

Indoor Swimming Pool/Spa Operator's Checklist

The following is a self-inspection guide for a typical public swimming pool and/or spa. Use this checklist to ensure your pool/spa is ready for an annual inspection. **If you have any questions or would like to schedule your inspection, please contact Environmental Health at 734-222-3800.**

Safety Equipment:

All safety equipment MUST be available in a readily accessible, well-marked location prior to approval to open.

- _____ A one-piece, 12-foot long rescue pole with blunted ends, one end of which may have a shepherd's crook attached.
- _____ A ¼-inch diameter throwing rope as long as 1.5 times the maximum width of the pool or 50 feet, whichever is less, with one end attached to an 18-inch diameter ring buoy or rescue bag.
- _____ A 24-piece first aid kit which is used primarily to treat small cuts, bruises and burns and which contains all of the following materials or their equivalent:
 - _____ 4 units of adhesive bandage, 1 inch by 3 inches
 - _____ 2 units of 2-inch bandage compress
 - _____ 1 unit of 3-inch bandage compress
 - _____ 1 unit of 4-inch bandage compress
 - _____ 2 units of absorbent gauze pad, 3 inches by 3 inches
 - _____ 1 unit of gauze compress, 18 inches by 36 inches
 - _____ 2 units of large gauze compress, 24 inches by 72 inches
 - _____ 2 units of 4-inch gauze roller bandages
 - _____ 2 units of triangular bandages
 - _____ 1 unit of scissors
 - _____ 1 unit of tweezers
 - _____ 2 units of instant ice packs
 - _____ 2 units of latex disposable gloves
 - _____ 1 unit of adhesive plaster tape
- _____ A kit to clean up blood spills which consists of as a minimum, a pair of medical-grade disposable exam gloves and an antimicrobial hand wipe.
- _____ A spine board that has a minimum of 3 ties, runners, and a head immobilizer.
- _____ A telephone or other suitable means of communication for emergencies, at which a sign is posted indicating the phone numbers for emergency response agencies (i.e. 911), and the name and address of the swimming pool to assist emergency personnel in locating the facility.

Lifeguards:

Note these items are necessary if your pool is required to have lifeguards OR if you voluntarily provide lifeguards.

- _____ A megaphone or other public address system.
- _____ One whistle per lifeguard on duty.
- _____ One rescue tube per lifeguard where the water depth is greater than 3.5 feet.
- _____ One resuscitation mask per lifeguard on duty.
- _____ Valid CPR certificate and verification of completion of a lifeguard course for each lifeguard.
- _____ Lifeguards on duty must be dressed to respond to an emergency.

Signage:

- _____ Bather Capacity Limit posted.
- _____ No Lifeguard on Duty (if required) posted.
- _____ No Diving marked on pool deck where water depth is less than 5 feet.
- _____ Sign prohibiting the consumption of alcoholic beverages in a spa.
- _____ Sign warning against the use of pool or spa after the consumption of alcoholic beverages.
- _____ Sign prohibiting glass, other breakable materials, and hazardous objects or materials in the pool enclosure.
- _____ Ensure that persons with communicable diseases and infectious conditions, such as a cold or open blister, are excluded from a swimming pool unless they have a doctor's note.
- _____ Ensure people using the swimming pool take a cleansing shower before entering the pool enclosure.
- _____ Ensure that people do not spit in, or otherwise pollute, swimming pool water.

Pool Enclosure, including Pool Deck:

- _____ Fencing and self-closing gates/doors around pool in good repair.
- _____ Pool deck surfaces clean, no trip hazards, sloped to remove surface water.
- _____ Foot spray, poolside showers, hose bibs and drinking fountain are working.
- _____ Vacuum breakers provided on hose bib connections.
- _____ Depth markers, including units of measure, and "No Diving" in legible letters not less than 4 inches high clearly marked on pool walkway.
- _____ Starting blocks, if provided, located at deep end of the pool.
- _____ Bath house and fixtures in good repair, with soap and hot water provided (if applicable).

Pool, including Water Quality:

_____ Water must have the appropriate disinfectant and pH level. Use the following chart to determine the minimum disinfectant level for your swimming pool's pH level.

Disinfectant	pH	pH
	7.2 to 7.5	7.5 to 8.0
Bromine	2.0	2.0
Chlorine	1.0	2.0
Chlorinated cyanurate	2.0	4.0

_____ Total alkalinity of water is 80-120 ppm.

_____ Calcium hardness of water is 150-400 ppm.

_____ Water is clear and the main drains can be seen clearly from 30 feet away.

_____ Water temperature is less than 86°F for pools (unless proper warning sign is posted) and less than 104°F for spas.

_____ Swimming pool provided with two (2) or more main drains fitted with anti-entrapment covers. At a spa, one of the main outlets may be in a side wall.

_____ Gutter or skimmers are functioning (floating weirs or door weirs *must be* present for skimmers). Note that 80% of total pool circulation should be passing through skimmers and only 20% through main drains. Check this by closing the main drain valve and observing a reduction in flow rate.

_____ Water inlets working and pointed downward.

_____ Pool sides and bottom are clean.

_____ Life line in place across pool at point where water is 5 feet deep.

_____ Ladders and railings are secured.

_____ Edge of stairs and any drop off or sudden depth changes in the swimming pool are marked with a contrasting color.

Pump & Mechanical Room:

_____ Pump and filters working properly (operator must be familiar with pool plumbing and backwashing procedures).

_____ Chlorinator or brominator functioning properly.

_____ Vacuum/pressure gauges on or near filter working properly.

_____ Flow meter functioning properly and flow at proper level.

_____ Direction of flow in pipes is marked with arrows.

_____ Vacuum hose is in good repair.

_____ Chlorine or bromine containers stored off the floor and in a manner that prevents accidental spillage and/or mixing with other chemicals, such as acid and soda ash.

Pool Operation:

- _____ Test kit complete, provided with fresh chemicals and used daily. A cyanuric acid test kit is required when using a cyanurate for chlorine stabilization. Please note that most pools using chlorine require stabilizer to be added at the beginning of the swimming season.
- _____ Ability to continuously recirculate, filter, and disinfect swimming pool water 24 hours per day with a turnover rate of 6 hours.
- _____ Information on how to appropriately super-chlorinate, shock, or treat the water if you are notified of an unsafe water sample OR if there is a fecal, vomit or other accident in the pool.
- _____ Ability to backwash the swimming pool and knowledge of when this is to occur.
- _____ A contingency and emergency response plan has been prepared, implemented and minimally includes information on rescues and submersions, equipment failure, injury requiring medical attention and other conditions or events that create hazard to health and safety of persons using the pool.
- _____ Operation permit displayed.
- _____ A qualified person who is responsible for testing the water and for operating the water treatment equipment is *readily available* when the pool is open for use.
- _____ Operation report forms on hand to be completed daily and faxed monthly to Washtenaw County Environmental Health at 734-222-3930. Minimum information required includes disinfectant level three times daily, pH once daily and information on emergencies, accidents, etc.
- _____ If there been any construction modifications to the pool without permits from the Michigan Department of Environmental Quality (MDEQ), please contact Washtenaw County Environmental Health as soon as possible at 734-222-3800.

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Additional information on pools is available at:

www.michigan.gov/deqpools

www.washtenaw.org/pools