

## DAILY OPENING AND CLOSING CHECKLIST

Pool \_\_\_\_\_ Spa \_\_\_\_\_ Date \_\_\_\_\_

### Opening

**\*Initials\***

- \_\_\_\_\_ 1. Enter the pool area and lock the gate or door behind you to prevent unauthorized entry. Turn off the pool and deck lights, and security alarms. Turn on the bathhouse and office lights.
- \_\_\_\_\_ 2. Inspect the grounds, barriers and gates, safety equipment, the pool itself, deck bathhouse, office area pump and chemical rooms, and auxiliary areas, for broken or malfunctioning equipment, minor maintenance needs or vandalism which may have occurred since the previous day.
- \_\_\_\_\_ 3. Remove Pool cover. Make sure there are no people or items in the pool. Check for pool wall stains and algae.
- \_\_\_\_\_ 4. Make sure main drain is visible attached and fully intact.
- \_\_\_\_\_ 5. Inspect all inlets and outlet fittings.
- \_\_\_\_\_ 6. Perform the tests on the Daily Pool Chemical Log sheet and record. Adjust disinfectant and pH if Needed. Check readout of controller if used.
- \_\_\_\_\_ 7. Vacuum the pool. Clean the vacuum.
- \_\_\_\_\_ 8. Scrub off the scum line.
- \_\_\_\_\_ 9. Empty and clean the skimmer baskets or gutters.
- \_\_\_\_\_ 10. Sweep, rinse, and disinfect the decks. Clean the deck drains.
- \_\_\_\_\_ 11. Clean the hair & lint strainer.
- \_\_\_\_\_ 12. Check the flowrate and backwash the filters if needed
- \_\_\_\_\_ 13. Check disinfectant reservoir level.
- \_\_\_\_\_ 14. Record pressure and vacuum gauge readings.
- \_\_\_\_\_ 15. Check the pool water level for proper skimming.
- \_\_\_\_\_ 16. Wash down and arrange the deck furniture.
- \_\_\_\_\_ 17. Place program equipment in needed locations.
- \_\_\_\_\_ 18. Check to see that safety equipment is in place.
- \_\_\_\_\_ 19. Check water temperature.
- \_\_\_\_\_ 20. Insert new garbage bags and put the garbage cans back out on the deck.
- \_\_\_\_\_ 21. List all maintenance jobs that need to be done during the day. Report any repair needs to the proper supervisor.
- \_\_\_\_\_ 22. Clean up the guard room, pool office, first aid room, pump room, chemical room, storage rooms, and bathhouse.
- \_\_\_\_\_ 23. Unlock the entrance doors to the pool immediately before opening to the public.

### Closing

**\*Initials\***

- \_\_\_\_\_ 1. Pick up the refuse and debris on the deck.
- \_\_\_\_\_ 2. Empty towel bins.
- \_\_\_\_\_ 3. Straighten or put away deck furniture.
- \_\_\_\_\_ 4. Empty the garbage cans, rinse and store off the deck.
- \_\_\_\_\_ 5. Take the final chemical readings. Make water balance adjustments. Disinfect if necessary.
- \_\_\_\_\_ 6. Check the pool water level for proper skimming.
- \_\_\_\_\_ 7. Make sure drain is visible attached and fully intact.
- \_\_\_\_\_ 8. Secure the program equipment.
- \_\_\_\_\_ 9. Check to see that safety equipment is in place.
- \_\_\_\_\_ 10. Record pressure and vacuum gauge readings.
- \_\_\_\_\_ 11. Check disinfectant reservoir level.
- \_\_\_\_\_ 12. Clean the locker rooms or bathhouse.
- \_\_\_\_\_ 13. Make sure that all running water on deck and in the bath house is turned off.
- \_\_\_\_\_ 14. Compile a list of maintenance jobs or repairs that Need to be done prior to reopening.
- \_\_\_\_\_ 15. Check all areas of the facility to make sure all Patrons have left the premises.
- \_\_\_\_\_ 16. Make sure there are no people or items in the pool. Place cover on pool.
- \_\_\_\_\_ 17. Turn on/off deck, security and pool lights.
- \_\_\_\_\_ 18. Lock all doors and gates.
- \_\_\_\_\_ 19. Turn on the security alarm system to warn of unauthorized entry onto the premises overnight.

*\*The person actually completing the maintenance job should initial the log.\**

All maintenance duties have been satisfactorily completed as indicated.

---

Maintenance Supervisor