

Opening Checklist Manager:

(Must Initial Once Completed)

Dates:

MUST DO DAILY	Su	Mon	Tu	Wed	Th	Fr	Sa
Walk Pool Deck/ Scan Pool							
Backboards							
AED							
Oxygen (2)							
Jump Bag							
Unlock Locker Room Doors							
Chemicals							
½-1c. Soda Ash in Hots tubs(Depending on Alkalinity)							
Clean Traps (3) Basement							
Backwash (Mon & Thurs)							
Laundry (if needed)							
Check Spa/pool Computers for Red Alarm Lights (If red, clear Alarm)							
Check if there are any Parties							
Fill Hot Tubs							

Morning Cleaning List

(Must Initial Once Completed)

Dates:

Locker Rooms:	Sa	Su	M	T	W	Th	F
Clean Toilets/Urinals (Inside/outside)							
Wipe Countertops/Sinks							
Clean Mirrors							

Clean Showers (wipe walls, remove hair, remove shampoo bottles, soap, etc.)							
Replace Toilet Paper (if needed)							
Empty Garbage (Sanitary Napkin waste in Womens)							
Wipe Down Baby Changing Station							
Wipe Down Trash Can/Spill on Wall							
Sweep (move mats)							
Mop							
Party Room:							
Empty Garbage							
Clean Windows/Door							
Clean Sink/Counter							
Sweep/Mop							
Set up for Party (if any)							
Office:							
Empty Garbage							
Organize Life Jackets							
Clean Lost & Found							
Vacuum (if need)							
Wipe Down Countertops							
Clipboards Ready							
First Aid Room:							
Empty Garbage							
Clean Door							
Clean/Wipe Down Countertops							
Throw Away Old Food							
Sweep/Mop							
Pool Deck:							
Empty ALL Garbage Cans							

Scrub Inside of Grill/Wipe Down Outside							
Sweep ENTIRE Pool Deck							
Power Wash Spills (wherever needed)							
Open Umbrellas							
Pool & Hot Tubs:							
Brush (M-Z1, Tu-Z3, W-Z4, Th-Z2, F-Z5)							
Vacuum (M-Z1, Tu-Z3, W-Z4, Th-Z2, F-Z5)							
Clean Hot Tub Filters (4)							

Closing Cleaning List

Date:

	Name	Name
Pick up Lost & Found (put in Office) LG L&F in First Aid Room		
Sweep the deck (everyone helps till it is done)		
Bring in Backboards		
Turn off Leaky Showers in Locker Rooms		
Close Garage		
Close Umbrellas, and organize them		
Straighten Chairs		

Manager Closing Checklist

(Must Initial Once Completed)

Dates:

	Sa	Su	M	Tu	W	Th	F
Toys Off							

Make sure Closing Clean is being done							
Lock Doors							