

**Lifeguard Daily Procedure Sheet**

pH: \_\_\_\_\_ (7.2 - 7.8)

Cl: \_\_\_\_\_ (3.0-10.0)

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

**Facility:** \_\_\_\_\_

[First guard clocked in = LG 1, Second guard clocked in LG 2, (etc.)]

Shift		Name	Management Break/Training Report							
			10 Min Break Time	Mgmt Initials	30 Min Break Time	Mgmt Initials	10 Min Break Time	Mgmt Initials	In-Service	Mgmt Initials
LG 1	HALF / FULL									
LG 2	HALF / FULL									
LG 3	HALF / FULL									
LG 4	HALF / FULL									

OPENING DUTIES		Staff Initials	Manager Initials	COMMENTS / QUESTIONS / CONCERNS
LG 1&2	Clock in on WIW/Check in on OneTeam360			
LG 1	Retrieve Facility Keys (unlock/open facility <b>only</b> when guard on stand and facility is ready)			
LG 1	Conduct bottom scan of water			
LG 1	Check pool chemistry and document on log ( <b>report if out of range</b> )			
LG 1	Set up lifeguard stand with gear in proper location			
LG 1	Bring out First Aid kit and <b>check inventory</b>			
LG 2	Open all umbrellas / Organize furniture and clean any trash / debris			
LG 2	Bring out Backboard(s) and <b>check all straps/HID</b>			
LG 1&2	Inspect Facility: Check water clarity, Railing, Gates, drain covers, skimmers, etc.			
LG 1&2	Contact Manager on Duty with any issues / Open			

CLOSING DUTIES		Staff Initials	Manager Initials	COMMENTS / QUESTIONS / CONCERNS
LG 1&2	Conduct bottom scan of water			
LG 2	Organize furniture and pick up trash			
LG 2	Store all lifeguard gear and backboard in guard shack			
LG 1	Close umbrellas/store (wind!!)			
LG 1	Total patron count and document/ <b>post in WIW chat</b>			
LG 1&2	Lock up facility			
LG 1&2	Return keys to designated location			
LG 1&2	Clock Out			

**DAILY POOL USAGE BY TIME BLOCK**

Time Blocks	TOTAL # of families <u>not</u> individual people	COMMENTS/Closures
11:00am - 1:00pm		
1:01pm - 3:00pm		
3:01pm - 7:00pm		
<b>TOTAL</b>		

**Daily Total (from Sign in Sheet):** \_\_\_\_\_