



# Annual Self-Inspection Checklist

**See the *Instructions* page for detailed directions to complete and submit the Annual Self-Inspection Checklist Form.**

SWM # (aquatic venue licensing number) \_\_\_\_\_ SW # (filing number – optional) \_\_\_\_\_  
*Check your license paperwork issued yearly from Rhode Island Department of Health to find the licensing number.*

\_\_\_\_\_  
 Name of Aquatic Venue Facility

\_\_\_\_\_  
 Address City State ZIP

\_\_\_\_\_  
 Name and Job Title of Staff Person Completing Inspection Date of Inspection (MM/DD/YYYY)

**Venue Type:**  Pool  Hot tub/Cold tub/Spa  Wading pool  Floatation tank

**License Type:**  Year-Round  Seasonal **Chlorine Feed Type:**  Automatic  Manual

**In** = In Compliance **Out** = Out of Compliance **N/A** = Not Applicable **Fixed** = Corrected Upon Inspection

Item	Descriptions	In	Out	N/A	Fixed
<b>Pool/Spa Area</b>					
1	<b>Enclosure: Fencing, walls, gates, and doors in good repair</b>				
2	<b>Self-closing/self-latching gates or doors operational</b>				
3	<b>Protected overhead electrical wires/GFCI electrical receptacles</b>				
4	Grab rails, ladders secured; shell, deck in good repair				
5	<b>“Depth” and “no diving” markers, stair stripes in good repair and visible</b>				
6	Skimmers: Weirs and baskets installed; clean and operating; covers in good repair				
7	Recirculation inlets functional				
8	<b>Main drain grate secured in place and in good repair</b>				
9	<b>Water is clear, main drain visible</b>				
10	Pool deck free from obstructions				
11	Emergency phone or other communication device available and well-marked				
12	First aid kit available				
13	<b>Appropriate safety equipment present and in good repair</b>				
14	<b>Adequate supervision of the aquatic facility</b>				
15	Signs: Bathing load/rules/chemicals/spa legible and in good repair				
16	Water temperature ≤ 104°F (40°C)				
17	<b>Proper disinfectant level</b>				

Item	Descriptions	In	Out	N/A	Fixed
18	pH between 7.2 and 7.8				
19	Cyanuric acid ≤ 25 ppm				
<b>Equipment</b>					
20	Automated feeder operable				
21	Automated controller operable				
22	Piping and valves identified and marked				
23	Flow meter present and operating				
24	<b>Recirculation pump: Approved, good repair, operating</b>				
25	<b>Filter: Approved, good repair, operating</b>				
26	Pump strainer: Baskets in good condition, not clogged				
27	Filter gauges operable: Filter inlet and outlet, strainer; sight glass				
<b>Chemical Storage</b>					
28	Chemicals are stored according to local building and fire codes				
29	Chemicals are handled safely				
30	All chemicals are stored, handled, and used according to manufacturers' safety data sheets (SDS) and labels				
31	Chemicals are stored so that no mixing of incompatible materials (according to SDS) would occur if the packages were to leak				
32	Chemicals cannot be accessed by unauthorized individuals				
33	Chemicals are stored so that they are protected from getting wet				
34	Possible ignition sources are not stored or installed in the chemical storage space				
35	Smoking is prohibited in the chemical storage space				
36	Lighting in the chemical storage space allows operators to read labels on containers				
37	Chemicals are stored away from direct sunlight, temperature extremes, and high humidity				
38	No more than one open container of a chemical is kept in a staging area in the equipment room				
39	The chemical storage space is separate from the equipment room				
40	Warning signs posted on chemical storage space doors				
41	Personal protective equipment (PPE) is available as required by SDS				
42	Chemical containers are labeled and have hazard warnings				
43	All aquatic venue chemical containers are labeled				
<b>Records Room</b>					
44	<b>Records of facility attendance indicate overcrowding does not occur</b>				
45	Aquatic venue license posted where users will see it				
46	Daily Water Quality Monitoring taken before opening and every 2 to 4 hours (per feed type); log maintained onsite for 1 year				
<b>General</b>					
47	Floatation Tank: Ozone or UV system in proper working order				

