

# Appendix H

## Fitness Equipment - Existing, Newly Purchased or Donated

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Consult school board policies and procedures related to the purchase of new or the acceptance of donated equipment, as well as the installation and repair of both.

1. All newly purchased (new or used) or donated fitness equipment must comply with Canadian Standards Association (CSA) and/or Underwriters Laboratories Ltd. (UL) or Underwriters' Laboratories of Canada (ULC) standards.
2. Equipment installation must be done by qualified personnel (e.g., manufacturer/vendor) in accordance with the CSA and/or UL or ULC standards. Volunteer installations must not be permitted unless supervised by qualified personnel.
3. All used equipment must be inspected by qualified personnel prior to use.
4. Retain inspector's checklist for future reference.
5. An audit of all existing fitness equipment needs to be conducted to determine the general age, condition and compliance level with a regulated standards association (e.g., CSA, ASTM, and/or UL or ULC standards).
  - The audit should be conducted by a reputable fitness equipment/repair company (e.g., the equipment manufacturer, a local fitness distributor/installation company).
  - The audit should refer to the manufacturer's manual for each piece of fitness equipment regarding maintenance, criteria for inspection, proper use of equipment and expected lifespan of the equipment.
  - Any equipment which is in disrepair must be replaced with equipment which complies with a regulated standards association (e.g., CSA, ASTM, and/or UL or ULC standards).
  - Unsafe equipment must be removed from service immediately.