



**SAMLARC: SOLANA**

21601 VIA REGRESSOS  
RANCHO SANTA MARGARITA, CA  
92688

***Lifeguard Binder***

### Opening Procedures:

1. Clock in on the When I Work App
2. Open the Premier lock box and retrieve facility keys
3. Use the key in the Premier Lockbox to gain access to the facility.
4. Unlock the guard shack and retrieve gear box and buoys.
5. Place Lifeguard Stands in proper locations, see photo below. Set up Lifeguard Stands with gear box, buoys, first aid kits, umbrellas, and clipboard with Weekly Procedure Sheet. Place Backboard in proper location.
  - a. Blank Weekly Procedure Sheets can be found in the expanding file



6. Place all of your belongings inside the gear box.
7. Walk the facility checking for hazards or trash and organizing the furniture
8. Take a Deck/Water Count upon arrival and record on the Daily Procedure Sheet in the 12:00pm slot
  - a. Note: The facility is open hours outside of when Premier is on-site, please let patrons know that items that are not allowed may not be used while Premier is on site if such items are present at time of arrival.
9. Report any maintenance concerns or issues to your Manager on Duty

### **During Shift Tasks and Rules:**

1. Take pool/deck count every hour on the hour
2. Make sure the deck is always clean of trash and the furniture is organized
3. Enforce all rules CONSISTENTLY – See Rules for specifics
4. Notify Management of any issues and any questions

### **Closing Procedures:**

1. Straighten the pool furniture and pick up trash on and around the pool deck
2. Take a Deck/Water Count upon closing and record on the Weekly Procedure Sheet in the correct time slot.
3. Return the clipboard, first aid kit, and expanding file to the gear box. Return all gear to the Guard Shack
4. Store Lifeguard Stands in proper location
5. Lock the Guard Shack
6. Return the facility keys to the Premier lock box
7. Clock out on the When I Work App