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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:**