

Checklist for Enclosure (7) of the
Coast Guard Morale, Well-Being, and Recreation Manual
COMDTINST M1710.13B

	Yes	No
1. Is the maximum depth of the wading pool 24 inches or less? Enclosure(7)A.3.	_____	_____
2. Is it posted that the wading pool is for children under the age of 6?	_____	_____
3. Does the command have a "no lifeguard/swim at your own risk" policy? Enclosure(7)B.1.	_____	_____
4. Are there signs posted in clear view if there is a "no lifeguard" policy? Enclosure(7)B.1.	_____	_____
5. Has the command obtained a legal review stating compliance with state or local statutes and regulations? Enclosure(7)B.1.	_____	_____
6. Is the command receiving an annual legal review and maintaining this documentation on file? Enclosure(7)B.1.	_____	_____
7. Are aquatic rules and regulations posted in a prominent location throughout the aquatic facility/area? Enclosure(7)B.3.	_____	_____
8. Are swim tests being administered to children, ages 10 through 16 to determine if a chaperon is needed? Enclosure(7)B.4.	_____	_____
9. Have any rescues been documented in the past year?	_____	_____
• How many? _____		
• Were emergency personnel, the OOD, and the local MWR representative notified?		
Enclosure(7)B.11.	_____	_____
10. Does your lifeguard have the authority to suspend pool privileges for individuals who repeatedly violate the rules or regulations?	_____	_____
• Who do they report suspensions to?		

Enclosure(7)B.15.		

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	Yes	No
11. Are admission fees collected? Enclosure(7)C.1.	_____	_____
12. Do patrons sign a daily facility entry log? Enclosure(7)C.1.	_____	_____
13. Are all patrons entering the facility required to sign the entry log and pay the entry fee, regardless of the purpose to access the aquatic facility, (i.e. swimmers, sunbathers, guest)etc.? Enclosure (7) C.1 and Enclosure(7)H.2.	_____	_____
14. Are showers available and working for personnel and patrons before entering the pool? Enclosure(7)C.2.	_____	_____
15. Are children who still wear diapers required to wear aquatic-type diapers while in the pool? Enclosure(7)C.4.	_____	_____
16. Are aquatic-type diapers available at your Exchange or MWR facility for resale to patrons that may require them?	_____	_____
17. Does your facility have distinguishing marks to indicate where food and beverages may be consumed? (12 ft. is the American Red Cross Standard).Enclosure(7)C.6.	_____	_____
18. Has a smoking area been designated 25 ft from the bathhouse entrance and is it clearly marked? (for outdoor pools only). Enclosure(7)C.6.	_____	_____
19. Do your lifeguards hold current certification by any of the approved organizations?		
a. American Red Cross Lifeguard Training.	_____	_____
b. American Red Cross Lifeguard Training Instructor.	_____	_____
c. YMCA Lifeguard Training.	_____	_____
d. YMCA Lifeguard Training Instructor.	_____	_____
e. YMCA Aquatics Instructor Trainer.	_____	_____

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	Yes	No
f. U.S. Coast Guard Aviation Survival Technician Class A School.	_____	_____
g. U.S. Navy Rescue Swimmer School (Aviation).	_____	_____
h. U.S. Navy Rescue Swimmer School (Surface).	_____	_____
i. U.S. Navy Rescue Swimmer Instructor.	_____	_____
j. U.S Navy Basic Water Survival Training program.	_____	_____
Enclosure(7)E.		
20. Do you have this documentation in their official personnel file?	_____	_____
21. Is your pool divided into Swimming Zones? Enclosure(7)F.1.	_____	_____
22. Are the swimming and diving zones separated by a buoy line fastened to each side of the pool? Enclosure(7)F.1.	_____	_____
23. Is the wading pool supervised by a responsible individual if a staff member is not physically stationed at the perimeter? Enclosure(7)F.2.	_____	_____
24. Are active duty, reserve members and their dependents, and cadets from service academies permitted free admission to CAT A and B pools during periods of scheduled physical fitness or lap swimming? Enclosure(7)H.3.	_____	_____
25. Is the surface area of your pool greater than 5,000 square feet? If so, do you have a minimum of one staff member assigned to and stationed at each:	_____	_____
a. non-swimmers zone	_____	_____
b. swimmers zone.	_____	_____
c. diving zone.	_____	_____
d. perimeter of swimming pool or water front area.	_____	_____
Enclosure(7)I.1.		

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	Yes	No
26. Is the surface area of the pool less than 5,000 square feet and without a diving zone? If so, is a minimum of one lifeguard assigned for: a. both non-swimmers and swimmers zones (according to patron/staff ratios). Enclosure (7) I.1.	_____	_____
27. Outside regular hours of operation for programs such as lap swim, aquatic fitness classes, etc., do you have at least one staff member on duty at the pool perimeter? Enclosure (7) I.2.	_____	_____
28. Has a criminal history background check been completed if your swimming instructors are working with children?	_____	_____
29. Does the unit have an in-service staff training program? Enclosure (7) M.	_____	_____
30. Are staff members receiving an orientation which includes: a. Facility operating policies and procedures. b. Appropriate uniform/attire. c. Appropriate behavior/conduct. d. Program and activity policies and procedures. e. Health and sanitation rules and regulations. f. Safety rules and regulations. g. Emergency procedures. h. Medical emergency procedures. i. Rule violation /disciplinary procedures. j. Accident/incident reporting procedures. Enclosure(7)M.1.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
31. Are staff members in good physical and mental health and free of communicable disease? Enclosure(7)N.1.	_____	_____

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	Yes	No
32. Do staff members maintain:		
a. A high degree of cleanliness?	_____	_____
b. A high level of physical fitness?	_____	_____
Enclosure (7) N.2.		
33. Are staff members who provide 50 minutes of lifeguard services during an hour, receiving a 10 minute break each hour? Enclosure (7) N.3.	_____	_____
34. Are local operating instructions posted regarding the command's aquatic programs and facilities? Enclosure (7) O.1.	_____	_____
35. At a minimum, is the following posted?		
a. Program Management Responsibilities.	_____	_____
b. Authorized patrons.	_____	_____
c. Lifeguard duties and responsibilities.	_____	_____
d. Lifeguard has final say on suspension of privileges.	_____	_____
e. Hours of operation.	_____	_____
f. Program areas and objectives.	_____	_____
g. Rules and regulations.	_____	_____
1. Inclement weather policy.	_____	_____
2. Eating/drinking policy.	_____	_____
3. Glass in pool area.	_____	_____
4. Radio/TV policy.	_____	_____
5. Diving rules.	_____	_____
6. Swimwear.	_____	_____
7. Toys; Horseplay.	_____	_____
8. No sun glasses in pool.	_____	_____
9. Pets.	_____	_____
10. Accident/incident reports.	_____	_____
11. Phone number to call if needed.	_____	_____
12. Emergency procedures.	_____	_____
13. Health of patron policy.	_____	_____
14. Must shower before entering.	_____	_____
15. Maximum Occupancy.	_____	_____
Enclosure (7) O. and (7) C.		
36. Are admission fees posted? Enclosure(7)O.1.f.	_____	_____

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	Yes	No
37. Is the pool water:		
a. Free of suspended matter?	_____	_____
b. Clear enough to see pool sides?	_____	_____
c. Clear enough to see a four inch disk on the bottom of deepest section of the pool?	_____	_____
Enclosure (7) P.1.		
38. If disk cannot be seen clearly, is the pool closed until the water is cleared?		
Enclosure (7) P.1.	_____	_____
39. Is the water in the pool and wading pool kept to the standards established by the Safety and Environmental Health Manual, COMDTINST M5100.47(series) and the Manual of Naval Preventive Medicine, NAVMED P-5010-4?		
Enclosure (7) P.1.	_____	_____
40. Is there a certified pool operator either on staff or contract at the command?		
Enclosure (7) P.1.	_____	_____
41. What is the Pool Capacity? _____		
Enclosure (7) P.2.		
42. Has the pool capacity been calculated based on the criteria in Enclosure (7) P.2. a-d?		
Enclosure (7) P.2.	_____	_____
43. Are pools marked where the depth of the pool changes by 1 foot? Enclosure (7) P.3.a.	_____	_____
44. Are swimming lanes marked on the bottom of the pool? Enclosure (7) P.3.b.	_____	_____
45. Is the main drain clearly marked and conspicuous? Enclosure (7) P.3.c.	_____	_____
46. Is your diving board:		
a. Factory fabricated aluminum or fiberglass with a non-slip surface.	_____	_____
b. A standard spring board, 14 to 16 feet long and 1.67 feet wide.	_____	_____

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c. The standard distance above the water of either:		
1. 1.6 feet (500mm)	_____	_____
2. 3.3 feet (1m)	_____	_____
3. 9.8 feet (3m)	_____	_____
Enclosure (7) P.4.a.		
47. Does the diving board have a lockable fulcrum adjustable over a distance of 10 to 12 inches? Enclosure (7) P.4.a.	_____	_____
48. Does the base section of the diving board extend beyond the pool wall at least:		
a. 5 feet for a 14 foot board.	_____	_____
b. 6 feet for a 16 foot board.	_____	_____
Enclosure (7) P.4.a.		
49. Are diving stands factory-fabricated and anchored in accordance with manufacturers' recommendations? Enclosure (7) P.4.b.	_____	_____
50. Are handrails provided for all steps and ladders leading to diving boards more than 3.3 feet above water? Enclosure (7) P.4.b.	_____	_____
51. Is the diving board centerline a minimum of 12 feet from the nearest parallel pool wall or other diving boards? Enclosure (7) P.4.c.	_____	_____
52. Is the number of diving boards in accordance with the dimensions of the diving zone?		
a. 1 board = 45 feet x 24 feet.	_____	_____
b. 2 boards = 45 feet x 36 feet.	_____	_____
c. 3 boards = 45 feet x 48 feet.	_____	_____
Enclosure (7) P.4.d.		
53. Does the depth of the water under the diving board and the length of the diving zone conform to the following safety standards:	_____	_____

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<u>Elevation of Diving Board above water</u>	<u>Minimum Depth of Water under end of board</u>	<u>Minimum Length of the Diving Well</u>
1.6 feet (500mm)	9 feet	25 feet
3.3 feet (1m)	10 feet	35 feet
9.8 feet (3m)	12 feet	40 feet

Enclosure (7) P.4.e.

	Yes	No
54. Is the plummet line on your diving board a minimum of:		
a. 8 feet from the back wall for 1 and 3 meter boards?	_____	_____
b. 10 feet from the poolside wall for 1 meter boards?	_____	_____
c. 12 feet from the poolside wall for 3 meter boards?	_____	_____
d. 8 feet from adjacent plummet line for 1 and 3 meter boards?	_____	_____
e. 29 feet from pool wall ahead for 1 meter boards?	_____	_____
f. 34 feet from pool wall ahead for 3 meter boards?	_____	_____
g. 18 feet from ceiling for inside pools for 1 and 3 meter boards?	_____	_____
h. Is there 8 feet of overhead clearance behind and on each side of plummet for inside pools for 1 and 3 meter boards and 18 feet of overhead clearance ahead?	_____	_____
i. 12 foot of depth for 1 meter board?	_____	_____
j. 13 foot of depth for 3 meter board?	_____	_____
k. Is there a distance of at least 20 feet of proper depth of water ahead of plummet line for 1 and 3-meter boards?	_____	_____
l. Is there a distance and depth of water at least 8 feet deep for 1-meter boards on each side of plummet line?	_____	_____
m. Is there a distance and depth of water at least 10 feet deep for 3-meter boards on each side of the plummet line?	_____	_____

Enclosure (7) P.4.f.

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55. Are any recreational diving platforms greater than 5m high? Enclosure (7) P.4.g.	_____	_____
56. Are your lifeguard stands factory manufactured? Enclosure (7) P.5.a.	_____	_____
57. Are lifeguard stands located so as not to face directly into the sun, and to allow the lifeguard not more than a 180 degree field of vision of the area he/she is responsible for? Enclosure (7) P.5.b.	_____	_____
58. Do you have a minimum of one lifeguard stand for each swimming and diving zone in the pool? Enclosure (7) P.5.c.	_____	_____
59. Is all portable equipment stored and secured when not in use? <ul style="list-style-type: none"> • Where is it located? _____ Enclosure (7) P.6.a.	_____	_____
60. Have the inserts and anchors in the pool and deck been installed in accordance with the manufactures recommendation? <ul style="list-style-type: none"> • Do you maintain these recommendations on file? Enclosure (7) P.6.b.	_____	_____
61. Are stanchions and stanchion sockets, used to divide the pool, made of stainless steel with top closure plug fitted flush with the pool and deck when not in use? Enclosure (7) P.6.b.	_____	_____
62. Does any obstruction, (lane line anchor hardware) project from the pool wall? Enclosure (7) P.6.c.	_____	_____
63. Are water slides placed where the pool is at least 5 feet deep? Enclosure (7) P.7.	_____	_____

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		Yes	No
64.	Is the center line of the water slide at least 12 feet away from the centerline of diving boards? Enclosure (7) P.7.	_____	_____
65.	If pool is enclosed, is there sound absorbing material on the walls and ceiling to reduce echoes and sound reverberation? Enclosure (7) P.8.a.	_____	_____
66.	Do the outdoor pool(s) have a wall or fence at least six-feet high surrounding them? Enclosure (7) P.8.b.	_____	_____
67.	Does the fence have a 3 foot wide gate to comply with the Americans with Disabilities Act? Enclosure (7) P.8.d.	_____	_____
68.	Are these gates locked when not in use? Enclosure (7) P.8.d.	_____	_____
69.	Is the wading pool separated from the main swimming pool, and is the pool deck area separated from grassed areas, activity areas, or playgrounds with a 4-foot high fence? Enclosure (7) P.8.e.	_____	_____
70.	Is the pool equipped with nonferrous metal or stainless steel ladders with above deck mounted grab rails on both sides? Enclosure (7) P.8.f.	_____	_____
71.	Are additional ladders provided for every 75 feet of pool perimeter? Enclosure (7) P. 8.f.	_____	_____
72.	Are there a minimum of 3 inches and a maximum of 6 inches of clearance between the ladder and the pool wall? Enclosure (7) P.8.f.	_____	_____
73.	Does the pool deck have a non-slip surface, free from irregular surfaces and fittings		

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	Yes	No
along accessible routes? Enclosure (7) P.8.g.	_____	_____
74. Do patrons enter and exit the pool through a control counter in or near the bathhouse? Enclosure (7) P.9.a.	_____	_____
75. If so, is the control counter manned by the pool's staff to ensure only authorized patrons admittance and to supervise activity? Enclosure (7) P.9.a.	_____	_____
76. When patrons exit the bathhouse onto the pool deck is it at the shallow end of pool? Enclosure (7) P.9.a.	_____	_____
77. Does the bathhouse provide patrons with:		
a. dressing areas.	_____	_____
b. clothing storage.	_____	_____
c. benches.	_____	_____
d. toilets.	_____	_____
e. hot and cold showers.	_____	_____
Enclosure (7) P.9.b.		
78. Does the floor in the bathhouse have a non-skid surface? Enclosure (7) P.9.c.	_____	_____
79. Does the bathhouse have:		
a. natural ventilation.	_____	_____
b. mechanical ventilation.	_____	_____
Enclosure (7) P.9.d.		
80. Are bathhouse walls, ceiling, and floors made of waterproof and vapor-resistant materials? Enclosure (7) P.9.d.	_____	_____
81. Are soap dispensers and paper towels or drying devices available in lavatories? Enclosure (7) P.9.d.	_____	_____
82. Are glass mirrors mounted in the bathhouse? Enclosure (7) P.9.e.	_____	_____

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83. Are bathhouse lockers well ventilated, set on a closed base, and securely anchored to the floor and or wall? Enclosure (7) P.9.f.	_____	_____
84. Does the pool have a public address system? Enclosure (7) P.10.b.	_____	_____
85. Do lifeguards have a method of communicating with the pool patrons, staff members, control desk, and the MWR Officer's/Director's office? Enclosure (7) P.10.b.	_____	_____
86. Is there a telephone or equivalent form of communication available at the control desk, bathhouse or lifeguard stands for emergency and business use? Enclosure (7) P.10.c.	_____	_____
87. Are lifeguards and other supervisory personnel indoctrinated on chlorine gas leak procedures? Enclosure (7) P.11.	_____	_____
88. Are single drain suction line hazard properly addressed? Enclosure (7) P.12.	_____	_____
89. Is the master cut-off valve for single drain suction labeled and accessible to lifeguard and staff personnel? Enclosure (7) P.12.	_____	_____
90. Is documentation of pre-season inspections conducted within a week of opening by facilities engineering, medical, and MWR personnel available? Enclosure (7) P.13.	_____	_____
91. Do you have the following recommended items available for your lifeguards?		
a. Sunglasses.	_____	_____
b. Sunscreen.	_____	_____
c. Drinking water.	_____	_____
d. Visor or Cap.	_____	_____
Enclosure (7) R.		

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	Yes	No
92. Are lifeguards empowered to restrict a patron's swimming based on swimming skill level or ability? Enclosure (7) R.	_____	_____
93. Is the following required lifesaving equipment available at your aquatic facility?		
a. Megaphone.	_____	_____
b. Whistle.	_____	_____
c. Shade Umbrella.	_____	_____
d. Telephone and or two way radio.	_____	_____
e. Ring buoy with attached line at each lifeguard stand.	_____	_____
f. Rescue tube at each lifeguard stand.	_____	_____
g. Rescue pole at each lifeguard stand.	_____	_____
h. First aid kit.	_____	_____
i. Cot.	_____	_____
j. Blanket/Pillow.	_____	_____
k. Factory manufactured marine backboard with straps and head immobilizer.	_____	_____
Enclosure (7) R.		

Waterfront areas only:

94. Does the command have a "no lifeguard/swim at your own risk" policy for your waterfront area? Enclosure (7) B.1.	_____	_____
95. Does the command have a legal review that states the waterfront policy is in compliance with local statutes and regulations? Enclosure (7) B.1.	_____	_____
96. Is the command getting an annual legal review and maintaining this information on file? Enclosure (7) B.1.	_____	_____
97. Are waterfront rules and regulations posted in a prominent location throughout the aquatic facility/area? Enclosure (7) B.3.	_____	_____

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98. Do you have one lifeguard stand per 200 linear feet of waterfront? Enclosure (7) Q.1.a.	_____	_____
99. Are lifeguard supervision patterns overlapping at a minimum of 15 to 20 percent? Enclosure (7) Q.1.b.	_____	_____
100. Do anchored buoys designate the swimming perimeter? Enclosure (7) Q.2.	_____	_____
101. Are drop-offs, underwater hazards, and wading areas also designated? Enclosure (7) Q.2.	_____	_____
102. Are diving platforms constructed with 12 inches of visible airspace from the surface of the water to the bottom of the structure? Enclosure (7) Q.3.a.	_____	_____
103. Is all underwater construction kept to a minimum and designed to prevent entrapment of swimmers? Enclosure (7) Q.3.a.	_____	_____
104. Are diving platforms or diving devices 9.8 feet(3m)or less above the water surface? Enclosure (7) Q.3.a.	_____	_____
105. Is the following lifesaving equipment available at your waterfront? Enclosure (7) R.		
a. Megaphone.	_____	_____
b. Whistle.	_____	_____
c. Shade Umbrella.	_____	_____
d. Telephone and or two way radio.	_____	_____
e. Ring buoy with attached line at each lifeguard stand.	_____	_____
f. Rescue tube at each lifeguard stand.	_____	_____
g. Rescue pole at each lifeguard stand.	_____	_____
h. Mask, fins and snorkel.	_____	_____
i. Heaving line.	_____	_____
j. First aid kit.	_____	_____
k. Cot.	_____	_____
l. Blanket/Pillow.	_____	_____
m. Factory manufactured marine backboard with straps and head immobilizer.	_____	_____

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106. Do you have the following recommended items available for your lifeguards?		
a. Sunglasses.	_____	_____
b. Sunscreen.	_____	_____
c. Drinking water.	_____	_____
d. Visor or cap.	_____	_____
Enclosure (7) R.		
 Public Spa's and Hot Tubs		
107. Are return inlets and suction outlets properly arranged to produce circulation throughout the spa? Enclosure (7) T.1.a.	_____	_____
108. Do all spa suction outlet covers comply with a nationally recognized testing laboratory? Enclosure (7) T.1.b.	_____	_____
109. If the suction outlet system is a vacuum cleaner system with multiple suction outlets, can each be isolated by valves? Enclosure (7) T.1.c	_____	_____
110. Does each suction outlet protect against entrapment by an antivortex cover or other means? Enclosure (7) T.1.c.	_____	_____
111. Is there a minimum of 2 (two) suction outlets for each pump suction outlet system? Enclosure (7) T.1.d.	_____	_____
112. Is each outlet separated by 3 feet or on two different planes? Enclosure (7) T.1.d.	_____	_____
113. Are the suction outlets plumbed such that water is drawn through simultaneously into a common line to the pump? Enclosure (7) T.1.d.	_____	_____

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114. Are the vacuum or pressure cleaner fittings in an accessible position(at least 6 but not more then 18 inches below the minimum operating water level) or as an attachment to skimmer? Enclosure (7) T.1.e.	_____	_____
115. Is potable water used to fill the spa? Enclosure (7) T.2.	_____	_____
116. Are sanitary facilities provided for hot tub patrons? Enclosure (7) T.3.	_____	_____
117. Is the filtration system capable of complete water turnover every 30 minutes? Enclosure (7) T.4.	_____	_____
118. Is the proper water level maintained by filling or draining in accordance with manufacture's instructions? Enclosure (7) T.4.	_____	_____
119. Is the water temperature 104 degrees Fahrenheit or lower? Enclosure (7) T.5.a.	_____	_____
120. Are temperature adjustments restricted to staff members only? Enclosure (7) T.5.a.	_____	_____
121. Is the hot tub water super chlorinated to 10 ppm for 10 hours at least weekly? Enclosure (7) T.5.b.	_____	_____
122. Is the water chemistry tested hourly during use? Enclosure (7) T.5.b.	_____	_____
123. Is the spa drained at least monthly? Enclosure (7) T.6.	_____	_____
124. Are the surfaces, sides, decks, railings etc., of the spa scrubbed with 50 ppm chlorine solution? Enclosure (7) T.6.	_____	_____

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125. Are safety and operational signs posted in the vicinity of the spa? Enclosure (7) T.7.a.	_____	_____
126. Are emergency numbers posted at the spa, along with the location of the nearest telephone? Enclosure (7) T.7.a.	_____	_____
127. Do safety signs include information on the risk of fetal damage, medical considerations and precautions, risk of drowning, shock and injury, and that unsupervised use by children are prohibited? Enclosure (7) T.b.	_____	_____
128. Do operational signs include information on the prohibition of use if, the suction fittings are missing or broken or if temperature reads 104 degrees Fahrenheit or above? Enclosure (7) T.c.	_____	_____