



Walk through facility evaluation form:

1. Aesthetics
2. Safety
3. Functionality

Rating system 1 - 2 - 3

1 = Best condition safe and functional

2 = Average condition and may soon need maintenance but considered to be safe and functional for the time being.

3 = Needs immediate attention – not safe and/or functional (comments needed to explain)

There is a vast difference between and outdoor and indoor facility. If a section does not apply to your facility please mark DNA (Does Not Apply) under the comments

Aesthetics – How the general areas of the facility LOOK and SMELL and FEEL.

Under LOOKS we include:

- Lighting
Circle rating 1 - 2 - 3 *Comments* _____

- Color schemes
Circle rating 1 - 2 - 3 *Comments* _____

- Cleanliness
Circle rating 1 - 2 - 3 *Comments* _____

- Signage and bulletin boards
Circle rating 1 - 2 - 3 *Comments* _____

- Furnishings – Fixtures – Equipment
Circle rating 1 - 2 - 3 *Comments* _____

- Staff apparel and presentation
Circle rating 1 - 2 - 3 *Comments* _____

- General facility layout
Circle rating 1 - 2 - 3 *Comments* _____

- Information and assistance areas well marked
Circle rating 1 - 2 - 3 *Comments* _____

- Trash receptacles well placed throughout the facility
Circle rating 1 - 2 - 3 *Comments* _____

- Clocks and TV's and Mirrors in logical and user-friendly locations
Circle rating 1 - 2 - 3 *Comments* _____

- Décor – pictures and colorful appropriate decorations
Circle rating 1 - 2 - 3 *Comments* _____

Under SMELLS we include:

- Chlorine odors
Circle rating 1 - 2 - 3 *Comments* _____
- Cleaning odors
Circle rating 1 - 2 - 3 *Comments* _____
- Bathroom and locker odors
Circle rating 1 - 2 - 3 *Comments* _____
- Health club odors
Circle rating 1 - 2 - 3 *Comments* _____
- Food odors
Circle rating 1 - 2 - 3 *Comments* _____

Under FEELS we include:

- Various room temperatures in different zones of the building
Circle rating 1 - 2 - 3 *Comments* _____
- Air flow or breezes people can feel
Circle rating 1 - 2 - 3 *Comments* _____
- Humidity
Circle rating 1 - 2 - 3 *Comments* _____
- How are entrances and fresh air coming into building handled?
Circle rating 1 - 2 - 3 *Comments* _____
- How is noise control and reduction handled?
Circle rating 1 - 2 - 3 *Comments* _____

Safety – How all areas of the facility meet codes and protect patrons.

- Are floors non-skid in proper areas and unobstructed in all public areas?
Circle rating 1 - 2 - 3 *Comments* _____
- Do all public areas comply with ADA codes?
Circle rating 1 - 2 - 3 *Comments* _____
- Are the "WET" and DRY" areas segregated and appropriately marked?
Circle rating 1 - 2 - 3 *Comments* _____
- Are chemicals stored properly in secured areas away from public access?
Circle rating 1 - 2 - 3 *Comments* _____
- Are NON-PUBLIC areas marked with warnings and doors kept locked?
Circle rating 1 - 2 - 3 *Comments* _____
- Are all emergency exits, fire extinguishers and alarms, AED's, SHARPs containers, etc. easy to locate and clearly marked?
Circle rating 1 - 2 - 3 *Comments* _____
- Are the outside areas, entrances/exits, sidewalks, kept clear and clean?
Circle rating 1 - 2 - 3 *Comments* _____

Functionality – Does the building layout make sense to the average user? Are all amenities easy to find and use?

Circle rating 1 - 2 - 3 *Comments* _____

- Is the first thing people see inside the main entrance the information desk with a person to greet and help them?

Circle rating 1 - 2 - 3 *Comments* _____

- Do the members/users areas have controlled access so the general public cannot simply walk into them?

Circle rating 1 - 2 - 3 *Comments* _____

- Are there adequate bathrooms for the general public, members, family changing areas, caregiver and member areas, and wet and dry segregated shower/changing rooms?

Circle rating 1 - 2 - 3 *Comments* _____

- Do the pools have safe and convenient access in the form of stairs, ramps, lifts, etc.?

Circle rating 1 - 2 - 3 *Comments* _____

- Are pool decks kept clear of equipment and obstructions?

Circle rating 1 - 2 - 3 *Comments* _____

- Are there staff areas or stations that are easily accessible to the patrons?

Circle rating 1 - 2 - 3 *Comments* _____

- Are their dry viewing areas for aquatic activities so guest can watch members without getting wet or walking in wet areas?

Circle rating 1 - 2 - 3 *Comments* _____

Non-public areas – The safety and comfort of the staff is just as important as that of the members or patrons. The staff will be in the facility many more hours per day/week than any member.

- Staff bathrooms and changing areas need to be segregated from the public. At least 2 are needed (Men's and Women's) and they should include a bathroom – showers – and lockers with changing area.

