## Spa 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. |  |  |  |
| All parts of the spa are maintained in a safe condition to prevent injury. |  |  |  |
| Spa is inaccessible outside of operating hours 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 number of turnovers meet requirements of the Ontario Building Code. Water is passed through the filters, disinfected and passed through the spa with a turnover period of:   * 30 minutes for spas with a water volume of 6m3, * 20 minutes for spas with a water volume more than 4 m3 but is less than 6 m3, or * 15 minutes for spas with a water volume that is less than 4 m3. |  |  |  |
| 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 lowest water outlet drain. |  |  |  |
| 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 (i.e.: 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 spa deck. |  |  |  |
| Towels and bathing apparel are laundered, disinfected and stored in a clean manner when provided. |  |  |  |
| Total number of swimmers allowed in the spa does not exceed the maximum bather load. |  |  |  |
| 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. |  |  |  |
| 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, spa 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. |  |  |  |
| Anti-entrapment drain cover is provided. Spas are closed when drain 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 (i.e.: 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 spa plus three metres, spinal board or device designed for lifting a person, and first aid kit with the required supplies). |  |  |  |
| Water Clarity and Chemistry | | | |
| Water Clarity is satisfactory and main drain cover is clearly visible from the spa deck. |  |  |  |
| All bathers are directed to leave the spa and remain out of the water when the required visibility standard is not met. |  |  |  |
| Water is maintained free from contamination and visible matter. |  |  |  |
| Spa 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 not used in spas. |  |  |  |
| Signs and Markings | | | |
| Notices and caution sings are posted at:   * At the emergency stop button stating in event of emergency push emergency stop button and use emergency phone. Audible and visual signal will activate. * At the emergency phone listing location name and address and emergency services with telephone numbers. * At the spa stating the location of emergency phone. * At entrance to each shower area used by bathers and the entrance to the spa deck indicating the shower requirements. * setting out maximum number of bathers permitted in the spa. |  |  |  |
| Caution notice is posted at the entrance to the spa stating:  CAUTION   * Children under the age of 12 are not allowed in the spa unless supervised by a person who is 16 years of age or older. * Pregnant women and persons with known health or medical conditions should consult with a physician before using a spa. * Do not use the spa if you have an open sore or rash, or are experiencing nausea, vomiting or diarrhea. * Overexposure may cause fainting. 10 to 15 minutes may be excessive for some individuals.  Cool down periodically and leave the spa if nausea or dizziness occurs. * Enter and exit the spa slowly, to prevent slipping. * Do not play or swim near drains or suction devices. Your body, body parts, hair, jewelry and other objects may become trapped and cause injury or drowning. People with long hair should be especially careful. * Do not enter or remain in a spa if a drain cover or suction fitting is loose, broken or missing. Immediately notify the spa operator. * No food or beverage except water is permitted within the spa or on the deck. No glass containers of any kind are permitted within the deck or spa. |  |  |  |
| 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 Recreational Facility Operators Webpage](https://www.simcoemuskokahealth.org/HealthUnit/Workplaces/Businesses/PoolAndSpaOperators)

[SMDHU Public Pool, Spa and Class C Facilities Operator’s 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)