

THE IMPORTANCE OF RECORD KEEPING

One of the most important responsibilities of a pool/spa operator or manager is to maintain proper records. Accurate records are essential when working to reduce costs, increase safety, and reduce facility liability. It is important to remember that records should be completed in a timely manner and for some, performed daily. It is imperative for pool operators and facility managers to know what records to keep and how long to keep them. Follow these guidelines as outlined in the National Swimming Pool Foundation's Pool and Spa Operator Handbook:

Why Should My Facility Keep Records?

- To provide an effective legal defense in the face of a lawsuit.
- To comply with governmental requirements/codes regarding sanitation and maintenance.
- To document any injury, identify corrective management action and prevent further injuries at the facility.
- To provide access to information about employee training, background, performance, procedures used, and more.
- To help staff learn how to achieve the facility goals and create a more effective organization.

What Records Should be Kept?

- Supervisors' Reports
- Incident Reports
- Staff Records
- Maintenance Records
- Training Reports
- Water Chemistry Logs
- User Load Logs
- Daily/Weekly/Monthly Inspection Records

The following forms can help managers understand how the facility operates and where wasteful spending can be reduced:

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- Daily Opening & Closing Checklists
- Daily Pool Chemical Log
- Daily Locker Room Maintenance Checklist
- Aquatic Incident Report
- Seasonal Opening Checklist
- Seasonal Closing Checklist
- Preventative Maintenance Checklist
- Pool/Spa Inspection Checklist

Daily Operations Records

The most necessary records to a facility are those kept daily. When recording information, remember to include the date and time that checks are completed. Most codes allow custom daily checklists, as long as they include the minimum requirements including:

- Free Chlorine or Total Bromine
- Combined Chlorine
- Total Chlorine
- pH
- Safety Equipment is in place and functional
- Suction Drain covers are in place and undamaged
- Flow Meter Reading
- Filter Pressure Differential or Pump Vacuum
- Number of Users (daily)
- Water Temperature
- Air Temperature
- Water Clarity
- Filter Backwashing
- Chemicals Added
- Injury Reports
- Skimmer and hair/lint baskets cleaned
- Deck waste containers emptied

* Local codes and regulations will determine exactly what the daily operations report should include.

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Opening and Closing Checklist

Before the facility opens, any unsafe conditions or damaged equipment should be corrected. If it cannot be fixed or made safe by opening time, guests should not be allowed access to the effected area. Signs, ropes or barriers may be necessary to prevent the use of damaged equipment or unsafe areas. When closing the facility, it's important to ensure all equipment is in place, that no patrons remain and the facility is secured.

Other Important Records Include:

- Routine Maintenance Records:
- Manufacturer's Equipment Manuals
- Preventative Maintenance Schedules
- Training Schedules
- Hazard Communication Reports
- Proficiency Reports
- Emergency Response Plans