

YEAR AT A GLANCE

AQUATIC FACILITY OPERATIONS

JANUARY

Review budget,
renew insurance,
pre-order guard
supplies

FEBRUARY

Begin staff
recruitment,
CPR/first aid
checks, heater
servicing

MARCH

Lifeguard
recertifications,
finalize summer
swim lesson
schedule

APRIL

Facility
inspection, drain
cover checks,
first pool water
test of season

MAY

Pre-summer
deep clean,
install shade,
schedule open
swim blocks

JUNE

Lifeguard
evaluations, mid-
season supply
check, lesson
registration

JULY

Restock med kits,
facility
walkthrough,
safety drills

AUGUST

Staff feedback
surveys, plan
end-of-season
training

SEPTEMBER

Final pool party
bookings,
winterization
prep

OCTOBER

Winterize pool,
store equipment,
recert staff who
missed summer

NOVEMBER

Review seasonal
outcomes, order
recognition gifts,
budget draft

DECEMBER

Year-end wrap-
up, post-season
debrief, training
calendar for next
year

BONUS LISTS

Seasonal Task Highlights (checklist-style)

- ☐ Check drain covers + VGB compliance (Spring)
- ☐ Schedule lifeguard in-services (May, June, July)
- ☐ CPR/First Aid expiration check (Quarterly)
- ☐ Plan swim lesson session dates (February & July)
- ☐ Heater + pump inspection (Before Spring start-up)
- ☐ Winterization: blow lines, cover install, signage (October)

HOW TO USE THIS

Share with city staff, school admins, or pool managers

Add it to your onboarding for new aquatic supervisors

Use for annual planning retreats, grant justifications, or Chamber presentations