

Pool Meeting Recap April 25th, 2018

In attendance: Dustin Hunt, Kenn Hastings and Sabrina Butterfield

Compliance list:

Annual Checks

- AED Battery and Probes
- SDS Sheets- Ken will get sheets from Allen Pools, Dustin/Sabrina will obtain cleaning supply sheets
- Fire Extinguisher Inspection by FireTec
- Smoke and Carbon Dioxide Detectors- test batteries and make sure they are functional
- Pool Grates- Compliance with Virginia Graham Baker Act
- Signage and safety information in place
- Respirators must be purchased and fitted for each individual- Who? Kenn, Sabrina, Dustin?

Monthly Checks

- Fire Extinguishers- staff inspection and sign off
- Eye Wash Station- make sure it is functional and sign off on inspection sheet
- Diving Board- Visual inspection for broken or cracked pieces
- Robotic Vacuum- Check for broken or loose pieces

Weekly Checks

- P.P.E.- No rips, cracks or broken equipment. Follow recommendations on cartridge replacement
- Handicap lift- Inspect for broken pieces, make sure lift is functional and battery still holds a charge
- Eye Wash Station- Flush weekly on Thursday (Day before chlorine delivery)
- Solar Thermal Panels- Functioning correctly and no leaks

Daily Checks

- Complete and sign daily opening/closing checklists (See attachment)

Dustin will train Sabrina and Staff how to fill out work orders for any issues found during daily inspections. Work orders should be signed by Sabrina or head guard and sent to Dustin and he will pass on to necessary departments

Standard Operating Procedures:

- **Cash Handling-** Dustin and Sabrina will look at current procedures and update if needed
- **Roster Reporting-** Better communication needed between Pool and Main Office
- **Chlorine-** Ken will place weekly order from Allen Pools
- **Co2-** Eric Steel orders from Maine Oxi
- **Emergency Action Plan-** plan is in place but Sabrina and Dustin will work together to try a simplify it so it is clear and easier to understand what everyone's duties are during an emergency
- **Accident/Incident Reporting-** Dustin will train staff at beginning of year which forms to fill out for different situations (First Report of Injury, General Liability etc)
- **Trainings-** Sabrina and Dustin will conduct between 3 and 5 "mock" incidents per pool season to ensure staff is properly trained and responds appropriately in different scenarios. Dustin and Sabrina will also work together to identify PACIF trainings we would like to offer at the beginning of the year
- **Trash Collection-** Trash will be picked up by Kenn/Eric on Monday, Wednesday and Fridays. Lifeguards should place garbage in the grassy area near chemical storage area.
- **Mowing/Weed Whacking-** Kenn/Eric will mow areas inside the pool once a week (more if needed)
- **Backwashing-** Preference is to have Kenn continue to backwash. Kenn will show Dustin and Sabrina how to conduct so we can do it in his absence
- **Cleaning-** Cleaning and restocking of products will be done by lifeguards. Hourly checklist will be signed by guards. MPR will provide hose, squeegee and broom for floor cleanings. Shop Vac as well?
- **Data Logging-** Sabrina will test water 3 times per day, once at opening, once during busiest time (1pm) and once before leaving (approx 4pm). Results will be logged in rainproof logbook provided and must be kept for a minimum of 7 years (this is going off my memory from CPO class, correct me if wrong). Sabrina should also think about taking a weekly sample to Pool World for free testing to make sure our results are consistent with theirs.
- **Maximum Capacity-** Sabrina and Dustin will research maximum capacity and work with local camps to make sure we aren't exceeding that number
- **Daily Admissions-** Dustin and Sabrina will stress during employee orientation that everyone must sign in and out of the pool. Need to improve season pass system so lifeguards are verifying customers have passes (possible source of revenue loss)

Items that need to be purchased:

P.P.E Equipment- Respirator/Cartridges, Gloves, Apron, Face Shield, Goggles

(2) Fire extinguishers for public areas (2 current ones are locked in closets) would like 1 for chemical/pump area and 1 for lifeguard room. Service contract or vendor purchase?

Signage- Pool Rules, open wound, max capacity etc

(3) Clocks- 2 small clocks for inside of pool house and 1 large weatherproof clock for outdoor use

(1) Additional ring buoy for deep end

(2) New lifeguard tubes

(20) Fox 44 lifeguard whistles

(1) Two step pool ladder

(1) Step for lifeguard chair

“Guard” t-shirts – helps make everyone look uniform. Consider buying suits in the future but will need to be built into aquatic budget.

Research cost of storage reel for diving well thermal covers

Check to see if we need any additional pop-up tents

Miscellaneous Comments and Questions:

We all agreed that we should paint a line on the bottom of the pool dividing the shallow and deep ends of the pool. Our thought is it should be the same color that we are using for depth markings and door ramps. Does yellow make sense for all this?

What are the plans for the front and deck doors? We will be replacing this year?

Check with Chris English to see what needs to happen to get the pool laptop back. Dustin will coordinate internet access with Jackie/Chris/Fairpoint

See attached for updated Assessment Checklist- Current as 4/25/18