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| **INDOOR POOL CHECKLIST (rev. 3.23.16)** | **Date:** |  |   |
| **Tasks** |   | **Initials** |   |
|  **OPENING** |   |   |   |
|  Clock in and report to RSC |   |   |   |
|  Get #7 key from Front Desk (Unlock door – Return key) |   |   |   |
|  Set up lap lines weekdays (Not weekends) |   |   |   |
|  Turn on speaker for Atrium Music at 10AM |   |   |   |
|  Open all doors by 9 AM (10 AM Fridays) |   |   |   |
|  Take lost and found to Towel Exchange |   |   |   |
|  Check Pool Log for notes |   |   |   |
|  Remove lap lines at 10 AM (11 AM Fridays) |   |   |   |
|  Walk pool area and clean where needed |   |   |   |
|  **DURING SHIFT** |   |   |   |
|  Walk around pool & greet guests |   |   |   |
|  Check Health Club hourly |   |   |   |
|  Enforce all Pool, Atrium & Health Club rules |   |   |   |
|  Write notes, questions, or issues in Pool Log |   |   |   |
| Keep Pool Shed locked |   |   |   |
|  Clean - Lounges, Tables & Chairs as needed |   |   |   |
|  Pick up trash - Sweep atrium areas as needed |   |   |   |
|  Sweep puddles & wet areas - Position wet floor signs |   |   |   |
|  Take towels/lost & found items to Towel Exchange |   |   |   |
|  Health Club - Pick up weights, mats, Etc. - Turn off TV |   |   |   |
|  Check Locker Rooms - Remove towels - Call HSK if wet/dirty |   |   |   |
|  Check trash bins, empty if needed |   |   |   |
|  **CLOSING** |   |   |   |
|  Lock door leading to Locker Rooms /Health Club at 9 PM |   |   |   |
|  Remind guests of Closing Time 15 min. before closing |   |   |   |
|  Do final walkthrough, straighten, clean all tables & chairs |   |   |   |
|  Lock all doors at 10 PM (9 PM Thursdays) |   |   |   |
| Turn sign to “CLOSED” |   |   |   |
| Sweep puddles and red carpet, take rope out of pool |  |  |  |
| Turn off Music Speaker |   |   |   |
| Move lounge chairs and tables for cleaning:Sunday - Spa SideThursday - Kiddie Pool Side |   |   |   |
|  If Maintenance is in Atrium: Circle OneYES - Lock all doors (except Lobby door) before you leaveNO - Get #7 Key from Front Desk and lock ALL doors |   |   |   |
|  Put completed checklist in Lorie’s mail slot |   |   |   |

**NOTES:**