

SWIMMING POOL MAINTENANCE CHECKLIST

(Daily Water Chemistry & Operations)

Daily Water Chemistry & Operations

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Test and record free chlorine level. Target: 1.0–4.0 ppm (per CDC Model Aquatic Health Code).							
Test and record pH level. Target: 7.2–7.8. Adjust with muriatic acid (to lower) or soda ash (to raise).							
Test and record water temperature. Recreational pools: 78–84°F. Therapy pools: 80–86°F.							
Check and record the filter pressure gauge reading. Note baseline “clean” pressure for comparison.							
Verify the circulation pump is running and water is flowing through all returns. Check for unusual noise or vibration.							
Skim the pool surface to remove leaves, insects, and floating debris.							
Empty skimmer baskets and pump strainer baskets. Check that the skimmer weir door is in place and working.							
Inspect the pool deck for slip hazards, standing water, broken tiles, or tripping risks.							
Verify all drain covers are intact, securely fastened, and free of cracks (VGB Act compliance — check daily).							
Check that all safety equipment is present and accessible: reach pole, ring buoy, rescue tube, spine board, first aid kit.							
<i>Additional Task:</i>							

Instructions:

Test water chemistry at least twice daily during peak season (morning before opening and afternoon). Record all readings in the pool chemical log. If free chlorine drops below 1.0 ppm or pH is outside 7.2–7.8, close the pool to swimmers until corrected.

SWIMMING POOL MAINTENANCE CHECKLIST

(Weekly Maintenance)

Weekly Maintenance Tasks

from to

TASK	1ST	2ND	3RD	4TH	5TH
Perform a full water chemistry test: free chlorine, combined chlorine, pH, total alkalinity (80–120 ppm), calcium hardness (200–400 ppm), and cyanuric acid (outdoor pools: 30–50 ppm).					
Brush pool walls, tile line, steps, ladders, and corners to remove algae and biofilm buildup.					
Vacuum the pool floor manually or run the automatic pool cleaner. Focus on dead spots where debris settles.					
Shock the pool (superchlorination) per manufacturer dosing guidelines. Post “No Swimming” signage until levels return to safe range.					
Backwash or clean the filter when pressure reads 8–10 PSI above the clean baseline. Follow manufacturer instructions.					
Inspect and clean the pool deck, gutters, and overflow channels. Hose down or pressure wash as needed.					
Check pool jets for proper flow and angle (should point down at approximately 45 degrees).					
Add algaecide, clarifier, and/or stain & scale preventer per manufacturer schedule.					
<i>Additional Task:</i>					

Instructions:

Shock treatment should be performed during off-hours (evening preferred) to allow chlorine levels to return to safe range before swimmers enter. Always post “No Swimming” signage during and after shock treatment until free chlorine returns to 1.0–4.0 ppm.

SWIMMING POOL MAINTENANCE CHECKLIST

(Monthly Inspection)

Monthly Inspection Tasks

Date

TASK	STATUS
Inspect the pump motor and housing for leaks, unusual noise, overheating, or vibration.	<input type="checkbox"/>
Check the pool heater operation and temperature output. Verify the thermostat is calibrated correctly.	<input type="checkbox"/>
Inspect all plumbing connections, valves, and fittings for leaks or corrosion.	<input type="checkbox"/>
Clean the filter media thoroughly (cartridge: rinse and soak; sand: backwash and rinse; DE: backwash and recharge).	<input type="checkbox"/>
Inspect all underwater lights for proper operation and signs of water intrusion into the light housing.	<input type="checkbox"/>
Check the chemical feeder/chlorinator system for proper operation, dosing rate, and cleanliness. Refill chemical supply.	<input type="checkbox"/>
Inspect the pool interior surface for cracks, staining, delamination, or rough spots that could injure swimmers.	<input type="checkbox"/>
Inspect fencing, gates, and self-closing/self-latching mechanisms. All gates must close and latch automatically per code.	<input type="checkbox"/>
Verify the emergency phone or communication device is operational and has current emergency numbers posted.	<input type="checkbox"/>
Review and update the pool chemical log and maintenance records. Confirm they are current and on-site.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Monthly inspections should be performed by the pool manager or certified pool operator. Gate and fence compliance is a common health department violation – check self-closing and self-latching mechanisms every month.

