

## Swimming Pool Seasonal Opening Checklist

This is a self-inspection guide to complete prior to seasonal opening. All items must be completed prior to seasonal opening. All items must be in compliance to open. If an item is not in compliance your pool is not approved for operation. Call Kent County Environmental Health Division (KCEH) at (616) 632-6890 with any questions.

A completed "Notification of Operation" form must be emailed to [kcehmail@kentcountymi.gov](mailto:kcehmail@kentcountymi.gov) prior to opening. Please completely fill out the form — the license number and address are required.

Upon receipt and approval of the completed "Notification of Operation" form showing that all items are in compliance, the pool may open prior to KCEH's seasonal opening inspection. Pools that were closed by KCEH for any reason during the previous season will not be allowed to open prior to an opening inspection by KCEH. Call (616) 632-6900 to schedule pool inspections for pools that were closed last year.

- Submitted an acceptable water sample from a DEQ certified lab to KCEH dated within the last thirty (30) day.
- Contingency and emergency plans updated for current swimming pool season and are available on site for review.
- Previous violations corrected (check last season's reports).
- Water Quality: Chlorine residuals stable at 2.0-4.0 ppm; Bromine levels at 4.0-6.0 ppm;  
Cyanuric Acid at 30-50 ppm; pH between 7.4-7.6; Main drains visible from 30 feet away.  
*Note: Higher residuals are recommended when bather loads are high.*
- Pool sides and bottom clean and in good condition.
- Gutters or skimmers function (weirs or double baskets present). Eighty percent (80%) of the total flow should come from the skimmers with only 20% from the main drain.
- Main drains are in place and secure with no broken slats.
- Signs are posted: Bather load limit, no glass, water temperature (if over 86°F), "No Lifeguard on Duty," if applicable (4-inch letters). Operating rules and operator's location or phone number are posted.
- Spa pools must post "Health Hazards" and "No Alcohol Consumption" signs.
- Pumps and filters must work properly. Safety equipment (mask, eyewash) must be available for handling chemicals and diatomaceous earth.
- Chlorinator or brominator is functioning properly.
- Vacuum/pressure gauges at or near the filter are working properly.
- Extra strainer basket, extra cartridge filter (if applicable) and extra skimmer baskets available.
- Flow meter functioning properly and flow rate adequate for required turnover.
- DPD test kit complete and fresh chemicals supplied. When stabilized chlorine is used, cyanuric acid test kits must be available and used weekly.
- Fencing is four feet high with self-closing, self-latching, lockable gate in good repair. No footholds or holes (less than 4 inch openings) are evident.
- No access to pool except through a bathhouse or past a foot spray/shower.
- If lifeguards are required, current Lifeguarding and CPR credentials are available for review. Adequate number of Lifeguards available per pool capacity.
- Pool deck surface are clean. No trip hazards exist, and deck is sloped to drain. The space between deck and coping is properly sealed.
- Foot spray, shower, hose bibs and drinking fountains are working and in good repair.

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- Vacuum breakers are provided at hose connections. The backwash line has an air gap as required.
- Depth markers and "No Diving" signs are in 4-inch contrasting colored letters with FT or INCH unit marks on all depth markings.
- Side wall water inlets are operational and positioned downward.
- Lifeline is in place where water is 5 feet deep and/or water has a rapid change in slope. Bottom of pool must also be marked with a line that extends up the sides of pool. Steps and underwater ledges/ seats must also be marked at the edge of each step. Walkway adjacent to underwater seating is marked to identify seat location.
- Ladders and railings are secure and slip resistant.
- Safety equipment is kept inside pool enclosure and all pieces are in good condition. Emergency telephone is in pool enclosure and available during pool operating hours. Name, address and dialing directions are available at telephone. Telephone's proper operation has been verified.
- Vacuum hose is available and in good repair.
- Bathhouse and equipment are in good repair. Plumbing is operational; floors and walls are smooth and easily cleanable; soap and hand drying devices are available; hot water (90°F-100°F) is provided.
- Chemical storage is adequate, safe and meets the MSDS storage requirement of each chemical used.
- Blank operation reports are on site. Note: After opening, fill out operation reports completely by testing and recording the pool water disinfectant level three times daily.

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## OUTDOOR SWIMMING POOL NOTIFICATION OF OPERATION

*Return to Kent County Health Department*

Those pool operators who complete the following may open prior to an opening inspection from KCHD. All items **must** be in compliance to open prior to an inspection. A completed "Notification of Operation" form must be emailed to [kcehmail@kentcountymi.gov](mailto:kcehmail@kentcountymi.gov) for EACH pool (spa, swimming, wade, etc.) that will be opened. **The preopening notification must be approved by KCHD prior to opening your pool. Please complete all parts of the form — the license number and address are required.**

*Please verify the following:*

- I have posted the current Michigan Department of Environmental Quality (DEQ) Swimming Pool License in a conspicuous location.
- I have paid the annual KCHD inspection fee (for each pool).
- I have submitted an acceptable water sample dated within the last thirty (30) days from a DEQ certified lab to KCHD.
- I have reviewed the KCHD Swimming Pool Seasonal Opening Checklist (Pages 1-2)
- I have addressed any and all outstanding violations from the previous year's seasonal inspection.
- I have inspected and replenished, as necessary, all required safety equipment.
- I have provided an adequate number of lifeguards with current lifeguarding and CPR credentials, if required, or a "No Lifeguard on Duty" sign is posted if lifeguards are not required.
- I have updated the Emergency and Contingency Plans, and they are available at the facility.
- I have reviewed the DEQ Public Swimming Pool Rules: [https://www.michigan.gov/documents/deq/deq-dwrpd-eh-swmp1-SR\\_Rules\\_PRINT\\_COPY\\_2-8-01\\_270447\\_7.pdf](https://www.michigan.gov/documents/deq/deq-dwrpd-eh-swmp1-SR_Rules_PRINT_COPY_2-8-01_270447_7.pdf)

I certify I have reviewed the above information. To the best of my knowledge, all items are in compliance with the DEQ Public Swimming Pool Rules for the facility described below.

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Operator Name (printed): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility Name: \_\_\_\_\_ License/SP #: \_\_\_\_\_

Address: \_\_\_\_\_ City/Township: \_\_\_\_\_

Anticipated Opening Date: \_\_\_\_\_ Chlorine: \_\_\_\_\_ Bromine: \_\_\_\_\_ pH: \_\_\_\_\_

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### *Section Reserved for Environmental Health Division*

Sanitarian: \_\_\_\_\_ Review Date: \_\_\_\_\_ Approved: Yes  No

Comments: \_\_\_\_\_

**MUST BE RETURNED & APPROVED PRIOR TO OPENING**