

Pool and Spa Maintenance Checklist

Business name _____

Business phone and email _____

Business mailing address _____

Customer name _____

Service location _____

Document date _____ Reference _____

Maintenance visit date _____ Technician _____

Pool or spa type and equipment _____

Requested opening closing or service scope _____

Site access and service records _____

- ☐ Confirm agreed scope access and customer concerns
- ☐ Review applicable manufacturer instructions and qualifications
- ☐ Record equipment identification and visible condition
- ☐ Document inspection or maintenance performed by a qualified pro
- ☐ Record parts materials and test results where applicable
- ☐ Note work outside the agreed scope before proceeding
- ☐ Provide findings limitations and recommended next visit
- ☐ Leave completion notes and customer acknowledgement

Findings and work performed _____

Next action and responsible person _____

Customer acknowledgement _____ Date _____

This is a record template, not technical maintenance instructions.