Circle rating 1 - 2 - 3 *Comments* _____

- Staff break rooms are suggested. This should include a couch, table and chairs, microwave, coffee maker, refrigerator, computer station with internet access, first aid station, TV, emergency radio, etc.

Circle rating 1 - 2 - 3 *Comments* _____

- Staff should have access to a washer and dryer in the facility.

Circle rating 1 - 2 - 3 *Comments* _____

Specialty areas – These are areas that only properly trained people should be in. They include:

- HVAC and building operational equipment rooms

Circle rating 1 - 2 - 3 *Comments* _____

- Electrical rooms

Circle rating 1 - 2 - 3 *Comments* _____

- Sprinkler system rooms

Circle rating 1 - 2 - 3 *Comments* _____

- Computer router rooms

Circle rating 1 - 2 - 3 *Comments* _____

- Storage rooms for cleaning equipment and cleaning chemicals

Circle rating 1 - 2 - 3 *Comments* _____

- Pool equipment and filter rooms
Circle rating 1 - 2 - 3 Comments _____

- Pool chemical treatment rooms
Circle rating 1 - 2 - 3 Comments _____

- Record storage areas and private offices
Circle rating 1 - 2 - 3 Comments _____

The POOL –

- The tank needs to be checked periodically for worn spots or cracks.
 - Gunite polls will need to be re-plastered or coated every 4-6 years
Circle rating 1 - 2 - 3 Comments _____

 - Concrete pools need to be repainted every 2-4 years and the same type of paint must be used as the original coating or the paint will peel.
 - Chlorinated rubber enamel paint
 - Epoxy (2 part) paint
 - Acrylic paint
 Circle rating 1 - 2 - 3 Comments _____

 - How long the pool is allowed to dry before painting and cure after painting will determine how long it will be before repainting is necessary
Circle rating 1 - 2 - 3 Comments _____

 - Fiberglass will last 5 years or longer before maintenance is necessary. Many times fiberglass has problems with resin bubbles and spots in the walls.
Circle rating 1 - 2 - 3 Comments _____

 - Pools with liners can last from 10 -12 years before liner replacement is necessary.
Circle rating 1 - 2 - 3 Comments _____

 - Tile needs to constantly be inspected and re-grouting tile can be every 3-5 years. Water chemistry plays a big part in the life of the grout.
Circle rating 1 - 2 - 3 Comments _____

- Leaks can happen in any pool. The integrity of the circulation system is dependent on the plumber's quality of workmanship. The more pictures of piping runs taken during construction, the easier it will be to locate potential problem areas underground.
Circle rating 1 - 2 - 3 Comments _____

- The pool deck equipment should be made from Type 304 or Type 316 stainless steel. These steel pieces need to be cleaned every 3 to 4 months or when rust spots appear. The steel is usually not rusting but rather droplets of water evaporate and leave rust colored deposits which build up on the surface of the steel. If not cleaned this will pit the steel and permanently mar the finish.

For stainless steel – wipe down rail or pole with a scotch guard pad.



Then wipe poles with damp towel (good quality paper towels also will work). Then apply a liquid silicone car wax – any brand will do as long as it is silicone based

Wipe away excess wax after a few minutes. This cleaning and recoating process is usually necessary 3-4 times a year.

Circle rating 1 - 2 - 3 Comments _____

- Other equipment that needs to be periodically inspected and cleaned are:
 - Gutters and Skimmers
Circle rating 1 - 2 - 3 Comments _____

 - Diving boards, platforms, stairs, railings, etc.
Circle rating 1 - 2 - 3 Comments _____

 - Moveable bulkheads and their related equipment
Circle rating 1 - 2 - 3 Comments _____

 - Doors and all hardware and door jams
Circle rating 1 - 2 - 3 Comments _____

 - Safety equipment
Circle rating 1 - 2 - 3 Comments _____

 - Drains – are the VGB compliant and securely attached and clear from debris?
Circle rating 1 - 2 - 3 Comments _____

- The filter room is the heart of the pool. All of the operational equipment needs to be inspected weekly and routine maintenance is an absolute necessity. \
 - The pool pump – will need to have the bearings lubricated on a maintenance schedule. Only a marine quality lubricant should be used. The pump motor may need to be re-wound after a few years of service. The pool pump should be inspected annually by a professional.
Circle rating 1 - 2 - 3 Comments _____

 - Pump strainer baskets need to be cleaned at least every time the filters are backwashed or cleaned. A back up strainer basket should be kept alongside the pump. The rubber gaskets and any o’rings should be lubricated with a silicone based lubricant. Never use Vaseline or WD-40 around chlorine water.
Circle rating 1 - 2 - 3 Comments _____

 - The pool filters need to be cleaned when appropriate. This is usually called backwashing and is monitored by pressure or vacuum gauges. The filter media will not last forever and usually is cleaned chemically every year and replaced every 3-4 years.
Circle rating 1 - 2 - 3 Comments _____

 - Pipes and valves need to be inspected every week or so. A leaky pipe or a sticking valve never fix themselves. Leaks are the sign of a potential major problem. Fix it immediately.
Circle rating 1 - 2 - 3 Comments _____

 - Pool heaters experience the most wear and tear of any equipment. The life expectancy of a pool heater is 3 to 5 years before a major overhaul is necessary. If you have a heater with titanium heat exchangers, then the repairs may be fewer and further between. The pool heaters need to be inspected by a professional every 6 months. Replace parts before they break.
Circle rating 1 - 2 - 3 Comments _____

 - Ultra Violet units – simply a necessity for indoor pools. The bulbs will burn out so you need to stock at least one back up bulb for each unit. These also need to be inspected by a professional every 6 months.
Circle rating 1 - 2 - 3 Comments _____

 - Automatic chlorinator units. These need to be cleaned every month and inspected every time the filter is backwashed. Spare parts need to be on the shelf so the equipment can be repaired immediately. Stay way from saline generators and ozone units. Stick with chlorine/bromine and Medium Pressure UV for indoor pools and just Chlorine for outdoor pools.
Circle rating 1 - 2 - 3 Comments _____

- Shower and bathroom water heaters – these seem to go unnoticed until one stops working. Then it is a catastrophe. Have these inspected by a professional every year.
Circle rating 1 - 2 - 3 Comments _____

- HVAC – Heating Ventilation and Air Conditioning units. There will be at least 2 different types of units and multiple versions for each appropriate area.
 - Regular heating and air conditioning for dry areas and shower rooms.
 - These need to be inspected yearly by a professional and the air filters need to be changed every 3 months.
Circle rating 1 - 2 - 3 Comments _____

 - If the units have exterior vents to bring in outside air these vents need to be cleaned every year and the armatures on the vents lubricated and inspected.
Circle rating 1 - 2 - 3 Comments _____

 - Back up fuses need to be stocked for all units.
Circle rating 1 - 2 - 3 Comments _____

 - Fan and blower motors need to be lubricated according to suggested maintenance schedules
Circle rating 1 - 2 - 3 Comments _____

 - Dehumidifiers and heat recovery systems for the aquatic environment.
 - These units are designed to dehumidify and control the temperature not scrub the air. The pool water must be kept in balance and free of chloramines for these units to work effectively. Clean water promotes fresh air. If there is a chlorine smell there is a problem with the water.
Circle rating 1 - 2 - 3 Comments _____



 - These units need to be inspected every 6 months (at the minimum). Filters, compressors, belts, etc. all need to be carefully monitored so the units remain 100% functional.
Circle rating 1 - 2 - 3 Comments _____

 - Ducts and vents need to be cleaned yearly and vents may need to be adjusted if necessary.
Circle rating 1 - 2 - 3 Comments _____

- Lighting – different situations may require phased lighting
 - Lighting in public areas should be adequate and meet codes. T-3 and T-8 lights are the new energy efficient recommendations. Indirect lighting has also become popular.
Circle rating 1 - 2 - 3 Comments _____

 - Lighting in the pool should have at least 2 phases separately controlled. Daily programming requires 30 to 50 ft. candles at deck level. Event lighting needs 75 to 100 ft. candles. Therefore banks of lights should be on separate switches/breakers so daily operations are on one bank of switches and event lighting on another that can be added to daily lighting requirements.
Circle rating 1 - 2 - 3 Comments _____

 - If a bulb is out it needs to be replace immediately not “when someone can get to it”.
Circle rating 1 - 2 - 3 Comments _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
 POOL AREA - Daily procedures																																
Lights on																																
Locker & Bath room check - toilet paper, towels, general cleanliness																																
Benches & Chairs wiped off																																
Uncover pool – check covers & rollers																																
Check pools -clarity and bottom clean																																
Test water-pH +CL x2 and record AM																																
Test water-pH +CL x2 and record PM																																
Clocks on correct time																																
Ck calendar for daily events /clients																																
POOL FILTER ROOM – Daily procd																																
Check pumps and filters for leaks or unusual noises																																
Check chemical containers																																
Ck area of room for proper storage																																
Check for wet floor																																
LAND AREA – Daily procedures																																
Lights on																																
Pick up rooms																																
Access area check																																
Check supplies																																
POOL AREA – Daily routine																																
Greet members by name and interact																																
Encourage members																																
Maintain safety of member and pool																																
Reports attendance and maintenance																																
Distribute information																																
Cover and uncover pools as needed																																
Clean equip. spray with disinfectant																																
Safety check on all equipment																																
Report comments or concerns – in writing - to supervisor																																
Hosing of decks & floors																																
Weekly /Monthly																																
Pool cover cleaning																																
Rust inhibitors for any metal																																
Clean metal – silicone																																
Check gutters for build up																																
Check pool Vac equipment																																
Check test kit for chemical testers																																
Disinfect decks and floors																																
Check written reports																																
Closing Procedures - Daily																																
Bathroom Ck - toilet paper, towels																																
Benches wipe off																																
Check pools																																
Hook up Vac - cover pools																																
Towels supply																																
Lights off																																
Lock area																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	