

**NEW BERN PARKS AND RECREATION  
DAILY INSPECTION REPORT  
NEW BERN AQUATIC CENTER**

Day : Saturday

Date 6/20/20

Inspected by: Kelvin Hardesty

**Lobby & Office**

1. Cleanliness and Neatness:

- A. Floors clean.....
- B. Trash Cans Empty.....
- C. Counters neat & clean.....
- D. Corners Clean.....

- 2. Signs properly posted.....
- 3. Information up to date & organized.....

**Completed**

**Needs Attention**

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

**Pool Safety**

- 1. Lifeguard stands (Sturdy, in good shape).....
- 2. Safety equipment present and in good repair.....
- 3. Lifelines & floating buoys in good shape.....
- 4. Deck free of debris & clean.....
- 5. Ladders secure and in good shape.....
- 6. Equipment room doors closed.....
- 8. All Pool signs legible & in good repair.....
- 9. Light fixtures & lighting in good repair.....
- 10. Storage Rooms neat & clean.....
- 11. Trash cans in their proper place and clean.....
- 12. Play features in good shape and properly working.....
- 13. Pool slide in good shape and properly working.....
- 14. Lane line up.....

**Completed**

**Needs Attention**

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

**Pool Water (Check ONLY if completed)**

- 1. Pumps working.....
- 2. Water at Appropriate level.....
- 3. Chlorinators working.....
- 4. Drain grates visible & secure.....
- 4. Pool water free of floating debris.....
- 6. Gutters clean & free of debris.....
- 7. Chemical test done at appropriate times & corrections made.....
- 8. Pool floor & walls clean & free of debris.....
- 9. Water clarity (No discoloration of water).....
- 10. Pump Room neat & clean.....

**COMPLETED**

**NEEDS ATTENTION**

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

Bob Hubby  
On-Site Supervisor) signature

\_\_\_\_\_  
Supervisor's signature

**Concession Stand**

- Signs up to date and legible.....
- Concessions products well stocked.....
- Area is clean and free of debris.....
- No empty boxes in refrigerator or freezer.....
- Ice machine working properly.....

Completed

Needs Attention

✓	_____
_____	X
✓	_____
✓	_____
✓	_____

**Closing Procedures**

- 1. All safety equipment stored in proper place.....
- 2. All cleaning has been done properly.....
- 3. Trash cans clean & stored.....
- 4. Storage rooms neat & in good repair.....
- 5. Concession Stand stocked and clean.....
- 7. Staff time sheets filled out.....
- 8. POS closed and Collection Report completed.....
- 9. Deposit made (MANDATORY!).....
- 10. Phones in their proper place.....
- 11. All reports filled out and complete.....
- 12. All lights off.....
- 6. Doors locked.....
- Gates locked.....

Completed

Needs Attention

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

*Kari Warren*

On-Site Supervisor) signature

Supervisor's signature

At the end of the day, this form shall be scanned and sent to Kari Warren and Foster Hughes. Store the original in the file.

Other Comments (Did any accidents/incidents occur today? Are there any supplies that are needed? Is anything broken/damaged? Any complaints?:

The middle lifeguard stand is missing a metal clamp to secure the umbrella. As a result no umbrella was placed there.  
 The deep end ladder had a screw come loose. I secured it back in place, but it may still require additional attention (ladder closest to building & 1st step). The lighting in Family Restroom closest to women's locker room is dim.  
 Concessions is running low on medium cups.