



**Behind the scenes at the Aquatic Facility** ..... Almost every business is a people business. Those responsible for making both the day-to-day and major decisions need to be as informed as possible about the environment where people will work and play in the water. Whether looking at a facility through the perspective of the potential buyer or renter, or through eyes of the person now responsible for the safety and well being of patrons, the premise is the same. Every person in an aquatic facility needs to be aware of their environment.

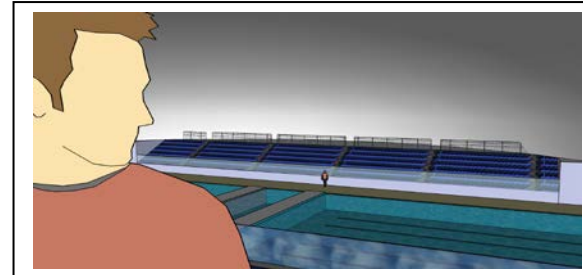
**The first impression** – As soon as someone walks into a facility, the impression-making will begin. Every area will be judged with 3 criteria in mind. In their priority of perceived importance to the patron:

1. Aesthetics
2. Safety
3. Functionality

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

Under LOOKS we include:

- Lighting
- Color schemes
- Cleanliness
- Signage and bulletin boards
- Furnishings – Fixtures – Equipment
- Staff apparel and presentation
- General facility layout
- Information and assistance areas well marked
- Trash receptacles well placed throughout the facility
- Clocks and TV's and Mirrors in logical and user-friendly locations
- Décor – pictures and colorful appropriate decorations



Under SMELLS we include:

- Chlorine odors
- Cleaning odors
- Bathroom and locker odors
- Health club odors
- Food odors

Under FEELS we include:

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

**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?
- Do all public areas comply with ADA codes?
- Are the “WET” and DRY” areas segregated and appropriately marked?
- Are chemicals stored properly in secured areas away from public access?
- Are NON-PUBLIC areas marked with warnings and doors kept locked?
- Are all emergency exits, fire extinguishers and alarms, AED's, SHARPs containers, etc. easy to locate and clearly marked?
- Are the outside areas, entrances/exits, sidewalks, kept clear and clean?

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

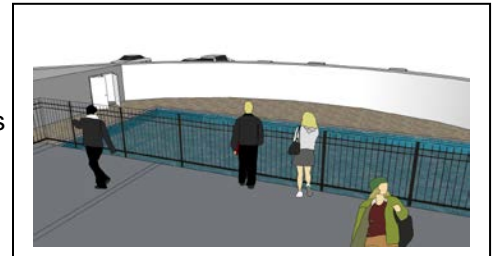
- Is the first thing people see inside the main entrance the information desk with a person to greet and help them?
- Do the members/users areas have controlled access so the general public cannot simply walk into them?
- Are there adequate bathrooms for the general public, members, family changing areas, caregiver and member areas, and wet and dry segregated shower/changing rooms?
- Do the pools have safe and convenient access in the form of stairs, ramps, lifts, etc.?
- Are pool decks kept clear of equipment and obstructions?
- Are there staff areas or stations that are easily accessible to the patrons?
- Are their dry viewing areas for aquatic activities so guest can watch members without getting wet or walking in wet areas?

**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. Here are some of the things that need to be considered:

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

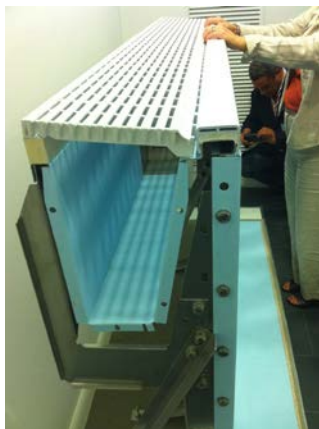
**Specialty areas** – These are areas that only properly trained people should be in. They include:

- HVAC and building operational equipment rooms
- Electrical rooms
- Sprinkler system rooms
- Computer router rooms
- Storage rooms for cleaning equipment and cleaning chemicals
- Pool equipment and filter rooms
- Pool chemical treatment rooms
- Record storage areas and private offices



**The POOL** – The areas of a pool need to be understood from a practical operational standpoint.

- The tank itself. Most pools are constructed from:
  - Gunitite or shockcrete - concrete that is sprayed from machine with a hose and nozzle. The surface is then plastered and a protective coating applied.
  - Concrete that is poured from a truck into forms that have been built – usually out of wood. Then the pool is painted to make it waterproof.
  - Fiberglass walls with a concrete bottom which is painted.
  - Steel walls with a protective coating or liner. A concrete bottom is usually incorporated into this design then coated like the walls.
  - Concrete block walls with a poured concrete bottom with a liner on walls and bottom.
  - Pre-cast concrete walls with a poured bottom with a liner for bottom and walls.
  - Gunitite – concrete – steel with tile installed on walls and bottom



- 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
  - 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
  - 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
  - Fiberglass will last 5 years or longer before maintenance is necessary. Many times fiberglass has problems with resin bubbles and spots in the walls.
  - Pools with liners can last from 10 -12 years before liner replacement is necessary.
  - 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.
- 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.
- 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.



