Summit Pool
Opening & Closing Procedures

Opening Procedures
□ Disarm & open the building.
□ Turn on handicapped door opener.
□ Use allen wrench to open outside doors.
□ Unlock public restrooms.
□ Lock hallway doors leading to main building.
□ Test chlorine, pH (3 times a day), alkalinity, calcium hardness (once per day), record the Chemtrol readings (water flow rate) & record in log book.
□ Walk through chemical room & check area for leaks, sounds, chemical needs, temperature, water level & water clarity.
□ Walk deck & check area for safety, check guard chair (tube/pack), check diving board bolts, check emergency phone and general cleanliness & safety.
□ Unlock the locker room doors & entry way doors.
□ Ensure staffing is adequate for activity level for the day & assign lifeguard duties.
□ Set out sign-in book and have money bag, punch cards and hole punch ready.
□ Patron sign-in.
□ If special equipment is needed for lessons, open equipment room & assist instructors in placing the plunge line or divider lane.
□ If necessary, put in lane lines for lap swim or if facility will be shared with other events.
□ Administer daily programs & promote the safe usage of the pool and be an ambassador for all pool activities & pool rules (swim test/patron usage).
□ Be responsible for enforcing all emergency plans & completion of reports.

Closing Procedures
□ Have guards check locker rooms & bleacher areas, shut lockers, flush toilets, pick-up lost/Found items, turn off showers.
□ Count money, fill-out daily receipt, place money & receipt in the envelope, lock up envelope & money bag.
□ Inform patrons that pool side locker room doors will be locked & that they must exit through the hallway doors.
□ Secure the pool area prior to moving to the chemical room. Lock locker room doors & entry way doors. Walk deck & check all west end doors are locked.
□ Test & record chemicals, check Chemtrol readings.
□ If necessary, place vacuum in pool.
□ Turn off lights & sound system.
□ Lock pool office.
□ Check that all entrances to pool are secure
□ Check that hallway doors are locked
□ Lock public restrooms
□ Check that south end entrance doors are locked.
□ Use allen wrench to close outside doors.
□ Turn off & lock down handicapped door.
□ If appropriate, set alarm.
□ Pull on all doors from the outside of the building to make sure they are all locked.