

## CHAPTER 1 GENERAL

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### 1-1. Purpose

This manual provides the Child Development Center (CDC) Director, CDC staff, care givers, installation safety officer, and Director of Public Works (DPW) engineer staff with the step-by-step guidance needed to establish a customized inspection and maintenance program for the CDC outdoor play area. The inspection and maintenance program will help installation staff identify and correct play area health and safety hazards before accidents occur or health is endangered. The manual is intended as a guide for improving child safety; it is not a "prescribing directive" for program implementation.

### 1-2. Scope

This manual describes a method for developing and maintaining a customized inspection and maintenance program for a CDC outdoor play area. Detailed instructions are included for customizing the program to meet the specific needs of each installation. The recommended inspection questions that are provided in the tables should be used by staff to inspect the CDC play area using specialized tools, procedures, and techniques described in this manual. Maintenance schedules for all elements within the CDC play area are keyed to the recommended inspection questions that apply to those elements and are provided in the tables in appendix E. These schedules are references for correcting identified hazards. Procedures for reporting and managing hazards and for keeping complete and accurate records are described.

### 1-3. References

Appendix A contains a list of references used in this manual. Prescribed forms are also listed.

### 1-4. Applicability

This system can be used at both new and existing sites, but applies only to supervised outdoor play areas at Army Child Development Centers Unsupervised play areas, such as those in family housing and recreational facilities, have other requirements.

### 1-5. Definitions

The following terms are used in this manual:

*a. Deve/opmental Program.* A developmental program is a group of organized or free-play activities designed to support child development. Program activities in the outdoor play area will provide experiences that enhance children's physical, social, emotional, and intellectual development (see AR 608-70). The outdoor play area must be designed to support developmental programming. To accomplish this, the play area must be diverse and age appropriate. Both man-made elements and natural elements, such as plants, grassy fields, and insects, contribute to the child's play and learning experiences.

*b. E/ement.* An element is any item found in the play area. This manual discusses the inspection and maintenance requirements of elements that comprise the CDC play area. The elements are organized in consistent categories throughout the manual and appendices. The two major categories of elements are: site elements and maintenance practices, and play elements. Each major category includes several sub-categories. The elements within each subcategory are arranged alphabetically. The major categories, sub-categories, and elements contained in each subcategory are described below:

*(1) Site elements and maintenance practices.* Site elements and maintenance practices support play area function and use. Subcategories include: general site elements, ground cover and plant material, impact safety surfacing, utilities and drainage, site furnishings, and maintenance practices. Subcategory descriptions follow:

*(a) Genera/ site e/ements.* These fixed elements include: boulders, fencing and gates, pathways, planters, shade structures, signs, and trellis.

*(b) Ground cover and plant material.* These elements include: ground cover, mulch, shrubs, trees, and turf.

*(c) Safety surfacing.* Safety surfacing is material that meets the impact attenuation requirements of ASTM F 7292. This criteria reduces the likelihood of serious head injuries which can result from falls from play equipment. Surfacing types include: sand, synthetic surfacing, and wood products.

*(d) Site furnishings.* Site furnishings are elements which provide program support. They include: benches, removable shade, tables, and trash receptacles.

*(e) Utilities and drainage.* These elements include: drinking fountains, irrigation, sinks, and storm drains.

*(f) Maintenance practices.* Maintenance practices are policies and procedures which protect

child health and safety. Weed and pest management practices are included.

(2) *Play elements.* Play elements include play equipment and other structures or items designed for play activities. Play elements include: composite structure play equipment, play activity areas, and toys and loose parts.

(a) *Composite structure play equipment.* A composite structure is a multi-deck, manufactured piece of play equipment with one or more attached play events. These attached play events support a variety of sequential play activities and/or serve as the “parts” which comprise the structure. Attached play events may include: arch climber, bubble panel, clatter bridge, cleated ramp, game panel, horizontal ladder, ladders and stairs, net climber, protective barrier, ring trek, roof, slide, stationary bridge, track ride, tunnel/tunnel slide, and wheel.

(b) *Play activity areas.* These include free-standing play equipment and other elements designed for children’s play. The following are included: amphitheater, ball play area, ball wall, crawl area, digging area, platforms, playhouse, play station, program pole, sand play area, sand and water table, storage/pram storage, and swings.

(c) *Toys and loose parts.* These elements include: wheeled toys and tricycles, and toys and scrap materials for constructive play.

c. *Play Area.* A play area is an outdoor environment designed for children’s play activities. The term can be used to describe the entire CDC outdoor play environment or a subdivision of the play area that is designed for one of four age groups: infant, toddler, preschool, and school age.

