

DAILY POOL MAINTENANCE CHECKLIST



Area	Chemical & Water Quality	М	Т	W	Т	F	S	S
	Test and log pH (Target: 7.2–7.8)							
Check	Test and log free chlorine							
	Check total alkalinity (Target: 80–120 ppm)							
	Check cyanuric acid if applicable							
Area	Circulation & Filtration	М	Т	W	Т	F	S	S
	Record water temperature							
ord	Record filter pressure before & after backwash							
Record	Backwash filter (iexceeds +8–10 psi)							
	Inspect pump function / flowmeter (MAHC 4.10.2)							
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Area	Circulation & Filtration	М	Т	W	Т	F	S	S
e E	Ensure all inlets, skimmers are clear							
Ensure	Ensure all drains are clear							

Area	Cleanliness & Safety	М	Т	W	Т	F	S	S
	Skim water surface							
Deck	Empty skimmer/pump baskets							
Pool D	Vacuum pool or check auto-vac function							
G	Confirm all chemicals are stored with lids sealed and labeled (MAHC 5.7.3)							
Area	Safety	М	Т	W	Т	F	S	S
Common Areas	Check signage (rules, emergency phone, occupancy limits)							
Con	Sanitize deck, ladders, rails, and shower areas							



WEEKLY POOL MAINTENANCE CHECKLIST



Area	Cleaning	1	2	3	4	5	6	7	8	9	10	11	12
_	Brush pool walls and tile line												
Clean	Clean surge tank or check overflow systems												
Deep	Inspect underwater lights, ladders, anchors (MAHC 4.8.3)												
	Clean deck drains and around pump room doors												
Area	Preventative Maintenance	1	2	3	4	5	6	7	8	9	10	11	12
٤	Check for leaks in pump room												
Bathroom	Confirm autofill is functioning												
	Rotate chemical drums (FIFO method)												

Area	Administrative	1	2	3	4	5	6	7	8	9	10	11	12
Written	Review chemical log trends (unusual shifts in pH or chlorine?)												
	Calibrate digital test kits if used (MAHC 5.7.2)												
	Staff signs off on maintenance sheets												
Area	Monthly Tasks	1	2	3	4	5	6	7	8	9	10	11	12
Equipment	Inspect all valves, gauges, and flow meters for calibration (MAHC 4.10.1)												
	Check VGB drain covers for cracks or movement (MAHC 4.8.2)												
	Inspect grates, main drains, equalizer lines												



WEEKLY POOL MAINTENANCE CHECKLIST

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Area	Safety & Compliance	1	2	3	4	5	6	7	8	9	10	11	12
Clean	Inspect and restock PPE (gloves, goggles, aprons)												
eep Cl	Confirm all SDS sheets are up to date and visible (MAHC 5.7.3.1)												
Q	Inspect underwater lights, ladders, anchors (MAHC 4.8.3)												
	Review Emergency Action Plan with staff (MAHC 6.1.1)												
	Clean eyewash station (if installed)												

	Documentation						
itten	Archive previous month's chemical logs						
	Note equipment repairs or anomalies						
×	Crosscheck with local/state health code requirements						

PRO TIP: KEEP A "REG BINDER" IN THE OFFICE WITH:

- 3 MONTHS OF LOGS
- INSPECTION REPORTS
- EQUIPMENT SERVICE RECORDS
- STAFF CERTIFICATIONS
- EAP + MSDS/SDS SHEETS