ADDING WATER TO THE POOLS

**Purpose:** Outline the policy and procedures for adding water to the desired pool/spa within the Gabrielsen Natatorium.

**Scope:** This policy applies to all Aquatic Managers and Senior Managers within the area of Aquatics

**Policy:**

I. As needed, water may be added to the desired pool to the required level

II. Pool water should always be filtering over the edge of each pool into the drain

**Procedure:**

I. To add water to the pools/spa:
   a. Locate fill tube/fill wheel for the desired pool
      i. 50 Meter- On the left side of pump room next to desk. Is labeled *50 Meter*
      ii. Dive Well- On the left side of the pump room next to the 50 Meter fill tube. Is labeled *Dive Well*
      iii. Rec Pool-Located on the back wall near the chlorine room. Is labeled *Rec Pool*
      iv. Spa-Located next to the Rec Pool fill tube. Is labeled *Spa*
   b. Rotate desired fill wheel counter-clockwise until water begins to flow into pipe.
      Water should be at a steady stream but not too strong that it floods the fill tube
   c. Monitor pool until water reaches desired level
   d. Turn wheel clockwise until water stops flowing