## Recreational Water Facility Self-Inspection Checklist

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| --- | --- |
| **Facility Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Staff Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Notification |
| Written notification is provided to the local health unit at least 14 days before re-opening following a closure of more than four weeks.  | [ ]  | [ ]  | [ ]  |
| Writing notification containing building permit number for construction and/or alteration is provided to local health unit at least 14 days before opening, and written permission to open is received from local health unit. | [ ]  | [ ]  | [ ]  |
| Maintenance |
| All equipment is maintained in working order. | [ ]  | [ ]  | [ ]  |
| Facility is ventilated to remove odours. | [ ]  | [ ]  | [ ]  |
| Pool surfaces are white or light in colour. | [ ]  | [ ]  | [ ]  |
| All parts of the pool, spa, wading pool, waterslide receiving basin and/or splash pad are maintained in a safe condition to prevent injury. | [ ]  | [ ]  | [ ]  |
| Outside of operating hours pools, spas, wading pools and waterslide receiving basins are inaccessible except to persons involved with operation, inspection or maintenance. | [ ]  | [ ]  | [ ]  |
| A water meter is available to register the volume of make-up water added each day.  | [ ]  | [ ]  | [ ]  |
| A flow meter is available, and the turnover rate is met (Class A Pools built after April 30, 1974, move water through the filtration and disinfection equipment at least 4 times per day. Class A Pools built before May 1, 1974, and all Class B Pools move water through filtration and disinfection equipment at least 3 times per day).  | [ ]  | [ ]  | [ ]  |
| Spa steps have a handrail, non-slip surfaces on the treads and contrasting colour along the side and top of the edges for each step.  | [ ]  | [ ]  | [ ]  |
| Lighting is operational, properly installed and in good repair to ensure visibility of the black disc (pools), black markings (modified pools) or lowest water outlet drain (spas and wading pools).  | [ ]  | [ ]  | [ ]  |
| Exposed piping is clearly identified by colour coded bands. Chlorine piping is identified with yellow bands and potable water piping is marked with green bands. | [ ]  | [ ]  | [ ]  |
| Ramp barrier separates the pool deck or walkway from the pool ramp. | [ ]  | [ ]  | [ ]  |
| A clock is mounted in a location that is visible from anywhere in the spa.  | [ ]  | [ ]  | [ ]  |
| Operation |
| Circulation system and the chemical feeder are in continuous operation except for necessary stoppage (maintenance, draining, repairs, backwashing of filters or closing for seven consecutive days or more). | [ ]  | [ ]  | [ ]  |
| All chemicals are stored and handled in a safe manner. | [ ]  | [ ]  | [ ]  |
| A water test kit is available and used according to manufacturer directions. | [ ]  | [ ]  | [ ]  |
| Manual water tests are completed, and results are recorded 30 minutes prior to opening, and then every 4 hours when an automatic sensing device is present OR every 2 hours when there is no automatic sensing device.  | [ ]  | [ ]  | [ ]  |
| Facility is kept clean, and in a manner to prevent possible injury (including walls and deck surfaces). | [ ]  | [ ]  | [ ]  |
| Dressing/locker rooms, water closets and showers are available for use before swimmers enter the deck. | [ ]  | [ ]  | [ ]  |
| Spas with 4000 Litres of water or less are drained, inspected and refilled using the formula WRI = V ÷ (10 × U). WRI = the maximum number of operating days that can pass between drainings; V = volume of the spa in Litres; U = total estimated number of bather uses per operating day.  | [ ]  | [ ]  | [ ]  |
| Food and beverages are not permitted on the deck. Only water is permitted on the deck.  | [ ]  | [ ]  | [ ]  |
| Towels and bathing apparel are laundered, disinfected and stored in a clean manner when provided. | [ ]  | [ ]  | [ ]  |
| Total number of swimmers allowed on the deck and in the pool or spa does not exceed the maximum bather load.  | [ ]  | [ ]  | [ ]  |
| Perimeter drain of the pool is kept free of debris. | [ ]  | [ ]  | [ ]  |
| Records |
| Daily records are maintained for estimated number of swimmers, make-up water meter reading, emergencies and rescues, equipment breakdowns, time/day of phone tests, safety equipment inspections, manual water tests, type and amount of chemicals added manually, and date when spa is drained, inspected and refilled. | [ ]  | [ ]  | [ ]  |
| Weekly records are maintained for Cyanurate stabilization tests. | [ ]  | [ ]  | [ ]  |
| Monthly records are maintained for inspections of gravity and suction outlet covers, vacuum release mechanism tests, emergency stop button tests, and ground current leakage detecting and de-energizing device tests.  | [ ]  | [ ]  | [ ]  |
| Written record of all inspections are signed by the person that completed the inspection, maintained for one year and available for viewing by public health inspector. | [ ]  | [ ]  | [ ]  |
| Other documentation requested by public health inspector specific to your facility are maintained with record logs (confirmation on anti-entrapment drain covers, decommissioned main drains, pools design, disconnected underwater lights, etc.). | [ ]  | [ ]  | [ ]  |
| Safety |
| Emergency telephone is provided, accessible and tested each day before opening. | [ ]  | [ ]  | [ ]  |
| Emergency stop button deactivates all pumps used in the operation and activates audible and visual signals.  | [ ]  | [ ]  | [ ]  |
| Written emergency and operational procedures are available, and all lifeguards are trained in these procedures. | [ ]  | [ ]  | [ ]  |
