



Pool Monitor Daily Procedure Sheet

DATE: _____

MOD 1: _____

Moreno Valley/Menifee
 Lake Elsinore

 Location: _____

MOD 2: _____

Management Break/Training Report									
Shift	Name	10 Min Break Time	Mgmt Initials	30 Min Break Time	Mgmt Initials	10 Min Break Time	Mgmt Initials	In-Service	Mgmt Initials
Pool Monitor 1									
Pool Monitor 2									
Pool Monitor 3									
Pool Monitor 4									
Pool Monitor 5									
Pool Monitor 6									

OPENING DUTIES	Staff Initials	Manager Initials	COMMENTS
CLOCK IN			
RETRIEVE FACILITY KEY FOBS FROM PREMIER LOCK BOX			
RETRIEVE GEAR FROM STORAGE AREA			
SET UP CHECK-IN TABLES AND GEAR			
SET UP POOL SIGN-IN SHEETS, CLIPBOARDS AND RULES SHEETS			
OPEN UMBREALLAS			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
INSPECT FACILITY FOR HAZARDS			
STORE AWAY BELONGINGS AND PHONES			
TAKE POOL/DECK COUNT UPON ARRIVAL			
FILL IN ROAMING/ROTATION TIMES			
CONTACT LOOP MANAGER OF THE DAY WITH ISSUES			

CLOSING DUTIES	Staff Initials	Manager Initials	COMMENTS
POOL/DECK COUNT UPON CLOSING			
ORGANIZE FURNITURE AND CLEAN ANY TRASH			
CLOSE ALL UMBRELLAS			
STORE MAIN CHECK-IN TABLE			
ESCORT ALL PATRONS COMPLETELY OUT OF FACILITY			
RETURN KEY FOBS TO PREMIER LOCK BOX			
CLOCK OUT			

DAILY POOL USAGE				20 minute Roaming/Rotate Chart Signatures				
TIME	Water Count	Deck Count	COMMENTS	Times:	Signatures:	Times:	Signatures	MOD Signature
8:00 A.M.								
9:00 A.M.								
10:00 A.M.								
11:00 A.M.								
12:00 P.M.								
1:00 P.M.								
2:00 P.M.								
3:00 P.M.								
4:00 P.M.								
5:00 P.M.								
6:00 P.M.								
7:00 P.M.								
8:00 P.M.								
9:00 P.M.								
10:00 P.M.								
11:00 P.M.								
TOTAL			DECK + WATER COUNT =					
<div> *Managers please make sure to add the counts in the Daily Report* </div>								
				Closing Shift of the Day *Closing Shift of the Day*				