**1-6. The numbering system for elements**

All play elements in the play area have been consecutively numbered (fig I-1). This numbering system is used to refer to elements throughout the manual and corresponds with the numbered inspection question and maintenance schedule tables in appendices B through E. For example, the baseline inspection for swings is appendix B table B-55 and the swing maintenance schedule is presented in appendix E table E-55. It is recommended that a similar system be used for the customized inspection and maintenance program.

**1-7. Elements not included in the manual**

If a CDC play area includes elements which are not addressed in this manual, these elements may be hazardous or may not be a preferred design option. Installation staff should consult the U.S. Consumer Product Safety Commission’s *Handbook for Public Playground Safety, ASTM F 1487*, and the manufacturers’ recom-

mendations to determine the safety and maintenance requirements for these elements.

**1-8. The inspection and maintenance program**

Health and safety in a CDC play area depend largely on maintenance. Maintenance tasks, therefore, must be well understood by CDC staff and communicated to the Director of Public Works (DPW). The inspection and maintenance program provides the guidance necessary to meet safety requirements, identify hazards, and correct inspection deficiencies.

a. *Program Goal.* The goal of the program is to maintain a safe CDC outdoor play area. A comprehensive inspection and maintenance program is necessary to meet this goal. Maintenance is essential to play area safety. It is important that maintenance staff understand that their role is to protect child health and safety.

b. *Understanding the Role of Maintenance Development Programming.* Maintenance staff must know the purpose of an element within the play area so that it can be maintained for that purpose. All elements within the play area, both natural and man-made, serve a specific function in the CDC developmental program. For example, a grassy field designed for group gathering cannot serve this purpose if overgrown or infested with insects. Only continued maintenance can provide the environment required for the developmental program. Maintenance efforts must be coordinated with the CDC Director to ensure that maintenance supports the developmental program.

c. *Determining Inspection and Maintenance Requirements.* General health and safety requirements for CDCs are provided in *AR 608-10*. This regulation prescribes a high level of custodial services - specified as hospital-grade work -to maintain the interior of the CDC facility. The outdoor play area requires a similar level of planned maintenance to meet current child safety requirements. Play area inspection and maintenance requirements can be identified through customizing the inspection and maintenance program to meet local needs.

d. *Identifying Maintenance Responsibilities.* The DPW provides grounds maintenance support. However, in practice, maintenance responsibilities vary by facility. Therefore, maintenance responsibilities should be established between the CDC and the DPW. Clear identification of maintenance responsibilities is an important step in establishing this program at the CDC. Once responsibility is assigned, maintenance tasks can be effectively accomplished. Some tasks may be written into the CDC custodial contract. Guidance for establishing responsibilities for outdoor play area maintenance is provided.

e. *Budgeting for Play Area Inspection and Maintenance.* An important objective of the inspection and

maintenance program is to provide the CDC Director with a method to determine cost effective use of funds, personnel, equipment and materials that is required for the daily maintenance of the play area to meet child safety requirements. By maintaining accurate inspection and maintenance records; annual man-hours, frequency and material quantities can be projected into a budget for funding. The following factors should also be considered when budgeting for inspection and maintenance:

(1) Maintenance needs increase over the life of a play area.

(2) Replacement costs of equipment and other elements within the play area must be anticipated.

(3) Maintenance must be based on availability of funds.

### 1-9. Implementation

This program should be implemented by a team of Professionals which includes: the Child Development Services (CDS) Coordinator, CDC Director, Director of Public Works (DPW), and the Installation Safety Officer.

