Pool Closing Procedures & Daily Checklist

# I. Facility Shutdown Checklist

- ☐ Remove all patrons from pool and confirm facility is empty  
- ☐ Walk the entire pool deck and locker rooms for lost items  
- ☐ Close and secure all deck boxes, equipment storage  
- ☐ Turn off music systems, lights, and ventilation (if required)  
- ☐ Close blinds/curtains if applicable  
- ☐ Lock doors to mechanical/chemical rooms (if applicable)  
- ☐ Confirm AED and first aid kits are properly stocked  
- ☐ Set security system if applicable

# II. Lifeguard Station Breakdown

- ☐ Collect rescue tubes, radios, clipboards  
- ☐ Return equipment to designated storage area  
- ☐ Wipe down guard chairs if needed  
- ☐ Ensure guard logs and reports are complete  
- ☐ Check and recharge radios overnight if needed

# III. Water & Chemical End-of-Day Readings

- ☐ Final chlorine and pH readings  
- ☐ Temperature check  
- ☐ Record bather load (total headcount)  
- ☐ Report any cloudy water or system alerts  
- ☐ Document on chemical log

# IV. Equipment & Safety Check

- ☐ Return all kickboards, noodles, toys to rack/bin  
- ☐ Remove any floating items from pool  
- ☐ Check for any broken or misplaced items  
- ☐ Remove and rinse lane lines (if applicable)  
- ☐ Backboard and AED in proper place for next day

# V. Supervisor Notes/Issues to Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_