



Seasonal Closing Checklist

- Adjust the chemical balance of the pool water to recommended levels.
- Treat facility water with appropriate products to minimize algae, bacteria, or damage to surfaces.
- Clean and vacuum the pool.
- Empty and store skimmer baskets and hair and lint traps for the winter.
- Backwash the filter thoroughly and clean the filter media or elements.
- Drain sand filters. Remove cartridges or D.E. filter elements, inspect for tears or excessive wear, and store.
- Lower the water level to below the skimmers and return lines for plaster pools. If needed, remove the remaining water from the circulation lines using an air compressor or industrial type tank vacuum cleaner.
- Open all pump room valves and loosen the lid from the hair and lint skimmer. However, if the filter is below pool water level, close the valves leading from the pool to the filter.
- Grease all plugs and threads.
- Add antifreeze formulated specifically for recreational water applications to the pipes to prevent bursting. Do not use automotive antifreeze.
- Plug the skimmer or gutter lines. Winterize with antifreeze and expansion blocks. Secure the skimmer lids to the deck to prevent their loss. Plug vacuum and wall return lines and the main drain.
- Make sure the hydrostatic relief valve is operational.
- Drain and protect pumps. If a pump and motor will be exposed to severe weather, disconnect, lubricate, perform seasonal maintenance of the pump, and store. Add antifreeze to help protect pumps and seals from any residual water left after draining.
- Clean surge pits or balancing tanks.
- Disconnect all fuses and open circuit breakers.
- If underwater wet niche lights are exposed to the elements, remove them from their niches and lower them to the bottom of the pool.
- Drain the pool water heater. Grease the drain plugs and store for the winter.
- Turn off the heater gas supply, gas valves, and pilot lights.
- Install the winter safety cover
- Properly store any unused chemicals as described on their labels to prevent containers from breaking and the mixing of potentially incompatible chemicals. Dispose of test reagents, disinfectants, and other chemicals that will lose their potency over the winter.²¹ Disconnect, clean, and store the chemical feeder, controllers, and other chemical feed pumps. Store controller electrodes in liquid.
- Clean and protect pressure gauges, flow meters, thermometers, and humidity meters.
- Store all deck furniture (chairs, lounges, tables, umbrellas, etc.). Identify and separate all furniture in need of repair.



- Remove deck equipment, hardware, and non-permanent objects such as ladders, rails, slides, guard chairs, starting blocks, drinking fountains, handicapped lifts, portable ramps, clocks, weirs, and safety equipment to prevent vandalism. Store in a clearly marked, identifiable, weather-protected location. Cap all exposed deck sockets.
- Remove the diving boards. Store the boards indoors, upside down and flat so they will not warp.
- Turn off the water supply to restroom showers, sinks, and toilets. Drain the pipes and add antifreeze. Remove shower heads and drinking fountain handles. Open hose bibs and fill spouts.
- Have the phone company disconnect the pool telephone and discontinue service for the winter.
- Install a pool deck alarm system.
- Inventory all supplies and equipment. Make suggestions for preventative maintenance and repair, upgrading, and needed equipment purchases.
- Confirm security of facility to prevent unauthorized access.
- Agree to a periodic facility inspection procedure during the offseason.
- Store ADA compliant pool lift.

All maintenance duties have been satisfactorily completed as indicated.

Maintenance Supervisor _____