

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, June 11, 2013, 7:00 pm
Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of April 9, 2013 meeting
- III. Audience Participation/Letters from the Public
- IV. Old Business
- V. New Business
 - A. Drake Park basketball court complaint
 - B. Parks and Recreation Month Proclamation
 - C. Annual Report
 - D. Slammers Softball Tournament Request
- VI. Chairperson's Report
- VII. Commissioners' Report
- VIII. Director's Report
- IX. Recreation Staff Reports
 - A. Superintendent of Recreation – Jan Wu
 - B. Superintendent of Parks & Facilities – Andy Thurman
 - C. Community Center Program Supervisor – Katie Smith
 - D. Community Outreach Coordinator – Genelle Iocca
 - E. Student Intern, Philip Murphy
- X. Adjournment

Posted: June 7, 2013



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

May 14, 2013

DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Sarah Hardin, Art Lovering

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: Trustee Craig Klatzko

Audience: Beryl Herman, Barbara Faermark, Jerry Rosen, Robbin Frey

APPROVAL OF MINUTES

On motion Hardin/Lovering to approve the meeting minutes of the March 12, 2013 meeting with addition of Art Lovering in attendance. 4-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

- A. Letter from LiPoni Foundation Re: Auction Donation
- B. Letter from Northside College Prep High School Re: Auction Donation

OLD BUSINESS

- A. Approval to Adopt an Ordinance, Waiving Section 6-3-2(B) of the Village Code that Governs Park Hours, Extending the Closing Hours of Proesel Park From 11:00 to 11:30 pm on the Friday, August 2 and Saturday, August 3, and Waiving the Enforcement of Section 9-1-3 of the Village Code that Requires the Issuance of Business Licenses for all Individuals, Firms, or Corporations Conducting Business in the Village, for the 2013 Lincolnwood Fest

Faermark - The business expo is being changed from Saturday to Sunday in hopes of bringing more people in. The car show and wrestling are taking place Sunday so we hope there will be a larger crowd for vendors. There will be no driving in the park. Spaces will be blocked off on Morse. Vendors will be shuttled via golf carts to the tent for the expo. Kiddie area is being expanded in hopes of increasing profits.

Lovering - You mean you'll be extending the smaller kids' rides?

Faermark - Yes, we think it's nice for the little kids to not be around the big, scary rides.

Lovering - Are the Fest hours being extended to 11:30pm?

Hincapie - No, the extension is to give the police time to clear the park.

Faermark - Closing hours are 10pm on Thursday and 11pm on Friday and Saturday, 9pm on Sunday.

On motion, Lovering/Ito to Recommend the Approval of an Ordinance, Waiving the Enforcement of Section 6-3-2 (B) of the Village Code that Governs Park Hours, Extending the Closing Time of Proesel Park from 11:00 to 11:30 pm on Friday, August 2 and Saturday, August 3, and Waiving the Enforcement of Section 9-1-3 of the Village Code that Requires the Issuance of Business Licenses for all Individuals, Firms or Corporations Conducting Business in the Village, for the 2013 Lincolnwood Fest. 4-0, motion passed.

NEW BUSINESS

- A. Approval to Adopt an Ordinance Waiving the Enforcement of Section 10-2-36(A) of the Village Code for the Sale of Alcoholic Beverages at the Community Center on Saturday and Sunday, July 13 and 14, 2013 for the Lincolnwood Craft and Imported Beer Fest

Hincapie - The event is scheduled for July 13 and 14. The Village Code prohibits the sale of alcohol.

This is similar to action taken for the Passport to the World event.

Rosen - Cost is \$25 per day in advance; \$30 per day at the door. Sample sizes will be limited to 2 oz. each, which is a state mandate.

Hincapie - We are not sponsoring the event. They are paying \$1,800 to rent the facility. Robbin Frey is a resident of Lincolnwood and is renting the facility at the resident rate.

Hardin - So the proceeds go to the group not us?

Hincapie - A portion of the proceeds from this event will be donated to the National Organization for Fetal Alcohol Syndrome and Related Disorders (NOFAS). Thi

On motion, Hardin/Ito to Recommend the Approval an Ordinance Waiving the Enforcement of Section 10-2-36(A) of the Village Code for the Sale of Alcoholic Beverages at the Community Center on Saturday and Sunday, July 13 and 14, 2013 for the Lincolnwood Craft and Imported Beer Fest. 4-0, motion passed.

B. Discussion Regarding Annual Report of the Commission

Hincapie – Each board/commission reports to the Village board. We last did this in 2010 as part of the Committee of the Whole. Options for the upcoming report are June, July or August (third Tuesday). Items to note include: Park Naming, Sponsorship Policy, Brick Fundraiser, Lighting of Field #2, Formation of Multicultural Task Force, Partnership with HIAS, Centennial Celebration, Renovation of Centennial Park, Skate Spot, Playground Improvements, Promenade Naming Contest, Remodeling of Community Center, New Drains at Pool, Installation of Pool Lifts, Development of Master Plan, Updated Strategic Plan, Logistics of Bike Paths

Ito – Should highlight the pool and camps making a profit. Greatest team accomplishment is the Centennial Park renovation. Family Fun Fest was a great illustration of this.

Lovering – It was great to see Mayor Turry out as well as the Village Manager. They were able to see the value of the renovations and hopefully support future recommendations.

Gratch – Think about this and send Jan Hincapie additional items via email.

Hincapie – I will come back with a PowerPoint and draft report at the June meeting. Will try for the June 18 meeting with July 16 as our second choice.

Ito – Should also highlight grants we've received.

CHAIRPERSON'S REPORT

Thought Family Fun Fest was a really fun day. There were a lot of people out enjoying the park. The layout was very walkable, so you could see and participate in everything.

Lovering – It was a well-run event.

Hincapie – Genelle Iocca and her committee did a great job. A great deal of effort was placed on promoting the event.

COMMISSIONERS' REPORT

Lovering – I see the Department is getting a summer intern.

Hincapie – Yes, Philip Murphy starts tomorrow at 1pm and will be here all summer.

Lovering – People are asking when the bike paths will be completed.

Hincapie – It really depends on how long it takes for the purchase. I would estimate October of 2014.

Lovering – I've also heard talks of Chicago building an overpass at Devon.

Hincapie – There's a lot of ideas out there. Things are moving forward for the overpass at Touhy. Have been noticing how nice some are done in WI.

DIRECTOR'S REPORT

Staff is doing a great job preparing for summer. The office is busy with summer staff candidates coming in for interviews, employment paperwork, etc. Katie hires 60-70 camp staff with Andy hiring 80-100 for the pool. Park Patrol is back on the streets. Have had concerns at Central Park so they are monitoring it. Saturday was the perfect kick-off to the summer season at Family Fun Fest.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Will continue to provide seasonal program reports. If you'd like to see more information or a different layout, please let me know.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Installing a porta-potty enclosure at Centennial Park off of the northeast corner of the parking lot. Swim lessons are starting to fill for both group and private.

Lovering – The non-resident pool passes sold out in 32 seconds?

Thurman – The majority did. It took a total of one hour to sell all. Families will have multiple computers up and running, temporarily holding passes that then get re-released.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

ACA visit is scheduled for Monday, July 29 which is week #7 of camp.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Ito/Hardin to adjourn the meeting at 7:52 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Dear Gan,

I would like to thank you for your generous donation to Decatur Classical School. With your assistance, we are able to continue to offer great programs at our school.

