



POOL SERVICE COMPANY/MAINTENANCE/OWNER CHECKLIST

Complete this form and conspicuously post **SEPARATE CHECKLISTS FOR EACH POOL**. For additional questions and concerns regarding this form, contact Environmental Health Services at 650-372-6200.

FACILITY NAME

DATE OF SELF INSPECTION

SITE ADDRESS/CITY/ZIP

TYPE

PR #

NAME OF PERSON IN CHARGE

CONTACT EMAIL ADDRESS

PRIMARY PHONE NUMBER

Fill in the proper information below and initial each section to verify that those sections are in compliance. If the section does not apply, mark N/A for not applicable in the initials box. Contact this Department if you have any questions about the sections.

FREE CHLORINE (ppm)

pH

CYANURIC ACID (ppm)

POOL VOLUME (gal)

TURNOVER RATE

OBSERVED FLOW RATE (gpm)

DOORS/GATES/ENCLOSURE

(1) Gates self-latching & self-closing: Gates & doors shall be equipped with self-closing & self-latching devices designed to keep the gate or door securely closed. Opening hardware shall be no lower than 42" and no higher than 44" (3119B.2.1).

INITIALS

(2) Emergency exit designated with sign & functional: The pool enclosure shall have at least one means of egress without a key for emergency purposes. Unless all gates or doors are so equipped, those gates and/or doors which allow egress without a key shall be clearly labeled in letters at least 4" high "EMERGENCY EXIT" (3119B.2.3).

INITIALS

(3) Fence/gate meets minimum height requirements (4' or 5'): The enclosure shall have a minimum effective height of 5' as measured from the outside on or after July 1, 1994. Notwithstanding the foregoing effective date, no fence enclosure shall be less than 4 feet in height (3119B.1, 3119B.4).

INITIALS

(4) Climbing hazards not present within 5' of fence exterior: The enclosure shall be designed & constructed so that it cannot be readily climbed by small children. Horizontal & diagonal member designs, which might serve as a ladder for small children, are prohibited. Horizontal members shall be spaced at least 48" apart. Planters or other structures shall not be permitted to encroach upon the clear span area (3119B.1.3).

INITIALS

WATER TREATMENT/QUALITY

(5) Water clarity maintained with main drain visible: The public operator shall maintain clear pool water while the public pool is in use. The pool operator shall close the public pool if the bottom of the pool at the maximum depth is not clearly visible from the deck. If the bottom of the pool drain is still not visible within 48 hours after the inspection and closure by the enforcing agent, the enforcing agent may order the pool drained (65527).

INITIALS

(6) Pool free from algae growth & debris/Proper water level: Floating scum or debris shall not be allowed to accumulate in the pool. The bottom and sides of the pool shall be kept free of slime and algae. The pool operator shall ensure that water levels shall be maintained and operated to remove such material continuously through the pool skimming system (65533).

INITIALS

(7) Meets bacterial/chemical/indoor air standards: When pool is open for use, bacteriological & chemical quality should follow health & safety standards & not cause irritation of eyes/skin, or have other objectionable physiological effects (65531, 3121B).

INITIALS

SAFETY EQUIPMENT

(8) Lifeguard(s) present with certification/first aid kit available: Lifeguard service shall be provided for any public swimming pool in which a direct fee is charged for use. All lifeguards & swim teachers shall be trained & certified as required. Additional safety equipment such as A Red Cross 10-Person Industrial First Aid Kit or the equivalent shall be provided (1797.182, 115952, 116028, 116033, 116045, 65539, 65540).

INITIALS

(9) Rescue pole (12') with attached body hook, visible & accessible: Provide an at least 12' rescue pole with permanently attached body hook in good repair (65540).

INITIALS

(10) Life ring with attached rope, mounted & visible: Pool must have a life ring with a minimum exterior diameter of 17". Life rings shall have an attached 3/16" line long enough to span the maximum width of the pool (65540).

INITIALS

(11) Suction outlet fittings properly installed & in good repair (VGB): Each pool shall be provided with an approved submerged suction outlet fittings designed to prevent physical entrapment & not pose any suction hazard to bathers (3137B.1).

INITIALS

(12) Secondary anti-entrapment device in place (VGB): Every pool with a single main drain that is not unblockable shall be equipped with at least one or more devices or systems that are designed to prevent physical entrapment by pool drains (116064, 3162.5).

INITIALS

SAFETY SIGNS: All signs shall have clearly legible letters or numbers not less than 4 inches (102 mm) high, unless otherwise required in this section, affixed to a wall, pole, gate or similar permanent structure in a location visible to all pool users (3120B).

(13) Occupant load: Occupant load: pool-1 bather per 20 sq. ft. surface area.

INITIALS

(14) "No Diving": "NO DIVING" at pools with depth of 6' or less.

INITIALS

(15) "Warning-No Lifeguard on Duty": "Where no lifeguard service is provided, a warning sign shall be posted stating, "WARNING: NO LIFEGUARD ON DUTY."

