

# DAILY POOL MAINTENANCE CHECKLIST



Area	Chemical & Water Quality	M	T	W	T	F	S	S
Check	Test and log pH (Target: 7.2–7.8)							
	Test and log free chlorine							
	Check total alkalinity (Target: 80–120 ppm)							
	Check cyanuric acid if applicable							
Area	Circulation & Filtration	M	T	W	T	F	S	S
Record	Record water temperature							
	Record filter pressure before & after backwash							
	Backwash filter (if exceeds +8–10 psi)							
	Inspect pump function / flowmeter (MAHC 4.10.2)							
Area	Circulation & Filtration	M	T	W	T	F	S	S
Ensure	Ensure all inlets, skimmers are clear							
	Ensure all drains are clear							
Area	Cleanliness & Safety	M	T	W	T	F	S	S
Pool Deck	Skim water surface							
	Empty skimmer/pump baskets							
	Vacuum pool or check auto-vac function							
	Confirm all chemicals are stored with lids sealed and labeled (MAHC 5.7.3)							
Area	Safety	M	T	W	T	F	S	S
Common Areas	Check signage (rules, emergency phone, occupancy limits)							
	Sanitize deck, ladders, rails, and shower areas							





# WEEKLY POOL MAINTENANCE CHECKLIST



Area	Safety & Compliance	1	2	3	4	5	6	7	8	9	10	11	12
Deep Clean	Inspect and restock PPE (gloves, goggles, aprons)												
	Confirm all SDS sheets are up to date and visible (MAHC 5.7.3.1)												
	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	1	2	3	4	5	6	7	8	9	10	11	12
Written	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