READY TO INSPECT — FIELD CHECKLIST

Pool pump and filtration quarterly maintenance checklist

A quarterly pool equipment round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 or facilities maintenance tech on the quarterly round; chemical treatment stays with the certified pool operator. When: Every quarter, run on the equipment pad so the pump, filter and chemical controller are checked as one circuit rather than one at a time.

Before the round

- [ ] Pool operator told and bathers cleared before circulation stops
  Certified pool operator told first, pool closed to bathers whenever the pump stops or chemistry is disturbed, and reopened only on the operator's say.
  No photo required

- [ ] Chemical storage kept apart and the room ventilated
  Acid and chlorine stored apart in their own containment, labels legible, ventilation running, no fumes or fresh corrosion, gloves and face shield stocked.
  1 photo required

Pump and strainer

- [ ] Pump running with prime and no leaks
  Pump running smoothly at normal sound and pressure, seal and unions dry, motor not overheating, no air pulling at the lid.
  2 photos required

- [ ] Pump, feeders and heater locked out before the lid opens
  Pump motor, chemical feeders and heater switched off, locked and tagged at their own disconnects, isolation valves closed where fitted, before the strainer lid comes off.
  1 photo required

- [ ] Strainer basket clean and seated
  Basket cleared of debris, no cracks, lid o-ring seated so the pot holds prime, no air leak at the lid.
  1 photo required

- [ ] Lid closed, locks cleared and air bled on restart
  Lid tight and valves reopened, locks removed by whoever hung them, pump restarted and air bled at the filter relief until water runs steady.
  No photo required

- [ ] Bonding conductors intact at the pump and metal equipment
  Bonding conductor attached at the pump motor, heater and metal piping lugs, lugs tight and not corroded, conductor unbroken between them.
  1 photo required

Filter and flow

- [ ] Filter pressure and backwash checked
  Filter gauge read against the clean baseline, filter backwashed or cleaned when the rise calls for it, sight glass observed to run clear.
  2 photos required

- [ ] Flow and circulation confirmed
  Return flow present at the inlets, skimmer and main-drain suction pulling, flow meter reading in the normal band where fitted.
  1 photo required

- [ ] Heater observed running for its type where fitted
  Gas burner lighting clean, electric elements or heat pump running, water leaving the heater near the operator's setpoint, no leaks at the heater unions.
  No photo required

Chemical feed and safety

- [ ] Chemical controller and feeders observed, not dosed
  Controller powered and not in alarm, feeders have solution and are running, readings recorded and referred to the pool operator for any dosing.
  1 photo required
- [ ] Controller display compared with the operator's test kit
  Operator's hand test taken at the same time as the controller reading, a gap between them referred to the operator as probe drift, targets stay the operator's.
  1 photo required
- [ ] Main-drain and anti-entrapment cover condition observed
  Cover secured, unbroken and legible, no missing screws or cracks; condition and any compliance marking recorded and flagged if suspect.
  2 photos required
- [ ] Safety vacuum release status checked where fitted
  Safety vacuum release system or other entrapment device powered, not in fault and not bypassed, checked with the pool operator and any fault reported the same day.
  No photo required
- [ ] Operator's log, health permit and safety data sheets on file
  Round entered in the operator's log, health department permit current and posted, a safety data sheet on file for every chemical stored in the room.
  No photo required