Item	Descriptions	In	Out	N/A	Fixed
48	Floatation Tank: Ozone or UV system meets volumetric turnover requirements				
49	<b>No unapproved substantial alterations have been made</b>				
50	<b>Using an approved water supply source</b>				
51	<b>No plumbing cross-connections are present</b>				
52	<b>Emergency light source operational and maintained</b>				
53	<b>No glass objects in aquatic venue or on deck area</b>				
54	<b>Only approved chemicals are in use by approved methods</b>				

## Required Schedules for Cleaning, Documentation, and HPC Sampling

### Follow Hot Tubs, Spas, and Therapeutic Pool Cleaning Schedules

Hot tubs, spas, and therapeutic pools must be drained, cleaned, and scrubbed and have water replaced on a routine schedule. Use either the water replacement interval (in days) calculated below or once every 30 days as the schedule, whichever is more frequent.

Calculate the replacement interval by dividing the spa volume (in gallons) by three (3) and then dividing by the average number of users per day. **See *Licensing Aquatic Venues (216-RICR-50-05-4) (the Regulations) Section 4.6.1(D)***.

$$\frac{\text{spa volume (gallons)}}{3} \div \text{average number of users per day} = \text{replacement interval (days)}$$

Provide the dates on which this requirement was fulfilled for the last three months in the table below.

	Month	Days the Hot Tub/Spa/Therapeutic Pool was Drained, Cleaned, and Scrubbed and Had Water Replaced
<i>Example</i>	Jan	1/5, 1/12, 1/19, 1/26

The aquatic venue is not a hot tub, spa, or therapeutic pool.

### ATTACH Two Weeks of Water Quality Readings (Daily WQP Log Sheets)

Attach water quality readings taken during the two weeks before the inspection for review. If, at the time of this inspection or at any point during the operational season, the venue's water quality readings are out of compliance with the ranges in Section 4.6.2(B) of the Regulations attached to the end of this document, **the aquatic venue must be closed until the water quality meets all standards. See the Regulations Section 4.6.2.**

### ATTACH Virginia Graeme Baker Pool and Spa Safety Act Compliance Annual Attestation

All licensed aquatic venues must demonstrate compliance with the requirements of the *Virginia*

*Graeme Baker Pool and Spa Safety Act*, 15 U.S.C §§8001-8003 (VGBA). The attestation provides confirmation from the licensee that compliance has been evaluated and the components necessary to prevent drain entrapment are appropriate and not expired. **Licenses will be suspended for aquatic venues that fail to demonstrate VGBA compliance. See the Regulations Section 4.3.10 and 4.3.9(B).**

**ATTACH Heterotrophic Plate Count (HPC) Laboratory Analysis Reports and complete the tables below.**

If your aquatic venue is year-round, complete the first table below. If your aquatic venue is seasonal, complete the second table below.

**HPC Samples for Year-Round Aquatic Venues**

Operators must collect one water sample every 90 days from each year-round aquatic venue for HPC analysis by a laboratory certified for Method 9215B. Free chlorine residual, combined chlorine, and pH must be measured and recorded at the same time as sample collection. **Operators must close the affected aquatic venue immediately upon notification that the HPC for water sample exceeds 200 CFU until the operator has restored water quality and provided evidence of such to the RIDOH. See the Regulations Section 4.6.3.**

HPC Sampling Results for Year-Round Aquatic Venues				
Take one sample per quarter. Quarter 1: Jan-Mar, Quarter 2: Apr-June, Quarter 3: July-Sept, Quarter 4: Oct-Dec				
Date	HPC Result	Free Chlorine	Combined Chlorine	pH

**HPC Samples for Seasonal Aquatic Venues**

Operators must collect one water sample from each seasonal aquatic venue in June and one water sample from each seasonal aquatic venue in August for HPC analysis by a laboratory certified for Method 9215B. Free chlorine residual, combined chlorine, and pH must be measured and recorded at the same time as sample collection. **Operators must close the affected aquatic venue immediately upon notification that the HPC for water sample exceeds 200 CFU until the operator has restored water quality and provided evidence of such to the Licensing Agency (RIDOH). See the Regulations Section 4.6.3.**

HPC Sampling Results for Seasonal Aquatic Venues				
Take one sample in June and one sample in August.				
Date	HPC Result	Free Chlorine	Combined Chlorine	pH

By signing below, I certify that I have reviewed and found accurate the self-inspection results reported.