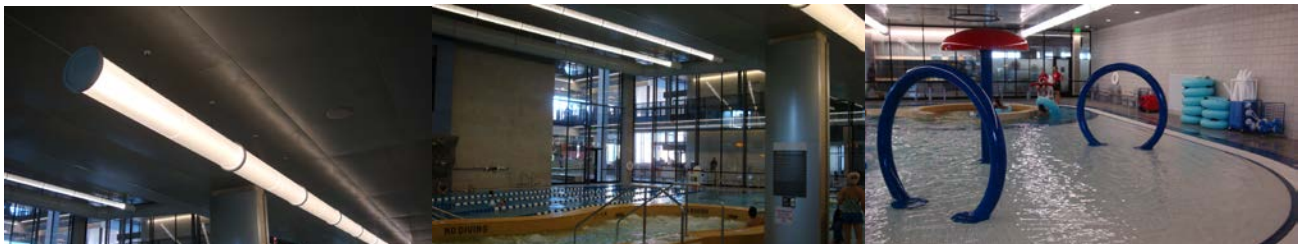
Then wipe poles with damp towel (good quality paper towels also will work).  
Then apply a liquid silicone car wax – any brand will do as long as it is silicone based



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

- Other equipment that needs to be periodically inspected and cleaned are:
  - Gutters and Skimmers
  - Diving boards, platforms, stairs, railings, etc.
  - Moveable bulkheads and their related equipment
  - Doors and all hardware and door jams
  - Safety equipment
  - Drains – are the VGB compliant and securely attached and clear from debris?
- 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.
  - 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.

- 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.
  - 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.
  - 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.
  - 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.
  - 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 form saline generators and ozone units. Stick with chlorine/bromine and Medium Pressure UV for indoor pools and just Chlorine for outdoor pools.
  - 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.
- 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.
      - 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.
      - Back up fuses need to be stocked for all units.
      - Fan and blower motors need to be lubricated according to suggested maintenance schedules
    - 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.
      - 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.
      - Ducts and vents need to be cleaned yearly and vents may need to be adjusted if necessary.
- 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.
    - 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.
    - If a bulb is out it needs to be replace immediately not “when someone can get to it”.



The upkeep and continual improvement of an aquatic facility needs to be a TEAM EFFORT. Every person should be not only involved but empowered to give input and evaluate.

## Walk through facility evaluation form:

### 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?  
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- Are all emergency exits, fire extinguishers and alarms, AED's, SHARPs containers, etc. easy to locate and clearly marked?  
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- Are the outside areas, entrances/exits, sidewalks, kept clear and clean?  
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**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?  
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- Record storage areas and private offices  
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**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
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  - Fiberglass will last 5 years or longer before maintenance is necessary. Many times fiberglass has problems with resin bubbles and spots in the walls.  
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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:
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*Circle rating 1 - 2 - 3 Comments* \_\_\_\_\_
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- Doors and all hardware and door jams  
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- Drains – are the VGB compliant and securely attached and clear from debris?  
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- 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.  
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▪ Back up fuses need to be stocked for all units.  
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▪ Fan and blower motors need to be lubricated according to suggested maintenance schedules  
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  - 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.

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▪ 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.

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▪ Ducts and vents need to be cleaned yearly and vents may need to be adjusted if necessary.

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- 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* \_\_\_\_\_

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- 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.

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- If a bulb is out it needs to be replaced immediately not “when someone can get to it”.

*Circle rating 1 - 2 - 3 Comments* \_\_\_\_\_

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Many times this list is intimidating and the instructor or employee thinks – “this is not my job”. We would then ask – “if not you then who? It’s everyone’s job to help the person in charge operate the best facility possible. Education and Cooperation is a necessity.

	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																																
<b>POOL FILTER ROOM – Daily procd</b>																																
Check pumps and filters for leaks or unusual noises																																
Check chemical containers																																
Ck area of room for proper storage																																
Check for wet floor																																
<b>LAND AREA – Daily procedures</b>																																
Lights on																																
Pick up rooms																																
Access area check																																
Check supplies																																
<b>POOL AREA – Daily routine</b>																																
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																																
<b>Weekly /Monthly</b>																																
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																																
<b>Closing Procedures - Daily</b>																																
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	

And always remember this is a people business.....

