

THESE OPENING/CLOSING DUTY SHEETS ARE TO BE DATED AND INITIALED EVERY DAY!!!

Opening Duties: \_\_\_\_\_ (date)

- \_\_\_ Remove covers
- \_\_\_ Remove lane lines
- \_\_\_ Check bathrooms to see if anything needs to be re-stocked
- \_\_\_ Make sure that bathrooms are neat and orderly; return mats to toilet areas
- \_\_\_ Unlock Warming Hut Bathroom
- \_\_\_ Put umbrellas in chairs
- \_\_\_ Put kiddie pool toys out
- \_\_\_ Take vacuum out, clean filter, and put away...NEATLY!
- \_\_\_ Set up trash cans
- \_\_\_ Set up cash box; patron tally and sign-in sheets for the day
- \_\_\_ Check staff communication notebook
- \_\_\_ Set up dry-erase easel with pool hours and staff for the day
- \_\_\_ Walk pool deck to check for trash and glass and any other potential hazards
- \_\_\_ Inspect and flush eye wash station (Thursday's only)
- \_\_\_ Check diving blocks to make sure bolts are tight

Opening comments/concerns \_\_\_\_\_

Inspection performed by \_\_\_\_\_

**\*\*\*MAKE SURE THAT YOU CHECK THE BATHROOMS HOURLY (and check off on clipboards) THROUGHOUT THE DAY TO SEE IF THEY NEED TO BE CLEANED AT ALL OR RE-STOCKED!!!\*\*\***

Closing Duties: \_\_\_\_\_ (date)

- \_\_\_ Put in lane lines (Sunday – Thursday nights)
- \_\_\_ Set up backstroke flags (Sunday – Thursday nights)
- \_\_\_ **Put covers on EVERY SINGLE NIGHT!!!**
- \_\_\_ Check trash cans. Put full bags in grassy area by chemical storage area
- \_\_\_ Empty trash in bathrooms and put new bags in
- \_\_\_ Clean bathrooms and stock
- \_\_\_ Clean up kiddie pool toys and put them away
- \_\_\_ Put vacuum in pool
- \_\_\_ Head guard should complete daily cash-out sheet
- \_\_\_ Put cashbox in closet by the girl's room and lock up for the night
- \_\_\_ Lock Warming Hut Bathroom

Closing comments/concerns \_\_\_\_\_

Inspection performed by \_\_\_\_\_