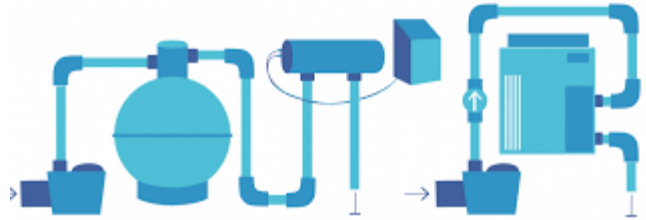


POFHOA

Pool Operations Procedures



Winterizing the Pools

Following the close of the 2017 swimming season, Manager will winterize the Pool (at Manager's expense), and coordinate the winterization of the Pool House / Bathrooms and any outside plumbing (at Owner's expense), if applicable by performing the following services:

1. Skim and vacuum Pool
2. Drain Pool water below waterline – antifreeze in waterlines of Pool and water fountain, if applicable.
3. Super chlorinate Pool
4. Install Pool Cover
5. Drain and clean all vacuuming equipment, hoses and store on premises.
6. Drain filtration equipment, backwash filters, disassemble, clean elements, check for any defects and adequately store.
7. Remove all plugs from plumbing and store on premises.
8. Drain all chemical feeders and re-lubricate.
9. Leave all valves at appropriate settings.
10. Remove all skimmer baskets, clean and store on premises.
11. Store all rescue equipment.
12. Inspect all swimming Pool machinery and list parts, repairs and replacements required for next season's operation of Owner.
13. Prepare an inventory of supplies and equipment on premises for Owner to review with representatives of Owner.
14. Such other procedures as are necessary to minimize the risk of damage to the Pool during the winter.
15. Furnish Owner with a letter no later than October 31 following close of season, stating that the Pool had been properly winterized.

In the event Manager fails to provide the services called for, the Owner will issue a seven day notice to Manager, and payment and/or refund of Contract will be prorated per day for services (lifeguard and maintenance labor) and materials (chemicals and parts used).

Revised 7/26/2017