INITIALS

(16) No children under 14 without an adult present (>1"): The sign also shall state in letters at least 1 inch (25 mm) high, "Children under the age of 14 shall not use pool without a parent or adult guardian in attendance."

INITIALS

(17) Artificial Respiration/CPR (> 1/4"): An illustrated diagram with text at least 1/4 inch (6 mm) high of artificial respiration and CPR procedures shall be posted.

INITIALS

(18) Emergency 911/ local emergency contact /site address (4"): The emergency telephone number 911, the number of the nearest emergency services, and the name and street address of the pool facility shall be posted.

INITIALS

(19) "No Use of Pool After Dark" (4"): Where pools were constructed for which lighting was not required, a sign shall be posted at each pool entrance on the outside of the gate(s) stating, "NO USE OF POOL ALLOWED AFTER DARK."

INITIALS

(20) "Keep Closed" on gate exteriors (4"): A sign shall be posted on the exterior side of gates and doors leading into the pool enclosure area stating, "KEEP CLOSED."

INITIALS

(21) Diarrhea warning (> 1"): Diarrhea warning sign at the entrance a sign stating persons having active diarrhea within the previous 14 days shall not be allowed to enter the water.

INITIALS

SUPERVISION

(22) Permit available: No pool shall be placed in use without the written approval of the enforcing agent. A person proposing to construct, reconstruct or alter a swimming pool or auxiliary structure/equipment shall submit legible plans & specifications to the enforcing agent for review, & obtain written approval prior to commencing the work & in advance of the issuance of any building, plumbing or electrical permit (116038, 65511, 3105B).

INITIALS

(23) Operating records available/complete: Every person operating/maintaining a pool must maintain records including disinfectant residual, pH & maintenance. If cyanuric acid is used, monitor & record monthly. (116048, 65523).

INITIALS

(24) Approved pool water test kit available: The pool operator shall maintain a test kit for measuring the disinfectant residual, pH and cyanuric acid, if used, at the public pool (65529).

INITIALS

(25) Animals excluded; service animals exempt to deck areas only: Animals shall not be permitted in the public pool or ancillary facilities except as provided by Civil Code sections 54, 54.1 and 54.2 (65534).

INITIALS

(26) No employee/patron with a communicable disease: No public pool employee/person having a communicable disease while in an infectious state shall work in any capacity at a public pool. No public pool employee or pool user having a communicable disease while in an infectious state shall enter public pool water (65541).

INITIALS

POOL STRUCTURE

(27) Pool shell maintained & in good repair: The interior pool finish shall completely line the pool, be durably built & watertight (3108B).

INITIALS

(28) Water line tiles clean & in good repair: Waterline tiles shall be kept in good repair and free of slime or algae (65533, 65535).

INITIALS

(29) Coping or equivalent present & good repair: Every pool shall be provided with handholds, in good repair, around the entire perimeter at/within 9" above the water line. Pool coping shall be slip-resistant (3112B.1, 3112B.3, 3114B.1).

INITIALS

(30) Depth markers installed, readable, accurate & in good repair: Water depth marker shall be clearly & accurately (within 6") marked on the vertical pool walls (and deck as required) at or above the water level in 3" letters (3110B.1, 3110B.4.1).

INITIALS

(31) Depth marking line (break-in-slope) present as required: In pools deeper than 5' (feet), there shall be installed a 4" wide slip-resistant, contrasting color, tile line across the bottom of the pool where the water depth is 4 1/2' (3108B.3, 3110B.3).

INITIALS

(32) No protrusions/projections/decorative designs present: The surfaces of the pool shall not have any unapproved projections or recessed areas (3108B.4, 3110B.1).

INITIALS

(33) Skimmer/overflow system assembly operational & complete: The pool shall be equipped with skimming methods. Each skimmer assembly shall have an automatically adjusting weir, an air-lock protective device, a removable & cleanable screen or basket, & be kept in good repair (3136B.1).

INITIALS

(34) Water return inlet fittings in good repair: Inlet fittings shall be available and approved. Wall inlets shall be capable of adjusting the direction of flow (3137B.2).

INITIALS

(35) Lighting operational, properly installed & in good repair: Pools used at night shall have lighting which provides complete illumination of all underwater & pool deck areas (3115B.1, 3115B.2, 3115B.3, 3120B.9).

INITIALS

(36) Hand & grab rails/stairs present & in good repair: Hand railings (at least 28" high) shall extend over the coping or edge of the deck for each ladder & stephole to at least a point above the top of the lowest step. Spa stairs should be equipped with one or two handrails, dependent on riser height, installed over the steps, with the leading railing edge extending up to a point not less than 12" from the plane of the bottom riser (3111B, 3112B).

INITIALS

(37) Ladders/step holes properly installed/maintained: Pools having a depth greater than 4.5' shall have a means of entry & exit to & from the shallowest & deepest portions of a pool consisting of steps, recessed steps, ladders, stairs, or a combination of them. Pools with width over 30' shall have entry and exit at each sides, not more than 100' apart. Ladders shall be rigidly installed & provide clearance of 3"-5" between any part of the ladder & the pool wall. Steps & stepholes shall be designed to be readily cleaned (3111B.1, 3111B.2).

