

Spa Daily Inspection Records

To be inspected/tested 1/2 hour before opening

Date: _____ Spa location/name: _____

Requirements	Time	Signature
Water clarity <input type="checkbox"/> Yes <input type="checkbox"/> No		
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		

Water meter reading at beginning of day	Water meter reading at end of day	Records of any emergencies, rescues, or breakdowns of equipment, maintenance, chemicals added etc.
Estimated number of bathers		
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 Chemistry 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 80 – 120 mg/L														
pH 7.2 - 7.8														
Free Available Chlorine 5 – 10 mg/L														
Total Chlorine TC-FAC= combined chlorine (CC) Shock treatment should be considered when combined chlorine reaches 0.2 mg/L or above														
Total Bromine 5 – 10 mg/L														
Water clarity														
Temperature <40°C/104°F														
O.R.P. (if applicable – take reading once a day) 600mV – 900mV														
Operator’s initials														



Spa Monthly Tests

Year: _____ Spa location/name: _____

Month	Gravity & suction outlet covers	Ground current leakage detecting and de-energizing device(s)	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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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
	Signature	Signature	Signature	Signature

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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