



Seasonal Opening Checklist

Review current local health codes to identify any changes since the facility was closed. If a pre-season inspection is required by the health department, or if you are outsourcing any opening tasks to a vendor, contact them months in advance to schedule and to allow sufficient time to correct issues prior to the opening date.

Date Initiated: _____

- 1. Start seasonal opening procedures at least one month prior to the scheduled opening day.
- 2. Hire the pool staff. Plan pre-season training programs.
- 3. Conduct a complete inventory.
- 4. Check for winter damage and vandalism.
- 5. Make sure that chemical and maintenance contracts are in effect.
- 6. Check to those repairs and/or renovations scheduled during the off-season were completed.
- 7. Order staff uniforms. Purchase sunscreen products and personal protective gear.
- 8. Replace worn or missing rescue equipment.
- 9. Restock the first aid kit.
- 10. Prepare all record forms and logs. Revise the staff, policy, and operating manuals.
- 11. Pump any accumulated water and debris off the top of the winterizing pool cover.
- 12. Remove the winter pool cover. Clean and store it away for the season.
- 13. Turn the water supply back on.
- 14. Have the phone company restart service.
- 15. Empty all debris from the pool. Don't try to pump out dead or decaying leaves and animals.
- 16. Check for proper operation of the hydrostatic relief valve.
- 17. Drain the pool with a trash pump, after verifying hydrostatic relief valve operations.
- 18. Pump remaining liquid from the pool using a sump pump with an auto shut-off.
- 19. Rinse down the pool using a high-pressure nozzle and hose. Flush out the gutters or skimmers.
- 20. Sandblast, acid wash, chlorine wash, recoat, repaint, replaster, fiberglass, and/or patch liner tears, or otherwise prepare the pool surface.
- 21. Paint or touch-up depth markings, drop-off lines, lane lines and targets, step edges, and graphics before refilling the pool.
- 22. Clean all pool and deck equipment.
- 23. Remove the winterizing plugs and expansion blocks. Uncap the inlets.
- 24. Lubricate all metal parts and hardware.
- 25. Replace gutter drain grates, bolts, gaskets, inlets, and plugs.



- 26. Verify main drain grates and sumps are VGB Act compliant, not expired, and installed in accordance with the manufacturer's instructions. Confirm proper operation of any secondary suction safety systems.
- 27. Clean and replace skimmer baskets, weirs, and lids.
- 28. Reassemble circulation pipes, the pump, and the motor. Drain anti-freeze from all piping and flush with fresh water.
- 29. Pressure test all circulation lines to make sure the pipes have not broken during the off-season. Repair broken pipes to prevent leaks from developing.
- 30. Service and reinstall flow meters, pressure and vacuum gauges, thermometers, and humidity meters.
- 31. Reinstall the hair and lint skimmer basket. Replace gaskets or O-rings. Make sure the lid seals tightly.
- 32. Replace cracked or chipped tile.
- 33. Replace broken or burnt-out pool lights, lenses, and seals. Lubricate and tighten bolts and reinsert them in the pool wall.
- 34. Check that all ground wires are connected.
- 35. Service the heater, replace elements, turn on the gas, and relight the pilot, or check electrical connections.
- 36. Clean the filter media or elements. Repair or replace filter elements or cartridges if necessary. Close and re-plug the filter tank.
- 37. Test the manual air pressure relief valves on pressurized filter tanks.
- 38. Drain and clean the surge chamber. Check that valves, overflow, and water level devices are in operating order.
- 39. Obtain the maintenance and start-up chemicals.
- 40. Reinstall the chemical feeders, controllers, probes, and other feed pumps.
- 41. Begin filling the pool with water at least seven to ten days prior to the anticipated opening day.
- 42. Start circulating and filtering the water as soon as possible after the water level covers the inlets. Remember to temporarily shut off the skimmer lines to prevent air from entering the system.
- 43. Adjust the pressure inlets to maximize circulation. Perform a dye test if needed.
- 44. Treat the water to prevent the growth of algae or bacteria. _____
- 45. Add chemicals to achieve water balance, obtain acceptable water clarity, prevent damage (sequestering agents or chelating agents), or prevent chlorine loss (stabilizer).
- 46. Restock the test kit with fresh reagents. Calibrate testing instruments.
- 47. Vacuum the pool and backwash as needed until the water clears.
- 48. Turn on the water heater and begin to raise the water temperature to desired levels.
- 49. Cover the pool with a solar or insulating pool blanket to help prevent heat loss and reduce energy costs.
- 50. Reinstall ladders, rails, guard chairs, backstroke flags, and stanchions.
- 51. Replace handles on hose bibs and fill spouts.
- 52. Clean and disinfect the decks. Inspect for cracks or deterioration. Resurface if necessary.



- 53. Clean and arrange the deck furniture.
- 54. Repaint, spruce up, and clean the pool building, locker rooms, and auxiliary areas.
- 55. Replace vandalized or missing signs. Check that all signage required by code is posted.
- 56. Stock supplies.
- 57. Continue regular ground(s) maintenance.
- 58. Conduct a pre-opening inspection and facility safety audit.
- 59. Run mandatory pre-season training for the facility staff.

All maintenance duties have been satisfactorily completed as indicated.

Maintenance Supervisor _____