

Guide to taking photos and surveying a playground

A good set of photos and a simple map or diagram makes it easier for all parties in the Rotary Overseas Relocated Playgrounds project (RORP).

This guide will help you understand what is needed to successfully undertake the coding and planning for the relocation of a playground.

In general, it is better to have too many photos than not enough.

The components of each set of photos need to be able to be easily:

- Tagged on a plan or photo
- Identified on site for marking up
- Seen how it is to be reassembled.

Complex pieces with a playground will need many more photos than simple ones, such as swing sets, rockers and seesaws.

Take photos of unusual connections too. An example is a multi-piece spiral slide, or the spring beneath a rocker.

Please take photos at high or medium resolution. If you are not sure, take a photo and the see what it looks like when you zoom in to the maximum. If it is blurry, then go higher resolution!

When you have taken the photos, please label each one with a file name that has a number that corresponds with a number on the diagram described on the next page. We recommend a one word name of the playground, followed by a number. For example, if the playground is in Smith Reserve, label the photos - Smith 1; Smith 2; Smith 3 etc

You will be supplied with a unique code to upload the photos to a OneDrive shared folder we create for each Playground Project. We prefer that you not email the photos, as collectively they will be very large and often not permitted by many email services. All the information and documents we create about your playground projects will be stored in that folder, so you can continue accessing the folder for information via that same link.

If you do not use OneDrive, or prefer to use another similar service, please let us know.

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What photos should you take?

Please make a simple diagram of each apparatus like the ones at the right that shows us the direction from which you took each photo. It doesn't have to be complicated. A simple hand-drawn mud-map is fine.

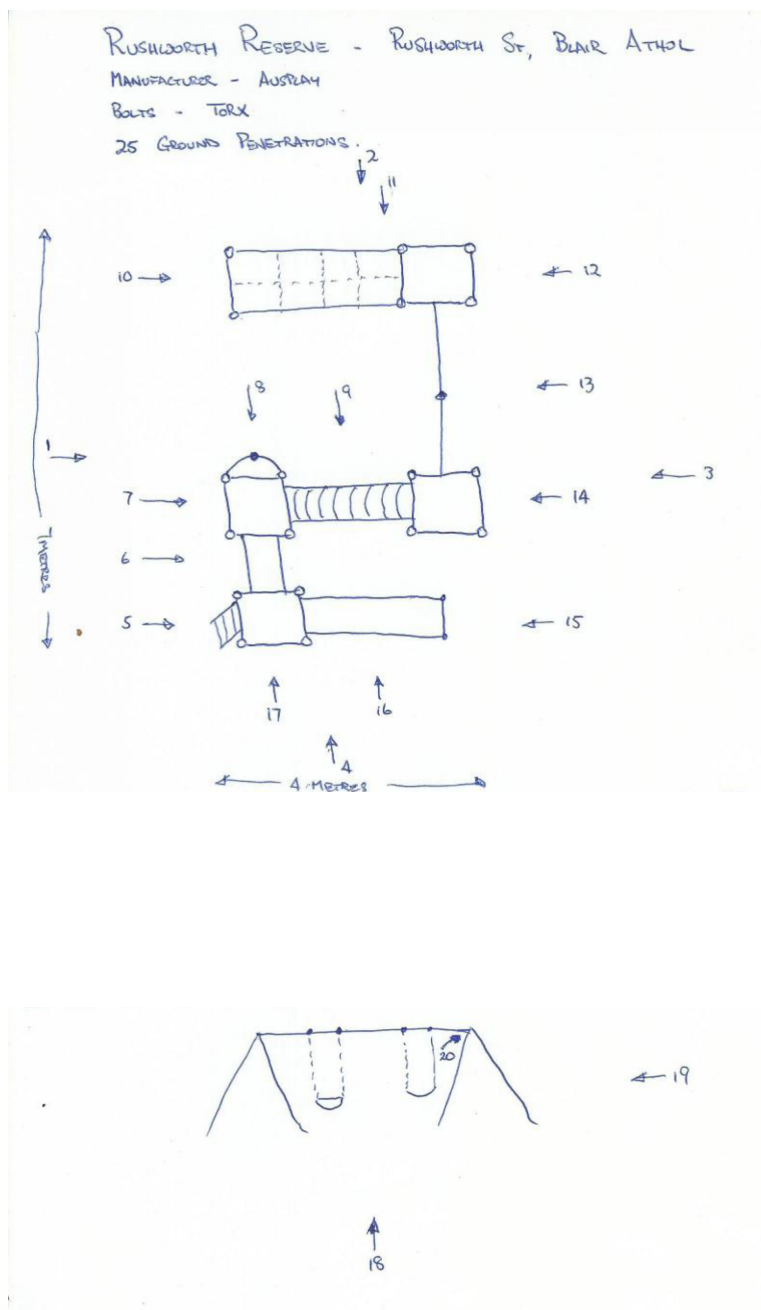
Please take:

