

Form 1: Draft Model Facility Inspection Report

Aquatic Facility Inspection Report and Marking Guide

Introduction

The Aquatic Facility Inspection Report is the official regulatory authority document regarding compliance of the establishment with agency requirements. The goal of the report is to clearly, concisely, and fairly present the compliance status of the establishment and to convey compliance information to the permit holder or person in charge at the conclusion of the inspection. It also provides the public the basic information they may need about the compliance status of the aquatic facility.

The MAHC Facility Inspection Report Marking Guide should be reviewed in concert with the suggested form. It provides guidance for using and completing the items in the report. The guide also provides a cross-reference between suggested inspection categories and MAHC code sections.

The Aquatic Facility Inspection Report form is provided as a model for use during routine, follow-up, and investigative inspections. Jurisdiction may modify the specific format and content to meet their own administrative and program requirements.

The form can serve not only the purpose of providing compliance information, but it can be used for surveillance of trends and through analysis provide evidence for program impact and opportunities for improvement. It can also serve as a template for the development of electronic inspection information capture systems which will facilitate the communication of this information to the operator, public and provide an aquatic health inspection dataset that facilitates this analysis.

**Model Aquatic Health Code
 Draft Facility Inspection Report**

Date: ___/___/___
 Time: In ___/Out ___

Facility Name:				Permit #:				Inspection Type:		Inspection Results:		
Street Address:				City:		State:		Zip:				
Owner:				Service:		Violations: Critical / Other		If Required, Follow Up Date: / /		Page 1 of		
Legal Notice: An inspection today reviewed this facility's compliance with the Model Aquatic Health Code. Items marked "Out of Compliance" jeopardize the health and safety of your patrons and staff and are violations of the Code. They must be corrected before the next inspection with immediate priority given to the critical items. Failure to make corrections may result in the suspension or revocation of the permit to operate this facility, may result in the immediate closure of a feature or this facility and/or civil or other penalties provided for in the Code.												
Feature	pH	Cl Br	Free	Total ppm (mg/L)	Stabilizer	T.A.	Flow gpm	Pressure		°F	Other (specify)	Comment
								Influent	Effluent			
1.												
2.												
3.												
4.												
5.												

Inspection Results

Bold= Critical (*) IN = In compliance OUT = Not In compliance N/A = Not Applicable N/O = Not Observed

#	Compliance Status				Categories			#	Compliance Status				Categories										
Recreational Water Quality														Safety									
01.	IN	OUT		N/O	*Disinfectant Residual			12.	IN	OUT		N/O	*Facility Enclosure; Entry Protection										
02.	IN	OUT		N/O	*pH Range			13.	IN	OUT		N/O	*Entrapment Protection										
03.	IN	OUT		N/O	*Water Clarity			14.	IN	OUT		N/O	Facility Safety and Emergency Equipment; Plans										
04.	IN	OUT	N/A	N/O	Chloramine; Stabilizer Control			15.	IN	OUT		N/O	Feature Safety										
05.	IN	OUT		N/O	Contamination Control			16.	IN	OUT		N/O	Chemical Storage; Use										
								17.	IN	OUT		N/O	Feature / Facility Lighting										
Personnel														Facilities									
06.	IN	OUT		N/O	*Management: Supervision; Training			19.	IN	OUT		N/O	*Water Supply / Waste Disposal										
07.	IN	OUT	N/A	N/O	*Lifeguard Services			20.	IN	OUT	N/A	N/O	Restrooms; Diaper Changing										
Monitoring														21.	IN	OUT		N/O	Facility Operation; Maintenance				
08.	IN	OUT	N/A	N/O	Test Kit; Calibration; Monitoring Records			22.	IN	OUT		N/O	Feature Operation; Maintenance										
Recirculation / Filtration / Disinfection / Chemical Feed																							
09.	IN	OUT		N/O	Recirculation Systems																		
10.	IN	OUT		N/O	Filtration Systems																		
11.	IN	OUT		N/O	Disinfection / Chemical Feed Systems																		

Inspection Results

Bold= Critical (*) OUT = Not In compliance R = Repeat COS = Corrected On Site

#	a/b/c	Code Reference	*	R COS By Date	Location / Feature #	Description
OUT						
OUT						
OUT						
OUT						
OUT						
OUT						
OUT						
OUT						
OUT						
OUT						

Remarks:

Inspector:	Accepted by:
Phone:	Title:

Model Aquatic Health Code Draft Facility Inspection Report Marking Guide

Administrative Information

Aquatic Health Inspection Agency
 1234 Healthy Swimming Way
 Best City, US 56789 / 123.555.4567
 www.healthyswimming.gov

**Model Aquatic Health Code
 Draft Facility Inspection Report**

Date: ___/___/___
 Time: In ___/Out ___

Facility Name:	Permit #:	Inspection Type:	Inspection Results:
Street Address:	City:	State:	Zip:
Owner:	Service:	Violations: Critical / Other	If Needed, Follow Up Date: / / Page 1 of
Legal Notice: An inspection today reviewed this facility's compliance with the Model Aquatic Health Code. Items marked "Out of Compliance" jeopardize the health and safety of your patrons and staff and are violations of the Code. They must be corrected before the next inspection with immediate priority given to the critical items. Failure to make corrections may result in the suspension or revocation of the permit to operate this facility, may result in the immediate closure of a feature or this facility and/or civil or other penalties provided for in the Code.			

Time: In/Out – Specify AM or PM or use 24 Hour Clock Time, i.e., 1400/1535; **Inspection Type** – Examples: Routine, Re-inspection, Complaint, Investigation, Owner Change, Quality Assurance, Pre-opening, Other – *specify*; **Inspection Results** – Examples: Satisfactory, Unsatisfactory, Feature Closed, Facility Closed, Incomplete, Other – *specify*; **Owner** – Permit Holder; **Service, if applicable** – Name of contract maintenance service provider; **Violations** – Total number of **Critical** and Other Violations for this inspection; **Follow Up Date** – Based on the criticality of the violations, or closure of the feature or facility for major non-compliance a date for a follow-up inspection should be specified; **Page 1 of ___** - If additional space is needed, the following continuation pages can be added to the report with the total number of pages specified here and in header for each continuation page. **Legal Notice:** Each jurisdiction can substitute their own standard Legal Notice or not use one, if not required by their administrative procedures.

Water Disinfection & Quality, Recirculation, and Filtration

Feature	pH	Cl Br	Free	Total	Stabilizer	T.A.	Flow gpm	Pressure		°F	Other (specify)	Comment
								Influent	Effluent			
1. Swimming Pool	8.2	Cl	0.0	0.5	N/A	100	50	15	23	N/A	-	
2. Spa	7.4	Br	1.4	N/A	N/A	110	70	20	26	100		
3.												

Feature – Individual water features with its own recirculation and disinfection system; Specify **Chlorine (Cl)** or **Bromine (Br)** **Free and Total** – Residuals in Parts Per Million (PPM) or milligram/liter (mg/L); **Stabilizer** – Measurement in PPM; **Total Alkalinity (T.A.)** (PPM); **Flow** – Recirculation system flow rate in Gallons Per Minute (GPM); **Filter Pressure** – Influent and Effluent pressure measurement; **Water Temperature** - Temperature, particularly of spas, in **Degrees Fahrenheit (°F)**; **Other** – available for different parameters desired by inspection agency.

To meet jurisdictional needs, additional data fields can be added to this section or to a pre-inspection report. These data fields can include:

- facility type (apartment/ condominium, campground, camp, child care, hospital, hotel/motel, membership club, municipal, school/university, water park, other – specify)
- feature location (indoor / outdoor)
- feature's surface area (ft²)
- feature volume (gallons)
- required minimum turnover rate (gpm)
- oxidation reduction potential (ORP)
- total dissolved solid(TDS)
- disinfectant source (sodium hypochlorite, calcium hypochlorite, dichloroisocyanuric acid, trichloroisocyanuric acid, bromine, salt generator)
- secondary disinfection (UV, ozone)
- entrapment prevention measures

This MAHC Inspection Report Form has space for capturing the data for 5 separate water features. It can be adjusted by adopting jurisdictions to their own mix of aquatic facilities and features. Many have each aquatic features permitted and inspected individually. Other jurisdictions include all aquatic features and associated support facilities and management / staffing included under a single permit and inspection report. *This section can be adjusted to each program's administrative and inspection process.*

