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| **OUTDOOR POOL CHECKLIST (rev. 3/11/2020)** | **Date:** |  |  |
| **Tasks** |  | **Initials** |  |
| **OPENING** |  |  |  |
| Clock in and report to RSC |  |  |  |
| Sign out a radio |  |  |  |
| Open umbrellas, straighten tables & chairs |  |  |  |
| Wipe dirty tables & chairs: Dry off wet tables & chairs |  |  |  |
| Lounge chairs should be lined up and the backs upright |  |  |  |
| Pick up trash on deck and under furniture |  |  |  |
| Check trash cans, call maintenance to empty if needed |  |  |  |
| Maintenance unlocks the door at 9:00am |  |  |  |
| Ensure grass area is clean, clean tables, open umbrellas |  |  |  |
| **DURING SHIFT** |  |  |  |
| Walk around pool & greet guests |  |  |  |
| Enforce no smoking rule, show guests the smoking area |  |  |  |
| Enforce all Pool rules |  |  |  |
| Write notes, questions, or issues in Pool Log |  |  |  |
| Keep Pool Shed locked |  |  |  |
| Clean - Lounges, Tables & Chairs as needed |  |  |  |
| Pick up trash - Sweep deck areas as needed |  |  |  |
| Sweep puddles & wet areas - Position wet floor signs |  |  |  |
| Take towels/lost & found items to Towel Exchange |  |  |  |
| Check outdoor restooms, call Housekeeping if needed |  |  |  |
| Turn on Music Speaker at 11:00am |  |  |  |
| Check trash bins, call maintenance to empty if needed |  |  |  |
| **CLOSING** |  |  |  |
| Line up lounge chairs, backs should be in upright position |  |  |  |
| Remind guests of Closing Time 15 min. before closing |  |  |  |
| Straighten, clean tables & chairs in pool and grass area |  |  |  |
| Maintenance close the pool at 8:00pm |  |  |  |
| Pick up trash, etc. in pool and grass area |  |  |  |
| Close umbrellas and tie in pool and grass area |  |  |  |
| Turn off Music Speaker |  |  |  |
| Take towels to Towel Exchange |  |  |  |
| Place lost & found items in a bag |  |  |  |
| Put completed checklist in RSC Manager’s mail slot |  |  |  |

**NOTES:**