READY TO INSPECT — FIELD CHECKLIST

Pool pump and filtration annual maintenance checklist

The annual pool equipment service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against manufacturer's published instructions, the applicable health and safety code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The pool service tech on the annual service visit; chemical treatment and any variance stay with the certified pool operator. When: Once a year, ideally at a shoulder season so the filter can be opened and the internals serviced without taking the pool down at peak use.

Shutdown

- [ ] Pool closed to bathers for the shutdown with the operator
  Operator and owner agree the outage window, pool closed and signed for its length, chemistry and reopening left with the certified pool operator.
  No photo required

- [ ] Every source locked and tagged before the filter is opened
  Pump, heater, feeders and controller locked and tagged at their own disconnects, filter drained to zero. Valve run: lid and filter closed, people clear, locks off by whoever hung them, re-locked before the pump opens, off for good at the restart.
  1 photo required

Filter service

- [ ] Filter opened and internals serviced
  Filter opened, grids/cartridges/media inspected and cleaned or replaced per the manufacturer, o-rings renewed, clean baseline pressure reset.
  2 photos required

- [ ] Backwash and multiport valve serviced
  Valve operated through its positions, spider gasket checked, no cross-leak between waste and return, sight glass observed to clear.
  No photo required

- [ ] Filter pressure gauge checked against a test gauge
  Filter gauge, and the outlet gauge where one is fitted, compared with a test gauge and replaced if it reads off, so the rise that triggers a backwash is read true next season.
  1 photo required

Pump and circuit

- [ ] Pump internals and seal serviced
  Impeller and diffuser cleared, mechanical seal and gaskets checked or replaced, motor bearings quiet, no leak after reassembly.
  1 photo required

- [ ] Heater serviced for its type where fitted
  Gas heater burner and venting serviced by a qualified gas tech, electric elements and contactors checked, heat pump refrigerant work left to a certified refrigerant tech.
  No photo required

- [ ] Full circuit brought up and observed
  System restarted and observed at normal flow and pressure, all returns and suction confirmed, gauges reading against the reset baseline.
  1 photo required

- [ ] Circulation rate read against the design turnover
  Flow read at the meter, or from the pump curve where none is fitted, with clean filters and compared with the design turnover on the plans or health permit.
  1 photo required

- [ ] Chemical feed seen to stop when circulation stops
  With the pool still closed and the operator present, pump stopped at its control, feeders seen to stop and stay off, feed resuming only with flow restored.
  1 photo required

Safety and records

- [ ] Anti-entrapment cover compliance observed and recorded
  Cover condition and any compliance marking re-checked at the drain, replacement flagged to the operator if degraded, condition photographed for the record.
  2 photos required
- [ ] Safety vacuum release tested with the operator where fitted
  Safety vacuum release system or other entrapment device tested per its manufacturer with the pool closed and the operator present, release and reset observed.
  No photo required
- [ ] Pool handed back to the operator for reopening
  Pump, heater and feeders left in auto with no test hold on, reopening left to the operator once chemistry and flow read back on their targets.
  No photo required
- [ ] Service report filed with the round record
  Service tech's report attached to the maintenance record, media/parts replaced noted, next-due interval set.
  1 photo required