SITE ELEMENTS AND MAINTENANCE	PLAY ELEMENTS
<p>General Site Elements</p> <ol style="list-style-type: none"> <li>1. Boulder</li> <li>2. Fencing and gates</li> <li>3. Pathways: hard surfaced</li> <li>4. Pathways: wood chip</li> <li>5. Planter</li> <li>6. Shade structure</li> <li>7. Sign</li> <li>8. Trellis</li> </ol> <p><b>Ground Cover and Plant Material</b></p> <ol style="list-style-type: none"> <li>9. Ground cover</li> <li>10. Mulch</li> <li>11. Shrubs</li> <li>12. Tree</li> <li>13. Turf</li> </ol> <p><b>Utilities and Drainage</b></p> <ol style="list-style-type: none"> <li>14. Drinking fountain</li> <li>15. Irrigation</li> <li>16. Sink</li> <li>17. Storm drain</li> </ol> <p><b>Safety Surfacing (within use zones)</b></p> <ol style="list-style-type: none"> <li>18. Sand safety surfacing</li> <li>19. Synthetic safety surfacing</li> <li>20. Wood product safety surfacing</li> </ol> <p><b>Site Furnishings</b></p> <ol style="list-style-type: none"> <li>21. Bench</li> <li>22. Removable shade</li> <li>23. Table</li> <li>24. Trash receptacle</li> </ol> <p><b>Maintenance</b></p> <ol style="list-style-type: none"> <li>25. Weed and pest management practices</li> </ol>	<p>Composite Structure Play Equipment</p> <ol style="list-style-type: none"> <li>26. Composite structure</li> <li>27. Arch climber</li> <li>28. Bubble panel</li> <li>29. Clatter bridge</li> <li>30. Cleated ramp</li> <li>31. Game panel</li> <li>32. Horizontal ladder</li> <li>33. Ladders and stairs</li> <li>34. Net climber</li> <li>35. Protective Barrier</li> <li>36. Ring trek</li> <li>37. Roof</li> <li>38. Slide</li> <li>39. Stationary bridge</li> <li>40. Track ride</li> <li>41. Tunnel/tunnel slide</li> <li>42. Wheel</li> </ol> <p><b>Play Activity Areas</b></p> <ol style="list-style-type: none"> <li>43. Amphitheater</li> <li>44. Ball play area</li> <li>45. Ball wall</li> <li>46. Crawl area</li> <li>47. Digging area</li> <li>48. Platform</li> <li>49. Playhouse</li> <li>50. Play station</li> <li>51. Program pole</li> <li>52. Sand play area</li> <li>53. Sand and water table</li> <li>54. Storage/pram storage</li> <li>55. Swing</li> </ol> <p><b>Toys and Loose Parts</b></p> <ol style="list-style-type: none"> <li>56. Toys and scrap material</li> <li>57. Tricycle and wheeled toy</li> </ol>

Figure 1-1: The numbering system for elements within the play area.

Other installation staff may serve as inspection team members for specific inspections. Since the inspection and maintenance program requires a team effort, it is important that installation staff work effectively together. The role of each staff member is as follows:

a. *CDS Coordinator.* The CDS Coordinator serves as a resource person for establishing and maintaining the inspection and maintenance program. The CDS Coordinator also participates in baseline, periodic, and annual inspections of the CDC play area.

b. *CDC Director.* The CDC Director is responsible for establishing and maintaining the inspection and maintenance program. The CDC Director develops and maintains the play area record keeping system and participates in baseline, periodic, and annual play area inspections. The CDC Director's responsibilities also include the training and supervision of CDC staff who conduct daily visual play area inspections.

c. *DPW.* It is important that the DPW have a clear understanding of inspection and maintenance program procedures and requirements, including child safety requirements in the outdoor play area. The DPW assists in establishing the program and conducting baseline, periodic, and annual play area inspections. The ongoing technical assistance provided by the DPW is important to the program's success.

d. *The Installation Safety Officer.* The Safety Officer assists in customizing the inspection and maintenance program at the CDC to ensure that child safety has been adequately addressed. In addition, the Safety Officer works with the CDC Director to train CDC staff to conduct play area inspections. The Safety Officer's ongoing involvement and participation in baseline, periodic, and annual play area inspections ensures that the program is administered to maintain child safety.

e. *Other Inspection Team Members.* Other installation staff contribute their specialized expertise during inspections. During baseline, periodic, and annual inspections, the fire marshal, health services representative, and local horticulture expert serve as inspection team members.

f. *CDC Staff.* CDC staff perform daily visual inspections of the play area under the supervision of the CDC Director. A program for training CDC staff to conduct play area inspections is provided. A staff training video, *Playing It Safe*, should be available from the CDC Director or CDS coordinator.

## 1-10. Overview of the inspection and maintenance program

The inspection and maintenance program is implemented in three phases (fig 1-2). Staff training is required to help installation staff establish and maintain the program. The program phases are described below.

a. *Phase One, Establish the Program.* Figure 1-3 illustrates this phase and the staff responsible. Phase one consists of two steps:

(1) *Customize the inspection and maintenance program.* In the first step, key staff develop a customized inspection and maintenance manual for each age appropriate play area at the CDC using the recommended inspection questions, DA Form 731 O-R, and the maintenance schedules provided. The customized manual includes site-adapted DA Forms 731 O-R, maintenance schedules, and reference materials needed to inspect and maintain each play area.

(2) *Establish the play area record keeping system.* Next, staff develop a record keeping system to track inspection and maintenance activities and maintain other documents necessary for play area management.

b. *Phase Two, Identify Current Play Area Conditions.* An inspection team identifies current play area conditions and establishes a baseline. Figure 1-4 illustrates this phase and identifies members of the play area inspection team. This phase consists of four steps:

(1) *Conduct a baseline inspection.* Using a site-adapted DA Form 731 O-R, the inspection team identifies elements in the play area which do not meet safety and maintenance requirements. Play area records are reviewed and materials are identified. This inspection serves as a starting point for beginning safety improvements and implementing daily visual, periodic, and annual inspections.

