



Water Recreation Program

Daily Log Sheet Documentation Instructions

The Water Recreation Facilities (WRF) regulations section *WAC 246-260-121 Monitoring, Reporting and Recordkeeping*, requires owners to test the water quality conditions of WRF pools/spas/wading pools and to maintain records for a minimum of three years. Maintaining proper water quality helps prevent WRF-related illnesses and injuries. The log sheets document actions taken to monitor and ensure water quality meets requirements. Log sheets for Pools and Spas/Wading Pools are available on Spokane Regional Health District's (SRHD's) website: <https://srhd.org/programs-and-services/pools-water-recreation>. Failure to adequately monitor and keep testing records has been the number one Spokane County pool inspection violation for at least the last ten years.

Always measure and record the following:

1. **Month, pool name, manager/operator and disinfectant type:**

Month/year:	September 2019
Pool name:	Swim-in Motel
Pool manager/operator:	Mary Manager (MM), Oscar Operator (OO)
Type of Disinfectant:	Trichlor tabs

2. **Date and time** that readings are taken and **initials** of the person taking the readings. Testing must be done every day the WRF is open, especially on weekends and holidays! More than one person should be trained to do the testing, to fill in during absences and vacations.

			Test Daily						
Day	Time	Initials	Free Chlorine	Combined Chlorine	Total Chlorine	pH	Temp	Flow Rate	Bather Load
9/1	9:00 am	MM							
9/1	3:00 pm	MM							

3. **Daily testing** results. A commercial test kit must be used (DPD not OTO kit). Be sure to read and follow all manufacturer instructions.

- **Free chlorine, combined chlorine and pH** must be tested and documented as often as necessary to maintain water quality, and at least once every 24 hours. In hot weather, more often is better, due to higher bather loads and increased chemical burnout.
- The **free** and **combined** chlorine levels added together should equal the **total** chlorine level. Refer to the SRHD website handout <https://srhd.org/media/documents/WR-Chlorine1.pdf> for more information on what the free, combined and total chlorine levels mean.
- Measure **temperature**, if over 95°F, at least once every 24 hours to maintain at ≤ 104°F.
- Check the treatment system **flow rate** at least daily (if a flow meter is installed). Reduced flow rate will indicate when the sand filter requires back-washing or cartridge filter requires cleaning.
- Record the **bather load** - if actual numbers of bathers cannot be determined at a limited use pool, then set ranges of bathers for low, medium and high use.

Check your readings/observations against the “What Your Readings Mean” section at the bottom of the log sheet. Be sure to look at the disinfectant ranges for the type of product that you use. If your readings/observations are in the **Green** range, then it is OK to keep the pool/spa/wading open. If levels/observations are in the **Red** range, then close the facility immediately and make corrections. Note that required minimum levels are higher for spas/wading pools than for pools – be sure to use the correct log sheet. Refer to the SRHD website handout on “Required pH and Disinfectant Levels” <https://srhd.org/media/documents/WR-Chlorine1.pdf> for more information.

			Test Daily						
Day	Time	Initials	Free Chlorine	Combined Chlorine	Total Chlorine	pH	Temp	Flow Rate	Bather Load
9/1	9:00 am	MM	3.5	0.5	4.0	7.3	101	80	1
9/1	3:00 pm	MM	4.5	0	4.5	7.2	100		2


4. **Weekly test results. Total alkalinity** must be tested and documented at least weekly. If **cyanuric acid** or chlorine products that contain cyanuric acid (Dichlor or Trichlor) are used in the pool/spa/wading pool, then test and document cyanuric acid levels at least weekly. If the cyanuric acid level is close to or at 90 ppm, the level will need to be reduced, usually by draining and adding fresh water to the pool/spa/wading pool.

Test Weekly	
Alkalinity	Cyanuric Acid
100	50

5. **Document any chemicals added** to the pool/spa and the amount added. **Document all maintenance operations conducted**, such as filter backwashed, pool cleaned, water replaced, equipment maintained, etc. If the pool is closed for any reason, document on the log sheet (e.g., water clarity, water quality, fecal incident, etc.).

Chemicals Added/Actions Taken	
Disinfectant/Chemicals and Amount Added	Comments (closure, injury, clarity, etc.)
Added 2 oz liquid chlorine	Closed Spa

Completed **Spa/Wading Pool Daily Log Sheet** example:



**Spa/Wading Pool
Daily Log Sheet**

Month/year:	September 2019
Pool name:	Swim-in Motel Spa
Pool manager/operator:	Mary Manager / Oscar Operator
Type of disinfectant (see below):	Tri-Chlor

Day	Time	Initials	Test Daily					Test Weekly		Chemicals Added/Actions Taken				
			Free Chlorine	Combined Chlorine	Total Chlorine*	pH	Temp.	Flow Rate	Bather Load	Alkalinity	Cyanuric Acid	Disinfectant/Chemicals and Amount Added	Comments (closure, injury, clarity, etc.)	
9/1	9:00a	MM	3.5	0.5	4.0	7.3	101°F	80	1				Increased feeder	
9/1	3:00p	MM	4.5	∅	4.5	7.2	100°F		2					
9/2	8:30a	MM	1.0	0.5	1.5	7.2	101°F	80	∅		Added 2oz liquid Cl		Closed spa	
9/2	9:30a	MM	5.0	∅	5.0	7.4	-		∅				Opened spa	
9/3	9:00a	MM	5.5	0.5	6.0	7.2	101°F	80	2	100	50			
9/4	8:30a	MM	6.0	∅	6.0	7.4	100°F	80	5					
9/4	3:30p	MM	3.5	1.5	5.0	7.1	-				Added 3oz liquid Cl		Cloudy - closed spa	
9/4	5:00p	MM	5.0	∅	5.0	7.4	-		∅		+ pH increaser		Clear - spa reopened	
9/5	9:00a	OO	4.5	∅	4.5	7.3	101°F	75	3					
9/6	10:00a	OO	5.0	0.5	5.5	7.4	100°F	75	3					
9/7	10:00a	OO	6.0		6.0	7.4	101°F	75	2					
9/8	8:00a	OO	closed											Closed due to lightning

*Total Chlorine = Free Chlorine + Combined Chlorine

What Your Readings Mean:

- **GREEN** readings meet the requirements; no additional action needed
- **RED** readings mean your pool **DOES NOT MEET REQUIREMENTS**. Take immediate action, retest, then reopen your pool when readings are **GREEN**.
- **Pools that are found open and operating with RED readings will be closed and/or reinspected by Spokane Regional Health District.**

Water Quality Reading		GREEN	RED
Disinfectant	pH	7.2 – 8.0	Less than 7.2 OR More than 8.0
	Chlorine • (Gas, liquid, and HTH granules (calcium hypochlorite)	3.0 – 10.0 ppm	Less than 3.0 ppm OR Greater than 10.0 ppm
	Stabilized Chlorine • (Tablets or granules containing Dichlor or Trichlor)	3.5 – 10.0 ppm	Less than 3.5 ppm OR Greater than 10.0 ppm
Temperature	Bromine	4.0 – 10.0 ppm	Less than 4.0 ppm OR Greater than 10.0 ppm
	Temperature	Maximum of 104° F	Greater than 104° F
Cyanuric Acid		Maximum of 90 ppm	Greater than 90 ppm
Clarity		Clear	Hazy, cloudy, main drain or bottom not visible
Main drains		Main drain covers secured in good condition	Main drain covers cracked, missing, loose
Filtration System		Operating properly	Not operating, operating poorly

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Questions? Call the SRHD Water Recreation Program at 509-324-1560, ext. 4.