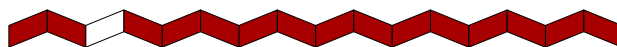




BASEBALL AND SOFTBALL DUGOUT CONSTRUCTION

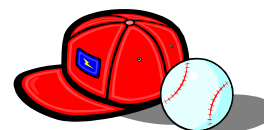


Safety & Security Fact Sheet

Many schools are approached by youth sports organizations or interested individuals who want to construct dugouts for the comfort of young ball players. These structures can make valuable improvements to school ball fields, but they must be constructed properly to avoid safety hazards or structures that require high maintenance. Follow the checklist below to ensure a safe, easy-to-maintain structure:

- ✓ **PERMISSION**—An organization or individual must get written permission from the school's principal before constructing a dugout. The written request must have:

- **What** structure is to be built
- **Where** the dugout will be located
- **Who** will do the construction
- **When** the work will be performed



If the school is scheduled for renovation, the location of the dugout should not conflict with plans of relocating ball fields. Once the principal approves the project, a DC-407 work request must be submitted to the Office of Design and Construction Services.

- ✓ **STANDARD PLANS**—The Office of Design and Construction Services has drawings for dugouts 8 feet deep and 40 feet long that detail two different dugout styles. One structure is supported on 6 x 6 foot-wood posts, while the other structure is supported on 4-inch-diameter galvanized pipes with chain-link fencing at the back and each end of the structure.
- ✓ **CUSTOM PLAN APPROVAL**—*Alternate designs or revisions to the standard designs **MUST** be approved prior to the start of construction.* Plans should be given to the school principal. After the principal has reviewed the plans, they are forwarded to the Office of Facilities Planning Services, Community Use Section. The coordinator of community use will forward copies of the plans to the Office of Design and Construction Services and the Office of Maintenance Services for approval.
- ✓ **PERMIT**—A permit and schedule of required inspections must be obtained from the Fairfax County Department of Public Works and Environmental Services. "Miss Utility" must be contacted prior to any excavation work for the concrete slab or footers.
- ✓ **CONSTRUCTION**—A licensed, Virginia Class A or B contractor, who is bonded and insured, must perform the construction. The construction should follow the approved plans without any deviations concerning materials or application.
- ✓ **FINAL APPROVAL**—Following the completion of construction and the final inspection by the Department of Public Works and Environmental Services, the builder should contact the coordinator of community use, who will arrange for representatives from the Offices of Maintenance Services and Design and Construction Services to inspect and grant final acceptance of the completed dugout project. Upon this final inspection and acceptance, the coordinator for community use shall provide written confirmation to the principal and the building organization that a dugout is ready for student use. Records of completed and accepted structures are maintained in the community use office.

If you need assistance, call the safety section at 571-423-2010.