(2) *Record hazards.* The Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, is used to record inspection results and all identified hazards. Work orders are prepared and submitted to DPW.

(3) *Perform appropriate corrective actions.* For each hazard identified, maintenance tasks will be performed to correct the hazard. If hazards cannot be immediately corrected, the affected elements or, if necessary, the entire play area, must be closed to use until hazards are eliminated. If many hazards are identified, the inspection team should develop a prioritized list of hazards for DPW. DPW should then develop a timeline for repairs and maintenance.

(4) *Maintain inspection and maintenance records.* Inspection results and maintenance records are maintained in the play area record keeping system.

c. *Phase Three, Maintain a Safe Play Area.* Daily visual, periodic, and annual play area inspections are conducted to maintain a safe play area. Figure 1-5 illustrates this phase and identifies inspection team members for each type of inspection. Existing inspection requirements, such as the annual inspection by the Installation **Safety Officer, can be met using the procedures described.** These inspections are described below:

(1) *Daily visual inspection.* Daily visual play area inspections are conducted before the children go outdoors to play each day. This inspection ensures that

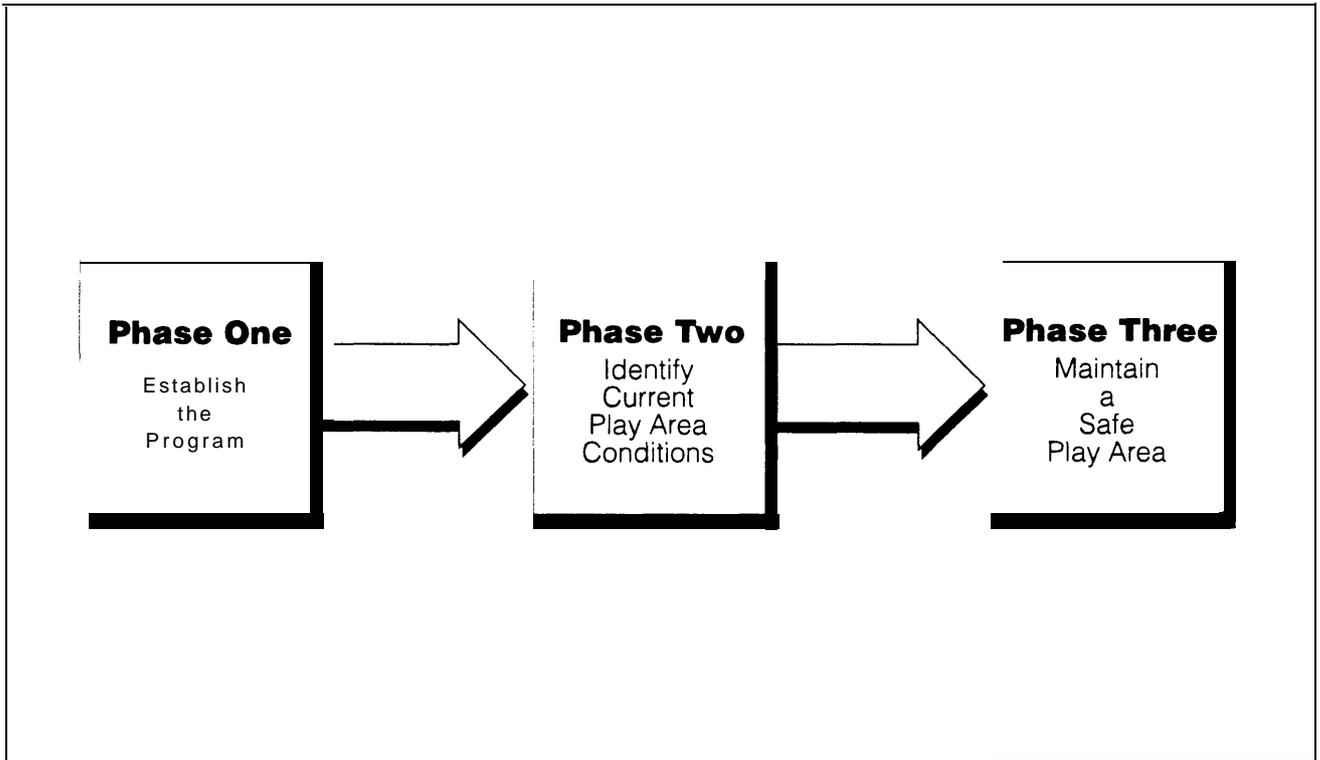


Figure 1-2: Phases of the CDC inspection and maintenance program.

