

# Pool Safety and Maintenance Checklist

This checklist can be used to document your seasonal, monthly, and daily safety and maintenance inspection.

General Off-Season Checklist	Pass	Fail	Problem / Solution
Fence is 48" to 54" in height.	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom of fence is no higher than 4" from the ground.	<input type="checkbox"/>	<input type="checkbox"/>	
Fence balusters are no wider than 4" apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead exterior lighting is installed and operational.	<input type="checkbox"/>	<input type="checkbox"/>	
Restroom facilities have been winterized.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool circulation equipment has been winterized.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool furniture has been properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool safety cover has been installed.	<input type="checkbox"/>	<input type="checkbox"/>	
If spa is present, winterize spa pumping equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
If spa is present, install safety cover.	<input type="checkbox"/>	<input type="checkbox"/>	
Off-Season Checklist (Monthly)	Pass	Fail	Problem / Solution
Pool fence gate is locked and secured.	<input type="checkbox"/>	<input type="checkbox"/>	
Building is locked and secured.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool safety cover is installed and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
In-Season Start-Up Checklist	Pass	Fail	Problem / Solution
Gate is self-closing and is operating properly.	<input type="checkbox"/>	<input type="checkbox"/>	
Safety lock is properly installed and operational.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool furniture is safely arranged and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	
No pool furniture is closer than 4' to entrance gate.	<input type="checkbox"/>	<input type="checkbox"/>	
Safety signage is installed in location, and clearly visible in the pool area.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool deck is smooth and level with no trip or fall hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
No Lifeguard on Duty signage is posted if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool hours of operation are clearly posted.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone number signage is posted.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone is installed.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency safety equipment is present (deep depth floating rope, floating ring with rope attached, throw floating buoy, and emergency back board).	<input type="checkbox"/>	<input type="checkbox"/>	
Depth indicators are clearly visible from in the pool and from pool deck.	<input type="checkbox"/>	<input type="checkbox"/>	
Pool circulation equipment is inspected and associated gauges are working properly.	<input type="checkbox"/>	<input type="checkbox"/>	
If present, open restroom for the season.	<input type="checkbox"/>	<input type="checkbox"/>	
Make sure bathroom floor is a nonslip surface and is free of any trip and fall hazards.	<input type="checkbox"/>	<input type="checkbox"/>	

*continued...*

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Test water temperature in bathroom to make sure it does not exceed 120 degrees in temperature.	<input type="checkbox"/>	<input type="checkbox"/>					
If spa is present, ensure spa safety signage is present.	<input type="checkbox"/>	<input type="checkbox"/>					
If spa/hot tub is present, ensure the water temperature does not exceed 104 degrees.	<input type="checkbox"/>	<input type="checkbox"/>					
If spa is present, ensure emergency shut off is present and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>					
Inspect drain covers and pool skimmer covers to make sure they are VGB (Virginia Graeme Baker Pool and Spa Safety Act) compliant. This applies for both pools and spas.	<input type="checkbox"/>	<input type="checkbox"/>					
<b>In-Season Monthly Inspections</b>	<b>Pass</b>	<b>Fail</b>	<b>Problem / Solution</b>				
Inspect and test gate lock to ensure it's operating properly.	<input type="checkbox"/>	<input type="checkbox"/>					
Inspect the condition of the fence to make sure it's in sound condition.	<input type="checkbox"/>	<input type="checkbox"/>					
Inspect pool deck to make sure it's smooth and level with no slip, trip, or fall hazards.	<input type="checkbox"/>	<input type="checkbox"/>					
Inspect condition and placement of the pool furniture.	<input type="checkbox"/>	<input type="checkbox"/>					
Inspect pump pool.	<input type="checkbox"/>	<input type="checkbox"/>					
<b>In-season documentation for water testing frequency may vary for each test.</b>							
	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
Salt if used (2700 to 3400 ppm)							
Free chlorine (1.0 to 3.0 ppm)							
PH (7.2 to 7.8)							
Cyanuric acid stabilizer							
Outdoor pools (30 to 50 ppm)							
Indoor pools (0ppm)							
Total alkalinity (80 to 120 ppm)							
Calcium hardness (200 to 400 ppm)							
Metals (0 ppm)							
Saturation index (-.2 to .2 (0 best))							

**Inspector name, signature, and completion date**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_