

POOL CLOSURE — EXTENDED SHUT DOWN (MAINTENANCE MODE) SHUT DOWN “IN SEASON”

The following procedure is to be followed if an **extended shut down** is requested.

POOL PLANT OPERATIONS

STEP 01

- Ensure the pools are free from debris, vacuum if required.

STEP 02

- Backwash/Regenerate Filters as per normal plant ops procedure.

STEP 03

- Super chlorinate the pools to achieve breakpoint chlorination.

IQ TIP: An alternative product to using chlorine for super chlorination is IQ C-5 Tablets. [Click here for more information.](#)

STEP 04

- Lower pH to approx. 7.2

STEP 05

- Lower chlorine setpoints to achieve 1ppm

STEP 06

- To keep the pool free of algae and ensure maximum effectiveness of chlorine, add the required dose of either:

IQ POLY MAX Algaecide or
IQ Black Spot & Winteriser

STEP 07

- Where possible keep pool covers on pools to reduce chlorine demand.

STEP 08

- Monitor pH levels to ensure they remain at approx. 7.2

STEP 09

- Where possible Operate Pools to achieve a one turnover per day.

If not possible go to weekly Step 10

STEP 10 — Operate Pools Weekly

- (a) On a weekly basis please operate the pool plant for a period that would exceed the normal pool turnover period.
- (b) Ensure during this time chlorine level set points are raised to achieve a level of 10ppm OR use IQ C-5 Tablets and raise to 1ppm.
- (c) Record all chemical additions.
- (d) Undertake an inspection of all the plant and record during this time.
- (e) Report any plant issues for repair.
- (f) Return Plant to shut down mode.
- (g) Ensure all chemicals are stored and labelled correctly as per the WH&S Act and dangerous goods locked away.

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ADMINISTRATION

STEP 01

Ensure the following is undertaken

- (a) Advise BOC to halt deliveries.
- (b) Advise International Quadratics to halt deliveries until contacted by you or request we call you weekly to see if delivery is required.
- (c) Advise all other chemical suppliers of your closure.

STEP 02 — Record Keeping

Ensure the following (2019/20) season records are stored and maintained in a safe location.

- (a) Water quality records.
- (b) Pool plant records.
- (c) Facility checklist.

STEP 03 — Communications

- (a) Place notices on all entries advising of closure notice.
- (b) Update own business web pages and ensure an email address is given and monitored.
- (c) Place a message on answering machine and or forward all calls to someone who will answer enquires.

STEP 04 — Reporting

- (a) Monthly attendance data.
- (b) Weekly water meters.
- (c) Facility services.
- Update on issues as they occur.

AMENITIES & GROUNDS

STEP 01 — Immediate Actions

- Undertake a thorough cleaning regime of all amenities. **Ensure you also record all actions taken.**

STEP 02

Complete a full sweep of the grounds ensuring:

- (a) All items are put neatly away.
- (b) No chemicals are left in harms way.
- (c) Put out signage where possible on pool deck advising Pool is closed and not in normal operational mode.
- (d) Ensure all rescue equipment is safely stored.
- (e) Ensure all disabilities equipment is cleaned & stored.

STEP 03

Undertake:

- (a) A thorough clean of all administration areas.
- (b) Ensure all items of value are locked away.

STEP 04 — During Close Period

Undertake:

- (a) Daily inspections of your grounds and record.
 - Note you are looking for any entry through fences and or security issues.
- (b) Daily inspections of your administration.
 - Check all doors and windows.

STEP 05 — Weekly (Record all actions)

- (a) Record all water meters and send to council, or relevant person. **Ensure no leaks or mention.**
- (b) Clean all concourses.
- (c) Clean off all pool covers.
- (d) Clean all scum lines.
- (e) Clean areas that algae accumulates i.e: dive blocks.