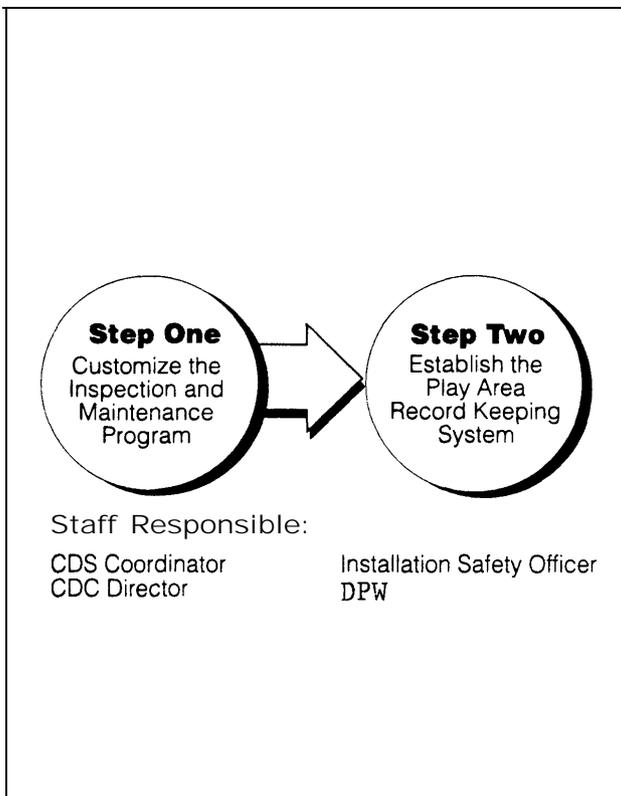


Figure 1-3: Phase one - establish the program.

the play area is in a safe condition for use. The inspection has four steps:

(a) *Conduct daily visual play area inspections.* A visual inspection is conducted by CDC staff using a site-adapted visual inspection list. After the inspection, staff initials the daily visual inspection log to verify that the inspection has been accomplished.

(b) *Record hazards.* If there are any hazards that staff cannot immediately correct, CDC staff will notify the CDC Director and complete a Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R. The CDC Director submits a work order to DPW.

(c) *Perform the appropriate connective actions.* For each hazard identified, maintenance tasks will be performed to correct the hazard. The affected elements or, if necessary, the entire play area, must be closed to use until hazards are eliminated.

(d) *Maintain inspection and maintenance records.* Inspection logs and maintenance records are maintained in the play area record keeping system.

(2) *Periodic inspection.* Periodic inspections are conducted by the inspection team on a regular basis — monthly, bi-monthly or quarterly, depending on play area needs and conditions. This inspection assesses material wear and deterioration, such as wood rot, rust, worn hardware, or the need to replenish sand or wood product surfacing in play equipment areas. The inspection team will



Figure 1-4: Phase two - identify current play area conditions.

review hazards identified and maintenance actions performed since the last inspection of this type to ensure that corrective actions are being accomplished. The inspection has four steps:

(a) *Conduct periodic play area inspections.*

The inspection team conducts the periodic inspection using a site-adapted DA Form 731 O-R. Periodic inspections may be performed on a monthly, hi-monthly, or quarterly basis depending on the condition of the play area, age and type of equipment, type of safety surfacing material, and climate conditions. A regularly scheduled bimonthly or quarterly inspection frequency maybe adequate for some play areas. Key staff must determine the appropriate inspection frequency for each play area based on local conditions. Assessment questions are provided to help guide this decision- making process.

(b) *Conditions which may require monthly inspection.* If any of the following questions are answered “Yes”, a monthly inspection frequency may be required:

- 1 Is sand, wood products, or pea gravel used as safety surfacing in equipment areas?
- 2 Does play equipment have moving parts, such as chains, ring treks, track rides, etc.?
- 3 Does the site contain wooden play equipment and/or site elements older than one year?
- 4 Are severe climate conditions present, such as cold, hot, or wet climates?

(c) *Conditions which may require bimonthly or quarterly inspection.* If the following questions are

answered “Yes”, a bimonthly or quarterly inspection may be appropriate:

- 1 Is synthetic safety surfacing used in play equipment areas?
- 2 Is all equipment free from moving parts?
- 3 Is all wooden play equipment and/or site elements less than one year old?
- 4 Is all metal play equipment and/or site elements less than three years old?
- 5 Is the climate mild and free from excessively hot, cold, or wet weather?

(d) *Record hazards.* The Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, is used to record inspection results and all identified hazards. Work orders are prepared and submitted to DPW.

(e) *Perform the appropriate corrective actions.* For each hazard identified, maintenance tasks will be performed to correct the hazard. The affected elements or, if necessary, the entire play area, must be closed to use until hazards are eliminated.

(f) *Maintain inspection and maintenance records.* Inspection results and maintenance records are maintained in the play area record keeping system.

(3) *Annual inspection.* The annual inspection is an in-depth evaluation of play area health and safety factors. This inspection includes a review of hazards noted, corrective actions taken to eliminate hazards, and maintenance performed during the past year. The annual inspection can be conducted as a self-study tool before unannounced inspections performed to comply

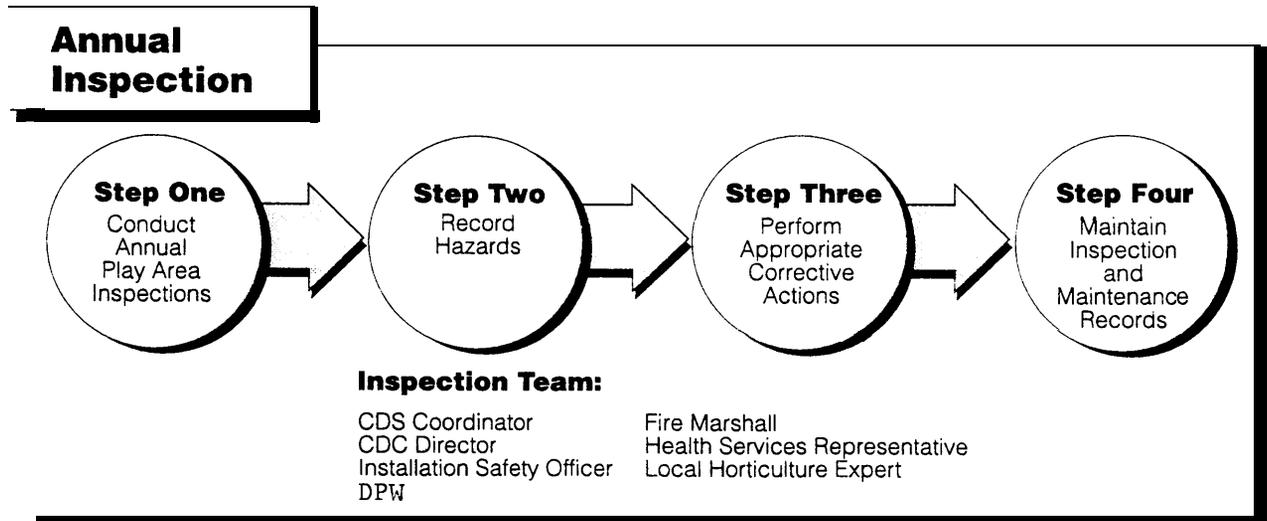
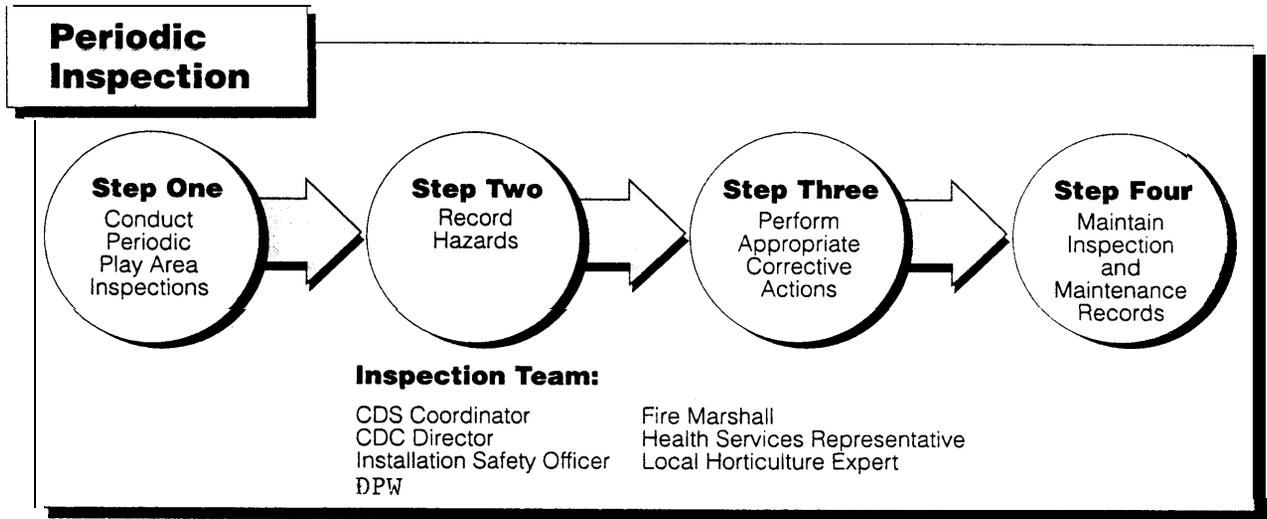
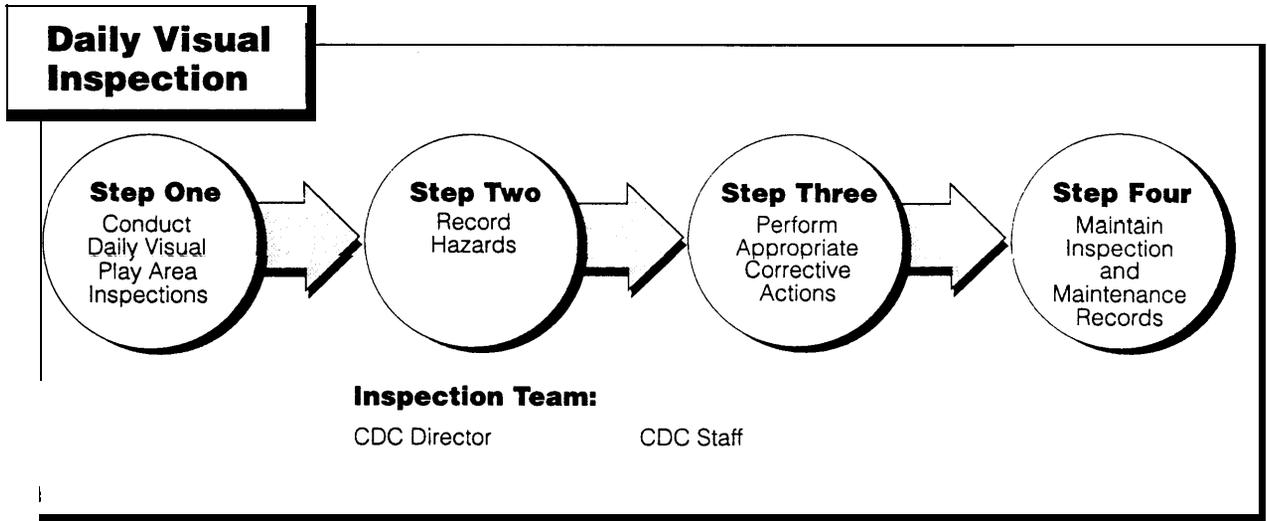


Figure 1-5: Phase three - maintain a safe play area.

with the military child care act. The inspection has four steps:

(a) *Conduct annual play area inspections.*

The inspection team conducts the annual inspection using a site-adapted DA Form 731 O-R.

(b) *Record hazards.* The Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, is used to record inspection results and all hazards identified. Work orders are prepared and submitted to DPW.

(c) *Perform the appropriate corrective actions.* For each hazard identified, maintenance tasks will be performed to correct the hazard. The affected elements or, if necessary, the entire play area, must be closed to use until hazards are eliminated.

(d) *Maintain inspection and maintenance records.* Inspection results and maintenance records are maintained in the play area record keeping system.

## 1-11. Establishing the play area record keeping system

The CDC Director will establish a record keeping system to track inspection and maintenance activities. The purpose of the record keeping system is to decrease liability, promote staff accountability, identify recurring problems, and assist in budgeting for maintenance and long-term improvements.

a. *Records.* Inspection records for the baseline inspection, daily visual inspection, periodic inspections, and annual inspections will be maintained. In addition, maintain a file of maintenance records, such as work orders and verifications of completed work, in the CDC record keeping system.

b. *Maintaining the Record Keeping System.* Keep ing files up-to-date as records are generated will ensure that no critical documentation is misplaced. On an annual basis, review the play area record keeping system. Revise and update outdated records as needed.

## 1-12. Additional play area record keeping requirements

Other documents necessary for play area management should also be maintained by installation staff. A list of documents recommended for a comprehensive play area management program follows:

a. *Play Area Assessment.* These records document current play area users, conditions, and program activities. They include:

(1) *Description of the developmental program for the outdoor play area.* Include a brief description of the goals and objectives of the developmental program for the outdoor play area, including typical program activities.

(2) *User profiles.* Write a brief paragraph describing the age and developmental characteristics of children using the play area.

(3) *Needs assessment results.* According to AR 608-10, the CDS Coordinator must perform a needs assessment to determine the construction requirements for the child development center. This assessment includes waiting list data, needs assessment information, and demographic data collected. Obtain a copy of this needs assessment.

