Pool Opening Procedures & Daily Checklist

# I. Facility Opening Checklist

- ☐ Unlock facility and ensure all emergency exits are accessible
- ☐ Turn on all lights, HVAC, and pool ventilation systems
- ☐ Check water temperature and document
- ☐ Inspect pool deck for hazards (wet spots, debris, cords)
- ☐ Remove pool covers (if applicable)
- ☐ Confirm AED, first aid, and emergency phones are present and functional
- ☐ Inspect locker rooms/restrooms for cleanliness and stock supplies
- ☐ Check that pool ladders, steps, lifts, and handrails are secure
- ☐ Walk perimeter to ensure all safety signage is visible and in good condition

# II. Lifeguard Station Prep

- ☐ Rescue tubes in place
- ☐ Whistles, gloves, masks available
- ☐ Chairs positioned with full zone visibility
- ☐ Backboard positioned and secure
- ☐ Radios charged and distributed
- ☐ Test communication systems (radio/intercom)
- ☐ Clipboard with headcount sheets and schedule at desk

# III. Water & Chemical Readings

- ☐ Record chlorine and pH levels (document on chemical log)
- ☐ Confirm water clarity – must see main drain clearly
- ☐ Take temperature reading
- ☐ Confirm auto-feed system is operating
- ☐ Note any irregularities and report to supervisor

# IV. Program & Patron Readiness

- ☐ Roster printouts (if needed)
- ☐ Lanes set up for lessons or lap swim
- ☐ Equipment (kickboards, noodles, dumbbells) placed neatly
- ☐ Patron chairs, benches, and tables arranged safely
- ☐ Post today’s schedule visibly near entrance and lifeguard office

# V. Supervisor Notes/Issues to Report

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