



Public Health
Prevent. Promote. Protect.

Mahoning County District Board of Health

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Public Swimming Pool & Spa Record Keeping Requirements According to the Ohio Administrative Code 3701-31

- 1.) All records must be maintained a minimum of **two years** and made available for review at the request of the licensor.
- 2.) All pool/spa maintenance records.
- 3.) All water chemistry records must be completed at the frequency required for the pool/spa depending upon the equipment and features in use.
- 4.) Approved plans including any design variances and a copy of the “Certificate of Occupancy” from the Mahoning County Building Department.
- 5.) All equipment must be labeled with the manufacturer and model number or all equipment documentation must be on file for review.
- 6.) Throttle valves must be tagged to denote the minimum and maximum allowable flows.
- 7.) If well or non-community water is used the licensee (operator) must have a bacteriological test result available for review. It is recommended that the bacteriological test be completed at least on a **yearly** basis.
- 8.) All outlet covers (main drain covers, equalizer line covers, if applicable, and other outlet covers, if any) must have a “Certificate of Compliance” from the manufacturer and an “Installation Certificate” signed and dated by the installer of the covers. The “Certificate of Compliance” must state that the cover is compliance with the provisions of the Virginia Graeme Baker Pool and Spa Safety Act.
- 9.) All outlet covers must have documentation from the manufacturer which states either the useful life, shelf life, or when the cover should be replaced in **years**.
- 10.) A copy of any operational variance (i.e. temperature variance or other) granted by the Ohio Department of Health must be available for review at the request of the licensor.
- 11.) A means of determining the rate-of-flow must be installed and maintained on **all** swimming pools, spas, special feature, and jet **pumps** so that the rate-of-flow can be accurately determined and easily observed. The operator can use either a flow meter or a pump curve specific for the pump and impellor. If using a pump curve, it must be conspicuously posted in the equipment room and shall be marked up to display the formula or means for calculating the gauge reading into the total dynamic head (TDH) and flow in gallons per minute (GPM).
- 12.) If any Safety Vacuum Release System (SVRS) is installed, they must be tested and serviced according to the manufacturer’s requirements and records of the testing maintained on the weekly operational report. **The operator must be able to test the SVRS in the presence of the licensor (inspector)**. If the manufacturer does not specify a frequency for testing, it is recommended that the SVRS be tested at least **monthly**.
- 13.) If an automatic chemical controller is installed, the licensee must test the flow switch or pressure switch in accordance with the manufacturer’s specifications **monthly** and record the results on the weekly operational report.
- 14.) If life guards are required or used, copies of their individual certifications must be on file for review at the request of the licensor.
- 15.) All injuries recorded as they happen and all fecal accidents as they happen including the operator’s response.
- 16.) Date spa water drained to waste – a minimum of at least once every thirty days.