Inspection Report Categorical Results and Compliance Details

The complete aquatic facility and each aquatic feature within it should be evaluated against the complete MAHC during a routine inspection. The categories in this DRAFT MAHC Inspection Report and Marking Guide provide a convenient operational frame of reference for conveying the findings in the operational areas. The "Out of Compliance" items are detailed in the following Narrative Description Section of the Inspection Results. The actual MAHC code section references for each "Out of Compliance" item are the most important standard for comparing and reporting the conditions being observed at the time of the inspection. See the last section of this Marking Guide for appropriate categorization and recording the violations.

Note: Each jurisdiction as they adopt MAHC is free to add their own report subcategories or different report categories.

Inspection Results											
Bold= Critical (*) IN = In compliance OUT = Not In compliance N/A = Not Applicable N/O = Not Observed											
#	Compliance Status				Categories	#	Compliance Status				Categories
Recreational Water Quality					Safety						
01.	IN	OUT		N/O	*Disinfectant Residual	12.	IN	OUT		N/O	*Facility Enclosure; Entry Protection
02.	IN	OUT		N/O	*pH Range	13.	IN	OUT		N/O	*Entrapment Protection
03.	IN	OUT		N/O	*Water Clarity	14.	IN	OUT		N/O	Facility Safety and Emergency Equipment; Plans
04.	IN	OUT	N/A	N/O	Chloramine; Stabilizer Control	15.	IN	OUT		N/O	Feature Safety
05.	IN	OUT		N/O	Contamination Control	16.	IN	OUT		N/O	Chemical Storage; Use
						17.	IN	OUT		N/O	Feature / Facility Lighting
Personnel					Facilities						
06.	IN	OUT		N/O	*Management: Supervision; Training	19.	IN	OUT		N/O	*Water Supply / Waste Disposal
07.	IN	OUT	N/A	N/O	*Lifeguard Services	20.	IN	OUT	N/A	N/O	Restrooms; Diaper Changing
						21.	IN	OUT		N/O	Facility Operation; Maintenance
Monitoring					22.						
08.	IN	OUT	N/A	N/O	Test Kit; Calibration; Monitoring Records	IN	OUT		N/O	Feature Operation; Maintenance	
Recirculation / Filtration / Disinfection / Chemical Feed											
09.	IN	OUT		N/O	Recirculation Systems						
10.	IN	OUT		N/O	Filtration Systems						
11.	IN	OUT		N/O	Disinfection / Chemical Feed Systems						

Each inspection should thoroughly consider each of the operational areas of the aquatic facility and feature. To be meaningful for public health surveillance analysis, this categorization needs to have the outcome of each component specified as "In Compliance" (IN), "Out of Compliance" (OUT), "Not Applicable" (N/A), or "Not Observed" (N/O). The analyst cannot assume if an item is not marked, it was in compliance because the category may not be applicable in this facility (i.e., does not use stabilized chlorine disinfectants) or may not be observed (i.e., contamination control training records were not accessible). The "Remarks" section of the report may contain this information, but they are not easy to use in the program analysis. Routine analysis of inspection results can provide useful insights for reduction of risks and program improvement.

Here are examples of how the Categories can be completed and linked to the full description of the **OUT** of compliance items:

Inspection Results											
Bold= Critical (*) IN = In compliance OUT = Not In compliance N/A = Not Applicable N/O = Not Observed											
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Recreational Water Quality					Safety						
01.	IN	OUT		N/O	*Disinfectant Residual	12.	IN	OUT		N/O	*Facility Enclosure; Entry Protection
02.	IN	OUT		N/O	*pH Range	13.	IN	OUT		N/O	*Entrapment Protection
03.	IN	OUT		N/O	*Water Clarity	14.	IN	OUT		N/O	Facility Safety and Emergency Equipment; Plans
04.	IN	OUT	N/A	N/O	Chloramine; Stabilizer Control	15.	IN	OUT		N/O	Feature Safety
05.	IN	OUT		N/O	Contamination Control	16.	IN	OUT		N/O	Chemical Storage; Use
						17.	IN	OUT		N/O	Feature / Facility Lighting

Inspection Results							
Bold= Critical (*) OUT = Not In compliance R = Repeat COS = Corrected on Site							
	#	a/b/c	Code Reference	*	R COS By Date	Location / Feature #	Description
OUT	01	a	5.7.3.1.1	*	COS	Pool - 1	The free chlorine residual could not be measured. It was restored to 1.2 ppm by increasing rate of feed.
OUT	01	b	5.7.3.1.3	*	R /COS	Spa - 2	Bromine residual was measured at 1.4 ppm. It was restored to 4 ppm by increasing rate of feed.
OUT	02	a	5.7.3.5.4	*	R	Pool - 1	The pH was measured at 8.2. Acid supply was depleted at the time of inspection and pH could not be adjusted.
OUT	14	a	5.6.3.7.1		7 days	Bath House	Emergency telephone was disconnected.
OUT							

The inspection details are organized by **Category Number (#)**, the instance of duplication of this categorical violation (**a/b/c**), the specific **Code Reference** for comparison of the conditions described and the jurisdiction's standard that needs to be restored and the **Criticality (*)** of this violation as shown in MAHC. **Repeat (R)** of the same violation from the last inspection is also noted on the inspection results for "Out of Compliance" items. **Corrected on Site (COS)** indicates that the operator was able to remedy the out of compliance condition while the inspector was at the facility. That may adjust the follow-up interval needed, but does not erase the fact that the condition originally existed at the time of inspection. The **By Date** provides space for insertion of a specific date of correction required for the out of compliance condition. The **Location / Feature #** provides the specific location of the violation and links to the first table, if applicable, to the specific feature involved with the out of compliance item. It may be a general facility issue, also. **Description** should provide a sufficient description not only for the staff present, those staff members or owners not present and the swimming public to know what the out of compliance item entailed. It may also include the specifics of the COS actions. Finally, this detail report should be posted at the facility in a prominent public location and also made available to the public through means such as the agency's website.

Inspection Report Category and MAHC Section Cross Reference

#	Categories / Relevant MAHC Sections for Each Category / Bold= Critical		
Recreational Water Quality			
01.	*Disinfectant Residual		
	5.7.3 Disinfection		
02.	*pH Range		
	5.7.3 Disinfection		
03.	*Water Clarity		
	5.7.4 Water Quality		
04.	Chloramine; Stabilizer Control		
	5.7.3 Disinfection		
05.	Contamination Control		
	6.5.1 Contamination Response Plan 6.5.2 Water Contamination Response	6.5.3 Aquatic Feature Water Contamination Disinfection	6.5.4 Surface Contamination Cleaning and Disinfection
Personnel			
06.	*Management; Supervision; Training		
	6.1.1 Operator Qualifications and Certification	6.3.1 Operators: Staff Requirements & Availability	6.3.3 Staff Management
07.	*Lifeguard Services		
	6.2.1 Lifeguard Qualifications and Certification	6.3.2 Lifeguards: Staff Requirements & Availability	
Monitoring			
08.	Test Kit; Calibration; Monitoring Records		
	5.7.3 Disinfection	6.4.1 Operations	
Recirculation / Filtration / Disinfection / Chemical Feed			
09.	Recirculation Systems		
	4.7.1 Recirculation Systems and Equipment	5.7.1 Recirculation Systems and Equipment	
10.	Filtration Systems		
	4.7.2 Filtration	5.7.2 Filtration	
11.	Disinfection Systems		
	4.7.3 Disinfection	5.7.3 Disinfection	

Safety		
12.	*Facility Enclosure; Entry Protection	
	4.8.6 Fencing	5.8.6 Fencing
13.	*Entrapment Protection	
	4.7.1 Recirculation Systems and Equipment	5.7.1 Recirculation Systems and Equipment
14.	Facility Safety	
	4.6.11 Telephone 5.6.5 First Aid Room 5.7.4.6 Water Temperature	5.6.6 Emergency Exit 6.3.3 Staff Management
		6.4.2 Patron-Related Management Aspects
15.	Feature Safety	
	4.5.5 Depth Markings 5.5.5 Depth Markings	5.6.10 Spectator Areas
		6.4.2 Patron-Related Management Aspects
16.	Chemical Storage; Use	
17.	Feature / Facility Lighting	
	4.6.1 Lighting	5.6.1 Lighting
Facilities		
19.	*Water Supply / Waste Disposal	
	4.11.1 Water Supply 4.11.2 Cross-Connection Control 4.11.4 Sanitary Wastes	4.11.5 Aquatic Feature Waste Water 5.11.1 Water Supply 5.11.2 Cross-Connection Control
		5.11.4 Sanitary Wastes 5.11.5 Aquatic Feature Waste Water
20.	Restrooms; Diaper Changing; Other Facilities	
	4.6.7 Drinking Fountains 4.10.1 General 4.10.2 Location 4.10.3 Bathhouse Design 4.10.4 Fixture Requirements 4.10.5 Suits and Towels	4.10.6 Hose Bibbs 5.6.7 Drinking Fountains 5.10.1 General 5.10.4 Fixture Requirements 5.10.5 Suits and Towels 5.10.6 Hose Bibbs
		5.10.7 Walls and Floors 5.10.8 Maintenance 5.10.9 Lavatory and Shower Water Temperature 5.10.10 Lavatory Supplies
21.	Facility Operation; Maintenance	
	4.1.1 Plan Submittal Process 4.1.2 Plan Content 4.1.3 Approval of Construction plan 4.1.4 Compliance Certificate 4.2 Materials 4.3 Equipment Standards 4.6.2 Ventilation 4.6.3 Electrical	4.6.4 Heating 4.8.1 Decks 4.9 Filter/Equipment Room 5.4.1 Reopening Procedures after Closure 5.4.2 Preventative Maintenance Plan 5.6.2 Ventilation 5.6.3 Electrical
		5.6.4 Heating 5.6.8 Garbage Receptacles 5.6.9 Food and Drink Concession 5.6.10 Spectator Areas 5.8.1 Decks 6.4.1 Operations 6.4.2 Patron-Related Management Aspects
22.	Feature Operation; Maintenance	
	4.5.1 Shape 4.5.2 Access Ladders/Recessed Steps/Stairs 4.5.3 Color and Finish 4.5.4 Walls 4.8.2 Diving Boards and Platforms 4.8.3 Starting Blocks 4.8.4 Deck Slides 4.8.5 Lifeguard-Related 4.8.7 Aquatic Feature Cleaning System 4.11.3 Fill Spout 4.12.1 Spa Aquatic Features 4.12.2 White-Water Slides/Speed Slides/Drop Slides/ Inner Tube Slides/Mat Slides/Multiple Passenger Tube Slides 4.12.3 Wave Aquatic Features	4.12.4 Therapy Aquatic Features 4.12.5 Leisure Rivers 4.12.6 Movable-Bottom Aquatic Features 4.12.7 Rolling Bulkheads 4.12.8 Spray Grounds 4.12.9 Wading Aquatic Features 5.4.3 Aquatic Feature Operation – General 5.5.2 Access Ladders/Recessed Steps/Stairs 5.5.6 Aquatic Feature Shell Maintenance 5.8.2 Diving Boards and Platforms 5.8.3 Starting Blocks 5.8.4 Deck Slides
		5.8.5 Lifeguard-Related 5.8.7 Aquatic Feature Cleaning System 5.11.3 Fill Spout 5.12.1 Spa Aquatic Features 5.12.2 White-Water Slides/Speed Slides/Drop Slides/ Inner Tube Slides/Mat Slides/Multiple Passenger Tube Slides 5.12.3 Wave Aquatic Features 5.12.4 Therapy Aquatic Features 5.12.5 Leisure Rivers 5.12.6 Movable-Bottom Aquatic Features 5.12.7 Rolling Bulkheads 5.12.8 Spray Grounds 5.12.9 Wading Aquatic Features

Note: Each 'Out of Compliance' finding in the report detail section should reference a particular MAHC requirement. Additional detail on the MAHC sections in each category can be found in the MAHC *Strawman* or outline online at <http://www.cdc.gov/healthywater/pdf/swimming/pools/mahc/structure-content/mahc-strawman.pdf>. The final MAHC should also be consulted for placement of each MAHC requirement.