1. An overall photo from each side and end of each apparatus. Get as close as possible but ensure it is all included. (See photos 1-4 on page 3)
2. A photo of each section from each side. Take it from a slight angle to ensure the back poles are not obscured by those at the front. (See photos 5-19 from page 3)
3. A close up photo of any complicated or hidden items such as unusual fittings and mounting brackets, especially under slippery dips. (See photo 20 on page 5)

4. Make note of:

- name and address of playground
- manufacturer (if known)
- type of bolts
- number of ground penetrations (ladders etc are usually two)
- overall dimensions.

Remember to label each arrow on the map with a number that corresponds with the number in the file name of the photo. (see page 1)





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Photos



Rushworth 1



Rushworth 2



Rushworth 3



Rushworth 4



Rushworth 5



Rushworth 6



Rushworth 7



Rushworth 8



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Rushworth 9



Rushworth 10



Ruahworth 11



Rushworth 12



Rushworth 13

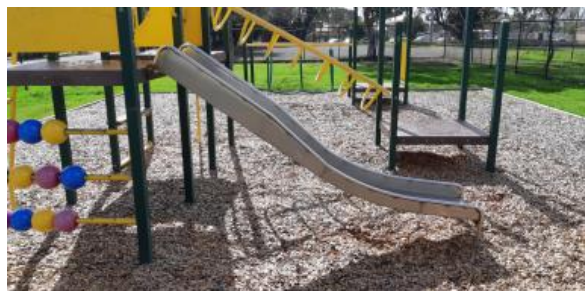


Rushworth 14

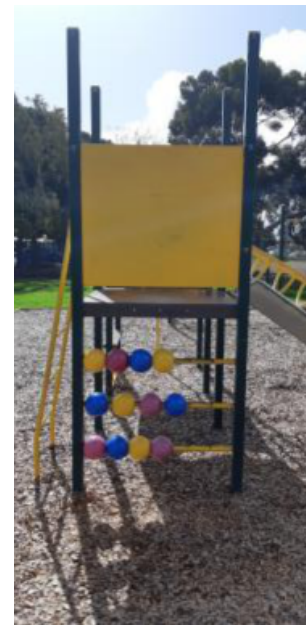
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Rushworth 15



Rushworth16



Rushworth 17



Rushworth 18



Rushworth 19



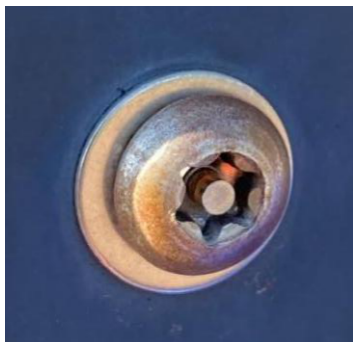
Rushworth 20



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The photos below are from different playgrounds, but are included for guidance. Complicated platforms can be hard to code if photos are not taken along and above.

Take close ups of any security type bolts (see below), complicated platforms and guard panels, and/or complex connections. We also like to see what is beneath a platform. Think about what it would be like to be a coder who only knows the playground through photos and give them plenty of photographic detail.



These are the typical fasteners, but there are others and a single playground may have variations. We need to see a photo of every type.

The security fastener at left is a TORX size T45H
The security fastener at right is a TRILOB size 8 mm



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Sending us the photos

At the start of the project we will give you a link to a OneDrive folder for your Council. Use the link to upload your photos and diagram. Please do not email them. The link can be shared and will not expire. All documents relating to the projects with that Council will be found in that folder, so you can return to it at any time.

When you click on your link, find the folder for the specific playground(s) and upload to the "Photos" folder within that folder.

Check that the name of the photo files match the names you use on the diagrams.

Once the photos are uploaded, let us know with an email to rorpsa@gmx.com

OneDrive is our preferred file transfer method, but if you are unable to use it, or encounter difficulties, please let us know.

Summary

You are local and "on the ground", so we need your help to accurately survey and photograph each playground. Here are the key points:

- Take lots of good quality (high resolution) photos.
- Draw a simple map or diagram of the playground and indicate the direction from which you took the photos.
- Label the photos with the same number in the file name and on the map.
- Show us the measurements of the playground.
- Upload the photos and maps to our OneDrive folder via the link we provide. Do not email them.

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

Mark Clemow. RORP SA Project Lead

Rotary Club of Mount Barker

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