Portsmouth Health Department
Environmental Health Services
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PORTSMOUTH
Health Department
Charting a Course for Good Health

OPENING INSPECTION CHECKLIST REQUIREMENTS FOR PUBLIC RECREATIONAL WATER FACILITIES

Administrative:
☐ Satisfactorily passing both an annual electrical inspection conducted by a private electrical contractor, and an annual pool safety inspection conducted by the Portsmouth Department of Permits & Inspections → ($50.00 fee)
☐ The Recreational Water Facility Application + the appropriate fee. ($50.00 seasonal, $75.00 year round) has been submitted to the Portsmouth Health Department.
☐ A Certified Pool Operator employed to oversee the daily pool operations. *The pool operator's certification is valid for five (5) years after the issue date.*
Pump Room/Chemical Storage Room:
☐ The pump room/chemical storage room is clean, neat, and orderly. Chemicals stored off the floor on platforms or pallets with the acids and bases stored separately.
☐ Pump(s), Filter(s), Suction Cleaner (vacuum), and Chlorinator(s) in good repair and properly operating.
☐ Piping systems are marked with flow directional arrows or color-coded as follows: Freshwater (to check valve) – BLUE Backwash – BLACK Influent – YELLOW Effluent – WHITE Vacuum Line - ORANGE
☐ A completed pool specification placard along with backwash instructions are posted in the pump room.
☐ A National Fire Protection Association (NFPA) 704 chemical hazard placard posted on the chemical storage room door. **(Recommended)**
☐ A sign stating "Authorized Personnel Only" posted on the pump room and chemical storage room entrance doors. **(Recommended)**
Restroom & Pool Shell/Deck:
☐ Shower(s) and dressing room(s) are clean and in good repair and there is adequate previsions for each sex.
☐ Restroom toilets and hand sinks clean, in good working order, and properly stocked (toilet paper, paper towels, and soap).
☐ The pool/spa main drain meets the requirements of the *Virginia Graham Baker Pool & Spa Safety Act*.
☐ Pool's shell, deck, grease tiles, and coping tiles are in good repair, properly caulked, and not a hazard to bathers. Returns are capped, and the ladders, diving boards & handrails are secure/in good repair and not a hazard to bathers. Pool must have (2) exits out of the water.
☐ Roof runoff or other drainage shall not be wasted onto the deck. All areas surrounding the deck have surface drainage directed away from the deck area.
Safety and Rescue Equipment Requirements:
☐ Protective clothing (i.e. NIOSH approved cartridge respirator, goggles, chemical-resistant rubber apron and gloves) are provided for personnel handling chlorine chemical compounds and other caustic chemicals.
☐ Protective clothing is stored in a container in a location separate from the pump room and chemical storage room.
☐ Pool Enclosure- Minimum (4) foot tall with no opening greater than (4) inches for pickets or (1 ¾) inch otherwise (chain link).

