

## Guide to labelling (coding) a playground

*An important part of relocating a playground is the proper labelling (coding) of the components. This makes it easier for it to be re-assembled overseas. This guide explains why and how we code a playground and what you need to do to help us code successfully.*

### Why we code

- The codes guide how the playgrounds can be accurately reassembled by the Rotary volunteers overseas. All of the details, plans, photos and contacts for each playground are stored in an on-line file maintained by the RORPSA Team. The overseas Rotary organisations have access to these files and can reassemble the playground according to a plan
- The coding is necessary as even two apparently identical components are often different. This may be due to some of the bolt holes being drilled on site when the playground was originally installed.

### How we code

- Each playground has its own unique ID using letters. For example; G, BC, CK etc
- Sometimes, with a large playground, where the equipment is arranged in separated arrays, each set may have its own unique ID
- The codes are unique so that the playsets can be sorted easily for storage, shipping and at the destination
- We also allocate a colour to each playground. These are not necessarily unique, but they allow us to readily identify all of the pieces.

### Using the coding at a playground

#### The plan

- You will be given a detailed set of plans with photos and diagrams of the playground for your team to label each piece
- The piece labels are shown on the photos. Each piece likely to be dis-assembled is given its own number
- The plans include a table describing each piece, with gaps in the codes for extra items that may have been missed or are extra
- If any items are missing a code, use one of the spare numbers (which you can work out from the codes already used in the table). Ideally take a photo to help us identify the component when updating the plans. See last point below

#### Using the plan on site

- The labelling must be done before any disassembly begins. The playground must be exactly as it was when first photographed for the project
- For the work on site, it is helpful to print the plans in colour
- Coding the playground is best done in pairs. A single pair will generally need over an hour on site

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- You will need a couple of different coloured permanent marker pens to write on the pieces
- You will also need to spot paint or tape each piece with the nominated playground set colour code(s)
- Mark the number in the middle of each piece as **large** as possible in **permanent marker**, exactly as it is stated in the plan. For example; CK-1, CK-15, CK-25.

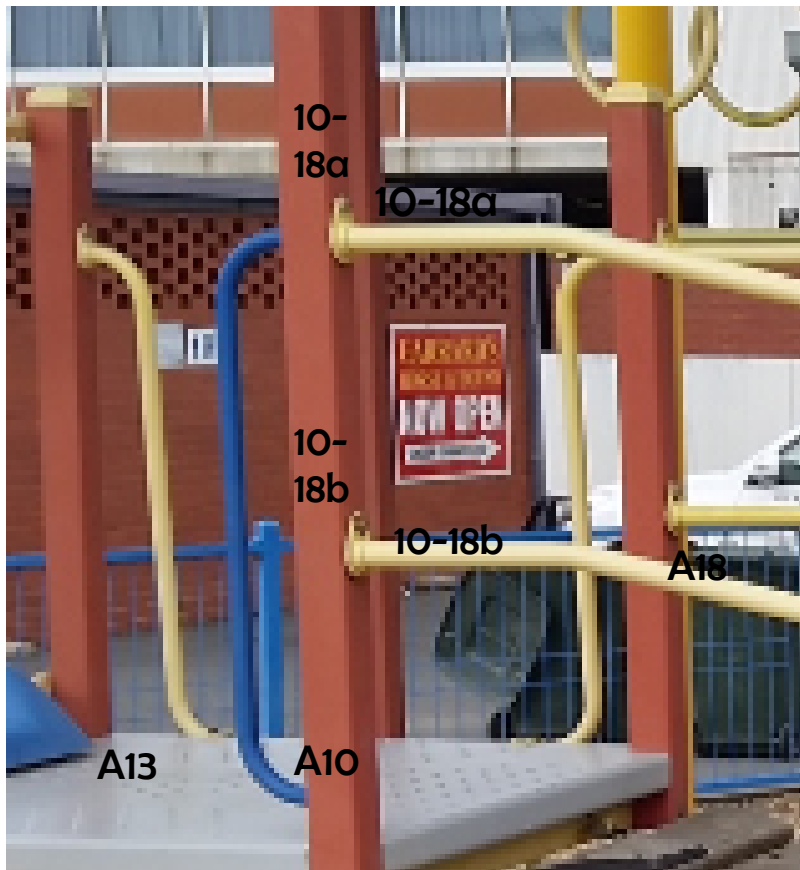
### Labelling joints

- It is very important to label joints so we know which pieces meet. Mark both pieces of each joint with the joint label in permanent marker
- A joint label is made up of the two numbers of the pieces that join. Write the lowest number first. When labelling a joint, it is not necessary to include the playground ID (the letters). For example; 1-25, 13-25, 22-37 etc
- Mark each side of the joint with the same label in permanent marker
- If there are two joint points for the pieces and a piece could easily be put back the wrong way, then they should be labeled 3-6a and 3-6b, again repeated on the CK-3 piece and the CK-6 piece. See the example on next page
- Whilst a component part might look identical to another, mark them as per the plan, just in case there is a difference in hole locations. Using the wrong piece on the new site might require holes being slightly re-drilled. This risks rendering the structure less stable
- Some pieces, such as fireman's poles and its support bar, might not actually be separated during dis-assembly. Mark the pieces as shown on the plan just in case they have to be separated later for transport
- If any piece numbers are wrong or missing, email photos of the items and their details to the contact on the plan or appropriate RORP SA person identified on the last page.



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### Example of drawing provided and labelling



A7	Mid height vertical		A18	hand rail on wooden bridge	yellow
A8	Mid height vertical		A19	not used	
A9	Small straight slide	blue	A20	wooden bridge	chained slats
A10	Full height vertical		A21	bridge support bar	yellow
A11	Full height vertical				

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### Colour Coding

The playgrounds will eventually be tightly loaded into a shipping container in a way that makes best use of space. To assist quick sorting, when the playgrounds are removed from the container (this has to be completed in a couple of days), we ask that you colour code each component.

- Paint spots are the preferred method. About 50 cent piece size to each part. We recommend *Dy-Mark 350g Spray & Mark Paint* or *Dulux 350g Survey marker*, which are readily available from most hardware stores for around \$6 to \$7 a can
- The designated colour codes will be advised to you by the RORP team.

The RORP SA team and the Rotary Club of Mount Barker are here to help, so don't hesitate to contact us:

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