

Pool Duty Tasks

Please use the [Daily Pool Log](#) to record details as you complete each task.

Step	Details
1. Take Chemical Readings	<p>Take the daily chemical readings for the following:</p> <ul style="list-style-type: none"> • Free Chlorine • Total Chlorine • pH • Total Alkalinity <p><u>If you can and no one else has</u> also take the weekly readings:</p> <ul style="list-style-type: none"> • Calcium Hardness • Cyanuric Acid
2. Identify + Handle Any Needed Chemical Adds	Compare the chemical readings with the ranges for each. If any are out of range see the Pool Chemical Additions sheet to determine how to handle.
3. Check Sand Filter Pressure	Read the pressure gauge on the sand filter. If it is > 19 psi will need to Backwash + Rinse. See the Switching Pool Filter Modes sheet for details on how to do that.
4. Check Sand Filter Basket	<p>Check for material collected in the filter basket by shining a flashlight through the clear lid. Open and empty if needed.</p> <p>NOTE: Pump must be OFF before opening lid!</p>
5. Check Inline Chlorine Dispenser	<p>Open the top of the tall white plastic tubular chlorine dispenser in the pool house and add chlorine tablets if needed.</p> <p>NOTE: Pump must be OFF before opening lid!</p>
6. Check Floating Chlorine Dispenser	Open the top of the blue/white plastic floating chlorine dispenser and add chlorine tablets if needed.
7. Check Pool Water Conditions	Note the color and clarity of the water. Compare the water level with the black 'midline' mark on the deep end pool skimmer frame. IF it is > 0.5" below will need to add water. See the Adding Water to the Pool sheet for details on how to do that.
8. Empty Pool Skimmer Baskets	Take the cover off each skimmer and remove the plastic basket to empty its contents outside the pool fence.
As Needed	
Skim Pool Surface	If there are leaves/twigs floating on the pool surface use the long-handled skimmer net to manually scoop and remove them
Vacuum Pool	<p>If light algae is visible on the pool floor/walls it needs to be vacuumed. See the Normal/Light debris vacuuming sheet for details on how to vacuum the pool in this condition.</p> <p>If 'floc' has been added to the pool and heavy debris has settled see the Heavy/'floc' debris vacuuming sheet for instructions.</p>