

Pool Attendant Cleaning Schedule		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Task	Task Frequency & Notes	Date	Employee	Date	Employee	Date	Employee	Date	Employee	Date	Employee	Date	Employee	Date	Employee
Pool Patio and Pool Deck		May 1st - May 4th													
	Skim Pool	Daily at Opening													
	Sanitize Trash Cans	Monday & Friday. Empty and pressure wash.													
	Straighten Pool Furniture/Tables	Hourly, during walkthrough and as needed.													
	Wipe Down Pool Chairs	Daily at Opening and Closing													
	Wipe Down Pool Furniture/Tables	Daily at Opening and Closing													
	Clear Pool Area & Patio	As needed, inspect every two(2) hours													
	Chairs are in their original position	Daily at Opening													
	Pressure Wash Breezeway/Floors	Weekly, and as needed. Check with Manager													
	Pressure Wash Building Exterior	Weekly, and as needed. Check with Manager													
	Pressure Wash Pool Deck	Weekly, Every Friday at Opening													
	Remove any pool toys or trash	Daily, and as needed and at closing													
	Clean Bugs and Spider Webs on Walls	Daily, and as needed.													
	Check and clean Green Space	Daily, and as needed.													
	Safety Inspection	by Community Manager													
Restrooms	Check/Empty Restroom Trash Bins	Daily at Closing													
	Check/Re-Stock Restroom Stalls	Daily at Opening and Closing													
	Check/Re-Stock Restroom Soap	Daily at Opening and Closing													
	Check/Re-Stock Restroom Paper Towels	Daily at Opening and Closing													
	Clean Diaper Changing Stations	Hourly, and as needed.													
	Spot Clean Showers	Daily at Opening													
	Sweep/Mop Restroom Floors	Daily at Closing													

** If you see that we are low on supplies call or email the HOA office **IMMEDIATELY**.

** If you see a safety issue, call HOA office **IMMEDIATELY** and notify your manager.

