Pool Check-in

Season closing checklist

Pool _____ Date _____

Completed by _____

Water and equipment

- [ ] Water level and chemicals set for winter
- [ ] Pump and filter drained or covered
- [ ] Cover installed
- [ ] Chemicals stored
- [ ] Equipment cleaned and stored

Deck and grounds

- [ ] Furniture stored
- [ ] Deck cleaned
- [ ] Trash removed
- [ ] Restrooms emptied and shut off

Gate and signs

- [ ] Gate locked
- [ ] Closed sign posted
- [ ] Hours sign taken down

Records

- [ ] Season logs and incident reports filed
- [ ] Check-in reports exported
- [ ] Tablet charged and put away
- [ ] Final notes passed to the manager
- [ ] _____
- [ ] _____