



<b>Delta Air Lines/ Mount Auburn International Academy</b> <b>Build Matrix PJ-03615</b>	
Prep Day 1: 5/4/17 Prep Day 2: 5/5/17 Build Day: 5/6/17	Mount Auburn International Academy 244 Southern Avenue Cincinnati, OH 45219

KaBOOM!		
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Playworld		
Name	Phone Number	E-mail Address
Cindy Aikey , Playworld	570.522.5493 (O)	cindy@playworld.com
Kim Whiffen, Calex	570.603.0189 (O)	kim@calexlogistics.com
Playworld Midstates	574.220.1287	Taylor Jasiewicz: taylorj@playworldmidstates.com
The Home Depot/Local company		
Name	Phone Number	E-mail Address
Zsa Zsa King	301.573.9160 (O)	zsanitta_king@homedepot.com
Local Store - 3832	513.631.1705 (O)	3400 Highland Ave
EWF		
Name	Phone Number	E-mail Address
Fibar- Joy Dunn	800.269.1669 (O)	Joy3647dunn@oecblue.com



### Prep Day 1 Schedule – Thursday May 4

Time	What	Who	Tools/Materials
7:15 am	KaBOOM! team arrives on site	Rachel and Derrick	Smiles and Energy!
7:45 am	Site layout and setup	KaBOOM!, Installation Team	-String Line -Marking Spray Paint
7:45 am	Food setup	Food Team	
8:00 am	Volunteers arrive and register Breakfast Welcome and morning meeting	All volunteers	-Waivers -Pens/Markers -Name Tags
8:30am	Playground delivery unloading	All volunteers	-Sales Order Breakdown -Snips -Utility Knives -Markers
TBD	Home Depot truck arrives		-THD Order -Side Project Plans
TBD	EWf delivery arrives		
Noon – 12:30 pm	Lunch	All volunteers	
TENTATIVE OPTION 1: 12:30pm-1:30pm	Team Leader Training	Team Leaders	-Sample Bucket -Team Leader Vest/Toolbelt -Flair -Posters -Team Leader One Pagers -Installs/Side Project Plans
TENTATIVE: 1:30pm-2pm	Registration Training	Registration Team	-Name Tags -Build Matrix -Waivers -Registration Bucket
4:30pm	Site Clean Up	All volunteers	
OPTION 2: TBD	Team Leader Training	Team Leaders	-Same as above



Prep Day 1 Tasks		
<u>Deliveries</u> Playground <ul style="list-style-type: none"> <li><input type="checkbox"/> Inventory and label all equipment</li> <li><input type="checkbox"/> Store all equipment</li> </ul> The Home Depot <ul style="list-style-type: none"> <li><input type="checkbox"/> Inventory delivery</li> </ul> EWF <ul style="list-style-type: none"> <li><input type="checkbox"/> Place close to footprint</li> </ul>	<u>Sorting</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Playground component buckets/sorting hardware</li> <li><input type="checkbox"/> Assemble wheelchair ramp</li> <li><input type="checkbox"/> Side project buckets</li> <li><input type="checkbox"/> Team Leader tool belts</li> <li><input type="checkbox"/> End of Day bucket</li> <li><input type="checkbox"/> Safety bucket</li> <li><input type="checkbox"/> Registration bucket</li> </ul>	<u>Registration Materials</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sticker name tags</li> <li><input type="checkbox"/> Team Leader posters</li> <li><input type="checkbox"/> Additional Signage</li> </ul>
<u>Site Prep</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dig all playground holes</li> <li><input type="checkbox"/> Set Shade Structure Posts</li> <li><input type="checkbox"/> Layout Boarder Timbers</li> </ul>	<u>Lumber</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cut and organize lumber for:               <ul style="list-style-type: none"> <li>○ –Mendocino Benches x2</li> <li>○ –Deck Benches x5</li> <li>○ –Planter Boxes x5</li> <li>○ –Storage Cubes x3</li> <li>○ –Shade Structure x2</li> <li>○ –Trash &amp; Recycling</li> </ul> </li> </ul>	<u>Training</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Team Leader Training</li> <li><input type="checkbox"/> Registration Training</li> </ul>
	<u>Misc.</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inventory all tools</li> <li><input type="checkbox"/> Final site map creation</li> <li><input type="checkbox"/> Test water &amp; stage charging station</li> </ul>	<u>Priming</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage Cube plywood</li> <li><input type="checkbox"/> Trash &amp; Recycling Plywood</li> </ul>





<b>Prep Day 2 Schedule – Friday May 5</b>			
<b>Time</b>	<b>What</b>	<b>Who</b>	<b>Tools/Materials</b>
TBD	Complete any unfinished tasks from Prep Day 1	KaBOOM! team and volunteers	-TBD
<b>Prep Day 2 Tasks</b>			
<input type="checkbox"/> Supply Run		<input type="checkbox"/> Final prep for Build Day	







