

Opening Daily Procedure Sheet

Date: _____

Facility: Palm Springs Surf Club Waterpark

GENERAL WATER PARK OPENING CHECKLIST		Staff Initials	Manager Initials	COMMENTS
CLOCK IN ON WIW & CHECK-IN ON OT360, PUT PERSONAL ITEMS AWAY				<i>CHECK IN = 1PT FOR THE DAY!</i>
MAINTENANCE OPENING CHECKLIST				
RADIO CHECK, DISTRIBUTE RADIOS (6)				
PUT OUT LIFEGUARD BINDERS AT POOL AND HOST				
CHECK ALL SAFETY GEAR: AED, FIRST AID, BACKBOARDS ETC.				
CHECK SAFETY SIGNAGE PLACEMENT AND VISIBILITY OF ALL POOLS' BOTTOMS				

LARGE SLIDES OPENING CHECKLIST		Staff Initials	Manager Initials	COMMENTS
ENSURE THAT FIRST AID KIT, MISTER, RESCUE TUBES, AND RADIOS ARE OUT				
SCAN BOTTOM OF CATCH POOL, REPORT IRREGULARITIES TO MANAGEMENT				
CHECK SLIDE SURFACES FOR CHIPS, CRACKS, OR ANY OTHER CONDITION THAT MAY CAUSE INJURY TO THE RIDER				
ENSURE ALL WALKING PATHS AND POOL ENTRANCES ARE CLEAR				
WALK UNDER SLIDES, INSPECT BOLTS. REPORT IRREGULARITIES TO MANAGEMENT IMMEDIATELY				
ENSURE PROPER CONDITION OF ALL RAFTS/TUBES				
CHECK WATER LEVEL, REPORT LOW WATER LEVEL TO MANAGEMENT				
INSPECT GPM FLOW GAUGES FOR PROPER FUNCTIONALITY AND READY STATE; REPORT ANY INCONSISTENCIES OR OTHER HAZARDS TO MANAGER				
ENSURE ALL E-STOPS ARE IN READY STATE AND WORKING CONDITION				
ORGANIZE TUBES AND VERIFY SURROUNDING AREA IS CLEAN.				
PRE-OPERATIONAL TEST CYCLE COMPLETED BY MANAGER				

GROM SLIDES OPENING CHECKLIST		Staff Initials	Manager Initials	COMMENTS
SCAN BOTTOM OF CATCH POOL, REPORT IRREGULARITIES TO MANAGEMENT				
CHECK SLIDE SURFACES FOR CHIPS, CRACKS, OR ANY OTHER CONDITION THAT MAY CAUSE INJURY TO THE RIDER				
ENSURE ALL WALKING PATHS AND POOL ENTRANCES ARE CLEAR				
INSPECT ANCHOR BOLTS, REPORT ANY IRREGULARITIES TO MANAGEMENT.				
CHECK WATER LEVEL, REPORT LOW WATER LEVEL TO MANAGEMENT				
INSPECT GPM FLOW GAUGES FOR PROPER FUNCTIONALITY AND READY STATE; REPORT ANY INCONSISTENCIES OR OTHER HAZARDS TO MANAGER				
ENSURE E-STOP IS IN READY STATE AND WORKING CONDITION				

LAZY RIVER/POOL OPENING CHECKLIST		Staff Initials	Manager Initials	COMMENTS
ENSURE ALL WALKING PATHS AND POOL ENTRANCES ARE CLEAR				
ENSURE WATER LEVELS ARE AT A SAFE AND ACCURATE DEPTH				
ENSURE PROPER CONDITION OF ALL RAFTS/TUBES				
SCAN BOTTOM OF RIVER, REPORT IRREGULARITIES TO MANAGEMENT				
ENSURE THAT FIRST AID KIT, MISTER, BINDERS, RESCUE TUBES, AND RADIOS ARE OUT				
LAY OUT RESCUE TUBES AT LIFEGUARD STATIONS ALONG RIVER AND POOL				
ENSURE E-STOPS ARE IN READY STATE AND WORKING CONDITION				
CHECK SURROUNDING AREAS FOR TRASH AND ORGANIZE TUBES BY RIVER AND POOL STAIRS. (STRAIGHTEN UP CHAIRS AND TABLES AS NECESSARY)				
MANAGER TURN ON RIVER AND ENSURE FLOW IS WORKING PROPERLY				

CLOSING CHECKLIST		Staff Initials	Manager Initials	COMMENTS
LOCKING ACCESS TOP OF SLIDE (NO ACCESS)				
CHECKING BOTTOMS OF BODIES OF WATER				
CHECK OFF PROCEDURES				
CHECK FOR NO FOREIGN OBJECTS IN BODIES OF WATER AND WALKWAYS				
ORGANIZE FURNITURE AROUND FACILITY (THIS INCLUDES: AROUND SPLASH PAD, IN FRONT OF RESTURANT, BY WAVE POOL)				
CLOSE UMBRELLAS AROUND THE FACILITY				
BRING IN ALL: LG BOUYS, FIRST-AID KITS, MISTING FANS				
CLEAN UP ALL TRASH AROUND STANDS AND NEARBY FACILITY AREAS				
CLEAN UP BREAK ROOM, REMOVE ITEMS FROM FRIDGE				

Opening & Closing Procedure Breakdown

Overall Opening Procedure

MEET IN BREAK ROOM BEHIND WAVEPOOL

- Get ready for shift; put personal items away in lockers
- Clock-in through When I Work app at specified time
- Check In through OneTeam360 app
- Receive Duties from Lifeguard Manager & Grab Opening Daily Procedure Sheet
- Verify Manager has looked over Maintenance Checklist
- Amongst your opening team verify 6 radios are charged and ready to be brought out (2 for slides, 4 for river and pool); Perform a radio check
- Check First Aid Kits for essential items
- Enter EMT room and verify AEDs are accessible and ready to go
- Verify that the backboard by the west bridge (between slides and pool) has head blocks and clearance
- Check all signage is visible and not blocked in any way (Double-Up, Wipe-Out, Closeout, Groms, Lazy River)

Large Slides

1. Bring Lifeguard Binder, first aid kit (place at top of slides), bring Misting fan, a lifeguard tube and 2 radios to slides; 1 radio at the catch pool buttons, 1 radio at the top of slides. Place LG Binder by Button Dispatch.
2. Verify the catch pool is clear, the bottom is visible, and the water level is at a safe height (the depth numbers on the walls should be at LEAST half submerged in water)
3. Check catch pool plaster for bubbles, cracks, or chips in the floor or tiles
4. Scan the surrounding pool deck for any hazards, abnormalities, or anything that may cause injury
5. Walk up the dirt path under the slides looking at the anchor bolts that hold the slides together. You should be inspecting for any corrosion, looseness, damage or play. Anything suspicious should be immediately reported to management.
6. Ensure both E-Stops (top & bottom) are not engaged but in a working condition
7. Walk down each slide (Wipe-Out, Close-Out, Double-Up) and check all surfaces in which riders contact. Look out for chips, cracks, or any other hazards that may cause harm to rider. Anything seen must be reported immediately to management.
8. Once all slides and catch pool is verified, ask manager to turn on slides.
9. When slides begin to have a constant flow, verify that catch pool water level is at least touching the lip of all slides.
10. At the top of slides under the dispatch areas are 4 flowmeters (1 for Wipe-Out, 1 for Close-Out, 2 for Double-Up), verify they are displaying the correct numbers for each slide. (Numbers are TBD on Surf Club)
11. Check condition of double tubes and single tubes to ensure they are properly inflated and ready for the day
12. Have managers ride all slides as a pre-operational test before sending any patron. Remove cones from hill pathway.

Grom Slides

1. Scan bottom of catch pool for clarity and any large items or debris. Look for cracks or bubbles in the plaster.
2. Look at the surrounding walkways & dispatch area. Check for obstructions, hazards, or irregularities.
3. Ensure water level is at a safe height (the depth numbers on the walls should be at LEAST half submerged in water) if water is too high or too low, report to manager immediately.
4. Walk both slides examining anywhere riders will make contact. Look for any hazards such as cracks, bumps, sharp edges, or any other hazard that will cause injury.
5. Check slide bolts on exterior for anything loose, damaged or lacking integrity
6. Ensure E-Stop is not damaged and ready for service. Be sure it is not engaged.
7. Turn on power with the grey flip-switch and turn on pumps by using green button.
8. Once water is flowing consistently down slides, verify water level is still touching lip of bottom of slides. If it is not, notify management to tell maintenance.
9. Ensure height stick is in place (if they are taller than the stick, they cannot ride the Grom slide) and remove cone blocking entrance once service begins.