Sincerely-

Laura Symon
Spring Fundraiser Chair

Gregory L. Frey
6448 N. Drake Ave.
Lincolnwood, IL 60712

May 24, 2013

To The Lincolnwood Park and Recreation Board

Dear Members of the Board:

Please allow this letter to act as our official request. I have taken it upon myself to write this letter on behalf of me and my neighbors regarding the complaints we all share concerning the basketball court located at the Central Park playground which is directly behind all our homes.

As the weather has gotten nicer and more young people are using the basketball court, I and my neighbors are increasingly disturbed by the sound(s) the bouncing basketball produces as it resonates into our homes and this is extremely disruptive to our home life. In addition to the continuous disturbance caused by the noise throughout the day the ball playing creates, often, there are young people (many who seemingly are non-Lincolnwood residence) playing basketball WELL past the playground/park allowed hours. Also, I am not exactly sure why the basketball court was moved to its present location in the first place and why the park hours which were clearly posted on the basketball back-stop were removed.

I live at 6448 N. Drake Ave. and my family has owned this property for sixty years. As it is my garage that is directly across from the basketball court, while I still have the same issues with the basketball court that my neighbors do, I have the additional concerns with regards to the safety of the kids playing ball as to not hit anyone with my car, or more accurately put, some young person running into my car during an especially vigorous basketball game as I try to park in my garage. This has happened on many occasions resulting in a near collision, luckily with only the ball slamming into my car and ending up inside my garage. however, most often the basketball ends-up crashing into my aluminum garage door when it is closed leaving dimpled indents.

We would greatly appreciate your investigating the possibility of contacting the appropriate village officials and take the necessary steps needed to remedy this potentially dangerous and very annoying situation either by relocating the basketball court to a different part of the park, or by removing it entirely. Thank you for your attention in this matter.

Sincerely,


Gregory L. Frey



Proclamation

WHEREAS, our parks and recreation programs are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the Village of Lincolnwood Board of Trustees has designated July as Parks and Recreation Month; and

WHEREAS, the Village of Lincolnwood recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED that I, Gerald C. Turry, President of the Village of Lincolnwood along with the Village Board of Trustees proclaim that July is recognized as

Parks and Recreation Month

in the Village of Lincolnwood.

And urge all citizens of the Village to join in acknowledgement of this honor.

DATED this 18th day of June, 2013

ATTEST:

Beryl Herman
Village Clerk

Gerald C. Turry
Village President

**Village of Lincolnwood
Park and Recreation Board Report
January, 2011 – April, 2013**

Commission: Parks and Recreation

Commission Members: Demerise Gratch, Chairperson
Barry Bass
Sarah Hardin
Gail Ito
Arthur Lovering
Jennifer Spino
Laura Tomacic

Summary of Significant Activities Since Last Report

1. Coordinated a full-year of Centennial Celebration Activities
2. Formed a Task Force and approved a new Park Naming Policy
3. Installed lights at Field #2 in Proesel Park to increase programming and improve safety during special events
4. Developed and approved the first Comprehensive Master for Parks and Recreation
5. Formed the Multicultural Task Force to gain input from the different cultures in the community
6. Met and exceeded budget net for pools and camps
7. Renovated Springfield Park Playground
8. Developed Summer Concert Series, providing quality music and family activities for eight weeks during the summer
9. Approved and facilitated the partnership with Hebrew Immigration Aid Society (HIAS) resulting in 100 new trees for Centennial Park over three years, a garden space, benches and plaques commemorating the Village and their joint 100th anniversaries
10. Submitted Phase II engineering agreements for the ComEd right-of-way and the Union Pacific railway
11. Completed an audit of all parks and facilities to ensure they are compliant with the Americans with Disabilities Act (ADA) and developed an action plan for tasks necessary to become compliant.
12. Installed drain covers to be in compliance with the Virginia Graeme Baker Act.
13. Installed two handicapped pool lifts to be compliant with the ADA.
14. Updated the Strategic Plan
15. Facilitated, with the “Friends”, the First Lincolnwood Fest “Lincolnwood Night” featuring camp participants performing on stage and local officials volunteering
16. Built a Skate Spot at Springfield Park



9221 NATIONAL AVE • MORTON GROVE, IL 60053 • 219FEEDERSOFTBALL@GMAIL.COM

Lincolnwood Parks & Recreation Board
6900 N. Lincoln Ave.
Lincolnwood, IL 60646

June 3, 2013

Dear Board,

I am writing on behalf of Slammers, Niles Township's Feeder Youth Girl's Fast-pitch organization. As the official feeder program for School District 219, we respectfully seek permission from the board for an exception to your policy 6-3-9 (H) regarding the use of canopies on the grounds of Proesel Park.

On July 12-14, 2013, we will hold our annual Slammers Splash softball tournament that will attract approximately 144 players and their families, estimated at 200 over the course of the weekend. These are guests of the Slammers and visitors to Lincolnwood. Slammers is a non-profit organization, as is School District 219.

Our use of 1-2 canopies, located at a central location to the diamonds we will be using would allow us to perform several necessary functions including: a point of check-in for coaches when they arrive at the tournament, a spot where game results are posted and bracket play is determined, a rest area for umpires in between games and where game balls are stored. In addition, our tournament event, like others we participate in, needs a visible location where coaches, umpires and tournament officials can meet. For your information, the canopies are the type found in many stores and are typically 10' x 10' and white or blue in color with no advertisements on them.

If there are any questions, or if I can be of any assistance, please contact me at 847-254-7104 or 219feedersoftball@gmail.com.

Sincerely,

A handwritten signature in black ink that reads "John M. Frake". The signature is written in a cursive style with a large, stylized initial "J".

John Frake
Director, Slammers



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Lincolnwood Parks & Recreation Board
6900 N. Lincoln Ave.
Lincolnwood, IL 60646

June 3, 2013

Dear Board,

I am writing on behalf of Slammers, Niles Township's Feeder Youth Girl's Fast-pitch organization. As the official feeder program for School District 219, we respectfully seek permission from your board for an exception to your policy 6-3-9 (R) regarding the ability to sell a limited number of specific items on the grounds of Proesel Park.

On July 12-14, 2013, we will hold our annual Slammers Splash softball tournament that will attract approximately 144 players and their families, estimated at 250 over the course of the weekend. These are guests of the Slammers and visitors to Lincolnwood. Slammers is a non-profit organization, as is School District 219.

Being able to sell water, Gatorade and snacks, or an assortment agreeable to you, will allow us to serve our visitors with healthy refreshments during predictably hot weather. If we are granted permission in a separate request regarding an exception to 6-3-9 (H), we would sell only at the location of our canopy(s) that will be positioned far out of proximity of the pool concession area. Also, only small table top signage would be employed for the purpose of selling. No solicitation of guests in any way would take place.

If there are any questions, or if I can be of any assistance, please contact me at 847-254-7104 or 219feedersoftball@gmail.com.

Sincerely,

A handwritten signature in black ink that reads "John M. Frake".

John Frake
Director, Slammers



DIRECTOR'S REPORT

June, 2013

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Shared Services Meeting

I attended a meeting with other Village staff at the City of Evanston on Friday, May 31. The meeting was attended by staff from Evanston, Skokie, Wilmette and Lincolnwood. The purpose of the meeting was to discuss possible ways of sharing services between municipalities. While I realized quickly that I was the only parks and recreation person in the room, it ended being a productive discussion. We learned that Skokie Park District and the City of Evanston partner for the Pooch Park (Dog Park) located at the Channel and Oakton. After the meeting I approached Skokie Park District about having a discussion regarding Lincolnwood joining that partnership so our residents could have access to a dog park at resident rates.

We also discussed with Evanston the possibility of exchanging a limited number of pool passes for a limited number of beach passes. This would allow some of our residents to purchase beach passes at a resident rate. We will continue to have discussions with the necessary entities to see if these arrangements are feasible and will keep the board informed.

Memorial Day

Kudos to Katie Smith for a great job planning and implementing the Memorial Day festivities. I heard positive comments from members of the community as to how easy Katie is to work with and the overall quality of the event. Great job.

Bike Paths

Union Pacific Railway – The Weber Spur

The Village received approvals for the Phase II engineering agreement for the Union Pacific railway. Our legal counsel is working to get the legal descriptions for the property, then our engineer will complete the plats and legal portion of the project. Once that is submitted and approved by IDOT, the appraisal process will begin, followed by the review appraisal and the negotiation for the sale of the property.

ComEd bikeway

The negotiation of a lease is holding up the process for the proposed bike path on the ComEd right-of-way. A meeting was held with other communities attempting to

negotiate a lease with ComEd to discuss any common issues or problems with the lease process. This meeting was coordinated by the Northwest Municipal Conference. It was decided that the group will collectively send out a letter with terms that we all agree on to see if ComEd will modify their lease and coordinate with all the communities on the Skokie Valley line together.

Proesel Park Family Aquatic Center

The pool is up and running in spite of the cool weather. Andy, his staff and Public Works did a fantastic job preparing for the opening and season. Now....we need sun!



Superintendent of Recreation Report

Jan Springer Wu, CPRP

June 2013

jspringer@lwd.org

Department Communication

- **Facebook**

The Department continues to have a strong Facebook presence. We have a total of 374 (as of 6/6/13) followers. Posts that reached the largest audience include: Family Fun Fest thank you (245), Free Zumba demonstrations (243), Memorial Day Parade and Ceremony photo album (210), School District 74 artwork (186) and Proesel Park Family Aquatic Center opening countdown (170).

- **Website**

American Eagle submitted the second draft of the new Village website redesign for committee review on June 14.

- **Constant Contact**

We have 2,998 current contacts, and our emails are greatly exceeding industry average of 20% for open rates. The following items were sent out during the past month with our open rates listed for each:

1. Summer Fitness Class Announcement (49.4%)
2. **Swim Meet Pool Closures (73.5%)**
3. REI "How to Ride a Bike" Class Announcement (45.9%)
4. June Kick-Off Concert Announcement (46.1%)
5. **Day Camp Welcome Email (74.4%)**
6. Zumba Demo Class Announcement (51.4%)
7. June Summer Concert Series (43.3%)
8. **Family Fun Fest Thank You (67.9%)**

Summer Concert Series – Promotions

Staff has secured some non-traditional marketing efforts for the Summer Concert Series. Five bus stop ads will be on display throughout Lincolnwood advertising the series. We have a digital ad on the Pioneer Press website and movie theater video ads that run during the previews at several area theaters.

More traditional advertising for the series includes a postcard mailing, banners and signs in Proesel Park, posts on Facebook and the Village website, press releases, email marketing through Constant Contact and Outlook (employees only), posters and flyers and a full-page listing in the summer brochure. We hope for great crowds at the June 13-August 15 series.

Continuing Education

I attended a Labor and Employment Law Breakfast Briefing at Holland and Knight on May 22. On June 4, I met with Rachel Pozner and Scott Walker, graphic artists with the Skokie Park District, to discuss software and educational opportunities in design.

Social Club

The July/August newsletter has been mailed to all Social Club members. Highlights of this two-month publication include:

- Lunch Bunch at Wholly Frijoles – July 10 and Blind Faith Café – August 14

- Lunch and Tour of Lincolnwood Place – July 12
- Ten Chimneys Tour and Lunch – July 17
- Tech Talk – Computer Basics – July 23 and Internet/Skype Basics – August 20
- Jungle Book at Goodman Theatre – July 25
- Chicago River Tour and Tall Ships at Navy Pier – August 7
- Thrive after 55: Resources for Living Well – August 24
- Trolley and Boat Tour at Starved Rock – September 18
- Murder Mystery at the Mansion – October 30



Superintendent's Report

Andy Thurman, Superintendent of Parks and Facilities

June, 2013

athurman@lwd.org

Proesel Park Family Aquatic Center

The pool officially opened on Saturday, June 2, 2013. We have had a slow start to the season, due to low temperatures and schools still in session. We opened for the swim teams and lap swimmers early and then closed at 8AM until noon during the first week. This reflects our policy to stay closed when the temperature is below 68 degrees.

This year we spent two weeks prior to the season to prepare by doing in-service trainings and staff orientations. This gave staff a chance to review and practice their skills. We were able to certify and recertify all staff during this time. Staff spent an extra ten hours outside of certification hours to train and practice red shirt drills.

Swim lessons and classes will start during the week of June 17. We continue to take sign-ups for classes, group lessons and private lessons.

The swim team had a successful stroke clinic to start off their season. Stroke Clinic is for those new to swim team or the individuals that need a little help to prepare for the season. There was an increase in sign-up this year by almost 20%. Jim Schick is in his thirteenth year with the Lincolnwood Lighting. The Proesel Park Family Aquatic Center will host the conference meet this year on July 24.

Springfield Park

American Ramp Company has started to place the ramps and table-tops on the section of the park that is the skate spot. Once everything is placed they can pour the rest of the pad and the skate spot will be finished.

Park Inspections with IRMA

Attached are the Park Inspections from IRMA from May.

Softball League

All leagues are continuing strong. We have had several rainouts, but have been able to reschedule for later in the summer. The second field with lights has made it extremely easy to reschedule games.

Office Operations

The office has been very busy over the last several weeks. Chris has done a great job managing the patrons who have come in and working through our busy season. We have been open several Saturdays to accommodate pool pass pictures and those who have been unable to purchase their passes prior to the pool opening.

LINCOLNWOOD PARK PATROL-OVERVIEW

May 2013 was the month wherein the weather was very cold yet there were days that were very hot. On behalf of Park Patrol, we are proud to make our presence known this year as in the past, with one goal in mind and that is to make sure that the various parks are safe. Of course, we also want to make sure that the parks are in proper working order to provide quality facilities for the pleasure of the community.

1. Depending on the weather, Park Patrols' various shifts were shortened according to the participants in the parks.
2. As there have been problems at **Drake Park** and **Central Park**, Park Patrol has been spending more time at these parks to make sure that the community can use them for their pleasure in safety
3. Park Patrol is always turning in any repair complaints to Andy Thurman who routes them to the proper department to get the work completed. For example, all of the drinking fountains in the various parks were turned off which Park Patrol reported to Mr. Thurman and they were immediately turned on.
4. Graffiti was reported at **Channel Run** and this problem was also turned into Andy Thurman who routed it to the proper personnel which took care of it.
5. On May 7, 2013 at 5:45P, Park Patrol noticed a small fire and smoke coming from a light fixture above the Men's Restroom at the shelter in **Proesel Park** and called the Fire Department who extinguished the fire.
6. Whenever there are rentals at the shelter in **Proesel Park**, Park Patrol makes sure that permits are in order and the site is left clean and orderly.
7. Park Patrol was in **Proesel Park** for the Memorial Day Parade assisting in seeing that everything went orderly and perfect.

Vic Kast, Park Patrol Supervisor

Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Henry A. Proesel Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	<input checked="" type="checkbox"/>	Neighborhood Park	<input type="checkbox"/>
Public	<input checked="" type="checkbox"/>	Tot Lot	<input type="checkbox"/>
Daycare Center	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>
Play surface type:	Chips/Sand	Intended user age:	2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	<input type="text" value="1"/>	Track rides	<input type="text" value="0"/>
Rotating swings	<input type="text" value="0"/>	Sliding poles	<input type="text" value="1"/>
Seesaws	<input type="text" value="0"/>	Horizontal ladders	<input type="text" value="0"/>
Slides	<input type="text" value="8"/>	Horizontal rings	<input type="text" value="0"/>
Rigid climbers	<input type="text" value="2"/>	Crawl tunnels	<input type="text" value="0"/>
Flexible climbers	<input type="text" value="0"/>	Bridges	<input type="text" value="0"/>
Upper body equip.	<input type="text" value="0"/>	Ramps	<input type="text" value="0"/>
Rocking equipment	<input type="text" value="0"/>	Transfer stations	<input type="text" value="2"/>
Merry-go-rounds	<input type="text" value="0"/>	Roofs	<input type="text" value="3"/>
Spinners (<20" D)	<input type="text" value="0"/>	Platforms	<input type="text" value="11"/>
Sand play areas	<input type="text" value="1"/>	Stairs/ladders	<input type="text" value="4"/>
Sand diggers	<input type="text" value="0"/>	Other <u>Water Play</u>	<input type="text" value="1"/>
Play panels	<input type="text" value="15"/>	Other <u>Playhouse</u>	<input type="text" value="1"/>
Stepping pods	<input type="text" value="0"/>	Other <u>Balancer</u>	<input type="text" value="1"/>
Net climbers	<input type="text" value="0"/>	Other _____	<input type="text"/>

Site Amenities:

Benches	<input type="text" value="6"/>	Trash cans	<input type="text" value="8"/>
Tables	<input type="text" value="10"/>	Fencing	<input type="text" value="1"/>
Fountains	<input type="text" value="1"/>	Other _____	<input type="text"/>
Bike racks	<input type="text" value="0"/>	Other _____	<input type="text"/>
Signs	<input type="text" value="0"/>	Other _____	<input type="text"/>

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40	Morse
2 nd public street	200+	Kostner
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)		
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

Kompan Water Basin is broken.

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
	X	
		X
X		
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

Use zones around some stationary pieces is less than 6'.

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider adding playground safety signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment			X
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers			X
13. Play panels		X	
14. Stepping pods			X
15. Track rides			X
16. Horizontal ladders			X
17. Horizontal rings			X
18. Sliding poles	X		
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps			X
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

Steering wheel on play panel is loose.

SUMMARY:

Additional recommendations and comments: The unitary (poured in place) surfacing has rips. Recommend cutting/repairing/patching.

Are photos attached to this report?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are sketches or site plans attached to this report?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: M. Lester Flowers

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park
Public
Daycare Center

X

Neighborhood Park
Tot Lot
Other: _____

X

Play surface type:

Chips/Sand

Intended user age:

2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)
Rotating swings
Seesaws
Slides
Rigid climbers
Flexible climbers
Upper body equip.
Rocking equipment
Merry-go-rounds
Spinners (<20" D)
Sand play areas
Sand diggers
Play panels
Stepping pods
Net climbers

1
0
0
2
2
1
0
2
0
0
1
2
3
0
0

Track rides
Sliding poles
Horizontal ladders
Horizontal rings
Crawl tunnels
Bridges
Ramps
Transfer stations
Roofs
Platforms
Stairs/ladders
Other _____
Other _____
Other _____
Other _____

0
0
0
0
0
0
0
0
1
1
3
2

Site Amenities:

Benches
Tables
Fountains
Bike racks
Signs

4
1
1
1
0

Trash cans
Fencing
Other _____
Other _____
Other _____

2
1

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	200+	Pratt
2 nd public street		
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)	200+	Baseball/softball
Basketball court(s)	50 ft.	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other	150'	Tennis
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?			X
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?		X	
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?			X
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

Park is hidden within neighborhood, so no fencing is required.

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
	X	

Equipment Materials - Notes/Recommendations:

Sand digger has sharp edge on bucket.

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider installing playground signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment			X
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers	X		
12. Sand diggers		X	
13. Play panels	X		
14. Stepping pods			X
15. Track rides			X
16. Horizontal ladders			X
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

There is a sharp edge on one sand digger.

SUMMARY:

Additional recommendations and comments: Repair/replace sand digger bucket.

Are photos attached to this report?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are sketches or site plans attached to this report?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Arthur A. Goebelt Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park		Neighborhood Park	X
Public	X	Tot Lot	
Daycare Center		Other: _____	
Play surface type:	Chips/Sand	Intended user age:	2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	1	Track rides	0
Rotating swings	0	Sliding poles	0
Seesaws	0	Horizontal ladders	1
Slides	3	Horizontal rings	0
Rigid climbers	2	Crawl tunnels	0
Flexible climbers	1	Bridges	0
Upper body equip.	1	Ramps	0
Rocking equipment	0	Transfer stations	1
Merry-go-rounds	0	Roofs	0
Spinners (<20" D)	0	Platforms	5
Sand play areas	1	Stairs/ladders	1
Sand diggers	2	Other _____	
Play panels	0	Other _____	
Stepping pods	8	Other _____	
Net climbers	0	Other _____	

Site Amenities:

Benches	2	Trash cans	3
Tables	1	Fencing	2
Fountains	1	Other _____	
Bike racks	1	Other _____	
Signs	1	Other _____	

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	100 ft.	Kilbourn Ave.
2 nd public street		
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	40'	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

Trim bushes back along east border of swings. Vegetation is within the use zone.

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?	X		
8. Signs are posted that include intended user ages?	X		

Surfacing/Labeling/Signs - Notes/Recommendations:

None

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers	X		
13. Play panels			X
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps			X
22. Transfer stations	X		
23. Swings	X		
24. Other <u>Flexible Climber</u>	X		
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

None

SUMMARY:

Additional recommendations and comments: None

Are photos attached to this report?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are sketches or site plans attached to this report?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: GG Rowell Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	<input type="checkbox"/>	Neighborhood Park	<input checked="" type="checkbox"/>
Public	<input checked="" type="checkbox"/>	Tot Lot	<input type="checkbox"/>
Daycare Center	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Play surface type:	<input type="text" value="Chips/Sand"/>	Intended user age:	<input type="text" value="2-12"/>
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Equipment Inventory: (indicate the number of each)

Swings (to-fro)	<input type="text" value="1"/>	Track rides	<input type="text" value="0"/>
Rotating swings	<input type="text" value="0"/>	Sliding poles	<input type="text" value="0"/>
Seesaws	<input type="text" value="0"/>	Horizontal ladders	<input type="text" value="1"/>
Slides	<input type="text" value="4"/>	Horizontal rings	<input type="text" value="0"/>
Rigid climbers	<input type="text" value="2"/>	Crawl tunnels	<input type="text" value="0"/>
Flexible climbers	<input type="text" value="0"/>	Bridges	<input type="text" value="1"/>
Upper body equip.	<input type="text" value="1"/>	Ramps	<input type="text" value="1"/>
Rocking equipment	<input type="text" value="3"/>	Transfer stations	<input type="text" value="1"/>
Merry-go-rounds	<input type="text" value="0"/>	Roofs	<input type="text" value="3"/>
Spinners (<20" D)	<input type="text" value="0"/>	Platforms	<input type="text" value="7"/>
Sand play areas	<input type="text" value="1"/>	Stairs/ladders	<input type="text" value="3"/>
Sand diggers	<input type="text" value="1"/>	Other <u>Talk Tube</u>	<input type="text" value="1"/>
Play panels	<input type="text" value="2"/>	Other _____	<input type="text"/>
Stepping pods	<input type="text" value="0"/>	Other _____	<input type="text"/>
Net climbers	<input type="text" value="0"/>	Other _____	<input type="text"/>

Site Amenities:

Benches	<input type="text" value="7"/>	Trash cans	<input type="text" value="3"/>
Tables	<input type="text" value="1"/>	Fencing	<input type="text" value="3"/>
Fountains	<input type="text" value="1"/>	Other _____	<input type="text"/>
Bike racks	<input type="text" value="1"/>	Other _____	<input type="text"/>
Signs	<input type="text" value="0"/>	Other _____	<input type="text"/>

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	Albion
2 nd public street	50'	Lemai
3 rd public street	200'+	Sauganash
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)		
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider installing playground use information/rules signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers	X		
12. Sand diggers	X		
13. Play panels	X		
14. Stepping pods			X
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges	X		

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

Drive pins on composite structure are working their way out - poses a potential entanglement hazard.

SUMMARY:

Additional recommendations and comments: Re-set drive pins on composite structure.

Are photos attached to this report?

Yes	No
	X

Are sketches or site plans attached to this report?

	X
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Springfield Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park
Public
Daycare Center

X

Neighborhood Park
Tot Lot
Other: _____

X

Play surface type:

Chips/Sand

Intended user age:

2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)
Rotating swings
Seesaws
Slides
Rigid climbers
Flexible climbers
Upper body equip.
Rocking equipment
Merry-go-rounds
Spinners (<20" D)
Sand play areas
Sand diggers
Play panels
Stepping pods
Net climbers

1
0
0
3
5
0
4
2
0
0
1
1
0
4
4

Track rides
Sliding poles
Horizontal ladders
Horizontal rings
Crawl tunnels
Bridges
Ramps
Transfer stations
Roofs
Platforms
Stairs/ladders
Other _____
Other _____
Other _____
Other _____

0
0
0
0
0
0
0
0
0
0
1
1

Site Amenities:

Benches
Tables
Fountains
Bike racks
Signs

8
2
1
1
0

Trash cans
Fencing
Other _____
Other _____
Other _____

3
2

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	30'	Arthur
2 nd public street	150'	Proesel
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)		
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?		X	
5. All play structures are labeled with surfacing warning?		X	
6. All play structures are labeled with intended user ages?		X	
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Place stickers on new climbers. Consider installing playground sign.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders			X
4. Climbers	X		
5. Net climbers	X		
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers	X		
12. Sand diggers	X		
13. Play panels			X
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders			X
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps			X
22. Transfer stations			X
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

None

SUMMARY:

Additional recommendations and comments: None

Are photos attached to this report?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are sketches or site plans attached to this report?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Columbia Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	<input type="checkbox"/>	Neighborhood Park	<input checked="" type="checkbox"/>
Public	<input checked="" type="checkbox"/>	Tot Lot	<input type="checkbox"/>
Daycare Center	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Play surface type:	<input type="text" value="Chips"/>	Intended user age:	<input type="text" value="5-12"/>
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Equipment Inventory: (indicate the number of each)

Swings (to-fro)	<input type="text" value="1"/>	Track rides	<input type="text" value="0"/>
Rotating swings	<input type="text" value="0"/>	Sliding poles	<input type="text" value="0"/>
Seesaws	<input type="text" value="0"/>	Horizontal ladders	<input type="text" value="0"/>
Slides	<input type="text" value="3"/>	Horizontal rings	<input type="text" value="0"/>
Rigid climbers	<input type="text" value="0"/>	Crawl tunnels	<input type="text" value="1"/>
Flexible climbers	<input type="text" value="2"/>	Bridges	<input type="text" value="1"/>
Upper body equip.	<input type="text" value="0"/>	Ramps	<input type="text" value="1"/>
Rocking equipment	<input type="text" value="0"/>	Transfer stations	<input type="text" value="1"/>
Merry-go-rounds	<input type="text" value="0"/>	Roofs	<input type="text" value="0"/>
Spinners (<20" D)	<input type="text" value="0"/>	Platforms	<input type="text" value="5"/>
Sand play areas	<input type="text" value="0"/>	Stairs/ladders	<input type="text" value="2"/>
Sand diggers	<input type="text" value="0"/>	Other _____	<input type="text"/>
Play panels	<input type="text" value="3"/>	Other _____	<input type="text"/>
Stepping pods	<input type="text" value="0"/>	Other _____	<input type="text"/>
Net climbers	<input type="text" value="0"/>	Other _____	<input type="text"/>

Site Amenities:

Benches	<input type="text" value="4"/>	Trash cans	<input type="text" value="0"/>
Tables	<input type="text" value="1"/>	Fencing	<input type="text" value="4"/>
Fountains	<input type="text" value="1"/>	Other _____	<input type="text"/>
Bike racks	<input type="text" value="0"/>	Other _____	<input type="text"/>
Signs	<input type="text" value="0"/>	Other _____	<input type="text"/>

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	Columbia
2 nd public street	40'	Hamlin
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	20'	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider adding a playground sign.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment			X
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers			X
13. Play panels	X		
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders			X
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels	X		
20. Bridges	X		

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

None

SUMMARY:

Additional recommendations and comments: None

Are photos attached to this report? Yes No

	X
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Are sketches or site plans attached to this report?

	X
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Drake Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	
Public	X
Daycare Center	

Neighborhood Park	X
Tot Lot	
Other: _____	

Play surface type:	Wood
	Chips/Sand

Intended user age:	2-12
--------------------	------

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	1
Rotating swings	0
Seesaws	0
Slides	4
Rigid climbers	3
Flexible climbers	1
Upper body equip.	2
Rocking equipment	1
Merry-go-rounds	0
Spinners (<20" D)	0
Sand play areas	1
Sand diggers	2
Play panels	3
Stepping pods	0
Net climbers	0

Track rides	0
Sliding poles	2
Horizontal ladders	1
Horizontal rings	0
Crawl tunnels	1
Bridges	0
Ramps	1
Transfer stations	1
Roofs	4
Platforms	8
Stairs/ladders	2
Other _____	

Site Amenities:

Benches	6
Tables	3
Fountains	1
Bike racks	1
Signs	0

Trash cans	4
Fencing	2
Other _____	
Other _____	
Other _____	

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	Drake
2 nd public street	50'	Pratt
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	30'	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
		X
	X	

Use Zones - Notes/Recommendations:

Trim tree over large composite climber. Trim to 6' from side and 7' overhead.

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider adding playground signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers		X	
12. Sand diggers	X		
13. Play panels	X		
14. Stepping pods			X
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles	X		
19. Crawl tunnels	X		
20. Bridges			X

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings		X	
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

Spring rocker is loose on footing. Swing chain connections are worn.

SUMMARY:

Additional recommendations and comments: Repair deficiencies listed above.

Are photos attached to this report?

	X
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Are sketches or site plans attached to this report?

	X
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Central Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	<input type="checkbox"/>	Neighborhood Park	<input checked="" type="checkbox"/>
Public	<input checked="" type="checkbox"/>	Tot Lot	<input type="checkbox"/>
Daycare Center	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Play surface type:	Chips/Sand	Intended user age:	2-12
--------------------	------------	--------------------	------

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	1	Track rides	0
Rotating swings	0	Sliding poles	0
Seesaws	0	Horizontal ladders	1
Slides	3	Horizontal rings	1
Rigid climbers	0	Crawl tunnels	2
Flexible climbers	1	Bridges	2
Upper body equip.	2	Ramps	1
Rocking equipment	1	Transfer stations	1
Merry-go-rounds	0	Roofs	4
Spinners (<20" D)	0	Platforms	11
Sand play areas	1	Stairs/ladders	6
Sand diggers	3	Other _____	
Play panels	3	Other _____	
Stepping pods	0	Other _____	
Net climbers	0	Other _____	

Site Amenities:

Benches	6	Trash cans	3
Tables	1	Fencing	2
Fountains	1	Other _____	
Bike racks	1	Other _____	
Signs	0	Other _____	

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	Central Park
2 nd public street	40'	Arthur
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	15'	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other	25'	Tennis
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?		X	
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?		X	
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

Consider installing fence along playground perimeter near basketball court; close proximity of incompatible activities.