(4) *Play area user capacity.* The play area user capacity will be established after play area occupancy by a team consisting of the CDC Director, installation Safety Officer, and Fire Marshal. The CDC Director should record the play area user capacity and maintain this information in the record keeping system.

b. *Play Area Design.* These documents provide a record of the play area design process and should be available from DPW. They include:

(1) *The names of the Army design agency and design firm.*

(2) *Equipment and material specifications.* A list of all equipment and material specifications should be available from DPW.

(3) *Source list and vendors verification.* The vendor for purchased elements and verification from vendors that the product meets specifications should be available from DPW.

(4) *Manufacturers' catalogues.* A copy of manufacturers' catalogues which include products selected for use in the play area design should be obtained from the manufacturer.

(5) *Safety surfacing specification.* The specifications for safety surfacing should be available from DPW. The specification must meet the requirements of ASTM F 1292.

(6) *Use zone detail.* A scale drawing illustrating play equipment use zones should be maintained.

(7) *Site layout.* A plan view of the play area site layout should be maintained.

(8) *Construction details.* A copy of all construction details should be maintained.

c. *Purchase of Equipment.* These items document play equipment selection. The documents are available from DPW or the equipment manufacturer. These include:

(1) *Procurement source list.* A vendor list and a copy of the vendor's verification that the product meets specifications should be available from DPW.

(2) *Manufacturer's guarantee.* If applicable, obtain a copy of the manufacturer's product guarantee.

(3) *Manufacturer's certification of CPSC and ASTM compliance.* For play equipment, obtain a written certification from the manufacturer that the equipment meets CPSC guidelines, ASTM F 1487 standards, and army safety requirements.

(4) *Manufacturer's specified user capacity.* If applicable, obtain a copy of the manufacturer's recom-

mendations for equipment user capacity. This user capacity should be obtained for all play equipment.

(5) *Manufacturer's certificate of insurance.*

Each manufacturer must carry insurance for both products and general liability of not less than 500,000 dollars. The issuing underwriter must be AA-rated. Obtain a copy of this certificate from the manufacturer.

(6) *Purchase order.* A copy of equipment purchase orders should be available from DPW.

(7) *Verification of correct shipment.* Obtain a copy of the shipping receipt denoting that the shipment was complete.

(8) *Educational benefits of equipment.* For play equipment, obtain a statement from the manufacturer which lists the educational benefits of the equipment.

(9) *Final construction site inspection.* When construction is completed, the contract administrator will perform a post-construction site inspection. Obtain a copy of the results of this inspection.

d. *Play Area Maintenance.* These items facilitate the play area maintenance program. Recommended documents include:

(1) *Manufacturer's maintenance recommendations.* For any purchased elements, obtain the manufacturer's recommendations for maintenance.

(2) *List of vendors.* Develop a list of all vendors who provide replacement parts and other materials which require periodic replacement.

(3) *Spare parts.* Develop a brief written description of procedures for ordering replacement parts and materials from vendors.

(4) *Replacement schedule.* All elements within the play area have a limited life span. Prepare an anticipated replacement schedule for elements within the play area. Include cost estimates for replacement.

(5) *Product updates or modifications.* Obtain any updated safety recommendations or modifications recommended by the manufacturer to meet safety guidelines. Contact the play equipment manufacturer

and request product update information for all equipment which has been installed in the play area.

(6) *Weed and pest management plan.* Obtain a copy of the weed and pest management plan for the CDC from DPW.

e. *Supervision and User Safety.* These items document safe play area supervision and use practices. The documents may be addressed in existing accident prevention standard operating procedures. Required documents include:

(1) *Adult/child ratio guidelines.* Develop a brief written description of adult/child supervision ratios in the outdoor play area.

(2) *Safe use guidelines.* Develop a brief description of rules for safe use of the outdoor play area, including safe play equipment use.

(3) *Safety awareness program.* Develop a brief written description of how the CDC communicates the safe use guidelines to children and parents. Maintain documentation of safety workshops provided for children and parents.

(4) *Accident response and reporting procedures.* Develop a brief written description of accident response and reporting procedures at the CDC. These will comply with AR 608-10.

(5) *Accident reports.* Maintain accident reports in compliance with accident reporting procedures.

*Staff Training.* These items document CDC staff development activities.

(1) *Supervision training program.* Develop a brief written description of the supervision training provided to CDC staff. Include a list of staff members who attend each training session.

(2) *Play area inspection training program.* Write a brief description of the play area inspection training program at the CDC. Describe all training sessions. Include a list of staff who participate in each training session.