SWIMMING POOL MAINTENANCE CHECKLIST

(Seasonal Opening Procedure)

Seasonal Opening Procedure

Date

TASK	STATUS
Remove the pool cover. Clean, dry, and store the cover properly to prevent mold and damage.	<input type="checkbox"/>
Inspect the pool interior, tile, coping, and deck for winter damage. Note and repair cracks or settlement.	<input type="checkbox"/>
Remove winterizing plugs from return fittings, skimmers, and equipment. Reinstall all standard fittings.	<input type="checkbox"/>
Fill the pool to normal operating level (mid-skimmer height).	<input type="checkbox"/>
Reconnect and prime the circulation pump. Inspect the pump seal, basket, and lid O-ring.	<input type="checkbox"/>
Start the filtration system. Check for leaks at all connections. Verify proper flow and pressure.	<input type="checkbox"/>
Start the heater and verify ignition and temperature output.	<input type="checkbox"/>
Perform a comprehensive water chemistry test. Balance pH, alkalinity, calcium hardness, and sanitizer levels before opening to swimmers.	<input type="checkbox"/>
Shock the pool with an opening dose of chlorine. Allow levels to return to safe range before permitting swimmers.	<input type="checkbox"/>
Inspect all drain covers for VGB Act compliance. Replace any cracked, damaged, or expired covers immediately.	<input type="checkbox"/>
Verify all safety equipment is in place: reach pole, ring buoy, rescue tube, spine board, first aid kit, AED (if required).	<input type="checkbox"/>
Post all required signage: pool rules, depth markers, "No Diving" (where applicable), emergency phone numbers, and hours of operation.	<input type="checkbox"/>
Schedule the health department pre-season inspection (if required by your jurisdiction).	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Complete all tasks before allowing swimmers in the pool. Do not open to the public until water chemistry is balanced and drain covers have been verified. Schedule health department pre-season inspection if required in your jurisdiction.

SWIMMING POOL MAINTENANCE CHECKLIST

(Seasonal Closing Procedure)

Seasonal Closing Procedure

Date

TASK	STATUS
Perform a final comprehensive water chemistry test and balance all levels before closing.	
Superchlorinate the pool and add a winterizing algaecide per manufacturer instructions.	
Lower the water level to below the skimmer mouth (or per local requirements for your climate zone).	
Drain and blow out all plumbing lines to prevent freeze damage. Install winterizing plugs in return fittings and skimmers.	
Shut down and drain the pump, filter, heater, and chemical feeder. Store chemicals in a cool, dry, ventilated area away from heat sources.	
Remove and store ladders, handrails, diving board (if removable), and movable deck furniture.	
Install the pool cover securely. Verify the cover is tight and anchored to prevent wind damage and debris entry.	
Disconnect electrical power to pool equipment (except for any required freeze protection systems).	
Perform a final inspection of fencing, gates, and locks. The pool area must remain secure and inaccessible when unattended.	
File end-of-season maintenance records and note any repairs needed before spring opening.	
<i>Additional Task:</i>	

Instructions:

Proper winterization prevents freeze damage and reduces opening costs the following season. The pool area must remain locked and secured year-round per local code. Store chemicals properly – never store oxidizers and acids in the same area.

SWIMMING POOL MAINTENANCE CHECKLIST

(Safety Equipment & Compliance Audit)

Safety Equipment & Compliance Audit

Date

TASK	STATUS
Verify VGB-compliant drain covers are installed on all suction outlets (main drains, equalizer lines). Check expiration dates — most covers expire in 5–7 years.	
For single-drain pools: confirm a secondary anti-entrapment device is installed (SVRS, automatic pump shutoff, gravity drain, or suction-limiting vent).	
Inspect all reach poles, ring buoys, and rescue tubes for condition and accessibility. Replace worn or damaged equipment.	
Verify the spine board and head immobilizer are present, clean, and in good condition.	
Check the first aid kit: fully stocked with current supplies and no expired items.	
Verify AED is present, charged, and pads are within expiration date (if AED is required at your facility).	
Confirm all depth markers are visible and accurate. "No Diving" signage required where water depth is less than 5 feet.	
Inspect pool fencing: minimum 4 feet high (varies by jurisdiction), no climbable objects within 3 feet, all gates self-closing and self-latching.	
Verify the operating permit/health department certificate is current and posted at the pool entrance.	
Confirm CPO (Certified Pool Operator) or equivalent certification is current for the responsible operator.	
<i>Additional Task:</i>	

Instructions:

The Virginia Graeme Baker (VGB) Pool and Spa Safety Act requires compliant drain covers on ALL public pools. Drain covers expire (typically 5–7 years) — check the manufacturer's expiration date stamped on each cover. Non-compliance can result in immediate pool closure by the CPSC or local health authority.

SWIMMING POOL MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a daily water chemistry log: date, time, free chlorine, pH, temperature, and name of person testing.	
Record all chemical additions: type, amount, time, and reason for adjustment.	
File filter maintenance logs: backwash/cleaning dates, pressure readings, and media replacement dates.	
Keep all professional service reports for equipment repairs, inspections, and seasonal service.	
Maintain VGB drain cover records: manufacturer, model, installation date, expiration date, and inspection history.	
File health department inspection reports and any corrective action documentation.	
Keep records of staff certifications: CPO, lifeguard, first aid, and CPR/AED training with expiration dates.	
Retain all pool maintenance records on-site for a minimum of 2–3 years (check your state requirement).	
<i>Additional Task:</i>	

Instructions:

About 1 in 8 routine public pool inspections result in immediate closure (CDC). The most common violations are insufficient sanitizer, incorrect pH, and drain cover non-compliance. Keeping complete, current records is your best protection during inspections.