

# TEAGUES GROVE HOME OWNERS ASSOCIATION SWIMMING POOL STANDARD OPERATING PROCEDURE

This Standard Operating Procedure identifies the weekly swimming pool tasks that are required to be performed by TGHOA resident volunteers. In the case that a week or weeks are not covered by a volunteer, clean up tasks default to the Pool Committee to complete.

Task	Frequency
Rest Room Sanitation Inspection	Tuesday and Thursday
Clean Toilets	Mon – Wed - Fri
Clean Sinks	Tuesday and Thursday
Empty waste baskets	Mon – Wed - Fri
Sweep and mop rest room floors	Tuesday and Thursday
Replace hand towels and tissue paper	Tuesday and Thursday
Collect trash and remove from premises	Thursday evening
Inspect and clean Pool skimmer baskets	Tuesday and Thursday
Wash down pool deck	Tuesday and Thursday
Visual Inspection of hand and ladder rails	Tuesday and Thursday
Visual Inspection of pool safety signage	Tuesday and Thursday
Weed Control	Tuesday and Thursday

## Task Clarification

- Rest Rooms** – Knox County Health Department grades rest room sanitation as part of the pool cleanliness inspection process. Adequate amounts of paper products and hand sanitizer **MUST** be available at all times. Sinks and toilets will be cleaned with sanitation products. Floors will be swept and mopped.
- Trash** – Knox County Health Department grades our trash container sanitation as part of the pool cleanliness inspection process. Remove all trash from rest room waste baskets and place in outside containers. Inspect and pickup trash left on tables, chairs and pool deck. Weekly, on Thursday evenings remove trash completely from pool premises and roll container to 1330 Wineberry Rd to the east side of the driveway. Do not place in front of mailbox. Retrieve container on Friday by noon and return to pool premises.

- **Pool Skimmer baskets** – Knox County Health Department grades skimmers as part of the pool cleanliness inspection. Inspect, remove and clean with a hose and reinstall.
- **Pool Signage** - Knox County Health Department inspects the TGHOA pool facility to ensure that we are in compliance with the State of Tennessee Health Department’s swimming pool safety signage program. Visually inspect signage to ensure that it is correctly fastened to fence. Repair as required.
- **Pool Deck** - Wash down of the pool deck surface is required twice per week. Residue from the deck is easily transported into the pool water resulting in further cleaning. Use the water hose or a blower. The Knox County Inspector will check for this.
- **Pool Water Level** – Inspect water level and ensure that water level is in the middle of the numbers. Inform Russ Woolard to add as required. The Knox County Inspector will check for this.
- **Vegetation** - Inspect for weeds within the pool fence enclosure. Pull and remove as required.
- **Pick up litter in the pool parking lot** – Monday through Sat
- **Hand and ladder rails** - Inspect hand and ladder rails to ensure that they are not loose. The Knox County Inspector will check for this. Report violations to Russ Woolard or TGHOA Board of Directors.
- **Pool tiles** - Inspect tiles to ensure that they are not loose. The Knox County Inspector will check for this. Report violations to TGHOA Board of Directors.

All weeks must be filled by homeowner volunteers