

# Daily Pool Checklist

Week: \_\_\_\_\_ - \_\_\_\_\_  
(Sunday - Saturday)

## Opening:

- Unlock both bathrooms:
  - Check that the lights are working
  - Make sure toilets are fine (not running, have water)
  - Trash bag in trash can
  - Toilet paper and paper towels are available
- Check pool area:
  - Nothing out of the ordinary
  - Life preserver hanging
  - Empty trash as needed, ensure trash bag in can
  - Check skimmers for toys or debris
  - Use net to remove leaves or other debris in the pool
  - Check pump room for leaks or any other issues
- Water the Flower Pots - Monday and Thursday
- Be sure gate is locked upon leaving

### Opener:

### Issues:

Sun \_\_\_\_\_  
Watered Flowers: ☐

Mon \_\_\_\_\_

Tue \_\_\_\_\_

Wed \_\_\_\_\_  
Watered Flowers: ☐

Thur \_\_\_\_\_

Fri \_\_\_\_\_

Sat \_\_\_\_\_

**Report issues to the  
Board or Pool Organizer**

## Closing:

- Check and lock both bathrooms:
  - Make sure toilets are not running, have water
  - Toilet paper & paper towels available, empty trash if needed
  - Clean up anything out of place, turn out the lights
- Conduct pool chemical test:
  - Test strip in pump room, post results on white board
  - Check pump room for leaks or any other issues
- Check and secure pool area:
  - Check surrounding area for any issues
  - Check skimmers for toys or other debris in the pool
- Be sure gate is locked upon leaving
- Take a community watch drive around the neighborhood

### Closer:

### Results:

	Chlorine	PH
SUN	_____	_____
MON	_____	_____
TUE	_____	_____
WED	_____	_____
THUR	_____	_____
FRI	_____	_____
SAT	_____	_____

End of week - leave sheet in the back of clipboard