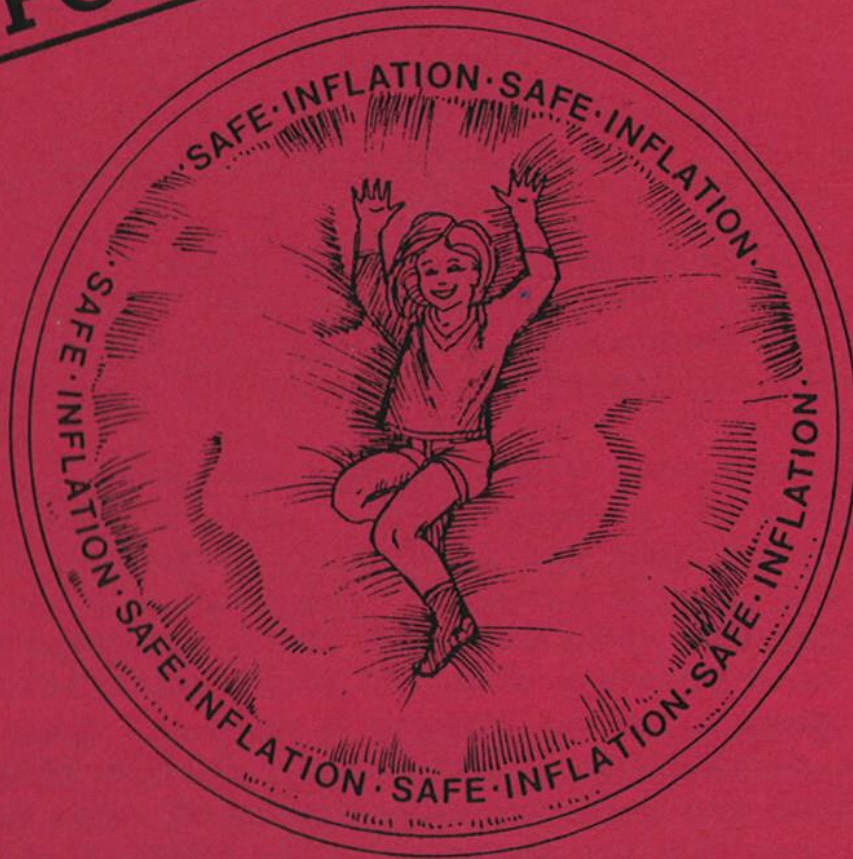


IMPORTANT



INFLATABLES
◦
**Instructions
and
Maintenance**

**MID-PENNINE
ARTS ASSOCIATION**

Inflatable play structures are great fun and very safe if used properly with the right supervision. This handbook sets out the basic do's and don't's of safe use of the MPAA inflatables. Please follow the guide lines and you will ensure lots of safe fun not only for you but for those who hire the inflatables after you.

PLEASE READ THESE INSTRUCTIONS VERY CAREFULLY

General Upkeep

There are no short cuts to safe operation of the inflatables. Taking short cuts will more often result in greater problems and more work for you and for those who are to use the inflatables after you.

All our inflatables are carefully folded and packed into labeled covers. When removing the structures from their covers please note how they are folded and which piece goes where. Careful folding and packing makes the inflatables easier to carry and handle.

Avoid scuffing the inflatables on rough surfaces. This also applies to the covers, especially when loading and unloading from vehicles - tears in the covers will quickly lead to tears in the inflatable itself - so please check the covers for tears.

It follows that the inflatables should always be carried and stored in their covers - except of course when they are left open to dry out, and at such times make sure that no one plays on, or even walks across them as grit on or under the PVC will soon tread into holes.

When storing the inflatables, don't stack anything on top of them, and again, no playing on them.

During the summer, our inflatables are in great demand. As soon as one loan is returned the inflatable is back out to another hirer. If the inflatables are not cared for, properly packed, kept clean and dry and, if we are not notified of any faults and damage we cannot maintain the service we offer. Your careful use of the inflatables ensures the next borrower receives them in an ideal condition.

Any damage sustained by the structures must be reported to MPAA on their return and a charge may be made for any structure that is not returned clean, dry, properly packed and in good condition. MPAA's own insurance covers our Members hiring the inflatables against loss or damage. Non-Members must undertake to insure the structures against loss or damage and if necessary replace the inflatable. The replacement values of each inflatable is specified in this booklet and on the hire agreement form.

When used properly, inflatables will involve - yes - a bit of hard work, but that will be rewarded with lots of fun for the youngsters, and may we wish you lots of fun and every success.

General Instructions

These 20 simple guidelines apply to all the MPAA inflatables.

1. The period of hire usually runs from after mid-day on the day before use to before mid-day on the first working day after use. Please arrange for collection and return accordingly.
2. Hirers must bring sufficient people to carry the structures as our staff may not be able to assist. We recommend 4 people to carry the tortoise, 3 for the airbed and cottage, 2 for the hole in the wall and 1 for the interlocking squares and small triangle. All inflatables, other than the tortoise, can be transported in family sized hatch back or estate cars. The tortoise needs a van, larger estate car or Range Rover sized vehicle. All inflatables come supplied with a fan except for the small triangle, which can be operated from a domestic vacuum cleaner that is able to blow as well as suck !
3. Ensure that you have taken out suitable and sufficient insurance cover, not only for the replacement value of the inflatable and fan but also public liability insurance which covers you in case of accidents.
4. Have enough people to help carry and transport the inflatables. They are heavy and cumbersome and it is all too easy to damage you back lifting them into and out of cars or vans and, pulling or pushing them can easily cause tears in the PVC fabric.

5. The area for setting up the inflatable should ideally be grass if used outside and you must clear the area of any stones, pebbles or other sharp objects. Constant rubbing of the PVC on small stones can easily wear holes in the fabric. When used indoors ensure the floor is also clean and clear of sharp objects.
6. Select an area well clear of walls, fences, trees, etc. so that youngsters bouncing off don't bang into anything solid. If you have a limited area be sure to have an adult permanently supervising likely danger areas.
7. Indoor use is likely to mean restricted space and so you will need extra supervision near walls. Also check the height of the ceiling to make sure you have enough headroom for a good bounce. The placing of gym mats around the structure will limit hard knocks when the bouncers leap off the inflatable.
8. You must have enough adults to properly supervise the structure at all times this is just as important when assembling, inflating and deflating the structure as it is during normal use. The inflatables are dangerous to bounce on when not fully inflated. You will need two or three extras to allow a rota system to operate giving every one a break. If you are supervising and you find your concentration slipping get one of the extras to take over.

9. Take great care of all electrical equipment. If the ground is damp put a plastic sheet under the fan this also helps to stop grass cuttings and grit from being sucked into the fan and hence into the inflatable. Don't forget to fit a safety cut out switch into your mains supply - the sort you use for an electric lawn mower. Always tape over socket and plug connections in mains and extension leads. Where possible keep the mains cables off the ground, run them to trees or raise them on posts. Make sure no one tampers with mains power leads.
10. Do not use inflatables in the rain. Not only is it dangerous to use electricity in the wet but also the inflatables become slippery and this can cause accidents.
11. Keep spectators and parents well away from the inflatable - 6 feet at least - so that youngsters bouncing off the structure don't collide with the crowd.
12. No smoking near the inflatables.
13. No shoes on the inflatables, only plimsolls, trainers or similar soft soled footwear.
14. No sharp belts, buckles, zips, knives, pins, studded jackets etc., on the structures.
15. Separate the children into age groups - toddlers, primary school and secondary school. Larger children tend to bounce more physically and are liable to forget that there are younger ones about. Also look out for the weak and handicapped.

16. Don't overcrowd the inflatables. Stick to the recommended safety numbers which are listed later in this booklet.
17. If any inflatable begins to deflate, clear the youngsters off at once. Partly inflated or deflated structures can be dangerous. Make sure that the problem is solved and that the structure is fully re-flated and tested before letting the public back on.
18. If the structure gets wet, clear the bouncers off and ensure that it is well dried before letting the public back on. Wet inflatables are slippery and dangerous.
19. After use, allow the structures to deflate fully - keep the public off - then roll or fold up carefully and re-pack in the correct covers.
20. Please return the inflatables on time, make sure that they are clean and dry and ready for immediate use. If you have had any problems please report these when returning so that we can effect any necessary repairs before the next hire.

The Tortoise

Size : 40' x 30' x 3'6" high
Comprises : 5 sections packed in 3 packs (outer tube and cover each have a pack and inner ring and 2 sausages in the 3rd)
Insurance Value : £2,500
Maximum Bouncers: Under 7's - 40, 7 to 11's - 30, over 11's - 20

The tortoise comes in five pieces, the outer ring with head, tail and legs, the inner ring, two tubes and the cover. To assemble, first lie out the outer ring, the head of the tortoise shows the correct way up, and locate the yellow connecting tubes which are on the inside of the ring. Next, place the inner, smaller ring, inside the outer ring, this is labeled to show the correct way up, and locate the yellow connecting tubes. Now join the inner ring to the outer ring with the connecting tubes. This is done by folding the ring on the end of the tube into a tight oval and inserting it into the matching ring. Open the folded ring out and pull back making a tight seal. You should now place the two tubes inside the inner ring, these are again labeled, and connect these in a similar manner. The air inlet for the structure is the tail of the tortoise. Connect this to the fan by means of 2" PVC electrical tape and inflate the tortoise taking care to keep off as legs can be trapped between the rings and tubes. Check that all the connecting seals are sound. Now let the tortoise deflate to about 2/3 capacity, disconnect from the fan and tie off the inlet tube. The next stage is to fit the cover. This is labeled head and tail to show the correct way to fit and these labels are on the underside of the cover. Stretch the cover over the tortoise and fit the legs,

head and tail through the openings in the cover. Tuck the cover well underneath the outer ring and fasten it around the legs, head and tail with the velcro strips. Reconnect to the fan and reflate to full size. Have a few test bounces to help the rings and tubes settle. One final check that everything is safely set up and you are ready to use. Remember to keep the fan running all the time.

