from the carrier for a delivery appointment at least 24 hours in advance of delivery. The carrier will be YRC or a contract carrier. If YRC does not call ahead, you can ask them to reschedule the delivery.

The truck driver MAY move freight to the back of the truck, but he will **not unload** the equipment. It is **customer's responsibility** to have adequate personnel and/or equipment to take the equipment off the truck to your storage area, unless other arrangements have been made in advance.

MISSING ITEMS	DAMAGE
<ul style="list-style-type: none">• Each piece of equipment is labeled with your• Sales Order number and an item number.• The driver should hand you a packet of material. Find the CHECKLIST in this packet.• Read the labels and use the checklist to mark off every piece of equipment as you unload.• Note any shortages by part number on the delivery receipt before you sign it.• The driver should allow you time to adequately check your shipment and mark any necessary details.	<ul style="list-style-type: none">• Scratched powdercoating, gouged vinyl, bent items, etc.• Crushed and torn boxes or wrapping may indicate hidden damage. Please investigate inside damaged containers.• Please look carefully at each piece.• Save all wrapping or boxes until you are sure no claims will be filed. This will help with the claim process if necessary.• Refuse damaged pieces.• Note any damaged/refused item by part number on the delivery receipt before you sign it.

Please call Fry & Associates at 800-444-9787 if you have any questions or concerns about your order, or to report shortage or damage to your shipment.

RESOURCES NEEDED

HOW MANY VOLUNTEERS?

Volunteers are the biggest factor in determining the success of your build. You will want most of your volunteers to be able-bodied (able to lift and hold 50 lbs.) However, there is plenty to do that doesn't require great strength or stamina. Anybody over the age of 18 is qualified to be a volunteer. If there aren't enough workers to do the work, the build will likely not be finished in a day. The following will help you get an idea of the number of people you will need to recruit. Your build supervisor will also help you determine how many people you should recruit.

- A small structure with 16 to 20 footings will require 15-20 people.
- A large structure with 40 to 60 footings will require 30-50 people.

If your project includes benches, bike racks, etc, plan extra for them. We will recommend a volunteer count for the structure only.

Energetic teenagers are welcome! Please note:

- There must be at least one adult for every 5 teenage workers.
- All volunteers under the age 18 must have a consent form signed by a parent or guardian.
- No one under the age of 16 will be allowed to construct the playground.

INGROUND STRUCTURES: Concrete

- Your supervisor will calculate how much concrete you need for your build.
- It is recommended that you use sack concrete for your build. This allows you to pour the items as they are set up. The project moves quicker this way.

SURFACE MOUNT STRUCTURES: Anchors and tools

- 2 per component post – 3/8" x 3" wedge bolts
- 4 per support post – 1/2" x 3" wedge bolts
- 4 each drill bits to fit the above noted wedge bolts.
- We recommend Power Fastener brand anchors and drill bits
- 2 – Electric hammer drills
- 2 power sources for electric drills
- 1/2" drive electric impact
- Your supervisor can quote wedge bolts and drill bits. Let him know what kind of hammer drill you'll be using.

TOOLS

HOLE DIGGING EQUIPMENT

Lots of holes are required to install an inground playground - but you can make the job easier with a power unit. Your best bet is to find someone to donate the use of the equipment (and a qualified operator if needed), or to rent one locally. In the event that is not possible, Fry & Associates can quote the rental of an auger to make post hole digging go quicker.

(price per single day)

- Skid Loader with power head and auger bit - \$500.00 + fuel surcharge
- Two man auger - \$65.00

Also available to quote

- Concrete saw with blade - \$115.00
- Rotary hammer - \$55.00
- Generator - \$75.00
- Marking paint - \$5.00 each
- Drill bits - \$5.00 each

HAND TOOLS

We realize that this is a lot of stuff, but your build will go much smoother with the right tools to get the job done.

Auger for post holes: 12 inch bit recommended for Explorer and Challenger systems, 15 inch bit recommended for Playmaker systems	Minimum 2 cans of marking paint—must be the upside down type. The count will depend on the size of the equipment to be installed
Pavers or ¾ inch thick plywood pieces that will be cut into 8 inch x 8 inch pieces— 1 per main support post	6 foot step ladder
3/8 inch Chuck drill	2 - 8 lb. Sledge hammers, if installing border
Minimum 2 - ¼ inch Drill bits. The count will depend on the size of the equipment to be installed	3-4 Utility knives, plus blades
Minimum 2 - 6 inch Magnetic Torpedo Level	2 – 3/4 inch OPEN END WRENCHES
Drain spade or “Sharpshooter”	2 - 9/16 inch OPEN END WRENCHES
2-3 shovels	Minimum of 2 portable tables to layout hardware & instructions
Two sets of post hole diggers	4 foot Level
Minimum of 2 lining bars/punches/drift pins	2-3 25 foot tape measures
Minimum of 2 - 8 oz. hammers	BLACK Sharpie markers
8-10 3/8 inch Drive ratchets	Water hose (and water source)
3-4 3/8 inch Drive 9/16 inch sockets	Extension cords (and electrical source)

PLAN YOUR PREPARATION ON THIS TIMELINE, MORE OR LESS:

- 8 WEEKS BEFORE BUILD DAY
 - ✓ Order your equipment
- 7 WEEKS BEFORE BUILD DAY
 - ✓ Set your build day with Fry & Associates, Inc.
 - ✓ Announce your build day to your community and volunteers
- 2-6 WEEKS BEFORE BUILD DAY
 - ✓ Organize your volunteers into committees and garner the support of businesses in your community
 - ✓ Arrange to feed your volunteers. Provide plenty of drinks and snacks. Provide lunch if you can. If you let them leave the site for lunch, you may have a hard time getting them back!
 - ✓ Confirm volunteer count
 - ✓ Order/confirm delivery of digging equipment
 - ✓ Order/confirm delivery of the sack concrete
 - ✓ Schedule surfacing delivery if ordered
- THE WEEK OF YOUR BUILD
 - ✓ Order a Utility Check
 - ✓ Confirm build schedule with the Fry installation division 1-2 days before.
 - ✓ Move the equipment to the build site the day before.
- BUILD DAY!
 - ✓ Volunteers show up and your supervisor has his pre-build briefing. This tells the volunteers what to expect and how the project will proceed.
 - ✓ The build begins. Work will go to around noon. Break for lunch.
 - ✓ Work resumes after about a half hour break.
 - ✓ Your supervisor inspects the structure. Corrections are made, if needed.
 - ✓ In the event that all equipment is not completed in the 8 hour supervision, we will make certain that you understand and are comfortable with what is necessary to complete.
 - ✓ Now the hard part... You shouldn't allow the kids to play on the structure until it has set for 72 hours and it has safety surfacing underneath it.

YOUR BUILD IS COMPLETE!

Fry & Associates, Inc.'s, Installation Division has set the standard for the industry in playground installation. We have our own salaried and insured installation crew. Kevin Marshall, the installation supervisor, is NPSI certified, and the majority of the crew is NPSI trained. Our installation division installs over 75 play structures per year, ensuring that our crew thoroughly understands the products.

It is guaranteed that a playground installed by Fry & Associates will meet all current guidelines. In addition to complete installations, we offer an installation supervision that involves a representative from Fry & Associates supervising a crew provided by the customer. This ensures that the equipment is installed per Playworld Systems' specifications, and that all applicable guidelines are met. This allows a community to participate directly in building their own play area while making sure it is safe.

Regardless of who installs the equipment, Fry & Associates will, at the customer's request, inspect the playground after installation to certify that it is safe. We are committed to the availability of safe play environments for our community.