

Lifeguard Daily Procedure Sheet

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

Facility: **HOJO- Garden Pool**

		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									

OPENING DUTIES	Staff Initials	Manager Initials	COMMENTS
GRAB PHONES FROM CHARGER FROM OFFICE			
GRAB ADA CHAIRLIFT BATTERY FROM CHARGING STATION			
GRAB FIRST-AID BOX			
CHECK FIRST-AID BOX FOR ESSENTIALS			
GRAB LG CLIPBOARD			
<b>BOTTOM CHECKS (Make sure bottom of water is clear)</b>			
INSERT BATTERY FOR ASSISTIVE CHAIR			
TEST ADA CHAIRLIFT FOR MOVEMENT			
PLACE PERSONAL BELONGINGS IN CABINET IN PUMP ROOM			
ENSURE LIFEGUARD EQUIPMENT (Tubes/AED) READY FOR USE			
INSPECT HANDRAILS AROUND POOL			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
PERFORM SLIP TEST AROUND POOL			
INSPECT FACILITY FOR HAZARDS			
CHECK MECHANICAL ROOM DOORS CLOSED/LOCKED			
PLACE LIFEJACKETS OUT FOR DISPLAY			
CONTACT MANAGER ON DUTY WITH ISSUES			

CLOSING DUTIES	Staff Initials	Manager Initials	COMMENTS
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
STORE LIFEGUARD EQUIPMENT (tube) IN TOWEL STORAGE			
CLOSE UMBRELLAS			
PLACE LIFEJACKETS AWAY IN STORAGE			
REMOVE ADA CHAIRLIFT BATTERY TO CHARGING STATION			
<b>BOTTOM CHECKS (Make sure bottom of water is clear)</b>			
REMOVE PERSONAL BELONGINGS AND CLOSE PUMP ROOM			
GRAB PHONE(s)/ FIRST-AID BOX & RETURN TO OFFICE			
RETURN PHONES & IPAD TO CHARGING STATION			
TAKE <b>DRY</b> LOST AND FOUND TO OFFICE; FILL OUT SLIP; PLACE ON CONTAINER			
RETURN FIRST AID BOX TO STORAGE			
RETURN LG CLIPBOARD TO STORAGE			
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			

Daily Total:

MANAGER OF THE DAY (MOD):

A.M. MOD:

MID MOD:

P.M. MOD: