



Date: _____

Lifeguard Daily Procedure Sheet

Facility: Paramount

MOD: _____

			Management Break/Training Report							
Lifeguard	Shift	Name	10 Min Break	Mgmt Initials	30 Min Break	Mgmt Initials	10 Min Break	Mgmt Initials	In-Service	Mgmt Initials
1										
2										
2										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

START SHIFT	Staff Initials	Manager Initials	COMMENTS
OPENING			
TURN OFF ALARM (2724)			
SET OUT LG CHECKLIST, SOP CHECKLIST, AND CHEMS LOG			
TEST POOL CHEMICALS (Input in Chems Log)			
TAKE OUT VACUUM			
UNLOCK LIFEGUARD ROOM (Need Facility Keys)			
UNLOCK LOCKER ROOM GATES (Need Facility Keys)			
MORNING SWIM LESSONS			
SET UP ALL USED LIFEGUARD STATIONS WITH GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
SET UP LESSON CRATES AND PLATFORMS			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
REC SWIM			
SET UP ALL USED LIFEGUARD STATIONS WITH GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
TURN ON SLIDE AND SPLASH PAD			
COMPLETE SOP CHECKLIST (Need Facility Keys)			
SET UP LAP SWIM A-FRAMES			
UNLOCK PADLOCK ON SIDE GATE FOR VENDOR			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
EVENING SWIM LESSONS			
SET UP ALL USED LIFEGUARD STATIONS WITH GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
SET UP LESSON CRATES AND PLATFORMS			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			

END SHIFT	Staff Initials	Manager Initials	COMMENTS
MORNING SWIM LESSONS			
CLOSE WATER AND POOL DECK			
TEAR DOWN LIFEGUARD STATIONS AND STORE GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
CLEAN LOCKER ROOMS (Refer to Cleaning Duty Board)			
REC SWIM			
CLOSE WATER AND POOL DECK			
SHUT OFF SLIDE AND SPLASH PAD			
TEAR DOWN LIFEGUARD STATIONS AND STORE GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
STORE LAP SWIM A-FRAMES			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
LOCK SIDE GATE AFTER VENDORS LEAVE			
CLEAN LOCKER ROOMS (Refer to Cleaning Duty Board)			
EVENING SWIM LESSONS			
CLOSE WATER AND POOL DECK			
TEAR DOWN LIFEGUARD STATIONS AND STORE GEAR (Buoy, Radios, First-Aid Box, Umbrellas, etc.)			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
CLEAN LOCKER ROOMS (Refer to Cleaning Duty Board)			
CLOSING			
PUT IN VACUUM			
LOCK LIFEGUARD ROOM (Need Facility Keys)			
LOCK LOCKER ROOM GATES (Need Facility Keys)			
PUT AWAY LG CHECKLIST, SOP CHECKLIST, AND CHEMS LOG			
TURN ON ALARM (2724)			

REC SWIM POOL CAPACITY

TIME	Deck Count	Water Count	COMMENTS
1:00 P.M.			
2:00 P.M.			
3:00 P.M.			
7:00P.M.			
8:00 P.M.			