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
	X	

Equipment Materials - Notes/Recommendations:

Sharp edge on sand digger bucket on edge of sand play area.

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider installing playground signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers		X	
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers	X		
12. Sand diggers		X	
13. Play panels	X		
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

Infill panel under southeast roof structure (leading to platform) is missing a fastener.

SUMMARY:

Additional recommendations and comments: Sharp sand digger bucket edge.

Are photos attached to this report?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are sketches or site plans attached to this report?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Richard R. Rossi Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	
Public	X
Daycare Center	

Neighborhood Park	X
Tot Lot	
Other: _____	

Play surface type:	Wood Chips/Sand
--------------------	--------------------

Intended user age:	2-12
--------------------	------

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	1
Rotating swings	0
Seesaws	0
Slides	2
Rigid climbers	3
Flexible climbers	1
Upper body equip.	2
Rocking equipment	0
Merry-go-rounds	0
Spinners (<20" D)	2
Sand play areas	1
Sand diggers	2
Play panels	2
Stepping pods	3
Net climbers	0

Track rides	0
Sliding poles	0
Horizontal ladders	1
Horizontal rings	0
Crawl tunnels	0
Bridges	0
Ramps	1
Transfer stations	1
Roofs	1
Platforms	3
Stairs/ladders	2
Other _____	

Site Amenities:

Benches	3
Tables	1
Fountains	1
Bike racks	0
Signs	1

Trash cans	4
Fencing	3
Other _____	
Other _____	
Other _____	

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	50'	Keystone Avenue
2 nd public street		
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)		
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?		X	
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?	X		
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

Consider installing fence along keystone to be consistent with other playgrounds that have split-rail wood fences.

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
X		
X		
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?	X		
8. Signs are posted that include intended user ages?	X		

Surfacing/Labeling/Signs - Notes/Recommendations:

None

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)	X		
10. Seesaws			X
11. Rockers			X
12. Sand diggers	X		
13. Play panels	X		
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges			X

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

None

SUMMARY:

Additional recommendations and comments: None

Are photos attached to this report?

Yes	No
	X

Are sketches or site plans attached to this report?

	X
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Charles L. O'Brien Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park
Public
Daycare Center

X

Neighborhood Park
Tot Lot
Other: _____

X

Play surface type:

Wood Chips

Intended user age:

2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)
Rotating swings
Seesaws
Slides
Rigid climbers
Flexible climbers
Upper body equip.
Rocking equipment
Merry-go-rounds
Spinners (<20" D)
Sand play areas
Sand diggers
Play panels
Stepping pods
Net climbers

1
0
0
6
2
1
1
2
0
0
1
2
12
0
0

Track rides
Sliding poles
Horizontal ladders
Horizontal rings
Crawl tunnels
Bridges
Ramps
Transfer stations
Roofs
Platforms
Stairs/ladders
Other _____
Other _____
Other _____
Other _____

1
1
0
0
1
1
0
1
4
13
3

Site Amenities:

Benches
Tables
Fountains
Bike racks
Signs

9
6
1
1
0

Trash cans
Fencing
Other _____
Other _____
Other _____

3
3

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	East Prairie
2 nd public street	50'	Chase
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)		
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?	X		
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
X		
X		
X		
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?		X	
8. Signs are posted that include intended user ages?		X	

Surfacing/Labeling/Signs - Notes/Recommendations:

Consider installing playground signs.

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders	X		
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers	X		
13. Play panels	X		
14. Stepping pods			X
15. Track rides	X		
16. Horizontal ladders			X
17. Horizontal rings			X
18. Sliding poles	X		
19. Crawl tunnels	X		
20. Bridges	X		

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings		X	
24. Other <u>Play Panel</u>		X	
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

1. Worn chain connections on belt swings. 2. Entanglement hazards - Tic Tac Toe play panel fasteners.

SUMMARY:

Additional recommendations and comments: See deficiencies listed above.

Are photos attached to this report?

Yes	No
	X

Are sketches or site plans attached to this report?

	X
--	---

Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Kildare Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park	<input type="checkbox"/>	Neighborhood Park	<input checked="" type="checkbox"/>
Public	<input checked="" type="checkbox"/>	Tot Lot	<input type="checkbox"/>
Daycare Center	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Play surface type:	<input type="text" value="Wood Chips"/>	Intended user age:	<input type="text" value="2-12"/>
--------------------	---	--------------------	-----------------------------------

Equipment Inventory: (indicate the number of each)

Swings (to-fro)	<input type="text" value="1"/>	Track rides	<input type="text" value="0"/>
Rotating swings	<input type="text" value="0"/>	Sliding poles	<input type="text" value="0"/>
Seesaws	<input type="text" value="0"/>	Horizontal ladders	<input type="text" value="1"/>
Slides	<input type="text" value="1"/>	Horizontal rings	<input type="text" value="0"/>
Rigid climbers	<input type="text" value="2"/>	Crawl tunnels	<input type="text" value="0"/>
Flexible climbers	<input type="text" value="0"/>	Bridges	<input type="text" value="1"/>
Upper body equip.	<input type="text" value="2"/>	Ramps	<input type="text" value="1"/>
Rocking equipment	<input type="text" value="0"/>	Transfer stations	<input type="text" value="1"/>
Merry-go-rounds	<input type="text" value="0"/>	Roofs	<input type="text" value="0"/>
Spinners (<20" D)	<input type="text" value="0"/>	Platforms	<input type="text" value="5"/>
Sand play areas	<input type="text" value="0"/>	Stairs/ladders	<input type="text" value="1"/>
Sand diggers	<input type="text" value="0"/>	Other Balance Beam	<input type="text" value="1"/>
Play panels	<input type="text" value="6"/>	Other _____	<input type="text"/>
Stepping pods	<input type="text" value="4"/>	Other _____	<input type="text"/>
Net climbers	<input type="text" value="0"/>	Other _____	<input type="text"/>

Site Amenities:

Benches	<input type="text" value="3"/>	Trash cans	<input type="text" value="2"/>
Tables	<input type="text" value="1"/>	Fencing	<input type="text" value="4"/>
Fountains	<input type="text" value="1"/>	Other _____	<input type="text"/>
Bike racks	<input type="text" value="0"/>	Other _____	<input type="text"/>
Signs	<input type="text" value="1"/>	Other _____	<input type="text"/>

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	40'	Kildare Avenue
2 nd public street		
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	25'	w/Buffer Zone
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?	X		
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?	X		
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

None

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?	X		
8. Signs are posted that include intended user ages?	X		

Surfacing/Labeling/Signs - Notes/Recommendations:

None

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders			X
4. Climbers	X		
5. Net climbers			X
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers			X
13. Play panels		X	
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges	X		

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings		X	
24. Other <u>Balance Beam</u>	X		
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

1. Missing one fastener at top of stairs (next to "steering wheel" play panel). 2. Swing chain fasteners are worn.

SUMMARY:

Additional recommendations and comments: See notes above.

Are photos attached to this report?

Yes	No
	X

Are sketches or site plans attached to this report?

	X
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Playground Safety Inspection Report



Inspection Date: May 8, 2013

Member Name: Village of Lincolnwood

Contact(s): Andrew Thurman

Playground location: Kenneth Park

IRMA Representative: Roy Jensen

Playground Type: (select one)

Community Park
Public
Daycare Center

X

Neighborhood Park
Tot Lot
Other: _____

X

Play surface type:

Wood
Chips/Sand

Intended user age:

2-12

Equipment Inventory: (indicate the number of each)

Swings (to-fro)
Rotating swings
Seesaws
Slides
Rigid climbers
Flexible climbers
Upper body equip.
Rocking equipment
Merry-go-rounds
Spinners (<20" D)
Sand play areas
Sand diggers
Play panels
Stepping pods
Net climbers

1
0
0
3
3
0
2
0
0
0
1
1
0
10
1

Track rides
Sliding poles
Horizontal ladders
Horizontal rings
Crawl tunnels
Bridges
Ramps
Transfer stations
Roofs
Platforms
Stairs/ladders
Other _____
Other _____
Other _____
Other _____

0
0
1
0
0
1
1
1
0
8
1

Site Amenities:

Benches
Tables
Fountains
Bike racks
Signs

5
2
1
1
2

Trash cans
Fencing
Other _____
Other _____
Other _____

2
2

Playground Safety Inspection Report

Playground Perimeter Concerns:

	Distance from border (ft)	Comments
1 st public street	110'	Kenneth
2 nd public street	50'	Chase
3 rd public street		
4 th public street		
Water (ponds/streams)		
Sports field(s)		
Basketball court(s)	30'	
Parking lot(s)		
Railroad tracks		
Trees (with limbs <7')		
Golf courses		
Quarry/landfills		
Power lines		
Other		
Other		

General Conditions:

	Yes	No	N/A
1. Fence present for perimeter concerns that are within 100 ft?		X	
2. Shade area provided?	X		
3. Play areas visible to deter inappropriate behavior?	X		
4. Playground safely accessed by a sidewalk or path?	X		
5. Seating (benches/tables) in good conditions?	X		
6. Playground warning signs posted for drivers on area streets?	X		
7. Trash receptacles provided and outside of the play area?	X		

General Conditions - Notes/Recommendations:

Consider installing a fence along Chase near the swing set. This would be consistent with fencing at other playgrounds.

General Conditions - Member Action:

Playground Safety Inspection Report

Equipment Materials:

1. Play equipment constructed of durable materials?
2. Metals coated and protected from corrosion?
3. Wood materials rot resistant?
4. Wood materials free from harmful chemicals?
5. Plastic materials are UV protected for durability?
6. Paint intact and not loose or chipping?
7. Play structures securely anchored to the ground?
8. All equipment is free of sharp edges?

Yes	No	N/A
X		
X		
		X
		X
X		
X		
X		
X		

Equipment Materials - Notes/Recommendations:

None

Equipment Materials - Member Action:

Use Zones:

1. Meets standards around stationary equipment?
2. Meets standards around rotating equipment?
3. Meets standards around to-fro swings?
4. Meets standards around rotating swings?
5. Meets standards around rocking equipment?
6. Meets standards around slides?
7. Meets standards around track rides?
8. Meets standards for overhead clearances?

Yes	No	N/A
X		
		X
X		
		X
		X
X		
		X
X		

Use Zones - Notes/Recommendations:

None

Use Zones - Member Action:

Playground Safety Inspection Report

Surfacing/Labeling/Signs:

	Yes	No	N/A
1. Play surfacing appears to meet safety standards?	X		
2. Play surfacing is free of debris?	X		
3. Play surfacing appears to be well drained?	X		
4. All play structures are labeled with manufacturer's name?	X		
5. All play structures are labeled with surfacing warning?	X		
6. All play structures are labeled with intended user ages?	X		
7. Signs are posted that include playground rules?	X		
8. Signs are posted that include intended user ages?	X		

Surfacing/Labeling/Signs - Notes/Recommendations:

None

Surfacing/Labeling/Signs - Member Action:

Equipment Conditions:

Does the following equipment appear to meet current ASTM standards and CPSC guidelines?

	Yes	No	N/A
1. Platforms	X		
2. Stairways	X		
3. Ladders			X
4. Climbers	X		
5. Net climbers	X		
6. Upper body equipment	X		
7. Slides	X		
8. Merry-go-rounds			X
9. Spinners (<20" D)			X
10. Seesaws			X
11. Rockers			X
12. Sand diggers	X		
13. Play panels	X		
14. Stepping pods	X		
15. Track rides			X
16. Horizontal ladders	X		
17. Horizontal rings			X
18. Sliding poles			X
19. Crawl tunnels			X
20. Bridges	X		

Playground Safety Inspection Report

21. Ramps	X		
22. Transfer stations	X		
23. Swings	X		
24. Other _____			
25. Other _____			

Record all equipment deficiencies below. Refer to current ASTM standards and CPSC guidelines.

None

SUMMARY:

Additional recommendations and comments: None

Are photos attached to this report?

Yes	No
	X

Are sketches or site plans attached to this report?

	X
--	---



Community Center Program Supervisor Report

June 2013

Katie Smith

ksmith@lwd.org

Community Center

The following programs and rentals are booked for June at the Community Center:

- Summer Camp Training June 10- June 14
- HIAS (Hebrew Immigrant Aid Society) June 21
- Summer Day Camp Parent Orientation June 12
- Carol Janossy and the Lincolnwood Youth Strings Tuesday and Thursday evenings June 11 – June 27
- Lincolnwood Fest meeting June 11
- Youth Martial Arts - Thursday afternoons starting June 13
- Prairie Dogs Camp starting June 17 on Monday/ Wednesday/Friday
- Adult Fitness Classes (Sunday mornings and Monday – Thursday evenings)
- Rock'n Kids Tuesday mornings for one - three year olds
- Senior programs including Bridge (Monday), Exercise (Tuesday/Thursday) and Mah Jongg (Thursday)
- Ten rentals (nine large room and one small room) totaling \$4,157.50 in rental revenue.

Summer Day Camp

Session I starts June 17! Below is a registration breakdown per camp (*as of 6/6/2013 at 9:30am*) including both full session and “Pick-a-Week” registrants.

Day Camp Program	Session I		Session II		“Pick-a-Week”	
	2012	2013	2012	2013	2012	2013
Prairie Dogs	32	30	18	23	14	32
Little Lincolns	57	55	29	47	74	55
Camp Potawatomie	32	32	34	39	45	49
Rutledge Rockets	35	43	31	43	101	78
Adventure Camp	23	13	17	19	37	43
Camp 74	55	36	NA	NA	NA	NA
Warm-Ups	12	7	9	5	8	14
Overtime	42	19	26	26	44	17
TOTAL	293	235	166	202	323	288

Camp training will be held June 10-14. Staff will complete CPR/AED, First Aid and Bloodborne Pathogens training being led by the Lincolnwood Fire Department in preparation for summer employment. During the week, supervisors will lead a conference-style training that will cover the topics:

- How to make good choices
- Keeping a positive attitude, even when the world around you is falling apart
- Talking to parents
- Leading games
- Keeping track of your campers and their belongings
- Behavior management and the incentive program

Memorial Day

The weather was not very cooperative for the Memorial Day Parade and Ceremony. Rain and cool temperatures were the exact opposite of what we experienced in 2012. The decision was made early to have the parade go on as scheduled but move the ceremony indoors to the Community Center. It was a tight fit but we made it work. Thank you to our volunteers, Public Works, Fire and Police Departments. Without their help this event would not have been possible.

We had a record number of participants in the parade and ceremony including members of the American Legion Post 1226, our current and past mayors, Lincolnwood Library, Lincolnwood Baseball Association, classic car group and Niles West Marching Band. This was a great community event, and I hope you all are able to join us next year.

Club Kid

The school year came to an end on June 3. We ended the year with a total of 41 kids registered in the program. Thank you to School District 74 for allowing the program, to be held at Rutledge Hall. We look forward to another great year starting in late August.

E-Town Tennis

June marks the start of our relationship with the E-Town Tennis. We look forward to working with our new provider.



Community Outreach Coordinator Report

Genelle Iocca

June 2013

giocca@lwd.org

Family Fun Fest

Family Fun Fest was held on May 11 with roughly 300 people in attendance. We gave away 100 kites, 75 whiz rings and 75 water bottles. We collected 79 emails that day, so that we may send out notifications about future events. We also collect 29 emails from people that filled out the release to kayak that day. We are going to provide kayaking excursions down the channel this fall by partnering with Kayak Chicago. We will also offer a disc golf class in the fall for those people that are interested in learning how to play the game. We will be sure to market these offerings to the people that attended the Family Fun Fest event. The food truck vendor sold about 120 cupcakes that day, and they were very happy and are willing to return to future Village events. Overall, everyone seemed to have a great time at the event. Sending postcards to every household in Lincolnwood helped with the turnout of this new event.

Senior Programming

We had a large turnout for the summer BBQ on June 6. Thirty-six seniors attended the event that included a bluegrass band, BBQ beef and fried chicken with all the fixings and a spectacular senior tap dance performance by the group. We are continuing with Tech Talk due to interest from seniors. We have scheduled two more sessions; one covering computer basics and another session demonstrating how to search the internet and use Skype.

We are also offering a trip to Ten Chimneys in Genesee Depot, Wisconsin in July. As an incentive for seniors to become a member of the Social Club, we are offering the trip that includes a tour of the estate of theatre legends, Alfred Lunt and Lynn Fontaine and lunch for only \$20. The bus is being provided by a grant from the Niles Township Government. Our weekly walking club starts in June and runs through the end of August. This year Garcia, Rosenberg & Associates are sponsoring the weekly walking club and giving away prizes to participants.

Senior Expo

The planning committee for the senior expo, "Thrive after 55: Resources for Living Well" on August 24 continues to meet. We have secured enough businesses for fifteen tables at the event. The deadline for a business to be on the large banner at the mall that will hang for an entire month prior to the event is the end of June. Please spread the word to local businesses that may want to participate. We have attracted local retailers, attorneys, realtors, fire and police, and social services. We are also looking for senior entertainment.

Summer Concert Series

Concerts begin on June 13 with the Chicago Tribute Anthology. Our bus shelter ads are being put up at Cicero and Touhy, Cicero and Pratt, Touhy and Lincolnwood Town Center Central Park @ Lincoln and Devon and McCormick and Pratt. All of these ads are on the outside of the shelters and are in highly visible locations. The digital box ads (see below) are running on Sun-Times websites for Lincolnwood, Skokie, Evanston, Niles, Morton Grove, Edgebrook, and Sauganash. The AMC theatre ads started

running on June 7 before every show, every day, for ten weeks at Village Crossing, both Regal/Old Orchard mall locations, Golf Mill and Evanston. We hope to have a great turnout for the concerts and have many items to give away and raffle including fold-up picnic blankets with a vinyl backing, 12- pack coolers, guitar key chains, neon sunglasses and fun whiz rings.

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At Vetter in Skokie, cleanliness never so key

If you ever have opportunity to tour the impressive Vetter Pharma International USA company inside Skokie's Illinois Science + Technology Park, there are a few precautions that must be taken.

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A Glee Star Comes Out



Youth Program Coordinator Report

June 2013

Melanie Unterfranz

munterfranz@lwd.org

Afterschool Programming

Afterschool Athletics

I have met with the principals of Todd Hall and Rutledge Hall. They are excited to have our afterschool classes back again next fall. The athletic classes that we are planning to offer include Soccer/Sockey, Sportsmaniac and Basketball at Todd Hall and Basketball at Rutledge Hall. District 74 is no longer dismissing early on Mondays, so Soccer/Sockey will be held from 3-4:00pm.

This fall we will also be offering Archery at Proesel Park Shelter on Wednesdays. We will have two sessions; one session of six weeks starting on August 28th and one four week session starting on Oct 9th. This summer we are offering two classes. The first is full, and the second has five enrolled.

Contractual Classes

The following classes will be offered at District 74 in the fall:

- Karate with Fonseca Martial Arts at Rutledge Hall
- Computer Explorers at Rutledge Hall
- Zumbatonic at Rutledge Hall
- Amazing Art with Sunshine Arts and Crafts at Todd Hall

Magic class with Gary Cantor is scheduled for August 14th at the Community Center for the summer and October 15th for the fall session. Zumbatonic and Karate are both being offered this summer.

Birthday Party Packages

There are two parties scheduled for June - a Wii Party and a Princess/Superhero party. There is an Indoor Playground Party scheduled for July.

Summer Camp

The 2013 Camp Coordinator is Michelle Meiri. She has assisted with the hiring and training process, oversees the incentive program, orders supplies and compiles the weekly newsletters. We have hired 58 staff members including 11 supervisors and 47 counselors. We have seven returning supervisors and 21 returning counselors.

All of the field trips and entertainers are booked for the summer. A few of the new trips that the campers will travel on this summer include Explore and More, a performance of Shrek on Stage, a pirate cruise from Navy Pier and an architecture boat tour and a trolley tour.



Parks and Recreation Intern

Philip Murphy

June 2013

pmurphy@lwd.org

Week 1 (May 15-May 23)

The first few days after I arrived consisted of touring the Village Hall, Proesel Park, the other parks as well as the pool. I was given my 12 week tentative schedule that included some major events that I will be working on and meetings that I am also going to attend. Andy has assigned me to updating the softball standings and scores for the Monday, Wednesday and the Friday night leagues. Also, I have shadowed him when he has gone to speak with contractors about the installation of the skate park.

Katie has told me about summer camps and what to expect. It is one of the biggest money makers of the department and 1,000+ kids are supervised throughout the summer. We also talked about the Memorial Day Parade and the process it takes to coordinate the event. I went with her to meet with the Niles West band director and others that have an important role in the parade.

The Parks and Recreation department is going through the Illinois Distinguished Accreditation Program process which requires hundreds of organized documents that prove the department has met the established standard. There have been new requirements added to the 2013 handbook so I went through all the paperwork we had and reorganized it, and included the new standards in each folder.

Week 2 (May 27-May 31)

This week started with the Memorial Day Parade where I was assigned to drive one of the vehicles. The event ran smoothly however the weather forced the ceremony to be held inside of the Community Center. With the fall brochure in the near future I used the program template to create flyers for two programs that will be new to the department. Through emails and phone calls I contacted two outside agencies about them coming in and running a kayak tour down the channel as well as a disc golf course that will be held at the new disc golf course at Centennial Park. I accompanied Jan Hincapie and Jan Wu to Northbrook Park District to listen to an international speaker about the importance of our roles in the community and stressed that we were "Community Builders." Friday I attended my second senior event, going to lunch and saw the "Great Gatsby".

Week 3 (June 3- June 7)

This week has been filled with learning as much as I can about RecTrac and the pool passes and program registration process. Throughout the week I would step in to help the office manager with the rush of people signing up for camps and the pool. The seniors had another event at the Community Center which required me to set up tables and chairs

and serve food while they enjoyed barbeque and a live band and tap dancers. Katie Smith has reminded me numerous times that in the coming weeks with Summer Camp starting that I will be playing a much more active role and be heavily involved with coordinating counselors and other aspects of the camp.