



IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

Appendix C

VERSION 7 – Feb.03.2022

PROJECT REQUEST DETAILS FORM

This form is to be completed by the ~~Outdoor Environment Committee~~ **Local Schoolyard Committee**, with guidance from the ~~Landscape Supervisor Sustainable~~ **Outdoor Environment (SOE) Team** and submitted to the Senior Coordinator of Renewal for initial review. Appendix ~~D~~ **C** is required for all projects in Category ~~2~~ **3** or **4**.

PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT

~~Specifications around locations, natural and built components of School Ground Greening projects are detailed in the Guidelines for School Ground Greening in the Toronto Catholic District School Board.~~

Request Reference ID Number	
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SECTION A: Contact Information Update			
School Name			
Address			
Phone Number			
Principal Name			
Principal E-mail			
Principal Signature		Date	
Landscape Supervisor SOE Supervisor			
Supervisor Signature		Date	
Submitted By			
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>			

SECTION B: Project Description	
Project Type	
Project Name	
Location of Project on School Grounds	
Estimated Target Completion Date	



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SECTION C: Project Request Details	
Detailed Description of Project (In Addition to Appendix B) Provide as much detail as possible on the scope of work for this request.	
Estimated Project Budget	
Project to be Primarily Funded By	
Other Funding Sources (ex. Donors, Section 37...)	Select all that apply
Other Fees Estimates Other Project Costs (professional consultant, testing)	Select all that apply
Is a Contractor Required to Install Project?	YES/NO
*If not the answer is NO, explain in detail how the project is to be constructed please provide a detailed construction plan and provide this Supporting Document with final submission.	

SECTION D: Supporting Documentation		
The following documents are required for this submission to the Renewal Department		
Item No.	Document Description	Received (For Office Use Only)
1	A detailed site plan for the project including location of the project on a current site plan for the school showing property lines, potential portables, and/or additions, snow clearing and piling, drainage and utility locates, identification of hardscape materials (asphalt, sidewalks, parking, etc.)	
2	Concept drawing or diagram for proposed project	
3	Details or specifications of any proposed structures Images or details of any proposed structures	
4	Photos of proposed site	
5	Methods & Results of Community Engagement	
6	Detailed Construction Plan (if NO contractor is required)	
7	Other (please specify)	
8	Other (please specify)	



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SECTION E: Educational Goals & Curriculum Links	
Explain how your project supports the following (as applicable):	
Diverse Developmental Needs ex., physical, social, cognitive & emotional	
Inquiry-Based Learning for a Range of Abilities	
Health & Physical Fitness	
Indigenous Connection	
Curriculum Expectations	
Play, Recreational & Social Value	
Other Goals & Links	
Note: Not all projects will meet all listed education goals and curriculum links.	



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SECTION F: Safety Considerations

Explain how your project has considered the following (as applicable):

Surfacing (Slips & Falls)	
Materials	
Sight Lines	
Added Supervision Needs	
School Specific Playground Rules	
Daily Inspection for Safety Concerns (Damage, refuse, repair)	
<p>The following legislation pertaining to safety must be reviewed when undertaking a school ground project:</p> <ul style="list-style-type: none"> • OPHEA Ontario Physical Education Safety Guidelines • CAN/CSE-Z614-14 Children's Play Spaces & Equipment Standards • Accessibility for Ontarians with Disabilities Act, 2005 (AODA) • Integrated Accessibility Standards Regulation, O.Reg. 191-11 (Outdoor Play Spaces) • The Ontario Building Code 	

SECTION G: Mandatory Accessibility & Inclusion Considerations – Please initial each box to indicate understanding.

Refer to: Integrated Accessibility Standards, O.Reg 191/11, s.80,18.80.20 for further details <http://www.ontario.ca/laws/regulation/110191>

	Has your school consulted on the needs of children and caregivers with various abilities for this project?
	Has your school incorporated accessibility features such as sensory, passive and active play areas or components for children and caregivers with various abilities in the design of outdoor play spaces?
	Has your school ensured that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance? (Children and caregivers with various abilities must be able to move through, in and around the outdoor play space.)
	The clearances and widths etc. of exterior paths, ramps, stairs, etc. are compliant with the requirements of O.Reg 191/11.



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SECTION H: Important Considerations – <i>Please initial each box to indicate understanding.</i>	
	Outdoor Play Environment Committees Local Schoolyard Committees are responsible for all aspects of the design, associated costs (not funded by the Board) and maintenance of the project.
	For larger scale projects, hiring the services of one of the Board's pre-approved Landscape Consultants is strongly encouraged as CAD drawings may be required. Project budgets, scope and timelines need to be planned accordingly and approved the by Facilities Department.
	<p>Before approving any project, the Renewal Department will consider a number of factors, including:</p> <ul style="list-style-type: none"> • Compliance with the TCDSB Greening Guidelines • Suitability with respect to school safety and environment • Impact to site operations such as snow removal/storage, drainage, grounds maintenance, etc. • The school's ongoing maintenance plan for weed control, litter removal, watering, etc.
This section must be completed by the Principal.	



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SECTION I: Outdoor Play Environment Maintenance Plan							
"Who is doing what, when?" (as applicable)							
	April	May	June	July	August	September	October
Inspection							
Weeding							
Watering							
Pruning							
Mulching							
Clean-Ups							
Vandalism							
Repairs							
Identify Source of Future Maintenance Funds:							
<i>It is highly recommended that a line item is included in the school's budget to cover maintenance and unforeseen costs each year. Maintenance Plan subject to approval.</i>							

Confirmation of Maintenance Plan Review			
Head Caretaker		Signature	
CSPC Chair		Signature	
Principal		Signature	
Area SQS		Signature	



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SECTION J: Project Approval & Sign Off	
Reference Request ID No.	
School Name	
Project Name	
Project Location	
Project Description	
Funding Source(s)	

<i>This is to acknowledge that I have reviewed and approved the drawings and scope of work.</i>			
Principal			
Signature		Date	
CSPC Chair			
Signature		Date	
Area SQS			
Signature		Date	
SOE Supervisor			
Signature		Date	
Academic Area Superintendent			
Signature		Date	
Renewal Sr. Coordinator			
Signature		Date	