

SWIMMING POOL/SPA OPERATING REQUIREMENTS

- Recorded test results:
 - pH – daily within ½ hour before opening and at intervals not to exceed 4 hrs (pool), 2 hrs (spa) until close. If equipped with a controller the operator may record pH from the controller in lieu of manual testing, but the water shall still be tested manually for pH at least twice per day. Both pH from the controller and pH from manual testing shall be recorded when manual testing is done.
 - FC/ORP – daily within ½ hour before opening and at intervals not to exceed 4 hrs (pool), 2 hrs (spa) until close. If equipped with a controller the operator may record ORP from the controller in lieu of manual testing, but the water shall still be tested manually for FC at least twice per day. Both ORP and FC shall be recorded when manual testing is done.
 - Total chlorine, total alkalinity, and cyanuric acid (if used) – weekly
 - Calcium hardness tests – monthly
 - any other test results
- Monthly** results of microbiological analyses
- Reports of complaints, accidents, injuries, and illness
 - All deaths, near drowning incidents, head, neck, spinal cord injuries, or any injury which renders a person unconscious or requires immediate medical attention shall be reported to the local inspection agency within one business day of occurrence
- Dates and quantities of chemical additions, including resupply of chemical feed systems
- Filter backwashing, cleaning, or changing of filters
- Monthly** Ground Fault Circuit Interrupter (GFCI) test results
- Lifeguard staffing plan for all programs conducted at the pool
 - Diagram with each zone of surveillance responsibility clearly identified and including overlapping coverage. Zones should be established to ensure that the lifeguards have unobstructed views of their entire zones, including all areas of the water from the bottom through the surface, and be of a size and shape to allow lifeguards to respond quickly to victims in the water.
- Copies of Material Safety Data Sheets (MSDS) of all chemicals used at the pool
 - Dates & staff initials of **annual** review of Material Safety Data Sheets (MSDS)
- Copies of the Certified Swimming Pool Operator (CPO) certificate(s)
- Copies of all lifeguarding, first aid, emergency water safety, & CPR certificates
- Operations manual:
 - Water testing procedures
 - Instructions on keeping the chemical feed systems supplied
 - Instructions for filter backwash or cleaning and vacuuming and cleaning the pool procedures
 - Instructions on how to superchlorinate
 - Instructions on maintaining the controller sensors
 - Operating & maintenance instructions for each type of filter, pump, & safety device
 - Descriptions of maintenance or repairs completed & corrections in operation or design
 - Operating & maintenance instructions for other equipment used at the swimming pool
 - A schematic drawing of the pool recirculation system
- A written emergency plan - this plan should include actions to be taken in cases of:
 - Drowning, serious illness or injury
 - Chemical-handling accidents
 - Weather emergencies
 - Dates & staff initials of **annual** review of emergency plan