If the tortoise starts to deflate clear all the youngsters off. First check that the connections between the rings and tubes are secure, if they are search for leaks or tears in the structure. On locating them effect a temporary repair with 2" wide PVC electrical tape which should keep the inflatable going for the rest of the day. Report any such leaks to MPAA when you return the tortoise. If the hole or tear becomes larger you will have to cease use for the day.

Airbed

Size : 24' x 14' x 3'6" high
Comprises : One complete unit packed in one cover
Insurance Value : £1,200
Maximum Bouncers : under 7's 30, 7 to 11's 25, over 11's 20

The airbed is in fact an envelope containing an inflated inner tube which zig-zags along the length of the outer cover. When you have unpacked and unfolded the airbed, open the zip (located at one end). Inside you will see the clear plastic inner tube and there are 2 short deflation outlet tubes visible. These should be taped closed with 2" PVC electrical tape. The zip should be closed and the air inlet tube taped to the fan. Inflate the airbed ensuring that no children bounce on the structure. After the airbed is fully inflated it may need to have a trial bounce to help the inner tube settle into place. Again, double check the structure, and you are ready for use. Keep the fan on during operation.

The outer cover is not itself inflated. Should it appear to billow during use this is a sure sign of a leak. Clear the children off. Then unzip a couple of inches and if you can feel a rush of air you have a leak. First check that the outlet tubes are still properly taped. If they are sound, partly deflate the airbed, disconnect the inlet tube from the fan and tie or tape it closed. Now send someone inside the envelope to locate the leak and effect temporary repairs with 2" PVC electrical tape. This should keep you operational for the day. If the leak re-occurs or gets larger you may have to abandon use. Please report any such tear or hole to MPAA when you return the structure.

The Cottage

Size : 14' x 12' x 10' high
Comprises : one complete unit in cover
Insurance Value : £1,300
Maximum Bouncers : Under 7's 20, 7 to 11's 15, over
11's 10

This is a one piece structure with a mattress type base, walls on 3 sides and a roof. If space is limited, this is ideal as the 3 walls stop children bouncing off onto hard surface. To operate, simply unpack and lie out ensuring that the roof is on top. Connect the air intake tube to the fan with rope or 2" PVC electrical tape and inflate. Have a test bounce and check that everything is in order and you are ready for public use. Keep the fan on throughout operation.

Should a leak occur, clear the children off, locate the leak and patch with 2" PVC electrical tape. This should keep you operational for the day. If the leak grows you may have to cease use. Remember to let MPAA know of any leaks, holes or tears when you return the cottage.

To deflate, disconnect the fan and allow the air to escape. Keep children off during deflation. When all the air has escaped, roll tightly and repack.

The Hole In the Wall

Size : 14' x 7' x 5' high
Comprises : one complete unit in cover
Insurance Value : £650
Maximum Bouncers : 5's and under 10, not suitable for
older children

This is a one piece structure with a mattress type base and walls. It is ideal for indoor use or where space is limited as the walls protect bouncers. To operate, simply unpack, un-roll and connect to the fan with 2" PVC electrical tape or rope. Tie off the second air inlet/outlet to allow a slight leak, which saves excess pressure being placed on the fan then fully inflate and test. You are now ready to use. Keep the fan on throughout operation.

If a leak occurs, clear the children off and effect a temporary repair with 2" PVC electrical tape which should keep you operational for the day. Report any such damage to MPAA when you return the inflatable. If the tear or hole grows you may have to cease use.

To deflate, just disconnect from the fan, open up the second air outlet and allow the air to escape. When fully deflated, roll up and repack.

Interlocking Squares

Size : 12' x 12' x 2' high
Comprises : one complete unit in cover
Insurance value : £250
Maximum Bouncers : under 5's 10, not suitable for
over 5's

Small Triangle

Size : 8' x 8' x 2' high
Comprises : one complete unit in cover
Insurance Value : £150
Maximum Bouncers : under 5's 5, not suitable for over
5's

Both these inflatables are ideal for the very young particularly as parents can hold toddlers to give them their first taste of bouncing. They both operate off vacuum cleaner type fans. To operate, unpack and lie out flat. Fit the fan outlet into the air inlet tube on the inflatable. Tape, using 2" PVC electrical tape, about 3/4 of the way round. This allows for a controlled leak of air and protects the vacuum cleaner fan from blowback. Allow the inflatable to fully inflate. Double check that your leak is not too large and you are to use.

If a tear or leak develops in the structure, keep the children off and effect a temporary repair with 2" PVC electrical tape. This should keep you going throughout the day. If the tear becomes too large you may have to cease use. Report any leaks to MPAA when you return the structure.

To deflate, simply reverse the vacuum cleaner fan to suck. Once fully deflated careful roll or fold and pack in the cover.



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