Owner name: \_\_\_\_\_

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner email address: \_\_\_\_\_

**\*Bold = critical** Items in bold are imminent health hazards. If a venue is out of compliance with any of these items, they must be immediately corrected, or the aquatic venue must be immediately closed per Section 4.3.9(C) of the Licensing Aquatic Venues Regulations (the Regulations). If the Licensing Agency (RIDOH) determines that conditions at an Aquatic Venue present an imminent health hazard that requires emergency action and incorporates a finding to that effect in its order, the Licensing Agency may order summary suspension of a license pending proceedings for revocation or other action per Section 4.3.9(B) of the Regulations. To return to compliance, consult with your aquatic venue professional.

## Compliance Item Descriptions

Read the item descriptions before and during an inspection to determine compliance. If an inspected item does not meet all the requirements in the item description, it must be marked as “Out” of compliance. Each item description is followed by a *Licensing Aquatic Venues* (216-RICR-50-05-4) (the Regulations) or a 2018 Model Aquatic Health Code (2018 MAHC) citation that indicates where the item can be found in State requirements for additional information. A link to the Regulations can be found under “Additional Reference Materials” below.

1. **\*Enclosure (fencing/walls/doors): The aquatic facility or venue must be enclosed or have a barrier to prevent unauthorized access to the aquatic facility or venue when required. See the Regulations Section 4.3.9(C)(13)**
2. **\*Gates/Doors:**
  - 2A) **\*All gates and doors that are self-closing and self-latching must be functioning properly. See the Regulations Sections 4.3.9(C)(13) & 4.5.14**
  - 2B) All exit doors or gates must swing away from the pool enclosure (except where emergency egress codes require them to swing into the pool enclosure). 2018 MAHC 4.8.6.3 (incorporated by Section 4.1.3(A) of the Regulations)
3. **\*Protected overhead electrical wires/Ground-Fault Circuit Interrupter (GFCI) electrical receptacles:**
  - 3A) **\*All unprotected overhead electrical wires must be at least 20 feet away horizontally from the aquatic venue. See the Regulations Section 4.3.9(C)(6)**
  - 3B) **\*All non-GFCI protected electrical receptacles must be 20 feet away from the inside wall of the aquatic venue. See the Regulations Section 4.3.9(C)(7)**
  - 3C) **\*All electrical circuits or devices must be maintained and repaired to preserve grounding compliance with RI Gen. Law 23-27.3. See the Regulations Section 4.5.8**
4. Grab rails/ladders and shell/deck: All grab rails and ladders must be anchored securely; shell and deck must be in good repair. See the Regulations Section 4.6.1(A) & 2018 MAHC 4.5 (incorporated by Section 4.1.3(A) of the Regulations)

5. **\*Markers/stair stripes: The aquatic venue must have “depth” and “no diving” markers and stair stripes. See the Regulations Section 4.3.9(C)(11)**
6. Skimmers: The aquatic venue must have weirs and skimmer baskets that are installed, clean, and operating. All skimmer baskets must have skimmer covers that are intact. See the Regulations Sections 4.5.2 & 4.6.1
7. Recirculation inlets: The aquatic venue must distribute treated water by either:
  - a continuous perimeter overflows system with integral inlets or (4.7.1.4.2 2018 MAHC (incorporated by Section 4.1.3(A) of the Regulations))
  - directionally adjustable inlets. (4.7.1.3.1.2 2018 MAHC (incorporated by Section 4.1.3(A) of the Regulations))

The inlets must be adequate in design, number, location, and in working order. See the Regulations Section 4.6.1(E)(1)

