

Water Recreation Facility Pre-opening Checklist

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

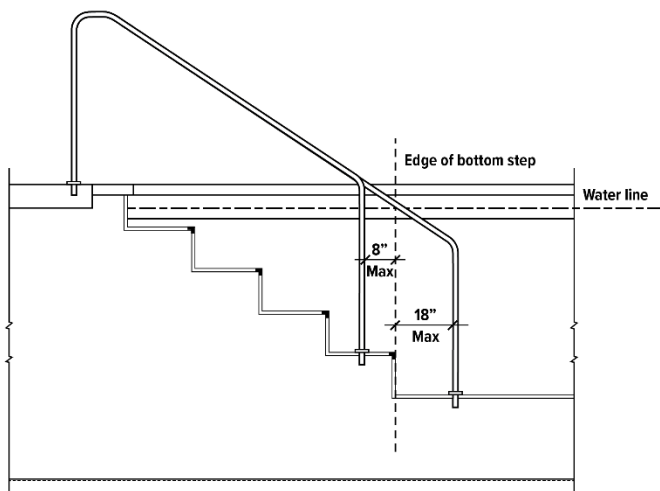
Barrier/access

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.*
 - *Note: Lifeguarded pools do not need to meet these requirements.*
 - Have a deadbolt or can be chained closed.
- ☐ 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.



Water Recreation Facility 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.

Water Recreation Facility Pre-opening Checklist

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.

Water Recreation Facility Pre-opening Checklist

Required first aid kit for pools/spas

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

Questions?

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