☐	The gap at the base of the fence or enclosure shall not exceed two (2) inches.
☐	The entrance gate is self-closing and self-latching (the latch must be at least 54 inches above grade).
☐	The wading pool is separated from the main pool by a suitable barrier (fence) with a gate that is self-closing and self-latching [for existing barriers (fence) and new pools only].
☐	A sinkable, non-rusting disc six (6) inches in diameter, divided into alternate black & white segments w/retrieval line for determining the pool's water clarity at its deepest point.
☐	The water clarity of the pool is sufficient to clearly view the water clarity disc in the deepest point of the pool from the pool deck at all distances up to ten (10) yards in the horizontal direction.
☐	There is at least one (1) lifeguard on duty at all times for pools with a water surface 2,000 square feet or more.
☐	Lifeguard(s) possess a valid certification through the American Red Cross, YMCA, or other accredited agency for lifesaving personnel.
☐	There shall be (1) elevated lifeguard chair for pools with a depth over (5) feet or 2,000 square feet of water surface.
☐	The ratio of lifeguards to bathers shall be one (1) lifeguard on duty for the first seventy-five (75) bathers and an additional lifeguard for every fifty (50) bathers or fraction thereof.
☐	A sign that reads "WARNING: No lifeguard on duty. Children under the age of fourteen (14) shall not be allowed to use the pool without an adult in attendance" is posted for pools with a water surface less than 2,000 square feet without a lifeguard.
☐	One (1) or more approved safety tubes or lightweight but strong poles with blunted ends (≥ 12 ft in length).
☐	One (1) or more throwing buoys (< 15 inches in diameter) having a 150 pound test line attached of sufficient length to reach twice the length of the pool's width, placed on racks at strategic points adjacent to the pool.
☐	Approved lifeline in good repair at break in grade between shallow and deep portions or 6 inches of either shallow side of the break with its position marked with visible floats at not greater than (7) foot intervals.
☐	Approved first aid kit.
☐	American Red Cross approved backboard equipped with body restraint straps and a head immobilizer.
☐	A direct dial telephone readily accessible at all times. **A portable telephone such as a cell phone is approved for use if the portable telephone's number is registered under the pool facility name and address.**
Approved Signs:	
☐	Occupant load sign required with four (4) inch lettering minimum and clearly legible located at the pool entrance indicating the number of occupants permitted.
☐	"No Diving Allowed" sign(s) with lettering no less than four (4) inches in height are posted for area(s) of the pool where no diving is allowed.
☐	Pool rules and regulations posted at the pool entrance.
☐	DEPTH MARKERS: The depth of water in the pool is marked at one (1) foot increments or no more than twenty (20) feet apart on both horizontal deck surfaces and vertical surfaces of the pool wall, with numerals letters at least four (4) inches in height with good contrast with the pool walls and deck.
☐	An occupant load sign is posted for the spa/hot tub based on one (1) bather for every ten (10) square feet of pool water surface area.
☐	SPA/HOT TUB WARNING SIGNS: A precautionary sign with clearly legible letters is be posted in a prominent place near the entrance to the spa/hot tub and contains the following language: "CAUTION" a. Elderly persons, pregnant women, infants, and those with health conditions requiring medical care should consult a physician before entering the spa/hot tub. b. Unsupervised use by children under the age of 14 is prohibited. c. Hot water immersion while under the influence of alcohol, narcotics, drugs, or medicines may lead to serious consequences and is not recommended. d. Do not use alone. e. Long exposure may result in nausea, dizziness, or fainting.
☐	Spa/hot tub has a clock and thermometer visible to the occupants. The spa/hot tub water temperature does not exceed 104 degrees Fahrenheit.

☐	Indoor recreation/swim pool is maintaining a water temperature between 70 – 85 degrees Fahrenheit. (*Indoor therapy pool can maintain a water temperature up to 104 degrees Fahrenheit)*
Readings:	
☐	Approved water treatment test kit provided that tests for free available chlorine/total chlorine/bromine, pH, total alkalinity, and calcium hardness. **Orthotolidine (OTO) Test Kit and Pool Test Strips are NOT approved for use.**
☐	Fully supplied water treatment test kit reagents maintained and replaced each year before the beginning of pool operations.
☐	Current readings placard posted in a location easily observable by the bathers. (separate for pool and spa/hot tub)
☐	Disinfection test records are available and maintained where free chlorine (bromine for spa/hot tub) and pH are tested and recorded every two (2) hours during pool operation hours, and total alkalinity and calcium hardness are tested and recorded once per week.
☐	A free chlorine residual for pools with no CYA: 1 – 10 ppm A free chlorine residual for pools with CYA: 2 - 10 ppm
☐	pH is between 7.2 – 7.8 for pool and spa/hot tub.
☐	Bromine concentration level for spa/hot tub is maintained between four (4) ppm (parts per million) and eight (8) ppm.
☐	All parts of the *Code of the City of Portsmouth, Virginia, Chapter 34* regarding public swimming pools are in compliance.

I/We understand that the above items are completed, supplied, and/or agreed to prior to requesting an opening pool/spa/hot tub inspection from the Portsmouth Health Department.

Maintain this checklist for your records. Do not return this checklist to the Portsmouth Health Department.