



## POOL CLEANING PROCEDURE

1. Assess the current cleanliness of the client's pool.
  - a. Examine levels of algae, dirt piles, or debris that may be in the pool.
2. Upon completion of visual inspection of the client's pool, utilize your tablet to take pictures of any algae, dirt, or debris that was in the pool.
3. Upload pictures to Hindsight to retrieve the protocol necessary for chemicals that need to be added to the pool. Hindsight will give you all the details.
4. Clean out all skimmers, baskets, and Polaris debris bag.
5. Before placing the Polaris bag back on, complete a thorough evaluation of the Polaris to ensure that there is no damage and that all mechanical parts are running effectively.
  - a. If the damage is noticed, record this damage with pictures and description into Hindsight to inform the client of what needs to be fixed.
  - b. These fees will be additional due to parts and additional labor time.
6. Complete a full chemical analysis on the client's pool to ensure all the chemical levels are accurate. If the clients pool is a saltwater pool, check the salt percentage (%) of the pool.
  - a. If chemicals are needed, an additional cost will be added for this service visit. Please record all chemical needs and usage into Hindsight.
7. Complete a thorough assessment of all pool equipment to monitor for leaks or damage. If any leaks or damage are observed, take pictures and upload to Hindsight. We want to ensure the client is aware of these issues.
8. After the assessment of equipment, switch the skimmer to "Vac Suction."

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9. If skimmer has been switched to "Vac Suction" proceed with a thorough pool clean with the net.
10. Ensure that all large debris has been removed from the pool with the net.
11. Complete a full spectrum brush service of the pool, spa, and water feature (if applicable). Be sure to brush away all dirt and calcium deposits.
12. Upon completion of the net clean and full-spectrum brush service, proceed with a thorough vacuum service of the entire pool.
13. Upon completion of vacuum service. Roll up and nicely place the vacuum hose away.
14. Return all equipment to its designated storage area.
15. Complete one final assessment of pool equipment to ensure no damage or leaks were caused while you were on-premise. While completing this process backwash and rinse until you see the water become clear again (if it is a sand filter)
16. Check the pool filter pressure as well as the Automatic Chlorinator (if applicable)
  - a. If the filter pressure is high, proceed with the filter cleaning.
  - b. If the Automatic Chlorinator is low or empty, refill as needed.
17. Return to the pool to add any needed chemicals based on the chemical protocol that you would have received in step 3.
18. Complete one more thorough assessment of the pool. Please pay attention to detail during the final inspection as we want to depict "Precision" when we complete a service. The pool should be perfect when you leave the client's house.
19. Take a final picture before leaving the client's home and have the picture uploaded to Hindsight for record keeping.

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