| Anti-entrapment drain cover is provided. Pools and spas are closed when outlet covers are loose, cracked or missing. | [ ]  | [ ]  | [ ]  |
| Anti-entrapment device is installed or there is an anti-entrapment design (unblockable drain, multiple main drains 3 feet apart, gravity drain system). | [ ]  | [ ]  | [ ]  |
| Spa heater has a tamper-proof upper limit cut-off switch that is separate from the water temperature thermostat. | [ ]  | [ ]  | [ ]  |
| Spas with hydro-massage jets have a timing device that controls the jet pump operation, has a 15 minute maximum limit and is installed in a location that requires swimmers to exit the spa to reset it. | [ ]  | [ ]  | [ ]  |
| Safety equipment is available and in good repair (electrically insulated or non-conducting reaching pole, two buoyant throwing aids with a securely attached six millimetre diameter rope one-half the width of the pool plus three metres, spinal board or device designed for lifting a person, first aid kit with the required supplies, and class B pools with a slope greater than 8% have a buoy line securely attached). | [ ]  | [ ]  | [ ]  |
| Diving platform greater than 3 metres above the water has a gate that is locked when not in use. A barrier or double safety lines with buoys are securely in place when diving platform is in use and the pool is not solely used for diving.  | [ ]  | [ ]  | [ ]  |
| Diving board or diving platform has a non-slip surface. | [ ]  | [ ]  | [ ]  |
| Waterslide is inspected by the Technical Standards and Safety Authority (TSSA), has a license for the current operating season and licensed operators (permit is renewed by TSSA annually). | [ ]  | [ ]  | [ ]  |
| Water Clarity and Chemistry |
| Water Clarity is satisfactory (black disc on a white background is clearly visible from the pool deck OR main drain cover is clearly visible from the spa and wading pool deck).  | [ ]  | [ ]  | [ ]  |
| All bathers are directed to leave the pool, spa, wading pool and remain out of the water when the required visibility standard is not met. | [ ]  | [ ]  | [ ]  |
| A black disc on a white background affixed to the bottom of the pool at the deepest point and is in good condition.  | [ ]  | [ ]  | [ ]  |
| Water is maintained free from contamination and visible matter. | [ ]  | [ ]  | [ ]  |
| Pool, waterslide receiving basin and recirculated splash pad water chemistry is maintained within the set ranges (total alkalinity 80 ppm to 120ppm, pH 7.2 to 7.8, free available chlorine 0.5 ppm to 10 ppm, bromine 2ppm to 4 ppm, stabilized free available chlorine 1 ppm to 10 ppm, oxidation reduction potential value 600 mV to 900 mV). | [ ]  | [ ]  | [ ]  |
| Spa and wading pool water chemistry is within the set ranges (total alkalinity 80 ppm to 120ppm, pH 7.2 to 7.8, free available chlorine or bromine 5 ppm to 10 ppm, and oxidation reduction potential value 600 mV to 900 mV).  | [ ]  | [ ]  | [ ]  |
| Spa water temperature is below 40 degrees Celsius.  | [ ]  | [ ]  | [ ]  |
| Cyanuric stabilization is only used in outdoor pools/wading pools and does not exceed 60ppm. | [ ]  | [ ]  | [ ]  |
| Recirculated splash pad water is filtered, disinfected and treated with ultraviolet light. | [ ]  | [ ]  | [ ]  |
| Supervision |
| Class A pool is equipped with required lifeguard control station(s) securely positioned at the side of the pool while in use and at least 1.80m above the water surface as per *O. Reg 565* [Section 20 (4) (7](https://www.ontario.ca/laws/regulation/900565#BK22)). | [ ]  | [ ]  | [ ]  |
| The required number of trained lifeguards are on the deck during operating hours, and the number of assistant lifeguards does not exceed the number of lifeguards as prescribed under *O. Reg 565* [Section 17](https://www.ontario.ca/laws/regulation/900565#BK17).  | [ ]  | [ ]  | [ ]  |
| Class A pool has admission standards to ensure children under 10 are supervised that include a swimming competency test and a method of communicating requirements to swimmers.  | [ ]  | [ ]  | [ ]  |
| Unsupervised Class B pools have a caution notice posted in a visible location within the pool enclosure.  | [ ]  | [ ]  | [ ]  |
| Attendant supervision is always provided when the wading pool is in operation.  | [ ]  | [ ]  | [ ]  |
| Signs and Markings |
| Notices, caution sings and health signs are posted as per *O. Reg 565* Sections [19](https://www.ontario.ca/laws/regulation/900565#BK20), [19.1](https://www.ontario.ca/laws/regulation/900565#BK21), [26 (2)](https://www.ontario.ca/laws/regulation/900565#BK28) and [26.4 (2)](https://www.ontario.ca/laws/regulation/900565#BK32). | [ ]  | [ ]  | [ ]  |
| Diving warning signs are provided for pools with water depth of 2.50 metres or less, pools with ramps and Class B pools equipped with diving boards as per *O. Reg 565* Section [19 (7), (9), (10)](https://www.ontario.ca/laws/regulation/900565#BK20)  | [ ]  | [ ]  | [ ]  |
| Designated Operator and Training |
| There is a designated operator trained in operation, maintenance, filtration system, water chemistry and relevant safety and emergency procedures and their name has been shared with the health unit.  | [ ]  | [ ]  | [ ]  |
| Notes: |
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**Resources:**

[SMDHU Webpage](https://www.simcoemuskokahealth.org/HealthUnit/Workplaces/Businesses/PoolAndSpaOperators)

[SMDHU Operator Manual](https://www.simcoemuskokahealth.org/docs/default-source/jfy-businesses/18-06127-spa-operator%27s-manual-class-c---may2019smdhu.pdf?sfvrsn=0)

[Ontario Regulation 565: Public Pools](https://www.ontario.ca/laws/regulation/900565#top)