



Daily Operational Checklist

Opening Procedures			
Initials	Item	Action Needed	Notes
	Enter pool area and lock the gate or door behind you to prevent unauthorized access.		
	Turn on lights (pool, offices, bathrooms, etc.).		
	Safety check of all pool and public areas. Note any safety or cleanliness issues.		
	Vacuum the pool, remove vacuum and clean the vacuum.		
	Clean the pool walls and scum line.		
	Empty and clean the skimmer baskets or gutters.		
	Sweep, rinse, and disinfect the decks. Clean the deck drains.		
	Wash down and arrange the deck furniture.		
	Clean and disinfect all benches, tables, tailings, door handles, and any other surfaces needed.		
	Setup garbage receptacles and liners.		
	Check the pool water level for proper skimming.		
	Make sure main drains are visible, attached and fully intact.		
	Inspect all inlets and outlet fittings. Check for pool wall stains and algae.		
	Perform Pool Test; and adjust disinfection and pH if needed.		
	Check water temperature.		
	Clean the hair and lint strainer.		
	Check the Flow Rate and backwash the filters if needed.		
	Record pressure and vacuum gauge readings.		
	Check disinfectant and pH control chemical reservoir levels.		
	Cleanup and organize staff areas ready to open.		
	Place program equipment in needing locations.		
	Check and/or put out all necessary safety equipment (Rescue tubes, Backboards, etc.).		
	Check the AED for readiness and available.		
	Check that First Aid equipment is fully stocked, organized and ready.		
	Organize any maintenance jobs that need to be done during the day.		
	Organize staff rotation and daily duties.		
	Account for all staff at work and on station.		
	Check staff personal safety equipment is ready.		
	Open all bathrooms (indoor/outdoor).		
	Unlock the entrance doors and open facility.		



Daily Operational Checklist

During Shift			
Initials	Item	Action Needed	Notes
	Doors/gates and locks are in good condition		
	Fencing, walls, gates and doors in good condition		
	Self-closing/self-latching gates or doors operational		
	Free of standing water		
	Free of debris		
	Trash cans empty		
	Emergency phone or other communication device available and well-marked		
	Steps in good repair		
	No sharp edges		
	Seat in good repair		
	Free of standing water		
	Free of debris or broken tiles		
	Drains clear and functional		
	All electrical outlets covered		
	Furniture in good repair		
	Pool drains free of debris		
	Umbrellas/shade structure in good repair		
	Free of standing water and debris		
	Showers: good repair, accessible, warm water available		
	Toilets: clean, good repair, bathroom appropriately stocked		
	Backboard and Head immobilizer in good repair		
	Rescue tubes in good repair		
	Shepherd's crook and throw buoys in good repair		
	AED operational		
	Appropriate Personal Protective Equipment (PPE) available		
	Rails firmly anchored to pool deck		
	Steps intact and cleared of debris		
	No sharp edges		
	Shell, deck in good repair		
	Depth" & "No diving" markers; stair strips; in good repair and visible"		
	Skimmers: Weirs and baskets installed; clean and operating; covers in good repair		
	Recirculation inlets functional		
	Water is clear, main drain visible		
	Starting blocks removed, covered, or access blocked		
	Automated feeder and controller operable		
	Recirculation pump: approved, good repair, operating		
	Pump strainer: baskets in good condition, not clogged		
	Chemicals: labeled, stored safely, secured		
	Appropriate Personal Protective Equipment (PPE) available		

Daily Operational Checklist

Closing Procedures			
Initials	Item	Action Needed	Notes
	Clear the pool and before supervision is taken down.		
	Put away and secure the program equipment.		
	Put away and secure all safety equipment.		
	Pick up and sweep the deck.		
	Straighten or put away deck furniture.		
	Empty the garbage cans, rinse and store off the deck.		
	Hose and rinse the decks.		
	Clean the locker rooms, bathrooms, public areas.		
	Clean and organize staff areas.		
	Check the pool water level for proper skimming.		
	Make sure main drain is visibly attached and fully intact.		
	Take the final chemical readings.		
	Make water balance adjustments. Add chemicals if necessary.		
	Record pressure and vacuum gauge readings.		
	Check disinfectant and pH control reservoir levels.		
	Make sure that all running water (hose bibs) on the decks and in the bathhouse are turned off.		
	Complete all maintenance reports, daily logs, and incident reports.		
	Organize any maintenance jobs that need to be done prior to reopening.		
	Check all areas of the facility to make sure all guests have left the premises.		
	Complete any time sheets and notes to opening staff.		
	Turn off deck, pool, and building lighting. Make sure security lighting is on.		
	Lock all doors and gates.		

Date of Completion: _____

Printed name of Person completing this report: _____

Signature of Person completing this report: _____

Signature of supervisor reviewing this report: _____

*This checklist is designed for either daily use or to help create facility safety checklists.

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