Use this checklist as a guide to help prepare for your final pre-opening inspection. Not all items may apply for your project.

**Barrier/access**

All water recreation facilities require a barrier such as fencing or walls to keep children and unauthorized people out.

- Make sure gates and doors:
  - Self-close and self-latch.*
  - Have a latch 60 inches high or continuously lock with an 18-inch radius of solid material around the latch.*
  - Have a deadbolt or can be chained closed.
  - Lifeguarded pools do not need to meet these requirements.

- Make sure barrier:
  - Is 60 inches high for facilities like apartments, condos, hotels and motels or 72 inches high for all others.
  - Has no gaps more than 4 inches.
  - Has fixed windows or limiters installed to prevent windows from opening more than 4 inches.

**Design**

- Slope walking surfaces to drain away from the pool.
- Install depth markers on the:
  - Vertical wall of the pool. Numbers must be 2 inches high.
  - Horizontal surface of the pool deck within 18 inches of the water’s edge. Numbers must be 4 inches high.
- Provide color contrast on steps.
- Flow set properly through skimmers/main drains (at least 60/40 split).
- Secure drain covers adequately with hardware provided.
- Install lighting with proper shielding (if required).
- Provide 10-foot candles of light on pool deck.
- Provide 30-foot candles of light on indoor pool surface/10-foot candles of light on outdoor pool surface.
- Install hose bib(s) with vacuum breaker(s).
- Post user rules. Letters must be 3/8 of an inch high. See page 4 for a complete list of rules.
- Make sure pool or spa handrails extend less than 8 inches before or 18 inches after the edge of the bottom step.
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Pre-opening Checklist

Spa specific items

☐ Make sure emergency shut off switch:
   ☐ Shuts off all pumps.
   ☐ Sounds an audible alarm (at least 80 decibels).
   ☐ Has a label.
   ☐ Is within 20 feet of the spa.

Equipment room

☐ Must be able to lock.
☐ Must be ventilated.
☐ Make sure floor slopes to floor drain.
☐ Provide 20-foot candles of light.
☐ Install valving to isolate equipment.
☐ Make sure equipment matches what is on approved plans.
☐ Secure gas cylinders to prevent tipping.
☐ Install approved backflow prevention device on water supply line.
☐ Provide 2-inch air gap on backwash/waste line.
☐ Provide extra set of cartridge filters (if cartridge filters are used).
☐ Install flow meter(s).
☐ Make sure you can demonstrate all flow rates on pumps.
   Note: If a flow meter is not required, show flow rates through vacuum/pressure readings.
☐ Lock Variable Frequency Drive (VFD) pumps to prevent settings from being changed.
   Note: You must demonstrate how the pump settings are locked at the pre-opening inspection.
☐ Provide spill containment such as spill pallets or plastic trays in case of chemical spills.
☐ Provide chemical test kit and thermometer.

Emergency equipment

Provide:

☐ Working, accessible emergency phone.
☐ First aid kit. See page 5 for complete list of required items.
☐ 12-foot reach pole with attached life hook.
☐ Throw ring with attached rope. Rope must be as long as the pool is wide or 50 feet, whichever is less.
☐ Backboard and rescue tubes (only pools with lifeguards).

Restrooms/locker rooms

☐ Make sure water temperature is between 90–120°F.
☐ Provide soap in a non-glass dispenser in the shower(s).
☐ Provide soap and paper towels at handwash sinks.
☐ If spring loaded faucets are used, make sure they provide at least 10 seconds of water flow.
☐ Install diaper changing station(s).
☐ Provide 20-foot candles of light.
Documentation

- Make sure your engineer or architect signs your construction report stating that, to the best of their knowledge and belief, the installation complied with approved plans.
  
  Note: You must provide a copy of the signed report before or during the pre-opening inspection.

- Make sure your Virginia Graeme Baker Act (VGBA) documentation includes:
  - Cover installation instructions and manufacturer’s specifications.
  - Maximum flow calculations provided by a pool professional including pump make and model numbers and pump curves.
  - Cover installer’s report indicating installation date and installer’s signature.
  - Sump construction documentation such as photos showing the sump depth and pipe sizes, or engineered drawings.

- Make sure your operations plan includes:
  - Pool/spa volume.
  - Daily water testing procedures.
  - Chemicals used in pool/spa.
  - How to adjust chemicals.
  - How to backwash/clean filters.
  - Equipment manuals.
  - Maintenance procedures.
  - Emergency procedures.
  - Pool/spa plans.
  - Other information on the safe use of the pool/spa.
Water Recreation Facility
Pre-opening Checklist

Required pool/spa rules

- Post the location of emergency telephones and first aid kits.
- For spas only, post maximum bather capacity.
- You must post these rules at each pool/spa.
  1. No running or horseplay.
  2. Don’t use pool/spa if you’re under the influence of alcohol or drugs.
  3. Don’t use pool/spa if you have a communicable disease.
  4. Don’t use pool/spa if you had vomiting or diarrhea within the last 2 weeks.
  5. No food or drink in the pool/spa.
  6. Take a cleansing shower before entering pool/spa.
  7. People must wear tight-fitting protective covering over diapers.
  8. Change diapers at designated diaper changing areas.
  9. If you don’t follow these rules, you must leave the pool/spa.
 10. Use the pool/spa with a buddy if you have seizure, heart, or circulatory problems.
 11. An adult 18 years or older must accompany children 12 years or younger at all times in all areas.*
 12. People 13–17 years old must use the pool/spa with a buddy.*

*Rules 11 & 12 are optional for pools/spas with lifeguards or qualified attendants.

Additional rules required for spas:

 13. CAUTION: Children younger than 6 years cannot use the spa.
 14. CAUTION: Talk to your healthcare provider before using the spa if you suffer from heart disease, diabetes or high blood pressure.
 15. CAUTION: Talk to your healthcare provider before using the spa if you are or might be pregnant.
 16. CAUTION: Limit soak time to 15 minutes.
Required first aid kit for pools/spas

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absorbent gauze 24&quot; x 72&quot;</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive bandages 1&quot;</td>
<td>16</td>
</tr>
<tr>
<td>Bandage compresses 4&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Eye dressing</td>
<td>1</td>
</tr>
<tr>
<td>Scissors</td>
<td>1</td>
</tr>
<tr>
<td>Tweezers</td>
<td>1</td>
</tr>
<tr>
<td>Triangular bandages 40&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Individual antiseptic pads</td>
<td>3</td>
</tr>
<tr>
<td>Surgical gloves</td>
<td>2–4 pairs</td>
</tr>
<tr>
<td>CPR mask (disposable or reusable type)</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive gauze or elastic or self-adherent wrap roll material</td>
<td>1</td>
</tr>
<tr>
<td>Cold packs</td>
<td>1</td>
</tr>
<tr>
<td>First-aid cream or antibiotic ointment</td>
<td>1</td>
</tr>
<tr>
<td>1/2&quot; or 1&quot; rolls of tape</td>
<td>2</td>
</tr>
<tr>
<td>Butterfly bandage</td>
<td>1</td>
</tr>
<tr>
<td>Knuckle or fingertip bandages</td>
<td>1</td>
</tr>
<tr>
<td>Biohazard clean-up kit</td>
<td>1</td>
</tr>
<tr>
<td>Emergency blanket</td>
<td>1</td>
</tr>
</tbody>
</table>

Questions?
Contact communitysafety@tpchd.org, (253) 649-1713.