

Proactive Maintenance Inspection Checklist

Service #18: Pools, Hydrotherapy Pools and Spas

School or DoE Site:

Work Order Number:

Business/Contractor Name:

Procedure	Tick when completed
Contact the school at least 48 hours notice to arrange a suitable time for carrying out proactive service.	☐
Sign in to school site visit log and introduce yourself to the School Principal/Staff if/when available on arrival.	☐
Carry out site induction/toolbox meeting to discuss site specifics including but not limited to items such as amenities, school evacuation procedure, asbestos register, local doctor/hospital etc.	☐
Carry out risk assessment for task (SWMS) addressing all site specifics.	☐
The minimum activity shall include the following: Visual inspection of all elements to check for deterioration or vandalism.	☐
Check correct operation of heating and filtration, inclusive of normal operation and failsafe's: check operation of element ancillary controls if fitted, all testing and maintenance to be as per manufacturer recommendations	☐
Check that all associated safety measures are in place and functioning correctly.	☐
All testing and maintenance to be as per manufacturer recommendations.	
- Chlorinator	☐
- Filter	☐
- Pipework	☐
- Pool	☐
- Spa	☐

- Water testing and vacuum	☐
- Frame is to be securely fixed and free of damage	☐
- All hinges/hinge pins operate correctly, are free of damage, lubricate and secure.	☐
• Provide a summary of essential actions required to maintain compliance in the service report.	☐
Complete service report making sure all items are accurate, and details are correct.	☐
Documentation to be submitted with claim:	
• SI Service report.	☐
• Updated asset data information	☐
• Relevant before and after photos	☐
• Job receipts	☐
• Signed site visit logbook	☐
Sign out of the school	☐

Signing off

Contractor Name/s:

Signature:

Date: