FREE SAMPLE · CONTOH GRATIS

Bali Villa Housekeeping & Turnover Kit

Free sample: SOP 09 Pool Daily Check in English and Bahasa Indonesia

The full kit has 17 SOPs, 11 fillable forms including a pool log, 170 quiz questions with answers and editable Word files.

Prepared for / Disiapkan untuk

[VILLA NAME]

Bali SOP Series, Book 2 · Edition 1, 2026

SOP 09 · POOL · ENGLISH

Pool Daily Check

Who	When	Applies to
Pool attendant, gardener or housekeeper trained by [POOL TECHNICIAN]	Every morning before 9:00, and again after heavy rain or a full pool day	Villas with a pool

Check the pool every morning so the water is clear, safe and balanced, and every reading is written on the pool log.

Look and clean

1. Look first: you must see the main drain clearly from the edge. If not, close the pool.
2. Skim leaves and insects from the surface.
3. Empty the skimmer baskets and the pump basket. Switch the pump off before opening it.
4. Brush the walls, steps and waterline. Vacuum the floor if there is dirt.
5. Check the water level is at the middle of the skimmer opening. Top up if low.

Test and record

6. Take the water sample at elbow depth, away from the return jets.
7. Test free chlorine and pH with the test kit. Read it in daylight.
8. Write the time, clarity, chlorine, pH and your initials on the pool log.
9. Inside the safe range: no action. Outside: follow the plan from [POOL TECHNICIAN] or call them.

Finish

10. Check the pump and filter are running and the pressure looks normal.
11. Check drain covers and lights are fixed and undamaged.
12. Lock chemicals away and wash your hands.

Safe ranges

• Free chlorine: 1 to 3 ppm. pH: 7.2 to 7.6.
• Close the pool if: cloudy water, chlorine above 5 ppm, pH below 7.0 or above 8.0, a broken drain cover, or lightning.

Never do this

× Never mix pool chemicals together, and never add water to chemicals. Chemical goes into water.
× Never add chemicals while anyone is in the pool.
× Never store chlorine and acid next to each other or in the sun.
× Never open the pump basket while the pump is running.

Call for help: Call [POOL TECHNICIAN] for any reading outside the range, green or cloudy water, pump noise or leaks. Tell [VILLA MANAGER] when the pool is closed.

Pemeriksaan Kolam Harian

Siapa	Petugas kolam, tukang kebun atau housekeeper yang dilatih [POOL TECHNICIAN]	**Kapan**	Setiap pagi sebelum jam 9.00, dan lagi setelah hujan deras atau kolam ramai dipakai	**Berlaku untuk**	Vila dengan kolam renang

Periksa kolam setiap pagi supaya airnya jernih, aman dan seimbang, dan setiap hasil tes dicatat di log kolam.

Lihat dan bersihkan

1. Lihat dulu: saluran utama di dasar kolam harus terlihat jelas dari pinggir. Jika tidak, tutup kolam.
2. Jaring daun dan serangga di permukaan air.
3. Kosongkan keranjang skimmer dan keranjang pompa. Matikan pompa sebelum dibuka.
4. Sikat dinding, tangga dan garis air. Vakum dasar kolam jika ada kotoran.
5. Pastikan tinggi air di tengah lubang skimmer. Tambah air jika kurang.

Tes dan catat

6. Ambil sampel air sedalam siku, jauh dari lubang air masuk.
7. Tes klorin bebas dan pH dengan alat tes. Baca hasilnya di cahaya siang.
8. Tulis jam, kejernihan, klorin, pH dan paraf Anda di log kolam.
9. Masih dalam batas aman: tidak perlu tindakan. Di luar batas: ikuti petunjuk [POOL TECHNICIAN] atau hubungi mereka.

Selesai

10. Pastikan pompa dan filter menyala dan tekanannya terlihat normal.
11. Pastikan tutup saluran dan lampu kolam terpasang dan tidak rusak.
12. Kunci bahan kimia di gudang dan cuci tangan.

Batas aman

• Klorin bebas: 1 sampai 3 ppm. pH: 7,2 sampai 7,6.
• Tutup kolam jika: air keruh, klorin di atas 5 ppm, pH di bawah 7,0 atau di atas 8,0, tutup saluran rusak, atau ada petir.

Jangan pernah

× Jangan pernah mencampur bahan kimia kolam, dan jangan menuang air ke bahan kimia. Bahan kimia yang dimasukkan ke air.
× Jangan menambah bahan kimia saat ada orang di kolam.
× Jangan menyimpan klorin dan asam berdampingan atau di bawah sinar matahari.
× Jangan membuka keranjang pompa saat pompa menyala.

Minta bantuan: Hubungi [POOL TECHNICIAN] jika hasil tes di luar batas, air hijau atau keruh, pompa berisik atau bocor. Beri tahu [VILLA MANAGER] jika kolam ditutup.