



## Lifeguard Daily Procedure Sheet

Date: \_\_\_\_\_

Facility: HIDDEN VALLEY

Shift	Name	Management Break/Training Report							
		10 Min Break	Mgmt Initials	30 Min Break	Mgmt Initials	10 Min Break	Mgmt Initials	In-Service	Mgmt Initials
Lifeguard 1									
Lifeguard 2									
Lifeguard 3									
Lifeguard 4									
Lifeguard 5									
Lifeguard 6									
Lifeguard 7									
Lifeguard 8									
Lifeguard 9									
Lifeguard 10									
Lifeguard 11									
Lifeguard 12									
Lifeguard 13									

OPENING DUTIES	Staff Initials	Manager Initials	COMMENTS
CLOCK IN			
RETRIEVE FACILITY KEYS FROM LOCKBOX			
FACILITY SAFETY WALK THROUGH			
CHECK AED/FIRST AID SUPPLIES			
SET UP BACKBOARDS			
ORGANIZE CHAIRS			
COMPLETE MORNING CLEANING SHEET			
TEST POOL CHEMICALS			pH: Chlorine:
TEST SPA CHEMICALS RAISED			pH: Chlorine: Alkalinity:
AUDITORY/VISUAL CHECK OF PUMP ROOM			

CLOSING DUTIES	Staff Initials	Manager Initials	COMMENTS
CLOSE WATER AND POOL DECK AT CLOSING TIME			
CLOSE UMBRELLAS, CLEAN TRASH, ORGANIZE FURNITURE			
CLEAN UP LOST & FOUND			
STORE ALL LIFEGUARD GEAR & BACKBOARD IN GUARD SHACK			
COLLECT TOWELS			
WALK THROUGH/CLEAR LOCKER ROOMS/TURN OFF SHOWERS			
COMPLETE CLOSING CHECKLIST			
LOCK PUMP ROOM GATE			
RETURN KEYS TO LOCKBOX			
CLOCK OUT			

### DAILY POOL USAGE

TIME	Deck Count	Water Count	COMMENTS
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.			

MOD: \_\_\_\_\_