## Build Day Schedule – Saturday May 6

Time	What	Who	Tools/Materials
6:00 am	KaBOOM! team arrives on site	Rachel and Derrick	Smiles and Energy!
6:30 am	Team Leaders Sort and move equipment	Team Leaders, Community Volunteers	-Site Map
By 7:45 am	In place: -Food area -Registration table -Safety table -PR/media/sound system	Team Leaders, Food Team, Registration Team, Safety Team, PR Team, Music	-Tables, Chairs, Tents <u>Food:</u> -Food <u>Registration:</u> -Registration Bucket <u>Safety:</u> -First Aid Kit -Safety Bucket <u>PR</u> -Speaker/microphone
8:00 am	Volunteers arrive and register Breakfast	Food Team, Registration Team	
8:15 am	Team Leader meeting	Rachel	-Posters/Flair -Vests/Tool Belts
8:30 am	Kick Off	Everybody	See <i>Run of Show</i>
8:45 am	Team Reveal	Team Leaders, Volunteers	
9:00 am	Work begins	All volunteers	
11:30 am – 1:30 pm (appx)	Lunch in shifts	All volunteers	
2:00 pm – 2:15 pm	Finishing touches	All volunteers	-End of Day Bucket
2:30 pm	Ribbon Cutting	Everybody	-Ribbon -Scissors
2:45 pm	Clean Up!	KaBOOM! team, Additional volunteers	

Team	Group A #'s	Group B #'s	Project	Tools/Materials	Sticker
<p><b>HEAVY DUTY</b></p> <p><b>Decks and Posts</b></p> <p><b>Must be 18+</b></p>	6	4	-Square Deck -1/2 Hex Deck -Tri Deck -Step Around x3 -The Spacer -Access Gate -The Helix -Balance Beam -Sign	<ul style="list-style-type: none"> <li>• (4) Torpedo Levels</li> <li>• (3) 3/8 " Ratchet + 9/16" Socket</li> <li>• (3) 3/8" Ratchet + Star Bit</li> <li>• (2) 9/16" Open Ended Wrench</li> <li>• (2) 3/4" Open Ended Wrench</li> <li>• (2) 25' Measuring Tape</li> <li>• (2) Utility Knives</li> <li>• Allen Keys               <ul style="list-style-type: none"> <li>○ (5) Purple</li> <li>○ (2) Red</li> <li>○ (2) Orange</li> <li>○ (2) Yellow</li> </ul> </li> </ul>	
<p><b>LIGHT &amp; HEAVY DUTY</b></p> <p><b>Component Team A</b></p>	6	4	A1: Transfer Station A2: Inclined Cliff A3: Stump Jump A4: Tetherball	<ul style="list-style-type: none"> <li>• (1) 3/8" Ratchet + 9/16" Socket</li> <li>• (2) 9/16" Open Ended Wrench</li> <li>• (1) 3' Measuring Tape</li> <li>• (1) Utility Knife</li> <li>• Allen Keys               <ul style="list-style-type: none"> <li>○ (5) Purple</li> </ul> </li> </ul>	
<p><b>LIGHT &amp; HEAVY DUTY</b></p> <p><b>Component Team B</b></p>	6	4	B1: Triple Racer Slide w/ infil panel B2: Monorail B3: Loop Ladder w/ overhead access ladder B4: Plane Panel	<ul style="list-style-type: none"> <li>• (1) 3/8" Ratchet + 9/16" Socket</li> <li>• (2) 9/16" Open Ended Wrench</li> <li>• (1) 3' Measuring Tape</li> <li>• (1) Utility Knife</li> <li>• Allen Keys               <ul style="list-style-type: none"> <li>○ (5) Purple</li> </ul> </li> </ul>	

LIGHT & HEAVY DUTY  <b>Component Team C</b>	6	4	C1: Vaquero C2: Flip Flop C3: Stalagmite Climber C4: Buttons x2	<ul style="list-style-type: none"> <li>• (1) 3/8" Ratchet + 9/16" Socket</li> <li>• (1) 9/16" Open Ended Wrench</li> <li>• (1) 3/4" Open Ended Wrench</li> <li>• (1) 3' Measuring Tape</li> <li>• (1) Utility Knife</li> <li>• Allen Keys <ul style="list-style-type: none"> <li>○ (5) Purple</li> </ul> </li> </ul>	
LIGHT & HEAVY DUTY  <b>Component Team D</b>	6	4	D1: Spin Cup D2: Cozy Cocoon D3: Toss Up D4: Drum Panel	<ul style="list-style-type: none"> <li>• (1) 3/8" Ratchet + 9/16" Socket</li> <li>• (1) 9/16" Open Ended Wrench</li> <li>• (1) 3' Measuring Tape</li> <li>• (1) Utility Knife</li> <li>• Allen Keys <ul style="list-style-type: none"> <li>○ (5) Purple</li> </ul> </li> </ul>	
HEAVY DUTY <b>Concrete Team</b>	15	10	Mix and pour concrete	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Dust Masks</li> <li>• Plastic garbage bags</li> </ul>	
HEAVY DUTY <b>Mulch Team</b>	30	20	Move mulch pile	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Tarps</li> </ul>	
LIGHT & HEAVY DUTY <b>Mendocino Benches x2</b>	4	4		<i>See installation guide</i>	
LIGHT & HEAVY DUTY <b>Shade Structure #1</b>	4	2		<i>See installation guide</i>	
LIGHT & HEAVY DUTY <b>Shade Structure #2</b>	4	2		<i>See installation guide</i>	

LIGHT & HEAVY DUTY Deck Benches x5	4	6		See installation guide	
LIGHT & HEAVY DUTY Planter Boxes x5	4	6		See installation guide	
LIGHT & HEAVY DUTY Storage Cubes x3 + Trash & Recycling	4	6		See installation guide	
LIGHT & HEAVY DUTY Paver Path	6	4		See installation guide	
<b>Total</b>		<b>185</b>			

Important Addresses				
<b>Lowe's</b> 5385 Ridge Rd	<b>Home Depot</b> 99 Spiral Blvd	<b>Target</b> 4825A Marburg Ave 1100 Hansel Ave	<b>Michael's</b> 3862 Paxton Ave	<b>Hotel</b> 3024 Vine St