8. **\*Main drain grate: The aquatic venue must have an intact and secured main drain grate. Any submerged suction outlet in the aquatic venue must have a cover or grate. See the Regulations Sections 4.3.9(C)(15) & 4.3.10**
9. **\*Water is clear, main drain visible: The aquatic venue bottom must be clearly visible. See the Regulations Section 4.3.9(C)(10)**
10. Deck free from obstruction: There must be a minimum of four feet between the aquatic venue edge and fencing or any other obstruction. This space allows for a qualified lifeguard to transit, roam, or change positioning to maximize their view of the zone of patron surveillance as well as to prevent drownings or other injuries. 2018 MAHC 4.6.6 & 4.12.1.5 (incorporated by Section 4.1.3(A) of the Regulations)
11. Emergency communication equipment: As necessary, a functional telephone or other communication system or device that is hard wired and capable of directly dialing 911 or functioning as the emergency notification system must be in the aquatic venue. The telephone or communication system or device must be conspicuously placed and immediately accessible to aquatic venue users. See the Regulations Section 4.6.7
12. First Aid: A first aid kit must be available and accessible. See the Regulations Section 4.6.8
13. **\*Safety Equipment: The aquatic facility must have all safety equipment that is required with or without lifeguards. This equipment includes spinal injury board, throw device, rescue tube with presence of lifeguard, and Shepherd’s crook. If the aquatic facility lacks any of the required equipment, then the facility is out of compliance. See the Regulations Sections 4.3.9(C)(9) & 4.6.9**
14. **\*Supervision: There must be adequate lifeguard supervision of the aquatic facility (when required):**
  - **\*A lifeguard must be on duty if a pool is used by a swim club or if a group of unsupervised children may have access to the pool. See the Regulations Section 4.3.9(C)(1), Section 4.3.12 & R.I. Gen. Laws § 23-22-6**
  - **\* When no lifeguard is on duty for any aquatic venue, the following must be true: access to the aquatic venue must be limited to guests and members only; a person trained in first aid must be available and in close proximity to the aquatic venue; for outdoor**

pools, a fence that is at least six feet in height completely surrounds the aquatic venue area and has a lockable gate or door; and a sign with all of the following items is posted in a conspicuous place:

- **NO LIFEGUARD ON DUTY — SWIM AT YOUR OWN RISK** (Note: This text must have a minimum 4" letters with RED font color)
- **NO ONE UNDER 18 PERMITTED UNLESS ACCOMPANIED BY AN ADULT**
- **ADULTS SHOULD NOT SWIM ALONE**
- *A schedule of pool hours*
- **NO GLASS IN POOL AREA**
- **NO RUNNING OR ROUGH HOUSING**
- **NO DIVING**
- **NO ANIMALS OR PETS**

**See the R.I. Gen. Laws § 23-22-6**

15. Signs: The aquatic venue must have safety warning signs, chemical signs, bather loading signs, spa signs, and other signage in place that is clear and readable. **See the Regulations Section 4.6.6**
16. Temperature: Water temperature of the aquatic venue must be  $\leq$  (less than or equal to) 104°F. **See the Regulations Section 4.5.9**
17. **\*Proper disinfectant level:**
  - **\*Free available chlorine (FAC) must be  $\geq$  (greater than or equal to) 1.0 parts per million (ppm) for venues not using cyanuric acid;**
  - **\*FAC must be  $\geq$  2.0 ppm for venues using cyanuric acid;**
  - **\*FAC must be  $\geq$  2.0 ppm for spas;**
  - **\*FAC must not be higher than 10.0 ppm at any time the aquatic venue is open to bathers.**
  - **\*Combined Chlorine must not exceed 0.2 ppm.**
  - **\*Bromine must be  $\geq$  3.0 ppm for pools ( $\geq$  4.0 for spas);**

**The aquatic venue must be immediately closed if the minimum disinfectant residual levels listed are not met. See the Regulations Section 4.3.9(C)(2)**

18. **\*Proper pH level: pH must be maintained between 7.2 and 7.8 to ensure bather comfort and efficacy of chlorine. See the Regulations Section 4.3.9(C)(3)**
19. **\*Cyanuric acid: Cyanuric acid level must be  $\leq$  (less than or equal to) 25 ppm. See the Regulations Sections 4.3.9(C)(18) & 4.6.2(B)(11)**
20. Automated feeder: The automated feeder must be in good repair and operable. FAC (or total bromine), pH, and combined chlorine must be tested, and results must be logged prior to opening and again every four hours at all aquatic venues using an automated disinfectant feed system. **See the Regulations Section 4.6.1, Section 4.6.2(A)(5) & 2018 MAHC 4.7.3 (incorporated by 4.1.3(A) of the Regulations)**
21. Automated controller: The operational controller must be capable of measuring the disinfectant residual (free available chlorine or bromine) or surrogate, such as Oxidation Reduction Potential (ORP). The measurement is used to maintain the disinfectant residual in aquatic venues. **See the**

