

**CNIC SOP MWR COMMUNITY RECREATION GENERAL INFLATABLE SETUP  
AND INSTRUCTIONS**

Subj: COMMUNITY RECREATION GENERAL INFLATABLE SETUP AND  
INSTRUCTIONS

Ref: (a) DODINST 1015.10  
(b) CNICINST 1710.3  
(c) MWR Community Recreation Program Standards

Encl: (1) Pictorial Instructions – How to Roll an Inflatable  
(2) Check-out List for Specific Inflatables

1. Purpose. To provide Morale, Welfare and Recreation (MWR) employees with guidelines for general inflatable setup and instructions.
2. Applicability. To all Region, Installation, and Tenant Commands and any U.S. Forces Afloat and Ashore for Navy Installations.
3. Scope. All MWR employees authorized access to Navy Community Recreation inflatables.
4. Policy.
  - a. Adult supervision is required at all times. Never leave the Inflatable unattended or unwatched. Minimum number of operators on an inflatable slide is as per manufacturer guidelines.
  - b. Most Inflatables only allow 4-5 guests on/in the Inflatable at a time. Check Inflatable Instructions.
  - c. Do not exceed manufacturer's requirements for maximum loads on individual piece of equipment.
  - d. Maximum recommended weight per passenger is 250 lbs. or manufacturer's stated maximum weight, whichever is less.
  - e. Safety rules (see attached) are posted at the entrance of each ride (see Page 6).
  - f. Guests must remove shoes, pocket items, glasses, jewelry, etc.
  - g. Guests should not take unnecessary risks. Diving and flipping are strictly prohibited. No roughhousing, horseplay, or bouncing against walls.

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- h. No food, drink, or gum on, or in the inflatable.
- i. The inflatable will not be operated when winds exceed 20 mph.
- j. The inflatable will not be used in rain or lightning conditions.

5. Action/How to Set-up.

- a. Check ground for an open, flat, level surface void of rocks, sticks, pine cones, or anything that may puncture the bottom of the Inflatable).
- b. Check height clearance. Ensure there are no branches, trees, power lines, overhead obstructions, or items that may touch the Inflatable.
- c. Inflatable must be put on tarp(s). Never operate the Inflatable on a hard surface, such as concrete or asphalt, without first placing under-padding. Safety setup should follow the inflatable specific manufacturer's guidelines for requirements related to exterior mats or padding.
- d. Unroll the Inflatable in the direction you wish the Inflatable to face.
- e. Unfold and attach the blower(s) to the *port* which is "the extended air hose/blower tube". The port is generally located in the very back or on the sides of the Inflatable. Tie off any additional ports by turning the material clockwise and tying the port to itself. Rope can also be used to close off additional ports. Some Inflatables allow you to tuck away additional ports.
- f. Close all vents; Velcro and/or zippered compartments.
- g. Designate one 20 amp fuse for each blower. Generally, this equates to one 110-volt outlet for each blower.
- h. Attach a heavy extension cord (14 gauge or heavier) that extends no more than 100 feet from the blower to the power source.
- i. Turn power on.
- j. When inflating ensure no air escapes from vents or ports, and that the ports are not twisted.
- k. Secure the inflatable by staking the unit on all four corners. Drive stakes half way in at a 45-degree angle away from the inflatable. For larger Inflatables tie-outs will need to be staked.

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- l. If setup in an area where staking is not conducive (such as an asphalt parking lot) standards require 75 lbs. at each anchor point.
- m. If inflatable is setup in an area on a hard surface (such as an asphalt parking lot) industry standards require all inflatables require mats 1.57 inches or more and 6 ft. in every direction in all entrances or exits.

5.1. Action/How to Takedown.

- a. All Guests should be clear of Inflatable, the stakes, flagging, weight bags, etc.
- b. Check for loose items left in or on the Inflatable. Clean, sweep, or vacuum if needed.
- c. Turn off or unplug blower. Disconnect the blower from the Inflatable.
- d. Open all Velcro and/or zipper flaps, vents, and ports for air to deflate. Deflation time varies with each inflatable (10 – 20 minutes).

5.2. Action/How to Roll an Inflatable.

- a. Fold all material neatly toward the middle of the Inflatable and find the bottom seams of the Inflatable.
- b. Fold the Inflatable like a large bed sheet. Be sure to tuck all colorful designs inside your folds to avoid contact with the ground.
- c. Lengthwise fold sides in 2-3 feet.
- d. Continue to fold Inflatable from the outside-in until folded layers overlap leaving a fold of 2-3 feet.
- e. Walk air out of the Inflatable by walking on the Inflatable towards the port. Doing so pushes air and allows it to escape.
- f. Begin rolling from the furthest point away from the port. Doing so pushes air out as you roll. Roll tightly as possible. Keep the roll lined up, tuck any in extra material, and do not allow any part of the roll to sag. Slack rolls are difficult to move. Take your time and roll it tight.
- g. Leave ports out to allow air to escape as you roll.

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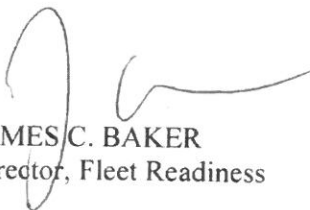
- h. To avoid lifting the entire Inflatable to tie the ropes or straps, when the Inflatable is almost rolled up tuck the tie rope or strap 2-3 feet underneath Inflatable.
- i. Tuck in ports, hoses, and any extra material.
- j. Tie off roll with rope or strap and tuck in place.
- k. Placing in a bag: Turn Inflatable to a standing position, pull bag from the top down to ground level. Do not drag bagged inflatable on across any surface. Only roll the bagged inflatable during transportation to ensure no damage is incurred.

6. Inflatable Rules to be Posted for Patron Use:

- a. Riders will not exceed manufacturer's requirements for maximum loads on individual rides.
- b. In "jumpers" or "bounce houses," no more than 6-7 users, or the manufacturer's or supplier's recommended number of persons, will be allowed on ride at one time, whichever is less.
- c. In this ride, the maximum number of riders is: \_\_\_\_\_
- d. Only one person on a slide at any time. Make sure all riders are clear of the slide before another rider slides down.
- e. Maximum recommended weight per passenger is 250 lbs. or manufacturer's stated maximum weight, whichever is less.
- e. On this ride, the maximum weight per passenger is: \_\_\_\_\_
- f. Riders will be grouped according to age and size before entering the ride.
- g. Minimum number of operators on any inflatable is one (1); for slides ensure that there is adequate coverage at entrance and exit.
- h. Minimum number of operators on an inflatable bounce ride is one (1).
- i. If during the operation the wind becomes excessive (20 mph), the operators will unload all occupants and deflate the ride.
- j. The ride is not to be used during rain or when wet. Do not spray water on ride for any reason.
- k. No silly string or glitter, or other similar items, will be used.

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- l. No food, drinks, or candy allowed on any bounce ride.
- m. No shoes are allowed on any inflatable ride.
- n. All riders must empty all pockets; remove eyeglasses, jewelry and any hard objects before entering any ride.
- o. No flips, wrestling, or other forms of rough housing allowed while on ride.
- p. Do not bounce closer than four (4) feet from other riders.
- q. Do not bounce on step or near the doorway.
- r. No climbing or hanging on the outside walls or roof.
- s. Persons not following these safety rules, or the direction of operators, will be directed to leave.



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Distribution  
REGIONAL MWR DIRECTORS  
INSTALLATION MWR DIRETORS  
INSTALLATION COMMUNITY RECREATION DIVISION  
AFLOAT RECREATION PROGRAMMERS  
DEPLOYED FORCES SUPPORT PROGRAM



ENCLOSURE (1)  
**PICTORIAL INSTUCTIONS – HOW TO ROLL AN INFLATABLE**

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Step 1: Fold material neatly towards middle.



Step 2-6: Fold the Inflatable in 2-3 feet lengthwise.



Step 2-6: Fold the Inflatable in 2-3 feet lengthwise and walk out air towards ports (blower tubes).



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Step 7: Tuck in rope or strap 2-3 feet underneath Inflatable before roll is complete.



Step 8: Roll tight, keep the roll lined up and tuck in any extra material.



Step 9-10: Tuck in ports (blower tubes) and tie off roll.



Step 9-10: Place in bag while Inflatable is standing.

## ENCLOSURE (2)

# CHECK-OUT LIST FOR SPECIFIC INFLATABLES

There are many different inflatables and requirements. Enter installation inflatable types and items necessary for proper setup, use, and special requirements. Examples below:

### Spacewalk (small & large)

- 15' x 15' tarp (small), 20' x 25' tarp (large)
- Four – 75 lb. water bags (one for each corner) or 4 - 18" stakes with 4 lb. sledge
- Blower SWO/SO/SOO cord, good quality 15 am plug, (14 gauge cord 75' maximum)
- Entrance 6' x 6' x 2" thick padding plus 24" of padding for front entrance step up
- "A" board with proper Rules Poster

### Velcro Wall

- 25' x 30' tarp
- Eight – 75 lb. weight/water bags (one for each corner) or 4 - 18" stakes with 4 lb. sledge, note: 30" stakes for straps or 225 pounds per strap
- Blower SWO/SO/SOO cord, good quality 15 am plug, (14 gauge cord 75' maximum)
- A" board with proper Rules Poster

### Boxing

- 30' x 30' tarp
- Four – 75 lb. water bags (one for each corner) or 4 - 18" stakes with 4 lb. sledge
- Padding around unit that is not fully enclosed to prevent fallout out
- Blower SWO/SO/SOO cord, good quality 15 am plug, (14 gauge cord 75' maximum)
- "A" board with proper Rules Poster

### Jousting

- 25' x 30' tarp
- Four – 75 lb. water bags (one for each corner) or 4 - 18" stakes with 4 lb. sledge
- Padding around unit that is not fully enclosed to prevent fallout out
- Blower SWO/SO/SOO cord, good quality 15 am plug, (14 gauge cord 75' maximum)
- "A" board with proper Rules Poster