INITIALS

POOL STRUCTURE CONTINUED

(38) Deck in good condition, free of slip/trip hazards: The area surrounding a pool must be sloped to deck drains or disposal areas, not to the pool, & kept in good repair (3114B.1, 3114B.3, 3114B.4).

INITIALS

(39) 4' of unobstructed deck around perimeter of pool & 50% spa: Maintain a minimum continuous & unobstructed 4' wide slip-resistant, non-abrasive deck area flush with the top of the pool shell extending completely around the pool & 4' on both sides & rear of any diving board or slide (3114B.1).

INITIALS

(40) Diving board properly maintained: Diving boards and their supports, platforms and steps shall be constructed to carry the maximum anticipated load. Steps shall be easily cleanable. Railings are required at diving boards over one meter high (3103B.1, 3113B.1, 3113B.2).

INITIALS

(41) No electrical hazards present in pool area: Public pools shall be operated and maintained to eliminate electrical hazards (116049b, 3160.2B).

INITIALS

EQUIPMENT ROOM

(42) Accurate flow meter installed & functional: The recirculation system shall have a flow meter, accurate within 10% of actual flow (3125B.3).

INITIALS

(43) Pressure gauges/valves installed & functional: A pressure gauge shall be provided on each filter influent & effluent line. A vacuum gauge shall be provided for suction-type filters (3125B.2).

INITIALS

(44) Pumps functional when pool is open & turnover is met: The pumps must be kept in operation whenever the pool is available for use and kept in good repair (65525, 3126B.2, 3133B, 3133B.1, 3133B.3).

INITIALS

(45) Automatic disinfectant feeder properly installed & functional: Each pool shall be provided with a separate recirculation system designed for the continuous disinfection of the pool water. The system shall be operational while the pool is open for use (65529a, 3103B.1, 3123B.1, 3133B.3, 3134B.3.1).

INITIALS

(46) Electrical or other hazards not present in equipment area: All electrical work required for compliance with this section shall be performed by an electrician licensed pursuant to Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code (65521c, 3160B.2).

INITIALS

(47) Filter maintained & properly installed: Filters shall withstand normal & continuous use without deterioration which could affect filter operation, maintain clean & clear pool water, prevent the passage of unfiltered water, be easily disassembled & inspected, be easily restored to the design capacity & resist electrolytic corrosion (65525a, 3103B.1, 3128B.1, 3128B.2, 3128B.3).

INITIALS

(48) Backflow prevention provided as required: No direct connection of the pool or its recirculation system shall be permitted with a sanitary sewer, storm drain or drainage system. When permitted by local regulations, discharge to a sanitary sewer shall be through an air-gap type separation. Contact your local sanitary district for approval prior to discharging pool water into the sewer system (3141B.5).

INITIALS

(49) Proper disposal of wastewater: Material cleaned from filters, waste & backwash water shall be disposed of without creating a nuisance. In accordance with applicable local regulations, the backwash water shall be disposed of to a sewer system or by another approved method. Pumps & drain piping shall have sufficient capacity to receive pool system backwash without overflow (3141B.1, 3141B.5).

INITIALS

(50) Light switches & GFCI installed & maintained: All light fixtures operating at more than 15v in public swimming pools shall be protected by a ground-fault circuit interrupter in the branch circuit & have encapsulated terminals (116049b, 3160B.2).

INITIALS

(51) Pipes labeled with direction of flow & system identification: Label pipes with directional symbols in the direction of flow on all piping in the equipment area. Where the recirculation equipment for more than one pool is located on site, the equipment shall be marked as to which pool the system serves. Valves & plumbing lines shall be labeled clearly with the source or destination descriptions. (3120B.17).

INITIALS

ANCILLARY AREAS

(52) Restrooms/showers clean/functional/stocked/hot water (Max 110°F): Toilets, urinals, showers, wash basins & other plumbing fixtures shall be clean & in good repair. Showers shall be provided with soap in dispensers or containers. Showers & lavatories shall be provided with hot (limit 110°F) & cold or tempered water, handwashing soap, sanitary towels or hot air blowers, & toilet tissues in permanently installed dispensing devices. Floors should be non-absorbent, non-slip & kept free from cracks or defects (65535, 65537, 65551, 3116B.1, 3116B.2, 3116B.3, 3116B.4).

INITIALS

(53) Hose bib(s) installed with vacuum breakers as required: Hose bib(s) shall be available at each pool & protected against backflow (3118B).

INITIALS

COMMENTS:

BY SIGNING BELOW, I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS AND INFORMATION MADE HEREIN ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I MUST NOTIFY SAN MATEO COUNTY, ENVIRONMENTAL HEALTH SERVICES OF ANY INTENDED CHANGES TO THE ABOVE MEASUREMENTS AND/OR STATEMENTS.

COMPLETED BY (PRINTED NAME)

SIGNATURE

TITLE

DATE

CPO NUMBER

COMPANY NAME

CONTACT PHONE NUMBER