



Management Review Checklist for Pools and Spas

Comply with All Safety Regulations for Public Pools.

- Be aware of all state, county and municipal regulations regarding the following:
 - Lifeguard certification and requirements
 - Facility design and safety features
 - Chemical levels
 - Staff training
 - Pool capacity
 - First-aid equipment and supplies
 - Depths for diving
 - Anti-entrapment devices such as drain covers and safety vacuum release systems
 - Frequency of inspections by appropriate agencies, such as the local health department
- Make sure the on-site pool operator is certified.
- Instruct employees to document whenever they enforce a pool rule.
- Instruct employees to monitor the weather and clear the pool whenever threatening weather approaches.
- Ask employees to prohibit alcohol-impaired guests from entering the pool.
- Do not allow any horseplay.
- Ask employees to monitor the pool area - even after hours.
- Make sure an employee trained in emergency first aid is on duty when the pool is open.
- Check all safety equipment.
- Mark lifesaving equipment "For Emergency Use Only." The equipment should include:
 - A ring buoy attached to a rope 1½ times the width of the pool, but not over 60 feet
 - A shepherd's crook at least 12 feet long
 - A rescue tube
- Implement a plan for first aid/emergency medical service.
- Remove diving boards and water slides unless there is lifeguard supervision.
- Periodically evaluate water envelopes to ensure they are adequate for diving boards, slides, and other pool equipment.
- Clearly mark the division between shallow and deep water with ropes or floats and with contrasting coloring on the pool floor.



- Make sure the pool is enclosed or fenced and has self-closing doors or self-locking gates.
- Provide a pool telephone with clearly posted emergency numbers.
- Make sure the pool is adequately lit (including emergency lighting) and the underwater lights work. If night swimming is allowed, the pool basin and surrounding deck areas should be illuminated.
- Make sure pool deck, locker rooms, shower facilities and surrounding areas have slip-resistant surfaces.
- Make sure wading pools, swimming pools and spas have firmly attached anti-entrapment drain covers that are inspected regularly.
- If a lifeguard is not on duty, make sure you have a conspicuously placed sign informing swimming pool users that they swim at their own risk.
- Post and enforce all pool hours.
- Provide signs and markings in English and other languages if appropriate.
- Make sure you can clearly see the main drain at the bottom of the pool.
- Warning signs should include the following:
 - Safety and sanitation
 - No lifeguard
 - Parental supervision
 - 911
 - Location of telephone
 - Pool capacity
- Make sure dressing rooms, shower facilities and rest rooms are clean and well maintained.
- Keep trespassers and children from gaining access to outdoor pools by four foot or higher fences and gates with positive latching devices.
- Make sure lifeguards are on duty during heavy pool use. Their uniforms should make them readily identifiable as members of the lifeguard staff.
- Check that lifeguards have up-to-date certification, first aid, cardiopulmonary resuscitation (CPR) and lifeguard training, and that copies of certificates are on file.
- If lifeguards are not on duty, ensure that someone on the premises is qualified to administer CPR and other emergency procedures.
- Employees trained in proper use of Automated External Defibrillators (AED). AEDs maintained according to manufacturer's recommendations.
- Have electrical service checked annually by an electrician.
- Make sure self-contained breathing apparatus, respirators, or chlorine-rated gas masks (if chlorine gas is used to treat the pool) are easily accessible and staff have been trained in their use.
- Review daily inspections and make any corrective actions immediately. Document this information in a daily pool log or journal.



Pool Opening Safety Checklist

- Pool rules are posted in several strategic locations.
- Pool ladders and handrails are secure.
- The drain anti-entrapment cover is secure.
- Decking and walkways are clean and in good condition.
- Good drainage is provided and the pool deck is clean.
- The fence is in good condition. Gates self-close and latch securely.
- The gate is locked except during posted operating hours.
- Diving boards, slides and other pool equipment are in good condition.
- Chairs, tables and umbrellas are in good condition.
- Non-slip flooring is in good condition.
- Locker room lighting fixtures are shatterproof.
- Electrical outlets are protected by ground fault circuit interrupters (GFCI) and in working condition.
- Shower water temperature is 120 degrees Fahrenheit or lower.
- Telephone or two-way radios are available and operational for emergency use.
- Lifesaving equipment is readily accessible and in good condition.
- Signs are conspicuously posted to indicate safety rules and the hours of pool use.
- Glassware is not allowed in the pool area.
- Depth markers are legible on the top and sides of the pool. They are in feet and meters, if necessary.
- Rope floats, in good condition, separate the deep end of the pool from the shallow end.
- The pool deck is free of tripping hazards.
- Water treatment equipment and chemicals are accessible to authorized people only.
- Warning signs are posted in the sauna.
- The sauna temperature controls, timer and door latch are in working order.
- The sauna heater is guarded.