Lazy River

1. Bring out necessary lifeguard tubes to spots being used for the day: Entrance, Exit, Corner Stairs by Restaurant, Long Stretch by Wave Pool. Radios should be posted at each of these stands as well, along with a first aid kit at the entrance and a Mister fan at the corner stair by the restaurant. Place Lifeguard Binder at entrance of wave pool.
2. Ensure all perimeters and walkways are clear and free of debris. Pick up any trash and make sure areas are clean
3. Verify clarity and proper water level throughout river (depth numbers should be at least half-way submerged in water)
4. Examine bottoms and walls of entire river for any large items, debris, bubbling, chips, cracks, or any other hazards. Report anything to management immediately.
5. Ensure E-Stops are in place and in proper condition. One should be at every stairway of the river attached to the fence.
6. Verify tubes are properly inflated and not damaged.
7. Have manager turn on river and ensure proper flow.
8. If ADA chair is needed, have manager retrieve battery from Jose's office.

Pool

- Bring a Lifeguard Tube, first aid kit, a radio, and a lifeguard binder to the lifeguard stand.
- Check the bottom of the pool for clarity, large items, debris, bubbling, chips, cracks, or other hazards. Anything must be immediately reported to management.
- Walk the perimeters of the pool area looking for any obstructions, trash, or hazards. Or cracks in the tiles
- Verify proper water level. For the pool, the water should be spilling over the edge into the drains along the sides of the pool.
- Help set up umbrella. Organize any furniture and straighten up daybed blankets
- If ADA chair is needed, have manager retrieve battery from Jose's office.

Overall Closing Procedure

ALL ATTRACTIONS CLOSE AT 5:50P

(EXCEPT ON SATURDAYS; LAZY RIVER AND POOL WILL REMAIN OPEN UNTIL 11P)

- Starting at **5p** any guards available & deck support will start sweeping the entire facility, pick up trash
- Organize unused furniture, making sure chairs are organized & that lounge chairs are on their highest setting.
- Put down umbrellas that are not being used by guests or guards. Ensure you secure the wrap around them to guarantee wind will not cause any damage to it.
- Tubes should be collected around the park and organized in between the catch pools. They shouldn't be stacked more than 4 high and must look aesthetically pleasing.
- Check in with managers to see what else should be done (draining water canteen, rinsing out Gatorade canteen, clean break room etc.)

Lazy River

- At **5:40p** begin warning the guests that we are closing the river in 10 minutes. At **5:45p** begin directing the guests out of the river asking them to leave their tubes in between the catch pool amongst the others.
- Once river is clear, collect:
Radios, LG Tubes, LG Binder, E-Stops, Mister Fans, and First Aid Kit; prepare items to get moved back into office. Collect ADA chair battery if used.
- Walk river and ensure it is clear of guests. Pick up any trash around the deck and put down all umbrellas. Any lost and found items should be returned to a manager.
- Ensure all entry ways are blocked off to prevent guest entry.
- Communicate with managers when all the previous tasks are complete so they can shut down the river motor.

Slides

- At **5:45p** let guests know the slide is closing in 5 minutes. Closer to **5:50p** have an available guard cone off the bottom of the hill that leads to the top of slides.
- Ensure with guards that guests are no longer going down the slides. Once it is confirmed there are no more riders, initiate **BOTTOM E-STOP** do not use the e-stop at the top of slides.
- Collect: Radios, First Aid Kit, LG Binder, LG Tube, Mister Fan. Bring down any trash and lost & found items. L & F items should be returned to a manager. Other items should be prepared to be returned to the office
- Ensure there are no riding tubes at the top of slides, they should be returned to the organized pile between the catch pools.
- Put down all umbrellas.

Pool

- Pool guard should remain at the pool until **ALL** guests have exited the island area. Even if they are not in the pool there is still a risk of a child or someone jumping into the water.
- Ensure there is nothing at the bottom of the pool.
- Prepare the First Aid Kit, LG Tube, LG Binder, Radio all to be brought back to the office.
- At this point other guards should have helped with clean up around the area, but ensure furniture is organized, trash is picked up and umbrellas are put down and secured.

Breakroom & Office

- Return any rotation cards to manager
- Help organize items in office with the help of a manager
- Ensure the breakroom is clean and all personal items are removed as well as anything in the fridge.
- Once all is complete, or once asked to by a manager; clock out using When I Work before exiting the break room.

How the Break Room and Office should look at the end of each day:

