

YEAR AT A GLANCE

CERTIFIED POOL OPERATOR

JANUARY

- ◆ Review SDS sheets
- ◆ Calibrate digital test equipment
- ◆ Order preseason chemicals

FEBRUARY

- ◆ Inspect heaters & HVAC if indoor
- ◆ Replace expired PPE
- ◆ Check chemical storage safety

MARCH

- ◆ Order new reagents
- ◆ Pre-check mechanicals (pumps, filters, autofeeds)
- ◆ Review backup plans

APRIL

- ◆ Open prep: inspect VGB covers, ladders, grates
- ◆ Replace o-rings & gaskets
- ◆ Shock and balance start-up

MAY

- ◆ Start daily log reviews
- ◆ Check signage compliance
- ◆ Final chemical order before summer rush

JUNE

- ◆ Mid-season equipment inspection
- ◆ Backwash logs review
- ◆ Inspect flow meters & gauge calibration

JULY

- ◆ Restock acid/soda ash
- ◆ Recheck cyanuric acid levels
- ◆ Run staff water safety in-service

AUGUST

- ◆ Begin winterization prep plans
- ◆ Clean surge pit / skimmer wells
- ◆ Document filter psi over time

SEPTEMBER

- ◆ Inspect pool lights
- ◆ Draft winter shutdown checklist
- ◆ Recheck main drain anchoring (fall safe check)

OCTOBER

- ◆ Winterize pumps, blow lines, drain tanks
- ◆ Cover inspection + signage update
- ◆ Store chemicals safely

NOVEMBER

- ◆ Annual maintenance recap
- ◆ Report overdue equipment or damage
- ◆ Budget for repairs / upgrades

DECEMBER

- ◆ Set calendar for next year
- ◆ Safety plan + emergency drills update
- ◆ Refresher on chemical handling

CPO-Specific Reminders

Weekly

- Log readings and chemical adjustments
- Backwash filter as needed
- Visually inspect pump room for leaks or electrical risks

Monthly

- Record high/low psi for filter performance
- Check for calcium scaling or corrosion
- Confirm emergency shut-off valves work

Quarterly

- Test GFCI outlets
- Review MSDS/SDS compliance
- Deep clean mechanical room

Use This For:

- Your own personal system as a CPO
- Staff binder for aquatic directors
- Backup when health inspectors or county reviews happen
- Justifying maintenance budgets ("here's our preventive schedule")

Outline aligns with the expectations and best practices of:

- ✓ Certified Pool Operator (CPO® – NSPF/Pool & Hot Tub Alliance)
- ✓ Aquatic Facility Operator (AFO® – NRPA)
- ✓ Model Aquatic Health Code (MAHC – CDC)

It is

- ✓ Professionally aligned with industry-recognized responsibilities of a CPO/AFO
- ✓ Reflects core maintenance and documentation tasks emphasized in all 3 frameworks
- ✓ Integrates MAHC priorities like secondary disinfection, VGB, safety checks, PPE, etc.
- ✓ Follows standard compliance logic (chemical handling, seasonal prep, recordkeeping)

Task Category	CPO	AFO	MAHC
Chemical log tracking	✓ Required	✓ Required	✓ Strongly emphasized
Equipment maintenance	✓ Best practice	✓ Best practice	✓ Required in mechanical plans
VGB cover checks	✓ Compliance	✓ Compliance	✓ Mandated (section 4.8)
SDS and chemical handling	✓ OSHA-aligned	✓ OSHA-aligned	✓ Required (section 5.7.3)
Emergency action plan review	✓ Optional	✓ Emphasized	✓ Required (section 6.0)
Water balance review (Langelier)	✓ Core concept	✓ Core concept	✓ Referenced
Staff in-service reminders	✓ Best practice	✓ Strongly taught	✓ Indirectly covered (section