

Spa Daily Inspection Records

To be inspected/tested 1/2 hour before opening

Date: _____ Spa location/name: _____

	Requirements	Time	Signature
Emergency telephone properly functioning	<input type="checkbox"/> Yes <input type="checkbox"/> No		
First aid kit fully stocked	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ground current leakage detecting and de-energizing device(s) activated	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If the spa has an inner horizontal dimension > 3 metres, the operators shall ensure that the following safety equipment is conveniently located for emergency use:			
Non-conducting reaching pole on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Spine board on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Buoyant throwing aid on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Estimated number of bathers	Records of any emergencies, rescues, breakdowns of equipment, back washing, maintenance, chemicals added etc.
Water meter reading at the end of day (when applicable)	
Make-up water added 15 L per bather/day (for Spas with a volume > 4,000 L)	
Spa drained and refilled (for Spas with a volume ≤ 4,000 L) as per calculated frequency	

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Spa Daily Water Tests

Tests shall be conducted every 1/2 hour before opening and every 4 hours for spas with an automatic sensing device or every 2 hours for spas without automatic sensing device.

Date: _____ Spa location/name: _____

Time:													
Total Alkalinity (60 – 180 ppm)													
pH (7.2 - 7.8)													
Free Available Chlorine (5 – 10 ppm)													
Total Chlorine TC-FAC= combined chlorine(CC) When CC > 0.4 mg/L, take actions to reduce the level of CC (for example, super chlorination or water exchange)													
Total Bromine (5 – 10 ppm)													
Water clarity													
Temperature <40°C/104°F													
ORP (once a day) (600mV – 900mV)													
Operator's initials													

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Spa Monthly Tests

Year: _____

Spa location/name: _____

Month	Water, gravity & suction outlet covers	Ground current leakage detecting and de-energizing devices (GFCI)	Emergency stop button	Vacuum release mechanism
January	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
February	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
March	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature

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Month	Water, gravity & suction outlet covers	Ground current leakage detecting and de-energizing devices (GFCI)	Emergency stop button	Vacuum release mechanism
April	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
May	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
June	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
July	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
August	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken

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Month	Water, gravity & suction outlet covers	Ground current leakage detecting and de-energizing devices (GFCI)	Emergency stop button	Vacuum release mechanism
	Signature	Signature	Signature	Signature
September	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
October	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
November	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature
December	Date and Time	Date and Time	Date and Time	Date and Time
	Action taken	Action taken	Action taken	Action taken
	Signature	Signature	Signature	Signature

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