- Regulations Section 4.6.1, Section 4.6.2(A)(4) & 2018 MAHC 4.7.3 (incorporated by 4.1.3(A) of the Regulations)
22. Piping and valves:
- 22A) All piping must be marked with directional arrows as necessary to determine flow direction. See the Regulations Section 4.6.1(A) & 2018 MAHC 4.9.1.5.2 (incorporated by Section 4.1.3(A) of the Regulations)
- 22B) All valves must be clearly identified with a brass tag, plastic laminate tags or another permanently attached label. See the Regulations Section 4.6.1 & 2018 MAHC 4.7.1, 4.9.1, 4.9.2.7 (incorporated by Section 4.1.3(A) of the Regulations)
23. Flow meter: The flow meter must be maintained in proper working order. See the Regulations Section 4.6.1 & 2018 MAHC 4.7.1 (incorporated by Section 4.1.3(A) of the Regulations)
24. **\*Pump: All components of the recirculation system must be approved by RIDOH/Professional Engineer and kept in operation 24 hours per day. See the Regulations Sections 4.3.9(C)(4), 4.3.11, 4.51, & 4.6.1(E)(1)**
25. **\*Filter: All components of the filtration system must be approved by RIDOH/Professional Engineer and kept in operation 24 hours per day. See the Regulations Sections 4.3.9(C)(4), 4.3.11, 4.51, & 4.6.1(E)(1)**
26. Pump strainer: Strainer baskets must be cleaned as necessary to maintain proper skimming. See the Regulations Section 4.6.1 & 2018 MAHC 4.7.1(incorporated by Section 4.1.3(A) of the Regulations)
27. Filter gauges: Filter gauges must work. See the Regulations Section 4.6.1 & 2018 MAHC 4.7.1, 4.7.2 (incorporated by Section 4.1.3(A) of the Regulations)
28. Local codes: Chemical storage must comply with local building and fire codes. See the Regulations Section 4.6.5(A)
29. Chemical handling: Chemical handling must be conducted in a safe and appropriate manner as specified on the manufacturers' safety data sheets (SDS) and the aquatic venue's operation and maintenance manual. See the Regulations Section 4.6.5(B)
30. Refer to safety data sheets: All chemicals must be stored, handled, and used according to the applicable manufacturers' SDS and labels. See the Regulations Section 4.6.5(C)
31. Prevent mixing of chemicals: Chemical manufacturer's SDS must be consulted for storage incompatibilities with other chemicals. Aquatic venue chemicals must be stored so that no mixing of incompatible materials would occur if the packages were to leak. See the Regulations Section 4.6.5(D)
32. Prevent unauthorized access of chemicals: Aquatic venue chemicals shall be stored to prevent access by unauthorized individuals. See the Regulations Section 4.6.5(E)
33. Protect chemicals from moisture: Aquatic venue chemicals shall be stored so that they are protected from getting wet. See the Regulations Section 4.6.5(F)
34. Ignition sources: Possible ignition sources, including but not limited to gasoline, diesel, natural gas, or gas-powered equipment such as lawnmowers, motors, grills, pool heaters, or portable stoves must not be stored or installed in the chemical storage space. See the Regulations Section 4.6.5(G)



