

Lifeguard Daily Procedure Sheet

Date: _____

Facility: HOJO- CASTAWAY COVE

Management Break/Training Report

Shift	Name	10 Min Break Time	Mgmt Initials	30 Min Break Time	Mgmt Initials	10 Min Break Time	Mgmt Initials	In-Service	Mgmt Initials
Lifeguard 1									
Lifeguard 2									
Lifeguard 3									
Lifeguard 4									
Lifeguard 5									
Lifeguard 6									
Lifeguard 7									
Lifeguard 8									
Lifeguard 9									

OPENING DUTIES	Staff Initials	Manager Initials	COMMENTS
GRAB PHONES FROM CHARGING STATION			
GRAB ADA CHAIRLIFT BATTERY FROM CHARGING STATION			
GRAB FIRST AID BOX			
GRAB LG CLIPBOARD FROM CABINET IN OFFICE KITCHEN			
CHECK FIRST-AID BOX FOR ESSENTIALS			
PLACE BELONGINGS IN GREY STORAGE CABINET			
BOTTOM CHECKS (Make sure bottom of Water & Slides is clear)			
INSERT BATTERY FOR ASSISTIVE CHAIR			
TEST ADA CHAIRLIFT FOR MOVEMENT			
REMOVE SLIDE CLOSURES FROM SHUTDOWN LANES			
INSPECT HANDRAILS OF HOTTUB			
INSPECT FACILITY FOR HAZARDS (SLIDES, WATER, & DECK)			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
PERFORM SLIP TEST AROUND FACILITY			
CHECK MECHANICAL ROOM DOORS CLOSED/LOCKED			
ENSURE LIFEGUARD EQUIPMENT (TUBES/AED) READY FOR USE			
CONTACT MANAGER ON DUTY WITH ISSUES			

CLOSING DUTIES	Staff Initials	Manager Initials	COMMENTS
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
CLOSE ALL UMBRELLAS			
STORE LIFEGUARDED EQUIPMENT (tube) IN TOWEL STORAGE			
PLACE "SLIDE" CLOSURES IN SHUTDOWN LANES			
CLEAR BATHROOMS			
REMOVE PERSONAL BELONGINGS AND LOCK GREY CABINET			
BOTTOM CHECKS (Make sure bottom of Water & Slides is clear)			
GRAB PHONE(S) & CHARGE PHONES			
REMOVE ADA BATTERY ; TAKE TO CHARGING STATION			
RETURN FIRST AID BOXES TO CABINET IN OFFICE KITCHEN			
STORE LG CLIPBOARD TO CABINET IN OFFICE KITCHEN			
TAKE DRY LOST AND FOUND TO BACK OFFICE; FILL OUT SLIP; PLACE ON CONTAINER			
RETURN KEYS TO MOD			

DAILY POOL USAGE			
TIME	Deck Count	Water Count	Hourly & Total
10:00 A.M			
11:00 A.M.			
12:00 P.M.			
1:00 P.M.			
2:00 P.M.			
3:00 P.M.			
4:00 P.M.			
5:00 P.M.			
6:00 P.M.			
7:00 P.M.			
8:00 P.M.			
9:00 P.M.			
10:00 P.M			
TOTAL			

MANAGER OF THE DAY (MOD):

A.M. MOD:

MID MOD:

P.M. MOD:

Daily Total: