Colony Swim Club, Inc. (“CSC”)

Operations Manual

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1. Introduction

This document contains Colony Swim Club (CSC) Policies, Standard Operating Procedures (SOPs) and Forms for use by all CSC Staff and Board Members. The Operations Manual is intended to provide instructions for the operation of the swimming pool and other equipment used at the pool, with the most current digital copy, including a history of revisions always being available to CSC's Board members.

The Operations Manual will also be available on CSC's website as a reference for CSC Staff and the general membership. Updates will be made on an as-required basis.

Notes:

- The Tables of Contents for all related documents (operations, personnel, facilities, swim lessons, etc.) are contained in the Operations Manual section titled "Contents of First Aid Kit, Clean-Up Kit, Binders and Bulletin Board".
- Information in this document is organized so that the 1st sections (principles, rules and regulations) may be provided to members. The 1st sections as well as other applicable sections may be selectively printed and provided to CSC Employees as part of the Annual Orientation and Training.

Change Control

Standard Operating Procedures and guidelines in this Operations Manual are intended to provide compliance with rules, regulations and best practices from the following agencies:

- Michigan Department of Environment, Great Lakes, and Energy (EGLE) .
    - Drinking Water Division - Swimming pool and swimming pool facility regulations
    - Materials Management Division - Chemical spill handling
- Michigan Department of Consumer and Industry Services Bureau of Safety and Regulation:
    - Employment regulations
    - Youth Employment Standards Act
    - Fair Labor Standards Act (FLSA), Michigan Minimum Wage and Overtime Laws
- Michigan Department of Consumer & Industry Services, Wage and Hour Division
    - Michigan Labor Law
- U.S. Department of Labor-Wage Hour DivisionWQ
    - Federal Labor Law:
- Michigan Department of Career Development
    - Work Permits
- Michigan Occupational Safety and Health Act (MIOSHA), which adapts the Federal Occupational Safety and Health Act (OSHA) regulations for use in Michigan.
    - Chemical Hazard Communication Program, Labeling, SDS and Training
    - Respiratory Protection Program
    - Accident Recording and Reporting
    - Bloodborne Pathogens (BBP) Policy
- Michigan Department of Consumer and Industry Services, Bureau of Construction Codes Boiler Division and the Office of Fire Safety (OFS) of the Department of Consumer and Industry Services.
    - Hot water boiler (pool heater) regulations
- Workers Compensation Act
    - Part 3 Division 7: "Information and Confidentiality"
- National Lightning Safety Board:
    - Lightning safety best practices
- American Red Cross:
    - "Learn to Swim" swim instruction program
    - Lifeguard, Water Safety Instructor (WSI) and Lifeguard Instructor (LGI) instruction and certification
- US Department of Justice
    - Americans with Disabilities ACT (ADA)
- Canton Township building code
    - Local building regulations

If you note any discrepancies between information in this Operations Manual and rules, regulations or best practices by the above agencies, or you would like to provide improvement suggestions for this manual, please contact the CSC Vice President.

2. Glossary of Terms

The following terms are used throughout this document.

Term	Definition
Agency Personnel	Outside contractors who perform services at CSC and are employed by a company other that CSC.
ASME	American Society of Mechanical Engineers (ASME): ASME has set up a code that should be followed in the construction of the boiler. No manufacturer would consider building a boiler without ASME approval.
At-Will Employee	A nonpermanent employee who has no expectation of continued employment and may be dismissed at any time without cause or reason.
Clubhouse	The building used by CSC Members and Guests to take showers and change clothes. This term also incorporates the Pool Office, Snack Bar, kitchenette and dining room.
Bloodborne Pathogens	Pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
Caustic	A substance with the capability of burning, destroying or eating away organic tissue by chemical reaction (e.g.; corrosive).
Colony Swim Club (CSC)	Colony Swim Club of Plymouth, Inc.
CPO	Person certified by the National Swimming Pool Foundation (NSPF) as a Certified Pool Operator (CPO). This training and certification process ensures that the individual has an understanding of water treatment, pool circulation equipment, health and safety related concepts and regulations.
CSC Board	Collectively, members of the Colony Swim Club Board of Directors.
CSC Employee	A person hired by CSC to work for hourly wages.
CSC Facilities	Collectively refers to the CSC swimming pool, equipment, building and grounds surrounding the swimming pool, which are owned and operated by CSC.
CSC Guest	A person receiving the hospitality of the CSC at the invitation of a CSC Member, and who is not a member of the CSC.
CSC Management	The collection of CSC Staff who fill the role of Pool Manager, Pool Co-Manager and Assistant Pool Manager.
CSC Member	A person who belongs to the CSC as described in the CSC By-Laws.
CSC Staff	Collectively refers to the group of CSC Employees and Agency Personnel, who are paid to perform work at the CSC. This includes management and non-management personnel.
CSD-1	Controls and Safety Devices (CSD-1): CSD-1 is an amendment to the ASME code that gives a level of safety that adopts most of the UL code and some of the IRI and FM building and safety requirements for boilers. CSD-1 is a state requirement on any combustion equipment above 400,000 BTU input.
Disinfect	To inactivate virtually all recognized pathenogenic microorganisms, but not necessarily all microbial forms, or inanimate objects.
Effluent	Water that is leaving the pool filters and being returned to the pool.
EGLE	Michigan Department of Environment, Great Lakes, and Energy
Employee	Individual that receives payment from a company or organization for their services.
Employer	An individual or organization, including the state or a political subdivision, which employs one or more persons.
Engineering Controls	Controls that isolate or remove the blood borne pathogen hazard from the workplace. Engineering controls at CSC include sinks with soap dispensers located in the bathrooms; a bodily fluid cleanup kit located in the Pool Office.
Exposure	Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Exposure" does not include incidental exposures which may take place on the job, which are neither reasonably nor routinely expected, and which the worker is not required to incur in the normal course of employment.
Exposure incident	A specific skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties.
Feet of Head	A measurement of pressure or resistance in a hydraulic system. Feet of head will vary based on the amount of water that a pump is expected to push through the pipes as well as inherent back-pressure in the pump. Gallons Per Minute (GPM) + pressure energy (PSI) = Feet Of Head. Feet of Head in + Feet of Head out = Total Dynamic Head. The pump curves in the pump manuals translate Total Dynamic Head to the required horsepower required to pump enough water in a given period of time. Note that the State of Michigan typically requires a minimum of 70 feet of head for any pumps being installed.

Flammable	A substance having a flash point below 100 degrees Fahrenheit that is easily ignited and quick burning.
FM	Factory Mutual Insurance (FM): FM is an insurance industry standard that will require additional safety controls for large boilers.
Front Desk	Generally, this refers to the Pool Office and the counter between the main building entrance and the Pool Office.
Hand washing Facilities	Facilities that provide an adequate supply of running, potable water, soap, and single-use towels or a hot air drying machine.
Influent	Water that is entering the pool filtering equipment from the pool.
In-Line Stabilization	To minimize movement of a victim's head or spine. This is typically done in the event of a spinal injury. If you are unsure whether the victim has a serious injury, always give care as if the spine is injured. See the American Red Cross "Lifeguarding" manual for steps required to provide in-line stabilization.
In-Service Training	Any training provided by the Colony Swim Club to CSC Personnel.
IRI	Industrial Risk Insurance (IRI): IRI has long been recognized as a level of safety above the standards that UL recognize. On any piece of gas-fired equipment above 2,500,000 BTUs input it is prudent to strongly consider requiring the IRI approval.
Kitchenette	At CSC, this is the tiled area next to the snack bar that contains a kitchen sink, counter space and a microwave oven.
LGI	Certification by the American Red Cross in Lifeguard Instruction
Manufacturing Safety Data Sheets (SDS)	By law, chemical manufacturers must make available a description of the chemical products they produce, procedures for handling them, and emergency procedures to be performed if the chemicals were to accidentally come in contact with the skin or be ingested. SDS must be readily available at any facility at which they are handled. At CSC, a sign indicating the location of SDS is posted on the Pool Office Bulletin Board. The SDS will be stored in the Pool Office Binder in the Pool Office.
Michigan Right to Know Law	The Michigan Right to Know Law is a state law that requires employers to provide information to employees regarding hazardous chemicals in their workplace.
MIOSHA	The Michigan Occupational Safety and Health Act (MIOSHA) adapted the Federal Occupational Safety and Health Act (OSHA) regulations for use in Michigan.
NAICS Code SIC Code	A uniform, industry-wide classification system has been designed as the index for statistical reporting of all economic activities of the U.S., Canada, and Mexico. The Standard Industrial Classification (SIC) code was the old code scheme in use until 1997. The SIC code for CSC is 7997. The SIC description of this code is "Services-Membership Sports & Recreation Clubs." In 1997, SIC was replaced by the North American Industry Classification System (NAICS). The NAICS Code for CSC is 713940. The NAICS short Title for this code is "Fitness and Recreational Sports Centers". The NAICS description for this code is "This industry comprises establishments primarily engaged in operating fitness and recreational sports facilities featuring exercise and other physical fitness conditioning or recreation sports activities such as swimming, skating, or racquet sports."
NB	National Board (NB): NB keeps track of all the pressure vessels built. The NB registers all manufactured boilers and pressure vessels, trains inspectors and provides accident investigation services.
OPIM	Other Potentially Infectious Material
Parenteral	Exposure occurring as a result of piercing mucous membrane or the skin barrier, such as exposure through subcutaneous, intramuscular, intravenous, or arterial routes resulting from needle sticks, human bites, cuts or abrasions.
Percutaneous	Through the unbroken skin (refers to medications applied directly to the skin (creams or ointments) or in time-release forms (skin patches).
Personal Protective Equipment (PPE)	Specialized clothing or equipment that is worn by a person to protect him or her from a hazard. General work clothes, such as uniforms, pants, shirts, or blouses that are not intended to function as protection against a hazard are not considered to be personal protective equipment.
Policy	Governing principles that apply to the management of the CSC.
Pool Office	The room in the CSC Clubhouse where CSC Management conducts business.
Principle	A fundamental truth, rule of conduct or law upon which others is based.
Rule	An authoritative regulation, law or established practice by which conduct, methods and procedures are controlled in alignment with stated policies and/or principles.
Sharps	Any object that can penetrate the skin, including any of the following: ● Needles ● Scalpels ● Broken glass ● Broken capillary tubes

	● Exposed ends of dental wire
Snack Bar	The Snack Bar is the room at the corner of the Clubhouse from which packaged snacks are stored and sold.
Standard Operating Procedures (SOP)	A particular method of doing something, in which there are a number of steps to be performed in a particular order. Any of the following that address the performance of work activities so as to reduce the risk of exposure to blood and other potentially infectious material: ● Written policies ● Written procedures ● Written directives ● Written standards of practice ● Written protocols ● Written systems of practice ● Elements of an infection control program
Suspension From Work	Unscheduled time off without pay – performed at the discretion of CSC Management and/or CSC Board and in alignment with Personnel Policies and Procedures.
Termination of Employment	Release of subject CSC Employee from all paid responsibilities.
Toxic	A substance that has the capacity, through chemical reaction or mixture, to produce injury or harm to the body by entry through absorption, ingestion, inhalation, or injection.
UL	Underwriter's Laboratories (UL): UL has been one of the most basic approval bodies in North America for many years.
Universal Precautions	A means of infection control that treats all human blood and other potentially infectious materials as capable of transmitting HIV, HBV, and other blood borne pathogens.
Volunteer	A person who freely offers to undertake a task.
Work Practice Controls	Controls that reduce the likelihood of exposure to blood borne pathogens by providing guidance as to the manner in which a task should be performed.
WSI	Certification by the American Red Cross in Water Safety Instruction

3. Colony Swim Club Principles, Policies and Rules of Operation

These policies have been established for the protection and benefit of all CSC Members, Guests and CSC Staff. Failure to comply on the part of CSC Members will be considered sufficient cause for immediate suspension of pool privileges for the offending member and may also be considered sufficient cause for the suspension of membership by the Board of Directors. (See Article V, Section 2 of the Swim Club's by-laws).

All CSC Board Members, CSC Members and CSC Employees are responsible for observing and enforcing these Principles, Policies and Rules of Operation as defined in the Operations Manual. They have been defined for a reason – to ensure the health and safety of CSC Members, CSC Staff and Guests. Also keep in mind that county, state and federal health agencies police Colony facility and a number of the rules were set up to meet their requirements.

3.1. General Policies

The following general policies apply to all CSC Members, Guests and CSC Staff.

- The Swim Club is open to CSC Members and Guests.
- The Swim Club is not responsible for loss of property.
- Permission for use of the Swim Club will be granted upon the condition that all rules and regulations are followed. Permission will be revoked at any time for failure to do so.
- All persons using the Swim Club and pool facilities do so at their own risk.
- CSC Staff members are empowered to and must enforce Colony's Principles, Policies and Rules of Operation.
- The Swim Club and/or pool may be closed to conduct special recreational events such as swim meets, aquatic programs, Swim Club parties, etc.
- Only authorized personnel are allowed in the Snack Bar or Pool Office.
- The CSC pool hours are posted each season. CSC Members are advised to call the pool prior to coming out whenever weather conditions are doubtful.
- All CSC Members and Guests are required to sign-in at the front desk and may be asked to show identification (e.g.; driver's license, etc.).
- The Swim Club does not provide facilities for checking valuables.
- The Swim Club is not responsible for any missing or lost articles.
- Due to limited quantities, lounges and chairs may not be reserved for any extended period. Clothing, towels, etc. must not be placed on tables and may be removed at the CSC Management's discretion. Baskets are available in the locker rooms for these articles.
- When the pool is crowded, lounges and chairs will be reserved for adult members (18 and older) use. Children are expected to give their chair to an adult when requested by a CSC Member or CSC Staff.
- Members are accountable for all malicious damage resulting from their children's or guest's actions.
- Members and their guests shall exercise due caution in the use of automobiles and bicycles on club property. Please observe the posted speed limit of 9 MPH.
- If formal action is desired, any proposal must be submitted to the Board of Directors in a signed letter.
- No chairs should be on any cement areas except under the shade structure and during swim meets.
- The pool office phone is for pool business only.
- Admission to the Pool Office is limited to CSC Staff.
- The first priority of our Lifeguards is for the health and safety of people at the club, so try to minimize unnecessary discussion with Lifeguards while they are on duty, since this can distract them from their assigned task.
- Parents are responsible for their children and children's guests' use of the club facilities.

3.2. Membership

A membership is awarded to an individual and their spouse. Children/step children for whom the members act as legal guardians (including foreign exchange students, etc.) qualify for membership privileges. Membership privileges will also be extended to others living at the same residence if they are dependents. Children who meet the criteria but live away from home while attending school or who are in the military may also enjoy club privileges. Grandchildren over the age of 2 are excluded from membership benefits and will be treated as guests.

One exception to the above will be made for an individual that provides childcare for one or more of the members' children but does not necessarily live with the members. This individual may be included for an additional fee and is subject to the following special provisions. The person must be at least 14 years old and may only use the club facilities when one or more people of the sponsoring membership accompany them. The caregiver may not bring members of their own family or their own guests. Only one caregiver may be included on a membership. The granting of this care giver privilege may be revoked at any time by the Board of Directors for reasons they deem appropriate including but not limited to abuse or attempting to circumvent guest policies.

In cases of divorce, the membership, unless otherwise terminated, must be assigned to one of the individuals named on the original membership. A new certificate will be issued in that person's name. The board may offer a special one-year membership to the person losing their share of the original membership. This special membership will be limited to the individual without Guest Visits, swim team or lessons. The purpose is to allow

the divorced person the opportunity to enjoy the club with his or her children. This person will be given priority (as we do with inactive members) status for obtaining a full membership.

Members may petition the Board for exceptions due to special circumstances.

3.3. Hours Of Operation, Special Considerations and Reasons for Closing the Pool

- The swim season is determined by the Board of Directors and usually will extend from Memorial Day Weekend through Labor Day.
- Pool access hours and hours of access to the building and grounds are the same.
- When determining hours of operation, the Board of Directors should try to provide CSC Members as much access to the CSC pool as practical during the swim season.
- The pool will be closed for swim meets. Dates and times will be posted. To allow for those evenings where swim team meets inhibit CSC Members from swimming, evening hours will be extended to 10:00 pm so that CSC Members may swim after the swim meet.
- The CSC Management, the CSC Board and the Health Department have the authority to close the pool or delay opening. Situations that may cause closure of the pool or Swim Club are:
    - Unsafe weather conditions, including inclement weather that threatens safety (e.g.; lightening, tornado warnings, etc.).
    - Unsafe water conditions that will cause the pool or Swim Club to close early include:
        - Mechanical problems with the pool filtration system.
        - Chemical imbalance in the pool water.
        - Failure of bacterial analysis
    - Any other unsafe conditions or circumstances that the CSC Board recognizes as a threat to the safety of the CSC Members.
- Areas of the pool may be set aside for instruction or uninterrupted swimming at designated times during weekdays.

3.4. Fees and Charges

Generally, fees are billed directly to the member. Annual fees are due by March 15. A late fee of $50 will be incurred for Annual fees and dues not received by COB of that date.

Charges for Guests are paid as they are incurred. Swim Team fees should be paid prior to the first swim meet or as determined by the Swim Team Coordinator and/or Swim Team Head Coach.

See the form titled “Colony Fee Schedule” for the current fee schedule (annual memberships, guest fees, swim team, etc.).

3.5. Stewardship

The Colony Swim Club is owned and operated by CSC members. We want and expect the CSC to continue to thrive for years into the future. It is the responsibility of all CSC Members and CSC Staff to:

- Manage with proper regard to the rights of others.
- Board members should actively direct affairs of any CSC Employees
- Leaves the organization in better shape than when he/she found it

3.6. Lost Articles

- Lost articles may be brought to the Pool Office. Lost articles are kept in the lost and found. Members may look for lost items during normal hours of operation.
- Lost articles will be kept throughout the summer. Anything not claimed by the end of the season may be donated to a local charity.

3.7. Abuse or Damage of Swim Club Property

Abuse of Swim Club by individuals or by groups may result in being asked to leave the area or the Swim Club by CSC Management.

It is CSC’s responsibility to seek reimbursement for damage to facilities and equipment, such as broken chairs, recreation equipment, etc. CSC Members and CSC Staff are responsible for reporting damage to CSC Management for proper action.

3.8. Swim Lessons

CSC-Provided Swim Lessons

- Members in good standing may register their children for swim lessons.
- Registration for swim lessons occurs in the spring (after the last date to receive annual dues).
- In the event where more children wish to take swim lessons than slots are available, a lottery system (name draw) will be employed.
- CSC follows the Red Cross guidelines for swim lessons. Description of the swim levels can be found here:level 1-6 descriptions

Private Swim Lessons

- Private swim lessons are viewed as private transactions between the child's guardian and the lifeguard.
- The lifeguard and the CSC Member may use the swim pool for private swim lessons when the lifeguard is not working.

3.9. Swim Team

The swim team season lasts approximately 6 weeks, and includes 8 dual meets (4 home, 4 away). Swimmers swim for points or as an exhibition determined by the CSC Head Coach based on previously recorded times, level of participation, etc.

Benefits of a swim team Membership include:

- Physical exercise
- Team building
- Sportsmanship
- Fun
- Opportunity to make friends
- Improve swimming skills
- Introduce new swimmers to competitive swimming
- Instill interest in competitive swimming

3.10. Snack Bar

The Snack Bar will be open to CSC Members, Guests and CSC Staff during open hours of the club. CSC Management and/or the CSC Board reserve the right to close the Snack Bar when it is necessary.

Items to be offered will be determined by the CSC Board. Input by CSC Members will be used in the decisions as to what items will be stocked and sold from the Snack Bar.

All CSC Staff working in the Snack Bar will follow the Principles, Polices, Rules of Operation and SOPs in the Operations Manual. In particular, the following apply:

- Health and Safety Policies
- Financial Controls Policies
- Snack Bar Policies

3.11. Admittance of Guests

The following policies relate to Guests:

- Guest Visits are designed to permit members to enjoy and share their club with special friends or family. Members are urged to be considerate in placing a burden on facilities at times when the weather is most favorable for the use of the Club by member families.
- A Guest Visit shall consist of the admission of any non-member individual to the Club.
- The number of Guest Visits per membership is fifteen (15) per season (e.g.; approximately once per week during the season). A single Guest Visit can include one or more individuals. It is expected that guests will be paid for as per the "Rate Schedule" and that CSC Members will not abuse this privilege. If any abuse of this privilege is noticed, it should be referred to CSC Board Members for follow-up.
- Additional Guest Passes may be granted to a member by the Board for specific purposes, with a maximum of four (4) Guest Passes granted to a member during any single season. Guest passes will expire at the end of the season in which they are granted and may not be used in subsequent seasons.
- Each weekly pass will be counted as one Guest Visit.
- Any guest using the pool must be accompanied by and registered by a CSC Member. The CSC Member sponsoring the guest must pay the guest fee prior to admittance of the guest.
- The Board of Directors determines the daily guest fees. Children under 3 and grandparents are admitted free. Guest fees are listed in the "Fees and Charges" section of this document. At the discretion of the Pool Manager, guests accompanied by a member who do not intend to swim, may be admitted to the pool enclosure without charge.
- Grandparents will not be counted for Guest Visit purposes.
- On holidays and weekends, admittance is dependent on the pool attendance as determined by the Pool Manager. Please call the pool in advance if bringing an in-town guest. Club-sponsored social events are exempt from this ruling.
- Prospective members will be provided with a Guest Visit pass so that they may enjoy the pool facilities one time only without charge.
- Bona fide houseguests of CSC Members may be extended special weekly rates. The member must register with the manager when entering, indicating the guests regular residence, length of visit, number in the family, and age of the children.
- Groups of more than 15 must make prior arrangements with the Pool Manager..
- Permission for parties, such as children's birthday parties, with guests may be granted upon application to the Pool Manager in advance of the party. Each request should be evaluated on its own merit, and approved / rejected based on the specific circumstances. Considerations:

- Can the club handle the party without major disruptions / inconvenience to other members? (answer must be “yes”)
- Is there guard / manager coverage to support the requested hours? (answer must be “yes”)
- Is the sponsor a club member? (answer must be “yes”)
- Will there be 1 adult chaperone per 10 children present? (must be confirmed by party requester)
- Will there be an agreement that the group clean up after the party prior to departure? (must be confirmed by party requester)
- Will the party group pay for all visitors @ $5.00 / head? (answer must be “yes”)
- The party group will follow ALL posted rules of the club. (answer must be “yes”)

- All pool rules and regulations apply equally to members and their guests (including groups). Members are responsible for their guests’ actions.
- Rain checks are available for significant changes in weather at the discretion of the Pool Manager, Pool Co-Manager or Assistant Pool Manager.
- Except for parties exceeding 30 people, CSC Board Members and the preceding year’s CSC Board Members and their families do not have to pay a guest fee. CSC Board Members must pay guest fees for parties exceeding 30 people.
- Non-member CSC Staff can pay a guest fee to visit the club; no guests are allowed.

3.12. Disciplinary Actions For Children, Youths and Young Adults

Any swimmer, CSC Member or CSC Guest who does not conform to those Policies and Rules of Operations and thereby causing danger to themselves or any other individual or cause CSC on-duty CSC Staff distractions are subject to disciplinary actions. These disciplinary actions will be applied at the discretion of the CSC Management and/or CSC Lifeguard.

Possible disciplinary actions include, but are not limited to:

- Individual may warned that they are violating a policy rule.
- Individual may be given a minor disciplinary action, such as sit on the bench under the clock for ten minutes.
- Individual offender may be escorted to the Pool Manager, who will discuss the offense with the guardian and/or expel the offender from the Swim Club for the rest of the day or longer.

If an individual is sent home, the CSC Member’s guardians are to be called immediately and notified of such action and why it was taken.

3.13. Health and Safety

Above all else, health, safety and general welfare of all individuals is our chief concern. The following policies must be strictly obeyed and enforced.

Any safety issues should be communicated to the Pool Manager and escalated as necessary. If we provide a clean and safe environment that is well organized and well supplied, CSC Staff, Members, and Guests should be able to have an enjoyable, happy, safe, and fun experience.

3.13.01. General Health and Safety Rules

- A shower (using soap) should be taken before a swimmer enters the pool.
- A competent, responsible individual over the age of 14 who is designated by a parent must accompany children under 10. The competence is subject to Pool Manager’s approval.
- A yellow line will be used to indicate the distance from the pool that children must stay back from the pool during adult swim and when all people have been asked to exit the pool.
- Babies must wear swim diapers. Swim diapers are available for purchase at the Snack Bar.
- No flotation devices will be allowed outside of the kiddie pool, except during special events, subject to manager’s discretion.
- When the horseshoe pit is used, an adult must accompany those under the age of 14. Horseshoes can be checked out from the pool office.
- Children using the kiddie pool must be supervised at all times by an adult.
- CSC Staff, CSC Members or Guests injuries should be reported to the Pool Manager, Pool Co-Manager, Assistant Pool Manager or their designate. An injury report must be completed and added to the Pool Office Binder.
- During open swim, diving is restricted to the deep well.
- Expectorating and blowing of nose in pool is prohibited.
- Goggles, snorkels, and flippers will be permitted at the discretion of the CSC Staff. Large beach toys and metal or rigid plastic toys are not permitted within the pool enclosure.
- If a person takes a toy, ball, kickboard, horseshoes, etc. out of storage, they are encouraged to put it back when done using it.
- Lifeguards are on duty at all times. All CSC Members and Guests are expected to comply with the requests of the lifeguards on duty.
- Swim attire should be worn when using the pool.
- No running on the deck, wrestling, or other disorderly conduct that might endanger the welfare of CSC Members or Guests will be tolerated.
- No running or horseplay in or around the pool area, locker room and Clubhouse
- No swimming with open wounds or bleeding

- No throwing of projectiles in the pool. Nerf balls are not permitted in the pool, and no “gutter ball” will be allowed.
- Non-swimmers and beginning swimmers are restricted to the shallow end of the pool and shall not go beyond the 4-foot depth markers.
- People who have been past the pool area perimeter (soccer area, volleyball area, basketball court, tetherball area) must use the foot washes to remove any contaminants.
- Pool equipment shall be used for its designated purpose.
- Swimmers with shoulder length or longer hair must wear their hair pulled back in a rubber band or braided. If preferred, a bathing cap may be worn.
- There will be an adult swim for 15 minutes every hour. Children must stay behind the yellow line during this time. You must be 17 to swim at this time. Children under 2 may swim if accompanied by an adult. At management discretion, adult swim may not be called when it is not busy.
- When the lap lane is in use, only persons seriously swimming laps are to be in the lap lane.
- Kiddie pool:
    - The kiddie pool is intended for preschool children only (6 years and younger). Supervision by a responsible individual who is 14 years and older is required. There is no lifeguard assigned to the kiddie pool. A responsible individual must supervise children at poolside.
- Diving area:
    - Diving from the side of the pool is prohibited unless authorized by the lifeguards on duty.
    - Do not use the diving board until the person before you has reached the ladder.
    - Don’t run on the diving board.
    - Only use diving boards under supervision
    - Jump or dive straight off the end of the diving board.
    - Lifeguards may request parents to accompany children while using the diving area.
    - No jumping off the side unless authorized by the lifeguards on duty..
    - No sit dives off the diving board.
    - No swimming in the diving area unless authorized by the lifeguards on duty..
    - Only 1 bounce on the diving board.
    - Only one person at a time on the ladders.
    - Only one person at a time will be permitted on the diving board.
    - Persons using the diving boards must observe caution. Care must be taken to observe the rise in the pool floor between the diving area and the swimming area.
    - Swim directly to the nearest ladder after diving off the diving board or sliding down one of the slides.

3.13.02. Use of Food and Beverages On CSC Premises

- No smoking, drinking, eating, gum or glass containers are allowed in the pool, or on the concrete deck surrounding the pool.
- Only plastic bottles containing water, or plastic non-disposable bottles with a lid containing water or other beverages are allowed on the grass.
- The CSC reserves the right to ask CSC Members and Guests to leave the premises if alcohol-related problems arise.

3.13.03. Children Attending Pool Without Chaperones

To attend the pool un-chaperoned, youths (1) must be 11 years of age to 13, (2) have passed the Colony “Blue Dot” swim certification test given by a Colony lifeguard and (3) a Colony Blue Dot emergency card must be signed by a parent and be on file in the Pool Office. Colony Blue Dot swim certification consists of the following:

- Swim two continuous lengths of the pool
- Tread water for a two minute period
- Jump off diving board and swim to the side

No children may have un-chaperoned guests.

Blue Dot individuals may not have a guest, but members 14 and over may have one guest per visit at the normal guest fee rate.

3.13.04. Health Issues

CSC Members or CSC Staff with skin infections, wearing bandages, having coughs, colds or inflamed eyes may be refused pool admittance by the CSC Management.

If a health issue should occur, the following should occur:

- Restrict CSC Staff from working in the Snack Bar.
- Notify the Health Department.
- Upon receipt of doctor’s notification that employee can return to work, notify the CSC Personnel Director and gain approval to return to normal activity.

3.13.05. Eating Areas

- CSC Members and Guests are responsible for clean up / pick up / vacuum their litter and depositing it in trash receptacles.

3.13.06. Pets

No pets other than “service animals” (guide dogs for the blind, etc.) are allowed at any time on the pool grounds.

3.13.07. Emergency Response Plan and Contingency Plan

In compliance with EGLE Drinking Water Division Regulation 325.2194a, CSC will maintain an Emergency Response Plan and Contingency Plans similar to those outlined by the American Red Cross (ARC). All lifeguards shall receive training in the application of effective pool emergency procedures for events such as submersions, suspected spinal injury, fecal accidents, medical emergencies, electrical emergencies, bad weather, etc. Such training will be reviewed as necessary and kept current.

- The Emergency Response Plan will be posted on the Pool Office Bulletin Board and in the Pool Office Binder so that, in the event of an emergency, CSC Staff will have ready access to a pre-defined Standard Operating Procedure for dealing with the emergency.
- In compliance with R 325.2194, the Emergency Response Plan will include:
    - Rescues and submersions
    - Equipment failure
    - Injury requiring medical attention
    - Other conditions or events that create a hazard to the health and safety of persons using the pool
- In compliance with R 325.2194a, the Contingency Plan will contain, at a minimum, an outline for rapid mitigation of contamination or water quality deterioration.
- The Emergency Response Plan and Contingency Plan will be printed on bright red paper so that they are readily visible.

The American Red Cross indicates that there are four Emergency Response Principles (EPA's) to follow in the case of an emergency:

- Survey the scene. Is the scene safe?
- Do a primary survey. Check the victim's Level of Consciousness, Airway, Breathing, and Circulation.
- Call EMS. Send someone to call an ambulance.
- Do a secondary survey. Interview the victim, check vital signs, and perform a head to toe survey.

With respect to lightning and thunder, the Red Cross Lifeguard Training Instructors Manual defers to the National Lightning Safety Board, which gives a guideline of 30 minutes after the last observed lightning strike or thunderclap has been heard before re-opening the pool to swimming.

3.13.08. Compliance with Public Acts Governing Public Swimming Pools

The Principles, Policies, Rules of Operation, Standard Operating Procedures and Forms in the Operations Manual are intended to ensure that CSC operates according to the applicable rules and regulations listed in the EGLE) Drinking Water Division titled “Public Acts and Rules Governing Public Swimming Pools”.

- An annual inspection of the pool is performed each spring by the Wayne County Health Dept to ensure that these regulations are adhered to.
- New and returning CSC Staff members are expected to successfully complete annual orientation and training as outlined in the CSC Staff Orientation and Training Plan to ensure the policies, rules of operation, procedures, forms and concepts documented in the Operations Manual are understood. The Orientation and Training Session will also be used by the CSC Personnel Manager to collect and/or document any required information (certifications, etc.).
- It is expected that all CSC Staff will ensure that they perform the activities as scheduled.
- The chemical parameters have been set to adhere to health codes at the township (Canton), county (Wayne), state (Michigan) and Federal levels. Refer to the SOP titled “Pool Chemistry Testing and Treating” for pool chemistry information.
- Many of the “best practices” recommended by the National Swimming Pool Foundation in the book titled “Pool/Spa Operators Handbook” have also been incorporated into the Operations manual.

3.13.09. MIOSHA – Chemical Hazard Communication Program, Labeling, SDS and Training

In compliance with “The Michigan Right To Know Law”, Part 42 R408.44201 to R408.44203 - Construction Safety Standards Commission, Part 92 R408.19201 to R408.19203 – General Industry Safety Standards Commission, Rules 325.77001 to 325.77003 – Occupational Health Standards Commission and the Federal OSHA Hazard Communication Standard 29 CFR 1910.1200, CSC will perform the following:

- Maintain a written Hazard Communication Program.
- Ensure that all containers of hazardous chemicals carry a label identifying the manufacturer and the product and warning of hazards.
- Maintain current copies of Manufacturing Safety Data Sheets (SDS) for flammable, toxic or caustic chemicals used at CSC
- Post a notice on the Pool Office bulletin board indicating the location of the Hazard Communication Program and Manufacturing Safety Data Sheets (SDS).

- Train all CSC Staff, on an annual basis or when a new CSC Staff member joins CSC in the key concepts embodied in the Hazard Communication Program, as well as review the applicable SDSs.

3.13.10. MIOSHA – Accident Recording and Reporting

The Michigan Occupational Safety and Health Act (MIOSHA) record keeping requirements went into effect on January 2, 2002. Per these regulations, any company that employs more than 10 persons must record and report accident accidents. In compliance with this regulation, Colony will be using the new series 300 forms to keep a log of work-related injuries and illnesses. Note that injuries that occur to CSC Members and CSC Guests as the result of visits to CSC, will be reported on the form titled "CSC Accident / Suggestion / Complaint Form".

The following points of interest should be noted:

Forms: The record keeping forms to be used are (1) the MIOSHA Form 300, Log of Work-Related Injuries and Illnesses, (2) MIOSHA Form 301, Injury and Illness Report and (3) MIOSHA Form 300-A, the annual Summary of Work-Related Injuries and Illnesses. The MIOSHA Form 300-A must be completed annually and sent to MIOSHA.

Recording of Occupational Illnesses/Injuries: One set of criteria will be utilized for recording work-related injuries and work-related illnesses: a work-related injury or illness must be recorded if it results in death, days away from work, restricted work, transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury/illness diagnosed by a physician or other licensed health care professional. The rules include a chart illustrating when an occurrence is not work-related and, therefore, not recordable, and the First Aid exception to the medical treatment reporting requirement is more precisely defined.

Counting Days: The new rules eliminate the term lost workdays and focus exclusively on calendar days away from work, days restricted, or days transferred. The term calendar days includes holidays and weekends. Employers may now cap the total days an employee is away from work (including restricted or transferred) at 180 calendar days. If you don't know the number of calendar days an employee will be unable to perform his normal duties, estimate the number of calendar days at the time of recording and correct when more complete information is available.

Time and Location for Recording: Recordable illnesses and injuries must be logged on the new MIOSHA Forms 300 and 301 within 7 calendar days (the previous rule allowed 6 working days) of receipt of the information regarding the occurrence.

Record Certification: The new rules require that a company executive (e.g.; CSC Board Member) certify the MIOSHA Form 300-A Summary. The summary must be signed and dated by the company executive.

Posting of Annual Summary: The annual summary (Form 300-A) must be posted for three months instead of one. The posting date remains February 1.

Illnesses/Injuries in the Home: Injuries and illnesses that occur in the employee's home will be considered work-related if they occur while the employee is performing work for pay or compensation, and the injury or illness is directly related to the performance of work.

Exempt Industries: The partial record keeping exemption for employers of 10 or less remains in place. The new rules partially exempt certain previously non-exempt industries without regard to size, most notably offices and clinics of medical doctors, osteopaths, and dentists.

Differences Between MIOSHA and OSHA: Although there are some differences between MIOSHA and OSHA regulations, the regulations that apply to Colony are essentially the same.

MIOSHA Regulations: The MIOSHA regulations can be downloaded off the web at: http://www.cis.state.mi.us/bsr/divisions/std; click on <Bureau of Safety Regulation>, <Standards & Legislation>, <Administrative>, <Recording & Reporting of Occupational Injuries & Illnesses>..

If you have any questions regarding the new record keeping requirements, or other MIOSHA or OSHA concerns, contact the CSC Personnel Director, or contact those agencies directly.

3.13.11. MIOSHA – Respiratory Protection Program

After reviewing the chemicals in use at Colony, the location of those chemicals and their proximity to the outside air, it was concluded that it is not mandatory that CSC maintain a Respiratory Protection Program. CSC will voluntarily maintain a Respiratory Protection Program, though, in order to document the Engineering Controls that have been put in place as well as ensure that a training program is in place to ensure that people are aware of any potential hazards.

Because the Respiratory Protection Program is not mandatory, CSC will take exception to performing the chemical protection mask "fit test" as part of the training program.

3.13.12. Well and Pool Water Quality Sampling

The water system in the Clubhouse and pool at CSC are supplied by a well located in the stand of trees on the southwest portion of the CSC property. The well uses electricity and pumps water to the Clubhouse. The well is regulated by the State of Michigan as a transient, non-community (Type 2) well.

EGLE requires that water samples from both the pool and the well are taken and the results submitted on a regular basis. If this is not done, the pool or the well can be forced to shut down until CSC is compliant with these regulations:

- The well water must be sampled once per quarter that the pool is opened (e.g.; Q2=April/May/June and Q3=July/August/September).
    - Q2: two (2) samples must be taken prior to pool opening. The two samples must be for both coliform bacteria and nitrates/nitrites. Both samples can be taken at the same time.
    - Q3: one (1) sample must be taken. The sample must be for coliform bacteria. A Nitrate/Nitrite sample is not required.
- Pool water must be sampled on a bi-weekly basis.

See the SOP titled "Building Water Supply (Well) and Water Softener" for further information.

3.13.13. Posting of Lifeguard Certifications

There are a number of regulations that mandate the posting of certifications. In the State of Michigan, if evidence of these certifications is not posted, the pool cannot be legally open.

- EGLE pool rule 325.2198(3b) states, a lifeguard shall "be a capable swimmer and be competent in lifeguarding techniques."
- The Michigan Public Health code Act 368 of 1978 administrative rules require that CSC employ lifeguards with up-to-date certifications in rescue training in critical skills like CPR.

In compliance with these rules, CSC will post all valid and current certifications.

- Lifeguard training and CPR for the Professional Rescuer Certification. Because the care steps for CPR outlined within the American Red Cross Lifeguard Training course have been updated to meet the Emergency Cardiovascular Care (ECC) 2000 Guidelines, posting of the American Red Cross Lifeguard Training course certification will achieve both requirements.
- A valid and current public swimming pool permit.

3.13.14. Fire Safety

CSC Staff are not required to fight building fires and should evacuate the building immediately in the event of a fire. The Canton fire department has primary responsibility for managing fire emergencies and must be notified immediately by dialing 911. Employees may use fire extinguishers only if they are confident in their ability to cope with the fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

3.13.15. Posting of Pool Boiler Certification

The term “boiler" means a closed vessel in which water is heated by the application of heat from combustible fuel. The boiler at Colony is used to heat the pool water. In compliance with Rule 57 of Act 290 of Public Acts of 1965, the Colony boiler must be inspected every 3 years. The inspection period is based on the fact that the Colony boiler is a "Hot Water Supply" (see paragraph #57C).

If Colony has a boiler insurance rider, contact insurance company to request an inspection. If Colony does not have boiler insurance, contact the Michigan Department of Licensing and Regulatory Affairs (LARA) and request an inspection from them.

Per LARA Bulletin 10 “Boiler Inspections”, the Bureau of Construction Codes Boiler Division and the Office of Fire Safety (OFS) advise the following items should be checked, but are not all inclusive:

- Current Boiler Certification and/or Tag. A certificate of certification should be on the wall; tag on boiler.
- Flow sensor – does it shut off as flow volume is reduced?
- Pressure Gauge – it is usually marked to read within a safe area. Is it in the acceptable area?
- Pressure Relief Valve (Laars valves are usually on the back). Must be on the boiler. Must have a tag to show the relieving capacity, which should be greater than the relief capacity required by the boiler. Valve should not be leaking or corroded shut.
- Temperature sensors. Usually marked to read within a safe area. Is it in the acceptable area?
- General Condition. Check for evidence of: (a) Rust, corrosion (b) Deteriorating piping (c) Signs of leakage
- Fuel feed lines. Check for proper application and general condition. Check for gas smell, which may be evidence of a leak.
- Combustion Air. Is sufficient combustion air provided? Are there telltale signs that indicate a lack of combustion air?

For safety purposes, Colony will have these tests performed on an annual basis as part of the pool start-up process. This inspection is to be performed after the pool is cleaned and the filters are running, but before the boiler is turned on.

Note that because the Colony boiler is classified as a hot water supply it is not covered under the more stringent CSD-1 regulation. If you have any questions regarding this information, please contact the OFS, Code Administration Section at (517) 322-1123.

3.13.16. Managing and Reporting Fecal Accidents and Other Communicable Diseases

Germs can be killed by Chlorine, but some are not killed right away. Even the best maintained pools could spread disease. For this reason, it becomes necessary to close a pool for treatment if there is a fecal accident in the pool. See the Colony Swim Club form titled “Required Pool Closure Time For Fecal Accidents” for the mandated down time required to treat fecal accidents.

If a fecal accident occurs, the procedure outlined on the form titled “Contingency Plan” should be followed to contain the accident and sanitize the pool. If required, the daily procedure titled “Pool Closing Procedure“ should also be followed.

3.13.17. MIOSHA - Bloodborne Pathogens (BBP) Policy

In the work place, there is the chance that people will be exposed to human blood and other potentially infectious human material, and face an occupational risk of exposure to blood borne pathogens (BBP). The Occupational Safety and Health Administration (OSHA) and the Department of Industry, Labor and Human Relations require that employers meet certain minimum requirements to reduce this risk.

Specifically, the Occupational Safety and Health Administration (OSHA 29 CFR 1910.1030) and the “Michigan Department of Consumer & Industry Services” regulations require that all CSC Staff are trained in and observe policies and safety procedures associated with Bloodborne Pathogens (BBP). More importantly, observation of the principles, policies and procedures will help us make the workplace safer.

CSC Responsibilities:

- Develop a Bloodborne Pathogens Policy, including an Exposure Control Plan that identifies employees with occupational exposure
- Implement methods to comply with provisions for worker protection. In particular, “universal precautions” will be employed.
- Review and revise the CSC Bloodborne Pathogens Policy, Exposure Control Plan and SOPs related to Bloodborne Pathogens (BBP) on an annual basis or when a new CSC staff member begins working at CSC.
- Assure implementation of the Bloodborne Pathogens Policy at CSC.
- Determine how compliance to the standard will be monitored and reviewed.
- Use warning labels and signs to identify hazards.
- Provide Personnel Protective Equipment (PPE) and "engineered controls" for all employees at risk for exposure to BBP.
- Provide hepatitis B vaccine at no charge to employees at risk (as determined by the CSC Exposure Control Plan) for occupational exposure to human blood and other potentially infectious materials (OPIM) for blood borne pathogens.
- Provide medical evaluation after exposure incidents.
- Identify the person(s) who, as part of his/her assigned duties will implement the Bloodborne Pathogens Policy.
- Identify all employees at risk for occupational exposure to human blood and OPIM.
- Establish employee requirements for CSC employees, train employees initially and annually to CSC specific BBP risks and methods to reduce risks. At CSC, the training requirements are:
    - Ensure that all CSC Staff have current certification in Red Cross training in safety procedures associated with blood borne pathogens.
    - Ensure that all CSC Staff annually review and understand CSC’s Bloodborne Pathogen related policies and procedures.
    - Ensure that all CSC Staff annually sign off on the “Bloodborne Pathogens Training Checklist” indicating both current certification and their understanding of CSC’s Bloodborne Pathogens policies and procedures.
- Maintain records of employee training and medical evaluations.
- Maintain employee medical records for hepatitis B vaccine and biohazardous injury management

Employee Responsibilities

- Employees at risk (as determined by the Exposure Control Plan) for occupational exposure to human blood or OPIM must receive hepatitis B vaccine or sign a declination form.
- Must attend annual training on BBP in accordance with the current BBP Standard and CSC Bloodborne Pathogens (BBP) Policy.
- Use the appropriate PPE/engineered controls and safe work practices (hand washing, no recapping of needles by hand, etc.) at their work site.
- Initiate first aid if they incur a biohazardous exposure (puncture, laceration, splash to mucous membrane).
- Notify supervisor and seek medical care as soon as possible after an occupational exposure to human blood/OPIM has occurred.

Training Program Requirements

OSHA rule mandates that the training program meet the following objectives. Upon completion of the Bloodborne Pathogens training program, CSC Staff will:

- Know how to access a copy of the regulatory text of this standard and an explanation of its contents.
- Have a general understanding of the epidemiology and symptoms of blood borne diseases.
- Be able to relate the modes of transmission of blood borne pathogens.
- Be familiar with CSC’s Exposure Control Plan and know how to acquire a copy of the written plan.
- Demonstrate the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- Understand the use and limitations of methods that will prevent or reduce exposure including appropriate engineered controls, work practices, and personal protective equipment.
- Identify the types, proper use, location, removal, handling decontamination, and disposal of personal protective equipment.
- Select the appropriate personal protective equipment for assigned activities.
- Understand the following aspects of the hepatitis B vaccine: safety, efficacy, method of administration, and the benefits of being vaccinated, that the vaccine will be offered free of charge.
- State the appropriate actions to take and persons to contact in an emergency involving human blood or other potentially infectious materials.
- Follow the CSC procedure if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.
- Be aware of the post-exposure evaluation and follow up that the employer is required to provide for the employee following as exposure incident.
- Identify the signs and labels and/or color-coding required by this rule.
- Have an opportunity for interactive questions and answers with a qualified person conducting the training session.

3.13.18 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. A person with disability is defined as an individual who has a physical or mental impairment that substantially limits one or more of his/her major life activities has a record of such an impairment; or is regarded as having such an impairment.

In compliance with the ADA, the 1994-1995 renovations to the Colony Swim Club and any renovations thereafter have included features to provide access by disabled individuals (e.g.; barrier-free access and items to assist disabled individuals). Design features included ramps to allow wheelchair access throughout the facility, openings appropriate for wheelchair access, sinks with open fronts, handicap-access toilets in each of the restrooms, handicap-access shower facilities, grab rails and marked van-accessible disabled parking.

With respect to employment, the ADA defines a qualified individual with disability as "an individual with a disability who meets the skill, experience, education and other job related requirements of a position held or desired, and who with or without reasonable accommodation can perform the essential function of a job." To ensure compliance with respect to ADA, the multiple other applicable regulations and ensure the safety of its members and guests, Colony employees must be physically capable of performing their position, as well as received training and certification appropriate to the given position. See the section in the Operations Manual titled "Conditions of Employment" for general requirements, and the "Qualifications" section included with each job description for position-specific requirements.

3.14. Due Diligence, Responsibility, Accountability and Authority and Record Keeping

Due Diligence means "to take every reasonable action/precaution for the given circumstances". An underlying principle is that the CSC Board, CSC Staff and CSC Members and CSC Guests should be aware of and adhere to Principles, Policies and Rules of Operation as outlined in the Operations Manual. In this context, it is assumed that as members of, and staff working at Colony, we all are responsible for performing our assigned tasks, we have the authority to "get things done", and we all are accountable for our actions. Aside from the obvious need to be responsible individuals and not wanting to be morally responsible for death, pain and suffering of any individuals, the CSC Board and CSC Staff have certain duties under the law that cannot be relieved "from above" and which cannot be delegated to others. The responsibilities include:

- Adhere to township, state and federal regulations
- Enforce all rules pertaining to the club (health, safety, business procedures, etc.)
- Ensure that CSC Staff and CSC Board Members receive orientation and training.
- Exercise sound financial judgment when making decisions in the acquisition of goods, the care and maintenance of the CSC pool, grounds and facility.
- Operational Reports must be completed on a daily basis. These forms, available at Environmental Health Division offices, are used to record sanitizer residuals three times per day as well as pH, flow rates, cleaning, water temperature, and chemical addition. A copy must be sent to Wayne County Environmental Health Division at the end of each month of operation.
- Perform periodic audits to ensure that procedures are being followed
- Qualified lifeguards must be available during all hours in which a swimming pool is open.
- Read and understand principles, policies, rules, regulations, procedures and forms as outlined in the Operations Manual. Research changes to the regulations and periodically update the Operations Manual accordingly.
- Regularly test and treat water to ensure healthy operating conditions. As specified by law, close the pool if there is a health risk to CSC Members, CSC Guests and CSC Staff due to water quality problems.
- Report status to the CSC Membership and get feedback as appropriate.
- Take action - either fix problems or escalate issues to the Pool Manager(s) and CSC Board as necessary. It is not acceptable to say that "someone else has responsibility" for doing their job.
- Take precaution for the protection of all CSC Members, CSC Guests and CSC Staff.
- Use "common sense" in all circumstances

Note that many of the procedures in the Operations Manual were written to ensure compliance with certain regulations. Many of these regulations require that a paper trail be maintained in order to provide evidence that we have been duly diligent in our tasks. Where required by law, the applicable forms have been referenced b and included in the Operations Manual.

3.15. Confidentiality

Information pertaining to CSC Members, Guests, CSC Staff and CSC Board members that is considered to be personal in nature should be held in confidence unless authorized by those individuals in writing. Information considered to be personal in nature includes but is not limited to:

- Job Applications
- Confirmation of doctor's physical
- State of Michigan Work Permits #CA-6 and #CA-7
- Physician evaluation after an Exposure Incident and any related paperwork
- Bloodborne Pathogens Training Checklist
- Hepatitis B Vaccine Declination Form
- MI-W4
- I-9 Employment Eligibility Verification Form

The CSC Personnel Manager will maintain this information.

3.16. Financial Controls

Expenses and revenue will be balanced daily. Areas where financial controls will be implemented are the Snack Bar and Front Desk.

3.17. Personnel, Employment and Employee Compensation

All CSC Staff, including the Pool Manager, Pool Co-Manager, Assistant Pool Manager, CSC Lifeguard, CSC Snack Bar, CSC Swim Team Head Coach, CSC Swim Team Assistant Coach are “At Will Employees”. An At-Will Employee is a nonpermanent employee who has no expectation of continued employment and may be dismissed at any time without cause or reason. CSC will preserve at-will employment status through the principles, policies, procedures and employment practices contained in the Operations Manual and CSC forms.

Note that CSC reserves the right to send personnel home when inclement weather occurs. In this situation, Colony makes no commitment, nor is it obligated to pay employees for scheduled hours not worked. The CSC Managers will do their best to judge whether the weather will improve or not, and retain staff on-site accordingly.

3.17.01. Attitude and Courtesy

- Regardless of what personnel duties and assignments may be as an employee of CSC, your first obligation is to the CSC Members and Guests. You appearance and attitude, both on and off the job, are of the utmost importance and are a direct reflection on CSC and the service we provide.
- Keep in mind that the public you serve is a cross section of the community, all ages and cultural backgrounds. While you are a CSC staff, strive to communicate with each individual at their level, both courteously and politely.
- Warmth, courtesy, and sensitivity to CSC Members and Guests will always prove beneficial, causing less strain on everyone throughout the season and make your job that much easier. Display the best side of your personality. Take pride in what you are doing. Don’t slump in your chair at your post while tending to the pool. Be attentive and alert. Look as well as be professional. Please use discretion and tact in everything you do. Avoid arguments with CSC Members and always deal in fair play.
- Finally, the success of the season is dependent on good weather, activities available to CSC Members, and CSC Staff performance. It is to your benefit to do all you can to help make CSC a desirable place to come to.

3.17.02. Diversity and Harassment Policy

CSC Staff, CSC Members and Guests represent a talented and diverse population. A key element of our Diversity and Harassment Policy is CSC's long-standing commitment to equal opportunity, a commitment based on sound judgment and a fundamental belief in respect for the individual.

Business activities such as hiring, training, certification, compensation, reviews, suspensions and terminations are conducted without discrimination based on race, color, religion, gender, sexual orientation, national origin, disability, age or either Vietnam-era or Special Disabled veteran status. These business activities and their administration comply with all applicable federal, state and local laws, including those dealing with equal opportunity. CSC also makes reasonable accommodation for disability and religious observance.

In addition, the CSC work environment must be free from discrimination and harassment based on sex or sexual orientation, race or ethnic origin, religion, age, disability, or veteran status. Everyone should be treated with respect. Language should always be up-beat and professional in nature.

All CSC Staff, CSC Board members and CSC Members are expected to abide by this policy and uphold Colony’s commitment to workforce diversity.

CSC’s Diversity and Harassment Policy has two major components:

- A commitment to provide a work environment free from harassment. This includes sexual harassment, or any other harassment based on race, color, national origin, religion, ethnicity, sex, sexual orientation, age, disability, or US. Military or veteran status. Colony has a zero tolerance level for such conduct in the work environment and any CSC Staff member found to have engaged in such behavior will be disciplined.
- CSC does not tolerate retaliation for complaints of harassment

3.17.03. Employment Conditions

All CSC Employees are subject to the following employment conditions:

- CSC is an “at will employer”. Staff will be hired by the season and may be asked to reapply on a yearly basis. The CSC Personnel Director is responsible for coordinating with the management team for hiring CSC staff.
- A prerequisite to employment is that CSC lifeguard must have American Red Cross Lifeguard certification/recertification before their first lifeguard shift. If these prerequisites are not achieved, any employment offers made are considered to be rescinded.
- Individuals must demonstrate compliance with “Qualifications” included with each job description.
- Individual must pass a doctor’s physical exam prior to employment and provide written confirmation that the individual is physically able to perform tasks required of the assigned position.
- Individual must satisfactorily complete annual orientation and training.
- CSC Management is responsible for performing reviews at the end of the season.

- Restrictions with respect to minimum age of employment, maximum hours worked per week, maximum days worked per week, maximum average hours worked per day, and maximum hours worked per day and allowable time of day under applicable laws must be adhered to.

3.17.04. Compensation

CSC Employee hours will be recorded on a daily basis by the employee, then reviewed/approved by the Pool Manager.

Employees will be paid for hours worked in accordance with the signed At-Will Employment Agreement.

- Hourly wages for employees is based on a combination of related training and experience in the field applicable to the position held at CSC.
- CSC pays "straight time"; it does not pay time and a half overtime wages for hours worked in excess of 40 hours per week.
- Paychecks are distributed as per the schedule determined by the CSC Personnel Director.

3.17.05. CSC Staff Conduct

- CSC Staff must be flexible and supportive of CSC Management and/or the CSC board when asked to do other jobs or assignments should the need arise.
- CSC Staff must be supportive in attitude and behavior of CSC Management, the CSC Board and other CSC Staff. Undermining of policies, procedures or personnel is not allowed and will not be tolerated.
- CSC Staff must bear in mind that his or her assignment is to serve the membership in a courteous, friendly manner. This attitude and conduct should be reflected in dealing with members even under adverse and trying situations.
- Each CSC Staff Member is subject to the process described in "Reviewing Complaints/Infractions and Performing Disciplinary Actions".
- Front Desk and Lifeguards must not leave their assigned posts unless authorized by the Pool Manager, Pool Co-Manager or Assistant Pool Manager except for emergency situations.
- The Pool Manager, Pool Co-Manager or Assistant Pool Manager must be informed immediately when there is any situation which could potentially endanger the health or safety of CSC Members, Guests or CSC Staff.

3.17.06. In-Service Training and Staff Meetings

The purpose of in-service training is to reinforce the skills learned in an initial lifeguard course so that the lifeguards will be confident in their abilities. Another advantage of participating in regularly scheduled in-service trainings is that the lifeguards are able to learn about what types of incidents are occurring at their facility and how to effectively prevent them from occurring in the future. Because of the advantages realized by having lifeguards participate in regularly scheduled in-service trainings, most states have generated health and safety standards that require in-service training as part of the state's minimum safety standards for aquatic facility operations. Additionally, local ordinances may also require lifeguards to participate in at least four (4) hours of in-service training a month. This is the de-facto Industry Standard[1] and it is as important to the over-all safety of the facility and to the safety and well being of the lifeguard, as any other piece of rescue equipment. The lifeguards and aquatic facility should both be aware of the local and state requirements for in service trainings and be sure that these requirements are being met. CSC staff will participate in in-service training throughout the summer based on the industry standards.

- The Pool Manager, Pool Co-Manager, Assistant Pool Manager or CSC Board may call together the entire staff or selected personnel when necessary for meetings or in-service training in regard to policies, CPR instruction, CPR testing, First Aid instruction, First Aid testing, Bloodborne Pathogen training, handling of money, maintenance duties, or related matters.
- Staff Members should record in-service training time as "paid time worked".
- The training topic and attendance should be documented to demonstrate due diligence.

3.17.07. Work Assignment Schedule

- Once the Swim Club is open full-time, a schedule rotation for shift times and days will be posted on the board in the Pool Office or sent to the staff by other means, such as email.
- It is the responsibility of CSC Staff members to obtain a replacement when there is a known conflict. Arrangements can be made to switch shifts with another CSC Staff member. The Pool Manager should be notified as soon as possible.
- The Pool Manager should be notified the first week of work of any known dates CSC Staff members would be unable to work.
- The Pool Manager is authorized to make temporary or short-term changes in the CSC Staff work schedule if the need arises. This occurs primarily when the weather is very hot or unseasonably cool/rainy. CSC Staff should be prepared to stay later when it is very hot and there are large numbers of CSC Members at the Swim Club. Conversely, on days when few CSC Members or Guests are at the Swim Club, CSC Staff may be asked to leave early. If CSC Staff members are asked to leave early, an attempt will be made to rotate the individuals being asked.
- In the event of a Swim Club emergency (pumps shutting down, pool cleaning, lawn mowing, etc.) the CSC Staff may be called to work early to ensure normal Swim Club operation.

[1] See online lifeguard manual NASCO web site at http://www.nascoaquatics.com/contact.htm for further information

3.17.08. Absence From Scheduled Shift

- CSC Staff who are sick or for other valid reasons cannot come in for a scheduled shift must contact the Pool Manager, Pool Co-Manager or Assistant Pool Manager as soon as possible. The CSC Staff member is responsible for finding a replacement for them, although the Pool Manager will assist them in this process.

3.17.09. Leave of Absence

- When it is necessary for a CSC Staff member to be absent from work for an extended period, a leave of absence is to be requested from the CSC Management. The request is then approved or disapproved accordingly.

3.17.10. Uniform and Identification

By law, Lifeguards should be easily identifiable in the case of an emergency. Also, they must be attired in such a way that they can easily react in the case of an emergency.

- Proper Swim Club uniform (swimsuit with optional shirt or sweatshirt) must be worn at all times while on duty. CSC will provide an allowance for an amount determined by the CSC Board for staff to purchase attire. If attire costs exceed the allowance provided, the balance is to be paid by the employee.
- Whistles will be purchased and supplied by CSC. In the interest of health and safety, CSC Staff should not share whistles.
- CSC Staff members are responsible for personal belongings, uniforms, and equipment. All personal items should be stored out of sight. The storage room has cubbies set aside for employees to store personal items.

3.17.11. Hiring of Personnel

- The Personnel Director will hire personnel based on merit and staffing needs. Staffing considerations include the need to balance the mix of staff between male and female staff members, balance the mix of younger guards (hired into the snack bar) and older, more experienced guards in order to maintain a pipeline through the years.
- Members of Colony Swim Club may apply and be considered for employment, but membership of the Colony Swim Club is not a prerequisite for hiring.
- Interviews:
    - Interviews will occur in the Spring prior to the season opening or when the Personnel Director determines.
    - In alignment with the prerequisites outlined in the section titled “Employment Conditions”, job applicants that desire to be hired prior to the beginning of the swim season must (1) be able to provide either proof of American Red Cross lifeguard certification, (2) receipt of registration in a spring lifeguard class or (3) demonstrate to the interview committee that they agree to show proof of lifeguard course enrollment by May 1st and certification by CSC opening day. Note that if the prerequisites are not achieved, the candidate’s offer of employment will be rescinded and an offer made to the next candidate on the list.
    - If the need arises, the Personnel Director may accept additional applications from qualified candidates during the swim season.
    - The interview committee participants will be determined by the Personnel Director.

3.17.12. Reviewing Complaints/Infractions and Possible Disciplinary Action

Definitions

- Suspension From Work: “unscheduled time off without pay”.
- Termination of Employment: “Releasing subject CSC Employee from all paid responsibilities”

Possible Disciplinary Actions:

- Actions that could result in a warning:
    - Incompetent or inefficient in job performance
    - Socializing or not alert to job commitment
    - Discourteous and disrespectful to patrons
    - Appearance unbecoming a staff member
    - Not maintaining a degree of physical skills or characteristics necessary for emergency job situation
    - Continually late
- Actions that could result in a suspension from work
    - A CSC Member must observe the subject CSC Staff involved in the warning action(s) listed above by CSC Management or. A minimum of two (2) separate warnings actions must be documented and recorded before suspension action may be considered.

        - A suspension from work could result when the subject CSC Employee is not fulfilling the job description and/or the job responsibilities.
        - A suspension from work could result when the subject CSC Employee fails to or refuses to follow reasonable and proper directions from CSC Management or designated CSC Management replacement.
        - A suspension from work could result when subject CSC Employee frequently fails to come to work when scheduled.
        - A suspension from work could result when the subject CSC Employee frequently fails to arrange for a replacement CSC Employee when a conflict occurs with the schedule.
        - A suspension from work could result when the subject CSC Employee frequently fails to follow CSC policies, rules and/or standard operating procedures as documented in the CSC Operations Manual. Note that CSC Management and the CSC Board reserve the right to determine the definition of what is reasonable and proper and what constitutes the term "frequently fails".
- Actions that could result in Termination of Employment:
    - A Termination of Employment status could result if there are two (2) suspensions on file for the subject CSC employee.
    - A Termination of Employment status could result if the actions and/or activities of the subject CSC Employee are determined to be hazardous, dangerous, negligible or detrimental to other CSC staff Members, CSC Members, Guests, CSC Management or CSC Board Members.
    - A Termination of Employment status could result if the subject CSC Employee is guilty of embezzling CSC funds or is guilty of stealing supplies or material from the Colony Swim Club or CSC Members, Guests or CSC Staff.
    - A Termination of Employment status could result if the subject CSC Employee violates CSC policies, Guest Visits, pool hours, pool property, or the proper use of the pool, pool grounds or facilities. Note that CSC Management and the CSC Board reserve the right to determine the definition of what is hazardous, dangerous, negligible or detrimental actions and/or activities.

3.17.13. End of Season Bonus

Payment of a 10% bonus for the Pool Manager and Assistant Pool Manager or Pool Co-Managers will be based on:

- The managers must both receive satisfactory evaluations based on their specific job descriptions. (Evaluations will be based on the "Responsibilities" listed in the job Descriptions and they will be evaluated as having met, not met, or exceeding these.)
- Maintenance of cordial relationships between the CSC Members, Guests, CSC Board and vendors:
    - The CSC Board should not have been called upon to intervene in disputes.
    - The Pool Manager and Assistant Pool Manager should have been able to resolve conflicts or confrontations without third party involvement.
    - Few complaints should have been received from CSC Members.
- Minimal absenteeism, no unexplained absences or excessive instances of tardiness.
- No violations of written or implicit CSC Board policy.
- Swim Club expenses for personnel are within budget based on the manager staffing the Swim Club appropriately for weather and use (e.g.; there are no days when the weather is inclement and unsuitable for activities. On extremely busy days, there should be adequate staff. Inadequate staffing should never have compromised pool safety.)
- Club revenues for snack bar and guest fees are managed appropriately (e.g.; no unexplained deficiencies, gross under collection of guest fees).
- Enforcement of rules and procedures as set forth by the CSC Board.

Bonus for CSC Staff will be overseen by the CSC Personnel Director and are given at the discretion of the CSC Board.

Bonus should be submitted to the CSC Board by the CSC Personnel Director and approved prior to release.

3.17.14. Management of Agency Personnel

In dealing with personnel from a Pool Management Company or any other company under the employ of CSC (hereafter referred to as "Agency Personnel"), it must be recognized that they are employees of another company and not CSC. As a result, the following guidelines must be followed:

- Do not give direct performance feedback to the Agency Personnel themselves. Feedback with respect to Agency Personnel should be provided to the CSC Personnel Director, who is responsible for the Agency relationship.
- Do not appraise, reward, discipline or counsel Agency Personnel performance directly – give input to the CSC HR Director.
- Do not discuss contract termination with Agency Personnel.
- Do not solicit Agency Personnel for employment.
- Do not negotiate directly with Agency Personnel on CSC behalf.
- Do not sign agency time cards.
- Do not accept complaints with respect to agency employment practices or programs.
- Do not provide Letters of Reference or Employment Verification.
- Do not authorize Agency Personnel training and time away.

3.18. Board Fees

Dues for the Board of Directors will be refunded at the end of the swim season as described below.

- Refunding of Board member dues will occur using a three year graduated approach as illustrated below:
  - Year 1 33% of total dues
  - Year 2 67% of total dues
  - Year 3 100% of total dues
- Maintenance fees would continue to be waived for all three years of the board members term.
- The board member would continue to be responsible for payment of their total dues without the maintenance fees, by the established deadline. Refunds will be disbursed by the Treasurer at the end of the swim season.
- Partial refunds to board members who resign or fill a vacant spot on the Board will be based upon the number of months served as stipulated in the original motion and require Board approval.

3.19. Colony Property Lines and Fences

The purpose of this section is to document for historical purposes changes that had been made to the Colony fence line and the thinking behind the changes.

- When the Colony Swim Club was incorporated in 1965, a 6' high fence was erected around the pool area. This area is referred to as the "inner fence".
- In 1995, a subdivision was erected south and west of the Colony Swim Club. Colony paid to install an "outer fence" around the outer property line. Per a agreement between the subdivision developer and Colony, landscaping (bushes on south and west perimeter; berm on west perimeter) was installed at the cost of the subdivision developer to enhance the sale of the lots adjoining the Colony property.
- Inner Fence:

In 2005, after cross-checking with the DEQ and Canton Township Building Department, Colony elected to tear down the inner fence in order to provide ready access to the unused property at Colony south and east of the inner fence. In a memo from Tom Maslyk to the Raj Sinha (Wayne County Health Department Environmental Health Division) on 2004-07-20, it was stated that:

As we discussed when you visited the swim club in the spring of 2003, I had been asked to remove the old "inner fence" at the swim club. I am sending this note to you in order to request positive confirmation that we will be in compliance before we proceed with out plan.

Background:

What we refer to as the "inner fence" was erected in 1965 when the swim club was built. When a subdivision was built next to the club, Colony erected a new 6' "outer fence" in 1995. The new fence encompasses new space in addition to the original fenced-in area.

The following diagram indicates the fence change being proposed:

<picture deleted>

The Colony Swim Club is a member-owned and member-operated swim club. As part of our long range planning activity, members consistently indicated that they want the board of directors to remove the inner fence.

Why we believe that there should be no issues:

The new outer fence is of the same construction as the already existing inner fence.

The outer fence provides a complete enclosure, just a larger footprint.

The swim club exists to provide swim access to its members. The club is not open unless the pool is available. When the facility is open, a guard is always posted at the pool.

Out review of "R 325.2128 Enclosures" of the PUBLIC HEALTH CODE (EXCERPTS) Act 368 of 1978 does not include any ruling about the distance of the enclosing fence from the pool, so the outer fence will still keep the club in compliance.

Before we proceed with the fence removal, I would appreciate it if you respond in writing so that I can save it with our permanent swim club records. I'd appreciate it if you respond by August 30th so that I can develop a work plan for fall and spring work to be done at the club.

No response was received from the Sinha, so Colony proceeded with the removal of the inner fence.

- Outer Fence:

Since 2002, an ongoing debate had been held as to whether the fence directly west of the pool should be moved west to the property line in order to protect against the neighbors claiming ownership of Colony property. Note that this fence has often referred to as "Dot's Fence" as a reference to Dot Balogh, who has been a principle in voicing this concern.

In 2005, the CSC Board investigated this issue. In reviewing the original letter between the subdivision developer and Colony, there was no stipulation that the installed landscaping must be permanent. As a result of reviewing the letter, we believe that Colony is in a position to modify the landscaping if/when it wishes. Legal counsel suggested that Colony had

a number of options to protect its rights. It could (1) periodically send a letter to the adjoining neighbors indicating that Colony considers the property it's own; (2) demonstrate that it is maintaining the property through lawn cutting, etc.; (3) move the fence westward to the property line and (4) if the fence is not moved, provide a move visible/tangible indicator of where the property line is. As a result, the actions taken are:

- Colony has and continues to maintain the property outside the fence line via a lawn service.

- In 2007, it was agreed to further provide a visual indicator of the Colony property by placing a lot line indicator on the west lot line, just south of the main drive.

Given these actions, it is felt that Colony property rights are protected and if any further action is taken, it should be as the result of a Long Range Planning activity focused on improving usage of Colony property.

Also, in 2002, Colony removed barbed wire from the top of the outer fence, per discussion with Canton Township building department. The inspector indicated that "Canton Township takes jurisdiction over any other rules. He further indicated that removing the barbed wire is OK because the 6' outer fence provides adequate protection".

- Black inner fence between clubhouse and pool:

The black fence was installed in 1995 to isolate food from the pool area.

In 2006, the head of the Wayne County Environmental Health (Raj Sinha) was at Colony and we asked about removing the gate. His response is that "if there's a fence with an opening, there must be a gate with a positive closure".

Prior to 2007, we have installed new closing springs on the black gate because the springs in the hinges failed to ensure that it would close. To correct this, we installed stronger springs on the black gate. Because the black gate hits people ankles, we agreed to install padding at base of black gate to protect people's ankles

4. Standard Operating Procedures (SOPs)

4.1. Health and Safety (HS) Standard Operating Procedures (SOPs) and Forms

This section contains procedures related to emergency procedures for staff and patrons, safety, first aid equipment, drills, lighting and ventilation.

HS-01: Emergency Response Plan

(This form must be posted on the Pool Office Bulletin Board at all times)

Calling Emergency Medical Service / EMS:

- Go to phone and dial "911". (Phones are in the Pool Office and the Kitchenette.)
- Explain the emergency.
- Giver the operator the address of the pool:
  Colony Swim Club
  8300 North Beck (east side of road, half way between Joy Road and Warren)
  Phone: 734-459-4333
- Answer any questions and wait for the operator to hang up FIRST.
- Unlock the gates to both the grounds and the pool deck. Clear all patrons away from the path between the gate and victim.
- Snack Bar person should go to the Beck Road entrance and wave EMS into the swim club driveway.
-

Step	Title	Step Description

1	Rescues and Submersions	• Primary lifeguard blows whistle three times to clear pool.
		• Perform rescue:
		  ◦ Primary lifeguard enters water to obtain victim.
		  ◦ Move victim to surface of water -- position face up in the water.
		  ◦ Check for breathing. If not breathing, start rescue breathing. Note: If there is evidence of spinal injury, have second lifeguard immobilize/support head prior to performing rescue breathing. At this point, begin using the Spinal Injury procedure.
		  ◦ Secondary lifeguard clears the pool and assists primary lifeguard if necessary.
		• Lifeguard in Pool Office calls 911 and follows the "Call Emergency Medical Service / EMS" procedure (see top of sheet).
		• Manager on duty notifies responsible CSC Board member.
		• Manager on duty completes the form "CSC Accident / Suggestion / Complaint / Incident Form".

2	Spinal Injury	• Primary lifeguard blows whistle three times to clear pool.
		• Perform rescue:
		  ◦ Primary lifeguard gently slides into the water.
		  ◦ Secondary lifeguard clears the pool and prepares to assist primary lifeguard.
		  ◦ Lifeguard in Pool Office brings out spine board and assists in crowd control.
		  ◦ Primary lifeguard does in-line stabilization of victim, bringing the victim towards the secondary lifeguard, who has the spine board ready in the pool.
		  ◦ Victim is placed on the spine board by the primary lifeguard. The secondary lifeguard is now responsible for in-line stabilization.
		  ◦ Victim is secured to spine board and the staff should await arrival of EMS.
		• Lifeguard in Pool Office calls 911 and follows the "Call Emergency Medical Service (EMS)" procedure (see top of sheet).
		• Manager on duty notifies responsible CSC Board member.
		• Manager on duty completes the form "CSC Accident / Suggestion / Complaint / Incident Form".

3	Injuries and Other Physical Emergencies	• As soon as a primary survey is completed, victim is brought to the Clubhouse if possible. • Lifeguards should wear latex gloves at all times when administering first aid. • If bodily fluids (blood, vomit, etc.) have been spilled, follow the procedure outlined in the step titled "Blood, fecal accident or vomit on the pool deck. " • Manager on duty completes the form "CSC Accident / Suggestion / Complaint Form". If the injury is judged to be serious and emergency treatment / an ambulance is refused, have the responsible person sign the form and indicate that they refused emergency

		treatment. Copies of the form are contained in the Pool Office Binder, which is located in the Pool Office. ● Manager on duty notifies responsible CSC Board member.
4	Blood, Fecal Accidents, Vomit in the Pool	Follow the procedure outlined in the "Contingency Plan". A copy of the Contingency Plan is posted on the wall in the Pool Office. The master copy is a form in the Operations Manual.
5	Blood, Fecal Accident or Vomit on the Pool Deck	● Notify the manager on duty. ● Post a lifeguard to isolate the area. ● Clean up using the Blood and Bodily Fluid Clean-Up Kit. ● Sanitize the contaminated area using bleach. Reference the "Bloodborne Pathogens Exposure Control Plan" for safety information. The Bloodborne Pathogens Exposure Control Plan is in the Operations Manual. ● Manager on duty completes the "CSC Accident / Suggestion / Complaint Form".
6	Electrical Emergencies	Eliminate danger to personnel, then diagnose and fix problem: ● Clear the pool. ● Shut off main circuit breaker(s): ● The main electrical circuit breaker is in the Pool Office next to the electric meter. ● Circuit breakers for the pool and well pumps, the pool lights, pool lights and plugs, and the Clubhouse area are in the Clubhouse storage room. ● Circuit breakers for the snack bar area of the building are on the west wall in the kitchenette. ● Diagnose and correct the problem. See the form "Pool/Equipment Problems and Resolution" for a list of problems and possible actions that can help resolve the problems. Pool, equipment, building and grounds blue prints are located in the Pool, Equipment, Building and Grounds Binder, which is located in the Pool Office. ● Manager on duty notifies responsible CSC Board member. ● Manager on duty completes the form "CSC Accident / Suggestion / Complaint / Incident Form". Copies of these forms are contained in the Pool Office Binder, which is located in the Pool Office.
7	Pool Equipment, Pipe or Pool Pump Failure	Eliminate danger to personnel, then diagnose and fix problem: ● Clear the pool. ● Shut off electricity and valves as appropriate: ● Pool pipes or motor: shut off pump circuit breakers and influent/effluent butterfly valves. ● If a water supply line failure, remember to shut off well pump circuit breaker. ● Identify problem and correct it. Restore pool to operation only after problem has been corrected, after all equipment is properly repaired and functioning appropriately. If normal operation cannot be restored, evaluate risk and close the pool as appropriate. ● See the form "Pool/Equipment Problems and Resolution" for a list of problems and possible actions that can help resolve the problems. ● Pool, equipment, building and grounds blue prints are located in the Pool, Equipment, Building and Grounds Binder, which is located in the Pool Office. ● If necessary contact the repair company (plumber, well service, etc.). ● Manager on duty notifies responsible CSC Board member. ● Manager on duty completes the form "CSC Accident / Suggestion / Complaint / Incident Form". Copies of these forms are contained in the Pool Office Binder, which is located in the Pool Office.
8	Insect Stings	The only treatment to an allergic reaction is the use of epinephrine and other treatments. Epinephrine can be self-injected or administered by a doctor. It is very important to call for medical assistance immediately, even if the person says "I am okay" after administering epinephrine.

		Symptoms include hives, itching, and swelling in areas other than the sting site, tightness in the chest and difficulty in breathing, hoarse voice or swelling of the tongue, dizziness or a sharp drop in blood pressure, unconsciousness or cardiac arrest. First aid ● Bees will sting only once and leave the barbed stinger in the flesh. ● To remove the stinger scrape with a credit card or other object. ● DO NOT pinch and pull out the stinger, this will inject more venom. ● Wasps, hornets and yellow jackets repeatedly sting leaving no stinger behind. ● Wash area well with soap/water. ● If breathing difficulties develop, or if the person appears to be having an adverse reaction, DIAL 9-1-1. Get Prompt medical care. ● If stung or bitten on the fingers or hand, remove any rings or jewelry in case of swelling. ● Apply a cold compress.
9	Heat Rash, Heat Stress, Heat Exhaustion or Heat Stroke	Heat rash (also known as prickly heat) is not just a nuisance because of discomfort, but it can substantially reduce your ability to sweat (and your ability to tolerate heat). ● First Aid: Cleanse the affected area thoroughly and dry completely. Apply Calamine or other soothing lotion may help relieve the discomfort. Heat Stress Symptoms include painful intermittent spasms of the abdomen and other voluntary muscles. Heat Cramps usually occur after heavy sweating and may begin towards the end of the workday. ● First aid: The best care is rest, move victim to a cool environment, drink plenty of water- no pop, sparkling water, or alcohol. Electrolyte fluids such as Gatorade may also be used. Heat Exhaustion develops when a person fails to replace fluids and salt that are lost through sweating. Symptoms may include skin is cool and clammy with sweat. Body temperature may be normal or subnormal, profuse sweating, giddiness, extreme weakness, fatigue, paleness of the skin, rapid pulse, dizziness, nausea, headache, vomiting or unconsciousness. ● First Aid: Have victim rest in the shade or cool place. Drink plenty of water (preferred) or electrolyte fluids. Loosen clothing to allow for your body to cool. Use cool wet rags to aid cooling. Heat Stroke is a serious medical condition that urgently requires medical attention. With Heat Stroke, sweating is diminished or absent, which makes the skin hot and dry. Symptoms include mental confusion, delirium, chills, dizziness, loss of consciousness, convulsions or coma, a body temperature of 105 degrees F or higher, hot, dry skin that may be red, mottled or bluish or a strong fast pulse. ● First aid: This is a Medical Emergency! Call 911. Provide immediate care - their condition will rapidly deteriorate and brain damage and death are possible. Move the victim from the heat and into a cool place. Soak his or her clothes continuously with water and use a fan or ice packs. Use extreme caution to avoid shock due to cooling person off too quickly
10	Fire	Sound the alarm: ● Blow whistle and shout “fire” to warn other occupants as you leave the building. Leave the building ● Try to rescue others only if you can do so safely. ● Move away from the building and out of the way of the fire department. ● Don’t go back into the building until the fire department says it is safe to do so. Call the fire/police department (911). Give as much information as possible to the 911operator. ● Explain the emergency ● Giver the operator the address of the pool: Colony Swim Club 8300 North Beck (east side of road, half way between Joy Road and Warren) Phone: 734-459-4333 ● Answer any questions the operator has and wait for the operator to hang up FIRST. Post a Lifeguard at the driveway to wait for the fire truck(s).
11	Thunder or Lightning	If lightning is observed, the lifeguards should perform the following: ● Blow the whistle three times and clear the pool and pool deck. ● Over the PA system, announce the reason for closing the pool. Indicate that the pool must remain closed until 30 minutes after the last observed lightning strike or thunderclap has been observed. Before re-opening the pool to swimming. Safe locations include the buildings and automobiles (with the windows up). Stay away from metal

		objects and phones unless it is an emergency (cordless phones are safe). Unsafe locations include pool, pool deck, metal rain shelter, picnic shelters, etc. Convertibles offer no safety from lightning, even if the top is "up". ● Take note of the time and wait the prescribed amount of time before letting bathers back in the pool. ● If thunder is heard in the distance, and it is apparent through first hand and weather radar observations that the thunder does not pose any potential threat to the CSC facility, the decision may be made by the manager, assistant manager, or head guard that the pool is safe for use, and the facility may remain in operation.
12	Tornado	● If you are outside, move indoors as soon as possible. ● Move to an interior hallway, basement, or the Colony bathrooms if time allows, or take shelter under a desk or heavy table and cover your head. ● Avoid the dining room, which has large glass doors, parking areas, electrical service panels and appliances, including computers. ● Use telephones for emergency calls only. ● Stay calm and alert.
13	Chemical Burns	● Immediately begin flushing affected area with water. ● Locate the chemical safety poster on the Pool Office wall and follow the emergency procedure. ● Locate the related SDS in the Pool Office Binder and follow evaluate risk.
14	Chemical Spills	● Clear the scene. ● Locate the related SDS in the Pool Office Binder and evaluate risk. ● If limited risk – follow the safety and clean-up procedures listed in the SDS (a chemical safety mask is recommended). Otherwise, contact Canton Fire Department and ask for assistance.
15	Alarm Issues	Detailed alarm instructions are in Operations Manual. ● To arm the alarm: ● Make sure fans are off and doors closed ● <on_code><enter> ● 60 seconds to exit building ● To disarm the alarm: ● <off_code><ENTER> to disarm the system ● Alarm will go off after 60 seconds ● If alarm goes off, call the alarm company and indicate what happened. ● The police and a CSC Board member will be notified if you can't give the correct answers. ● Our Alarm company is: ● Metro Alarm Systems ● Contact: Mark Costyn = 734-326-7266 ● Central Station #800-327-0575 ● Account #312799 ● If you do not have the security code word, contact a CSC Board member.

HS-02: Emergency Contact List

(This form must be posted on the Pool Office Bulletin Board at all times)

Title/Role	Name (Last, First)	Phone
Canton Police, Fire Department	Canton Police, Fire Department	911
Colony Swim Club P.O. Box 700313 Plymouth, Michigan 48170	Colony Swim Club, Inc. Plymouth, Michigan 48170 8300 North Beck P.O. Box 700313; Plymouth, MI 48170	Phone: 734-459-4333
CSC Board Building Director		Phone:
CSC Board Grounds Director		Phone:
CSC Board Membership Director		Phone:
CSC Board Personnel Director		Phone:
CSC Board Pool and Equipment Director		Home: Cell:
CSC Board President		Home: Cell:
CSC Board Secretary		Phone:
CSC Board Treasurer		Cell:
CSC Board Vice President		Home:
CSC Bookkeeper		Phone:
Pool Manager		Home: Cell:
Pool Manager (Assistant)		Home
Pool & Equipment (Alternate Contact)		Home: Cell:
Gas/Electric Service	DTE Energy: Detroit Edison / MichCon	Customer Service: 1.800.477.4747 Report a Wire Down: 1.800.477.4747 Report Gas Leak: 1.800.947.5000
Swim Team Coach (Head)		Phone: 734-459-6074
Assistant Swim Team Coach		
Assistant Swim Team Coach		Cell:
Swim Team Liaison		Phone:
Urgent Care ● Accidents requiring stitches ● Exposure incidents	Oakwood Healthcare Center Canton Center Road Canton, MI 48187 University of Michigan Canton Health Clinic 1051 N. Canton Center Road Canton, MI 48187 Henry Ford Medical Center 6100 Haggerty Rd. Canton, MI 48187 St. Joseph Mercy Canton Health Center 1600 S. Canton Center Rd. Canton, MI 48188 St. Mary Mercy Hospital 36475 W. Five Mile Road Livonia, MI 48154	Phone: 734-454-8001 Phone: 734-844-5400 Phone: 734-981-3200 Phone: 734-398-7508 Phone: 734-655-4800
Independent Lawn Service		Phone: 734-667-2476
Metro Alarm	Metro Alarm Systems Account #312799	Contact: Mark Costyn = 734-326-7266 Central Station #800-327-0575

	If you do not have the security code word, contact a CSC Board member.	
Wayne County Environmental Health	David Wilson (pool inspections)	dwilson2@waynecounty.com

HS-03: Contingency Plan

(Keep this form posted on the Pool Office bulletin board at all times)

Description:

When a fecal accident occurs, the objective is to immediately remove people from harm's way, then eliminate the danger by sanitizing the pool.

This Contingency Plan is based on the Center For Disease Control and Prevention (CDC) recommended procedure, with additional steps incorporated to (1) keep the Board and Wayne County Environmental Health informed, (2) incorporate safety instructions, and (3) fill out appropriate CSC and Health Department forms.

Special Considerations:

- This section uses the acronym "CT". CT refers to concentration (C) of free available chlorine in ppm multiplied by time (T) in minutes. If pool operators want to use a different chlorine concentration or inactivation time, they need to ensure that CT values always remain the same. For example, if an operator finds a formed fecal accident in the pool and his pool has a free available chlorine reading of 3 ppm and a pH of 7.5, to determine how long the pool should be closed to swimmers, locate 3 ppm in the left column of the table and then move right and read the pool closure time. The pool should be closed for 15 minutes. Example 2: The CT inactivation value for Cryptosporidium is 9600, which equals 20 ppm * 480 minutes (8 hours) = 9600. After a diarrheal accident in the pool, an operator determines she can only maintain 15 ppm. How long would hyper chlorination take? Answer: 9600=CT=15 (T); T=9600/15=640 minutes=10.7 hours. The CT value of 9600 is based on the Environmental Protection Agencies' Disinfection Profiling and Benchmarking Guidance Manual. It provides the combination of time and free active chlorine level to inactivate 99.9% of the longest-lived germs -- Giardia.
- Feces from humans or other mammals or vomit can introduce into the pool agents such as Cryptosporidium, Giardia, E. Coli and Shigella. If someone reports that their doctor told them that they or their child has one of the above diseases, or any other communicable disease, be sure to get as much information as possible and write it down. Call a CSC Board Member to notify him/her and jointly plan a course of action and then call the Wayne County Environmental Health to report the information.
- The pool will have to be shocked or super chlorinated with sodium hypochlorite solution to disinfect it. The appropriate combination of free chlorine level and closure time that will be required is indicated in the form titled "Contingency Plan - Required Pool Closure Time For Fecal Accidents".
- Never mix sodium hypochlorite and acid together in a container. Add these chemicals to different areas of the pool after the pool is closed.
- You should use the FAS-DPD Chlorine Test Kit to accurately measure the free available chlorine levels at 5.0 PPM or above.
- Pool filters should be backwashed after the pool closure period, not before.
- There are three forms that must be filled out when a fecal accident occurs:
    - CSC Accident / Suggestion / Complaint / Incident Form: a CSC form used to report the circumstances surrounding any accident, suggestion, complaint or incident, including fecal accidents
    - Contingency Plan - Fecal Accident Contamination Log: a CSC form used to report key parameters surrounding a fecal accident and subsequent water treatment
    - Michigan Department of Public Health Swimming Pool Operation Report: used to record daily pool chemical levels. This form is mailed to the Michigan Department of Public Health on a monthly basis.

Fecal Accident Response Process Steps:

Step	Title	Step Description
1	Clear the pool	Clear the pool immediately. Request that exposed individuals take showers with soap. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
2	Turn <off> the pool pump	Turn <off> the pool pump as per the SOP titled "Turning Pumps On/Off ".
3	Contain and remove waste from the pool	Note: Do not get in the pool. Note: Do not vacuum the pool at this point in the process. Wearing disposable gloves, remove as much of the fecal material or vomit as possible using a net or scoop, transport using a bucket and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection). Clean and sanitize the container using diluted sodium hypochlorite (bleach). Wash your hands with soap and water.
4	Turn the pool pump back <on>	Turn the pool pump back <on>. Ensure that the filtration system is operating while the pool reaches and maintains the proper free available Chlorine concentration during the disinfection process.
5	Record chlorine and pH levels prior to chlorinating	Record Chlorine and pH at the time of the accident on the form "Contingency Plan - Fecal Accident Contamination Log" which is located in the Standard Operating Procedures Binder in the Pool Office.

6	Determine the appropriate response and close pool club if necessary	In the interest of safety, we should always err in the direction of safety (e.g.; worst case) when determining the appropriate response to a fecal accident: ● If you cannot determine the feces as being in a solid or liquid state, or if it is partly liquid and partly solid, treat the contamination as a liquid. ● If there is a dead mammal (animal with fur or hair) in the pool, treat the contamination as a liquid. ● If a person vomited, this is probably caused by (1) one of the previously-mentioned bacteria or (2) as a reaction due to accidently inhaling/swallowing water. Interview the parent and child and try to deduce the cause. If the individual indicated no problems prior to swimming, treat the contamination as a solid. If the individual indicated any sort of queasiness prior to swimming, treat the contamination as a liquid. ● If the individual was bleeding in the pool, treat the incident as a solid fecal accident. Based on the type of contamination (e.g.; solid or liquid), see the form "Contingency Plan - Required Pool Closure Time For Fecal Accidents" to determine the appropriate combination of free chlorine level and closure time that will be required. If the pool is to be closed for over 1 hour, then close it for the day as per "Pool Closing Procedure". Also, post a sign at the gate indicating the cause for closure and when the pool will be reopened.
7	Notify CSC Board Member	Notify a CSC Board Member using the escalation contact list that is posted in the Pool Office and indicate the chosen water treatment plan.
8	Treat Formed Stool (solid, nonliquid)	● Raise the free available chlorine concentration to the previously-determined ppm for solid waste. Ensure this concentration is found throughout all co-circulating pools by sampling at least three widely spaced locations away from return water outlets. This free available chlorine concentration was selected to keep the pool closure time to approximately 30 minutes. Other concentrations or closure times can be used as long as the CT inactivation value† is kept constant ● Maintain the pH between 7.2 and 7.5. The pH level should be kept between 7.2 and 7.5. Remember, sodium hypochlorite has a high pH, so if you add bleach to the pool, you will need to add acid to the pool to keep the pH the same. NEVER MIX BLEACH AND ACID together in a container. Add these chemicals to different areas of the pool after the pool is closed. ● Maintain the free available chlorine concentration, for the indicated amount of time before reopening the pool. ● Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine concentration during the disinfection process. ● Backwash the filter thoroughly <u>after</u> the time indicated by the CT value has elapsed. ● Swimmers may be allowed into the pool after the required CT value has been achieved and the free available chlorine level has been returned to between 1 and 5 ppm. Maintain the free available chlorine concentration and pH at standard operating levels. ● Record the level that free active chlorine (FAC) is brought to on the form "Contingency Plan - Fecal Accident Contamination Log" which is located in the Standard Operating Procedures Binder in the Pool Office. Update the Michigan Department of Public Health Swimming Pool Operation Report.
9	Treat Diarrhea (Liquid stool, vomit)	● Shock or super chlorinate the pool as per the previously-determined combination of free active chlorine level and closure time for liquid waste. Note that at least 2 gallons should be poured at the spot where the contamination occurred. ● Ensure this concentration is found throughout all co-circulating pools by sampling at least three widely spaced locations away from return water outlets. This chlorine and pH level should be sufficient to inactivate Cryptosporidium and should be maintained for at least 8 hours, equivalent to a CT inactivation value of 9600. A higher or lower free available chlorine level/inactivation time can be used as long as a CT inactivation value equaling 9600 is maintained for Cryptosporidium inactivation. ● Maintain the pH between 7.2 and 7.5. The pH level should be kept between 7.2 and 7.5. Remember, sodium hypochlorite has a high pH, so if you add bleach to the pool, you will need to add acid to the pool to keep the pH the same. NEVER MIX BLEACH AND ACID together in a container. Add these chemicals to different areas of the pool after the pool is closed. ● Record the level that free active chlorine (FAC) is brought to on the form "Contingency Plan - Fecal Accident Contamination Log" which is located in the Standard Operating Procedures Binder in the Pool Office. Update the Michigan Department of Public Health Swimming Pool Operation Report.

		● Ensure that the filtration system is operating while the pool reaches and maintains the proper free available chlorine concentration during disinfection. ● Backwash the filter thoroughly after the time indicated by the CT value has elapsed. ● Swimmers may be allowed into the pool after the required CT value has been achieved and the free available chlorine level has been returned to between 1 and 5 ppm. Maintain the free available chlorine concentration and pH at standard operating levels. ● Record the level that free active chlorine (FAC) is brought to on the form "Contingency Plan - Fecal Accident Contamination Log" which is located in the Standard Operating Procedures Binder in the Pool Office. Update the Michigan Department of Public Health Swimming Pool Operation Report.
10	Fill out Fecal Accident Contamination Log and CSC Accident / Suggestion / Complaint / Incident Form	Document each fecal accident by recording date and time of the event, formed stool or diarrhea, free available chlorine concentration at the time or observation of the event and before opening the pool, the pH, the procedures followed to respond to the fecal accident (including the process used to increase free chlorine residual if necessary), and the contact time. Additionally, fill out the CSC form titled "CSC Accident / Suggestion / Complaint / Incident Form", which is located in the Pool Office Binder in the Pool Office. Indicate the type of fecal accident as well as the procedure followed.
11	Notify Wayne County Environmental Health	Notify a CSC Board Member using the escalation contact list that is posted in the Pool Office. Contact the Wayne County Environmental Health to report the Fecal Accident.

HS-04: Contingency Plan -
Required Pool Closure Time For Fecal Accidents

Solid / Liquid Stool	ree Chlorine Level (PPM) Maintained During Closure[2]	Minutes of Pool Closure Required	Hours of Pool Closure Required[3]	Days of Pool Closure Required
Solid	1.0	45	0.75	
Solid	2.0	23	0.38	
Solid	3.0	15	0.25	
Solid	4.0	11	0.19	
Solid	5.0	9	0.15	
Liquid	1.0		160.00	6.67.
Liquid	2.0		80.00	3.33
Liquid	3.0		53.33	2.22
Liquid	4.0		40.00	1.67
Liquid	5.0		32.00	1.33
Liquid	6.0		26.67	1.11
Liquid	7.0		22.86	0.95
Liquid	8.0		20.00	0.83
Liquid	9.0		17.78	0.74
Liquid	10.0		16.00	0.67
Liquid	11.0		14.55	0.61
Liquid	12.0		13.33	0.56
Liquid	13.0		12.31	0.51
Liquid	14.0		11.43	0.48
Liquid	15.0		10.67	0.44
Liquid	16.0		10.00	0.42
Liquid	17.0		9.41	0.39
Liquid	18.0		8.89	0.37
Liquid	19.0		8.42	0.35
Liquid	20.0		8.00	0.33

[2] Do not allow any bathers to re-enter pool until chlorine level is below 5.0 PPM.

[3] After a liquid fecal accident occurs, the CT rule of "9600" applies. This means that the chlorine ppm * minutes closed should be equal to 9600 prior to re-opening the pool.

HS-05: Contingency Plan - Fecal Accident Contamination Log[4][5]

me of Occurrence	olid/Formed or Liquid Stool? (Circle one)[6]	ee Chlorine Level At Time Of Accident[7][8]	PH at Time of Accident*[9]	lorine Raised to What Level After Closure?	te Pool Reopened	Time Pool Reopened	otal Time Pool Was Closed?	eco
:	Solid / Liquid				/ /	:	Hr. Min.	
:	Solid / Liquid				/ /	:	Hr. Min.	
:	Solid / Liquid				/ /	:	Hr. Min.	
:	Solid / Liquid				/ /	:	Hr. Min.	
:	Solid / Liquid				/ /	:	Hr. Min.	
:	Solid / Liquid				/ /	:	Hr. Min.	

[4] Refer to the form titled “Contingency Plan” for the fecal accident procedure

[5] There are three forms that must be filled out when a fecal accident occurs:

“Accident Report”: a CSC form used to report the circumstances surrounding any accident, including fecal accidents

“Fecal Accident Log”: a CSC form used to report key parameters surrounding a fecal accident and subsequent water treatment

“Michigan Department of Public Health Pool Chemistry Log”– used to record daily pool chemical levels. This form is mailed to the Michigan Department of Public Health on a monthly basis.

[6] Always err on the side of safety. If you find a feces in the swimming pool, or are notified by someone of a fecal accident, the following classification:

- If you cannot determine the feces as being in a solid or liquid state, treat the contamination as a liquid.
- If there is a dead mammal (animal with fur or hair) in the pool, treat the contamination as a liquid.
- If the person in question vomited in the pool, treat the contamination as a liquid.

[7] Pool closure time should be based on the free Chlorine level listed in form titled “Required Pool Closure Time For Fecal Accidents”

[8] Do not allow any bathers to re-enter pool until chlorine level is under 5.0 PPM.

[9] pH should be maintained in the 7.2 to 7.5 range during closure

HS-06: Form 300 - Log of Work Related Injuries and Illnesses

MIOSHA Form 300

Log of Work Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

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You must record information about every work-related death and about every work-related injury or illness that involves a loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in Public Law of 1970 (P.L. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (MIOSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local MIOSHA office for help. You may be fined for failure to comply.

Establishment

City

Identify the person			Describe the case			Classify the case				
(A) Case no.	(B) Employee's name	(C) Job Title *(e.g., Welder)*	(D) Date of injury or onset of illness	(E) Where the event occurred *(e.g., Loading dock north end)*	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill *(e.g., Second degree burns on right forearm from acetylene torch)*	Using these four categories, check ONLY the most serious result for each case: Death (G)	Days away from work (H)	Remained at work: Job transfer or restriction (I)	Remained at work: Other recordable cases (J)	Enter the days the ill worker (K) On job transfer or restric
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
			/ mo/day			❑	❑	❑	❑	day
Page totals ➤										

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for the collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: Michigan Department of Consumer & Industry Services, Bureau of Safety and Regulation, MIOSHA Information Division, 7150 Harris Dr, P.O. Box 30643, Lansing MI 48909-8143 (517) 322-1845 Do not send completed forms to this office.

Hearing Standard Threshold Shifts must be recorded under Column 5

Page __ of

BSR MIOSHA-300 (Rev. 1/02) Effective 01/01/2002

HS-07: Form 300A - Summary of Work-Related Injuries and Illnesses

MIOSHA Form 300A

Summary of Work-Related Injuries and Illnesses

Year 20

Michigan Department of

All establishments covered by Public Law of 1970 (P.L. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses, must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. You may be fined for failure to comply.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the MIOSHA Form 300 in its entirety. They also have limited access to the MIOSHA Form 301 or its equivalent. See Part 11, R408.22135 Rule 1135, in MIOSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days of job transfer or restriction	Total number of days away from work
_____	_____
(K)	(L)

Injury and Illness Types

Total number of ... (M)

(1) Injuries _____

(2) Skin disorders _____

(3) Respiratory conditions _____

(4) Poisonings _____

(5) All other illnesses _____

Establishment Information

Your establishment name _____

Street _____

City _____ State ____ ZIP ____

Industry description (e.g., *Manufacture of motor truck trailers*)

_____

Standard Industrial Classification (SIC), if known (e.g., *SIC 371*)

____ ____ ____ ____

Employment Information

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign Here

Knowingly falsifying this document may result in a f

I certify that I have examined this document and that to th knowledge the entries are true, accurate, and complete.

_____

Company executive

( ) _____ /

Phone

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: Michigan Department of Consumer & Industry Services, Bureau of Safety and Regulation, MIOSHA Information Division, 7150 Harris Dr., P.O. Box 30643, Lansing MI 48909-8143 (517) 322-1845. Do not send completed forms to this office.

HS-08: Form 301 - Injury and Illness Incident Report

MIOSHA Form 301

Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

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This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and MIOSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public law of 1970 (P.L. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses, you must keep this form on file for 5 years following the year to which it pertains. You may be fined for failure to comply.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by_____

Title_____

Phone ( )_____ Date __/__/__

Information about the employee

1) Full name_____

2) Street_____

City_____ State____ ZIP_____

3) Date of birth __/__/__

4) Date hired__/__/__

5) ❒ Male
❒ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

_____

7) If treatment was given away from the worksite, where was it given?

Facility_____

Street_____

City_____ State____ ZIP_____

8) Was employee treated in an emergency room?
❒ Yes
❒ No

9) Was employee hospitalized overnight as an in-patient?
❒ Yes
❒ No

Information about the case

10) Case number from the Log _____ *(Transfer the case number from t*

11) Date of injury or illness __/__/__

12) Time employee began work _____ AM/PM

13) Time of event _____ AM/PM ❒Check if tim

14) ***What was the employee doing just before the incident occurred?*** Describe th
tools, equipment, or material the employee was using. Be specific. *Exa*
carrying roofing materials"; "spraying chlorine from hand sprayer"; "

15) ***What happened?*** Tell us how the injury occurred. *Examples:* "When lado
fell 20 feet"; "Worker was sprayed with chlorine when gasket broke d
developed soreness in wrist over time."

16) ***What was the injury or illness?*** Tell us the part of the body that was affec
more specific than "hurt," "pain," or "sore." *Examples:* "strained back
tunnel syndrome."

17) ***What object or substance directly harmed the employee?*** *Examples:* "concre
"radial arm saw." *If this question does not apply to the incident, leave i*

18) ***If the employee died, when did death occur?*** Date of death __/__/__

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB number. If you have any comments about these estimates or any other aspects of this data collection, including suggestions for this burden, contact: Michigan Department of Consumer & Industry Services, Bureau of Safety and Regulation, MIOSHA Information Division, 7150 Harris Dr., P.O. Box 30643, Lansing MI 48909-8143 (517) 322-1848 Do not send completed forms to this office

BSR-MIOSHA-301 (Rev. 1/02) Effective 01/01/2002

HS-09: CSC Accident / Suggestion / Complaint Form[10,11]

Submission Information	
Circle One	**Suggestion Complaint Accident**
Submitted by	
Signature	
Date submitted	
EMS refusal information	
If EMS was declined for serious injury, have individual sign-off on refusal.	*EMS assistance declined by (please sign and date):*
Complaint / Accident Information	
Individuals involved	
Date of Occurrence (if applicable)	
Names, addresses, and telephone numbers of witnesses or other pertinent information	
Name of injured person(s)	
Age of injured person(s)	
Address of injured party	
Where did the accident/incident occur? (be specific)	
In what activity was the person participating when the Accident occurred?	
What piece of equipment, if any, was involved in the Accident?	
Was there supervision at the time of the Accident? By Whom?	**YES / NO By:**
What part of the body was injured?	
What type of injury was sustained? (e.g.; bruise, laceration, etc.)	
Was first aid administered? By Whom?	**YES / NO By:**
Was EMS (911) activitated? By Whom?	**YES / NO By:**
Was injured person(s) referred to medical assistance? By Whom?	**YES / NO By:**

Suggestions, Complaints, Incident Description or Any Relevant Information

[10] If a fecal accident occurs, refer to the form titled "Contingency Plan" for the fecal accident procedure

[11] There are three forms that must be filled out when a fecal accident occurs:

"CSC Accident / Suggestion / Complaint / Incident Form"

"Fecal Accident Log": a CSC form used to report key parameters surrounding a fecal accident and subsequent water treatment

"Michigan Department of Public Health Pool Chemistry Log"– used to record daily pool chemical levels. This form is mailed to the Michigan Department of Public Health on a monthly basis.

HS-10: Chemical Hazard Communication Program

For Compliance With Michigan Right to Know Law
Part 42 R408.44201 to R408.44203 - Construction Safety Standards Commission
Part 92 R408.19201 to R408.19203 – General Industry Safety Standards Commission
Rules 325.77001 to 325.77003 – Occupational Health Standards Commission
Federal OSHA Hazard Communication Standard 29 CFR 1910.1200
Date of Update: November 27, 2002

General

The following Hazard Communication Program has been established for Colony Swim Club, Inc. This program will be available for review by all employees.

Summary of Legal Requirements

The Michigan Right to Know Law is a state law that requires employers to provide information to employees regarding hazardous chemicals in their workplace. Information on hazardous chemicals must be provided in four different ways:

- WRITTEN PROGRAM: Employers must have a written plan that describes how the employer is complying with the Right to Know law.
- LABELS: All containers of hazardous chemicals have to carry a label identifying the manufacturer and the product and warning of hazards.
- SAFETY DATA SHEETS (SDS): For every hazardous material an SDS must be available. The SDS provides detailed information on toxic ingredients, health effects, and special handling procedures. A complete SDS will include the following information:
    - Identity of hazardous ingredients.
    - Chemical characteristics (flash point, boiling point, etc.)
    - Physical hazards such as fires and explosions.
    - Health effects, including signs of exposure, acute and chronic effects, and primary routes of entry.
    - Exposure limits.
    - Ingredients which are known or suspected of causing cancer.
    - Precautions for safe handling.
    - Measures to control exposures, such as ventilation and personal protective equipment.
    - Emergency first aid procedures.
    - Name, address and phone number of the supplier.
- TRAINING: Employers must provide training to all workers who might be exposed to hazardous chemicals at work. Employers must provide training in the following three situations:
    - When a new worker is hired
    - When workers are given new assignments where new hazards exist
    - When a new hazard is brought onto the job site
- The training program must cover these topics:
    - The requirements of the Right to Know law
    - The methods used to detect hazardous chemicals in the workplace n the specific hazards of chemicals to which employees might be exposed
    - How to find and use written information like labels and SDSs
    - The measures necessary to re- duce harmful exposures, such as local exhaust ventilation
- Simply giving a worker an SDS to read or showing a 30-minute video does not meet the requirements. The training must explain the hazards of specific chemicals and how to use available information. It should give workers a chance to ask questions. Annual refresher training is strongly recommended.

Enforcement

In Michigan, the Right to Know law is enforced by the Department of Consumer and Industry Services (517-322-1831) and the Department of Public Health, Division of Occupational Health (517-322-1608). You can go to them with a Right to Know complaint. Inspections are conducted at random, and if violations are found citations and orders to correct the violations are supposed to be issued.

Hazard Determination (see paragraph (d) of Part 92. Hazard Communication)

Colony Swim Club, Inc. will rely on safety data sheets obtained from product suppliers to meet hazard determination requirements.

Labeling (see paragraph (f) of Part 92. Hazard Communication)

- The Pool Manager will be responsible for seeing that all containers entering the workplace are labeled.
- All labels shall be checked for:
    - Identify of the material
    - Appropriate hazard warning for the material (words / symbols / pictures)
    - Name and address of the responsible party
- Each CSC Staff member shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

Safety Data Sheets (SDSs) (see paragraph 9G of Part 92. Hazard Communication)

- The Pool Manager will be responsible for compiling and maintaining the master SDS file. The file will be kept in the Pool Office.
- A backup copy of the SDSs for CSC Staff use are located with the CSC Recording Secretary..
- SDS will be available for review to all CSC Staff during each work shift. Copies will be available upon request to the CSC Pool and Equipment Director.
- A poster identifying the person responsible for maintaining SDSs and where the SDSs are located are posted on the Pool Office bulletin board. Posters notifying employees when new or revised SDSs are received within five (5) days of receipt will be located in the same location.
- If a required SDS is not received after two such requests, the Pool Manager shall contact the Michigan Department of Consumer and Industry Services, Division of Occupational Health at 517-335-8250, or the General Industry Safety Division at 517-322-1831 for assistance in obtaining the SDS.

Employee Information and Training

- The CSC Personnel Director shall coordinate and maintain records of employee hazard communication training in the "CSC Staff Orientation Checklist" and is contained in the CSC Personnel Director Binder.
- Before the CSC Staff begin working at the pool, each new CSC Staff member will attend a hazard communication training class. The training session will provide the following information:
    - Chemicals in the workplace and their hazards.
    - How to lessen or prevent exposure to these chemicals.
    - Focus areas where CSC has done to lessen or prevent employee exposure to hazardous chemicals.
    - Procedures to follow if they are exposed to hazardous chemicals.
    - Where to located SDSs and who to contact to obtain copies of the SDSs.
    - How to read and interpret labels and SDS.
- The CSC Staff member shall be informed that:
    - CSC is prohibited from discharging, or discriminating against, a CSC Staff member who exercises his/her right to obtain information regarding hazardous chemicals in use at CSC.
    - As an alternative to requesting an SDS from CSC, the CSC Staff Member can seek assistance from the Michigan Department of Consumer and Industry Services, Division of Occupational Health at 517-335-8250, or the General Industry Safety Division at 517-322-1831 for assistance in obtaining the SDS. A sign will be posted with the address and telephone number of the Department responsible for such requests.
- Attendance will be taken at training sessions. The CSC Personnel Director will store the attendance sheet in the CSC Personnel Director Binder.
- Before each new hazardous chemical is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

Hazardous Non-Routine Tasks (see paragraph (e)(1)(ii) of Part 92. Hazard Communication)

- Occasionally, employees are required to perform non-routine tasks. Prior to starting work in such areas, each employee will be given information about the hazards of the area/procedure. This information will include:
    - Specific chemical hazards
    - Protection/safety measures the employees can take to lessen risks of performing the task.
    - Measures that CSC has taken to eliminate or control the hazard(s), including:
        - Air monitoring
        - Ventilation requirements
        - Use of respirators
        - Use of attendants to observe procedures
        - Emergency procedures
- It is the policy of Colony Swim Club, Inc. that no CSC Staff member will begin work in a confined space, or any non-routine task, without first receiving appropriate safety and health training.
- Potentially hazardous non-routine task we have at our club include:
    - Spring cleaning (acid-wash) of pool.

Pipes and Piping Systems (see Act 154 Section 14(C))

- Information on the hazardous contents of pipes and piping systems will be identified as follows:

Pipe System	Potential Hazard	Personal Protective Equipment	Hazard Class	Comments
Sanitary sewer	Biological Contamination	Skin and eye protection	Not applicable	Wash skin if contacted, decontaminate with 10 ppm bleach
Hot water supply/return	Temperature burns	Skin and eye protection	Not applicable	
Natural gas	Explosion and asphyxiation	Eye protection and fire extinguisher	Flammable gas	Prevent sparks, may fill confined space, ventilate.

Hazardous Chemical Inventory (see paragraph (E)(I) of Part 92. Hazard Communication)

- A list of hazardous chemicals used by Colony Swim Club, Inc. is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS. Material which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list.

Product/Chemical Name	Maximum quantity per container	Location	CAS Registry Number
Sodium Hypochlorite Solution 12.5% (inert 87.5%)	65 gallons	Clubhouse basement	7681-52-9
Isocynanuric Acid 98.5% Chlorine Stabilizer Water Conditioner (granular)	10 pound sack	Storage shed	87-90-1
Algaecide 50	1 gallon	Storage shed	68391-01-5 73049-75-9
Muriatic Acid (31.45 %) pH reducer	1 gallon	Storage shed	7647-01-1 13463-67-7 7732-18-5
Sodium Bicarbonate No. 5 Used to increase Total Alkalinity		Storage shed	144-55-8
Flocculants: Product Name: Sea Klear 4-in-1 Clarifier Made from reclaimed Pacific Northwest Crab Shells		Clubhouse storage shed	
Soda ash Used to increase pH See muriatic acid SDSs – they recommend that Soda Ash be used to neutralize muriatic acid spills.		Storage shed	497-19-8

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HS-11: Respiratory Protection Program

For Compliance With the Department of Consumer and Industry Services Director's Office Occupational Health Standards, Part 451
Date of Update: January 5, 2003

Introduction

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the Department of Consumer and Industry Services Director's Office Occupational Health Standards, Part 451, requires the employer to develop and implement a written respiratory protection program with worksite-specific procedures and elements for respirator use.

Because most chemicals in use at Colony Swim Club are stored in well-ventilated areas (outdoor storage shed and basement with power ventilation) and CSC Staff can evacuate these areas very quickly if a spill were to occur, Colony has adopted the position that implementation of a Respiratory Protection Program is optional and the Respiratory Protection Program would not be mandated. It is felt, though, that this does not relieve us from documenting certain considerations called out by the OSHA standards, though, so we have chosen to create a Respiratory Protection Program with the stated expectation that not all requirements of the standard have to be adhered to. In particular, Colony Swim Club will not perform the chemical protection mask "respirator fit test" during Orientation and Training sessions. Also, because CSC Staff have received doctor's health evaluations prior to starting employment at the club, it is assumed that all CSC Staff are suited to wear a chemical mask in the event of an emergency.

The purpose of this program is to ensure that CSC Staff understand the engineering controls that have been put in place and understand the procedure to protect themselves from exposure to respiratory hazards if a spill were to occur. The primary focus of this Respiratory Protection Program is on the handling of any chemicals in the Clubhouse basement. The prevention of atmospheric contamination in the Clubhouse basement is accomplished, as far as feasible, by accepted "Engineering Controls". The Engineering Controls at CSC are power ventilation (an exhaust fan that runs 24 hours per day during the swim season), an automatic sanitizer delivery system which minimizes employee contact with the sodium hypochlorite, and the selection of a sanitizer with low volatility (sodium hypochlorite) as the primary oxidizer. The Engineering Controls in place are viewed as being adequate for normal handling of the chemicals currently in use at CSC. In the event of foreseeable emergencies (either the failure of the basement exhaust fan or a chemical spill), the need for a respirator and other protective equipment must be evaluated and employed if it is determined that these are necessary.

Additionally, CSC employs work practice controls, such that incompatible chemicals are stored separately (sodium hypochlorite in the basement, hydrochloric acid in the shed), and the acid is added directly into the pool water to ensure that the two concentrated chemicals can never interact..

This Respiratory Protection Program has been established for Colony Swim Club, Inc. This program will be available for review by all employees. Employees participating in this Respiratory Protection Program do so at no cost to them.

Summary of Legal Requirements

The Department of Consumer and Industry Services Director's Office Occupational Health Standards, Part 451, requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use.

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. The employer shall include in the program the following provisions of this section, as applicable:

- (c)(1)(i) Procedures for selecting respirators for use in the workplace;
- (c)(1)(ii) Medical evaluations of employees required to use respirators;
- (c)(1)(iii) Fit testing procedures for tight-fitting respirators; (excluded by Colony)
- (c)(1)(iv) Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;
- (c)(1)(v) Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
- (c)(1)(vi) Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;
- (c)(1)(vii) Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;
- (c)(1)(viii) Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
- (c)(1)(ix) Procedures for regularly evaluating the effectiveness of the program.
- (c)(2)(ii) In addition, the employer must establish and implement those elements of a written respiratory protection program necessary to ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user. Exception: Employers
- (c)(3) The employer shall designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness. (At CSC, the Program Administrator is the CSC Pool and Equipment Director.)
- (c)(4) The employer shall provide respirators, training, and medical evaluations at no cost to the employee.

Responsibilities

The Respirator Program Administrator is responsible for overseeing the respiratory protection program and ensuring that all requirements are fully implemented. The CSC Pool and Equipment Director is the designated Program Administrator.

The Pool Manager has responsibility for ensuring conformance to rules and processes outlined in this Respiratory Protection Program, including the following of Standard Operating Procedures (SOPs) and Safety Practices and the use of a respirator in emergency situations. The Pool Manager will also (1) perform monthly inspections of the personal protective equipment, log inspection information on the CSC Daily Maintenance Checklist, (3) perform any in-service training to retrain users and help to evaluate effectiveness of the Respiratory Protection Program.

Respiratory Hazard Evaluation

A respiratory hazard evaluation for each operation, process, or work area has been conducted, including employee exposure monitoring. The Pool Manager must report changes in work processes that may result in increased employee exposure. Such conditions may include the use of new chemicals; a change in the way chemicals are processed, handled, or manipulated; or a change in Engineering Controls such as the power ventilation system. The following hazard evaluation table summarizes the potential for employee exposure, including any foreseeable emergencies.

Task	Work Area / Location	Potential Respiratory Hazards	Engineering Controls, Safety Practices and Standard Operating Procedures in Place
Pool chemistry treatment – monitoring normal operation of the automatic chlorinating equipment and switching the feed tube between sodium hypochlorite storage tanks.	Pool club basement	Fine droplets of sanitizer could be inhaled.	● Power Ventilation (basement exhaust fan runs 24 hours per day during swim season) ● Use of Sodium Hypochlorite as the primary oxider rather than chlorine gas (which is illegal)
Pool chemistry treatment – withdrawing sodium hypochlorite from storage tank into bucket (1) as part of super chlorinating the pool, (2) manually raising the chlorine level, or (3) preparing to sanitize an area in the pool facility after a body fluid spill.	Pool club basement	Chlorine gas could evolve as the result of a possible chemical reaction with residue in the bucket.	● Bucket has a screw-on lid ● First, add water to bucket with screw-on lid ● Second, withdraw the indicated amount of sodium hypochlorite via the manual pump ● Third, screw on the lid prior to transporting the bucket and performing assigned activity ● Fourth, add sodium hypochlorite to pool water in small amounts ● Only use designated buckets to dispense sodium hypochlorite
Cleaning of automatic chlorine feeder hose	Pool club basement	Fine droplets of sanitizer could be inhaled	● Don't clean chlorine feed tube; replace tubing if/when it becomes clogged
Normal pool chemistry treatment	Pool club basement	Accidental creation of poisonous chlorine gas as the result of mixing sodium hypochlorite and muriatic acid	● CSC Staff are instructed to (1) never mix chemicals in the same bucket, (2) always add chemicals to water and not water to chemicals and (3) always rinse the bucket with water after emptying it
Acid washing pool walls when the pool is cleaned	Outdoors – in pool shell	Chlorine is heavy and flows may not evacuate due to lack of wind	● Ensure that any personnel who participate in the acid washing process are fully trained in the use of personal protective equipment (mask, goggles, apron) and that they wear these items

Employees who believe that respiratory protection is needed during a particular activity should contact the Program Administrator, who will ensure that the potential hazard is assessed, and the results of the assessment are communicated back to the affected employees. If it is determined that respiratory protection is necessary, the hazard evaluation table will be updated accordingly.

Basis for Respirator Selection

Respirators have been selected on the basis of the hazards to which the employees are exposed. Guidance for respirator selection was obtained by reviewing the OSHA Technical Manual, Section VIII, Chapter 2.V. "Respirator Selection", or see the web sit http://www.osha-slc.gov/dts/osta/otm/otm_viii/otm_viii_2.html.

Note that all respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH certification number. The label must not be removed or defaced while it is in use.

Facepiece Seal Protection

The use of respirators under conditions that would compromise the face piece-to-face seal will not be permitted. Examples of these conditions include facial hair that interferes with the facepiece seal or valve function, absence of normally worn dentures, facial deformities (e.g., scars, deep skin creases, prominent cheekbones), or the use of jewelry or headgear that projects under the facepiece seal. If any of these items occur when the need to wear a mask occur, the wearer and Pool Manager must evaluate whether an individual should be allowed to continue with an activity.

Change Schedule for Cartridges

The cartridge replacement schedule will follow the manufacturer's recommendations. The following table outlines the change schedule for cartridges used at CSC. The most likely chemical gas resulting from a chemical spill would be chlorine gas that occurs as the result of a chemical spill. To be safe, though, the cartridge used with the respirator is a multi-purpose cartridge that allows for chlorine gas or organic compounds.

Respirator Manufacturer
Respirator type: GMA/OV
Respirator model: 1101
Cartridge Part Number: 815141
NIOSH approved

The change-out schedule must take into account all factors that may influence respiratory protection including specific work practices and other conditions unique to the workers environment. If using against substances having poor warning properties, there is no secondary means of knowing when to replace the cartridge/canister. In such cases, take appropriate additional precautions to prevent overexposure, which may include a more conservative change-out schedule or using and air-supplied respirator or scuba. Failure to follow this warning can result in serious personal injury or death. As a reference, below is a partial list of substances having poor warning properties.

Cartridge Manufacturer	Cartridge Model Number	Maximum Employee Exposure	Maximum Allowable Service Life (Hours)
MSA			

Fit Testing

Fit testing will be required for all employees who are required to wear respirators with a tight-fitting face piece. Fit testing will be performed:

- After an employee has completed their medical evaluation and prior to being allowed to wear any respirator with a tight fitting face piece in the work environment.
- Whenever a different respirator face piece is used.
- At least annually thereafter.
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.)

Employees will be provided with several models and sizes of respirators so that they may find the optimal fit.

PLCHP's Medical Evaluation and Written Recommendations

CSC Staff will not be allowed to wear respirators until a physician or other licensed health care professional (PLHCP) has determined that they are medically able to do so. Any employee refusing the medical evaluation cannot work in an area requiring respirator use. The CSC Staff member should have their doctor perform an initial and any follow-up medical evaluations. Complete instructions for medical qualification and fit testing are available at: http://www.CSCy.edu/Fiscal/Environmental/ohs/fit_test.html.

The employee should obtain a copy of the PLHCP's written recommendations. Information concerning diagnosis, test results, or other confidential medical information disclosed by the PLHCP will not be disclosed.

Cleaning and Disinfection of Respirator

Respirators will be cleaned and disinfected by the CSC Pool Manager using the manufacturer's recommendations for each respirator. The respirators are maintained emergency use and will be cleaned and disinfected after each use.

Storage of Respirator

Respirators will be stored so that they are protected against damage, contamination, dust, sunlight, temperature extremes, excessive moisture, and damaging chemicals. Respirators are stored as follows:

Respirator Type	Storage Location	Storage Instructions
MSA half mask	On door-mounted storage rack at foot of basement stair	???

The Pool Manager is responsible for ensuring that respirators intended for emergency use will be kept accessible to the work area. Emergency use respirators will not be kept in any area that might itself be involved in the emergency because such an area may become contaminated or inaccessible. Emergency use respirators will be stored in compartments or covers that are clearly marked to indicate that they contain emergency respirators and stored according to any applicable manufacturer instructions.

Emergency respirators will be readily available for use at the foot of the pool basement and will be stored in compartments labeled “FOR EMERGENCY USE ONLY”.

Inspection and Repair of Respirators

Respirators designated for use in an emergency situation will be inspected at least monthly and in accordance with the manufacturer's instructions and checked for proper function before and after each use. Respirators that are maintained for use in emergencies will be certified by documenting the date that the inspection was performed, the name or signature of the inspector, the findings of the inspection, any required remedial action, and a serial number or other means of identifying the inspected respirator. This information will be provided on the tag/label that is attached to the storage compartment for the respirator.

The inspection schedule for emergency respirators will be maintained on the Daily Maintenance Checklist.

Repair of Defective Respirators

The CSC Pool and Equipment Director will ensure that respirators which fail to pass inspection or are otherwise found to be defective will be removed from service and repaired or adjusted properly. If a respirator cannot be repaired or adjusted it will be discarded.

Repairs or adjustments to respirators will be done by the CSC Pool and Equipment Director. Only NIOSH-approved manufacturer’s replacement parts designed for that respirator will be used. Repairs will be made in accordance with the manufacturer's recommendations and specifications regarding the type and extent of repairs to be performed.

Training and Information

The CSC Staff Orientation and Training session will discuss mask usage and answer questions as required.

Program Evaluation

The Program Administrator is responsible to conduct evaluations of the workplace, as necessary. Periodic program evaluation is required to ensure that the provisions of the respiratory protection program are being implemented for all employees using respirators. In addition, evaluations will be conducted to ensure the continued effectiveness of the program. Evaluations of the workplace will determine whether the CSC Staff understand the correct use of respirators in the case of an emergency, are being used and worn properly and will also serve to determine whether the training program is effective.

The Pool Manager is responsible for performing in-service training as required to ensure that employee understand the use of respirators and that they know wear them properly.

The following factors will be evaluated to determine program effectiveness:

- Respirators are correctly selected for the hazards encountered.
- Respirators are being maintained and stored properly.
- CSC Staff can describe the proper use of the respirator

The Program Administrator will be responsible to correct any problems associated with program effectiveness that are identified by employees or that are revealed during any other part of this evaluation.

Recordkeeping

Medical Records:

The CSC Personnel Director will retain a copy of the PLHCP’s written recommendation for each employee subject to medical evaluation. Each employee’s completed medical questionnaire, results of relevant medical tests, examinations, and diagnosis, etc., will be maintained by the PHLCP for a period of 30 years. Records of medical evaluations will be made available as specified in 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records”.

Fit Test Records

The Program Administrator will retain fit test records for respirator users until the next fit test is administered. These records consist of:

- Name or identification of the employee tested
- Make, model, and size of the respirator fitted

- Date of the fit test
- Fit factor and other records of the test

Training Records

The CSC Personnel Director will retain employee training records that include the names of employees trained and the dates when training was conducted. The Program Administrator will maintain the Respiratory Protection Program as part of the Operations Manual. All written materials required to be maintained under the recordkeeping requirements will be made available, upon request, to the employee who is subject of the records.

Scope and Application

Mandatory use of Respirators

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. The requirement to wear a respirator is determined based on the employee's potential exposure to respiratory hazards.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by Colony.

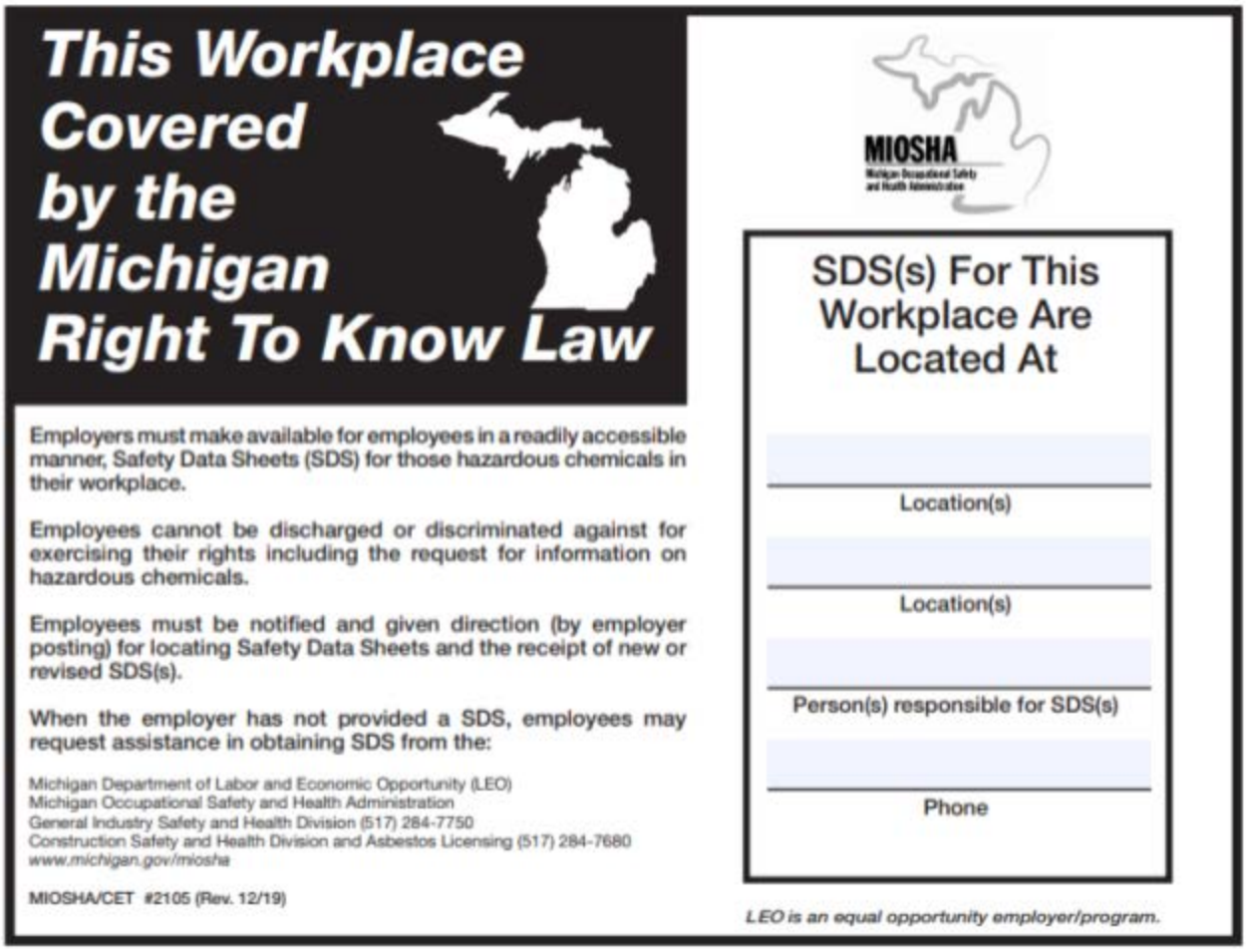
Voluntary use of Respirators

Employees who voluntarily choose to use a respirator when it is not required are subject to the cleaning, maintenance and storage elements of this program. These requirements can be met by following the respirator manufacturer's instructions for the selected respirator(s). Voluntary respirator users must also submit a respirator program request form and a medical questionnaire for approval by a health care professional within the department of Preventive Medicine (see section 9.0 Medical Evaluation).

In addition, the information specified in Appendix A: "Important Information about Voluntary Use of Respirators" will be provided to all voluntary users of respirators.

Employees who voluntarily use filtering face piece respirators (i.e., dust masks) are excluded from all requirements of this program except that they must be provided with the information outlined within Appendix A.

HS-12: SDS Location Poster



This Workplace Covered by the Michigan Right To Know Law

Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Labor and Economic Opportunity (LEO)
Michigan Occupational Safety and Health Administration
General Industry Safety and Health Division (517) 284-7750
Construction Safety and Health Division and Asbestos Licensing (517) 284-7680
www.michigan.gov/miosha

MIOSHA/CET #2105 (Rev. 12/19)

MIOSHA

SDS(s) For This Workplace Are Located At

Location(s)

Location(s)

Person(s) responsible for SDS(s)

Phone

LEO is an equal opportunity employer/program.

(This form must be posted on the Pool Office Bulletin Board at all times)

HS-13: List of New or Revised SDS for Chemicals In Use

(This form must be posted on the Pool Office Bulletin Board at all times)

As Required by the Michigan Right To Know Law



To Be posted throughout the workplace next to MSDS location posters

New or Revise MSDS

New or Revised Title	Receipt Date	Posting Date	Location of Revised M
Sodium Hypochlorite	01/01/2003	01/01/2003	Pool Office B
Muriatic Acid	01/01/2003	01/01/2003	Pool Office B
Cyanuric Acid	01/01/2003	01/01/2003	Pool Office B
Calcium Chloride	01/01/2003	01/01/2003	Pool Office B
Soda Ash	01/01/2003	01/01/2003	Pool Office B
Sea Klear 4-in-1 Clarifier	01/01/2003	01/01/2003	Pool Office B
Maintenance Algaecide 50	01/01/2003	01/01/2003	Pool Office B

CIS

Michigan Department of Consumer & Industry Services
Bureau of Safety & Regulation
Consultation Education & Training Division
7150 Harris Drive, P.O. Box 30643
Lansing, Michigan 48909-8143 (517) 322-1809

Paid in part with federal OSHA funds.
BSR/CET #2106 (Rev. 4-02)

HS-14: Safety and Health Regulations Poster

(This form must be posted on the Pool Office Bulletin Board at all times)

MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSHA)--Act No. 154 of the Public Acts of 1974, as amended--provides job safety and health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under MIOSHA and a state plan approved in September, 1973 by the U.S. Department of Labor, the Michigan Department of Consumer & Industry Services is responsible for administering the Act. Department representatives conduct jobsite inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

EMPLOYER REQUIREMENTS: MIOSHA requires that each employer:

1. Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
4. Notify the Michigan Department of Consumer & Industry Services within 8 hours of any fatality, or the hospitalization of 3 or more employees suffering injury or illness from the same incident. Notification may be accomplished by calling 1-800-858-0397.
5. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
6. Afford an employee an opportunity with or without compensation to attend all meetings between the Department of Consumer & Industry Services and the employer relative to any appeal of a citation by the employer.
7. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.
8. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard to be provided at the employer's expense.
9. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
10. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

EMPLOYEE REQUIREMENTS: MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

INSPECTIONS/INVESTIGATIONS: Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

COMPLAINTS: Employees and employee representatives who believe that an unsafe or unhealthful condition exists in their workplace have the right to request an inspection by giving written notice to the Department of Consumer & Industry Services. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Consumer & Industry Services within 30 days of the alleged discrimination.

The U.S. Department of Labor is monitoring the operation of the Michigan occupational safety and health program to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

CITATIONS: If upon inspection or investigation the Department of Consumer & Industry Services believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later.

The Act provides for first instance penalties of up to $7,000 for a violation. Penalties of up to $7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to $70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to $10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to $10,000 or by imprisonment for not more than one year or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

VOLUNTARY ACTIVITY AND COMPLIANCE ASSISTANCE: The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Consumer & Industry Services offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health programs. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of longshoring, shipbuilding, shipbreaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health.

MORE INFORMATION:

Department of Consumer and Industry Services
Bureau of Safety and Regulation
State Secondary Complex
7150 Harris Drive, Box 30643
Lansing, Michigan 48909-8143

Department of Consumer and Industry Services
Serving Michigan ... Serving You

MIOSHA

THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!

BSR/CET 2010 (11/98) Printed under authority of the Michigan Occupational Safety and Health Act, PA 154 of 1974, as amended. Paid with SET fund and federal OSHA funds.

HS-15: Bloodborne Pathogens Exposure Control Plan

For Compliance With OSHA Standard
29 CFR 1910.1030
DILHR Standard 32.15 (13)
Date of Preparation: October 23, 2002

This is the Exposure Control Plan for the Colony Swim Club. This plan is provided as a guide for compliance with 29 CFR 1910.1030, OSHA's Bloodborne Pathogens standard. It is not intended to supersede the requirements detailed in the standard, nor is it intended as a substitute for any provision of the standard. CSC Staff should review the standard for particular requirements that are applicable to their specific situation. CSC Staff should volunteer any additions; corrections and/or clarifications relevant to CSC in order to further develop an effective, comprehensive exposure control plan. Note that the exposure control plan is expected to be reviewed at least on an annual basis and updated when necessary.

Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA/DILHR Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Exposure Determination

OSHA/DILHR requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Your exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). Your exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency (i.e. police, athletic trainers, nurses, doctors, lifeguards). At CSC, the following job classifications are in this category:

- CSC Staff

In addition, OSHA/DILHR requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure (i.e. Lifeguard encounters human blood as the result of administering first aid). The job classifications and associated tasks for these categories are as follows (or you may also place this in an appendix):

Job Classification	Task/Procedure
CSC Staff	May encounters human blood as the result of administering first aid. May encounter human feces or vomit as the result of a fecal accident.

Implementation Schedule and Methodology

OSHA/DILHR also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods:

- “Universal Precautions” will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- Standard Operating Procedures will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.
- Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. OSHA\DILHR requires that these facilities be readily accessible after incurring exposure. If hand washing facilities are not feasible, the employee must be provided either a "waterless" antiseptic cleanser or antiseptic towelettes.

At CSC, the following “engineering controls” will be utilized and will be examined and maintained on a regular schedule:

Engineering Controls	When Reviewed	Who Reviews
Bodily fluid cleanup/disposal kit. The assigned CSC Staff will have responsibility for safely disposing the cleanup/disposal kits after use.	1 time per week	Assigned CSC Staff
Sinks and antiseptic hand soap will be readily available in each restroom. No alternative hand wash methods will be required.	Soap dispensers are checked at designated times throughout the day.	Assigned CSC Staff
A hand wash sink will be designated for washing hands in the Snack Bar.	daily	Assigned CSC Staff

The hand wash sink will be cleaned daily as part of the Snack Bar closing procedure.		

The Pool Manager, CSC Pool Co-Manager, Assistant Pool Manager or their designate are responsible for ensuring that after removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

The Pool Manager, Pool Co-Manager, Assistant Pool Manager or their designate are responsible for ensuring that if employees incur exposure to their skin or mucus membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

Work Area Restrictions

It is expected that blood or other potentially infectious materials will only be encountered on an exception basis.

Location	Work Area Restrictions	Method Employed to Accomplish Goal
Snack Bar	Employees will not be allowed to eat in the Snack Bar area.	Policy to be reviewed at employee orientation. CSC Policy to be enforced by CSC Management.

Specimens

No specimens of blood or other potentially infectious materials will be handled at CSC.

Contaminated Equipment

The Pool Manager, Pool Co-Manager, Assistant Pool Manager or their designee are responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. If the item cannot be decontaminated, a conspicuous label stating which portion of the equipment remains contaminated must be attached prior to sending the equipment for repair.

Personal Protective Equipment (PPE)

The Pool Manager, Pool Co-Manager, Assistant Pool Manager or their designee are responsible for ensuring that the following provisions are met.

- All personal protective equipment (PPE) used at CSC will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. The following PPE will be readily available to employees in the Pool Office:

Location	PPE
Pool Office	Latex or nitrile gloves
Pool Office	Safety glasses or goggles

- The designated CSC Staff will have responsibility for replenishing the PPE.
- The Pool Manager, Pool Co-Manager, Assistant Pool Manager or their designate are responsible for ensuring that CSC Staff use the appropriate PPE unless the supervisor shows that the CSC Staff member temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of emergency care or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.
- The assigned CSC Staff are responsible for ensuring that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powerless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
- All personal protective equipment will be cleaned, laundered, and disposed of by CSC at no cost to the employees. No PPE will be taken home to launder by the employee. All repairs and replacements will be made by the facility at no cost to employees.
- All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.
- When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; and when handling or touching contaminated items or surfaces.
- Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- There are no situations anticipated at CSC which would require the use of masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

- There are no situations anticipated at CSC which would require the use of protective clothing, such as lab coats, gowns, aprons, clinic jackets, caps, shoe covers, booties or similar outer garments shall be worn in instances when gross contamination can reasonably be anticipated).

Housekeeping

CSC will be cleaned and decontaminated according to the schedule listed in the form titled “Daily Maintenance Checklist”.

All contaminated equipment and work surfaces will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials. Decontamination will be accomplished by utilizing bleach.

CSC facilities, bins, garbage cans, pails, cans, and similar receptacles will be inspected, cleaned and decontaminated as per the form titled “Daily Maintenance Checklist”.

Any broken glassware which may be contaminated will not be picked up directly with the hands. A brush and dust pan will be used to remove contaminated, broken glassware prior to cleaning and decontaminating after any accidents.

Regulated Waste Disposal

No sharps containers are installed at CSC. Any sharps/needles used by CSC Members, CSC Staff or CSC Guests are the responsibility of those individuals to dispose of.

All regulated waste will be disposed of using containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste will be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials should be handled as little as possible. All wet laundry should be transported in a leak-proof bag.

CSC staff member may have the contaminated clothing laundered at CSC expense. Reimbursement will be made upon the submission of a receipt. Remember to notify the launderer of the contamination prior to their handling the clothing.

Because CSC has implemented the use of Universal Precautions (certain designated body substances are considered potentially infectious for the blood borne diseases) in the handling of all soiled laundry (i.e. all laundry is assumed to be contaminated), no labeling or color-coding of contaminated laundry will be required.

Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up

General

CSC shall make available the Hepatitis B vaccine and vaccination series to all CSC Staff who have occupational exposure (see section B. Exposure Determination). Post exposure follow-up to CSC Staff who have had an exposure incident will be handled as a State of Michigan Workers' Compensation Claim.

The CSC Personnel Director is responsible for ensuring that the Hepatitis B vaccine and vaccination series are:

- Made available at no cost to the employee;
- Made available to the employee at a reasonable time and place;
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- Provided according to the recommendations of the U.S. Public Health Service.

Hepatitis B Vaccination

The CSC Personnel Director is in charge of CSC’s Hepatitis B vaccination program. Hepatitis B vaccination shall be made available after the employee has received training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure, unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune to hepatitis B, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered, must sign the OSHA/DILHR required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated, and documented by the CSC Personnel Director. When the CSC Staff member incurs an exposure incident, it shall be reported as soon as possible to the CSC Personnel Director.

The injured employee and CSC Personnel Director must fill out the State of Michigan Workers' Compensation Report of Injury or Disease form.

The exposed employee should immediately (as soon as situation is under control) seek medical evaluation by their doctor during normal working hours. After hours, on weekends and holidays, a clinic that provides emergency rooms service or a hospital’s emergency room have policies and procedures for evaluation of blood borne pathogen exposures. The employee should inform the emergency room secretary/ward clerk the charges are to be filed under State of Michigan Workers' Compensation.

Following a report to the CSC Personnel Director of an exposure incident, the exposed CSC Staff shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the CSC Personnel Director is assigned to establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented (i.e. source expired, "pooled" blood sample, anonymous blood sample.)
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- The source (if known) individual's blood shall be collected as soon as feasible and tested after consent is obtained;
- The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample should be preserved by the individual’s doctor for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/DILHR standard. All post exposure follow-up will be performed by the exposed employee's designated healthcare provider for Workers' Compensation services.

Information Provided to the Healthcare Professional Treating the Exposed Employee

The CSC Personnel Director is assigned to ensure that the healthcare professional responsible for the employee's injury evaluation is provided with the following:

- A copy of 29 CFR 1910.1030. Note that while the standard outlines the confidentiality requirements of the health care professional, it might be helpful for the employer to remind that individual of these requirements.
- A written description of the exposed employee's duties as they relate to the exposure incident.
- Written documentation of the route of exposure and circumstances under which exposure occurred.
- Results of the source individual’s blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee including vaccination status. (Injured employee should provide Hepatitis B Vaccination wallet card, if vaccinated.)

Healthcare Professional's Written Opinion

A healthcare professional designated by the CSC Personnel Director shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professionals written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation.
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

Labels and Signs

The Pool Manager is assigned to ensure that biohazard labels are affixed to containers of regulated waste or other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Information and Training

The CSC Personnel Director is assigned to ensure that training has been provided at the time of initial assignment to tasks where occupational exposure may occur, and that it is repeated annually. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- A copy of the standard and an explanation of its contents.
- A discussion of the epidemiology and symptoms of blood borne diseases.
- An explanation of the modes of transmission of blood borne pathogens.
- An explanation of CSC’s Bloodborne Pathogen Exposure Control Plan (this program), the departmental location of the plan, and the method of obtaining a copy of the plan.
- The recognition of tasks that may involve exposure.

- An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.
- An explanation of the basis of selection of PPEs.
- Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- Information on the evaluation and follow-up required after an employee exposure incident.
- An explanation of the signs, labels, and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on blood borne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Record keeping

Medical Records

The CSC Personnel Director is responsible for maintaining medical records as indicated below. These records will be kept in ???.

Medical records shall be maintained in accordance with OSHA/DILHR Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Training Records

The CSC Personnel Director is assigned to maintain the following BBP training records. These records will be kept in ???.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- The dates of the training sessions.
- An outline describing the material presented.
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Availability

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If CSC is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

Evaluation and Review

The CSC Pool and Equipment Director is responsible for annually reviewing and updating this program.

Dates

All provisions required by this standard are effective as of January 1, 2003.

Agency Personnel

Any agency personnel working at CSC must have taken and passed similar BBP training. Written documentation to this effect must be supplied for all personnel working at CSC.

HS-16: Contents of First Aid Kit, PPE, Clean-Up Kit,

The following goods should be stocked in the Pool Office.

Pool Office First Aid Kit

To comply with safety regulations, the Pool Office must be stocked with a First aid Kit, which is used primarily to treat small cuts, bruises, and burns, and contains all of the following first aid materials or their equivalent:

- Four units of adhesive bandages, 1 inch by 3 inches.
- Two units of 2-inch bandage compress.
- One unit of 3-inch bandage compresses.
- One unit of 4-inch bandage compresses.
- Two units of absorbent gauze pad, 3 inches by 3 inches.
- One unit of gauze compress, 18 inches by 36 inches.
- Two units of large gauze compress, 24 inches by 72 inches.
- Two units of 4-inch gauze roller bandages.
- Two units of triangular bandages.
- One unit of scissors.
- One unit of tweezers.
- Two units of instant ice packs.
- Two units of latex or nitrile disposable gloves.
- One unit of adhesive plaster tape.

Personal Protective Equipment (PPE)

- Latex Gloves — Pool Office
- Safety Glasses — Pool Office, Basement, Storage Shed
- Chemical Protection Apron — Basement, Storage Shed
- Chemical Mask — Basement

Bodily Fluid Clean-Up Kit

- Blood and Bodily Fluid Clean-Up Kit

4.2. Human Resources (HR) Standard Operating Procedures (SOPs) and Forms

This section contains procedures related to orientation, training, termination and accident prevention.

HR-01: Orientation and Training Program

Description:

The objective is to ensure that all Board Members and CSC Staff are certified in the principles, policies, procedures and forms outlined in the Operations Manual, as well as ensure that they have all required current, job-specific certifications. New CSC Staff and Board members must be oriented early in their tenure.

Currently required certification for CSC Staff and CSC Board Members is listed in the form titled “CSC Staff and CSC Board Certification Checklist”.

Special Considerations:

- Review the Emergency Contact List prior to the orientation session to ensure that it is current. In particular, if a new CSC Board Member or CSC Staff comes on-board, their names may have to be added to the Emergency Contact List.
- Orientation will also be done for any new CSC Staff and CSC Board members who join mid-year.

SOP Process Steps:

Step	Title	Step Description
1	Schedule the certification	As necessary, schedule date/time for certification tests.
2	Perform training and certification process	As described in the “In-Service Training and Certification Checklist” process, ensure that the new Board Member reads, understands and can perform pool-related standard operating procedures. Perform the certification process either individually or as a group as appropriate. Fill out required certification forms for each CSC Staff Member who goes through the certification process.

3	File training and certification records	The CSC Personnel Director should file the completed training and certification records.

HR-02: Reviewing Complaints/Infractions and Performing Disciplinary Actions

Description:

This procedure is intended to provide a framework for receiving complaints/infractions, reviewing them in a fair and objective manner, determining a course of action, then performing the action. As there may be extenuating circumstances or an incomplete view of an event may have been provided in any complaint, it is important that process both sides are interviewed in a fair, unbiased and objective manner. Also, an underlying principle is that any disciplinary action (if any) should be commensurate with the offense.

CSC reserves the right to judge severity of all infractions and determine the appropriate disciplinary actions (e.g.; Warning, Suspension, Immediate Dismissal). For a description of the disciplinary actions, see the Glossary of Terms.

Special Considerations:

- Examples of infractions that could cause disciplinary action:
    - Abuse of sick leave privilege
    - Appear late for work on a repeated basis
    - Discourteous or disrespectful to CSC Members, CSC Staff or CSC Guests
    - Fail or refuse to do a task assignment
    - Fail or refuse to follow reasonable and proper directions from CSC Management or designated CSC Management replacement.
    - Fail or refuse to fulfill the job description and/or the job responsibilities.
    - Fail to arrange for a replacement CSC Employee when a conflict occurs with the schedule.
    - Fail to come to work when scheduled.
    - Fail to follow CSC policies as documented in the CSC Operations Manual.
    - Fail to maintain physical skills necessary for emergency situations
    - Incompetent or inefficient in job performance
    - Insubordination
    - Misuse of the pool, pool grounds or facilities.
    - Perform an action and/or activity determined to be hazardous, dangerous, negligible or detrimental. CSC Management and the CSC Board reserve the right to determine the definition of what is hazardous, dangerous, negligible or detrimental actions and/or activities.
    - Personal appearance unbecoming a staff member
    - Receive warnings on a repeated basis
    - Socializing or not alert to job commitment
    - Violate CSC policies, Guest Visits or pool hours
- Because of their severity, certain infractions may be cause for Termination of Employment. Examples of the more serious types of infractions include:
    - Conviction of felony
    - Intoxicated or under the influence of drugs while working
    - Misuse or destroy CSC, CSC Staff, CSC Member, CSC Guest property
    - Misuse or embezzle CSC funds
    - Steal money, supplies or material from the Colony Swim Club or CSC Members, Guests or CSC Staff.

SOP Process Steps:

Step	Title	Step Description
1	Review Complaint and determine disciplinary action	If a complaint is received, it must be reviewed in a fair, unbiased and objective manner. Whenever possible, any complaints/infractions should be reviewed and acted on as soon as possible. Complaints/infractions should first be reviewed and evaluated with both the person submitting the complaint as well as the subject CSC Staff member. Once the complaint, its validity and any extenuating circumstances are identified, the disciplinary action will be determined.
2	Procedure for Warnings	Discuss the infraction with the individual to make sure he/she understands the infraction.
3	Procedure for Suspensions From Work	Any proposed suspension from work by CSC Management or by a CSC Board Member should be reviewed with the CSC Personnel Director. There should always be a minimum of two (2) members of CSC Management or the CSC Board Members or a combination of both present when the Suspension takes place with the subject CSC Employee.

		● Review the Suspension with the subject CSC Employee, both verbally and in writing (a paragraph describing the suspending action(s) that occurred. ● Communicate the fact that continued Warnings and/or Suspensions could result in a possible Immediate Dismissal. ● Request that the subject CSC Employee to sign and date the Written Notification of Suspension form.
4	Procedure for Termination Of Employment	All proposed termination action by CSC Management or by a CSC Board Member should be reviewed with the CSC Personnel Director. There should always be a minimum of two (2) members of CSC Management or the CSC Board Members or a combination of both present when the Termination of Employment review takes place with the subject CSC Employee. ● Inform the subject CSC Employee in writing of the Termination of Employment. ● Inform the subject CSC Employee that legal action could occur as a result of the infraction (for instances where laws were broken or damages were incurred). ● Inform the subject CSC Employee that future seasonal employment with Colony Swim Club is not a likely possibility. ● Request that the subject CSC Employee to sign and date the written Notification of Termination of Employment form. All termination documentation must be dated and signed by a designated CSC representative.
5	File information	The CSC Personnel Manager will insert the Suspension notice or Termination of Employment notice in the CSC Personnel Binder.

HR-03: CSC Personnel Information Checklist

This form is contained in a separate file because information of this nature is considered confidential and can only be shared on a need-to-know basis. If you need access to this information, please see the CSC Personnel Director.

The contents of this form will be verified during the annual training and certification process, then updated if any changes occur.

Contents of the CSC Personnel Checklist include:

- Name
- Home Address
- Current Position
- Date Offer Letter Sent
- Job Application Date Received
- Date of Birth
- SSN
- Phone #
- Date of Hire
- Years Worked in Snack Bar
- Years Worked as Lifeguard
- Years Worked as Manager
- Total Years with Colony Swim Club
- Current Pay Rate This Year
- Lifeguard Certificate (with First Aid)? Expiration Date
- WSI Certificate? Expiration Date or N/A
- CPR Certificate? Expiration Date or N/A
- WSI Certificate? Expiration Date or N/A
- State of Michigan Work Permits #CA-6 or #CA-7 or N/A
- Bloodborne Pathogen Certificate? / Expiration Date
- CSC Bloodborne Pathogens Training Checklist Date Completed
- I-9 Employment Eligibility Verification Form? –or- N/A
- Hepatitis B Vaccine Date or Declination Form
- Doctor's Physical? Date Performed
- Annual CSC Staff Orientation Date Complete

HR-4: CSC Staff Orientation and Training Plan

The topics contained in the following list will be performed at the “Colony Staff Member Training Session”, which will be performed prior to Colony Staff members beginning work at the swim club.

Kick Off

- Welcome message
- Hand out lifeguard shirts

Training Topics

- Intended Audience
- Introductions
- Key Themes
- Due Diligence
- Job Descriptions and Chain of Authority
- Documentation
- Confidentiality
- Dress Code
- Engineering Controls
- Lifeguard Certification
- CPR
- First Aid
- Bloodborne Pathogens (BBP)
- Health, Safety and Accident Prevention
- Emergency Response Plan
- Pool and Pool Equipment
- Contingency Plan
- Pool Chemistry
- Hazard Communication Program
- Respiratory Protection Program
- Chemical Spill Response
- Swim Lessons
- Swim Team
- Harassment Policy
- Office Procedures
- Building and Grounds
- Personnel
- Summary

Board action items:

- Hand over and review any role-specific paperwork, records, etc. between in-coming and out-going board member
- Transfer instructions for access to SBC Voice Mail access number (if applicable).
- Transfer alarm system security instructions (setting, clearing, dealing with alarms).
- Provide vendor contact information (chemical supplier, bath / toilet supplies, lawn maintenance, pool opening and closing, snack bar supplier, water bacteria testing company, etc.).
- Walk through position-specific activities with the new member.

Personnel Director action items:

- Modify and post Emergency Contact List
- Modify and post Staff Contact List
- Notify Alarm Company of the new CSC Board member names.
- File personnel information
- For each new hire, fill out and send in a New Hire Reporting Form to the Michigan New Hire Operations Center, P.O. Box 85010, Lansing, Michigan 48908-5010. FAX: 517-886-9190. Questions: 1-800-524-9348. email=minewhire@new-hires.com. The Web site is located at http://www.new-hires.com/mi/.
- File proof of physical and Hepatitis B vaccine or signed declination form

4.3. Office Management (OM) Standard Operating Procedures (SOPs) and Forms

This section contains procedures related to major accident reports, minor accident reports, personnel records, suggestion/complaints/infractions, bank records, chemical inventory control, chemical purchasing, forms and checklists.

OM-01: Reporting and Managing Problems and Issues

Description:

The objective is to have the Pool Manager manage problems and escalate issues as soon as possible. Problems are those items that CSC Staff can resolve themselves (e.g.; daily schedule, daily operations, etc.). Issues are those items that cannot be resolved by the CSC Staff and must be escalated to the CSC Board for resolution (e.g.; disciplinary actions, etc.). All Problems and Issues should be communicated with the CSC Board.

Special Considerations:

- Communications is key to the successful operation of CSC. Make sure that the Board of Directors is informed of any complaints/infractions, problems or issues needing resolution.

SOP Process Steps:

Step	Title	Step Description
1	Determine nature of problem / suggestion / complaint	Determine the nature of the problem, suggestion or complaint through discussion.
2	Try to arrive at a reasonable solution	Try to arrive at a reasonable solution. If this solution is beyond your authority to commit to, indicate that the input will be recorded and submitted to the appropriate board members.
3	Record information on Problem / Issue / Suggestion reporting form	Record information on Problem / Issue / Suggestion reporting form.
4	Submit form	Submit form to the board. If it is related to an injury, attach a copy to the DEQ monthly report.

OM-02: Handling Cash/Checks

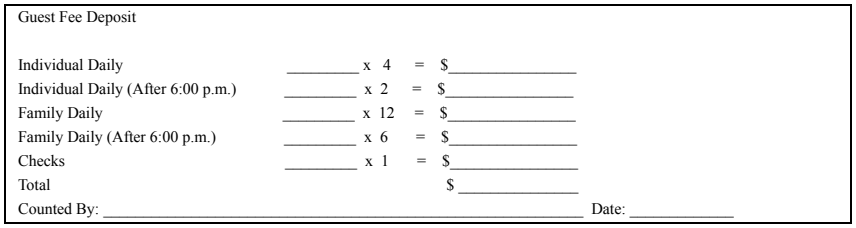
Description:

The objective is to provide a consistent method of managing all fees paid to Colony.

Special Considerations:

- The Guest Fee Cashbox is located at the front desk during open hours. Because of this, a CSC staff member should always be posted at the desk.
- Note that both the guest fee deposit envelope, the snack bar deposit envelope and the Pop Machine deposit envelope are to be kept in the snack bar.
- Note that it is the responsibility of the treasurer to ensure that all deposits are banked.
- Blank forms are kept in the Pool Office.
- Any expenses incurred by CSC Staff on behalf of the Colony Swim Club should be turned in to the CSC Bookkeeper or Treasurer for reimbursement. Expenses over $50 should be pre-approved by a board member.

SOP Process Steps:

Step	Title	Step Description
1	Handling Guest Fees	• A slip underneath the cash in the GUEST FEE CASHBOX is made for you to fill out at the end of every day that there is cash and or checks to be deposited. • The slip you will find looks like this:  Guest Fee Deposit Individual Daily _____ x 4 = $_____ Individual Daily (After 6:00 p.m.) _____ x 2 = $_____ Family Daily _____ x 12 = $_____ Family Daily (After 6:00 p.m.) _____ x 6 = $_____ Checks _____ x 1 = $_____ Total $ _____ Counted By: _____ Date: _____ • This deposit slip is to be filled out every night. After depositing all the cash and checks received that day into an envelope, write the date on the front and your name again along with “Guest Fees”.
2	Handling Snack Bar fees	• Use the form titled “OM-04: Daily Snack Bar Close Out” to tally Snack Bar Fees. • After tallying filling out the sheet, deposit the money into an envelope with the Close Out sheet. • Write the date, your name and with “Snack Bar” on the front of the envelope.
3	Handling Pop Machine fees	• When dealing with pop money, place all the money received into an envelope and write the date, amount, your name and “Pop Machine” on the front.

OM-03: Daily Cash/Goods Balance Sheet – Pool Office

(To be used for balancing cash and goods in Snack Bar and Front Desk)

Opening Day: _____

Date: _____

Opening Cash: _____

Ending Cash Balance _____ +
Less: Today's Opening Cash: _____
Total Receipts: = _____

Less:

- Guess Fees _____ +
- Telephone _____ +
- Pop Machine _____ +
- Miscellaneous Sales _____ +
- Swim Team _____ +
- Subtotal: = _____

Ending Cash Balance _____ -
Less: Next Day's Cash _____
Bank Deposit***: = _____

Cashier's Signature: _____
Checked By: _____

*** Must equal cash in Deposit Envelope

OM-04: Daily Snack Bar Close Out

Date: _____

---------- CASH BANK ----------

$20 x _____ = _____
$10 x _____ = _____
$5 x _____ = _____ $_____
$1 x _____ = _____
$.25 x _____ = _____ DEPOSIT
$.10 x _____ = _____
$.05 x _____ = _____
$.01 x _____ = _____
Other x _____ = _____

Total $ _____ . ____ $_____

---------- INVENTORY ----------

Laffy Taffy	Full	____	x	$ 20.50 =	_____
Laffy Taffy	Open	____	x	$ 0.125 =	_____
Lay's Chips	Full	____	x	$ 22.00 =	_____
Lay's Chips	Open	____	x	$ 00.50 =	_____
Doritos	Full	____	x	$ 22.00 =	_____
Doritos	Open	____	x	$ 00.50 =	_____
Goldfish	Full	____	x	$ 12.00 =	_____
Goldfish	Open	____	x	$ 00.50 =	_____
Chex Mix	Full	____	x	$ 15.00 =	_____
Chex Mix	Open	____	x	$ 00.50 =	_____
Reg. M&M	Full	____	x	$ 24.00 =	_____
Reg. M&M	Open	____	x	$ 00.50 =	_____
Oreo's	Full	____	x	$ 06.00 =	_____
Oreo's	Open	____	x	$ 00.50 =	_____
Grandma's	Full	____	x	$ 16.50 =	_____
Grandma's	Open	____	x	$ 00.50 =	_____
Twix	Full	____	x	$ 18.00 =	_____
Twix	Open	____	x	$ 00.50 =	_____
Milky Way	Full	____	x	$ 18.00 =	_____

Milky Way	Open	____ x	$ 00.50 =	_____
Kit Kat	Full	____ x	$ 18.00 =	_____
Kit Kat	Open	____ x	$ 00.50 =	_____
Butterfinger	Full	____ x	$ 18.00 =	_____
Butterfinger	Open	____ x	$ 00.50 =	_____
Hershey's	Full	____ x	$ 18.00 =	_____
Hershey's	Open	____ x	$ 00.50 =	_____
Small Water	Full	____ x	$ 24.00 =	_____
Small Water	Open	____ x	$ 00.50 =	_____
Large Water	Full	____ x	$ 24.00 =	_____
Large Water	Open	____ x	$ 01.00 =	_____

TOTAL INVENTORY _____

TOTAL CASH + INVENTORY _____

CASH PLUS INVENTORY – PRIOR DAY _____
CASH PLUS INVENTORY – TODAY _____

TODAY'S ACTIVITY _____
TODAY'S DEPOSIT _____
DIFFERENCE _____

COUNTED BY : _____

---------- Notes ----------

OM-05: Scheduling and Hosting Private Parties

Description:

The objective is to provide a safe, fun, pleasant means for CSC members to host parties at the CSC Pool.

Special Considerations:

- All policies in the Operations Manual section titled “Admittance of Guests” apply.
- CSC Members are responsible for cleaning up after their guests.
- Each CSC Member requesting a party should fill out a “Pool Party Request Form”.

SOP Process Steps:

Step	Title	Step Description
1	CSC Member fills out form and provides deposit	CSC Member fills out form and provides deposit.
2	Pool Manager reviews request and approves	Pool Manager reviews against list of restrictions and other already agreed-to party requests, then approves as appropriate.
3	Pool Manager schedules lifeguards	Pool Manager schedules lifeguards.
4	CSC Member hosts party	CSC Member hosts party.
5	CSC Member cleans up and reimburses CSC for any unplanned expenses	CSC Member cleans up and reimburses CSC for any unplanned expenses.

OM-06: Front Door / Alarm System: Unlocking Front Door, Turning Alarm On/Off, etc.

Description:

The CSC building is protected by a programmable dead bolt front door lock and an alarm system. The alarm system should be turned on when closing CSC and turned off when opening it. This section outlines the functions provided by the deadbolt lock and alarm keypad, and how to communicate with Colony’s alarm company, ???.

Programmable Front Door Deadbolt:

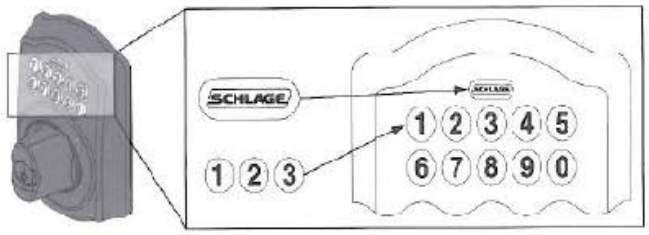
The programmable front door lock has a lighted digital keypad used to enter 4-diget passcodes to activate the lock handle to be turned to unlock the front door. After you enter the 4 digit code, the keyboard will flash green and allow the door to be unlocked. Locking the door is the reverse of the unlock procedure; a short cut can be used by simply pushing the “Schlage” button, then immediately turning the deadbolt lock. You will have 15 seconds to lock the door before the passcode must be reentered to re-activate the deadbolt

To change, or reprogram the deadbolt lock, please contact the Building Director for the correct “Programming Code”, and follow the directions below:

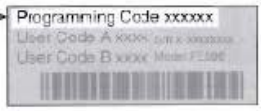
Programming | Programación | Programmation

Legend | Leyenda | Légende

Buttons & Codes
Botones y Códigos
Boutons et codes



PC (6 Digits) (6 Dígitos) (6 chiffres)



Yellow sticker on reverse sice
Calcomanía amarilla en el reverso
Étiquette jaune au verso

UC (4 Digits) (4 Dígitos) (4 chiffres)



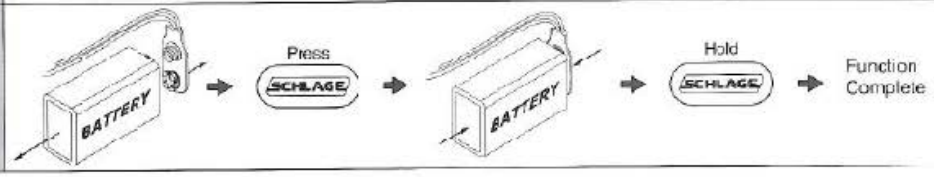
Yellow sticker on reverse side
Calcomanía amarilla en el reverso
Étiquette jaune au verso

Schlage Button Lights
Luces de Botones Schlage
Témoins lumineux Schlage

Orange Anaranjado Orange	Lock is in programming mode. La cerradura se encuentra en modo de programacion. Verrouillage au mode de programmation.
Flashing Green Verde Parpadeante Vert clignotant	Programming successful. Programación finalizada con éxito. Programmation réussie.
Lights Red Luces Rojas Témoins rouges	Error in programming. Check troubleshooting guide. Error en la programación. Revise la guía de localización y solución de problemas. Erreur de programmation. Voir le guide de dépannage.
Red then Green Roja luego Verde Rouge puis vert	Battery is low La batería está baja

Functions

To enter PROGRAMMING MODE: Press PC → Press SCHLAGE → Function Complete (Numbers glow blue if programming mode entered successfully)

To make this change:	Press these codes and buttons in the sequence shown:
Add New UC	Enter PROGRAMMING MODE (see above) → Press 1 → Press New UC → Repeat New UC → Function Complete
Delete Unwanted UC	Enter PROGRAMMING MODE (see above) → Press 2 → Press Unwanted UC → Repeat Unwanted UC → Function Complete
Change PC	Enter PROGRAMMING MODE (see above) → Press 3 → Press New PC → Repeat New PC → Function Complete
Enable/Disable ALL UC	Enter PROGRAMMING MODE (see above) → Press 4 → Press PC → Function Complete
Turn Beeper On/Off	Enter PROGRAMMING MODE (see above) → Press 5 → Function Complete
Delete ALL UC	Enter PROGRAMMING MODE (see above) → Press 6 → Press PC → Function Complete
Enable/Disable Turn Lock Feature*	Enter PROGRAMMING MODE (see above) → Press 7 → Function Complete
Restore ALL Factory Settings	

*When Turn Lock feature is disabled, you must enter a valid user code to extend the bolt.

Building Alarm:

<alarm panel picture>

The keypad next to the main building entrance, has a lighted digital keypad used to enter passcodes and system commands into the security system. As you touch the keys to enter a passcode, the keypad emits a short beep tone to indicate that your entry is accepted. The keypad display indicates various security system conditions.

Special Considerations:

- Zzz The alarm is monitored by ??? (Phone: ???). Our reference number is ???. If you must call in because you set the alarm off, and provide the security code word. See a CSC Board Member for the security code word. They will ask for your name and the security code word. The police and a board member will be notified if you can't give the correct answers.
- Call ??? if you ever think that there is a problem. They will check the alarm. If you do this, let them know that there is no need to call the police.
- The ceiling fans in the dining area will set off the alarm system. Remember to shut them off at night.
- Warning: there is a fine associated with false alarms occurring more than 2x per year.
- When the alarm is going off, the telephone line may be unavailable for use because the alarm system is contacting ???.
- Additional instructions are located in the “Honeywell ADEMCO VISTA SERIES VISTA-20P / VISTA-20PSIA VISTA-15P / VISTA-15PSIA Security Systems User Guide”.
- You can change the passcode if you have the master passcode. See the Security Systems User Guide for instructions.

SOP Process Steps:

Step	Title	Step Description
1	Arm the alarm system	When leaving the Clubhouse: ● Shut off the ceiling fans in the dining area ● Close & lock all doors (the system will not detect unlocked doors). ● Check the alarm LCD panel to make sure that the zones are all set. Before arming your system, all protected doors, windows and other protection zones must be closed or bypassed. ● To arm the alarm: ● Make sure fans are off and doors closed ● <on_code><enter> ● 60 seconds to exit building ● If you do not have the security code word, contact a CSC Board member.
2	Disarm the alarm system	When entering Clubhouse: ● Unlock the door and enter the building. ● You should hear a beeping tone. This says the alarm has detected you. If you don't hear it, the alarm is not set and you should NOT enter the code or you will set the alarm. ● To disarm the system, <off_code><ENTER> to disarm the system ● Alarm will go off after 60 seconds
3	Notify Metro Alarm if alarm is accidently tripped	If you accidentally set off the alarm: ● If alarm goes off, call the alarm company and indicate what happened. ● The police and a CSC Board member will be notified if you can't give the correct answers. ● Our Alarm company is: ● Metro Alarm Systems ● Contact: Mark Costyn = 734-326-7266 ● Central Station #800-327-0575 ● Account #312799

OM-07: Front Desk Procedures

Description:

The objective is to provide a friendly first impression to people who arrive at the club, document activities, check people for appropriate identification, ensure that they sign-in and answer any phone calls.

Special Considerations:

- The front desk should be staffed at all times.
- Personnel working at the Front Desk should provide an orderly appearance and give a friendly greeting to all CSC Members and Guests.
- Personnel working at the Front Desk should assure that only CSC Members and Guests are permitted to enter the swim club.

SOP Process Steps:

Step	Title	Step Description
1	Sign-in CSC Members and Guests	Have the CSC Members sign-in, accounting for any and Guests. If the CSC Staff member is not familiar with the individual checking in, verify membership by checking the CSC Member card.
2	Collect Guest Fees	Collect Guest Fees from CSC Members as listed on the “Colony Fee Schedule” form.
3	Maintain front desk	Maintain front desk area in a clean and organized manner
4	Vacuum front entrance	Vacuum front entrance at least one (1) time per day

OM-08: Contents of Binders and Bulletin Boards

Pool Office Bulletin Boards

The Pool Office Bulletin Boards post work schedules, daily assignment information, any special notices to all CSC Staff. The Bulletin Boards must also be used for posting a number of forms/posters mandated by various government agencies. These forms include an Emergency Response Plan, a Contingency Plan, an Emergency Contact List, MIOSHA Posters titled "Michigan Safety and Health Protection on the Job" and related SDS posters, Lifeguard certification cards, Health Department Pool Inspection and authorization to open, Daily Work Schedules, Daily Maintenance Checklists and the Payroll company name, and Hours of Operation with the included Employee Paycheck Distribution Schedule annotated. The Pool Manager is responsible for maintaining the Pool Office Bulletin Boards. The following should always be posted on the Pool Office Bulletin Boards:

- Emergency Response Plan
- Contingency Plan
- "Emergencies Procedures" SOP
- Emergency Contact List
- MIOSHA Poster titled "Michigan Safety and Health Protection on the Job"
- MIOSHA Poster titled "SDS(s) For This Workplace Are Located At"
- MIOSHA Poster titled "New or Revised SDS" poster must be placed next to the "SDS(s) For This Workplace Are Located At" poster
- Lifeguard certification cards
- Department of Environmental Quality (MDEQ) Swimming Pool Operation Permit
- Health Department Pool Inspection and authorization to open
- Well citations (as required, if any have been issued)
- Daily Work Schedule
- Daily Maintenance Checklist
- Payroll company name and paycheck schedule
- Any special notices to all CSC Staff

CSC Swim Instructor Binder Table of Contents

This binder contains all materials required to facilitate the American Red Cross "Learn to Swim" water safety instruction courses at Colony. The CSC Swim Instructor Binder is maintained by the CSC Swim Instructor.

Tab 01: Swim Lesson Sign-Up Letters: All years
Tab 02: Learn To Swim: Proficiency Checklists (Level I-VI): current year
Tab 03: Learn To Swim: Proficiency Checklists (Level I-VI): 1 year ago
Tab 04: Learn To Swim: Proficiency Checklists (Level I-VI): 2 years ago
Tab 05: Learn To Swim: Proficiency Checklists (Level I-VI): 3 years ago
Tab 06: Learn To Swim: Proficiency Checklists (Level I-VI): blank forms
Tab 07: Learn To Swim: Progress Reports: blank forms (no copies kept)
Tab 08: Lifeguard Training Activity Report: All years
Tab 09: Water Safety Instructor Activity Report (used to request achievement cards and report training results by WSI Instructor)
Tab 10: CSC Form titled "Swim Lesson Instructor Roster": all years
Tab 11: CSC Form titled "Swim Lesson Class Roster": all years
Tab 12: CSC Form titled "Swim Lesson Block Plan" blank copies
Tab 13: CSC Form titled "Lesson Plan" blank copies
Tab 14: American Red Cross contact information, training schedule, training class rate card, etc.
Tab 15: Swim Instruction Suggestions
Tab 16: American Red Cross Water Safety Instructor's Manual

Pool Office Binder Table of Contents

This binder contains all documents for running the swim club from operational, health and safety, financial management perspectives. It includes, but is not limited to copies of the weekly work schedules; Party Request Forms; daily, weekly and monthly operating records; Fecal Accident Contamination Logs; any Accident Reports; blank copies of forms used at Colony; the Colony Hazard Communication Program, SDS sheets; a reference copy of the Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF); reference copies of government regulations relevant to running the pool club;, The Pool Office Binder is maintained by the Pool Manager and should be located in a visible place in the Pool Office.

Tab 01: CSC Operations Manual
Tab 02: Weekly Work Schedule (all for current year)
Tab 03: Party Request Forms (all for current year)
Tab 04: CSC form "Daily Maintenance Checklist" (all for current year)
Tab 05: Bi-weekly bacteria test reports, Quarterly well bacteria and nitrate test reports
Tab 06: Weekly maintenance checklists (all for current year, 5-10 blanks)

Tab 07: Michigan Department of Public Health Swimming Pool Operation Report (for current year, and 3-5 blank forms)
Tab 08: CSC Fecal Accident Contamination Log (all for current year)
Tab 09: CSC form “CSC Member Sign-In Sheets” (all prior, 50-100 unused)
Tab 10: CSC form “Expected Profit Schedule From Sale Of Goods” (all prior, 10-200 blank)
Tab 11: CSC form “Daily Balance Sheet” (all prior, 50 blank)
Tab 12: CSC form “Swim Meet Schedule”
Tab 13: CSC form “Hours of Operation”. Contains a copy of the Colony Calendar.
Tab 14: MIOSHA - Accident Reporting Forms #300, #300A and #301: Current Year
Tab 15: CSC “CSC Accident / Suggestion / Complaint Form” (all for current year)
Tab 16: MIOSHA - copies of posters that are posted on the Pool Office Bulletin Board (Hazard Communication plan is in Operations Manual)
Tab 17: Manufacturing Safety Data Sheets (Hazard Communication plan is in Operations Manual)
Tab 18: CSC “Suggestion / Complaint Report” (blank forms)
Tab 19: Job Applications (blank forms)

Pool/Spa Operators Handbook and Applicable Rules/Regulations Binder Table of Contents

This binder contains published laws and guidelines for running the swim club from an operational, health and safety, financial management perspectives. It includes, but is not limited to copies of the Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF), MIOSHA regulations, a reference copy of the Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF); reference copies of government regulations relevant to running the pool club. The Pool/Spa Operators Handbook and Applicable Rules/Regulations Binder is maintained by the CSC Pool and Equipment Director.

Tab 01: Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF)
Tab 02: Michigan Department of Environmental Quality (MDEQ), Drinking Water and Radiological Protection Division - The Public Swimming Pools Handbook
Tab 03: MIOSHA – Bloodborne Pathogens Program Regulations
Tab 04: Department of Consumer and Industry Services - Hazard Communication Program Regulations
Tab 05: Department of Consumer and Industry Services - Respiratory Protection Program Regulations
Tab 06: Department of Consumer and Industry Services - Accident Reporting Regulations
Tab 07: EPA - Release Notification Requirements
Tab 08: Center For Disease Control (CSC) safety brochures

Pool, Equipment, Building and Grounds Documentation Binder

This binder contains a log of modifications done to the pool and equipment, schematics or blue prints for the pool and facilities, as well as vendor-provided documentation for all equipment used to operate the pool and facility.

Tab 01: Pool, Equipment and Facilities Change Log
Tab 02: Pool, Equipment, Boiler, Valves and Piping
Tab 02: Pool and Equipment (lane marker reel, backboard, etc.)
Tab 03: Office Equipment (phones, answering machines, etc.), Building and Grounds Equipment (vacuums, picnic tables, etc.)
Tab 04: Kitchenette and Snack Bar Equipment
Tab 05: Facilities (HVAC, sump pump, etc.)
Tab 06: Blue Prints (plot plan, building, chemical/equipment equipment storage)
Tab 07: Legal Description of Colony Land Parcel, Articles of Incorporation

Pool, Equipment and Swim Catalogs Binder Table of Contents

This binder contains current Sales Catalogs from various swimming pool suppliers and is provided as a reference. The Pool and Equipment Sales Catalogs Binder is maintained by the CSC Pool and Equipment Director.

Tab 01: Aardvark Swim and Sport
Tab 02: Anchor Industries (canopies and Funbrella)
Tab 03: Different Strokes
Tab 04: Dizard
Tab 05: International Aquatics by Leisure Publications, Inc.
Tab 06: Kiefer
Tab 07: Nasco
Tab 08: Recreonics
Tab 09: Swim Shops of the Southwest
Tab 10: The Finals (a division of Swimwear Anywhere, Inc)

Tab 11: The Lifeguard Store
Tab 12: Water Specialties
Tab 13: Water Warehouse
Tab 14: WMS Aquatics

American Red Cross Manuals Binder Table of Contents

This binder contains reference copies of manuals developed by the American Red Cross, including the American Red Cross Standard First Aid Workbook, American Red Cross Lifeguarding Textbook, American Red Cross Lifeguarding Today and the American Red Cross Community CPR. This binder is maintained by the CSC Swim Instructor.

Tab 01: American Red Cross Standard First Aid Workbook
Tab 02: American Red Cross Lifeguarding Textbook
Tab 03: American Red Cross Lifeguarding Today
Tab 04: American Red Cross Community CPR

CSC Personnel Binder Table of Contents

CSC Personnel Binder: This binder contains personnel employment, payroll and accident information. The CSC Personnel Binder is maintained by the CSC Personnel Director and is held off-site in order to ensure confidentiality of personnel information.

Tab 01: Per-Person Personnel Information Checklist; all years
Tab 02: Payroll: summary of seniority, certification, position, pay rate per person: all years
Tab 03: Payroll: summary of total pay for each person, withholding, etc. as reported on the 1099 tax form: all years
Tab 04: Payroll: survey of CSC and other swim clubs pay rates
Tab 05: Copies of letters to this years potential employees
Tab 06: Copy of Pool Manager Interview Questions
Tab 07: Job Applications: current year
Tab 08: Job Applications: 1 year ago
Tab 09: Job Applications: 2 years ago
Tab 10: Job Applications: 3 years ago
Tab 11: Job Applications: blank
Tab 12: Signed Employment Agreements / CA-6 / CA-7: current year
Tab 13: Signed Employment Agreements / CA-6 / CA-7: 1 year ago
Tab 14: Signed Employment Agreements / CA-6 / CA-7: 2 years ago
Tab 15: Signed Employment Agreements / CA-6 / CA-7: 3 years ago
Tab 16: Signed I-9 Employment Eligibility Verification Forms: last 3 years
Tab 17: New Hire Notification Forms; current year
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Tab 21: MI-W4: 1 current year
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Tab 24: MI-W4: 3 years ago
Tab 25: CSC Staff Orientation Checklist: current year
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Tab 27: CSC Staff Orientation Checklist: 2 years ago
Tab 28: CSC Staff Orientation Checklist: 3 years ago
Tab 29: Personnel reviews including annual reviews, complaints/infractions, suspensions and terminations: current year
Tab 30: Personnel reviews including annual reviews, complaints/infractions, suspensions and terminations: 1 year ago
Tab 31: Personnel reviews including annual reviews, complaints/infractions, suspensions and terminations: 2 years ago
Tab 32: Personnel reviews including annual reviews, complaints/infractions, suspensions and terminations: 3 years ago
Tab 33: Personnel Reviews: blank forms (annual reviews, complaints/infractions, suspensions, terminations)
Tab 34: Doctor's physicals, Hepatitis B Vaccine or Declination Form: current year
Tab 35: Doctor's physicals, Hepatitis B Vaccine or Declination Form: 1 year ago
Tab 36: Doctor's physicals, Hepatitis B Vaccine or Declination Form: 2 years ago
Tab 37: Doctor's physicals, Hepatitis B Vaccine or Declination Form: 3 years ago
Tab 38: CSC form "Applicant and Food Employee Interview (Employee / Food Service Form 1)" and CSC form "Food Employee Reporting Agreement (Employee / Food Service Form 2)": current year
Tab 39: CSC form "Applicant and Food Employee Interview (Employee / Food Service Form 1)" and CSC form "Food Employee Reporting Agreement (Employee / Food Service Form 2)": 1 year ago
Tab 40: CSC form "Applicant and Food Employee Interview (Employee / Food Service Form 1)" and CSC form "Food Employee Reporting Agreement (Employee / Food Service Form 2)": 2 years ago
Tab 41: CSC form "Applicant and Food Employee Interview (Employee / Food Service Form 1)" and CSC form "Food Employee Reporting Agreement (Employee / Food Service Form 2)": 3 years ago
Tab 42: Certification copies including Lifeguarding (with First Aid), CPR, Bloodborne Pathogen, WSI, LGI, Lifeguard training activity form: current year. Note that Hazard Communication training verification is contained in the CSC Staff Orientation Checklist, so a separate copy is not contained with this tab,

Tab 43: Staff Information Sheets
Tab 44: MIOSHA Forms 300, 300A and 301: 1 year ago
Tab 45: MIOSHA Forms 300, 300A and 301: 2 years ago
Tab 46: MIOSHA Forms 300, 300A and 301: 3 years ago
Tab 47: Exposure Incident History: all years
Tab 48: Payroll Service Company Information
Tab 49: Hours of Operation with Employee Paycheck Distribution Schedule annotated
Tab 50: Contact Lists (Emergency, Board, Vendors)
Tab 51: CSC Board Member List
Tab 52: CSC Membership List: all years
Tab 53: Copy of Operations Manual (including job descriptions)

OM-09: Hours of Operation

Scheduling considerations:

- You will need to identify the last day of school and first day of school in Plymouth-Canton public schools. Determine whether adequate coverage is available from a manager and guards, the schedule the hours of operation accordingly.
- Determine any special events (Wacky Wednesdays, camp-out, volleyball night, adult party, etc.) and add to the calendar
- Swim team practices for 2 hours require adequate coverage.
- A lifeguard should be scheduled during swim lessons.
- Swim lessons are typically divided into 4 areas - (1) kiddie pool, (2) shallow end, (3) lifeguard stand and (4) 2 swim lanes.
- The Lap Lane may be used at management discretion to allow individual lap swimming at the following times:
    - Monday thru Friday: 6:00 PM => club close
    - Wacky Wednesday's: 6:00 PM => club close
    - The Lap lane is not used on weekends or holidays.
- Adult swim time is 45 after the hour until the top of the hour to allow for 15 minute break for both kids and parents.
- A Pool Manager, Assistant Pool Manager or acting Pool Manager should cover all open pool club hours
- Allocation of shift hours assumes 6 people at all times (1 manager, 5 lifeguards) during open swim and swim lessons. Pool Manager is authorized to run with reduced staff as appropriate (cold/rainy days where few people are at the club, etc.).
- Swim Club will be open until 10:00 pm after home swim meets.

OM-10: Swim Club Staff Contact List

(The following List should be created each pool season and posted on the board in the Pool Office at all times)

Title/Role	Name (Last, First)	Phone
Pool Manager	Name1	
Assistant Pool Manager	Name2	
Assistant Pool Manager	Name3	
Lifeguard	Name4	
Lifeguard	Name5	
Lifeguard	Name6	
Lifeguard	Name7	
Lifeguard	Name8	
Lifeguard	Name9	
Lifeguard	Name10	
Lifeguard	Name11	
Lifeguard	Name12	
Lifeguard	Name13	
Lifeguard	Name14	
Lifeguard	Name15	
Lifeguard	Name17	
Lifeguard	Name18	
Snack Bar / Lifeguard Substitute	Name19	
Snack Bar / Lifeguard Substitute	Name20	
Snack Bar / Lifeguard Substitute	Name21	
Snack Bar / Lifeguard Substitute	Name22	

OM-11 Retention Period for "Official Records"

"Official Records" are information that must be retained for a certain period of time, as required by government regulatory agencies. Official Records can exist in paper or electronic form. Examples of paper documents are time cards, employment applications, doctor's reports and written annual reviews. Examples of electronic information are MS-Word or MS-Excel files or database records such as those in MS-Access.

Document/Record	tention Period	Comments / Variances
Incident Report – Minor	3 years	
Incident Report – Major	5 years	
Bank Statements	3 years	
Cancelled checks	7 years	
Chemical consumption and cost records	3 years	
Chemistry test reports	3 years	
Complaints	3 years	
Contract, Purchase Orders, Eases, Sales Records	5 years	
Correspondence– General	2 years	
Correspondence -Legal	Permanent	
Employment Applications	3 years	
Energy Costs and Consumption	3 years	
Equipment Repairs and Replacements	3 years	
Expired Insurance Policies	3 years	
Replaced Equipment Manuals	1 year	
Terminated Personnel Records	7 years	
Sales Records	7 years	
Employment Applications	1 year	
Time Cards	7 years	
Training checklist		
Exposure incident records	30 years	

Personnel Records	30 years	employee records shall be made available to the employee in accordance with OSHA 29 CFR 1910.1030.
The employer should maintain employment records for each employee showing all of the following: ● Employee Name ● Home Address ● Date of Birth ● Occupation in which employed ● Total daily hours worked, computed to the nearest unit of 15 minutes or smaller unit utilized ● Total hours worked in each work period when the period does not coincide with the pay period ● Total hourly, daily, or weekly basic wage ● Total wages paid each pay period ● Itemization of all deductions made each pay period ● Separate itemization of all credits for meals, tips, and lodging against the minimum wage taken each pay period, if any ● A record of compensatory time earned for the pay period compensatory time was earned ● A statement of compensatory time paid in the pay period compensatory time was paid ● An employee's written request to receive compensatory time in lieu of wages ● An employee's written consent for tip pooling	3 years	State of Michigan R 408.702, these records shall be preserved by the employer for 3 years after the date thereof. employee records shall be made available to the employee in accordance with OSHA 29 CFR 1910.1030.

OM-12: Board of Directors Calendar

The following is a general outline of activities performed by the Board of Directors by month:

- January
    - Review and evaluate
        - Club rates and fees
        - Accounting services and fees
        - Swim lessons and costs
        - Billing procedure
        - Pool opening and closing dates, times
        - Capital improvements priority
    - Start to prepare budget
    - Process CSC Staff job applications
- February
    - Process CSC Staff job applications
    - Review and finalize:
        - Club rates and fees
        - Opening letter to membership
        - Pool opening and closing
    - Mail annual invoices
    - Select Pool Manager and CSC Staff
- March
    - Send out new membership applications
    - Develop and review preliminary budget proposal
    - Determine Work Bee dates for input to the Spring Newsletter
    - Review and update:
        - Personnel budget and benefits
        - Workbee criteria
        - Proposed capital improvements
        - Swim lessons and costs
        - Snack Bar operation
        - Sign-in procedures
        - Develop and review pool calendar (open/close, events and activities)
    - Inter-club meeting
    - Finalize capital budget
- April
    - Repair pool
    - Approval of capital and operations budgets by CSC Board
    - Annual membership dues and fees are due by April 1st
    - Final notice to delinquent membership sent out April 8th
    - Notify new CSC Members of acceptance
    - Review and update:
        - Work bee jobs
        - Swim lessons and costs
        - Pool calendar (open/close, events and activities)
        - CSC Swim Team information
- May
    - Mail out swim lesson / swim team / pool opening letter
    - Completion of pool repairs and prepare pool for opening
    - Michigan Board of Health Pool Inspection
    - Work bees
    - Inter-club Swim Coaches meeting
    - Review and update:
        - Snack Bar food and costs
        - Special memberships
    - Host New CSC Member welcome open house

        - Open Pool for the season
- June
        - Publish CSC Membership roster and Swim Club Calendar
        - Prepare and send out summer newsletter
        - Publish Membership list
        - Events:
            - Swim lessons
            - CSC Swim Team Parents Meeting
            - Swim meets
            - Grill on the Hill (as applicable)
        - Select a CSC Board Member to serve on the nominating committee
- July
        - Events:
            - Swim lessons
            - Swim meets
            - Grill on the Hill (as applicable)
            - League Swim Team championship
            - Diving lessons (as applicable)
        - Board Nominations
        - Prepare for the annual CSC Membership meeting
        - Send out mailing for annual CSC Membership meeting
        - Send out CSC Membership survey
- August
        - Events:
            - Swim, Swim, Swim
        - CSC Staff appraisals
        - Annual CSC Member meeting
        - Election of new Board of Directors members
        - Selection of at-large nominating committee members
- September:
        - Close pool
        - Organizational meeting
        - Collect keys from outgoing directors
        - Elect Officers
        - Select standing committee chairpersons
        - Develop meeting schedule for the year (date, time and location)
        - Assign keys to incoming directors
        - Compile Board of Directors information
        - Update Emergency Contact List for Canton Police, Fire and Alarm
        - Transition committee chair duties
- October
        - Transition committee chair duties
        - Publish fall newsletter (as applicable)
        - Inform wait listed families of their status
- November
        - N/A
- December
        - Send letters to prospective CSC Staff for next year
        - Close fiscal year

OM-13: Managing The Colony Voice Mail System

Description:

The objective is to keep the Phone message system current as well as respond to messages in a timely manner.

Special Considerations:

- The message system should be listened to daily while the swim club is open, and every 2-3 days during the off season.
- Voice Mail services are provided by Ameritech.
- Key topics to be included when recording messages:
    - Welcome
    - Standard hours of operation and any special hours (special events such as swim meets, fecal accidents, etc.)
    - Information for those who want to join

SOP Process Steps:

Step	Title	Step Description
1	To access Voice Mail	• Call the SBC Voice Mail access number (734-485-4500). • Indicate the number for which you are calling, which is Colony (734-459-4333). • Enter password. (see the CSC President, CSC Membership Director or CSC Personnel Director for the current password) • Listen to instructions
2	Access mailbox	• Drill down to the mailbox" option by selecting <option 6> • To access membership messages, select <1> • To access general messages, select <2>
3	Common commands	• To het help ore more options, press <0> • To cancel a previous entry or exit a set of options, press <*> • To bypass personal greeting, press <*>
4	To listen to messages	• To listen to all messages, select <1> • To listen to new unheard messages, select <2>
5	To perform instructions while listening to messages	• To pause while listening, select <2>. Press <2> to continue playing message. • To skip message, press <#> • To forward 10 seconds, press <3> • To back up 10 seconds, press <1> • To fast-forward to end, press <3><3> • To rewind to beginning, press <1><1> • To discontinue listening to messages, press <*>
6	To perform instructions after message playback	• To replay entire message, press <4> • To obtain message envelope information (date, time, etc.), press <5> • To erase message, press <7> • To save message, press <9> • To get help, press <0> • To cancel, press <*>
7	To change a greeting	• Press <2> for personal options menu • Press <2> for greetings • Press <1> for personal greetings • Press <2> to record greeting message. Record message. • To save message and exit, press <*> • To replay greeting, press <1> • To re-record greeting, press <*>

OM-14: Scheduling Work Hours

Description:

The objective is to create a work schedule for all CSC Staff.

Special Considerations:

- The Pool Manager has responsibility for scheduling work hours.

SOP Process Steps:

Step	Title	Step Description

1	CSC Staff notify Pool Manager of required hours off	CSC Staff should notify the manager as soon as possible about required hours off
2	Pool Manager creates work schedule	Pool Manager creates and posts work schedule on the Pool Office bulletin board. Copies of are distributed to CSC Staff for reference at home.

OM-15: Submitting and Reviewing Payroll Hours

Description:

The objective is to ensure that CSC Staff are paid on time.

Special Considerations:

- ADP is Colony's payroll management company

SOP Process Steps:

Step	Title	Step Description
1	CSC Staff submits hours	By Monday morning each week, enter hours on hours submission sheet
2	Pool Manager reviews hours	By Monday (noon), the Pool Manager reviews the submitted hours, discusses and corrects any discrepancies with CSC Staff, and submits hours to ADP.

OM-16: Daily Maintenance Checklist

Week Beginning: _____/_____/_____

Opening Duties (person who performs duty should mark their initials)						
	Task	**Sunday**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**
1: Building and Grounds	Unlock doors					
1: Building and Grounds	Turn off alarm					
1: Building and Grounds	Put up the flag					
1; Building and Grounds	Perform "Building and Grounds Inspection and Cleaning Procedures". ● Clean and re-supply bathrooms ● Pick up loose paper/garbage ● Wipe down tables, chairs ● Adequate toilet paper? ● Water not left running? ● Wastebaskets in reasonable shape? ● Adequate paper towel? ● Adequate soap? ● Inspect/clean men's and women's locker rooms, showers and toilets/urinals.					
1; Building and Grounds	Open umbrellas					
1: Building and Grounds	Water flowers, grass					
1: Building and Grounds	Check the grills: Enough gas? Clean if necessary.					
1: Building and Grounds	Verify enough member sign-in sheets available. There should be at least 15 blanks available.					
1; Building and Grounds	Verify that there are enough First Aid materials in stock					
1: Building and Grounds	Drive entrance stone free? Sweep any stones from the driveway.					
1: Building and Grounds	Verify no varmints in building					
1; Building and Grounds	Check and restock Snack Bar (napkins, cups, etc.)					
1; Building and Grounds	Check and restock Kitchenette (napkins, paper plates, cups, etc.)					
1; Building and Grounds	Check and restock cleaning supplies in Clubhouse storage room.					
1; Building and Grounds	Verify that medical supplies in the Pool Office are adequate. Refer to the form titled "Contents of First Aid Kit, Clean-Up Kit, Pool Office Binder and Bulletin Board" for a list of required supplies.					
1; Building and Grounds	Check and restock salt in the water softener.					
1; Building and Grounds	Check and restock supplies in Clubhouse storage room (e.g.; soap, toilet paper, Kleenex, trash bags, wasp spray, etc.)					
1: Building and Grounds	Confirm that <u>both</u> sump pumps are working					

1: Building and Grounds	Check grass along fence lines. Trim as required.					
1: Building and Grounds	Pull weeds					
1: Building and Grounds	Locate and file well water (Q2, Q3) and pool bacteria sample (bi-weekly) information.					
1: Building and Grounds	Shrubs trimmed? Trim as needed					
1: Building and Grounds	Spray for weeds along bushes and perimeter as necessary.					
1: Building and Grounds	Verify no leaks in basement					
2: Pool	Check filter pressure gages. What is the pressure on the filter gages? Are they all the same? Note that when clean and back-washed, the pool filter pressure will typically be at 8lbs. As dirt collects in the filters, the pressure will increase. If the pressure is allowed to exceed 13 lb, there is a high probability that the surge tank will overflow into the sump well. Is the pump pressure below 10 lbs? If not, backwash the filters as per the SOP titled “Back-Washing the Filters”. Make sure to record this value in the log.					
2: Pool	Check and record flow rate. What is the volume pumped by the pool pumps? Make sure to record this value in the log.					
2: Pool	Clean skimmer basket					
2: Pool	Check/Adjust/Record Chlorine Adjust chlorine feeder					
2: Pool	Make sure automatic chlorine feeder is working					
2: Pool	Check/Adjust/Record pH					
2: Pool	Are both of the pump motors running?					
2: Pool	Check/Adjust/Record water level					
2: Pool	Is the exhaust fan running? Is there chlorine in the chlorine tanks?					
2: Pool	Cycle Fisher Actuators and Bray valves					
2: Pool	Cycle manual butterfly valves					
2: Pool	Verify that enough Pool chemicals are in stock, order extra if necessary					
2: Pool	Brush down pool					
2: Pool	Sweep pool					
2: Pool	Check and clean boiler air make-up unit intake screen.	Monthly				
2: Pool	Empty waste disposal can next to strainer basket.					
3: Office Procedures	Locate and file bi-weekly pool water bacteria sample information	Quarterly				
3: Office Procedures	Inspect personal protective equipment. Verify protective mask cartridge is current.	Monthly				
3: Office Procedures	Send in the Monthly Pool Operation Report	Within 10 days of 1st of every month				

Daily Operation (person who performs duty should mark their initials)

Time	Operation	Sunday	Monday	Tuesday	Wednesday	Thursday
7:00 am						

8:00 am						
9:00 am						
10:00 am	Perform “Building and Grounds Inspection and Cleaning Procedures”. ● Clean and re-supply bathrooms ● Pick up loose paper/garbage ● Wipe down tables, chairs ● Adequate toilet paper? ● Water not left running? ● Wastebaskets in reasonable shape? ● Adequate paper towel? ● Adequate soap? ● Inspect/clean men’s and women’s locker rooms, showers and toilets/urinals.					
11:00 am	Check/Adjust/Record Chlorine					
	Check/Adjust/Record pH					
12:00 noon	Inspect Basement					
1:00 pm	Water flowers, grass					
2:00 pm	Perform “Building and Grounds Inspection and Cleaning Procedures”. ● Clean and re-supply bathrooms ● Pick up loose paper/garbage ● Wipe down tables, chairs ● Adequate toilet paper? ● Water not left running? ● Wastebaskets in reasonable shape? ● Adequate paper towel? ● Adequate soap? ● Inspect/clean men’s and women’s locker rooms, showers and toilets/urinals.					
3:00 pm	Check/Adjust/Record Chlorine					
	Check/Adjust/Record pH					
	Stock the pop machine					
4:00 pm	●					
5:00 pm	Check/Adjust/Record Chlorine					
	Check/Adjust/Record pH					
6:00 pm	Perform “Building and Grounds Inspection and Cleaning Procedures”. ● Clean and re-supply bathrooms ● Pick up loose paper/garbage ● Wipe down tables, chairs ● Adequate toilet paper? ● Water not left running? ● Wastebaskets in reasonable shape? ● Adequate paper towel? ● Adequate soap?					

	• Inspect/clean men's and women's locker rooms, showers and toilets/urinals.					
7:00 pm	Check/Adjust/Record Chlorine					
	Check/Adjust/Record pH					
8:00 pm	Clean and re-supply bathrooms					
	Wipe down tables, chairs					
	Perform a walk-about and pick up loose papers, garbage, etc.					
9:00 pm						

Closing Duties (person who performs duty should mark their initials)

	Task	Sunday	Monday	Tuesday	Wednesday	Thursday
1: Snack Bar	Clean snack bar					
1: Snack Bar	Wash floor in snack bar					
2: Kitchenette	Inspect and clean microwave ovens					
2: Kitchenette	Wash floor in kitchen area					
2: Kitchenette	Wipe counters					
2: Kitchenette	Wipe microwave ovens					
2: Kitchenette	Kitchenette: mop floor					
3: Dining area	Clean dining area					
3: Dining area	Dining area: vacuum nightly					
3: Dining area	Empty garbage cans					
3: Dining Area	Shut off ceiling fans – they will set off the alarm system.					
3: Dining area	Straighten chairs					
3: Dining area	Straighten tables and chairs					
3: Dining area	Clean windows (Snack Bar, doorwalls, Pool Office) with window cleaner					
4: Bathrooms	Clean toilets					
4: Bathrooms	Clean mirrors with window cleaner					
4: Bathrooms	Re-supply bathrooms					
4: Bathrooms	Sweep, clean and wet mop with disinfectant the locker room and bathroom areas					
4: Bathrooms	Clean and disinfect shower stalls and shower areas					
4: Bathrooms	Empty waste baskets					
4: Bathrooms	Clean and disinfect toilets using toilet brush and wet cloth.					
4: Bathrooms	Turn off fans					
5: Building and Grounds	Clean/wipe half door at Front Desk					
5: Building and Grounds	Check propane grills (are grills clean? Is there enough propane gas?)					
5: Building and Grounds	Wipe down picnic tables					
5: Building and Grounds	Confirm outside gates are locked					
5: Building and Grounds	Confirm shed doors are shut					
5: Building and Grounds	Grounds: close umbrellas					
5: Building and Grounds	Hose down tables, chairs and cement					

5: Building and Grounds	Lock gates					
5: Building and Grounds	Store balls, etc.					
5: Building and Grounds	Store hoses					
5: Building and Grounds	Straighten chairs					
5: Building and Grounds	Straighten chairs around pool					
5: Building and Grounds	Clean/wipe sign-in counter area at Front Desk					
5: Building and Grounds	Take down the flag					
5: Building and Grounds	Straighten sheds?					
5: Building and Grounds	Wash trashcans.					
5: Bathrooms	Wipe down vertical surfaces					
6: Pool	Check/Adjust/Record Bicarb to pool as necessary					
6: Pool	Check/Adjust/Record calcium to pool as necessary					
6: Pool	Check/Adjust/Record stabilizer to pool as necessary					
7: Front Desk	File Daily Sign-In Sheets					
7: Front Desk	File money and financial tally sheet					
7: Front Desk	Lock doors and set alarm: ● Gate between pool area and volleyball External gate near storage shed ● External gate to volleyball area ● Pool office to pool area ● Doorwalls Main door					

OM-17: General Membership Election Guidelines

(adopted November 2009)

The following guidelines should be followed in support of the club By-Laws to conduct the annual Membership election:

- Election Ballots will include the following as required:
    - Names / Profiles of all “vested” candidates (as available)
    - Proposal / amendments to existing policies, by-laws, and rules that govern operation of the swim club as required by club by-laws
    - Significant club improvement actions that require approval of the general membership.
    - Line for listing of membership number ??
- Valid Election Ballots must include the membership number of the voting family. After verification of the ballot, the membership number will be removed and discarded prior to recording the ballot vote.
- A full club roster printout (or PC) with membership numbers will be available for verifying eligibility of Election Ballots. Only fully “vested” members are eligible to vote.
- Ballots shall be counted by three (3) members at large as named by the Board of Directors at the annual meeting.
- Election Results will be tallied upon one master ballot for retention in club records. Upon completion of election tally, all ballots and individual voting records shall be destroyed

4.4. Building and Grounds (BG) Standard Operating Procedures (SOPs) and Forms

BG-01: Building and Grounds Inspection and Cleaning Procedures

Description:

CSC will maintain clean, neat and operational facilities for the convenience, comfort, health and safety of all CSC Members, Guests and CSC Staff. The objective is to ensure that the CSC swim club facilities are healthy, clean and remain presentable. The expectation is that CSC Staff know how to perform cleaning tasks, so the information in this section points out Colony-Specific information.

Special Considerations:

- Always remember to do things safely:
    - Never lean on a garbage bag to compact it – it might contain glass or some other object that can cut you.
    - Wear gloves when handling garbage.
- Bathrooms:
    - Report any items needing repair to the CSC Management, who should then report to the CSC Board.
    - Bathroom exhaust fans should be on during open hours, off when closed
    - Always notify Pool Manager if any building, grounds is defective. The Pool Manager is responsible for getting the problem fixed as soon as possible and/or notifying the CSC Board.
    - Keep the bathrooms continuously supplied and operational.
    - When inspecting bathrooms, remember to check stalls for cleanliness.
    - Shower and dressing areas should be sanitized daily
- Pool Office and Front Desk Area
    - All signs in the Pool Office should be posted should be professional in nature.
    - Windows in the Pool Office should be kept clean.
- Snack Bar
    - Do no leave utensils out after use
- Kitchenette
    - Do no leave utensils out after use
- Indoor Dining Area
    - Door walls should be clean and free of hand prints
    - Floor should be swept
    - Tables should be wiped down
    - Chairs should be straightened up
    - Lost and Found should be neat
    - Shelves should be neat and wiped down
    - Garbage cans should be emptied
- Outdoor Dining Area
    - Patio should be hosed down
    - Tables should be wiped down
    - Garbage cans should be emptied
    - Trash should be picked up
- Parking Lot and Drive
    - Drive and parking lot should be clean and free of any trash/debris along drive or in parking lot.
    - Drive entrance should be free of loose gravel/stones
    - Dumpster area should be neat and clean.
    - Dumpster lid should always be shut.
- Grass Cutting, Shrub/Tree Trimming and Flowers
    - The lawn service will cut the grass. If there are any complaints/infractions, notify a CSC Board member.
    - Straighten chairs
    - Try to keep chairs back from deck behind swim blocks to provide room for morning swim team practice.
    - Prepare the grass for weekly grass cutting. Remove lawn chairs from the grass and place on the deck. Replace the lawn chairs after the grass is cut.

SOP Process Steps:

Step	Title	Step Description
1	Emptying Trash	Trash cans should always be relatively empty. Consolidate trash into a garbage bag as necessary.

2	Sweep, disinfect and hose down shower and dressing room floors	Sweep floors of all dirt and loose materials. Mop floors with a disinfectant. If using bleach, read container for mixture to be used in shower area. Periodically wipe down vertical surfaces and any shelves or window areas.
3	Vacuum carpets	Vacuum the carpet daily or whenever there is a need. Pay attention to whether the dust bag needs replacement.
4	Remove cob webs	Sweep cob webs from in front of alarm motion sensors, ceiling corners, etc.

BG-02: Turning Building, Grounds and Pool Lights On/Off

Description:

The objective is to provide proper lighting for people at the Pool Club.

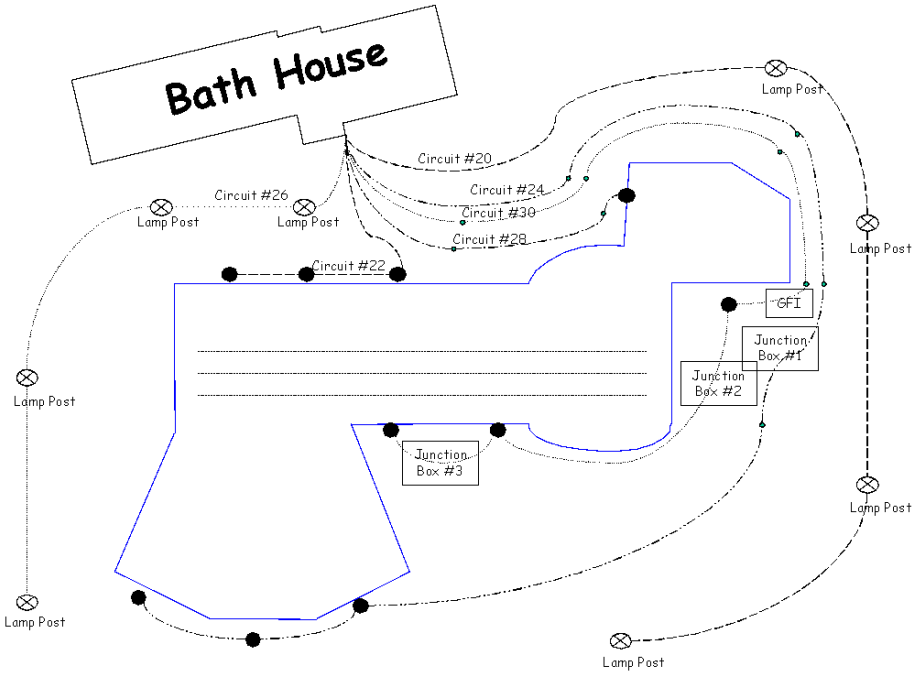


Figure 2 – Location of Lights Around the Pool and Grounds

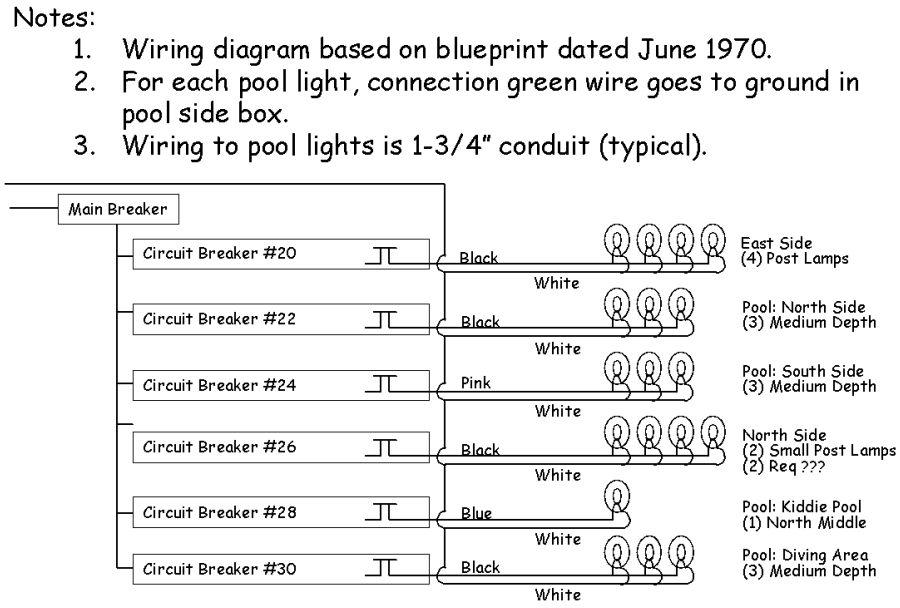


Figure 3 – Diagram of Pool and Grounds Electrical Circuits

Special Considerations:

- Do not touch electrical switches when you are wet.
- Circuit Breakers #22, #24, #28, #30 <on>/<off> control the pool lights.
- Circuit Breakers #20, #26 <on>/<off> control the pole lights.
- Electrician's Note with respect to wiring:
    - Junction Box #1: located by GFI. Note: black to white (LG)
    - Junction Box #2: located 4 feet south of #1. R-B-W circ wires. White grounds to black (LG). In: RBW and W ground. Out: RBW and BL ground.
    - Junction Box #3: in R-B-W and ground=Black; out R-B-W and ground=white. Note also indicates that out is "swt"

SOP Process Steps:

Step	Title	Step Description
1	Turn Pool Lights On/Off	Flip the two switches located next to the load center in the Clubhouse storage room.
2	Turn Pool Grounds Pole Lights On/Off	Flip the two switches located next to the load center in the Clubhouse storage room.

BG-03: Turning Sprinklers On/Off

Description:

This procedure provides instructions for turning the sprinklers at CSC on an off manually, and setting the timer for the automatic sprinklers. There are two types of sprinklers at CSC; manual and automatic.

- Manual: A single ¾" PVC hose runs around the perimeter of inner fence. At points along the fence line, sprinkler heads are mounted on ½" x 6' steel riser pipes which reach just above the fence. The sprinklers are controlled by manually adjusting gate valves that are installed on the risers. A foot wash is also installed on the east fence near the entrance to the volleyball area.
- Automatic: A Rain Bird automatic sprinkler timer controls the start time and duration of watering. The Rain Bird automatic sprinkler timer is mounted on the south wall in the basement.

The following figure indicates the location of manual and automatic sprinkler heads.

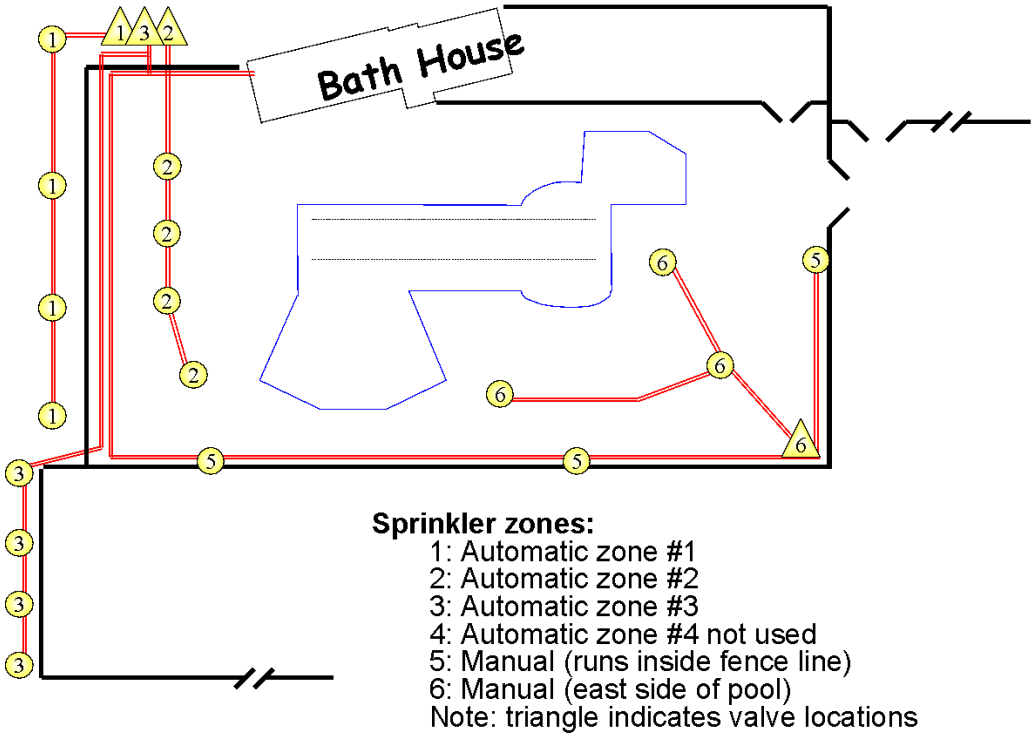


Figure 4 - CSC Sprinkler System Layout

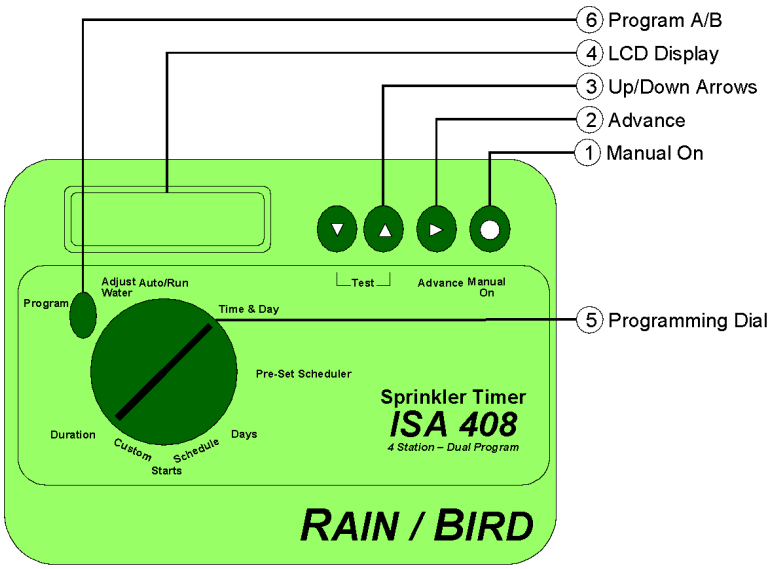


Figure 5 - Rain Bird Automatic Sprinkler Control

Special Considerations:

- This procedure assumes that the sprinkler lines have been turned on for the year via the procedure “Opening Swim Pool In Spring”.

SOP Process Steps:

Step	Title	Step Description
1	To manually turn automatic zones on/off:	To manually turn timed zones <on>/<off>: • Turn the dial to <Auto/Run> • To select a specific zone to run, press the <Advance> Button until that zone number appears, then press the <Manual On> • To start watering all zones, press <Manual On> once. Each station will run for the pre-set duration. • Press <Advance> to advance watering from one sprinkler zone to the next

2	To change automatic watering schedule	Instructions for changing the automatic watering schedule are in the Rain Bird instruction booklet, which is located in the Pool and Equipment, Building and Grounds Documentation binder, which is located in the Pool Office.
3	To turn manual sprinklers on/off:	Assuming the water supply to the sprinkler Gate valves are attached to the risers along the fence line. Turn each spigot on/off as appropriate.

BG-04: Opening Pool and Swim Club In The Spring

Description:

The objective is to open the pool club in an orderly manner and ensure that all mandated activities are completed on-time.

Special Considerations:

- Pool water testing is required prior to opening
- Pool inspection is required prior to opening
- Boiler start-up is required prior to opening
- Boiler inspection is required once every 3 years
- Well testing is required prior to opening
- Pool cleaning is required prior to opening

SOP Process Steps:

Step	Title	Step Description
1	Prepare water softener	Clean and sanitize water softener tank. You can use the sodium hypochlorite that is used to chlorinate the pool. Load the tank with about 15 bags of water softener salt. Plug in the water softener into the electrical outlet. Adjust gate valves to divert water into the water softener. Manually cycle the water softener. There is a manual switch on the face of the dials – just push it downward and it will cycle. You are done.
1.5	Acquire chemical test kit	Double-check supply of pool chemical test kit supplies. If the test kit is too beat up; purchase a new one.
2	Acquire Red Cross Cards and guardian feedback sheets	Go to the local Red Cross office and acquire Red Cross Cards and guardian feedback sheets
3	Stock Snack Bar with cleaner	Make sure kitchen is stocked with bleach or other acceptable sanitizer.
4	Close spigots and turn on water supply	Verify well pressure tank air pressure: ● When well is off and water lines are empty, each pressure tank should have 45 lbs of air pressure. If not at 45 lbs, use a hand pump and add air to 45 lbs. The air pressure is set to 45 lbs because that is the point where the well pressure switch turns on. Evidently, this minimizes the amount of stress on the diaphragm in the pressure tanks. Note: the tank on the right was replaced July of 2006 by Brown Well Drilling. Close all inside and outside water spigots: ● Faucets in bathrooms ● Faucets in Snack Bar ● Water heaters ● Toilet gate valves ● Showers ● Drinking fountain ● Ice maker and ice maker filters ● Outdoor hose bib ● Sprinkler hose bibs

		• Boiler drains located on pipes at eye level behind the water heaters and leading to the bathrooms. Valves for the Clubhouse plumbing, both hot and cold, are located behind the hot water tanks at eye level. Power up the well: • A power switch for the well is located in the rafters above the hot water tanks. When you turn on the well, monitor the water pressure and verify that the water pressure switch shuts off around 65 lbs. of water pressure. • Do a walk-around and make sure that all drains are water-tight. Ice maker: • Contact Technical Hot & Cold Mechanical Contractors @ 734.326.3900, and have a tech come out and clean & start the machine. The contact information is also on a sticker on the machine. It's minimal cost and assures that we have a clean system. They will use a special non-toxic cleaner internally. They don't sell this cleaner, and ice does get ingested (drinks!), so we want to be careful. Also make sure to clean the cover where the filter cartridges go. Sprinkler system: • Verify that all sprinkler heads and boiler drains on the fence line work • Verify that the (3) automatic sprinklers work and that the timer is set to automatic. Toilets: • Toilets tend to be the most trouble-prone plumbing in the building. After the toilets turn on, make sure that the flappers seal and that the gate valves are not leaking. Water softener: • Sanitize the water softener salt tank with sodium hypochlorite (pool chlorine) or bleach; -- they are the same thing; just at different strengths. • Restock the water softener salt tank. It takes about 15 bags to fill it.
5	Monitor pool cleaning	For normal opening (saving the water): Prior to opening: • In February, pool contractor will send quote for opening and closing. Pool Director should determine the best time in April to schedule the opening, sign the proposal (indicating that we intend to save the water), and return it to pool contractor. Pool Director should also order the initial chemical supply in the form of bottled sodium hypochlorite and muriatic acid. • Pool contractor will contact Pool Director to schedule shock treatment approximately 2 weeks prior to opening @pool@colonyswimclub.com • Pool Director contacts PODS to schedule rental and delivery of seven foot (smallest unit) PODS. Can be delivered any time prior to opening. • Pool Director or Manager calls to schedule bulk chlorine delivery. • Pool Director contacts Wayne County Environmental Health to obtain water testing supplies (well testing: 3 bottles, cooler, sample sheets). Upon receipt, place the cold packs in the freezer. • Pool Director receives the license and Start-Up Certification For Seasonal Public Water Supply form. Don’t lose them. (See boxes 11 and 12 below) On day of opening: • Pool contractor will remove, clean, and transfer the cover to the PODS unit. (There should be a double pallet stored in the clubhouse on which to place the cover prior to placing in the PODS unit.) Pool Director locks the PODS unit with a spare Masterlock and calls PODS to schedule pick-up. • Pool contractor will clean the water and pool bottom, prepare and start filtration/circulation equipment, start the well, get the building plumbing ready (close all valves, check for leaks), install all ancillary equipment (ladders, starting blocks, diving board, etc.), and add chemicals. • Pool Director must collect well samples per item 10 below. (For remaining start-up, skip to item 8 below) For drain and fill opening: Monitor pool cleaning. Ensure that main drain is back flushed and cleaned. This can be done by filling the surge tank and opening the main drain valve. Pool water and refuse must be drained first into the wooded area east of the Clubhouse. Water and chemicals used for cleaning must be put into the sanitary sewer or trucked away for disposal. Have pool cleaning service return to start the system and verify that everything is working correctly.

		Pool cleaning notes: ● It takes about 40 cases (4 gallons per case) for a total of 160 gallons of muriatic acid to clean the pool. ● It takes 2-3 4" garbage pumps to empty the pool in 4 hours. ● Use the discharge from the pump to wash the leaves down into the deep well. ● Make sure that the valves in the bottom of the pool are opened up as soon as possible to reduce the hydrostatic pressure from behind the pool shell. ● Use Zep Lime / Rust / Calcium remover and scotch brite / Brillo pads to clean and polish the gutters. ● Dump the refuse from cleaning back at some dumping area. You will get about 6 garbage cans of gunk that you have to hand truck out. Make sure you have a hand truck to remove the garbage cans – it weighs a lot! ● A cartridge filter may help to remove the iron/rust from the water while you are filling the pool.
6	Re-fill pool as soon as cleaning is complete	Initial water fill must be done with a hose into the bottom of the deep well or by forcing open the Fischer valve on the surge tank with 15 PSI air pressure to allow water from the surge tank to flow backward through the main drain line. Hose output must go into water already in the pool to avoid iron stains on the bottom of the pool. Water should be shocked with 10-15 gallons of liquid chlorine after the first few hours of fill. When you begin refilling the pool, make sure the valves are closed, the plugs on the filters are installed, the gate valves on the water influent and effluent lines are closed and the drain valve on the boiler is closed.
7	Start-up pool equipment	The pool pump and the chlorinator should be started and filling continued through the main fill line into the surge tank once the pool floor is covered. The pumps may be started once the diving well is full to the level of the west end of the main pool. An additional 50 gallons of liquid chlorine should be added directly to the pool when it is close to full. The pool will take approximately 5 days to fill completely to just below the top of the gutters. Times listed below are approximate. Carefully monitor the level on day 5 to insure that the pool does not overflow. ● 24 hrs: deep well full to floor of main pool. ● 48 hrs: water covers 2/3 of main pool floor. ● 72 hrs: water covers all of main pool and is just starting in kiddy pool. ● 96 hrs: kiddy pool floor covered at shallowest point to depth of 1-2 inches. ● 120 hrs: pool full to within 1/2" of top of gutter (full level)
8	Adjust and stabilize chemical balance	Testing for chlorine and pH levels should begin once the pool is about full. It will take a week or so after the pool is full to get the chemical balance stable enough for inspection. ● Fifty pounds of chlorine stabilizer (isocynanuric acid) should be added once the pool is full and the filters are operating. ● Muriatic acid should be used to lower the pH level. Add 5 to 6 gallons (16 oz per 10,000 gallons) to lower pH from 8.0 to 7.6. It should be added to the deep well to encourage rapid dispersion in the water. Goggles and rubber gloves are necessary for handling this product. (It can be added in small amounts in shallow areas where the pool bottom has evidence of staining, accompanied with brushing.)
9	Turn on pool boiler	The pool boiler should be turned on as soon as the chemicals are balanced. Raising the water temperature will also allow the lifeguards to be re-certified in reasonably-warm water prior to pool opening. At this point, the Pool Director should contact Hartford Ratliff to schedule a boiler check-up, especially if there are any issues identified during start-up (gas smell, boiler shuts down, etc.). Upon start-up, the boiler is exposed to very cold water, which could lead to condensation on the heat exchanger and soot build-up. To prevent this, the boiler is equipped with a recirculation system that prevents the heat exchanger from being exposed to the coldest water. This allows for the gradual heating of the pool and minimizes the impact on the heat exchanger. Prior to boiler start-up, ensure that the make-up air intake filter is clean. This is accessed by removing two screws from the side of the plenum behind the large open air stack on the right-hand side of the boiler. Slide the reusable filter out, carefully wash it out, then reinstall. To start the boiler, make sure that the safety switch (covered wall box on the west wall end of the boiler) is on. (One of the three-way switches on either wall may also need to be flipped, if the boiler fails to attempt start-up.) Turn both the manual gas valve and pilot gas valve to ON. The pilot flame auto-ignites when you flip the boiler on/off switch to the ON position (toggle of west end of boiler unit), and the water diverter valve is set to push enough water to the boiler for the pilot light to ignite.

		With this system, pilots are automatically lit when the thermostat calls for heat. The pilots are permitted a trial period for ignition, then the system is locked out if it fails to light. To retry ignition, power to the boiler must be momentarily interrupted. After the pilot is initially lit, the trial for ignition time should be checked by turning off pilot gas, and, at the same time, monitoring the time it takes for the audible sparking at the pilot burner to stop. Under no circumstances should the trial for ignition exceed 15 seconds because electronic ignition controls are in series. To start up the boiler: ● Be certain that the make-up air filter is clean.. ● Be certain that the pool is filled and that the plumbing is working. ● Be certain that the main pool pump is running. ● Open the large ball valves on the right-hand side of the boiler (gas and water). ● Be certain that the diverter valve (#27, downstairs) is diverting enough water to the boiler. This is between ½ and 2/3 of the water coming from filters. ● Turn on the boiler safety switch(es). ● Slowly turn manual pilot valve to ON. ● Slowly turn manual main gas valve to ON. Note that the pilot will light automatically and ignite the main burners once the thermostat calls for heat. ● Slowly turn manual gas valve to "ON." ● Ensure that thermostat is set to desired temperature. (You shouldn't need to adjust the temperature, as long as no one messed with it at the end of the prior season.) ● Turn on boiler toggle switch. The boiler should automatically ignite. If boiler fails to light or fails to stay on once lit, double check the above items, and retry. If this fails, contact Hartford Ratliff for service immediately.
10	Well sampling WSSN - 20029-82	After the testing supplies are received from Wayne County, it is necessary to collect three pre-opening drinking water samples: a nitrate sample and two bacteriological(coliform) samples collected at least 24 hours apart. The nitrate sample should be collected with one of the two other samples. When the first coliform sample is collected, it must be received by the EGLE laboratory within 24 hours, and the laboratory does not work on weekends. Therefore, Monday through Thursday are the only viable days of the week. The procedure for collecting the samples is as follows: ● Open the gate valve located at the bottom of the pipe in the southwest corner of the basement, and allow it to run for five minutes. (It is behind the iron removal system.) ● Turn off the valve and rinse the valve with isopropyl alcohol. ● Open the valve and allow it to run for five minutes. ● With clean, gloved hands, open the container provided with the testing kit (DO NOT touch the inside of the cap or container under any circumstances) and fill the container to the upper line. (DO NOT overfill, or they will not analyze it.) ● Replace the cap. (Repeat the previous step if you are collecting the nitrate sample at the same time) ● Complete a sample analysis request form for each bottle so collecte, assigning a sample ID to each bottle. (The DATE followed by N for nitrate or C for coliform works fine, as long as the same ID that appears on the sample analysis request sheet is recorded on the corresponding bottle.) Keep the bottom copy. ● Write a check for the amount indicated on the analysis form (under $20) for each bottle. ● Using a Sharpie, write the sample ID number on each bottle, ensuring that it is identical to the one on the appropriate sheet.) ● Place the bottle into the included styrofoam container, and rubber band the request sheet and check to the outside of it. ● If sending the nitrate sample, place both in the cooler box with the frozen freezer packs, and overnight mail it to the laboratory in Lansing. (If you use USPS, the PO Box is fine. UPS will use the MLK Jr. street address, and that works as well.) (For the second quarter of operation, only a coliform sample is required, so repeat the process the first week of June, but you do not need the ice packs.)
11	Complete the Seasonal Certification form and sign-up for weekly pool water monitoring	The Start-Up Certification Form For Seasonal Noncommunity Public Water Supply (EQP6557) must now be completed and submitted to Wayne County. Also, sign-up with Wayne County Environmental Health to conduct the required pool water monitoring. This is available on their website.

12	Review inspection sheet from previous year and post the license	Review inspection sheet from previous year to insure that all requirements are met and to insure that all deficiencies have been corrected.
13	Install outdoor equipment	Put out or set up the following: ● Playground equipment ● Lawn chairs and picnic tables ● Rules signs ● Clean gas grills and fill propane tanks ● Spread sand/mulch in play area and volleyball court ● Plant flowers and other landscaping plants
14	Install sunshade	● The sunshades are stored in the Clubhouse. They should be marked "south" and "west" respectively. The shades are slightly different sizes and must be used in the location they are marked for. ● Place the rolled up shade on the ground between the two support beams and unroll completely. Fold out the shade to its full width (3 panels). ● Roll the end of the shade one turn around the 1 x 3 that is attached. Place the 1 x 3, with the end of the material underneath, on top of one of the cross beams. The tightening cables on the shade should be lined up with the eyebolts on the crossbeam. Nail the 1 x 3 securely into the cross beam with several nails. ● Repeat step 3 with the other end of the sunshade. ● Hook the ends of the tightening cables into the eyebolts at each end. While holding the cable so that it does not twist, tighten the turnbuckle until the cable is as taut as possible. If the cable cannot be made taut, loosen the turnbuckles, then loosen the nuts on the U-bolt clamps near one end, and pull a few inches of cable through to shorten it. Re-tighten the turnbuckles.
15	Repair or replace any cracked cement	Repair or replace any cracked cement. This is important because the Wayne County Health department inspector will flag any cement that is viewed as being dangerous (uneven joints, cracks that might cause cuts, etc.).
16	Verify Pool Office is set up	Perform an inventory in the Pool Office: ● Is the Pool Office Binder set up as per the CSC Form “Pool Office Binder Table of Contents”? ● Are there at least 100 CSC Member Sign-In Sheets in the Pool Office Binder?
17	Post Swim Meet Schedule	Contact CSC Swim Team Head Coach, get swim meet schedule, fill out the “CSC Swim Meet Schedule” form (or have him/her do so) and post it on the CSC Member bulletin board.
18	Update CSC Employee Paycheck Distribution Schedule	Update the CSC Employee Paycheck Distribution Schedule form with dates that paychecks will be released and post on the bulletin board in the Pool Office
19	Order Lifeguard shirts	Order Lifeguard shirts
20	Review regulations	Review and revise regulations referenced by the Operations Manual to ensure that they comply with current regulations.
21	Perform Orientation and Training for CSC Staff and Board	Perform Orientation and Training for CSC Staff and Board
22	Schedule weekly chemical delivery	Schedule weekly chemical delivery
23	Schedule bi-weekly water testing	Schedule bi-weekly water testing
24	Schedule annual boiler start-up	Schedule annual boiler start-up
25	Schedule annual pool inspection	Schedule annual pool inspection
26	Acquire Absopure water dispenser	Acquire Absopure water dispenser
27	Contact dumpster company	Contact dumpster company to begin dumpster pickup

BG-05: Closing The Pool and Swim Club For The Winter

Description:

The objective is to shut down the pool club for the winter. (All of the pool closure and building winterization steps are conducted by our pool contractor, per the signed agreement from the spring. Pool Director should contact the contractor in mid August to establish a date after Labor Day.)

Special Considerations:

- While performing shutdown operations, note any repairs that will have to be performed.
- Note: it is not adequate to just drain water lines. All water lines in building must be blown out with air and the spigots should be left open during the winter
- Note: water in all sink traps and toilet p-traps must be protected from freezing. Because the drains are connected to city sewer lines, the traps cannot simply be left removed from the bottom of the sinks as used to be done when connect to a septic system. Non-toxic antifreeze for RVs can be purchased at most hardware stores.
- Do not turn off power to the building. Power is required for the sump pumps, building alarm system, and lights when people enter the building to perform winter inspections.

SOP Process Steps:

Step	Title	Step Description
1	Solicit help two months prior to shut-down	Schedule fall work bee dates. Solicit help for fall work bee. Note that a good way is to include a note in the annual board meeting notice. Schedule closing date with pool contractor and schedule PODS delivery accordingly.
2	Prepare shut down schedule 2 weeks prior to shut-down	At least three weeks prior to pool shut-down, meet and agree on the following shut down schedule: ● Date pool will be shut ● Fall clean-up date ● Roles and responsibilities
3	Acquire cleaning and winterizing chemicals	Acquire the following: ● 3 gallons of cement cleaner that is used with power washers. This will be used to clean lawn chairs. ● 10 gallons non-toxic RV antifreeze. This will be used to fill toilets, sink traps, etc. This can be purchased at hardware stores, Home Depot, etc.
4	Organize logs for archiving	Make sure all log sheets and other reports are organized for the responsible CSC Board Member to pick up and archiving.
5	Clean and store pool furniture	Examine and repair chairs as necessary. Scrap any that are beyond repair. Power wash chairs using cement cleaner that's used with power washers. Experience has shown that products such as CLR, orange clean, are not very effective. Stack lawn chairs and store in an agreed-to place (in Clubhouse, under steel awning, etc.). Check with the CSC Board Member (Grounds) if you don't know where it goes. Note: cleaning can be done prior to the last day.
6	Store pool safety equipment	Clean and store pool safety equipment: ● Safety rope ● Ring buoys ● Pool poles ● Rescue tubes ● Nets ● Ladders (all ladders must be removed from pool) ● Starting blocks ● Etc. Make note of any equipment that will have to be repaired.
7	Shut down refrigerators and freezer	Clean and shut down refrigerators and freezers. Leave doors open and units unplugged.
8	Empty and clean trash cans.	Empty trash cans. Put trash out for collection. Scrub out all cans with chlorine bleach.
9	Store picnic tables	Stack picnic tables on patio. If wood, stand on edge so that water does not accumulate on top.
10	Store sunshade	Remove and fold sunshades. Mark "South" and "West" respectively. Store in Clubhouse.
11	Clean and store grills, propane	Clean grills and prep for storage. Store on linoleum in kitchenette. Propane tanks MUST be stored outside. Place them in one of the sheds.
12	Empty pop machines	Empty pop machine. Leave units unplugged and locked.
13	Store small equipment	Gather small equipment for winter storage. Place them in a covered storage tote bin and put on shelf in storage room. Note: the phone remains active throughout the year – don't store them away.
14	Store umbrellas	Store umbrellas in the Clubhouse.
15	Store rule signs	Take down rules signs from fence and store in Clubhouse.

16	Shut down pool equipment and boiler (conducted by pool contractor)	Shut down pumps and filters: ● Clean leaves, etc. from leaf strainer basket on next to pool surge tank. ● Backwash the filters and pump water out of pool so that top of water is 6 inches below top of pool gutter (just below top of bottom step in kiddie pool). The water level target is per instructions from Robertson Brothers – see 1995 Robertson Brothers letter in response to an inquiry from Fran Kearney – it's stored with 1995 board minutes. Note that a neat trick is to take the cover off the back-wash buffer tank and run the pumps in back-wash mode until the water level has been dropped to the proper level. Remember to replace the cover and lock up the back fence when the back-washing process is done. Maintain this level throughout the winter. ● Shut the manual butterfly valves (#3 and #4) from the main drain and the gutter so the basement won't flood. ● The boiler should be blown-out with compressed air to prevent damage due to water expansion. ● Drain the main gutter line. To do this, open the 2" valve on the bottom of the gutter main line (below valve #1). The 2" valve tends to get plugged with stone from the water running through it throughout the summer. A neat way to unplug this valve is to shoot a stream of water with a garden hose into it. (There's plenty of spigots around.) Once the stones are loosened, the water will gush out of the 2" valve. *** Leave this valve open during the winter so that water does not accumulate in the pipes and freeze. (Note that you may want to figure out how to channel water from this valve to the sump well rather than just have it drop on the floor. *** ● Drain the effluent line. Do this by opening the boiler valve (#36) near the wall. *** Leave the valve open during the winter – when it rains or snows in the gutter, the water has to go somewhere; otherwise it will freeze and crack the return line. (This happened in 2003 when HPM forgot to empty the line or at least leave it open.) *** ● Open the boiler drain valves (#1 and #2) on the return line and the gutter lines. These will take quite a while to drain. Leave the butterfly on the return line open. ● Drain out the sand filters by removing just the PVC cap (turn counterclockwise, as turning the opposite way will remove the sand plug, and the sand will all come out. This is bad. ● Drain and clean the surge tank. Scrape out all of the accumulated sand and gravel. ● Unscrew the drain plug from the filter effluent line (near drain plug #33?) (the bottom line, not the line to the backwash buffer tank – that line is always filled by the sump pumps. ● Unscrew drain plugs from the pumps and strainer. ● The contractor will shock the pool and install the cover. ● Turn off the basement exhaust fan once everything is dried out.
17	Clean rooms	Thoroughly clean: ● Pump room in basement ● Clubhouse storage room ● Office ● Indoor dining area, chairs, tables, etc. ● Outside deck ● Snack bar, refrigerators, microwave, etc. ● Clean bathrooms completely, from top to bottom, **after** pool closes.
18	Clean outdoor picnic tables	Clean outdoor picnic tables
19	Remove and store playground equipment	Remove playground equipment (swings, etc.) and store in Clubhouse.
20	Give away lost and found items	Throw away all lost and found or take to a charitable organization. Before doing so, verify with the responsible board member.
21	Take down shade cloths.	Take down shade cloths. Store in building.
22	Shut off basement pump room fan.	Shut off basement pump room fan. Install window closure at basement window where exhaust fan is located. Install insulation over basement ventilating fan.
23	Cover window above pool boiler	Cover window above pool boiler
24	Close vents and windows in locker rooms	Close vents and windows in locker rooms
25	Store leftover pool chemicals	Store leftover pool chemicals for the winter or dispose of.

		• Sodium Hypochlorite used to chlorinate quickly loses its effectiveness, so make sure any unused quantity is disposed of, so put it in the pool. • As with storing chemicals during the summer, always keep sodium hypochlorite and muriatic acid stored separately because they form "mustard gas" when combined. • Remove from the storage sheds all paints, weed killer, etc., that should not freeze and put them on the basement shelves.
26	Turn off water supply and blow out water lines (pool contractor)	Turn off water supply • Turn off well pump. The well pump electrical switch is a blue box located in the joists above the basement water heaters. The lever is <off> in the down position. Pressurize water lines with air • Connect 60-70 pound air supply (approximate) to gate valve located near well line inlet into building. Drain water from pipes • So that water won't be pumped through lines, the well pressure tanks must be emptied. Do this by opening the boiler valve (near the ground next to the pressure tanks) and the hot water heaters. While doing this, you can open other boiler drains in the basement as well. Blow out water line on fence perimeter, emergency eye wash and drinking fountain: • Make sure that the water lines are pressurized with air • Note that vacuum breaker is near ceiling in southwest corner of basement. Make sure gate valve in basement (below where well supply pipe enters wall) to outside line is open so that air will flow to outside line. Air should blow out of all fence line spigots (boiler drains). • Progressively shut off boiler drains in order to blow water out the whole length of the line. Open boiler drains on fence perimeter line (foot wash, hose spigots, sprinkler heads, manual gate valve to sprinklers east of pool). • Turn on the drinking fountain to drain the line. • Turn on the emergency eye wash to drain the line. • After all lines are drained, remember to open the water spigots attached to the sprinkler heads along the fence line. Drain water from automatic sprinkler lines on west site of CSC yard • Make sure that the water lines are pressurized with air • Note that vacuum breaker is outside, in front of (north side) of building. The three electric sprinkler valves are located in the ground in two round green boxes, on north side of front fence about 20' from west corner. • There are two ways to open the valves. Either cycle the valves at the sprinkler control panel, or turn manual knobs on sprinkler valves. Either way, confirm that water blows out of all sprinkler heads. Drain water heaters • Make sure that the water lines are pressurized with air • Shut off gas to each water heater. • Attach end one of hose to a water heater boiler drain and dump the other in the sump well. Open the boiler drain and drain water into sump well (you can also dump it on the floor, but it'll make a mess for a while). • Close the boiler drain and repeat process on remaining water heater. • Remember to open boiler drain after done draining pipes. Drain sinks • Make sure that the water lines are pressurized with air • Open all sink lines in each bathroom. There should be a total of three (3) in each of the two bathrooms, (1) in kitchen area, (2) in snack bar. • Pour non-toxic antifreeze in traps. Note that non-toxic antifreeze for RVs can be purchased at most hardware stores. Drain shower faucets • Make sure that the water lines are pressurized with air • Open all shower faucets. Don't forget the handicap showers – (2) in ladies', (1) in men's. • Pour non-toxic antifreeze into floor drains after the shower pipes are cleared. Shut off water softener tank • Empty, clean and sanitize salt tank next to water softener. • Unplug water softener.

		● *** Drain water softener if recommended for winterizing. Check Culligan owner's manual.*** Ice maker shut-down procedure ● Turn off at breaker for ice machine ● Turn off water supply to machine (located on wall behind the machine) ● Disconnect water line to icemaker. ● Remove two water filter cartridges and leave off. Discard cartridges if new ones exist. Clean cartridge mounting frame that cartridges screw into. ● Empty as much ice as possible from reservoir ● Leave reservoir door open to air dry remaining moisture ● After reservoir is dry unplug the drain pump (located on the floor behind the machine) and empty the drain pump of any remaining water Drain ice maker water supply line ● Make sure that the water lines are pressurized with air ● Open the ice maker water supply line to blow out the water line. Open hose bibs ● Make sure that the water lines are pressurized with air ● Two hose bibs are on outside of building – north and west side of building. ● Open hose bibs and drain. Leave open after they are drained. Drain urinals ● Make sure that the water lines are pressurized with air ● Flush urinals. ● Pour non-toxic antifreeze into basins. Drain Toilets ● Make sure that the water lines are pressurized with air ● Flush toilets to empty tanks. Air will blow through water lines and possibly refill the tanks with water, so plan on cycling through this process a couple of times. ● Pump water out of toilet traps. ● Pour non-toxic antifreeze into tanks and keep lever open so that antifreeze they fill the toilet. Pour non-toxic RV antifreeze into traps: ● Floor drains in men's bathroom and women's bathroom. ● Toilets in men's bathroom and women's bathroom. ● Urinals in men's bathroom. ● Shower drains in men's bathroom and women's bathroom. ● Drinking fountain on south outside of building. ● Sink in kitchenette ● Sink in snack bar Disconnect air supply and open all boiler drains ● With all lines now blown out, go back and open all boiler drains (sprinkler, sinks, showers, toilets, etc…)
27	Turn in keys	Remind all lifeguards to return keys to the office or supervisor.
28	Internet / Alarm	Call internet provider / suspends WIFI usage for off-season. Leave corded phone plugged in to prevent out of power busy signal
29	Lock all locks and doors	Walk around facility and ensure that all locks and doors are locked.
30	Turn on alarm and lock door	Turn on alarm and lock door
31	Locate portable pump	Locate portable pump to be used during fall or winter to lower water level to 6" below gutter 9due to rain, etc.)
32	Install cover boards behind pool boiler	Install cover boards over screen behind pool boiler.
33	Turn on basement gas space heater	Turn on basement gas space heater. Note that the gas line to the heater may have to be turned on. Also note that the thermocouple generates electricity when it's in a flame; that's why there is no electrical connection to the space heater or thermostat.
34	Determine if backwash buffer tank or septic tank need to be emptied out.	There is a 6000 gallon tank that acts as a "buffer" between the backwash filters and the city sewer. Because the water flows out of this tank very slowly, the sediment from backwashing collects in the bottom of the tank. The tank itself is about 10 feet tall. The influent pipe is 4" and is about 9 feet above the bottom. The effluent pipe is about 1 foot from the bottom. The effluent pipe is stopped down to a 1/2 inch orifice (via PVC reducers) and is connected to a 4" pipe that goes

		through the tank wall. The 4” pipe, in turn is connected to a 6” “Sewer and Drain / SD” pipe outside the tank. Note: the 6” pipe is not Drain Waste Vent / DWV – there’s a difference in pipe diameter). There is a septic tank in front of the building to the left of the sidewalk. This tank was not removed when the building was connected to the city sewer. It makes sense to leave this tank in because it is about an 800 foot run to the city sewer, and probably better to suffer the annual cost of pumping this tank out rather than having the sewer lines cleaned. Both tanks should be pumped out on an annual/bi-annual basis.
34	Return Absopure water dispenser	Return Absopure water dispenser (it is a rental item) and discontinue service for the winter.
36	Contact dumpster company	Contact dumpster company to stop dumpster pickup

BG-06: Building Water Supply (Well) and Water Softener

Description:

The objective is to ensure that water quality is maintained for health and safety purposes, and that CSC remains compliant with Michigan Department of Environmental Quality (MDEQ) regulations by submitting water well samples on a timely basis.

Special Considerations:

- The well water sample should be taken from the Snack Bar sink or at the boiler drain where the water well supply enters the basement – both supply non-softened water. The well water must be sampled once per quarter that the pool is opened (e.g.; Q2=April/May/June and Q3=July/August/September).
    - Q2: two (2) samples must be taken prior to pool opening. The two samples must be for both coliform bacteria and nitrates/nitrites. Both samples can be taken at the same time.
    - Q3: one (1) sample must be taken. The sample must be for coli form bacteria. A Nitrate/Nitrite sample is <u>not</u> required.
- Pool water must be sampled on a bi-weekly basis.
- The Water Source Serial Number (WSSN) for our well is 2002982. This must be on all documentation.
- If you take a sample yourself, a container for taking water samples can be picked up at the Wayne County Health Department, located at Wayne County Environmental (5454 Venoy Road; Wayne, MI 48184; Phone: 734.727.7400; Linda Malosh; Matt Koblylarz at 313.326.4900). Do not store the sample -- take it by car to the test lab immediately after taking the sample. The state test lab will test the sample in 24-36 hours.
- The water system in the Clubhouse and pool are supplied by a well located in the stand of trees on the southwest portion of the CSC property. An electric well pump, on the surface at the wellhead, pumps water to the Clubhouse. The well is regulated by the State of Michigan as a transient, non-community (Type 2) well.
- The pool fill line above the surge tank, the cold water for the snack bar side of the Clubhouse, and the sprinkler lines all feed off the line that comes in from the well and do not go through the softener.
- When they built the Clubhouse extension, the hose bib by the women's Clubhouse was connected to the softened water lines. Softener salts should not be combined with the pool chemicals, so this line should not be used to fill the pool.
- Individual shut-off valves are under every sink including the kitchen. Shut-off valves for water to the snack bar are in the cabinet to the right of the kitchen sink.
- The ice machine should be cleaned and serviced every two or three years. Evercold Refrigeration has done this in the past. Also, the ice machine filters should be drained each fall and replaced every few years. Also, softened water does not work well with the snack bar icemaker.

SOP Process Steps:

Step	Title	Step Description
1	Operation of the well pump	• A circuit breaker is located in the main circuit breaker box in the Clubhouse storage room. An electrical switch box with an external switch is mounted on joist in the basement (above the two blue pressure tanks). Both the breaker and the switch must be on for the well to operate. • The blue pressure tanks are used to maintain an even balance of water pressure and will help to reduce the number of times that the well pump has to cycle on and off. A pressure regulator attached to the pressure tanks will automatically shut the well pump off when the water pressure achieves the require PSI. A large blue gate valve handle near the ceiling above the hot water tank must be open to allow water flow to the pressure tanks. If the valve is closed, and no other outlet is open and flowing, the well pump will burn itself out trying to pump water.
2	Take well water sample on a quarterly basis	As indicated in the above “Special Considerations”, the water sample should be taken every quarter that the pool is open. Take the sample from the boiler drain where the well supply line enters the basement or at the Snack Bar sink. Before taking the sample, sanitize the faucet. The Michigan Department of

		Public Health official suggested running the flame from a lighter on the faucet. Run the faucet for 15 minutes first to get a clean sample from the well. Hand-deliver the samples, with payment, within 12-18 hours to the Michigan Department of Health in Lansing. The address is on the sample bottle box. Follow-up until sample results are returned. Do we have to do anything else? Where should we file the paperwork?
3	Water Softener	Culligan services the water softener. ● Water going to the Clubhouse side of the Clubhouse flows through the water softener. There are valves above the tank to let water flow into the softener or bypass it if necessary. ● Softener salts must be added periodically to the tub next to the softener. Consult the softener manual. ● Timer on the softener must be reset if power goes off.
4	Gate valves and drain plugs	● Gate valves for the Clubhouse plumbing, both hot and cold, are located behind the hot water tanks. When starting the system in the spring, be sure to install the drain plug at the end of the hot water pipes.

4.5. Pool and Equipment (PE) Standard Operating Procedures (SOPS) and Forms

PE-01: Backwashing the Pool Filters

Description:

The objective is to keep the filters clean so that filters will operate at their optimal capacity.

Special Considerations:

- The filters can run for several days at 8 PSI, so when pressure starts rising, it is an indication that the filters are becoming plugged. Backwashing should be done when to keep filter pressure below 12 lbs. so that pool surge tank will not overflow.
- So that the city sewers don't flood when we backwash the filters, the backwash pipe feeds into three (3) 2000 gallon tanks, which in turn feed water into the city storm sewer. The 6000 gallon capacity of the tanks allows for backwashing for a maximum of about 7 minutes.
- Water is circulated via dual 7.5 hp single-phase electric motors. Both motors should be turned on at the same time to prevent damage to the water impellers.
- The state mandated water turnover period is 6 hours. CSC is grandfathered to have a longer turnover period based on the fact that the pool was refurbished in 1994, and this was before the 6-hour turnover period was instituted. The actual turnover period for the pool is 6.5 hours if filters are run at their rated capacity of 560 GPM. The actual turnover period is 4.3 hours when pool pumps are running at maximum flow rate of 850 GPM and the filter back pressure is 8 PSI.

SOP Process Steps:

Step	Title	Step Description
1	Shut off Pool Boiler	Shut off pool boiler; wait 5 minutes (on/off switch is on side of boiler)
2	Shut off pumps	Shut off Pool Pump – set switch to OFF
3	Adjust valves for backwash	Set valves #18, #19, #24 and #25 to "Backwash"
4	Clean strainer	Close Valve #12 and #16 Remover strainer cover, clean strainer, replace strainer cover Open Valve #12 and #16
5	Restart pool pumps	Adjust volume control valve #16 to partially open Start pool pump – turn motor starter to "Manual" then release it. Adjust volume control valve #16 to wide open.
6	Time backwash period	Run pumps for 5 minutes. Monitor clarity of water in filter domes. If it is fairly clear after 5 minutes, stop backwashing. Note: It is CRITICAL that flow is shut off after 7 minutes so as not to overfill the sewer holding tanks and cause a backup into the system. The holding tanks hold 6000 gallons and will take 6 hours to empty.
7	Shut off pumps	Shut off pumps – press red push buttons on motor power panels
8	Adjust valves for normal operation	Set valves #18, #19, #24 and #25 to "Normal Operation"
9	Start pool pumps	Adjust volume control valve #16 to partially open Start pool pump – turn motor starter to "Manual" then release it. Adjust volume control valve #16 to wide open.
10	Adjust pool water level	Check pool water level. If necessary, fill pool from water filler pipe that is above surge tank. Fill pool until water level is 1/2 inch below gutter level. Remember to shut off the water filler pipe.
11	Turn pool boiler on	Turn pool boiler on
12	Record time of backwash and amount added	Record backwash time, current flow rate and amount of water added on the Daily Maintenance Checklist and MDEQ Monthly Pool Operation Report

PE-02: Adjusting Pool Temperature

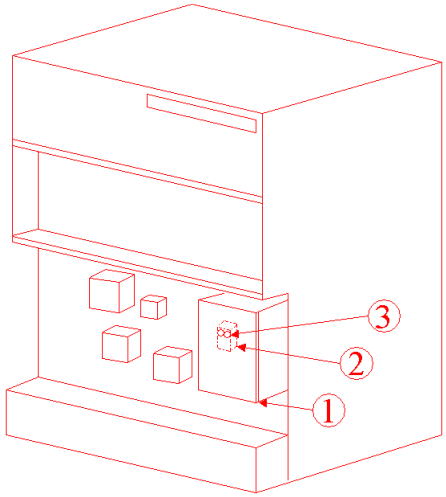
Description:

The purpose of this process is to provide instructions for adjusting the boiler settings and to provide instructions for diagnosing the cause if the water boiler does not turn on.

Special Considerations:

- The ideal pool temperature is 83 degrees; with the acceptable range is 78-84 degrees. The American Red Cross recommends 83 degrees during swim lessons so little children can focus on the lesson and not on how cold they are. This is especially important during the first few weeks of operation because it's very cold in the morning when swim lessons and swim team practice occur. High schools and colleges tend to run their pools colder than 83 degrees, with the theory that the swimmers can perform better during competition.
- Experience has shown that keeping the pool properly heated requires a fundamental understanding of how the boiler components work. It is strongly suggested that anyone who has responsibility for running the boiler read the boiler owner's manual in order to gain an understanding of the boiler components. In particular:
    - Two thermostats on the front of the boiler control (1) the boiler influent water temperature at which the boiler turns on and (2) shut the boiler off when the boiler effluent water temperature exceeds the upper limit. To keep the boiler running continuously (e.g.; not constantly cycling), you have to adjust the diverter valve to provide enough water volume to ensure that water does not heat up past the upper limit. The diverter valve is upstream of the boiler line; it's located in the basement.
    - To minimize stress on the boiler components, the appropriate high temperature limit setting is 15 degrees above the pool water temperature. For example, if the pool water temperature is 82 degrees, then the high temperature limit should be set at 97 degrees. See the section titled "To Start Up System" in the Teledyne Laars Hydronic Boiler manual for more information.
    - Ideally, you want as much water volume to go through the filters as possible. When the boiler is not being run, open the diverter valve wide-open.
- Note that during normal operation, the water pressure is 28-32 lb. when the diverter is set so that water goes through the boiler, and 22 lb when the diverter valve is wide open and the boiler is not running.
- For further details, see the Pool, Equipment, Building and Grounds Documentation Binder for the manufacturer-provided manual.

SOP Process Steps:

Step	Title	Step Description
1	Normal Operation	The boiler can be turned on/off by flipping the on/off switch between the <on> and <off> positions. The switch is mounted on the right hand side of the pool boiler.
2	Adjusting Pool Temperature Step #1 - Open Thermostat Cover	If the water temperature is to be raised, you will need to access the thermostats. The pool boiler thermostats are located under two covers on the front of the pool boiler. The diagnostic process steps in this SOP indicate that you indicates To access thermostats: 1. Lift cover up 2. Pull small 2" x3" cover straight out 3. Thermostats are directly visible 
3	Adjusting Pool Temperature Step #2 – Set Thermostats	To adjust thermostats: • The thermostat located on the left in the control box on the front of the boiler is analogous to the thermostat in a house. If the pool temperature goes below this setting, the boiler will go on. This thermostat sets the target water temperature. • The thermostat located on the right in the control box on the front of the boiler sets the high temperature limit. This thermostat indicates the temperature at which the water boiler should shut off so that it does not overheat. The appropriate high temperature setting is 15 degrees above the pool water temperature. For example, if the pool water temperature is 82 degrees, then the high temperature limit should be set at 97 degrees.

		See the section titled “To Start Up System” in the Teledyne Laars Hydronic Boiler manual for more information.
4	Diagnosing why boiler does not turn on	If the pool boiler does not come on, there are a number of items that should be verified -- each item must be true for the pool boiler to turn on: ● The pool boiler must be plugged in. The plug can be plugged into either of the duplex outlets to the right of the pool boiler. ● The pool boiler on/off switch must be set to the <on> position. ● The thermostat located on the left in the control box on the front of the boiler is analogous to the thermostat in a house. If the pool temperature goes below this setting, the boiler turns on. The current pool temperature is taken from water coming into the pool boiler from the pool filter. ● The thermostat located on the right in the control box on the front of the boiler sets the high temperature limit. This thermostat indicates the temperature at which the water boiler should shut off. So that the boiler is not stressed, the appropriate high temperature setting is 15 degrees above the pool water temperature. ● The diverter valve (#32 on Pool and Equipment diagram) in the basement must be set so that enough water passes through the boiler. Experience has shown that this requires the diverter valve (downstairs) to be shut between 2/3 and to ¾ for enough volume to turn the flow volume switch on as well as provide enough volume for the upper temperature limit not to be reached during operation. The water flow volume switch is mounted on the boiler inlet water pipe (located to the right of the pool boiler) that senses the water coming through the pipe. If the boiler is turned on and the volume of water coming through the pipe is too low, this switch will sometimes be heard to “click” numerous times, and people will remark and wonder what that noise is. If you intend for the boiler to run, adjust the flow so that the flow switch does not repeatedly toggle on/off. ● The two gas valves near the boiler and must both be turned on. One is for the pilot light and the other is for the main burner. ● The gas pilot light attached to the gas line must be lit.

PE-03: Balancing Influent Flow Volume At Fisher Valves

Description:

The objective is to balance the volume of influent water between the gutter and bottom drain based on the volume of swimmers.

Special Considerations:

- The Deltrol needle valve (located between the two water flow regulators) is used to balance the Fisher automatic control valve opening amount.
- To help ensure that the basement will not flood during power outages, occasionally turn off the pumps to verify that the Fisher valves close automatically. Leave the pumps off and monitor water level in the surge tank for several minutes to make sure that the Fisher valves are 100% closed.

SOP Process Steps:

Step	Title	Step Description
1	Determine desired flow volume	Under ideal situations where you have total control over volume of water that can flow from main drain and gutter, the volume of water into the surge tank should be based on the characteristics of the pool use: ● Under normal usage conditions, a 50%-50% balance between gutter and bottom filter is desirable ● Under high volume usage conditions (swim practice, swim meets), a much higher gutter volume, say 80%-20%, is desirable. This is because oils tend to be at the surface during high volume usage. The reality is that because of its design, the volume of water flowing into the surge tank won’t ever get above 30%. So – you would ideally balance the volume to always favor as much water from the gutter as possible to come close to the above target volumes.
2	Adjust volume to Fisher valves	The volume of water to the Fisher Valves should be adjusted so that when the main drain ball float in the surge tank is wide open, the pressure on the Fisher valve goes to zero (0) lbs. This is because the spring controlling the Fisher Valve is rated at 0 – 16 lbs. If you don’t set the volume so that it goes to zero lbs, the Fisher Valve will never fully close. To adjust the volume, adjust the in-line gate valve on the 1/2 “ water line from the pool pump to the Fisher Valves.

3	Check Current Flow Volume	The Fisher automatic valves have a dial indicator located on the side of them. Compare the amount that the two valves are opened.
4	Adjust flow volume	Adjust the Deltrol needle valve to balance the valve opening amount to achieve the desired flow volume.

PE-04: Pool, Equipment and Facility Survey

A simplified view of the pool filtration and sanitizing system is shown in the following diagram.

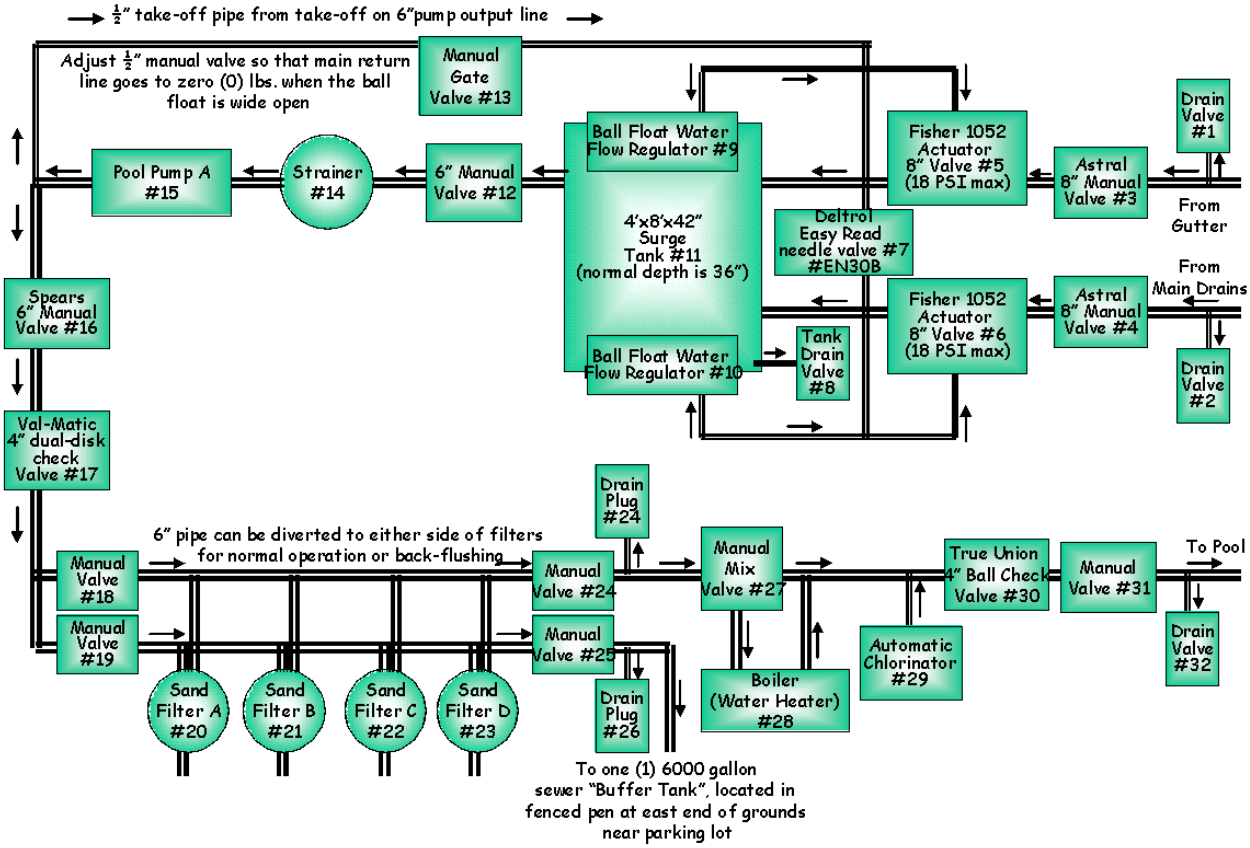


Figure 6 - Pool Filtration and Sanitizing System Diagram

Survey Topic	Value
e	ober 5, 2002
veyor	n Maslyk
l Name:	ony Swim Club, Inc.
ner:	t Ownership - Owned by Swim Club Members
ation:	Colony Swim Club, Inc. P.O. Box 700313 8300 North Beck (between Joy Road and Warren) Canton, MI ???TBD
e of Pool	Outdoor Pool
l Phone	734-459-4333
rd Member Phones:	
lder:	Original Builder: Starlite Pools, Inc. 28635 Northwestern Highway Southfield, MI 48076 Birmingham Phone: 313-357-1111 Detroit Phone: 313-444-4777 Blue Prints are Dated April 23, 1965 Renovated by: Robertson Brothers Pool Service / Bill Robertson 3160 Haggerty Rd #P, #R West Bloomfield, MI

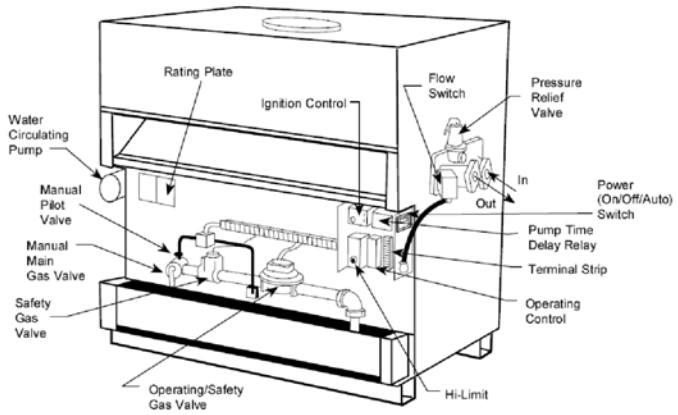
	phone #1=248-669-9070 phone #2=734-996-8985
e Completed:	Pool initially built: 1965 Major pool renovation: 1994
e of Pool Shell Finish:	Gunnite with Pebble Tec© surface
oining or separate facility:	Pool Club is separate from swimming pool
ility includes:	Snack Bar: yes 2 storage areas staff locker room 1 diving board combination sitting area / indoor eating area next to snack bar 2 water slides 1 permanent shade structure around pool 2 canvas shade structures around pool Spa: no Exercise Area: no Small Craft Equipment: no Spectator Area: no First Aid Room: no SCUBA equipment: no
perty Size	The legal description of the Colony Swim Club lists Colony as having 5.91 acres of property. It is zoned R2.
l Design and Dimensions:	Single pool broken into 3 areas: ● Kiddie pool: 34’ (northwest to southeast) x 28’ (southwest to northeast) x ??d ● Main pool: 34’ (north-south) x 82’6” (east-west), depth is a constant slope from ?? ft on east end to ??ft on west end ● Diving well: 33 ft. (north-south) x 46 (east-west), depth from ?? ft to ??ft
l Surface Area:	● Kiddie pool: 34ft. x 28 ft. = 952 sq. ft. ● Main pool: 34 ft. x 82 ft. 6 in. = 2805 sq. ft. ● Diving well: 33 ft. x 46 ft. = 1518 sq. ft. ● Total (kiddie + main + diving well): 5275 sq. ft. ● Note: All dimensions are taken from blue print. Pool surface area is approximate due to odd shape of diving well and kiddie pool, and step areas.
l Volume:	219,000 gallons
l Capacity:	Posted capacity is 360 people
le Rate of Flow:	219,000 gallons / 360 minutes = 609 GPM
ual Rate of Flow:	560 GPM at rated capacity of filters
le Water Turnover Rate	6 hours
ual Water Turnover Rate	6.5 hours if filters are run at rated capacity of 560 GPM
ge Tank Capacity	Dimensions of over-all tank: ?? x ?? x ?? = cu ft Dimension at normal capacity: 48x96x36 (low) → 48x96x42 (high) 720 gallons at normal capacity
l Bather Load (state code)	
l Maximum Load (state code)	
l Club Maximum capacity (4x pool maximum)	
irculation system	Overflow to pool: ?? Overflow to surge tank: ?? Overflow to waste: ?? Inlets (number, location, pipe size): Drains (number and location): 1 at bottom of pool diving well Drain pipe size: 8” Type of overflow: surge tank in basement Piping diagram: see diagram at top of this section Backwash goes to: three 2000 gallon buffer tanks, then to city sewer Valves: ● Manual shut off at head from pool: 8” Astral butterfly (#3 and #4 on diagram)

	• Fisher 1052 actuators attached to 8” Bray butterfly (#5 and #6 on diagram). Attached “Clay Valves” are operated by Fisher 1052 actuators – they are also called pilot valves. • 6” wheel-operated between surge tank and leaf strainer (#12 on diagram) • Spears 6” PVC butterfly flow regulator (#16 on diagram) • 4” Dual Bronze Disk Check Valve (#17 on diagram) Body=C.I., trim=1304, manufacturer=Val-Matic, Elmhurst, Illinois • 4” butterfly valves to control backwash (#18, #19, #24 and #25 on diagram), mfg=DeZurik, Sartell, Minnesota 56377, model=9076722, body=C.I., Seat=55 and/or 66 • 4” butterfly manual mix valve to pool boiler (#28 on diagram) • 4” True Union ball check valve (#30 on diagram), EPDM O rings • Deltrol EN30B needle valve (#14) Note: if you every have to replace gaskets, make sure that they are neoprene as opposed to rubber. Underground piping: 8” PVC schedule 80 (pipe walls are 1/2” thick) Type and location of flow meters: • 1 – located between pool pump and pool filters Flow rate beginning of filter run: 560 GPM when pool pumps are running at full capacity and effluent pressure is 15 PSI
l Pump and pump motor starter with built-in breaker	Note that the State of Michigan typically requires a minimum of 70 feet of head for any new pool pumps that are installed. Pump: Motor Starter:
ainer	Make: US Filter - National Line™ NSS Series 6” FRP Non-Corrosive Fluid Straining Systems by Vivendi Water Company This is a fiberglass strainer with a lid that has clear acrylic so you can look in and see the amount of garbage in the strainer. Note that the pool company installed a 6” to 5” reducer to match up with the influent flange on the pump. Note: the manufacturer specs this strainer at 30 psi and maximum flow rate of 450 GPM. (The filters are capable of 560 GPM and that is the rate that the pumps run at.) Model: NSS-10-030-0606 (6” inch influent, 6” effluent) Manufacturer: Stranco Products P.O. Box 389 Bradley, IL 60915 U.S.A. 800.882.6466 phone 815.932.8154 phone fax 815.932.1760 fax http://www.stranco.com
ers	Make: Triton Permanent Media Water Filter Model: TR 140 Minimum vertical clearance = 52 IN. Minimum horizontal clearance = 56 IN. Filter tested at 80 PSI during manufacturing Maximum rated pressure=50 PSI Maximum operating temperature = 120 degrees

	Rated Flow Rate: filter/backwash = 140 GPM Manufacturer: Pacific Fabrication Inc. (PAC-FAB), Subsidiary of Structural Fibers, Inc. Sanford, North Carolina 27330 Manufacturer Phone: 1-800-833-3692 Date of installation: 1994 Type: sand and gravel Filter Design flow rate (GPM/sq ft): 140 GPM/filter Filter surface area: 6.9 SQ. FT. each Total number of filters: four Total surface area: 27.6 SQ. FT. Filter operates 24 hours/day during swim season
ıges	Flow Meter: ??? Water Pressure ● Make and model: water gauge (0-60 PSI range) Manufacturer: Harvard Location: 4 total, each mounted on top of sand filter Gauge reading at beginning of run: 8 PSI Total operating head: ?? PSI
ɛmicals Used For Pool Treatment (type, storage location)	● Sodium Hypochlorite Solution 12.5% (inert 87.5%) Product Name: Krystal Kleen by: Northwest Pools, Inc. Suite M Toledo, Ohio 043617 Phone: 419-843-5551 Container Supplier: Meese Orbitron Dunne Company (container manufacturer) Phone: 1.800.829.4535 TBD ● PROTech Maintenance Algaecide 50 Contact: Liga Zebauers WINDO EXECUTIVE DIRECTOR 6934 East 1st Ave., Suite 101 Scottsdale, AZ 85251 Toll Free: 888-251-5067 Phone: (480) 945-4155 FAX: (480) 874-1508 E-Mail: LZ-WINDO@email.msn.com Part of Wholesale Independent National Distributors Organization (WINDO) ● Muriatic Acid (31.45 % / technical grade) Product Name: Sta Bright pH reducer by: Chem Bright Industries Brighton, MI Instructions: add 1 cup per 10,000 gallons to reduce pH by ??? (used to lower pH) ● Flocculant: Product Name: Sea Klear 4-in-1 Clarifier Made from reclaimed Pacific Northwest Crab Shells Clarifies cloudy water Prevents metal stains and scale Eliminates oil and scum lines by: Vanson Products Phone: 1-888-2-VANSON ● Sodium Bicarbonate No. 5 by: Arm & Hammer Manufactured by Church & Dwight 469 N. Harrison St. Princeton, NJ 08543-5297 ● Soda ash: by: ??? Used to increase pH Also, muriatic acid SDSs recommend that Soda Ash be used to neutralize muriatic acid spills ● Isocynanuric Acid 98.5% make=PROtech Pool Stabilizer by: Windo

	suite 200 Post Place West 721 Boone Spokane, WA 99201 ● Isocyanuric Acid 98.5% Make=Aqua Guard Swimming Pool Water Conditioner Water Conditioner (granular) by: Allied Universal Corporation 8350 N. W. 93rd Street Miami Florida 33166 Phone: 305.888.2623 volume: 3 LB per 10,000 gallons the dosage on the label will provide 30 PPM of cyanuric acid maintain cyanuric acid level of 30-50 PPM using a suitable test kit
orine Feeder:	Type of chlorine (Cl_2) used: Sodium Hypochlorite Method of introduction: automatic feed Manufacturer: PulsaFeeder, A Unit of IDEX Corporation 27101 Airport Road Punta Gorda, FL 33982 Phone: 941-575-3800 / 800-333-6677 Fax: 941-575-4085 / 800-456-4085 Make: Mec-O-Matic Pulsafeeder Model: Dolphin 50 Part Number: UD-50-XA-LSAUXXX PSI: 25 (max) @ 1.0 bar Amps: .62 Volts: 115 Feed Rate: up to .68 – 60.0 gallons per day Local Dealer: Professional Pump Phone: 734-394-7878 Belleville, Michigan
emical Testing:	Test Kits (test kit, instrument, make/model): ● ●
l Chemistry Preferred Readings	The ideal pool chemistry levels in the pool water when the pool is in normal use is: ● Free Chlorine: 2.0 PPM to 3.0 PPM ● pH: 7.2 to 7.6 ● Total Alkalinity should be kept between 80-120 PPM. ● Cyanuric Acid Test should be kept between 30 - 70 PPM. ● Calcium Hardness should be kept close to 200 PPM.
nufacturing Safety Data Sheets	MIOSHA-required SDS location poster, SDS List poster, regulations ● Location #1: Pool Office Bulletin Board Location #2: Pool Office Binder – a form in the Operations Manual MIOSHA-required Hazard Communication Control Program ● Location #1: Pool Office Binder – a form in the Operations Manual MIOSH-required SDS sheets: ● Location #1: Pool Office Binder Location #2: CSC Recording Secretary has a copy The following chemicals are used at CSC: ● Chlorine (14.7%): stored in 50 gallon drums in the basement ● Muriatic acid: stored in storage shed ● Soda ash: stored in shed For safety purposes, Chlorine should always be stored separately from the Muriatic acid and Soda ash.
ease and Accident Prevention:	Bacteriological checks (describe): ● Bi-weekly pool bacteria test by Environmental Support Services, LTD. ● 2 water well and nitrate/nitrite and bacterial tests performed prior to pool opening (Q2) ● 2 water well bacterial tests performed in Q3 ● No pool or well tests performed during Q1, Q4 Showering required and enforced: somewhat enforced Admission refused for open wounds: yes

	Admission refused for infections: yes Admission refused for disease: yes Conspicuous signage indicating health rules (list location and description): yes Conspicuous signage indicating pool and safety rules (list location and description): (1) outdoor Clubhouse wall that faces pool. On fence behind diving well. Bloodborne Pathogens Exposure Control Plan: ● Location: Pool Office Binder – a form in the Operations Manual Bloodborne Pathogens Refresher Training: performed annually at staff orientation and training Bloodborne Pathogens – line item in "CSC Staff Orientation and Training Plan": ● Location: Pool Office Binder – a form in the Operations Manual Personal Protective Equipment: ● Location: Pool Office / Front Desk Make: Latex Gloves Model: Prime Source Hands-Off Latex Disposable Gloves or equivalent Blood and Bodily Fluid Clean-Up Kit: ● Location: Pool Office / Front Desk Model: Kit #320100 By: TolCo Corporation 1920 Linwood Avenue Toledo, Ohio 43614
lth and Safety / First Aid	Emergency Response Plan: ● Location #1: Pool Office Bulletin Board Location #2: Pool Office Binder – a form in the Operations Manual Emergency Procedure SOP (combine with Emergency Response Plan?) ● Location #1: Pool Office Bulletin Board Location #2: Pool Office Binder – a form in the Operations Manual Contingency Plan: ● Location #1: Pool Office Bulletin Board Location #2: Pool Office Binder – a form in the Operations Manual First Aid Kit: ● Location: Pool Office Model: Be Smart Get Prepared First Aid Kit
her/Swimmer Use of Swimming Pool:	Water babies (0-5): 5% Students (6-14): 50% High School (15-18): 20% Young Adults (19-26): 10% Seniors (50+): 15%
cent of scheduling:	Recreation: 89% General Instruction (American Red Cross "Learn to Swim" classes): 10% Specialized Programs (swim meets): 1% Unique Programs (specify): 0%
l Boiler:	Source of energy: natural gas Boiler serial number: R352210 Type (make and model): TBD Manufacturer: Teledyne Laars Installation Date: TBD BTU output: 1.4M BTUs Inspection date: June 14, 2002. – by law, the next boiler inspection one should be in 3 years. Pool Water Temperature target: 82 degrees No energy recovery system installed

	
ement Air Ventilation System:	Source of energy: electric Equipment: fan mounted in basement window
l Bottom Cleaner:	Type (make and model): How often vacuumed: Schedule: Satisfactory?
n's Locker and Showers:	Number of showers: TBD Shower sq. ft.: TBD Shower decking surface: TBD Shower Area Lights: TBD Locker room sq. ft.: TBD Locker Room decking surface: Locker Room Benches: 1 (movable) Number of toilets: 3 Number of urinals: 3 Number of lockers: 0 Number of sinks: 3 Locker Room Lights (type, number, watts): GFI Electric Outlets (quantity, location): Method of cleaning: see Standard Operating Procedures (SOPs)
men's Locker and Showers:	Number of showers: Shower sq. ft.: Shower decking surface: Shower Area Lights: Locker room sq. ft.: Locker Room decking surface: Locker Room Benches: 1 (movable) Number of toilets: Number of lockers: Number of sinks: 3 Locker Room Lights (type, number, watts): GFI Electric Outlets (quantity, location): Method of cleaning: see Standard Operating Procedures (SOPs)
l Operator and Facility Management:	Number of NSPF Certified Pool Operators: 1 (Pool and Equipment Director) NSPF Certified Pool Operators Required? NO Operations staff (list number/training by role): ● Pool Manager: ● Pool Co-Manager: ● Assistant Pool Manager: ● CSC Lifeguard: ● CSC Board: Chain of command: Pool Manager has responsibility, accountability and authority for: ● Select staff: yes

	• Train staff: yes • Create work schedule: yes • Establish budget for pool operations; no – done by CSC Board • Establish parameters for pool temperature: yes • Control pool chemistry: yes • Maintain records: yes • Establish maintenance schedule: yes • Close pool if code not being met: yes
l Staff Orientation	See SOP titled "Orientation and Certification Program" and form titled "In-Service Training and Certification Checklist" for details.
omatic Sprinkler	Make = 4 zone Sprinkler Timer Model=ISA304 Manufacturer=Rain Bird
ter Heaters	WH #1 make=, model=5V50-2 gas fired water heater, MFG=Richmond, 72 GAL WH #2 make=, model=7K50 gas fired water heater, MFG=Richmond, 74 GAL
l Pressure Tanks	Pressure Tank #1 make=WellXTrol, Manufacturer=Amtrol, W. Warwick, RI USA model=WX-302 gallons= Installed by Horton Plumbing on 06-24-2002 Phone: Pressure Tank #2 make=Mark IV model=CM17002 gallons= Installed by Bentley Well and Pump Service Phone: 474-5989 Phone: 685-8046
ter Softener	Model=01002021 volts=120 Hz-60 Watts=45 Manufacturer=Culligan Northbrook, Illinois
m Team Starter	Model=INF-SS Manufacturer=Colorado Time Systems, Inc. 1551 East 11th Street Loveland, CO 80537 USA Sales: 1-800-279-0111 Service: 1-800-CTS-0653 FAX: 970-667-0988
ctrical	Main Breaker located in Pool Office: • Main Breaker: 200 AMP, located in Pool Office Subpanel "A" located in storage room • 1 & 3 (double breaker): 30A, well pump • 2: 15A, Sump Pump • 4: 15A, Women's Bath Lights • 5 & 7 (double breaker): 60A, Feed to Subpanel "B" in Kitchenette • 6: 15A, Bathroom Vent Fans • 8: 15A, Store Room and Pool Office Lights • 9: 15A, Plugs (may also be outside spotlights *** verify***) • 10: 15A, Basement (next to surge tank) • 11: 15A, Bathroom Plugs (girls bathroom and men's bathroom ***verify***) • 12: 15A: Men's Bath Lights • 13: 15A, Alarm and Basement Lights • 14: 20A, ??? • 15: 15A, Pool Boiler

	● 16: 20A, ??? (may be outdoor globe lights ***verify***) ● 17: 30A, Plugs ● 18: 20A, ??? ● 19: 20A, Women's Hair Dryer ● 20: 20A, ??? ● 21: 20A, Men's Hair Dryer ● 22: 20A, ??? (***verify*** may be plug for pool vacuum – don't know where) ● 23: 20A: pop machines ● 24: 20A, Downstairs Plugs ● 25 & 27 (double breaker): 60A, Pool Pump B ● 26 & 28 (double breaker): 60A, Pool Pump A ● 29: open ● 30: 20A, pool lights ● 31-40: open Subpanel "B" located in Kitchenette ● 1: 20A, (front counter plug for Hostess***verify***) ● 2: 20A, Coke Machine (***verify***) ● 3: 20A, Office and east wall outside ● 4: 20A, (***verify*** counter plug – 1st plug by sink) ● 5: 20A, (***verify*** east wall plugs – cooler corner and outside plug) ● 6: 20A, (***verify*** microwave) ● 7: 20A, (***verify*** south wall plug and outside plug) ● 8: 20A, (***verify*** coffee pot) ● 9: 20A, (***verify*** counter plug) ● 10: 15A, (***verify*** sink hood) ● 11: 20A, (***verify*** refrigerator plug) ● 12: 15A, Lights (***verify*** front hall lights and front door light) ● 13: 20A, Ice Machine (***verify***) ● 14: 20A, (***verify*** patio lights and east spotlights) ● 15: 15A, Pool Office ● 16 15A, (piggy back #1): Snack Bar ● 16 15A, (piggy back #2): Snack Bar Lights / Fan ● 17: 20A, Snack Bar plugs ● 18: 15A, Snack Bar Air Conditioner ● 19 & 20 (double breaker): 20A, Snack Bar plugs
ement Insulation	Manufacturer: Reflectix, Inc. P.O. Box 108 Markleville, IN 46056 phone=1-317-533-4332 phone #1=1-317-533-4332 phone #2=1-800-try-foil / 1-800-879-3645 fax=317-533-2327 Product: Reflectix Insulation Product ID BP48025 16511 34001
ılk between cement joints	Manufacturer: The Euclid Chemical Company 19218 Redwood Road Cleveland, Ohio 44110 Product: Eucolastic one part urethane self-leveling sealant

PE-05: Pool/Equipment Problems and Resolution

Common problems that might occur are described in the following table[12]. In each problem area, a cause or identified problem is listed. For each cause or identified problem, preventive steps appear that may eliminate or reduce the problem. By no means are these the only problems an operator may face, nor are the corrective steps the only solutions. These solutions have been found effective for these common problems. Again, experience, in addition to the chrematistics of CSC, determines the action to be taken. The following is a simplified guide designed to assist in solving or resolving a problem and is a means of demonstrating cause-and-effect relationships in operation and maintenance.

Problem Area	Problem	Preventive or Corrective Steps
Hydraulics	Pool flotation or movement, cracking pool sides or bottom	● Do not drain pool when subsurface water table is high because of continuous rains, low terrain subject to runoff, winterizing and discharging large sums of water on the ground in the immediate area of the pool, or an ineffective or missing hydrostatic valve in the main drain.
	Constant low water level in surge tank and vacuum filter tank.	● Consider float control valves for adding fresh water.
	Howling sound from pump cavitation.	● Increase head pressure by throttling back on valve following pump. ● Check for blockage on suction side (e.g.; leaf strainer). ● Make sure needle valve is adjusted so that adequate water volume is entering the surge tank ● Make sure the Fisher control valve is working properly to allow adequate water volume to enter the surge tank
Electrical	Continued power short circuiting	● Disconnect or trip breaker switch to off. ● Call a qualified service technician.
	Can feel electrical current but no shock	● Cords on deck lying in water can discharge low currents. String cord above deck.
	Sparks or smoke	● Turn off immediately. ● Call a qualified service technician.
	Hot, growling or vibrating motor	● Bearings need lubrication. ● Bearings need replacing. ● Coupling connection out of balance; stop motor and balance.
	Lights dim	● Determine what equipment causes the change. ● Check voltage demands to that supplied. ● Check for short circuiting of appliances.
Mechanical	Valves turn hard	● Lubricate valve stem.
	Excessive water leaking around valve stem	● Tighten packing nuts. ● Replace packing.
	Pump is not moving water	● Prime pump. ● Clean skimmer or hair and lint screen. ● Check impeller. ● Also see diagnostic chart for low water flow volume (below) ● Also see diagnostic chart supplied with Sta-Rite pump owner's manual (located in Pool, Equipment, Building and Grounds Documentation Binder)
	Excessive leaking at pump	● Tighten packing. ● Replace packing if tightened to maximum.
Temperature	Changes in pool water temperature	● Check boiler thermostat. ● Check boiler efficiency and operation.
	Cold showers	● Check water heaters ● Limit length of showers
	Warm pool water	● Drain and add water. ● Aerate.

[12] The problems and possible actions are adapted from the Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF).

Humidity	Shower and locker rooms	• Check exhaust fans. • Open windows for cross ventilation.
Pool Shell	Losing water more than 1" per 24 hours during non-use	• Use SCUBA and a squirt gun with bluing or food coloring; squirt around outlets and inlets; observe movement of color. • Repeat above joints at deep end. • Observe area around pool for wet soil and broken pipes.
	Slippery sides and bottom	• Super chlorinate to 8-10 PPM • Brush area to eliminate potential algae growth. • Consider adding algaecide.
	Stains around inlets	• Adjust pH (too low or corrosive).
	Stains	• Brown, blue or black on plaster shell (metals such as iron, copper and manganese); low pH causing erosion of metal components; add sequestering agent which may remove new staining, or drain and acid wash pool. • If stain is in one spot, weight down/attach vitamin C tablet(s) next to stained area to eliminate stain.
Pool Water Clarity/Color	Pool and heavy loads	• Increase free available chlorine (FAC) to 3.0 PPM prior to load. • Check filter efficiency. • Check turnover rate. • Test water every hour.
	Dull or gray for a period of time	• Super chlorinate to 8-10 PPM. • Check filter efficiency.
	Heavy bather loads	• Increase free available chlorine (FAC) to 3.0 PPM prior to load • Check filter efficiency • Check turnover rate • Test water every hour • May have to super chlorinate
	Dull or gray for a period of time	• Super chlorinate to 8-10 PPM • Check filter efficiency
	Calcium hardness is high	• Drain water and add fresh
	Total Dissolved Solids (TDS) too high	• Add flocculent
	pH too high	• Adjust as per instructions in Operations Manual section titled "Pool Chemistry Testing and Treating"
	Total Alkalinity too high	• Adjust as per instructions in Operations Manual section titled "Pool Chemistry Testing and Treating"
	Dirty filters Note: a good way to check cloudiness is to see if you can see a quarter after dropping it into the deep end of the pool.	• Reduced flow rate; check for blockage • Backwash filters.
	Colored water	If Green: heavy algae growth; low FAC; or dissolved iron – super chlorinate. Reddish-brown: high iron and manganese; add a sequestering agent. Blue-green: low pH is dissolving copper. There are a number of chemicals that are used to treat problems. • Chlorine can help to kill algae, and proper treatment is the easiest way to keep the water clear. Super chlorinate to 8-10 ppm. • Algaecide can additionally help to kill algae. • Flocculants will help to precipitate particles out of the water.
Pool Water	Air bubbles in water	• Check suction side of pump for air leaks at leaf strainer lid, valves, chemical injection. • Bleed air out of filter.
	Foam on water	• Water hardness may be too low. • Some added algaecides have a tendency to produce foam.

				• Someone dropped detergent into the pool. • Add a defoamer.
	Algae on walls or equipment			• Green and black algae or pink slime; super chlorinate and backwash. • Mustard algae. Turn off pump. Brush and vacuum waste after settling. Backwash filters. Use algaecide routinely.
Filters	Sand in pool			• Pool pumps running too fast for filter rating. • Channeling: rake and eliminate mud balls and crust; replace sand. • Pressure too extreme when backwashing; observe gauges to prevent upsetting levels. • Possible broken laterals; replace. • Water running backward through filters. Normal operations should be in through top port and out through bottom.
Pressure gages on each filter don't match	One filter might be plugged			• Backwash filters. Worst case scenario - replace sand in plugged filter.
Water flow volume at flow gage is less than when filters are backwashed	Vacuum gage between strainer basket and pumps	Influent pressure gage on top of each filter	Effluent pressure gage installed on water return pipe	Corrective action
	Down from start-up reading	Up from start-up reading	Down from start-up reading	Filter requires cleaning
	Up from start-up reading	Down from start-up reading	Down from start-up reading	Blocked suction or clogged strainer
	Down from start-up reading	No change from start-up reading	No change from start-up reading	Defective pump seal, clogged impeller or air suction
	Down from start-up reading	Up from start-up reading	Up from start-up reading	Restriction in pool, return line or partially closed butterfly valve in return line, blocked backflow valve in return line
	Up from start-up reading	Up from start-up reading	Up from start-up reading	Increased flow due to pump cleaning itself, or of the opening of a partially closed butterfly valve between pumps and filters

PE-06: Sweeping the Pool

Description:

The objective is to remove dirt/dust and any other debris from the pool clean so that it is both inviting and healthy.

Special Considerations:

- Vacuum the pool at least once per week.

SOP Process Steps:

Step	Title	Step Description
1	Sweep pool	Sweep pool thoroughly. If the amount of debris in the pool is too great to be removed by either the automatic cleaning system or by brushing, the pool should be vacuumed to remove the debris before it becomes attached to the pool surface and requires special methods to remove. Colony uses a manual vacuum system, consisting of a cart-mounted centrifugal pump. Water is dumped from the pump into the pool gutter. The sweeping system consists of three major components: a vacuum head, a flexible vacuum hose, and a long telescopic pole. The pole that is used for brushing can also be used for vacuuming as both the brush and the vacuum head are connected to the pole with a quick disconnect attachment. The process of vacuuming the pool manually can be accomplished by following these steps. First, make sure that the pump is operating and that the filter back pressure is reasonable. Attach the vacuum head to the telescopic pole, and attach either end of the vacuum hose to the top of the vacuum head. Keeping the opposite end of the hose and the pole accessible, lower the vacuum head into the pool.

		Before the vacuum hose can be attached to the suction line, it must be filled with water to prevent a large amount of air entering the pump and causing a loss of prime. This can be accomplished by either placing the free end of the vacuum hose over one of the main return lines, allowing water to flow into the hose and push out the air, or by inserting a garden hose into the vacuum hose and using the water from the garden hose to push air out of the vacuum hose. As the hose is filling with water, the vacuum head should be lifted from the bottom of the pool about 1 foot to assist in the escape of the trapped air. Once the bubbles have stopped flowing from the vacuum head, bring the free end of the vacuum hose to the skimmer, keeping the end of the hose beneath the water at all times so that no more air is allowed to enter the hose. Cover the free end of the vacuum hose with the palm of your hand and quickly lift the hose over the pool deck and connect to the centrifugal pump. Once the end of the hose is underwater, remove your hand and insert the hose into the suction hole in the bottom of the pump. Once the connection has been made, slowly move the vacuum over the pool surface in a similar fashion as brushing, except with vacuuming, it is not necessary to push the vacuum toward the main drain. It is necessary to vacuum the entire pool, from the tile line to the drain, but care should be taken to keep the vacuum head underwater at all times to prevent air from entering the system. When the pool has been sufficiently cleaned, pull the vacuum hose out of the vacuum pump suction hole and wash the hose and head with fresh water to remove chemicals that could decrease the life of the equipment, and store them in a shaded area. Once again, it is recommended that the filter be cleaned immediately after vacuuming to remove the excess debris and increase the efficiency of the filter system. Once vacuuming is completed, put all equipment away.
2	Brush skimmer and walls	Brush skimmer and walls to remove any oil or scum. Even though most modern swimming pools are equipped with an automatic cleaning system, there is no substitute for a thorough brushing of the walls and bottom of the pool. Most automatic cleaners can't scrub the floor to remove small debris and algae spores from the pores in the pool surface, and this must be done to ensure a stain and algae free pool surface. It is recommended that the pool be brushed with the 18-inch nylon bristle pool brush at least twice per week. The entire process does not take long, and well worth the time and effort. Be sure to brush the pool while the pump is operating, and to cover the entire pool from the tile line to the main drain. Sweep slowly and push the brush toward the main drain so that the debris will be pulled into the drain and then into the filter, where it will be removed from the water. If large amounts of debris were removed during this process, it is advisable to clean the filter afterward.
3	Inspect pool deck and gutter	Inspect and dispose any debris on the pool deck or gutter.
4	Backwash pool filters	Backwash pool as per the Backwashing the Pool Filters procedure.
5	Check for cloudiness	If the pool appears cloudy, follow the diagnostic procedure titled “Pool/Equipment Problems and Resolution”.

PE-07: Pool Chemistry Testing and Treating

Description:

The objective is to maintain pool chemical levels at a healthy, safe level. Treating water is a science and can be adjusted based on pre-determined formulas. Remember that the purpose of the pool filters is to remove “particulates”. The purpose of chlorine is to kill harmful bacteria in the water.

Special Considerations:

- Basic rules to be adhered to when managing pool chemistry:
    - Always read each product label carefully for proper use, warnings, storage requirements and amount indications. Read the chemical label and SDS to be sure of the chemical’s intended use, handling and safety precautions. Manufacturing Safety Data Sheets are available in the Pool Office Binder in the Pool Office.
    - Avoid adding sodium hypochlorite to water in hot, humid rooms where off-gassing could occur. This is one of the main reasons why we do not add sodium hypochlorite to the surge tank (beside rusting the equipment).
    - If you have to add large amounts of chemicals, do it gradually in thirds over a 2-hour period
    - Never add water to chemicals; always add chemicals to water
    - Don’t add chemicals directly to pool while pool is being used. Add chemicals through feeders or feeder lines that follow pump and filters. For example, Sodium Hypochlorite 12.5% is injected into the water effluent pipe that returns water to the pool. It is located after the pool pumps and filters. The best time to add chemicals is the first thing in the morning when the pool is closed. Make sure you allow sufficient time to permit even distribution of the chemical(s) prior to bathers entering the pool.
    - Add granular chlorine or soda ash solution directly to the pool, but separately. Always mix chemicals into plastic containers that have been filled with water first.
    - Add chemicals evenly by walking the perimeter of the pool.

- Add chemicals to achieve maximum for Free Available Chlorine (FAC minimum of 3.0 PPM) and a minimum pH (7.4) in anticipation of a heavy bather load. This is an effort to prevent falling below minimum standards in FAC during or following the loading period.
- Add chemicals frequently to prevent highs and lows in readings. Large reading fluctuations are hard on soft metals and produce a bounce effect on water treatment.
- Add additional chemicals only following an adequate time period that permits a second or third chemical reading.
- Add chemicals in sequence to adjust for (1) FAC, (2) total alkalinity, (3) pH, (4) cyanuric acid and (5) total hardness.
- You can get a better reading when checking pH by putting a piece of white paper behind the chemical tester.
- Do not vigorously shake the chemical reservoir – it can change the reading.

- The pH level should stay between 7.6 PPM & 7.8 PPM and must stay between 7.2 and 8.0. (pH Test). This pH is intended to balance the PH of eyes (7.5) and skin (6.5).
- The Pool and Equipment Director should be notified of any water quality situation that arises at CSC.
- Pool filters should be backwashed before super chlorinating.
- Chemicals in test kits (reagents) have a shelf life of 30-60 days at 70 degrees Fahrenheit. They must be stored in a refrigerator to last longer.
- Ideal balance of water is 50% from main drain and 50% from gutter. This will only be achieved if water is spilling over the top of the gutter.

SOP Process Steps:

Step	Title	Step Description
1a	Pool water level concepts	The pool water level should be ¼ - ½ inch below the gutter. This way, as bathers agitate the water, it will overflow into the gutter system. Water should be added using the water supply pipe that is located above the surge tank, which is located in the basement. Note – only open the valve all the way during off hours. Otherwise, you will reduce water pressure to the rest of the showers and faucets.
1b	Adjust water level	• Check the water level in the morning and adjust. • Record inches of water on the CSC Weekly checklist and the Michigan Department of Public Health (MDPH) Swimming Pool Operation Report.
2a	Chlorine concepts	When any of the pool chlorine chemicals are added to the pool, they all form hypochlorous acid (HOCl). This is what we refer to as “chlorine”. HOCl is a very effective sanitizer. HOCl works in two ways; it (1) kills bacteria and (2) oxidizes organics. As chlorine does its job, it is reduced to chloride (salt). FAC Free Available Chlorine (FAC) is the “active” chlorine residual present in pool water that is the workhorse of sanitation; it kills germs and oxidizes organics. At levels up to 20 ppm, HOCl has no taste or smell, and causes no irritation. CAC Combined Available Chlorine (CAC), also referred to as Chloramines, are formed when chlorine molecules (COCl) react with ammonia or other nitrogen-containing organic compounds. Some sources of these compounds are perspiration (we perspire 2 quarts per hour when swimming), urine, saliva body oils and suntan oil. Chloramines are still disinfectants, but they are 40-60 times less effective than FAC. If CAC is known to be present, either through testing for it or by smelling it, adding sodium hypochlorite will raise the FAC to the point where you will notice a sudden drop in the FAC. This phenomenon is accompanied by a reduction in eye irritation and chlorine odor and is due to the fact that oxidation of chloramines and other organic compounds is complete. The point where the FAC drops is known as breakpoint chlorination, and has been found to be 7x the current CAC level. Because it irritates the eyes and has a smell, CAC readings of over 0.3 ppm should be oxidized (burned off) by adding enough sodium hypochlorite to the chlorine breakpoint level. As a rule of thumb, when calculating the sodium hypochlorite to be added, you would add enough sodium hypochlorite to raise the FAC level by 10x (not 7x) the existing reading of CAC to ensure breakpoint chlorination is achieved. The practice of periodic super chlorinating is actually an attempt to pass the breakpoint to rid water of an accumulation of CAC and potential chlorine consuming compounds. Note that a difference of 0.3 ppm between FAC and TAC is often difficult to detect unless you are really looking for it, so one of the best indicators is to look for the presence of a chlorine-like smell to the water. Any color change in the water, however small, is probably reason enough to perform breakpoint chlorination. If this is done routinely, the CAC level will never get

high enough to create major water chemistry problems.

TAC

Total Available Chlorine (TAC) is the sum of FAC and CAC.

During normal operation, sodium hypochlorite is continuously added to the pool via an automatic pump. The pump pumps sodium hypochlorite into the water effluent pipe as the water is pumped back into the pool. There is the possibility that during normal operation the free available chlorine (FAC) level will drop too low and additional sodium hypochlorite will have to be manually added to increase the FAC level. Do this by extracting sodium hypochlorite from the storage tanks into a bucket, cover the bucket, transport outside, then pour this liquid evenly around the perimeter of the pool so that it is evenly distributed.

- The chart in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool" shows how much sodium hypochlorite must be added to obtain the desired ppm required to "shock" the pool.

There are two reasons to shock a swimming pool; oxidizing (burning off) chloramines or treating the pool after a fecal accident or other gross contamination. The term shock suggests a rapid change in water chemistry. Large amounts of free chlorine are distributed evenly through the system. While bromine or chlorinated isocyanyurates could also be used, their chemical effect is not as drastic or immediate as that of sodium hypochlorite (liquid chlorine).

A typical approach is to set the chlorine level at 10 ppm and adjust the minutes of pool closure accordingly:

- The chart in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool" shows how much sodium hypochlorite must be added to obtain the desired ppm required to "shock" the pool.
- The section titled "Contingency Plan - Required Pool Closure Time For Fecal Accidents" shows the combination of chlorine level and minutes required to adequately disinfect the pool.

Treating high CAC (chloramine) levels:

The pool should be taken to breakpoint (shocked) when the CAC is greater than 0.3 ppm. After the pool is closed for the day, rapidly add 10 times the CAC reading in the form of sodium hypochlorite. For example, if the CAC is 0.2 ppm, add enough sodium hypochlorite to increase the chlorine level by 0.2 * 10 = 2 ppm. Distribute the sodium hypochlorite evenly over the pool; do not use the distribution system. Wait for 8-12 hours. Then if the residual free available chlorine (FAC) is less than 5.0 ppm, reopen the pool for swimming. If the FAC is above 5.0 ppm, leave the pool closed until the chlorine level drops below 5.0 ppm, or neutralize it using one of the chemicals listed in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool".

Treating fecal accidents and other gross contamination:

The contamination source must be removed and the pool closed for use. Then, rapidly add enough sodium hypochlorite to raise the free available chlorine (FAC) level to 10.0 ppm. Do this by distributing the sodium hypochlorite evenly around the perimeter of the pool. During closure, the FAC residual should be checked to ensure that it remains at the desired level to complete the bacteria killing (oxidation) process. After the required closure time has passed, check the FAC and adjust the FAC residual to between 1.0 ppm and 5.0 ppm. Once the desired chlorine level has been achieved, you can allow the pool to reopen.

Chlorine Testing:

- Test for chlorine levels and pH levels 3 times daily (this is code).
- The DPD test kit is the only truly accurate test for free available chlorine (FAC), the active disinfectant. Orthotolididine test kits only check for total combined chlorine (TAC) and do not indicate what portion of that is active disinfectant. DPD test kits should contain the following chemicals:
    - DPD Reagents #1, #2 and #3
    - PH Indicator Solution (Reagent #4)
    - Reagent #R – 007: Sodium Thiosulfate
- Reagents #1 and #2 test for free available chlorine (FAC). When there is a chlorine smell or people complain of eye irritation, reagent #3 should be added to test for total available chlorine (TAC). Subtracting the FAC result from the TAC result will equal the combined available chlorine (CAC), which are also known as chloramines. The importance of this result is explained below.
- When Free disinfectant levels (FAC) are greater than 3.0 ppm, the pH test starts to bleach and will not give an accurate reading. This is true whether bromine or chlorine are used as disinfectants, although it happens most with bromine. Results will be inaccurate unless 1-2 drops of sodium thiosulfate (reagent R-007) are added to the test water before adding the pH indicator solution. The number of drops required will

		increase proportionate the disinfectant level. As many as seven drops may be required when the disinfectant level approaches 10.0 ppm. ● Chloramine levels are determined by subtracting the free available chlorine (FAC) level from the total available chlorine (TAC) level. Note: ● Sodium hypochlorite is unstable (loses strength) and should be stored in the dark. ● Sodium hypochlorite will raise the pH, so you may have to compensate by adding muriatic acid to the water as well. The target value and range are listed in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool".
2b	Adjust chlorine Range 1 ppm – 4 ppm Target: 3 ppm	● Measure chlorine level and record on weekly checklist. Also record chlorine level on the Michigan Department of Public Health (MDPH) chart. ● If the chlorine level in the pool ever drops below 1.5 PPM, it is urgent that the following steps be followed: ● Using the hand pump (red top), pump the amount of bleach needed to raise the chlorine level 2 PPM (3 PPM if the chlorine reading is zero) out of a barrel of bleach and into a bucket. Slowly pour the bleach into a skimmer. Check your chemistry fact sheet for the amount of bleach to use. Never rely on just turning up the feeder of the chlorine level is below 1.5. ● Wait 10 minutes, and then test the chlorine level in the pool again. If the level is 2.0 or higher, then resume normal operation. If the chlorine level is not at least 2.0, then add the same amount of bleach you added previously through the skimmer. Repeat steps 1and 2 until the chlorine level is in the proper range. ● Log the low chlorine situation in the "Daily Maintenance Checklist". ● Remember that in order to maintain proper levels of chlorine, there must be a continuous feed of sodium hypochlorite solution into the pool. If the free active (FAC) chlorine level is getting low, check the following: ● Suction tubing from sodium hypochlorite solution barrel to the automatic chlorine feeder. ● The end of the suction tubing is in the sodium hypochlorite solution at the bottom of the barrel (not just hanging in mid-air in the barrel). ● The automatic chlorine feeder switch is ON and the feeder is plugged in. ● Make sure chlorinator line is in a full drum of chlorine. ● Record Chlorine and pH on the "Daily Maintenance Checklist" which should be posted on the wall in the Pool Office. Record chlorine level on the Michigan Department of Public Health chart.
3a	pH concepts	Because pH impacts the effectiveness of chlorine, it must be monitored closely and be kept as close to the targeted pH value as possible. If pH is too low, it will cause the water to be corrosive to the pool and equipment. If pH is too high, it will cause scale to form, cause the water to be cloudy, damage the pool and equipment and cause irritation to users. Additionally, the pH of eyes is 7.5 (it's very painful to eyes if pH is below 7.0 or above 8.0) and the pH of skin is 6.5; the target range for the pH is a balance that minimizes irritation to both eyes and skin. ● The chart in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool" shows the chemicals and quantities required to adjust pH up or down. Sodium hypochlorite raises the pH, so you may have to follow up the addition of sodium hypochlorite with muriatic acid to lower the pH back down to the targeted value. Because of sodium hypochlorite's affect on pH, it is better to adjust pH after adjusting chlorine levels. The target value and range are listed in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool".
3b	Adjust pH Range: 7.2 – 7.6 Target: 7.4	● Record pH level on chart at each reading. ● If you adjust pH, record the amount and type of chemical added to adjust the pH.
4a	Total Alkalinity concepts	Total alkalinity is a measure of the pH-buffering capacity, or the water's resistance to a change in pH (a good thing). Low alkalinity will cause corrosion to pool and equipment, cause irritation, and will not buffer the pH. High alkalinity will cause scale to form, impede chlorine effectiveness, cause irritation and will not buffer pH. The target value and range are listed in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool".
4b	Adjust total alkalinity	● Test total alkalinity in the evening. Record current level on CSC weekly checklist and MDPH monthly chart.

<table>
<tr><td></td><td>Range 80 ppm - 120 ppm
Target: 100 ppm</td><td>

Because Colony's well water is very alkaline, it is unlikely that chemicals will need to be added. Adding water after backwashing should help to keep the alkalinity level in balance. If necessary, add the chemical indicated in the section titled "Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool" to adjust alkalinity level. If you have to add muriatic acid, the health department prefers that you take a 5 gallon bucket of water and add the necessary amount of muriatic acid to the water. Walk around the perimeter of the pool and add water/acid mixture to the pool. Retest alkalinity after 1 hour.
Record chemical and amount added on the CSC weekly checklist and the Michigan Department of Public Health (MDPH) chart.

</td></tr>
<tr><td>5a</td><td>Total Dissolved Solids (TDS) concepts</td><td>Total Dissolved Solids (TDS) is the measurement of all materials dissolved in the water (e.g.; calcium carbonates from chemicals such as sodium hypochlorite, dissolved organic and inorganic materials, bather waste, soluble hair and body lotion or anything placed in the pool that can be dissolved.

High TDS can reduce chlorine efficiency by as much as 50%. High TDS water tastes salty and offers a dull appearance. Regular backwashing, splash-out and carry-out are natural corrective actions.

TDS is measured using a portable electronic analyzer. A daily reading is recommended.</td></tr>
<tr><td>5b</td><td>Adjust TDS</td><td>

Test TDS. Record current level on CSC weekly checklist and MDPH monthly chart.
If TDS is too high, determine amount of water to be replaced. Determine if backwashing can correct this.
Record chemical and amount added on the CSC weekly checklist and the Michigan Department of Public Health (MDPH) chart.

</td></tr>
<tr><td>6a</td><td>Calcium Hardness and Chemical Equilibrium Concepts</td><td>Water follows certain natural laws, just like other things around us. It is the nature of water to dissolve things until it becomes saturated. It is possible for water to dissolve too much and become oversaturated, at which point the water loses its excess material by "precipitation". The laws of "Chemical Equilibrium" govern this. Calcium Carbonate is found in all water. Measured in ppm, it determines the "hardness" of the water. Concentrations of calcium determine whether water is "soft" (too little calcium) or "hard" (too much calcium). Calcium is the least soluble common mineral found in water and is the first chemical to have an impact:

When calcium carbonate is low, water is saturated and is corrosive
When calcium carbonate is high, water is over saturated, solids precipitates out and water is cloudy, scale may form on parts resulting in rough surfaces or plugged pipes.
When calcium carbonate is correctly balanced, water has no tendency to scale or corrode.

A commonly used tool for determining the degree of saturation in pool water is the Langelier Index. The process for calculating and adjusting this is a little more complicated and uses what is referred to as the Langlier Formula to calculate what is known as a Saturation Index (SI). The formula is SI = pH + TF + CF + AF – TDS Constant.

Where:

pH of water: use pH directly; no adjustment required
TF = factor from the following table based on water temperature
CF = factor from the following table based on calcium carbonate ppm
AF = factor from table based on total alkalinity
If TDS < 1000, the TDS Constant is 12.1. IF TDS >=1000, the TDS Constant is 12.2.

<table>
<tr><th>Temp F</th><th>TF</th><th>Calcium Hardness Expressed as PPM $CaCO_2$</th><th>CF</th><th>Total Alkalinity Expressed as PPM $CaCO_3$</th><th>AF</th></tr>
<tr><td>32</td><td>0.0</td><td>5</td><td>0.3</td><td>5</td><td>0.7</td></tr>
<tr><td>37</td><td>0.1</td><td>25</td><td>1.0</td><td>25</td><td>1.4</td></tr>
<tr><td>46</td><td>0.2</td><td>50</td><td>1.3</td><td>50</td><td>1.7</td></tr>
<tr><td>53</td><td>0.3</td><td>75</td><td>1.5</td><td>75</td><td>1.9</td></tr>
<tr><td>60</td><td>0.4</td><td>100</td><td>1.6</td><td>100</td><td>2.0</td></tr>
<tr><td>66</td><td>0.5</td><td>150</td><td>1.8</td><td>150</td><td>2.2</td></tr>
<tr><td>76</td><td>0.6</td><td>200</td><td>1.9</td><td>200</td><td>2.3</td></tr>
<tr><td>84</td><td>0.7</td><td>300</td><td>2.1</td><td>300</td><td>2.5</td></tr>
<tr><td>94</td><td>0.8</td><td>400</td><td>2.2</td><td>400</td><td>2.6</td></tr>
</table>
</td></tr>
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		<table><tr><td>105</td><td>0.9</td><td>800</td><td>2.5</td><td>800</td><td>2.9</td></tr><tr><td>128</td><td>1.0</td><td>1000</td><td>2.6</td><td>1000</td><td>3.0</td></tr></table> If: ● -0.5 < SI < + 0.5, then the water is balanced ● SI > 0.5, then the water is scale forming ● SI < 0.5, then the water is corrosive The target value and range are listed in the section titled “Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool“.
6b	Adjust Calcium Hardness Range 200 ppm – 225 ppm Target 200 ppm	● Conduct test in the evening. Level should be kept close to 200 PPM. ● If calcium level is well below 200, scatter calcium chloride on the surface of the water after closing to raise calcium level. If calcium level is high, you will have to drain the pool and add fresh water. Adjust water as per the section titled “Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool“. ● Record chemical and amount added on the CSC weekly checklist and the Michigan Department of Public Health (MDPH) chart.
7a	Temperature concepts	If the water is too cold, people will not be comfortable. If the water is too warm, it will not feel refreshing. The American Red Cross recommends indicates that a temperature of 86 degrees is ideal for performing IPAP swim instruction. A value around 84 is considered to be ideal for most other activities. The target value and range are listed in the section titled “Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool“.
7b	Temperature adjustment Range: 81 degrees – 85 degrees Target 83 degrees	● Record pool water temperature, air temperature, and time on temperature chart. ● Adjust water temperature using the procedure listed in the process titled “Adjusting Pool Temperature”
8a	Chlorinated Isocyanurates concepts	The target value and range are listed in the section titled “Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool“. Chlorinated Isocyanurates are commonly used in outdoor pools to preserve chlorine levels. They can be recognized by the chemical names “sodium dichloro-s-triazine trione”, “sodium dichloroisocynurate”, “potassium dichloro-s-triazine trione”, “potassium dichloroisocynurate”, “dichloroisocyanuric acid”,“trichloro-s-triazine trione” or “trichloroisocyanurate”. The word “stabilizer” or “gradual release” may appear on the container. The ultraviolet rays of the sun (not the sun’s heat) will cause the HOCL to be converted into salt (chloride). On a bright day, 90% of the active chlorine can be destroyed in 2 hours. The addition of isocyanurates can inhibit chlorine depletion and help it to last 3-5 times longer. This has the advantage of preventing fluctuations in active disinfectant levels. It has two disadvantages, however. Since the active disinfectant is released slowly, the residual of isocyanurates must be higher (1.0 ppm at pH range of 7.2-7.7). In addition, while at least 25.0 ppm of cyanuric acid is needed to stabilize chlorine, levels of over 100 ppm can be dangerous. The pool operator must have a test kit to monitor cyanuric acid levels. Since isocyanurates have a pH in the range of 7.0-7.2, a low pH may simply be due to a high residual of isocyanurates. Therefore, lowering the level of disinfectant may be enough to stabilize the pH. Isocyanurates, like the hypochlorite compounds, are strong oxidizers. They may cause materials such as oil, grease, sawdust, etc. to ignite. As with all disinfectants and chemicals, store this in a clean, dry, well-ventilated area. Follow label instructions for use and read the SDS before use.
8b	Chlorinated Isocyanurates adjustment Range 30 ppm – 70 ppm Target: 80 ppm	● Conduct test in the evening. Level should be kept between 30 - 70 PPM. ● If necessary, add conditioner to the water after closing to raise level. Use 20 lb. to raise level 10 PPM. ● Record level and amount added to other chemicals chart and to MDPH chart.
9a	Water Clarity/Color Concepts	● A good way to test water clarity, drop a quarter in the deep end of the pool. If you can easily see it, the water is clear – great! ● Use your eyes – if the water appears to have a color to it, it may be an indication that algae is growing or the pool chemistry is off
9b	Adjust Water Clarity/Color	● Record current observation of water characteristics

		● Check for cause of water clarity problem using the diagnostic chart listed in the Operations Manual section titled “Pool/Equipment Problems and Resolution” ● Record the problem and action taken on the CSC weekly checklist and the Michigan Department of Public Health (MDPH) chart.

This section contains procedures related to standards, checks equipment manuals, maintenance schedules, gauge readings and back wash procedures.

PE-08: Public Swimming Pool Monthly Operation Report

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
DRINKING WATER AND RADIOLOGICAL PROTECTION DIVISION

PUBLIC SWIMMING POOL MONTHLY OPERATION REPORT

Issued under authority of Part 125 of 1978 PA 368, as amended.

(SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM)

POOL ESTABLISHMENT NAME	SP NUMBER (e.g., 99-9999-1)	MONTH AND YEAR COVERED BY THIS REPORT
REET ADDRESS	MUNICIPALITY	COUNTY

Date	Pool Usage			Cleaning			Water Treatment							Water Conditions										
		Number of People						Filters		Flow Rate, in gpm		Chemical Addition		Disinfectant Residuals ☐ Chlorine or ☐ Bromine									Temperatures	
	No. of Hours	Maximum	Total	Pool Bottom	Deck	Bathhouse	Water Added, In Inches	No. Hours Operated	Wash	Minimum	Maximum	Disinfectant, Lbs. or Gals.	Lbs. or Gals.	Time	mg/L or ppm	Time	mg/L or ppm	Time	mg/L or ppm	pH	Cyanuric Acid, mg/L or ppm		Water	Air
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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Bacteriologic Analysis					
Date	Residual mg/L	pH	No. of People	Standard Plate Count	Coliform Index
26	27	28	29	30	31

REMARKS: _____

This report is submitted in compliance with 1978 PA 368, as amended, and is true to the best of my knowledge.

SIGNATURE	DATE

Within 10 days after the end of the month, mail this completed form to the local health department, if required by that agency.

EQP 1719 (5/97)

INSTRUCTIONS FOR USING PUBLIC SWIMMING POOL MONTHLY OPERATION REPORTS

Rule 99 states: "A swimming pool operator shall record daily, on a report form furnished by or acceptable to the department, the swimming pool operational data and information about rescues, submersions, and accidents given medical attention. The department or a designated local health department may require the operator to submit a completed operation report to the department or the designated local health department within 10 days after the end of each month in which the swimming pool is in operation." Failure to complete this form is a violation of 1978 PA 368, as amended (Act 368), and is subject to the penalties as outlined in Act 368.

COLUMN NUMBER

POOL USAGE

2 Record the number of hours the pool is open for use.

3 Record the maximum number of people using the pool at one time. Include both those in the water and on the deck.

4 Record the total number of swimmers at the pool during the day.

CLEANING

5 Check this column when the pool bottom is vacuumed or otherwise cleaned.

6-7 Check these columns when the respective areas are cleaned.

WATER TREATMENT

8 Record the inches of depth of water added to the pool. The number of gallons of water may be entered instead. If the water is added automatically and cannot be measured, write "automatic" in the column.

9 Record the number or hours the water is recirculated, filtered, and disinfected. Rule 96 requires it to be done 24 hours per day, without interruption, except for maintenance and repairs.

10 Check this column when the filters are cleaned. Multiple filters should be cleaned the same day.

11-12 Record the flow meter readings, in gallons per minute.

13 Record the total amount of disinfectant (chlorine or bromine) added to the feeding equipment during the day. Indicate if the measurement is pounds of dry chemical or gallons of liquid. Rule 96 requires the disinfectant to be applied continuously.

14 If an additional chemical is used, record the amount added. Indicate the chemical name or type and whether the measurement is pounds or gallons.

WATER CONDITIONS

15-20 Indicate whether the disinfectant residuals are chlorine or bromine. Record the time and the reading each time the residual is tested. The water should be tested before the swimming pool is opened for the day and at least twice more during the day. The water for testing should be from the pool itself rather than the recirculation system.

The required ***minimum*** disinfectant residuals, in milligrams per liter (mg/L) or parts per million (ppm), depend on the pH of the water and are:

Disinfectant	***Type of Residual***	***pH 7.2-7.6***	***pH 7.7-8.0***
bromine	bromine	1.0	2.0
chlorine	free available chlorine	0.4	1.0
chlorinated cyanurate	free available chlorine	1.0	1.5

21 Test and record the pH of the swimming pool water daily.

22 If cyanuric acid or a chlorinated cyanurate is used, test and record the cyanuric acid level of the pool water at least weekly. A concentration of 25 mg/L is considered necessary for the stabilization of chlorine. Higher levels are not advantageous and must not exceed ~~100~~ 80 mg/L.

23 Identify and record any other pool water characteristic tested.

24-25 Record the water and air temperatures, in degrees Fahrenheit.

The water temperature may not be higher than 86°F, except with the Michigan Department of Environmental Quality (MDEQ) or local health department approval and must not exceed 104°F. The air temperature generally should be 3°F to 5°F higher than the water temperature.

BACTERIOLOGIC ANALYSIS

Rule 95 requires water samples for bacteriologic analysis to be collected at least once each week, and more often if directed by the MDEQ or local health department for unusual conditions, but the sampling frequency may be reduced by the MDEQ or local health department if there is an acceptable history of operation and water quality. The swimming pool owner or operator is responsible for the collection and analysis of the samples.

26 Record the date the sample is collected.

27 Test and record the chlorine or bromine residual when the sample is collected.

28 Test and record the pH of the pool water when the sample is collected.

29 Record the number of people in the pool when the sample is collected. These water samples should be collected while people are in the pool and preferably during periods of peak pool usage.

30 Record the standard plate count, as determined by the laboratory analysis.

31 Record the coliform index, as determined by the laboratory analysis.

Rule 95(2) states: "The presence of organisms of the coliform group or a standard plate count of more than 200 bacteria per milliliter, both, in 2 consecutive samples or in more than 10% of the samples in a series, as shown by valid tests, is unacceptable water quality."

REMARKS

Record any unusual situation, such as an equipment failure, draining of the pool, or an accident requiring first aid or medical attention.

PE-09: DEQ Pool Opening Inspection Checklist

Category	Yes	No	Assigned To	Inspection Items (Numbered Items are by the DEQ, Those preceded by a “C” are Colony-specific)
Pool Enclosure and Deck				01. Doors or gates comply [28(2) & 91(1)]
Pool Enclosure and Deck				02. Pool enclosure complies [28]
Pool Enclosure and Deck				03. Deck clean, drains in good condition [29, 29a, 91(4)]
Pool Enclosure and Deck				04. Pool side showers comply [78]
Pool Enclosure and Deck				05. Drinking fountain complies [31]
Pool Enclosure and Deck				06. Hose bibs comply [79]
Pool Enclosure and Deck				07. Depth markers and “no diving” provided [32]
Pool Enclosure and Deck				08. Diving facilities and starting platforms comply [33, 35]
Pool Enclosure and Deck				09. Ladders and stairway comply [34]
Pool Structure				10. Pool water clarity and quality comply [94]
Pool Structure				11. Pool sides and bottom smooth and clean [22(3), 91(4)]
Pool Structure				12. Pool structure in good condition [22, 91(4)]
Pool Structure				13. Water level suitable for skimming [96(3)]
Pool Structure				14. Overflow system/skimmers function and clean [43, 43a, 44]
Pool Structure				15. Pool water inlets comply [41]
Pool Structure				16. Main outlets comply [42]
Safety				17. Lifeguards on duty or sign posted [94a, 98]
Safety				18. Bather Load (#360) within limit and sign posted [93]
Safety				19. Hazardous objects, food, or drink controlled [92(8)]
Safety				20. Lifeline complies [32(10), 91(3)]
Safety				21. Safety equipment complies and on hand [65, 91(2)]
Safety				22. Telephone available and evident [65(8)]
Clubhouse				23. Shower, toilet, or dressing rooms clean [91(4)]
Clubhouse				24. Clubhouse materials and fixtures comply [74, 75, 76]
Clubhouse				25. Hot water and soap provided [25(2), 91(7)]
Mechanical Equipment				26. Mechanical equipment housed [71]
Mechanical Equipment				27. Piping and arrows comply [37]
Mechanical Equipment				28. Pump adequate and functioning properly [36, 45, 96(1)]
Mechanical Equipment				29. Flow rate control valve complies [38(2), 96(1)]
Mechanical Equipment				30. Flow meter functioning and rate adequate [38(2), 96(1)]
Mechanical Equipment				31. Filters and gauges functioning properly [51, 54, 96(1)]
Mechanical Equipment				32. Chemical feeder functioning properly [57, 96(1), 96(4)]
Mechanical Equipment				33. Other air and water pump systems comply [42, 46]
Mechanical Equipment				34. Water heater and thermometers comply [61, 82, 94(7)]

Mechanical Equipment				35. Vacuum cleaner on hand
Mechanical Equipment				36. Chemicals stored properly [91(5)]
Mechanical Equipment				37. Water supply adequate and protected [25, 26]
Mechanical Equipment				38. Wastewater facilities adequate [27]
General Operation				39. Test kits suitable and used [59, 94]
General Operation				40. Qualified person readily available [97]
General Operation				41. Operation permit fee paid [Section 12527, 5(2)]
General Operation				42. Operation report forms used [99]
General Operation				43. Water samples collected on schedule [94a, 95]
General Operation				44. No modifications without a construction permit
Colony-Specific				C01. Post lifeguard permits, CPR training (2004 write-up)
Colony-Specific				C02. Blood spill kit should be available (2004 write-up)
Colony-Specific				C03. Post Contingency Plan (2004 write-up)
Colony-Specific				C04. Post Emergency Response Plan (2004 write-up)
Colony-Specific				C05. Clean bird poop off deck (2004 write-up)
Colony-Specific				C06. Skim cottonwood off of water (2004 write-up)
				C07. Boiler started and in good working order
				C08. PA/loudspeaker system in working order
Colony-Specific				C09. Clean up patio
				C10. GFI plugs at pole lights in working order
Colony-Specific				C11. Pool lights in working order
Colony-Specific				C12. Pole lights in working order
Colony-Specific				C13. Grounds - do a walk-around and put all tools away, including pool clean-up tools
Colony-Specific				C14. Interior – carpets and tile clean
				C15. Basement swept and dry?
Colony-Specific				C16. What was date of last state or insurance company boiler inspection? Answer: The license expires 2007-06-26. The boiler was inspected and cleaned on 2007-05-08.
				C19. Alarm in good working order (check by opening and closing each)
Colony-Specific				C18. Culligan contacted and softener salt installed
Colony-Specific				C19. Doors lock and in working order
Colony-Specific				C20. Front entrance clean
Colony-Specific				C21. New water test kit available and stored in refrigerator? Note: make sure that whoever does the walk-around with the inspector knows how to use the test kit and can demonstrate use of.
Colony-Specific				C22. Automatic chlorinator shuts off when pool pumps are turned off? Do this test by shutting off main breakers.
Colony-Specific				

PE-10: Pool Chemistry Treatment – Dosages to Chemically Treat Colony Swim Pool

The following table has been adapted from the Pool/Spa Operators Handbook and adjusted for the Colony Swim Pool, which contains 219,000 gallons.

Range of Pool Readings

Characteristic	Low Range	Targ
Free Available Chlorine (FAC)	1.0 PPM	2.0 - 3.0
PH	7.2	7.4
Calcium Hardness	100	200
Total Alkalinity	80	100
Cyanuric Acid	30	50
Pool Temperature	82 degrees	84 deg
Pool Water Level	N/A	¼" - ½" belo

Pool Chemistry Treatment

		Desired C
Parameter to be changed	**Chemical (physical appearance) effect on pH**	**1 ppm**	**5 ppm**
ncrease Free Available Chlorine (FAC)[13]	cium Hypochlorite (granular, tablet); raises pH 11.8	44 fl. oz. = 0.3 gallons	219 fl. oz. = 1.7
	ium Hypochlorite 12.5%[14] (liquid); raises pH 13.0	85 fl. oz. = 2.2 gallons	424 fl oz. = 11
	ium Hypochlorite (powder); raises pH 10.7	230 oz. = 14.4 lb.	1149 oz. = 7
	hlor (granular); neutral pH 6.9	5 fl. oz. = 0.43 gallons	274 fl. oz. = 2.
	hlor (granular, tablet); lowers pH 2.9	3 fl. oz. = 0.26 gallons	164 fl. oz. = 1.
	Chemical	**10 ppm**	**30 ppm**
ncrease Total Alkalinity	ium Bicarbonate	526 oz. = 32.8 lb.	1577 oz. = 9
decrease Total Alkalinity	riatic Acid	467 oz. = 3.65 gallons	1402 oz. = 11.0
	Acid – Sodium Bisulfate	526 oz. = 32.9 lb.	1577 oz. = 9
	Chemical	**10 ppm**	**50 ppm**
neutralize Free Available Chlorine (FAC)	% Hydrogen Peroxide	26 fl. oz. = 4.4 gallons	847 fl. oz. = 22
	ium Thiosulfate	43.8 oz. = 2.7 lb.	219 oz. = 13
	ium Sulfite	219 oz. = 13.7 lb.	1095 oz. = 6
ncrease Calcium Hardness	cium Chloride (77%)	482 oz. = 30.1 lb.	2409 oz. = 15
	cium Chloride (100%)	350 oz. = 21.9 lb.	1752 oz. = 10
reduce Calcium Hardness	in pool "X" inches and add fresh water	X = ???	X = ??
	Chemical	**7.2 – 7.4**	**7.0 – 7.**
ncrease pH	a Ash (aka Sodium Carbonate)	131 oz. = 8.2 lb.	175 oz. = 1
	Chemical	**7.8 – 7.6**	**8.0 – 7.**
decrease Ph	riatic Acid	263 oz. = 2 gallons	350 oz. = 2.7
	Chemical	**5 ppm**	**10 ppm**
Increase Stabilizer[15]	nuric Acid	142 oz. = 8.9 lb.	285 oz. = 17
	hlor	285 oz. = 17.8 lb.	569 oz. = 35
	Chemical		
Kill Algae	l algaecide	???	???

[13] Adding chlorine will raise the pH. If necessary, compensate by adding muriatic acid to bring the pH back down.

[14] CSC typically uses sodium hypochlorite 12.5% solution for chlorinating the pool. The other chemicals are listed because they are also acceptable.

[15] CSC typically uses Cyanuric Acid as stabilizer (conditioner) for extending chlorine life. Dichlor is also listed because it is also acceptable.

4.6. Swim Lesson (SL) Standard Operating Procedures (SOPs)

SL-01: Swim Instruction

Description:

The objective is to provide swim instruction to CSC Members based on the American Red Cross “Learn to Swim” instruction program, to provide feedback to on areas of strength and areas needing improvement and to recognize those who successfully complete a level.

Special Considerations:

- Available swim lesson sessions are indicated on the form “Swim Lesson Sign-Up”.
- In order to provide a consistent level of certification, swim lesson certification standards established by the Red Cross Certification are adhered to.
- To provide recognition to children, Red Cross certification cards will be awarded.
- To provide advice and counseling to the child’s guardian, the Red Cross comment sheets will be provided to the child’s guardian at completion of the class.
- Students should take showers prior to swimming and enter the pool area via the shower entrance.
- Parents are not allowed in the pool area during swim lessons.
- It is suggested that CSC limit class sizes as follows:
    - 8 students per class for levels 1-3
    - 12 students per class for levels 4-6

SOP Process Steps:

Step	Title	Step Description
1	Identify lifeguards for swim sessions	Identify lifeguards for swim sessions
2	Fill out swim session instructor schedule	Fill out swim session instructor schedule
3	Send out sign-up sheet in the spring	Send out sign-up sheet in the spring
4	Record student names and fill out session plan	Record student names and fill out session plan
5	Deliver swim session schedule to American Red Cross and collect certification cards	Deliver swim session schedule to American Red Cross and collect certification cards
6	Develop block plan	Develop block plan
7	Develop session plan	Develop session plan
8	Perform swim lessons	Perform swim lessons Record attendance Fill out completion certificates Record recommendations on feedback form
9	Turn in swim instruction summary to American Red Cross	Create swim instruction summary Make a copy and put in Swim Instructor’s binder Send a copy to the American Red Cross

American Red Cross Swim Lesson Level Descriptions:

American Red Cross

Introduction to Water Skills LEVEL 1



- ☐ Enter water safely using ladder, steps or side
- ☐ Exit water safely using ladder, steps or side



- ☐ Submerge mouth, nose and eyes
- ☐ Exhale underwater (blow bubbles) through mouth and nose, 3 seconds
- ☐ Open eyes underwater, pick up a submerged object held at arms length, 2 times



- ☐ Front float, 5 seconds (with support)
- ☐ Recover from a front float to a standing position
- ☐ Back float, 5 seconds (with support)
- ☐ Recover from a back float to a standing position



- ☐ Change direction of travel while walking or paddling
- ☐ Roll over from front to back (with support)
- ☐ Roll over from back to front (with support)
- ☐ Explore arm and hand movements (with support)



- ☐ Alternating arm action, 5 feet (with support)
- ☐ Simultaneous arm action, 5 feet (with support)
- ☐ Alternating leg action, 5 feet (with support)
- ☐ Simultaneous leg action, 5 feet (with support)
- ☐ Combined stroke on front, using any type of arm and leg action, 5 feet (with support)



- ☐ Water safety rules
- ☐ How to use a life jacket
- ☐ Wearing a life jacket in the water
- ☐ How to recognize a swimmer in distress
- ☐ How to get help

My Name: _____

My Instructor: _____

Date: _____

Location: _____



- ☐ Alternating arm action, 5 feet (with support)
- ☐ Simultaneous arm action, 5 feet (with support)
- ☐ Alternating leg action, 5 feet (with support)
- ☐ Simultaneous leg action, 5 feet (with support)
- ☐ Combined stroke on back, using any type of arm and leg action, 5 feet (with support)

Exit Skills Assessment

- ☐ 1. Enter unassisted, move for 5 yards, bob 5 times to chin level and safely exit the water. (Participants can walk, travel along the gutter or "swim.")
- ☐ 2. Float on front with support for 3 seconds, roll to back (with assistance) and float on back with support for 3 seconds.

American Red Cross

Fundamental Aquatic Skills LEVEL 2



- ☐ Enter water by stepping or jumping from the side
- ☐ Exit water safely using ladder or side



- ☐ Submerge entire head, 5 seconds
- ☐ Bob, 5 times
- ☐ Open eyes underwater, pick up a submerged object, 3 times in shallow water



- ☐ Front float, 5 seconds
- ☐ Recover from a front float to a standing position
- ☐ Front glide, 2 body lengths
- ☐ Jellyfish float, 5 seconds
- ☐ Back float, 5 seconds
- ☐ Recover from a back float to a standing position
- ☐ Back glide, 2 body lengths



- ☐ Change direction of travel paddling on front or back
- ☐ Roll over from front to back
- ☐ Roll over from back to front
- ☐ Tread water, using arm and leg motions



- ☐ Combined arm and leg actions on front, 15 feet
- ☐ Finning arm action on back, 10 feet
- ☐ Sculling arm action on back, 10 feet



- ☐ Water safety rules
- ☐ How to use a life jacket
- ☐ Move in the water while wearing a life jacket
- ☐ How to recognize a swimmer in distress
- ☐ How to get help

My Name: _____

My Instructor: _____

Date: _____

Location: _____



- ☐ Combined arm and leg actions on back, 15 feet
- ☐ Swim on side, alternating leg action, 5 feet (with support)
- ☐ Swim on side, simultaneous leg action, 5 feet (with support)

Exit Skills Assessment

- ☐ 1. Step from side into chest-deep water, move into a front float for 5 seconds, roll over to a back float, return to standing position, then move back to a back float for 5 seconds and return to a standing position.
- ☐ 2. Push off and swim using a combination of arm and leg actions for 15 feet on the front; push off and swim using a combination of arm and leg actions for 15 feet on the back.

American Red Cross

Stroke Development LEVEL 3



- ☐ Jump into deep water from the side
- ☐ Head-first entry from the side in a sitting or kneeling position



- ☐ Submerge and retrieve an object, 3 seconds
- ☐ Perform bobs with the head fully submerged, 5 times
- ☐ Perform rotary breathing with the body in a horizontal position, 5 times



- ☐ Front glide—kick one, 2 body lengths
- ☐ Front glide—kick two, 2 body lengths
- ☐ Survival float, 30 seconds
- ☐ Back glide—kick one, 2 body lengths
- ☐ Back glide—kick two, 2 body lengths
- ☐ Back float, 30 seconds



- ☐ Change from vertical to horizontal position on front, in deep water
- ☐ Change from vertical to horizontal position on back, in deep water
- ☐ Tread water, 30 seconds, in deep water



- ☐ Front crawl, 15 yards
- ☐ Butterfly—kick and body motion, 15 feet



- ☐ Back crawl, 15 yards



- ☐ General water safety rules
- ☐ Wearing a life jacket, enter the water using ladder, steps or side
- ☐ HELP position, 1 minute
- ☐ Huddle position, 1 minute
- ☐ Perform reaching assist
- ☐ Check-Call-Care

My Name: _____

My Instructor: _____

Date: _____

Location: _____

Exit Skills Assessment

- ☐ 1. Jump into chest-deep water from the side, swim front crawl for 15 yards with face in the water and rhythmic breathing pattern (to front or side), maintain position by treading or floating for 30 seconds and swim back crawl for 15 yards.

American Red Cross

Stroke Improvement LEVEL 4



- ☐ Dive from side in a compact or stride position



- ☐ Swim underwater, 3 body lengths
- ☐ Perform a feet-first surface dive and submerge completely



- ☐ Survival float, 1 minute, in deep water
- ☐ Back float, 1 minute, in deep water



- ☐ Open turn on front and push off in streamlined position
- ☐ Open turn on back and push off in streamlined position
- ☐ Tread water using modified scissors, breaststroke or rotary kick and sculling arm motions, 1 minute



- ☐ Front crawl, 25 yards
- ☐ Breaststroke, 15 yards
- ☐ Butterfly, 15 yards



- ☐ Back crawl, 25 yards
- ☐ Elementary backstroke, 15 yards
- ☐ Swim on side with scissors kick, 15 yards



- ☐ Additional rules for safe diving
- ☐ Compact jump into the water from a height while wearing a life jacket
- ☐ Throwing assist
- ☐ Care for conscious choking victim

My Name: _____

My Instructor: _____

Date: _____

Location: _____

Exit Skills Assessment

- ☐ 1. Perform a feet-first entry into chest-deep water, swim front crawl for 25 yards, maintain position on back for 1 minute in deep water (float or sculling) and swim elementary backstroke for 15 yards.
- ☐ 2. Swim breaststroke for 15 yards, tread water for 1 minute and swim back crawl for 25 yards.

American Red Cross

Stroke Refinement LEVEL 5



- ☐ Shallow dive from the side
- ☐ Shallow dive, glide two body lengths and begin any front stroke



- ☐ Swim underwater, 15 yards
- ☐ Tuck surface dive
- ☐ Pike surface dive



- ☐ Survival float, 2 minutes
- ☐ Back float, 2 minutes
- ☐ Survival swimming, 2 minutes



- ☐ Flip turn on front
- ☐ Flip turn on back
- ☐ Tread water—kick one, 2 minutes
- ☐ Tread water—kick two, 2 minutes



- ☐ Front crawl, 50 yards
- ☐ Butterfly, 25 yards
- ☐ Breaststroke, 25 yards



- ☐ Rescue breathing

Name: _____

Instructor: _____

Date: _____

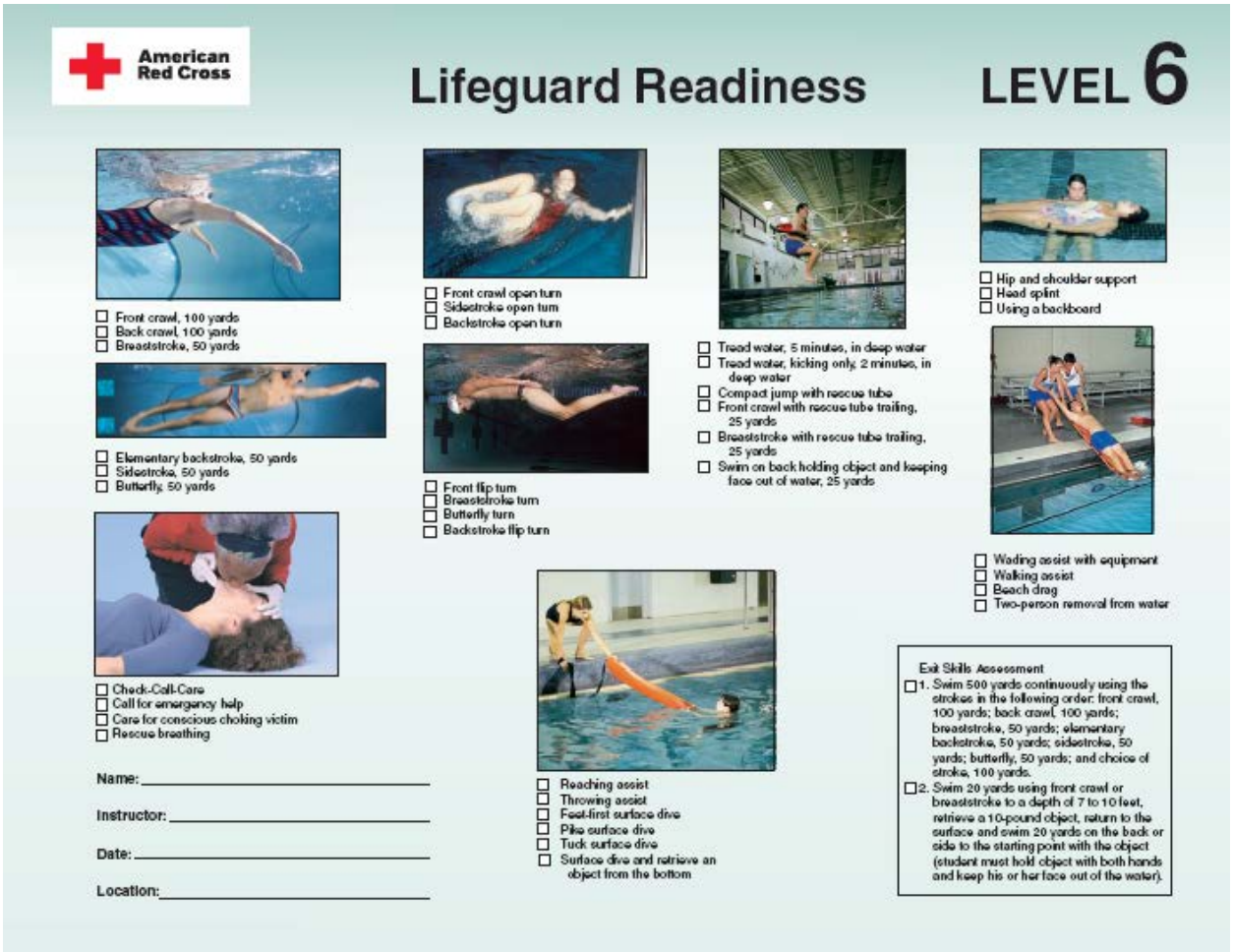
Location: _____



- ☐ Back crawl, 50 yards
- ☐ Elementary backstroke, 25 yards
- ☐ Sidestroke, 25 yards

Exit Skills Assessment

- ☐ 1. Perform a shallow dive into deep water, swim front crawl for 50 yards, maintain position on back for 2 minutes in deep water (float or scull) and swim elementary backstroke for 25 yards.
- ☐ 2. Swim breaststroke for 25 yards, tread water for 2 minutes and swim back crawl for 50 yards.



SL-02: Colony Unsupervised Youth Swim Certification

Description:

For children to swim at CSC without the supervision of a guardian, the following must be achieved:

- Youths must be eleven (11) years of age or older
- Youths must successfully complete swim certification

Special Considerations:

- A record of Swim Certification will be stored in the Pool Office.

SOP Process Steps:

Step	Title	Step Description
1	Youth requests certification test	Youth requests certification test
2	Lifeguard administers test	Lifeguard administers test
3	Lifeguard records results on membership card in Pool Office	Lifeguard records results on membership card in Pool Office

4.7. Swim Team (ST) Standard Operating Procedures (SOPs)

ST-01: Swim Team - Practice

Description:

The objective is to provide members of the CSC swim team with adequate time to improve/perfect their swim skills as well as give the coaches time to observe swimmer's skills and provide coaching.

Special Considerations:

- Two lifeguards assist swim coach
- It is left to the swim coach as to how the swim team will be managed

SOP Process Steps:

Step	Title	Step Description
1	Set-up activities	Assistant coaches should arrive early to ensure that lane markers are installed prior to practice.
2	Take-down activities	Assistant coaches are responsible for removing and storing lane markers after swim practice and prior to swim lessons.

ST-02: Swim Team - Meet Procedures

Description:

The objective is to provide a consistent checklist for scheduling, setting-up, running and cleaning-up before and after swim meets.

Special Considerations:

- All swim meets for the swim season are scheduled by the swim club that hosts the league meet
- Each swim club on a rotating basis hosts the league championship meet. Based on the current 5-team league, CSC hosts every 5 years.
- Swim meet rules are reviewed and agreed to at an annual Swim Coach's meeting which is typically held in February.

SOP Process Steps:

Step	Title	Step Description
1	Swim team liaison activities	Identify and schedule meet volunteers: ● Ribbon writing (4) ● Concessions (2) ● Runners (2) ● Timers (4 = 1 per lane + 1 backup) ● Starter ● Note: let the volunteers know that they should show up prior to the meet Identify who will acquire/provide concession goods: ● Pizza ● Bagels, baked goods, fruit, snacks, etc. ● Drinks (water, Gator Aid, pop, etc.) ● Change Set up: ● Set up concession table ● Set up ribbon writing table ● Ensure that all volunteers have shown up Clean-up: ● Hand out ribbons to the swim team liaisons ● Collect cash from concessions ● Make sure everything (paper, etc.) is cleaned up after meet
2	Lifeguard activities	Setup: ● Ensure lane markers are set up prior to warm-up Clean-up: ● Put away lane markers
3	Starter activities	Setup: ● Set up chain to keep people back from shallow end ● Set up starting light/buzzer ● Get event/heat list from coaches ● Acquire watches and clipboards ● Hold timer/runner meeting to discuss rules and distribute stop watches, clip boards and pencils Clean-up: ● Collect stop watches, clip boards and pencils ● Put away starter ● Put away chain at shallow end

ST-03: Swim Team – League Swim Meet

Description:

The league swim meet is held on a round-robin basis with Colony hosting it one time per year.

Special Considerations:

- The swim team liaison maintains history information from the prior league meet.
- Swim meet rules are reviewed and agreed to at an annual Swim Coach's meeting which is typically held in February.

SOP Process Steps:

Step	Title	Step Description
1	Establish preliminary budget	● CSC will provide in their budget, for the season where they host the League Swim Meet, the funds necessary to host the meet. Personnel costs are covered by CSC. Note that the meet costs are typically split between all teams, but there may be special costs, such as the replacement of certain equipment such as flags.
2	Establish staffing levels	● Establish the number of personnel required to staff the League Swim Meet. Coordination with the CSC Head Swim Coach is necessary to establish the appropriate staff levels. This includes lifeguard(s) at all times as well people to staff the facility.
3	Plan the event	● CSC will provide a task group to plan and organize all required events; materials, food and volunteers required to host a class League Swim Meet.
4	Plan the timeline	● The CSC Head Swim Coach will assist in establishing the information and timelines to guarantee a successful League Swim Meet.
5	Establish League Swim Meet task force	● The CSC Board and a special task group will provide the organization and structure to accomplish a successful League Swim Meet.
6	Notify members prior to meet	● The CSC Board and CSC Management will inform CSC Members that the day of the League Swim Meet, the club will be closed for normal operation until the League Swim Meet and a proper clean-up period has been completed.
7	Provide staff	● The CSC will provide CSC Staff, and will assist in the hosting of the League Swim Meet.

4.6. Capital Improvement Planning Process

Description:

The Capital Improvement Planning Process provides a consistent, repeatable process for planning Capital Improvements and collecting the associated fees. Capital improvements are defined as those improvements to the Club building, grounds, pool and other areas of the Club property that are not routinely maintained under the Club's operating budget.

- The first objective of the Capital Improvement Process is to perform forward planning for capital expenditures needed to maintain the club as well as implement selected member-suggested improvements.
- To ensure appropriate and timely funding of capital improvements, the second objective of the Capital Improvement process is to collect Capital Improvement fees in proportion to the expected need; no more and no less.

Special Considerations:

- The Vice President has responsibility for running the Capital Planning process.
- Note that final decisions on capital improvement projects, costs, and timing of capital improvements rests solely under the authority of the Board of Directors. As with any process, the general membership can override this process with a majority vote at any annual meeting, assuming that a quorum of members is present at the meeting.
- Fees currently retained for Capital Improvements are not refunded when a member leaves the club.
- CSC previously experimented with holding capital improvement meetings in both the winter and during the swim season and discovered that because most of the core needs are being addressed, Capital Improvements are not a "hot button" with most of the membership -- only a handful of people show up to these meetings. As a guideline to future capital planning activities, it is felt that it is easier and more effective to collect suggestions on an ongoing basis and do capital planning as a periodic "event" that reviews, prioritizes and selects from all suggestions.
- The CSC Board that generated this process document found through strong member feedback that it is far better to put emphasis on "Capital Improvement Process" rather than "Capital Improvement Fund". While it is generally agreed that although the club needs to fund capital improvements on an as-needed basis, Colony members indicated that they don't like to see their money in escrow without a clear vision of how it will be use. Thus, the intention is to use the process to determine what the capital improvement need is, then collect funds in proportion to the need.

SOP Process Steps:

Step	Title	Step Description
1	Solicit, collect and document member input	A suggestion box has been set up to collect input on potential capital improvements from the general membership. Members of the Board will also accept direct feedback from any member on potential capital improvements to the Club. The list of capital improvement suggestions is to be maintained by the Vice President.
2	Perform Capital Improvement project selection	The Board will review submitted items by November 1 of every year and (1) agree to perform further investigation of the suggestion, (2) select the suggestion for action, (3) reject it, or (4) defer it to a later time.
3	Determine Capital Improvement fee needed to achieve goals	The CSC Board agreed that, as has been the case for a number of years, Capital Improvement fees are to be collected along with and at the same time as the annual membership dues. This process should be initiated in November in order to complete a review of the capital improvement planning process prior to the mailing of membership renewal forms. Given that projects have been selected and the associated costs identified, the Board will review funding options and select the approach that it feels most appropriate. In alignment with Objective #2 (above), the intention is that the board will adjust the Capital Improvement fee structure to be in proportion with the planned Capital Expense. Starting with the 2007 membership renewal, a fee will be collected (as indicated in the Fee Schedule Section), thereby initiating the capital improvement process. Note that the collection of Capital Improvement fees is part of the annual membership dues and is documented as part of that process.
4	Communicate Capital Improvement decisions to Colony members	To ensure continuous communication to the membership on planned capital improvements, the Board will finalize project selection and include information about these projects in the annual Spring Newsletter.

5. Job Descriptions

Roles and responsibilities for all positions at the Colony Swim Club are listed in the following sub-sections.

The rationale for providing job descriptions and responsibilities at a fairly detailed level is that people will rotate through positions on a regular basis and this document provides a “long term memory” to be shared and improved over time. Also, by documenting these responsibilities, we are able to ensure that responsibility for regulatory compliance has been communicated.

5.1. CSC Staff

CSC Staff consists of CSC Employees who are classified as non-exempt hourly employees.

5.1.1. Pool Manager, Pool Co-Manager and Assistant Pool Manager

It is assumed that two people will staff CSC Management positions during the swim season.

The CSC Management positions allow for one of two combinations, depending on the personnel chosen to occupy the manager positions:

- Two Pool Co-Managers have responsibility for managing the Swim Club.
- A Pool Manager and one or more Assistant Pool Managers have responsibility for managing the Swim Club.

Overall Description

A. The Pool Manager is responsible for the overall operations and CSC Staff during the season. The Pool Manager will collaborate with the CSC Board of Directors to establish and facilitate operational and personnel policies for CSC.
B. The Pool Manager will assure the safety of CSC Members, Guests and CSC Staff.
C. The Pool Manager will maintain an atmosphere appropriate for families.
D. The Pool Manager’s work schedule will be determined by the CSC Hours of Operation and by the Pool Manager and Assistant Pool Manager’s mutual agreement. All CSC hours of operations will be covered by a Pool Manager or an Assistant Pool Manager, or by a designated and scheduled replacement specified by the Pool Manager or a Assistant Pool Manager, or by the CSC Board.
E. The breakdown of duties between the Assistant Pool Manager and Pool Manager will be by their mutual agreement. This breakdown of duties may be influenced/modified by the CSC Board.

Qualifications

A. Prior to Employee beginning work, provide proof of certification by the American Red Cross (or equivalent) that remains valid for the current year:
    - Lifeguard (with First Aid) Training
    - CPR for the Professional Rescuer
    - Preventing Disease Transmission (Bloodborne Pathogens)
    - Water Safety Instruction
B. Able to work flexible hours.
C. Experience in supervising young staff and day to day business operations.
D. Experienced and knowledgeable in operation of pool and equipment or demonstrates the ability to learn.
E. Has excellent communication and interpersonal skills.
F. Possess maturity and ability to interact well with people of all ages.
G. High School Graduate.

Accountability

A. The Pool Manager and Pool Co-Managers are accountable to the CSC Board of Directors through the CSC Personnel Director.
B. The Assistant Pool Manager is accountable to the Pool Manager.

Job-Specific Responsibilities

- Ensure that CSC Staff perform everyday operation of the Swim Club per the CSC Operations Manual, applicable health regulations, and by all other policies in effect.
- Make copies of forms (Party Request Form, etc.) for Pool Office Binder
- Pre-Season Opening Responsibilities:
    - Coordinate the opening of the pool for the season with the CSC Building and Grounds Director, CSC Pool and Equipment Director, and the CSC Vice President. If the Pool Manager and/or Assistant Pool Manager’s schedules do not allow them to participate in the opening of the pool, the Pool Manager and/or Assistant Pool Manager should recommend and schedule responsible, experienced CSC Staff to work with the CSC Board members involved in opening the pool.
    - Along with the CSC Building and Grounds Director and CSC Equipment Director, the Pool Manager will coordinate and schedule all outside and inside work required for the timely opening of the pool. This may include publishing workdays for CSC Members to assist in the work to be done.
    - Coordinate pre-season training and certification of current and new CSC Staff.

- Coordinate/perform update of Capital Asset Inventory and provide copies to the CSC Treasurer.

- End of Season Responsibilities
    - The Pool Manager and/or Assistant Pool Manager are responsible for coordinating the closing of the Swim Club each year with the CSC Building and Grounds Director, CSC Pool and Equipment Director, and CSC Board members. If the Pool Manager's and/or Assistant Pool Manager's schedules do not allow them to participate in the closing of the Swim Club, the Pool Manager will recommend and schedule experienced CSC Staff to work with the CSC Board involved in closing the Swim Club.
    - Prepare and provide MIOSHA Accident Reporting forms for CSC Personnel Manager for inclusion in the Personnel Binder. Ensure that the accident report form is sent to MIOSHA.
- Run the pool in an orderly, efficient manner, including:
    - Efficient operating procedures.
    - Proper staffing levels each day.
    - Maintaining the hours of operation.
    - Coordinating swim lessons.
    - Maintaining the Swim Club appearance.
    - Maintaining proper CSC Staff and CSC Member relations.
    - Maintaining proper CSC Staff attitude and discipline.
    - Maintaining proper and timely communications with the CSC Board and assuring a friendly, safe and family oriented atmosphere for the CSC Members, Guests and CSC Staff.
    - Ensure that music, if played, is appropriate for family members of all ages (e.g.; no rap, acid rock, etc.)
    - Make a copy of the "Public Swimming Pool Monthly Operation Report" and mail it to the DEQ within 10 days of the end of each month that the pool is open.
- Personnel
    - Review and approve employee hours worked in a timely manner so that the CSC Accountant can compensate CSC Employees on a timely basis.
    - Perform an end of the season evaluation for each CSC Employee using the "Personnel Evaluation Form". This evaluation will become part of the employee's personnel records. The evaluations are due before the end of August.
    - Recommend CSC Staff discipline. The CSC Operations Manual will be used as a guideline in establishing the level of discipline. All suspensions and/or termination recommendations will be communicated to the CSC Personnel Director, and if agreed to, the information will become part of the employee's personnel records.
    - Interview all potential CSC Staff and make employment recommendations to the CSC Personnel Director. The CSC Personnel Director has final say on all personnel actions.
    - Work with the CSC Personnel Director and identify opportunities for making it "fun" for CSC Staff to work at Colony and/or make it easier for staff to work with / approach the Board. Examples:
        - Board and CSC Staff take certification training together.
        - Board members to provide lunch/dinner on occasion.
        - Post a "focus employee of the week" on the bulletin board.
        - Post CSC Staff birthdays.
        - Post an employee of the week/bi-week.month and give them movie tickets, etc.
- Health and Safety
    - Allow only personnel who are physically fit to perform work
    - Close pool if safety code is not being met. If this is done, the Pool Manager must immediately contact a CSC Board member to describe the situation and indicate the required corrective action.
    - Ensure conformance to rules and processes outlined in CSC's Bloodborne Pathogens Policy.
    - Ensure conformance to rules and processes outlined in CSC's Hazard Communication Program.
    - Ensure conformance to rules and processes outlined in this Respiratory Protection Program, including the following of Standard Operating Procedures (SOPs) and Safety Practices and the use of a respirator in emergency situations.
    - Ensure that after removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
    - Ensure that all required equipment, materials and protective devices are available and that they are in good working order
    - Ensure that if employees incur exposure to their skin or mucus membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.
    - Ensure that the pool chemistry is properly adjusted at all times, as well as determine if/when the pool should be shocked.
    - On a bi-weekly basis, file the pool water sample report in the Pool Office Binder.
    - On a monthly basis, make a copy of the "Michigan Department of Public Health Pool Chemistry Chart" and mail the original to the Michigan Department of Public Health
    - The Pool Manager will (1) perform monthly inspections of the personal protective equipment, (2) log inspection information on the CSC Daily Maintenance Checklist, (3) perform any in-service training required to retrain users and (4) help to evaluate effectiveness of the Health and Safety Programs, policies and procedures outlined in the CSC Operations Manual.

        - The Pool Manager, or his/her designated replacement, may forbid or may limit the use of, or may eject from the pool and grounds any person who jeopardizes his own safety or the safety and comfort of other members.
- Office Management
    - Develop a weekly work schedule for CSC Staff and ensure that the required minimum staffing levels for normal, safe pool operation are always achieved.
    - Review any requested changes in the work schedule and provide a best-effort attempt to negotiate changes among staff. CSC Management is not obligated to grant any late changes for personal reasons. All requests given on a timely basis will be reviewed with as much consideration to the employee as is possible.
    - Deal with Vendors and Suppliers, paying bills when required and ordering supplies as needed.
    - Record all verbal suggestion/complaints/infractions and review with the responsible CSC Board member.
    - Ensure that the Snack Bar is fully stocked for the opening day and is efficiently and effectively operated during the season.
    - Manage problems and escalate problems to senior management as necessary
- Perform on-the-job observation and provide improvement coaching to CSC Staff and schedule CSC Staff meetings and in-service training when necessary in regard to:
    - Current and new policies.
    - Proper handling of money.
    - Swim Club maintenance duties.
    - General duties required for the upkeep and cleanliness of the Swim Club.
    - CSC Staff conduct and attitude.
    - Any other topic that is deemed necessary by the Pool Manager and/or Assistant Pool Manager or the CSC Board.
- Swim Instruction:
    - Schedule / coordinate / oversee / perform swim instruction as outlined by the American Red Cross “Learn to Swim” program. As the experience and skill level of the lifeguards who assist with swim lessons and skill level of students may vary, it is expected that Employee will help in tailoring swim lesson, provide guidance to the lifeguard assistants, assist/perform instruction as necessary and provide encouragement to both the lifeguard assistants and students.
    - Ensure that all swim instruction forms are filled out in a timely, professional manner. This includes requesting American Red Cross completion certificates prior to swim sessions, tracking attendance, filling out and distributing certificates at the end of the swim lesson sessions, reporting final results to the American Red Cross, and maintaining information in the Swim Instructor’s Binder.
    - When a swim session is completed, ensure that feedback is provided to the children’s parents/legal guardians as to areas of strength and possible areas for additional development using the Progress Reports included in the Operations Manual. The Lifeguards assistants who participate in the Swim Instruction may be asked to fill out these forms.
- Communicate with CSC Membership and assist in coordinating all special Swim Club membership events and functions. During any events or functions, all CSC policies and procedures will be followed.
- Communicate with the Swim Team Management and assist in coordinating all swim meets and special swim team events and functions.
- Establish parameters for pool temperature.

General Responsibilities

All CSC Staff have the following responsibilities:

- Abide by and enforce all CSC policies and procedures conveyed to the Employee through training sessions, the Operations Manual, and evaluations.
- Annually attend and successfully complete a CSC Orientation and Training session.
- Contact the Pool Manager(s) or CSC Board Member to ask questions or report problems of any sort. The Pool Manager or Board Member will keep everything confidential and do their best to resolve issues. If you’re not sure, ask (leaving, going in the pool, taking a shower, using the phone, etc.).
- Enforce Colony security policies, including ensuring that all doors and gates are locked at night, setting and clearing building alarms, and ensuring that only authorized individuals are allowed on the CSC grounds and into the CSC facilities.
- Enforce rules/regulations as outlined in the Operations Manual
- Find a qualified CSC substitute for any scheduled shift that he/she cannot work.
- Follow procedures as outlined in the Operations Manual
- Greet members and guests with a friendly smile.
- Identify and perform maintenance tasks that need to be done around the swim club as time permits and the need arises. Activities may include, but are not limited to sweep, trim grass/bushes, raking, pull weeds, wash windows/floors, sweep floors, paint, water lawn/plants, spray for wasps, replace light bulbs, clean facilities, sweep/wash down pool deck, and gather/bundle any cans/bottles for recycling.
- Keep CSC Staff, CSC Member and CSC Guest information confidential.
- Keep the Pool Office looking clean and professional.
- No worker shall, use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself or any other worker.
- Perform all duties and responsibilities required of the assigned job.
- Perform any reasonable task associated with employment at CSC as determined by CSC Management and the CSC Board.

- Purchase and wear approved CSC uniform and whistle at all times while on duty.
- Raise U.S. flag in the morning and take down nightly.
- Read the CSC Operations Manual so as to familiarize himself/herself with the content and provide any suggestions for the improvement.
- Regularly inspect and maintain cleanliness and safety of the pool area, including sweeping and washing down pool deck, vacuuming the pool, and picking up loose items.
- Regularly inspect facility and grounds and straighten lawn chairs, return sports equipment and other articles back to their proper place, put "found" articles in Lost and Found box, return baskets to their racks, put pool equipment away, wipe off picnic tables, etc.
- Regularly inspect, clean and repair lawn chairs.
- Regularly inspect, clean, disinfect and re-supply the facility as necessary, including toilets, urinals, mirrors, sinks, paper holders (hand and toilet), and mop the shower, bathroom kitchenette and Snack Bar floors on a daily basis or more often (as required).
- Regularly inspect, empty and clean trash containers as well as pick up any trash around building or grounds and dispose in dumpster.
- Regularly monitor and adjust pool chemistry.
- Show up on time for work.
- Store all personal items out of sight. The storage room has cubbies set aside for employee to store personal items.
- Store any keys issued by CSC in a secure manner. Keys must be returned to the CSC Personnel Director at the end of the pool season. CSC Staff Member and the CSC Personnel Director will sign for all keys issued and collected. In the event that the key(s) are lost, CSC Staff member will pay a $20.00 key replacement fee for any lost key(s). CSC Staff member agrees that if fee has not been previously paid, the CSC Personnel Director may withhold this key duplication fee from the CSC Staff member's paycheck.
- Turn over any and all money collected as a CSC Staff member, including Party Fees, Snack Bar fees and Guest Fees to Colony Swim Club, Inc. in a timely manner according to policies and procedures as outlined in the Operations Manual.
- Water plants and grass.
- Wear, at all times, Personal Protective Equipment (PPE) safety equipment appropriate to the work at hand, including protective eye wear, gloves, safety shoes, etc. Note that CSC provides Personal Protective Equipment (PPE). If adequate safety wear is not available, the task should not be performed and the appropriate CSC Board Member should be notified.
- Work at Front Desk as required.

5.1.2. CSC Lifeguard

Overall Description

A. The CSC Lifeguard position is responsible for performing and enforcing all policies and procedures listed in the CSC Operations Manual, applicable health regulations, and by all other policies in effect.

B. The CSC Lifeguard position will assure the safety of CSC Members, Guests and CSC Staff.

C. The CSC Lifeguard position will guard the swim pool during assigned shifts.

D. The CSC Lifeguard position will clean during working hours and at closing time as per the Standard Operating Procedures in the Operations Manual.

E. The CSC Lifeguard position will assist with the teaching of swim lessons. If the individual is WSI-certified, this individual will lead swim lessons.

F. CSC Lifeguards must:
    - Wear uniforms every day.
    - Be aware and don't get too comfortable on the lifeguard stand.
    - Be prepared for lifeguard position changes.
    - Track time for position changes and adult swim time. The lifeguard near the deep end stand is in charge of keeping track of time.
    - Enforce and ensure adherence to pool rules.

Qualifications

A. At least 15 years of age

B. Current certification in the American Red Cross Lifeguard training classes listed in the following table. Note that although, as of February 6, 2001, the State of Michigan has dropped their requirement of requiring lifeguards to have valid and current evidence of successful completion of a recognized course of first aid. CSC will continue this as a requirement for Lifeguards and Pool Managers. This requirement can be achieved by taking the Red Cross Lifeguard (with First Aid) training.

Courses and Modules	Certificate(s) issues	Validity Period
Lifeguard Training	Lifeguard Training (with First Aid) CPR for the Professional Rescuer	3 years 1 year
Preventing Disease Transmission	Preventing Disease Transmission (e.g.; Bloodborne Pathogens)	N/A*

C. Able to work flexible hours.

D. Possess maturity and ability to interact well with people of all ages.

E. Has excellent communication and interpersonal skills.

F. Willing to teach swim lessons to various age groups.
G. Willing to help run swim meets and league championship meet as applicable.
H. American Red Cross WSI certification is preferred.
I. Certification in the American Red Cross "Lifeguard Management and Quality Assurance" course is preferred.

Accountability

A. The CSC Lifeguard position is accountable to both the Pool Manager and the Assistant Pool Manager or the Pool Co-Managers, or to another CSC Staff member who has been placed in charge of the Swim Club by the Pool Manager and the Assistant Pool Manager or the Pool Co-Managers or by the CSC Board.

Job-Specific Responsibilities:

A. Responsible for all of the duties outlined in the CSC Operations Manual, pertaining to swim lessons, attitudes, courtesy, staff conduct, uniform and identification, front desk, grounds and parking lot, pool, snack bar, bathrooms/locker rooms, overall lifeguard duties, snack bar duties, opening duties, closing duties and any other practical duties assigned by Swim Club Management or by the Swim Club Board.
B. Enforce all of the safety rules, general rules, pool and grounds rules and "Admittance of Guests" rules as outlined in the Operations Manual.
C. Perform all duties according to the published procedural checklists developed for each area.
D. Read the CSC Operations Manual so as to familiarize himself/herself with the content therein.
E. Satisfactorily pass and maintain all required levels of training and certification. Failing to do so could result in a termination from their job assignment or from being re-hired the following season.
F. Communicate to the Pool Manager, Pool Co-Manager, or the Assistant Pool Manager, any requested changes in the work schedule. CSC Management is not obligated to grant any late changes for personal reasons. All requests given on a timely basis will be reviewed with as much consideration to the employee as is possible.
G. Get a replacement for themselves, from the CSC Staff, in the event of illness, family emergency or any other acceptable reason.
H. Ensure that the flag is taken down at night and raised in the morning.
I. Install swim lane markers prior to swim team practice.
J. Remove swim lane markers after swim team practice.
K. Always wear whistle when on duty.

General Responsibilities

All CSC Staff have the following responsibilities:

- Abide by and enforce all CSC policies and procedures conveyed to the Employee through training sessions, the Operations Manual, and evaluations.
- Annually attend and successfully complete a CSC Orientation and Training session.
- Contact the Pool Manager(s) or CSC Board Member to ask questions or report problems of any sort. The Pool Manager or Board Member will keep everything confidential and do their best to resolve issues. If you're not sure, ask (leaving, going in the pool, taking a shower, using the phone, etc.).
- Enforce Colony security policies, including ensuring that all doors and gates are locked at night, setting and clearing building alarms, and ensuring that only authorized individuals are allowed on the CSC grounds and into the CSC facilities.
- Enforce rules/regulations as outlined in the Operations Manual
- Find a qualified CSC substitute for any scheduled shift that he/she cannot work.
- Follow procedures as outlined in the Operations Manual
- Greet members and guests with a friendly smile.
- Identify and perform maintenance tasks that need to be done around the swim club as time permits and the need arises. Activities may include, but are not limited to sweep, trim grass/bushes, raking, pull weeds, wash windows/floors, sweep floors, paint, water lawn/plants, spray for wasps, replace light bulbs, clean facilities, sweep/wash down pool deck, and gather/bundle any cans/bottles for recycling.
- Keep CSC Staff, CSC Member and CSC Guest information confidential.
- Keep the Pool Office looking clean and professional.
- No worker shall, use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself or any other worker.
- Water flowers daily.
- Perform all duties and responsibilities required of the assigned job.
- Perform any reasonable task associated with employment at CSC as determined by CSC Management and the CSC Board.
- Perform Snack Bar role as time permits and the need arises.
- Purchase and wear approved CSC uniform and whistle at all times while on duty.
- Raise U.S. flag in the morning and take down nightly.
- Read the CSC Operations Manual so as to familiarize himself/herself with the content and provide any suggestions for the improvement.
- Regularly inspect and maintain cleanliness and safety of the pool area, including sweeping and washing down pool deck, vacuuming the pool, and picking up loose items.

- Regularly inspect facility and grounds and straighten lawn chairs, return sports equipment and other articles back to their proper place, put "found" articles in Lost and Found box, return baskets to their racks, put pool equipment away, wipe off picnic tables, etc.
- Regularly inspect, clean and repair lawn chairs.
- Regularly inspect, clean, disinfect and re-supply the facility as necessary, including toilets, urinals, mirrors, sinks, paper holders (hand and toilet), and mop the shower, bathroom kitchenette and Snack Bar floors on a daily basis or more often (as required).
- Regularly inspect, empty and clean trash containers as well as pick up any trash around building or grounds and dispose in dumpster.
- Regularly monitor and adjust pool chemistry.
- Show up on time for work.
- Stack chairs the night before the lawn company is to arrive. Note that because swim team practice uses the diving blocks near the deep end, you should not put chairs behind starting blocks in June or July. Also, don't stack chairs or lounges on the stones which are south of the building.
- Store all personal items out of sight. The storage room has cubbies set aside for employee to store personal items.
- Store any keys issued by CSC in a secure manner. Keys must be returned to the CSC Personnel Director at the end of the pool season. CSC Staff Member and the CSC Personnel Director will sign for all keys issued and collected. In the event that the key(s) are lost, CSC Staff member will pay a $20.00 key replacement fee for any lost key(s). CSC Staff member agrees that if fee has not been previously paid, the CSC Personnel Director may withhold this key duplication fee from the CSC Staff member's paycheck.
- Turn over any and all money collected as a CSC Staff member, including Party Fees, Snack Bar fees and Guest Fees to Colony Swim Club, Inc. in a timely manner according to policies and procedures as outlined in the Operations Manual.
- Wear, at all times, Personal Protective Equipment (PPE) safety equipment appropriate to the work at hand, including protective eye wear, gloves, safety shoes, etc. Note that CSC provides Personal Protective Equipment (PPE). If adequate safety wear is not available, the task should not be performed and the appropriate CSC Board Member should be notified.
- Work at Front Desk as required.

5.1.3. CSC Snack Bar

Overall Description

A. Responsible for performing Snack Bar related activities in adherence with the CSC Operations Manual policies, procedures and forms and any other applicable health and safety regulations.
B. Assure the safety of CSC Members, Guests and CSC Staff.
C. Provide suggestions for the improvement of policies, procedures and forms in the Operations Manual.

Qualifications

A. At least 14 years of age.
B. Able to work flexible hours.
C. Has excellent communication and interpersonal skills.
D. Possess ability to safely work in an unsupervised manner.
E. Able to count money and make change.

Accountability

A. The CSC Snack Bar position is accountable to the Pool Manager.

Job-Specific Responsibilities:

B. Snack Bar Opening Responsibilities
    - Empty/reline trash cans and dump garbage bags in dumpster.

A. Snack Bar Operation
    - Bundle pop cans as necessary.
    - Calculate and report a daily balance using the form titled "Daily Cash/Goods Balance Sheet – Snack Bar".
    - Check and defrost freezers as required.
    - Communicate with the Pool Manager, Pool Co-Managers, or Assistant Pool Manager, any requested changes in the work schedule. The CSC Management is not obligated to grant any late changes for personal reasons. All requests given on a timely basis will be reviewed with as much consideration to the employee as is possible.
    - Control and report money and inventory.
    - Empty trash cans/baskets as needed and throw in dumpster. Note that latex gloves are recommended for safety.
    - Enforce all of the health and safety policies, perform tasks as per the applicable Standard Operating Procedures and forms in the CSC Operations Manual.
    - Fill out all required forms.
    - Fill the pop machine.
    - Get a replacement for themselves, from the CSC Staff, in the event of illness, family emergency or any other acceptable reason.

- Inventory all food items one (1) time per day.
- Maintain kitchen storage area in an orderly manner.
- Perform all other required cleaning, organizing and food preparation.
- Pick up trash around grounds and in building on a periodic basis, including at opening and at closing.
- Sell snacks.
- Sweep and wet mop the Snack Bar and Kitchenette floor one (1) time per day.
- Vacuum front lobby / hall carpet.
- Wipe all counter tops with wet cloth and disinfectant three (3) times per day.
- Wash all sinks with wet cloth and cleanser as needed.
- Wash all utensils / pots / pans used for food preparation in hot water and dish soap as needed and store.
- Wash inside of microwave oven with wet cloth and cleanser one (1) time per day.
- Wipe Snack Bar windows with window cleaner one (1) time per day.
- Wipe down appliances with a wet cloth one (1) time per day.
- Inspect and wipe picnic tables on a periodic basis, including at opening and at closing.

B. Snack Bar Closing Responsibilities

- Clean sink and counter.
- Close the Snack Bar one hour before pool closing.
- Close/lock refrigerator and freezers.
- Count money, balance records and turn into Pool Manager.
- Count stock and notify appropriate person if stock is low.
- Fill pop machines.
- Inspect and hose down patio on an as-needed basis.
- Put away all snacks, etc.
- Sweep and wash floors (more often if required).
- Vacuum lobby/hall carpet.
- Wash all dishes and put away.
- Wash windows weekly or more often if needed.
- Wipe off pop machine with a wet cloth.

General Responsibilities

All CSC Staff have the following responsibilities:

- Abide by and enforce all CSC policies and procedures conveyed to the Employee through training sessions, the Operations Manual, and evaluations.
- Annually attend and successfully complete a CSC Orientation and Training session.
- Contact the Pool Manager(s) or CSC Board Member to ask questions or report problems of any sort. The Pool Manager or Board Member will keep everything confidential and do their best to resolve issues. If you're not sure, ask (leaving, going in the pool, taking a shower, using the phone, etc.).
- Employee understands that it is his responsibility to find a qualified CSC substitute for any scheduled shift that he cannot work.
- Enforce Colony security policies, including ensuring that all doors and gates are locked at night, setting and clearing building alarms, and ensuring that only authorized individuals are allowed on the CSC grounds and into the CSC facilities.
- Enforce rules/regulations as outlined in the Operations Manual
- Follow procedures as outlined in the Operations Manual
- Gather and bundle any drink cans and bottles for recycling.
- Greet members and guests with a friendly smile.
- Identify and perform maintenance tasks that need to be done around the swim club as time permits and the need arises. Activities may include, but are not limited to sweep, trim grass/bushes, raking, pull weeds, wash windows/floors, sweep floors, paint, water lawn/plants, spray for wasps, replace light bulbs, clean facilities, sweep/wash down pool deck, and gather/bundle any cans/bottles for recycling.
- Keep CSC Staff, CSC Member and CSC Guest information confidential.
- Keep the Pool Office looking clean and professional.
- No worker shall, use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself or any other worker.
- Perform all duties and responsibilities required of the assigned job.
- Perform any reasonable task associated with employment at CSC as determined by CSC Management and the CSC Board.
- Perform lifeguarding (if certified) as time permits and the need arises.
- Purchase and wear approved CSC uniform and whistle at all times while on duty.
- Raise U.S. flag in the morning and take down nightly.
- Read the CSC Operations Manual so as to familiarize himself/herself with the content and provide any suggestions for the improvement.

- Regularly inspect and maintain cleanliness and safety of the pool area, including sweeping and washing down pool deck, vacuuming the pool, and picking up loose items.
- Regularly inspect facility and grounds and straighten lawn chairs, return sports equipment and other articles back to their proper place, put "found" articles in Lost and Found box, return baskets to their racks, put pool equipment away, wipe off picnic tables, etc.
- Regularly inspect, clean and repair lawn chairs.
- Regularly inspect, clean, disinfect and re-supply the facility as necessary, including toilets, urinals, mirrors, sinks, paper holders (hand and toilet), and mop the shower, bathroom kitchenette and Snack Bar floors on a daily basis or more often (as required).
- Regularly inspect, empty and clean trash containers as well as pick up any trash around building or grounds and dispose in dumpster.
- Regularly monitor and adjust pool chemistry.
- Show up on time for work.
- Store all personal items out of sight. The storage room has cubbies set aside for employee to store personal items.
- Store any keys issued by CSC in a secure manner. Keys must be returned to the CSC Personnel Director at the end of the pool season. CSC Staff Member and the CSC Personnel Director will sign for all keys issued and collected. In the event that the key(s) are lost, CSC Staff member will pay a $20.00 key replacement fee for any lost key(s). CSC Staff member agrees that if fee has not been previously paid, the CSC Personnel Director may withhold this key duplication fee from the CSC Staff member's paycheck.
- Turn over any and all money collected as a CSC Staff member, including Party Fees, Snack Bar fees and Guest Fees to Colony Swim Club, Inc. in a timely manner according to policies and procedures as outlined in the Operations Manual.
- Wear, at all times, Personal Protective Equipment (PPE) safety equipment appropriate to the work at hand, including protective eye wear, gloves, safety shoes, etc. Note that CSC provides Personal Protective Equipment (PPE). If adequate safety wear is not available, the task should not be performed and the appropriate CSC Board Member should be notified.
- Work at Front Desk as required.

5.1.4. CSC Swim Instructor

Overall Description

A. Instruct swim students as per guidelines provided by the American Red Cross Learn To Swim instruction program.

Qualifications

A. Current Certifications required of Lifeguards.
B. Able to work flexible hours.
C. Possess maturity and ability to interact well with people of all ages.
D. Have excellent communication and interpersonal skills.
E. Current Lifeguard, First Aid and CPR certification
F. Red Cross WSI certification preferred
G. Knowledge of swimming skills and strokes

Accountability

H. The CSC Swim Instructor will report to the Pool Manager.

Job-Specific Responsibilities

A. Determine the annual schedule for swim sessions (number of sessions, number of levels, lesson times).
B. Work with CSC Board and determine swim lesson cost.
C. Work with the appropriate CSC Board member and to author letter that solicits swim lesson participants.
D. Collect swim lesson application forms, organize applicants into sessions, and notify parents.
E. Create swim lesson block plans prior to first class of the session.
F. Coordinate swim instructor schedule and training plans as per the "CSC Staff Orientation and Training Plan".
G. Be at facility 10-15 minutes prior to class time
H. Oversee and perform swim instruction.
I. Have all teaching materials lined out and arranged on the deck prior to students arriving
J. Supervise all students at all times while they are in or near the water
K. Complete participant check list for each class
L. Provide student with proper instructions for their skill level.
M. Work with swim instructors to resolve any instructional issues.
N. Provide information to parents on progress of students
O. Answer questions from parents after class
P. Provide student with completed skill checklist at the end of the session. Pay special attention to providing suggestions for improvement.

Q. Administer first aid to participants when needed (coordinate with Lifeguards). Complete CSC Accident / Suggestion / Complaint Form and MIOSHA Accident Report Form (as applicable) in all situations and turn them in to the CSC Personnel Director.

R. Before a swim session starts, prepare the CSC Form "Water Safety Instructor Activity Report" and send to the American Red Cross to request level-specific achievement cards.

S. After a swim session completes, prepare the CSC Form "Water Safety Instructor Activity Report" and send to the American Red Cross.

T. After a student has successfully completed a swim session, fill out and distribute the American Red Cross "Learn To Swim" level-specific achievement card.

U. Maintain / keep information current in the "CSC Swim Instructor Binder"

General Responsibilities

All CSC Staff have the following responsibilities:

- Abide by and enforce all CSC policies and procedures conveyed to the Employee through training sessions, the Operations Manual, and evaluations.
- All CSC Staff may be assigned to CSC Building and Grounds Maintenance tasks as time permits. When this occurs, the job description and safety policies for the CSC Building and Grounds Maintenance position additionally applies.
- All CSC Staff may be assigned to shifts in the Snack Bar. When this occurs, the job description and safety policies for the Snack Bar position additionally applies.
- Annually attend and successfully complete a CSC Orientation and Training session.
- Contact the Pool Manager(s) or CSC Board Member to ask questions or report problems of any sort. The Pool Manager or Board Member will keep everything confidential and do their best to resolve issues. If you're not sure, ask (leaving, going in the pool, taking a shower, using the phone, etc.).
- Employee understands that it is his responsibility to find a qualified CSC substitute for any scheduled shift that he cannot work.
- Enforce Colony security policies, including ensuring that all doors and gates are locked at night, setting and clearing building alarms, and ensuring that only authorized individuals are allowed on the CSC grounds and into the CSC facilities.
- Enforce rules/regulations as outlined in the Operations Manual
- Follow procedures as outlined in the Operations Manual
- Gather and bundle any drink cans and bottles for recycling.
- Greet members and guests with a friendly smile.
- Keep CSC Staff, CSC Member and CSC Guest information confidential.
- Keep the Pool Office looking clean and professional.
- No worker shall, use or operate any equipment, machine, device or thing, or work in a manner that may endanger himself, herself or any other worker.
- Perform all duties and responsibilities required of the assigned job.
- Perform any reasonable task associated with employment at CSC as determined by CSC Management and the CSC Board.
- Perform minor grounds maintenance tasks, including pulling weeds, trimming bushes and trimming trees.
- Purchase and wear approved CSC uniform and whistle at all times while on duty.
- Raise U.S. flag in the morning and take down nightly.
- Read the CSC Operations Manual so as to familiarize himself/herself with the content and provide any suggestions for the improvement.
- Regularly inspect and maintain cleanliness and safety of the pool area, including sweeping and washing down pool deck, vacuuming the pool, and picking up loose items.
- Regularly inspect facility and grounds and straighten lawn chairs, return sports equipment and other articles back to their proper place, put "found" articles in Lost and Found box, return baskets to their racks, put pool equipment away, wipe off picnic tables, etc.
- Regularly inspect, clean and repair lawn chairs.
- Regularly inspect, clean, disinfect and re-supply the facility as necessary, including toilets, urinals, mirrors, sinks, paper holders (hand and toilet), and mop the shower, bathroom kitchenette and Snack Bar floors on a daily basis or more often (as required).
- Regularly inspect, empty and clean trash containers as well as pick up any trash around building or grounds and dispose in dumpster.
- Regularly monitor and adjust pool chemistry.
- Show up on time for work.
- Store all personal items out of sight. The storage room has cubbies set aside for employee to store personal items.
- Store any keys issued by CSC in a secure manner. Keys must be returned to the CSC Personnel Director at the end of the pool season. CSC Staff Member and the CSC Personnel Director will sign for all keys issued and collected. In the event that the key(s) are lost, CSC Staff member will pay a $20.00 key replacement fee for any lost key(s). CSC Staff member agrees that if fee has not been previously paid, the CSC Personnel Director may withhold this key duplication fee from the CSC Staff member's paycheck.
- Turn over any and all money collected as a CSC Staff member, including Party Fees, Snack Bar fees and Guest Fees to Colony Swim Club, Inc. in a timely manner according to policies and procedures as outlined in the Operations Manual.
- Use Personal Protective Equipment (PPE) as appropriate (handling chemicals, administering first aid, etc.)
- Water plants and grass.
- Work at Front Desk as required.

5.1.5. CSC Swim Team Head Coach

Overall Description

A. The CSC Swim Team Head Coach position is a paid position.

B. The CSC Swim Team Head Coach is responsible for identifying all Swim Team requirements and organizing all Swim Team functions and activities.

Qualifications

A. High School Graduate

B. Experience in coaching swimmers of all ages, and or swimming on a competitive basis.

C. Certification in CPR, and Red Cross Lifeguard Training preferred

D. Able to work flexible hours.

E. Possess maturity and ability to interact well with people of all ages.

F. Have excellent communication and interpersonal skills.

Accountability

A. The CSC Swim Team Head Coach is accountable to the CSC Personnel Director.

Responsibilities

A. Schedule and attend all meetings pertaining to the CSC Swim Team as well as meetings pertaining to league rules and/or swim meets (or send a representative).

B. Organize and supervise all activities pertaining to the CSC Swim Team and all meets held at the CSC Swim Club as well as at other facilities.

C. Manage Swim Team practice (Monday through Friday from 7:45 am to 10:15 am):
- Assist in coaching the swimmers.
- After practice, fill out any paper work, talk with parents to provide tips or answer questions, help clean up, etc.

D. Home Swim Meets:
- Arrive around 4:45 pm and stay until after the meet is over and all responsibilities have been completed.
- Check in CSC swimmers.
- Assist in organizing the CSC Swim Team assembly area.
- Ensure that the CSC Swim Team assembly area is cleaned up after the meet and fill out any required paper work.

E. Away Swim Meets:
- Arrive around 5:00 pm and stay until after the meet is over and all responsibilities have been completed.
- Check in CSC swimmers.
- Organize the CSC Swim Team assembly area.
- Clean up the CSC Swim Team assembly area after the meet and fill out any required paper work.

F. Spring CSC Swim Team Parent meeting:
- Attend the Spring CSC Swim Team Parent meeting and present schedule and ground rules to Parents. Provide any insight and guidance to make new swim families comfortable.

G. Fire Up Party:
- Attend the Fire Up Party
- Arrive before the party is to begin in order to set up, etc.
- Remain after the party is completed to clean-up, etc.

H. Team Pictures:
- Schedule photographer for team picture at end of season banquet

I. Team Swim Suits:
- Pick and order team swim suits

J. League Meet:
- Arrive before warm up and stay until the end of the meet is over and all responsibilities have been completed.

K. End of Season Team Banquet
- Arrive before the banquet held at the CSC Swim Club to assist the Swim Banquet Chairman with set up, etc.

L. Fill out all required paper work for swim meets, awards, certificates, etc.

M. Supervise the CSC Swim Team Assistant Coaches.

N. Communicate with the CSC Board and CSC Management to determine the staffing help needed to carry out a successful swim season. Staffing projections will be provided to the CSC Personnel Director and CSC Treasurer prior to the development of the seasonal budget in December.

5.1.6. CSC Swim Team Assistant Coach

Overall Description

A. The CSC Swim Team Assistant Coach position is a paid position.

B. The CSC Swim Team Assistant Coach will assist the CSC Swim Team Head Coach in all Swim Team activities, duties and responsibilities.

Qualifications

A. High School Graduate

B. Experience in coaching swimmers of all ages, and or swimming on a competitive team basis.

C. Certification in CPR, and Red Cross Lifeguard training. Red Cross Water Safety is a desirable option.

D. Able to work flexible hours.

E. Possess maturity and ability to interact well with people of all ages.

F. Have excellent communication and interpersonal skills.

Accountability

A. The CSC Swim Team Assistant Coach is accountable to the CSC Swim Team Head Coach.

Responsibilities

A. Assist the CSC Swim Team Head Coach with scheduling and attending all meetings pertaining to the CSC Swim Team as well as meetings pertaining to league rules and/or swim meets (or send a representative).

B. Assist the CSC Swim Team Head Coach with organizing and supervising all activities pertaining to he CSC Swim Team and all meets held at the CSC Swim Club as well as at other facilities.

C. Assist the CSC Swim Team Head Coach with Swim Team practice (Monday through Friday from 7:45 am to 10:15 am):
- Assist in coaching the swimmers.
- After practice, fill out any paper work, talk with parents to provide tips or answer questions, help clean up, etc.

D. Assist the CSC Swim Team Head Coach with Home Swim Meets:
- Arrive around 4:45 pm and stay until after the meet is over and all responsibilities have been completed.
- Supervise warm-up of swimmers
- Assist in organizing the CSC Swim Team assembly area.
- Ensure that the CSC Swim Team assembly area is cleaned up after the meet and fill out any required paper work.

E. Assist the CSC Swim Team Head Coach with Away Swim Meets:
- Arrive around 4:45 pm and stay until after the meet is over and all responsibilities have been completed.
- Supervise warm-up of swimmers
- Organize the CSC Swim Team assembly area.
- Clean up the CSC Swim Team assembly area after the meet and fill out any required paper work.

F. Assist the CSC Swim Team Head Coach with the Spring CSC Swim Team Parent meeting:
- Attend the Spring CSC Swim Team Parent meeting and present schedule and ground rules to Parents. Provide any insight and guidance to make new swim families comfortable.

G. Assist the CSC Swim Team Head Coach with the Fire Up Party:
- Schedule the Fire Up Party
- Attend the Fire Up Party
- Arrive before the party is to be gin in order to set up, etc.
- Remain after the party is completed to clean-up, etc.

H. Assist the CSC Swim Team Head Coach with the League Meet:
- Arrive before warm up and stay until the end of the meet is over and all responsibilities have been completed.

I. Assist the CSC Swim Team Head Coach with the End of Season Team Banquet
- Arrive before the banquet held at the CSC Swim Club to assist the swim banquet chairman with set up, etc.

J. Assist the CSC Swim Team Head Coach with filling out all required paper work for swim meets, awards, certificates, etc.

K. Assist the CSC Swim Team Head Coach with communicating with the CSC Board and CSC Management to determine the staffing help needed to carry out a successful swim season. Staffing projections will be provided to the CSC Personnel Director and CSC Treasurer prior to the development of the seasonal budget in December.

5.1.7. CSC Bookkeeper

Overall Description

- The Bookkeeper is selected and approved annually by the Finance Committee and works with the CSC Treasurer and various committees. The Bookkeeper is not a Director or Officer of the Board.
- Duties are effective for a one year period commencing on March 1st and continuing through February 28th of the following year.
- The CSC Bookkeeper is a salaried position. The fee is paid throughout the year as agreed to by the Treasurer.
- The CSC Bookkeeper attends CSC Board and committee meetings upon request.

Qualifications

Accountability

- The CSC Bookkeeper is accountable to the CSC Treasurer.

Responsibilities

- Accounts Receivable: responsible for receiving and depositing dues; maintains monthly record of accounts.
- Accounts Payable: responsible for preparing and mailing payments; maintains monthly record of accounts.
- Mail: picks up mail from the post office box and distributes to appropriate parties.
- Accounting: prepares and maintains accounting system and supplies; reconciles account balance for use by appropriate parties.
- Payroll: responsible for working with payroll company in the preparation of checks. Tracks and reports payroll and tax withholding, as part of the monthly record of accounts. Works with the payroll company in the preparation of State and Federal forms.
- Taxes: Prepares state and federal tax forms; deposits taxes; liaisons with CPA firm to provide information for annual report and tax return; maintains records.
- Banking: Deposits dues; reconciles accounts monthly.
- Membership: records account transactions; maintains record of accounts for Membership Committee.
- Ensure all bills are paid on time
- Create checks on an as-needed basis and provide to CSC Treasurer for signing
- Reconcile bank accounts
- Prepare monthly financial statements for the CSC Treasurer
- Keep waitlist current
- Keep member database current for active, inactive, terminated and senior members
- Prepare mailing labels, lists and reports as requested by CSC Board.
- Pick-up and distribute mail as necessary

Seasonal Responsibilities

- January:
    - Prepare miscellaneous tax forms, as required, per Swim Club Tax Filing Schedule
    - Ensure all insurance invoices are paid
    - Provide data necessary to prepare tax returns
    - Consolidate all bookkeeping related materials from prior year and turn in to CSC Treasurer, who will maintain the information for the required period of time.
    - File Personal Property Tax statements with Canton Township.
- February:
    - Prepare dues invoices for mailing by February 15
    - Prepare waitlist mailings and invoices for anticipated vacancies
- March/April
    - Receive, post to appropriate accounts, and deposit all revenues
    - Inform Membership Committee frequently regarding frequently regarding status of membership
    - Inform Treasurer of members paying dues late
    - Prepare “late” and “termination” letters for Treasurer signature
    - Prepare additional waitlist mailings and invoices for any remaining vacancies
    - Prepare bonds for President and Secretary signature for those members fully vested in the current year
- May
    - Inform Membership Committee of additional vacancies with waitlist names and phone number to fill remaining vacancies
    - Prepare all work bee refund checks
    - Prepare mailing labels for updated wait list with new numbers

- June/July/August
    - Deposit and assure accurate accounting for all Club revenues (Snack Bar, Guest Fees, pop machine sales, pay phone, etc.)
    - Deposit account swim team receipts as provided by the swim team coach
    - Ensure 990 and 990T are submitted to IRS by June 15 (or extension filed by June 15)
- September/October/November/December
    - Ensure 990 and 990T are submitted to IRS if extension as filed in June

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

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5.2. CSC Board Members

All Board Members will:

- Read and understand the Colony Swim Club By-Laws.
- Review and understand the CSC Operations Manual and provide suggestions for the improvement of policies, procedures and forms in it.
- Transition knowledge to incoming board members.
- All Board Positions are elected positions with a duration of three (3) years. If a board member cannot serve the duration, the Board can appoint a member to fill the vacant position.

5.2.1. CSC President

Overall Description

- Coordinate over-all operation of the Colony Swim Club.

Responsibilities

- Act as the chief officer of the Swim Club
- Prepare agendas for and preside over all meetings of the Swim Club (excluding committee meetings) and the Board of Directors.
- Appoint, subject to confirmation by the Board of Directors, all standing committees and all special committees.
- Record messages on Colony Phone Answering System (hours of operation, membership, etc.). Note that the Membership Director checks phone messages because most questions asked on messages are regarding membership.

Seasonal Responsibilities:

- January:
    - Compile all correspondence and turn in to CSC Recording Secretary for archival.
    - Prepare for and chair Board meeting
- February
    - Author opening newsletter
    - Prepare for and chair Board meeting
- March
    - Participate in annual inter-club President's meeting
    - Prepare for and chair Board meeting
- April
    - Prepare for and chair Board meeting
- May
    - Author and opening newsletter (swim lesson / hours of operation / status) and deliver to CSC Recording Secretary for mailing.
    - Prepare for and chair Board meeting
- June
    - Prepare for and chair Board meeting
- July
    - Prepare for August Board member vote
    - Prepare for and chair Board meeting
- August:
    - Chair the Board membership vote activity
    - Prepare for and chair Board meeting
- September
    - Prepare for and chair Board meeting (agree to meeting schedule for year, elect Board to positions)

- October
    - Author fall newsletter (Board officer elected positions / status / Board meeting schedule - time and place) and deliver to CSC Recording Secretary for mailing.
    - Prepare for and chair Board meeting
- November
    - Prepare for and chair Board meeting
- December
    - Christmas break - no Board meeting

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.2. CSC Vice President

Overall Description

- The CSC Vice President supports the CSC President and fills in when necessary. The Vice President picks up the slack of the other Board members and any other duties as he/she sees fit.

Responsibilities

- Assume the responsibilities due the absence or temporary disability of the President.
- Attend to the duties and responsibilities assigned by the CSC President or CSC Board.
- Chair / work with committees as necessary (e.g.; social, etc.).
- Keep the bulletin board neat and orderly, as well as updated.
- Maintain Long Term Vision/Plan.
- Maintain the Operations Manual.

Seasonal Responsibilities:

- January:
    - Compile records and turn in to CSC Recording Secretary for archival.
- June-August:
    - Solicit input for Long Term Vision/Plan. Solicit input as part of August annual Board Member vote. After feedback is collected, provide feedback to board and membership as appropriate.

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.3. CSC Recording Secretary

Overall Description

- Act as the custodian for Colony records.

Responsibilities

- Record and distribute minutes from all Board meetings.
- Act as the custodian of all corporate records, except financial records, and maintain permanent files of all documents relating to the history of the affairs of the Swim Club.
- Coordinate the election of new Board members. This includes soliciting the nomination of Members to run for the Board, creating and distributing ballots, collecting ballots, overseeing the counting of ballots, and reporting results of the election.
- Provide oversight of ColonySwimClub.COM web site and ensure maintenance fee is paid up.
- Notify alarm company of any personnel transitions, passcode changes or contact list changes.

Seasonal Responsibilities:

- January:
    - Archive all records as per the retention periods listed in the “Retention Period for Official Records” section of the Operations Manual.
- March:
    - Address and mail spring newsletter that is authored by the President and reviewed by the Board.
- July:
    - Early: solicit nominations for people to run for Board positions, then collect resumes to be included with ballots

- August:
    - Author and mail out ballots for Board election 15 days prior to the date of the election. With this mailing, include any additional information that Board and Long-Term Vision/Plan committee are looking for member feedback on.
    - Oversee Board election ballot collection and counting
- October:
    - Address and mail fall newsletter that is authored by the President and reviewed by the Board.

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.4. CSC Membership Director

Overall Description

- Ensure that Colony membership numbers are maintained at the agreed-to level.

Responsibilities:

- Act as Chair Person for the Membership Committee.
- Maintain membership application wait list and update on a regular basis on the Colony Swim Club web site (monthly during the off season, bi-weekly during the membership renewal season of March to June).
- Visit the P.O. Box 700332, which is assigned exclusively to the receipt of new member applications, on a monthly basis during the off season and bi-weekly during the season to retrieve new member applications. Since new member applications are placed on the wait list using the postmark date on the envelope, the post mark date and check number is recorded on the new member application. The check that accompanies the new member application is then placed back into the envelope; the envelope, along with the check, is then placed in P.O. Box 700313 for pick up by the Treasurer. While no applications should be accepted at the pool, the actual date of pick up of the application by the Membership Director will serve as the post mark date, NOT the date that the application was dropped off at the pool.
- Maintain a current CSC Member List and member/wait list data base. Work with the Treasurer/Bookkeeper to maintain accurate member and wait list data base.
- Update and print guest passes for use by the Board No more than 4 guest passes per member family my be distributed for use during the season. Guest passes expire at the end of each swim season. See template for guest passes.
- Review membership applications on an annual basis to ensure accuracy of all information (fees, dues) and make recommendations to the Board for amendments to meet the current needs of the club.
- Ensure that the check in process is adhered to during the season in order to collect all required guest fees.
- Attend monthly board meetings

Seasonal Responsibilities:

- September – December:
    - Attend Board meetings and provide input on issues that directly affect members and/or membership status.
    - Review fee schedules on By-laws and make recommendations on any changes based on current or anticipated needs.
- January:
    - Assist bookkeeper in mailing out member invoices, no later than **January 31st**.
    - Compile all correspondence and turn in to CSC Recording Secretary for archival.
- February:
    - Provide bookkeeper with assistance as necessary with membership renewals
    - Direct bookkeeper to mail out new member invitations as terminations are received
    - Record all terminations in the member data base, including year of termination.
- March:
    - Provide bookkeeper with assistance as necessary with membership renewals
    - Begin making phone calls to delinquent accounts to determine terminations verses late payments.
    - Mail document to terminated accounts if nothing received as promised, in order to receive their termination in writing
- April:
    - Upon completion of membership “drive”, mail out letters and guest passes to waitlist parties, with new assigned waitlist number.
    - Direct bookkeeper to generate a new member listing and waitlist for your use, as well as a laminated numerical and alpha listing for use at the club.
- May - August:
    - Organize and conduct new member orientation, the Thursday prior to club opening (see outline provided). Provide a copy of By-Laws and Pool Rules and Regulations to all attending members.
    - Provide staff with applications and self addressed letters (addressed to Colony Swim Club – P.O. Box 700332) to be handed out at the club. Also direct staff to not accept applications with money at the club. All applications must be mailed to the post office box, for accurate recording of post mark date that is used for placement on the wait list.

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.5. CSC Treasurer

Overall Description

Responsibilities

- Maintain the financial books and records.
- Ensure payment of all bills, invoices, vouchers and other obligations.
- Maintain records or receipts of all moneys or assets.
- Assist in the preparation of an annual statement of the Swim Club's financial position.
- It is the responsibility of the treasurer to ensure that all deposits are banked.

Seasonal Responsibilities

- January:
    - Annual Budget
        - Present preliminary Annual Budget to CSC Board and seek refinements
        - Determine dues and fees based on Annual Budget
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
    - Call Donna Nye-Seymore, J.R. St. Charles Agency, Inc. (phone=1-248-926-1444) regarding insurance coverage that starts February 1st of each year. Note that this includes a rider for the pool boiler.
    - Ensure that Bookkeeper files Personal Property Tax statements with Canton Township
    - Collect and compile all financial information and archive and/or purge it as per the Operations Manual section titled Retention Period for "Official Records"..
- February:
    - Annual Budget
        - Present final Annual Budget to CSC Board and seek approval
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to Board
    - Finalize Bookkeeper contract with the Board
    - Ensure winter property taxes are paid
    - Contacted CPA firm to schedule year-end compilation
    - Ensure Bookkeeper has completed current year "Statement of Account" and mailing labels for mailing on February 15
    - File 1096 and annual sales use and withholding tax (C3204)
- March
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
    - Sign Bookkeeper contract
    - Membership
        - Receive status of "Dues Paid" from Bookkeeper and present to CSC Board
- April
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
    - Sign Bookkeeper contract
    - Membership
        - Receive status of "Dues Paid" from Bookkeeper and present to CSC Board
        - Receive "Urgent Notice" letter from Bookkeeper for signature and mailing by April 4th and Update CSC Board
        - Receive "Notification of Delinquent Account" letters from Bookkeeper for signature and mailing by April 16th and update CSC Board
- May
    - Financial Statements
        - Receive monthly information from Bookkeeper

        - Prepare monthly and year-to-date statements and present to CSC Board
    - Membership
        - Receive all Work Bee refund checks from Bookkeeper for signature and distribution
        - Receive Final Membership Listing from Bookkeeper, including Active, Inactive and Waitlist
    - Capital Asset Inventory
        - Receive Capital Asset Inventory from Pool Manager, review and distribute to CSC Board as necessary
- June/July/August
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
        - Prepare financial summary statement for annual Members meeting in August
    - Ensure 990 and 990T are submitted to IRS by June 15 (or extension filed by June 15th)
- September
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
    - Ensure summer property taxes are paid
    - Ensure 990 and 990T are submitted to IRS if extension was filed in June
    - Compilation from CPA firm submitted to Bank pursuant to loan covenants
    - Newsletter
        - Include write-up referencing By-laws – when dues are due, late fees, delinquent accounts, termination and resignation procedures
- October/November
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
- December
    - Financial Statements
        - Receive monthly information from Bookkeeper
        - Prepare monthly and year-to-date statements and present to CSC Board
    - Annual Budget
        - Received detailed Committee budgets from all CSC Board members to compile into Annual Budget

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.6. CSC Building Director

Overall Description

The Building Director should oversee all items pertaining to the Clubhouse.

Responsibilities

- Attend all scheduled Board Meetings, (regular and special), and report on all pertinent Building and Grounds issues.
- Maintain accurate files on all building contracts, repairs, Security System, equipment suppliers and manufacturers, etc. This information is maintained in a binder titled “Pool, Equipment, Building and Grounds Documentation Binder”.
- Develop a yearly Building budget.
- Maintain key control, maintenance of all sets of keys, master key sets, and related security control. Maintain a record of all key sets distributed to board members, managers, and vendors.
- Act as the primary focal point for the operation, maintenance, and improvement to the Clubhouse, etc.
- Serve as one of the contact persons for the Security Alarm Company, responding when contacted, to assist the police/fire department personnel in verifying the security and safety of the Clubhouse.
- During the swim season, monitor the operation of the facility to ensure that:
    - The Clubhouse and all equipment are operating properly.
    - Staff are performing proper operation and required maintenance and cleaning.
    - Supplies are re-ordered in a timely but fiscally prudent manner and are properly stored.

Seasonal Responsibilities

- January:

        - Compile all Building related information and turn in to CSC Recording Secretary for archival.
        - In partnership with the CSC Grounds Director and CSC Pool & Equipment Director, determine work bee dates for inclusion in the spring newsletter and/or bill mailing.
- March
        - Work with CSC Grounds Director and schedule the Work bees and announce their dates in the Colony Newsletter.
        - Work with Grounds Director and determine Work Bee dates for input to the Spring Newsletter. Note that the last weekend in April and 1st weekend in May seem to be the most productive. A third work bee in late May works well to finish up for the beginning of the season.
- April
        - Obtain quotes and contract for any repairs to building, security system, plumbing etc
        - In partnership with the CSC Grounds Director and CSC Pool & Equipment Director, determine work needed to be done during the Work bees, arrange for the necessary supplies to accomplish these identified tasks. Help supervise the Work bees.
- May
        - Order supplies in time for the scheduled Work bees.
        - Monitor the Work bees progress and arrange for the Management/Staff to do the residual work not completed during Workless.
        - Purchase needed supplies (cleaning, bath, napkins, Snack Bar, etc.)
- June
        - Monitor ongoing building activities
- July
        - Monitor ongoing building activities
- August
        - Monitor ongoing building activities
        - Meet with Pool Manager, Pool and Equipment Director, and Building Director to (1) update list of items to be repaired, (2) ensure that there will be enough chemicals through the end of the swim season (better more than less), (3) review plan for closing the club and agree to roles/responsibilities.
        - Obtain quotes and contract for Swim Club closing and winterizing to include winterization of the Clubhouse as approved by the Colony Board. Review work to ensure proper completion.
- September:
        - In partnership with the Pool & Equipment Director and CSC Grounds Director, ensure all equipment is properly stored, and the Clubhouse is properly secured for the Winter.
- October - February
        - During the off-season, monitor the pool and Clubhouse to ensure that the Winter water levels are maintained, the furnace and sump pump in the basement are properly operating, and that the Swim Club is properly safe.
        - Develop a yearly Budget for submission to the Treasurer who will incorporate it into the Colony Swim Club's annual budget

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.7. CSC Grounds Director

Overall Description

The CSC Grounds Director should oversee all items pertaining to landscaping, fences, parking lot, dumpster, picnic tables, umbrellas, garbage cans, gas grills, shade structures, lawn chairs, playscape, swings, volleyball pit, and basketball court.

Responsibilities

- Attend all scheduled Board Meetings, (regular and special), and report on all pertinent grounds issues.
- Maintain accurate files on all contracts, repairs, equipment suppliers and manufacturers, etc. This information is maintained in a binder titled "Pool, Equipment, Building & Grounds Documentation Binder".
- Develop a Grounds budget.
- Act as the primary focal point for the operation, maintenance, and improvement to the landscaping, parking lot, basketball court, volleyball pit, gas grills, fences, etc.
- Serve as one of the contact persons for the Security Alarm Company, responding when contacted, to assist emergency personnel in verifying the security and safety of the Club.

Seasonal Responsibilities

- January:
        - Compile all Grounds related information and turn in to CSC Recording Secretary for archival.

        - In partnership with the CSC Building Director and CSC Pool & Equipment Director, determine work bee dates for inclusion in the spring newsletter and/or invoice mailing.
- March
        - Work with CSC Building Director and schedule the Work bees and announce their dates in the Colony Newsletter.
        - Work with Building Director and determine Work Bee dates for input to the Spring Newsletter. Note that the last weekend in April and 1st weekend in May seem to be the most productive. A third work bee in late May works well to finish up for the beginning of the season.
        - Sign lawn service contract.
        - Negotiate and sign lawn service contract, Thursday mornings is best time for weekly mowing.
        - Negotiate lawn fertilizing: Early April for fertilizer plus pre-emergence, late May for fertilizer plus weed control, and late October for winter fertilizer.
- April
        - Beginning of April: Obtain quotes and contract for Lawn Mowing, fertilizing and any special projects.
        - In partnership with the CSC Building Director and Pool & Equipment Board Member, determine work needed to be done during the Work bees and arrange for the necessary supplies to accomplish these identified tasks. Help supervise the Work Bees.
        - Maintain contact with lawn service company to begin mowing for the season around mid-April, depending on weather conditions.
        - Contact Waste Management to begin emptying dumpster on Mondays, effective.
- May
        - May 1st. (Note: A one-time dump costs the same amount as a full month of dumpings)
        - Early May: Purchase needed equipment such as replacement swings, basketball and volleyball nets, gas grills, etc.
        - Late May: Purchase flowers, and any related supplies, for planting the last week before the pool opens.
        - Monitor the work bee progress and help arrange for the Board/Managers/Staff to do the residual work not completed during the work bees, and required for pool opening.
        - Pool Opening (May) through Pool Closing (September)
        - Monitor lawn mowing, dumpster emptying, watering of grass, flowers, and trees.
        - Keep grills clean and in good working order, including arrangements for keeping the propane tanks filled.
        - Make sure that Colony is well groomed and well maintained for the entire swim season.
        - All of our members should be proud of our Swim Club!!
- June
- July
- August
        - Meet with Pool Manager, Pool and Equipment Director, and Building Director to (1) update list of items to be repaired, (2) ensure that there will be enough chemicals through the end of the swim season (better more than less), (3) review plan for closing the club and agree to roles/responsibilities.
- September:
        - In partnership with the Building Director and the Pool & Equipment Director, ensure that all equipment is properly secured and stored for the winter.
        - Contact Waste Management to discontinue emptying dumpster effective Sept. 30th.
- October - February
        - Maintain contact with the lawn service company to stop mowing around mid-October, depending on weather conditions.
        - Insure that the lawn fertilizer company does the winter fertilizing around the end of October. This is an important fertilizing, don't skip it.

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.8. CSC Pool and Equipment Director

Overall Description

Act as the primary focal point for the operation, maintenance, and improvements to the pool itself, the pumps and filtration system, pool equipment as well as maintain the Operations Manual and annual Orientation and Training presentation.

To be able to address all issues arising with the role, this person should have some level of knowledge in electrical, plumbing and building code. To ensure that pool regulations and pool maintenance concepts are understood, this person should also attain certification by the National Swimming Pool Foundation (NSPF) as a Certified Pool Operator (CPO) very early in his/her position.

Responsibilities

- Purchase needed pool equipment such as replacement ladders, kickboards, lifesaving supplies and equipment, protective gear for pool chemical handling, and lawn chairs.

- Attend all scheduled Board meetings (regular and special), and report on all pertinent Pool and Equipment accomplishments, plans and issues.
- Maintain accurate files on all Pool and Equipment contracts, repairs, testing results, testing logs as required by the Michigan Department of Public Health and the County.
- Obtain quotes and contract for necessary maintenance and for improvements to the pool and associated equipment, as approved by the Board of Directors.
- During the off-season, monitor the pool and Clubhouse to insure that winter storage water levels are maintained, the furnace and sump pump in the basement are properly operating, and that the club property is safe.
- Serve as one of the contact persons for the security alarm company, responding when contacted to assist the police/fire personnel in verifying the security and safety of the Clubhouse.
- Insure well water well samples for coli form bacteria are taken in the April-June (Q2 – prior to pool opening) and July-Sept (Q3) quarters and samples for nitrates are taken once per year. Samples must be submitted with appropriate fees to Michigan Department of Public Health in Lansing. Obtain sample bottles from Wayne County Health Department. Ensure that copies are provided to CSC for Official Record retention.
- Insure that bi-weekly coli form bacteria are taken and reported to the Wayne County Health Department. Ensure that copies are provided to CSC for Official Record retention.
- Act as the designated “Respiratory Protection Program” Program Administrator.
- Maintain backup copies of all SDSs in use at CSC.
- Review the American Red Cross “Lifeguard Management” Manual in order to understand fundamental concepts behind maintaining a lifeguard staff and swim instruction program
- Make sure lifeguard certificates are posted.
- Make sure that if a fecal accident occurs, that they are submitted on the monthly DEQ report.

Seasonal Responsibilities

- December
    - Develop a yearly operating budget for the following year and submit to the CSC Treasurer, who will incorporate it into the club's annual budget.
- January - March:
    - Compile all Pool and Equipment related information and turn in to CSC Recording Secretary for archival.
    - Read, understand and maintain the CSC Operations Manual based on feedback and guidance from sources including CSC Members, Guests, CSC Management, CSC Staff, the CSC Board, and the Wayne County Health Department.
    - Ensure that relevant laws and regulations are reviewed on an annual basis in order to identify any required changes to the Operations Manual. Solicit change suggestions from CSC Members, CSC Board and CSC Staff, American Red Cross, Wayne County Health Department and any other source as appropriate.
    - Perform an inventory of chemicals used at CSC and confirm that each chemical is referenced in the Pool, Equipment and Facility Survey and that there is a current SDS for each chemical in the Pool Office Binder. Create a backup copy of the SDSs.
    - In partnership with the CSC Grounds Director and CSC Building Director, determine work bee dates for inclusion in the spring newsletter and/or bill mailing.
- April:
    - Early: Obtain quotes and contract for pool cleaning and opening in the spring.
    - Order initial supply of pool chemicals each spring in time for pool cleaning and filling.
    - In partnership with the Building and Grounds director, determine work needed to be done during the Work bees, arrange for the necessary supplies to accomplish these tasks, and supervise the Work bees.
- May:
    - Early: schedule inspection of pool boiler, pool and equipment.
    - Early: Monitor the pool emptying, pool cleaning, and pool refill process and arrange for staff to do the necessary chemical additions, backwashing, and other tasks in preparation for the pre-opening inspection. Test valves to ensure working.
    - Early: test pool boiler after pool is filled.
    - Early: Ensure that a binder is in the Pool Office and that it contains current copies of all required documentation. See the form titled “Pool Office Binder Table of Contents” for a list of the binder contents.
    - Early: Prepare for and perform pool and equipment training and certification for all CSC Employees and CSC Board Members.
    - Mid: Schedule the pre-opening inspection and arrange for suitable personnel to be present for the inspection.
    - Mid: Work with Building and Grounds Director to purchase needed pool equipment such as replacement ladders, kickboards, lifesaving supplies and equipment, protective gear for pool chemical handling, chlorinator, whistles, lawn chairs.
- June-September (swim season):
    - During the swim season, monitor the operation of the pool to insure that:
        - The pool and equipment are operating properly
        - Staff are performing proper operation and required testing

        - Chemicals are re-ordered in a timely but fiscally prudent manner and are properly stored.
        - In partnership with the Building and Grounds director, insure equipment is properly stored and the Clubhouse is properly secured for the winter.
        - Proper records are kept and filed with the County Health Department as required.
        - Perform periodic audit of records to ensure regulatory compliance
- July:
    - Obtain quotes and contract for pool closing and winterizing in the fall to include winterization of the Clubhouse. Review work to insure proper completion.
- September thru April (off season):
    - Monitor pool equipment and building to ensure that there are no problems with flooding, freezing, etc.
    -

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.2.9. CSC Personnel Director

Overall Description

- Create effective lines of communication between CSC Board members and CSC management and staff.
- Oversee the interviewing and identification of qualified staff.
- Primary responsibility for personnel decisions such as hiring, compensation and any disciplinary actions.
- Maintain personnel information.
- Schedule Annual Orientation and Training as well as notify personnel of this training.
- Oversee payroll process.

Responsibilities

- Hire a sufficient number of “competent professionals”. A “competent professional” is a person who, (1) is qualified because of knowledge, training and experience to perform the assigned job, (2) is familiar with policies, rules and procedures in the Operations Manual and (3) has knowledge of any potential or actual danger to health or safety in the workplace.
- Act as an advocate of for CSC Management and CSC Staff to the CSC Board, CSC Staff and Guests.
- Attend all Board Meetings, (regular and special), and report on all pertinent Personnel issues.
- Maintain accurate files on all personnel information and issues (e.g.; Employee Evaluations, Workman’s Compensation Claims, Personnel Budgets, Employee Job Applications, Personnel Appraisal Forms, etc.).
- Ensure that all required forms are filled out, current, posted (as appropriate) and filed during the season:
    - Bloodborne Pathogens Training Checklist
    - Exposure Incident form(s)
    - Hepatitis B Vaccine Declination Form
    - I-9 Employment Eligibility Verification form (as appropriate)
    - In-Service training record
    - Job Applications
    - Physician evaluation after an Exposure Incident and any related paperwork
    - State of Michigan Work Permits #CA-6 or #CA-7 (as appropriate)
    - MI-W4
    - Workman’s Compensation Claims
    - Personnel Appraisal Forms
    - Certifications:
        - Bloodborne Pathogens
        - CPR
        - Lifeguarding (with First Aid)
        - WSI, LGI
- Determine and recommend Management Bonus Status
- Recommend appropriate pay scale for CSC Management and CSC Staff.
- Maintain staffing levels.
- Collect applications, arrange interviews and offer employment to potential CSC Staff on the recommendation of the CSC Co-managers.
- Ensure that all required certifications are in order, and the associated certificates are current and posted in the Pool Office.
- Update employee training and certification information (WSI, LGI)
- Ensure that all exposure incidents are investigated, documented and reported.
- In the event of an “exposure incident”, ensure that the employee’s doctor performs a written evaluation of exposure risk. If, after an exposure incident has occurred and the source individual's blood is not tested to determine HBV and HIV infectivity and consent is not

obtained, establish that legally required consent cannot be obtained. If the need is ever determined, identify a healthcare professional who will advise CSC to ensure that all reasonable follow-up actions are performed.

- Manage Exposure Incident information.
- New hire reporting to the State of Michigan is performed by the payroll company.
- Maintain employee files
- Manage Workman's Compensation Claims.
- Maintain Emergency Contact List and ensure that it is always posted
- Determine appropriate location to send people to in case of an emergency and update the Emergency Response Plan as required.
- Work with the Treasurer to develop the annual personnel budget.
- Review the American Red Cross "Lifeguard Management" Manual in order to understand fundamental concepts behind maintaining a lifeguard staff and swim instruction program.

Seasonal Responsibilities

- January:
    - Evaluate response letters. Determine the number of staff returning and inform the Pool Manager.
    - Determine how many CSC Lifeguards must be hired to bring staffing up to the desired 17-18 lifeguards.
    - Determine how many CSC Snack bar personnel must be hired to bring staffing up to the desired 5 snack bar personnel.
    - Compile all personnel related information and turn in to CSC Recording Secretary for archival.
    - "Age" the documents in the CSC Personnel Director Binder. Do this by rotating documents from current year -> 1 year ago -> 2 years ago -> 3 years ago -> CSC Recording Secretary for long-term storage.
- February:
    - Review the Operations Manual and provide revisions to CSC Pool and Equipment Director. Include membership as necessary.
    - Advertise for CSC Staff (Lifeguards, Snack Bar) in newspaper or newsletter if needed.
- March:
    - Work with CSC Pool Manager to prepare swim lesson registration information for newsletter. Revise as necessary.
    - End: Pool Manager should have completed evaluation of new staff applications, interviews, and hires qualified new staff.
- April:
    - Work with CSC Pool and Equipment Director and other Board Members to identify Annual Orientation and Training date and notify CSC Staff of the date and that they must attend the session.
    - Contact Colony payroll processing company and develop payroll input dates, payroll period ending and pay dates.
    - Obtain and prepare CA-6, CA-7 Work Permits, or print/copy the CSC Employment Agreement for each CSC employee as appropriate.
    - Send out letter to chosen Pool Manager and new staff with pay rate, need for physical and Hepatitis B vaccination or signed declination form, and in-service training information. Include CA-6, CA-7 or Employment Agreement with letter in order to save employee the need to come in and pick it up.
- May:
    - Beginning: order new lifeguard shirts and/or bathing suits.
        - Allow several weeks so that they will be available by opening day. Note that the shirts are needed by staff in-service training dates.
    - Identify the in-service date in which guard staff will receive their re-certifications and turn in any remaining paperwork. Publish this information to the staff.
    - Print relevant sections of the Operations Manual for distribution at the Annual Orientation and Training session.
    - Review the Emergency Contact List in the Operations Manual prior to the orientation session to ensure that it is current. In particular, if a new CSC Board Member or CSC Staff comes on-board, their names may have to be added to the Emergency Contact List.
    - Update personnel information / seniority sheet list (Name, date of birth, date of hire, current position, years in which they were employed, years in which they were a lifeguard, total number of years employed as a Lifeguard / Snack Bar / Building and Grounds / Manager, LGI certified?, LGI certified?, SSN, Address, Phone number, pay rate)
    - Prepare a spreadsheet with all names, phone numbers, etc. to use as a checklist at the in-service training
    - Provide all required forms and questionnaires to the CSC Staff each new season – to be filled out at the Staff Training Session, including:
        - Provide a list of CSC Staff and CSC Board names and phone numbers.
        - MI-W4 forms for Federal and State Tax withholding
        - I-9 Employment Eligibility Verification Form
        - New Hire Notification form.
        - Work permits are required for individuals who are 17 years of age and under, (if not a graduating senior in High School), (e.g.; CA-6 for ages 14-15 or CA-7 for ages 16-17). Work permits may be obtained from the Issuing Officer of the local school district.
        - Bloodborne Pathogens Training Checklist

        - CSC Employment form.
        - CSC Information form.
        - Take picture of each person for posting on the bulletin board.
        - Personnel Appraisal Form
        - Provide a copy of the Operations Manual.
    - At training use the form “CSC Staff and CSC Board Certification Checklist” to ensure that all tasks are completed.
    - Make sure ample forms have been created and are in the Pool Office Binder (e.g.; applications, schedule forms, termination forms, suspension forms, etc.).
    - Distribute CSC Staff shirts and guard suits. Each guard gets 1 new shirt and 1 suit each season. New hires receive 2 shirts and 1 suit.
- June-August:
    - Obtain a current CSC Member List and file in the CSC Personnel Director Binder.
    - Routinely communicate with management and staff. This communication includes any problems with membership, staff members, discipline actions, supply purchasing, clubhouse housekeeping and grounds keeping.
    - Payroll processing: Personnel Director inputs first and last payroll of the season. The first payroll is important because there will be rate increases and new hires. The last payroll is important because the bonuses are issued. The Co-manager is responsible for all the payroll inputs in between. The payroll package will be delivered to the Personnel Director’s address. They are to be delivered to the club by pay date. The Personnel Director reviews the payroll reports, checking for accuracy and gross errors. The payroll reports should be given to the treasurer in timely fashion.
    - August 1st-Give employee evaluation forms to management to complete by Labor Day weekend.
    - Collect and review annual Staff Evaluations by CSC Management. Prior to Labor Day weekend, a 3 person committee from the board of Directors will meet with management to review the managers and also to review the staff evaluations.
- September/October:
    - Collect and review annual Staff Evaluations by CSC Management.
    - Working with this year’s Pool Manager, Transfer MIOSHA Accident Reporting forms to Personnel Binder and send in Accident Report to MIOSHA
    - Present annual evaluations to Board.
    - Evaluate managers and report to CSC Board. Negotiate with management personnel interested in returning the next summer.
    - Create and edit contracts for returning management employees.
    - Create budget for the fiscal year 2007, finalize pay scale for following summer and approve bonus structure. This is important to do at this time, so when offer letters go to the staff at Christmas time the pay scale and bonus plan can be communicated at this time as well.
- November:
    - Advertise, interview and finalize hiring of Pool Managers. This must be finalized by mid-January.
- December:
    - By Christmas week: send out welcome back letters to staff chosen to return by management and Personnel director. Responses due back by February 1st. Include suit and shirt preference, along with size.

Refer to the Board of Directors Calendar in the Operations Manual for additional schedule information.

5.3. CSC Volunteer Positions

The following unpaid volunteer positions are usually filled by CSC Members.

5.3.1. CSC Swim Team Liaison

Overall Description

- The CSC Swim Team Liaison is a volunteer position. The CSC Swim Team Liaison will act as a liaison between various swim team stakeholders as well as offload work from the swim coaches so that they can focus on coaching activities.

Responsibilities

- Order swim team paraphernalia (e.g.; ribbons, Order swim suits, Order t-shirts, goggles, caps, etc.)
- Schedule / reschedule swim meets
- Order awards
- Coordinate swimmer registration process
- Coordinate swim team information at ColonySwimClub.COM web site
- Schedule a pre-season CSC Swim Team Parent meeting

- Ensure that all swim team activities are planned, organized and staffed.
- Take on-site attendance prior to swim practices
- Identify/appoint a Swim Banquet Chairman who will lead the planning, ordering for, set up and take-down of the banquet
- Collect, sort and distribute swim meet ribbons
- Organize all activities pertaining to the league swim meet when it is held at the CSC swim club. Organize and distribute league meet swim packets to visiting clubs.
- Coordinate and ensure adherence to hosting club policies when the swim team visits other clubs, including the league meet.
- Represent the swim team at Board meetings (needs, issues, schedule, etc.).
- Act as a year-round Single Point Of Contact (SPOC) for all parent or board questions or complaints.
- Facilitate communication between the CSC Swim Team, CSC Board, CSC Swim Coaches, CSC Members and other swim clubs.
- Attend annual President's meeting
- Attend league-wide Coach's meeting
- Swim Meets:
    - Recruit and organize volunteer resources for all positions needed to operate the swim meets (card writing, runners, ribbon writers, marshalling, scorekeeping, announcer, starter, finish line recorders, timers, concession supplies, concession sales, blue book, etc.).
    - Remain at the pool area until all of the swimmers are picked up, both away and home meets.
    - Organize the CSC Swim Team assembly area.
    - Fill out individual records in the "Blue Book".

5.3.2. CSC Social Committee Chairperson

Overall Description

- The CSC Social Committee Chairperson is a volunteer position. The CSC Social Committee Chairperson will provide an interface between the CSC Board and the Social Committee as well as ensure that social activities at the Colony Swim Club are identified, scheduled and have a coordinator assigned to each activity.

Responsibilities

- Assemble Social Committee volunteers to help coordinate events.
- Work with the Social Committee to provide social activities for CSC Members.
- Acquire and update the "Social Committee Folder" with activities and suggestions.
- Attend CSC Board meetings on an as-needed basis to provide status, communicate plans and address any issues

Seasonal Responsibilities

- January/February:
    - Hold meetings to identify and plan social events for the upcoming year.
- March/April:
    - Provide board with proposed budget for the upcoming year.
- May:
    - Attend New Member Orientation Meeting to explain events and acquire volunteers to join the Social Committee.
- September:
    - Provide board with committee member names to receive extra family passes for the following year.

Change Log

Date	Contributors	Change Description
01/15/2003	Bollman, Carol Brooks, Carol David, Jill Goodwin, Julie Gulkewicz, Candace Gulkewicz, Stacia Kathy Sonnanstine Kearney, Fran Kokoszka, Joanne Krutty, Marion Kushner, Dave Maslyk, Robin Maslyk, Tom McLean, Pam O'Donnell, Tim (American Red Cross) Zimmerman, Terry	Initial release based on prior SOPs with the following changes included: ● Old pool instructions indicated that 25-30 PSI was acceptable for filter pressure. Modified this to 12 lbs. to keep surge tank from spilling over and protect Fisher valves, which have operating range of 0-18 PSI. ● Referenced "CSC Form Required Pool Closure Time For Fecal Accidents" rather than old procedure of providing generic instructions for closing pool when a fecal accident occurs. ● Added additional information to annual pool closing procedure. ● Added pool plumbing diagram, pool boiler diagram, outdoor electric wiring diagram, sprinkler system diagram. ● Included job descriptions for all positions. Eliminated redundant "is responsible for" and "is an At Will Employee" wording on each bullet and cleaned up the wording. Also added responsibility for Pool Manager, Pool Co-Manager and Assistant Pool Manager to schedule and negotiate work hours. ● Modified pool testing and treating processes to conform to the Pool/Spa Operators Handbook by the National Swimming Pool Foundation (NSPF) and the Public Swimming Pools Handbook by EGLE, Drinking Water and Radiological Protection Division. ● Arranged Operations Manual to align with topics suggested by the National Swimming Pool Foundation (NSPF) and the NSPF Certified Pool Operator (CPO) class. ● Extended CSC Management responsibility to record verbal and written complaints / infractions in the Pool Office Binder, adjusting pool chemistry, adjusting pool temperature. ● Shifted responsibility for hiring / firing from CSC Management to CSC Personnel Director. ● Developed a table of contents for the Pool Office Binder. Developed a list of items to be posted on Pool Office Bulletin Board. ● Created Glossary of Terms. ● Incorporated old Colony forms, current Colony forms. ● Incorporated forms from National Swimming Pool Foundation book titled "Pool/Spa Operators Handbook". ● Adapted blood borne pathogens policies, procedures, Exposure Control Plan and Training materials from University of Wisconsin training web site. Also included summary of related OSHA regulations. Also included information from State of Michigan "Michigan Department of Consumer and Industry Services " web documents. ● Incorporated forms from American Red Cross (Water Safety Instruction (1) Learn To Swim Proficiency Checklists, (2) stroke charts and (3) Progress Reports for IPAP->Level VII to be distributed when a session has been completed. ● Created a couple from scratch (e.g.; daily cash tally sheet). ● Included significant regulations and forms that apply to running CSC from an HR perspective, including minor work permits (Michigan Form CA-6 for 14/15, CA-7 for 16/17), Employment Eligibility Verification form (I-9), Fair Labor Standards Act (FLSA), New Hire Reporting form (Michigan Form 3281). ● Included significant regulations and forms that apply to running CSC from a health and safety perspective, including Bloodborne Pathogens (OSHA), the prior CSC Hazard Communication Program and information about the "Michigan Right To Know Law" and Manufacturing Safety Data Sheets (SDS) for chemicals currently in use at CSC.

02/13/2003	Maslyk, Tom Kushner, Dave David, Jill	• Removed restriction on the number of swim lessons an individual can take in a season because (1) there's probably no reason to leave open slots in swim lessons and (2) the parent pays for swim lessons so if the lesson is given anyway, why not bring in the revenue. For the possibility where lesson slots are not available for all who want to take an extra lesson, a lottery-style name draw was included. • Removed requirement for groups of more than 24 requiring permission from the CSC Board. The theory is that the Pool Manager is a competent individual who (1) will ensure proper lifeguard coverage and (2) apply all stated restrictions (e.g.; weekend, holiday, etc.). • Added qualifier to the allowance where current and last year's CSC Board members don't have to pay guest fees. CSC Board Members should pay guest fees for "Large Parties". • The procedure for reviewing infractions and determining the appropriate disciplinary action were made less prescriptive than prior CSC Operations Manuals. • Adjusted Contingency Plan based on the Center For Disease Control and Prevention (CDC) recommended procedure, with additional steps incorporated to (1) keep the Board and Wayne County Health Department informed, (2) incorporate safety instructions, and (3) fill out appropriate CSC and Health Department forms. • Added consideration about blood, fecal accident or vomit occurring on pool deck to Emergency Response Plan (saw it on Central Middle School Emergency Response Plan). • Added an activity for the Pool Manager to perform an annual Capital Asset Inventory, with the information being provided to the CSC Treasurer upon completion.
03/17/2003	Maslyk, Tom Krutty, Marion Kasprzak, Zach David, Jill	• Changed restriction on number of times a guest can be brought from 8 to 15, which is about once per week. • Included MDEQ Public Swimming Pool Monthly Operation Report
05/09/2003	Maslyk, Tom	• Updated Emergency Response Plan • Added boiler start-up and inspection information • Updated Emergency Contact List to include all Board Members • Updated CSC Contact List to include all new CSC Staff • Updated Orientation and Training Checklist to list all training topics • Updated SDS sheets to include all chemicals
09/01/2003	Maslyk, Tom Krutty, Marion McLean, Pam Kushner, Dave Kokoska, Joanne David, Jill Goodwin, Julie Bollman, Carol Kasprzak, Zach Weber, Ed McCall, Dave	• Added information from pool inspection checklist used by DEQ inspectors • Added contact phone for Northwest Pools, Inc. (chemical supplier). Added AdPro to vendor list – they installed backflush tanks. Added contact information for Concrete and Waterproofing Solutions, Inc. • Reordered and retitled the chapter titled "Colony Swim Club Principles, Policies and Rules of Operation" so that it can be directly extracted from the Operations Manual and mailed to members without reworking or reordering sections. • Reworded bullet in "General Health and Safety Rules" to indicate that "Swim attire must be used when swimming" rather than saying "no cutoffs". • Based on prior feedback from Dave Kushner on another section in the Operations Manual, reworked the youth disciplinary action section to make it less prescriptive and indicated that it is the discretion of the manager or guards to determine the level of disciplinary action applied. • Updated Emergency Response Plan. Dropped section about high reported incidence of sickness because this is not an immediate "emergency". Added "Chemical Burns" and "Chemical Spills" emergency responses. • Updated Contingency Plan to provide better guidance if an individual has vomited in the pool. • Added step to annual closing SOP to have the backwash buffer tank and septic tank pumped out at the end of the season. • Change membership rule to (1) eliminate rule that limits age to 23, and (2) essentially allow participation by a household (divorced children and grandchildren are to be treated as guests). • For consistency, changed all occurrences of "Club House", "Bath House" and "Bathhouse" to "Clubhouse". Used the work clubhouse rather than bathhouse because it contains more than a shower area.
09/10/2003	Milwood, Jasmine Kushner, Dave	• Updated Board roles and responsibilities to reflect the fact that Building and Grounds position was split into two.

		• Incorporated Membership Director job description from Pam McLean. • Moved Personnel Director from “other roles” to Board member role. • Incorporated changes to Recording Secretary as per Joanne Kokoska. • Moved responsibility of identifying ideas for making it "fun" for CSC Staff and make it easier for staff to work with / approach the Board from the Social Chair to a shared responsibility between the Personnel Director (lead role) and Pool Manager (support role) per comment from Marion Krutty. • Dropped the "CSC Building and Grounds Maintenance" role. The role existed about 10-15 years ago when Colony owned a lawnmower and had that person cut the grass. It was agreed that Colony will never go away from using a lawn service to cut or fertilize the lawn. Note that we already indicate that staff positions are to perform low-impact maintenance activities during slow times. I'd like to suggest that we drop the "CSC Building and Grounds Maintenance" role. (3) Added a line item for the Social Chair to work with the Membership Director in hosting the New Member Orientation? • Based on a review of 1995 board minutes, incorporated a section to describe Americans with Disabilities Act (ADA) and how Colony achieves compliance. • Based on a review of old Pool and Equipment binder, added section for things to remember for the League Swim Meet – it was in a prior Pool and Equipment binder. • Added instructions for accessing Ameritech Voice Mail, which is the way Colony takes and posts messages for Colony callers. • Added cash tally and deposit procedure.
01/04/2004	Maslyk, Tom Kushner, Dave Joanne Kokoszka	• Changed “Diversity Policy” to “Diversity and Harassment Policy” to better reflect the intention that the Colony work environment must be harassment free. • Added “pick up Absopure water dispenser” and “return Absopure water dispenser” to club opening and closing procedures. • Updated the Change Control section to reference the regulatory agencies whose rules affect Colony. By doing this, anyone who has to review regulations for future updates will have a single reference point for all the regulations that had been incorporated. • Incorporated October 2003 recommended changes to job descriptions by CSC Board members. • Dropped Office Management section titled “Expect Profit From Sale of Goods” as per feedback from Dave Kushner. • Added bullets to “Handling Cash and Checks”. (1) It is the responsibility of the treasurer to ensure that all deposits are banked. (2) Blank forms are kept in the Pool Office. (3) Any expenses incurred by CSC Staff on behalf of the Colony Swim Club should be turned in to the CSC Bookkeeper or Treasurer for reimbursement. Expenses over $50 should be pre-approved by a board member. • Added text that it is the responsibility of the treasurer to ensure that all deposits are banked. • Modified Personnel Director responsibility to remove the need for having a health care professional always identified for dealing with exposure incidents to identifying a healthcare professional if the need is ever identified. Also consolidated all exposure incident bullets to simplify responsibility description. • Removed Personnel Director responsibility of “making it fun to work at Colony”. The theory is that it should be a natural by-product of working at the club.
04/28/2004	Carol Bollman	• Changed rule around “no pets other than guide dogs” to “no pets other than service animals” to align with the Americans With Disabilities Act.
05/05/2004	Tom Maslyk	• Added water softener shutdown to closing procedure. • Added water softener startup procedure to opening procedure.
05/16/2004	Tom Maslyk	• Incorporated method of dealing with a bleeding incident to the Contingency Plan, in alignment with the MDEQ recommendations from 2004 -- we should treat it as a solid fecal accident. • Updated Emergency Contact List.
06/15/2004	Carol Bollman Tom Maslyk	• Added Colony Membership Application
07/06/2004	Tom Maslyk	• Updated boiler spring, summer and winter temperature set information based on user manual. • Updated pool and equipment closing procedure to account for all closing steps.

07/21/2004	CSC Board	• Added rules to general health and safety section for use of flotation devices • Added rules to general health and safety section for use of horseshoe pit
09/08/2004	Tom Maslyk Dave Martin	• Removed step for chlorinating / balancing the pool chemistry the pool from the winter shut-down procedure. This is because (1) chlorine only lasts for about a week, and (2) the pool has no cover and will be green in the spring anyway. Also added steps to remove drain plugs from pumps and strainer basket.
09/14/2004	Joanne Kokoszka	• Replaced annual letter to guards.
10/11/2004	Frank Schremser Tom Maslyk	• Added ice make shut-down procedure • Consolidated multiple steps for blowing out water lines to one step because they all should be done at one time.
01/12/2005	Tom Maslyk	• Added information for new strainer • Replaced pump information due to pump replacement • Redid piping diagram to reflect modified plumbing
03/01/2005	Tom Maslyk	• Updated all Learn To Swim materials to reflect the American Red Cross updates done in 2004. • Added additional responsibility for Pool and Equipment Director and Personnel Director to saying "Review the American Red Cross "Lifeguard Management" Manual in order to understand fundamental concepts behind maintaining a lifeguard staff and swim instruction program." • Added "Provide oversight of ColonySwimClub.COM web site and ensure maintenance fee is paid up." as a Vice President responsibility. • Added "Maintain Long Term Vision/Plan." as a Vice President responsibility. • Updated swim level descriptions
04/20/2005	Joe Ringer Dave Kushner	• Modified membership responsibility to send notification that they will be dropped if no renewal is received by certified letter. • Updated fee schedule to reflect 2005 rates
04/21/2005	Tom Maslyk	• Modified Hours of Operation section to reflect the fact that the calendar is maintained in a separate file.
05/08/2005	Tom Maslyk	• Updated emergency contact list for 2005 • Expanded closing procedure to pour non-toxic RV antifreeze in all traps • Modified Deltrol Valve balance procedure to account for setting water volume so that water pressure on Fisher Valves goes to zero lbs. when the ball float in the surge tank is wide open. • Modified backwash procedure to reflect use of single pool pump
05/10/2005	Tom Maslyk	• Updated pool piping diagram
05/10/2005	Zach Kasprzach Tom Maslyk	• Created Blue Dot certification form (for consistency)
01/07/2006	Kirk Carlson	• Added property size (5.91 acres) and zoning information to the site survey.
05/09/2006	Dave Martin	• Added guidelines for pool manager and Personnel Director to authorize party requests without going to the board
05/20/2006	Joe Ringer	• Added guest pass addendum to "admittance of guests" section.
07/04/2006	Joe Ringer	• Added section about late fees if not received by March 15.
2006-07-28	Dave Martin	• Added Lap Lane policy to "hours of operation" section
07/26/2007	Dave McCall Tom Maslyk	• Replaced party request form after review by board • Added step to check the air pressure in the well pressure tanks at the beginning of the season to make sure that they are still at 45 lbs of pressure.
09/10/2006	Joe Ringer	• Replaced Guest Passes
10/18/2006	Joe Ringer	• Added Wait List Guest Pass • Added Wait list Letter • Added Signature Cards • Added Single Membership Application • Added Senior Couple Membership Application.doc • Replace Membership Application with current form
11/19/2006	Joe Ringer	• Updated Board Member job descriptions at November CSC Board meeting.
03/03/2007	Larry Richardson Dave Martin Julie Goddwin	• Updated Grounds Director role description • Updated Building Director role description. • Updated Personnel Director role description.

06/19/2007	Maslyk	• Updated Vendor/Supplier contact list
06/19/2007	Jill David	• Added new Capital Improvement Process section
06/28/2007	Julie Goodwin, Board	• Expanded “Employment Conditions” and “Hiring Process”.
06/21/2007	Dave Martin	• Updated Fee Schedule
07/25/2007	Joe Ringer	• Add section titled “Board Fees”
08/15/2007	Julie Goodwin Dave McCall Heather Spillane	• Updated Lifeguard Personnel Evaluation Form
09/10/2007	Tom Maslyk	• Incorporated new section “Colony Property Lines and Fences” to capture history, resolutions and modifications made with respect to the Colony fences.
09/17/2007	Tom Maslyk	• Cleaned up wording in the alarm section
09/19/2007	Tom Maslyk	• Per prior CSC board meeting, assigned responsibility for maintaining Operations Manual to the CSC Vice President. • Per prior CSC board meeting, updated Colony Fee Schedule to indicate that grandparents may visit free of charge when coming to the club with children/grandchildren who are members.
09/24/2007	Tom Maslyk	• Per board discussion, added paragraph to “Personnel, Employment and Employee Compensation” section that CSC reserves the right to send personnel home in the case of inclement weather. • Per board discussion, moved responsibility for colonyswimclub.com from the Vice President to the Secretary.
03/18/2008	Colony Board	• Non-member CSC Staff can pay a guest fee to visit the club; no guests are allowed.
04/11/2008	Tom Maslyk	• Updated alarm section to reflect replaced alarm equipment
06/08/2008	Tom Maslyk	• Eliminated references to years as appropriate so that the binder would not have to be updated on a yearly basis. • Moved the list of goods for the emergency kit, etc to the Health and Safety section of the binder. • Updated emergency contact list. • Made multiple cleanups to health/safety and pool chemistry related text.
5/14/2009	Tom Maslyk	• Added information about new alarm company.
5/25/2009	David F. Martin	• Update to HS-02 Emergency Contact List.
05/25/2012	David F. Martin	• v68 • Revised & clarified wording for Pool Opening and Closing (BG4, BG6) • Add Document Control Guidelines • Updated Guest Fee Schedule OM-12 to 2012 Fee Schedule • Update Swim Club Contact List OM-14 (converted to template format) • Added Document Control Form OM-29 • Added General Membership Election Guidelines OM-30 • Added details on Schlage Programmable Deadbolt Lock (Front Door) • Modified Guest Fees: Pay for 4 consecutive days, get the next 3 for free • Updated HS-02 Emergency Contact List
05/29/2012	David F. Martin	• v69 • Update OM-13 Vendor list with contact information for icemaker, pool installer, and pool refinisher.
07/05/2012	David F. Martin	• V70 • Update OM-11 Hours of Operation with corrected Lap Lane Times as per current practice. (was 4:00PM – Close)
07/15/2014	David F. Martin James F. Voss	• V71 • Add note to winter shutdown plans to cancel WIFI contract, leave corded phone plugged in to prevent out of power busy signal. • Update to OM-10 Party Form: No member parties allowed on Memorial Day, 4th of July, and Labor Day. • Update Pool and Equipment section to reflect new boiler and enzyme system installation • Correct errors in Pool and Equipment section
10/21/2015	Tom Maslyk	• Updated Emergency Response Plan to eliminate ambiguity and improve readability
		•

Changes made after 11/17/19 will be recorded as edits and maintained within the Board of Director's G Suite account.