



8 1/2" x 11" - 382 Numbered Pages

# guidelines

1. The pages in this logbook are numbered sequentially and none shall be removed under any circumstances.
2. All logbook entries must be made in ink and any errors shall be crossed out with a single line and initialled, mistakes must not be erased.
3. At the start of each shift enter the names of any staff commencing duty as well as the time and duration of the shift.
4. Log the names of any trainee personnel working during the shift.
5. Log and sign any special instructions relative to any adjustment made, repair or special operational procedures.
6. Log the time of occurrence together with any malfunction of mechanical, electrical, electronic, or control equipment. Also document any remedial action that has been taken.
7. Owners/Operators are legally responsible for ensuring that spas are operated and maintained in accordance with provincial requirements. Failure to comply exposes bathers to unnecessary health and safety risks, such as infections and life-threatening injuries.
8. Log any mechanical and electrical repairs that have been initiated and completed.
9. At the end of the shift, record those items that need to be brought to the attention of the following shift and sign off the logbook.

Without the permission of the owner this logbook shall not be removed from the premises. No person shall deface, damage or destroy this logbook.

This Logbook should be kept accessible for a minimum of one year after the date of the final entry. It is the requirement to produce this logbook, for examination, upon request of an inspector.

#SPA 108  
Spa Log Book  
SAMPLER

Signatures of Staff

NAME (PRINTED)	SIGNATURE	POSITION	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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## SPA DAILY INSPECTION AND RECORDS

EMERGENCY PHONE (BEFORE OPENING)	SATISFACTORY OR AM/PM UNSATISFACTORY		MONTH/DAY/YEAR	SIGNATURE
GROUND FAULT INTERRUPTER	SATISFACTORY OR AM/PM UNSATISFACTORY		MONTH/DAY/YEAR	SIGNATURE
O.R.P. 1/2 HR. BEFORE OPEN + 1X DURING THE DAY	1ST READING	2ND READING	MONTH/DAY/YEAR	SIGNATURE
SPA TANK DRAINED	YES	NO	MONTH/DAY/YEAR	SIGNATURE
OUTLET(S) CHECKED	YES	NO	MONTH/DAY/YEAR	SIGNATURE
SPA TANK REFILLED	YES	NO	MONTH/DAY/YEAR	SIGNATURE
NUMBER OF BATHERS	# OF BATHER		MONTH/DAY/YEAR	SIGNATURE
WATER METER READING	1 <sup>ST</sup> READING AM/PM	2 <sup>ND</sup> READING AM/PM	WATER ADDED	SIGNATURE
CHEMICALS ADDED MANUALLY	TYPE & AMOUNT		MONTH/DAY/YEAR	SIGNATURE
EMERGENCIES, RESCUES, BREAKDOWN OF EQUIPMENT			MONTH/DAY/YEAR	SIGNATURE

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Spa Log Book  
SAMPLE

### SPA HOURLY WATER TESTS

FREE AVAILABLE CHLORINE	1/2 HR. BEFORE OPENING	m/L	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 AM
TOTAL BR. / CL RESIDUAL		m/L												
pH														
TEMPERATURE		°C												
ALKALINITY														
WATER CLARITY														
OPERATOR'S INITIAL														

FREE AVAILABLE CHLORINE	1/2 HR. BEFORE OPENING	m/L	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 PM
TOTAL BR. / CL RESIDUAL		m/L												
pH														
TEMPERATURE		°C												
ALKALINITY														
WATER CLARITY														
OPERATOR'S INITIAL														