

Pool Committee Responsibilities

Chair to oversee and carryout duties below – enlist volunteers as needed

Pre-Season Preparations (January-March)

- order any new furniture per budget
- clean bathrooms
- contact Swim Wilmington prepare and finalize yearly contract – make changes as needed
- power wash, clean, and seal decking/picnic tables
- check/replace lighting as needed
- landscape (weed, treat for ants, provide additional rock/mulch for areas create new spaces per budget)
- scrub furniture
- power wash concrete decking
- work with Swim Wilmington to ensure all NC Pool Permit requirements are met – contact and work with board to ensure compliance – design and order signs as needed
- attend inspection
- hand out flyers and post pool opening
- check softener and light timers – replace bulbs as needed
- contact infant parents and order Swim Diapers
- prepare first aid kit

Seasonal (April-October)

Weekly

- wipe down chairs and tables
- general clean-up

Daily/As Needed

- check to ensure Swim Wilmington duties are carried out per contract (check daily log/cleaning sheet)
- weed
- clean bathrooms/soap replacement
- treat for insects
- cut grass
- clean grill
- replace/get rid of broken equipment/toys
- receive complaints and solve pool related issues, including vandalism, non-resident usage, cleanliness, maintenance - contact and work with Swim Wilmington, board, and/or residents as needed to ensure pool permit requirements and rules are being met
- assist with garbage removal

Post Season (October/November)

- put away umbrellas/toys/equipment
- post/hand out flyers as to pool closing
- final grass cut/general landscape clean-up
- prepare budget suggestions based on usage and community growth
- work with Swim Wilmington for any additional closing duties