35. Smoking: Smoking must be prohibited in the chemical storage space by signage or other preventative means. See the Regulations Section 4.6.5(H)
36. Lights in storage: Lighting in the chemical storage space must be sufficient to allow operators to read labels on containers throughout the chemical storage space. See the Regulations Section 4.6.5(I)
37. Temperature extremes: Chemicals must be stored away from direct sunlight, temperature extremes, and high humidity. See the Regulations Section 4.6.5(J)
38. Opened container: A single container of a chemical that has been opened and is currently in use may be kept in a staging area of the equipment room. The chemical must be protected from exposure to heat and moisture. See the Regulations Section 4.6.5(K)
39. Separate spaces: The chemical storage space must be separate from the equipment room. See the Regulations Section 4.6.5(L)
40. Warning signs: Warning signs must be posted on all chemical storage space doors. See the Regulations Section 4.6.5(M)
41. Personal protective equipment: Personal protective equipment (PPE) must be available as required on the chemical SDS. See the Regulations Section 4.6.5(N)
42. Labelling chemicals: All containers of chemicals must be labeled, tagged, or marked with the identity of the material and a statement of the hazardous effects of the chemical. See the Regulations Section 4.6.5(O)
43. Day tanks: All aquatic venue chemical containers (e.g., day tanks) must be labeled with their contents. See the Regulations Section 4.6.5(P)
44. **\*Overcrowding: Overcrowding of the aquatic venue that could result in poor supervision of bathers and/or poor water quality, must not occur. See the Regulations Section 4.3.9(C)(16) & 2018 MAHC 4.1.2.3.5.3 (incorporated by Section 4.1.3(A) of the Regulations)**
45. Aquatic venue license: License must be posted in a conspicuous place on the premises where it is visible by individuals who use the aquatic venue. See the Regulations Section 4.3.3
46. Daily Water Quality Monitoring: Daily Water Quality Monitoring must be taken and logged before opening each day and every 2 or 4 hours depending on feed type. Logs must be maintained for one year on site. See the Regulations Section 4.6.2
47. Flotation tank disinfection:
  - 47A) Disinfection for a floatation tank must be provided by either an ozone treatment system or an ultraviolet (UV) treatment system that is in proper working order and is operated and maintained to achieve a 3-log bacterial inactivation.
  - 47B) Where an ozone treatment system is used, ozone levels in the floatation tank solution does not exceed 0.1 ppm (mg/L).
  - 47C) Where a UV treatment system is used, the UV sensors are calibrated at a frequency in accordance with manufacturer recommendations. 2018 MAHC 4.12.10 (incorporated by Section 4.1.3(A) of the Regulations)
48. Filtration and disinfection of recirculated solution:
  - 48A) Recirculated floatation tank solution must pass through the filtration and disinfection systems

before being returned to the floatation tank.

48B) Floatation tank filtration and disinfection systems must be operated for:

- one volumetric turnover before first use during the day;
- at least three volumetric turnovers between users; and
- four volumetric turnovers after the last patron at the end of the day.

48C) Where floatation tank systems with external holding reservoirs are used to hold the floatation tank solution between patron use, all of the floatation tank solution must pass through the filtration and disinfection systems before being returned to the floatation tank. 2018 MAHC 4.12.10 (incorporated by Section 4.1.3(A) of the Regulations)

49. **\*Unapproved Substantial Alterations: The alteration, modification, or renovation of an aquatic venue where the total cost of the work exceeds 50% of the replacement cost of the aquatic venue is substantial and must be authorized by RIDOH. If substantial alterations have been completed without RIDOH's approval, mark as *Out* of compliance. Begin the process to return to compliance by completing and submitting the Substantial Alteration to Existing Aquatic Venue forms found on <https://health.ri.gov/pools>. See the Regulations Section 4.3.11**
50. **\*Approved water supply source: An approved water supply source must be used for potable water use. See the Regulations Section 4.3.9(C)(5)**
51. **\*Plumbing cross-connections: There must be plumbing cross-connections control between the drinking water supply and aquatic venue water or between sewerage system and the aquatic venue filter backwash facilities. See the Regulations Section 4.3.9(C)(12)**
52. **\*Emergency light source: An emergency lighting source must be maintained. See the Regulations Section 4.3.9(C)(8)**
53. **\*Glass objects: There must be no glass or sharp objects in the aquatic venue or on deck area. See the Regulations Section 4.3.9(C)(17)**
54. **\*Chemicals: Only use of approved chemicals and application of chemicals by approved methods is allowed. To confirm approved methods, refer to aquatic venue engineering application documents. See the Regulations Section 4.3.9(C)(14)**

#### **Additional Reference Materials:**

- Centers for Disease Control and Prevention - Pool Inspection Training for Environmental Health Professionals: <https://www.cdc.gov/nceh/ehs/elearn/pool-inspection.html>
- Licensing Aquatic Venues (216-RICR-50-05-4): <https://rules.sos.ri.gov/Regulations/Part/216-50-05-4>