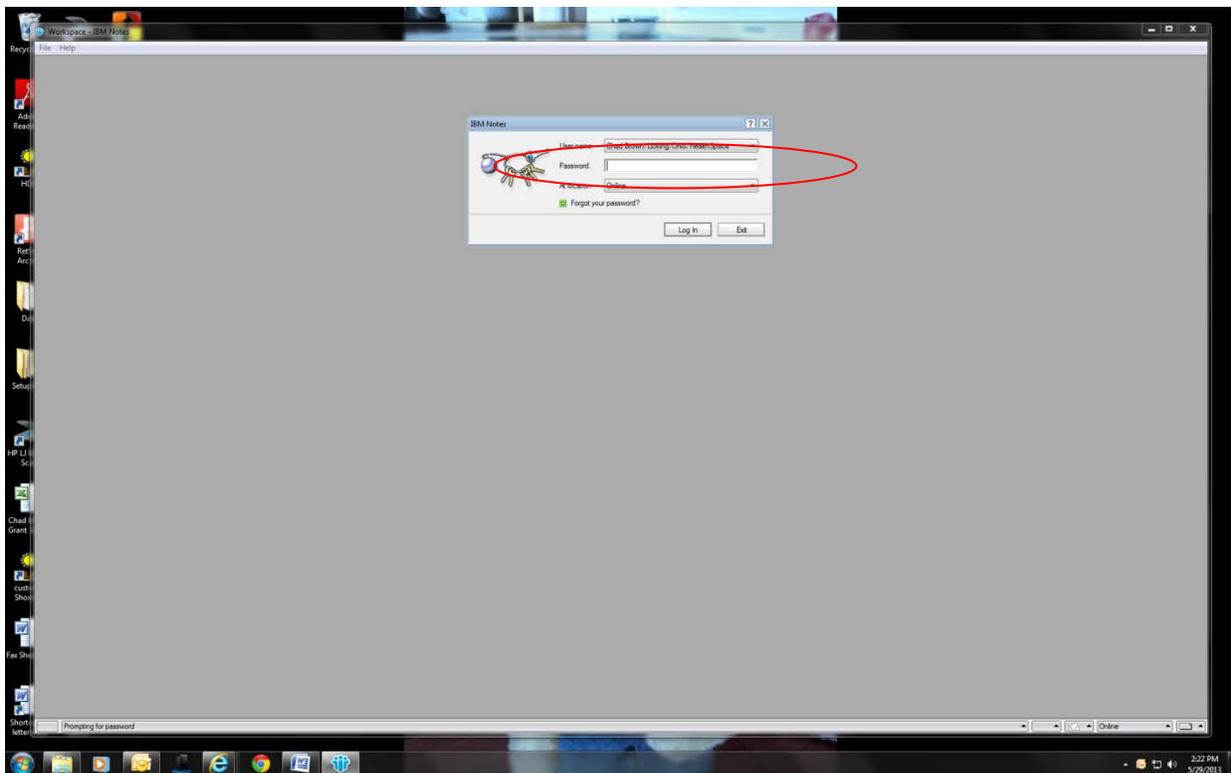


Licking County Health Department Health Space Standard Pool Inspection With No Violations Procedures

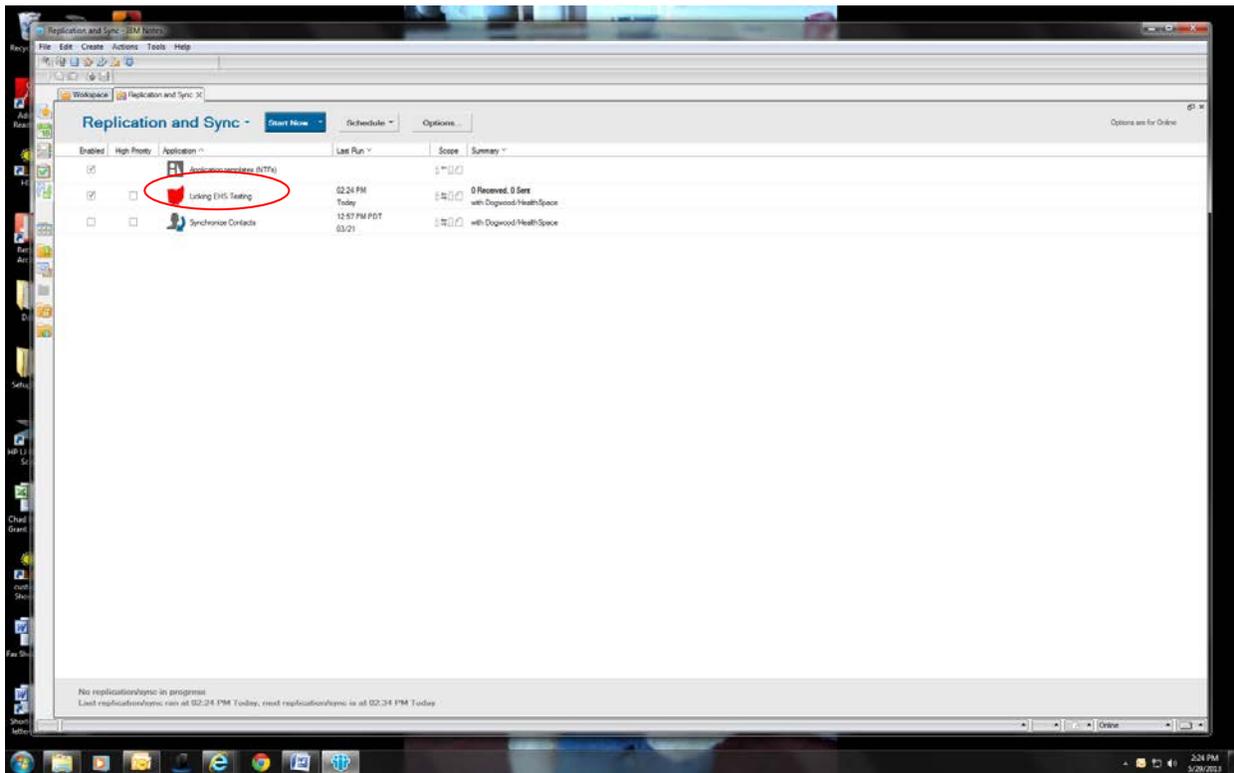
1. Open Health Space from your desktop by double-clicking on the IBM Notes (Basic) icon



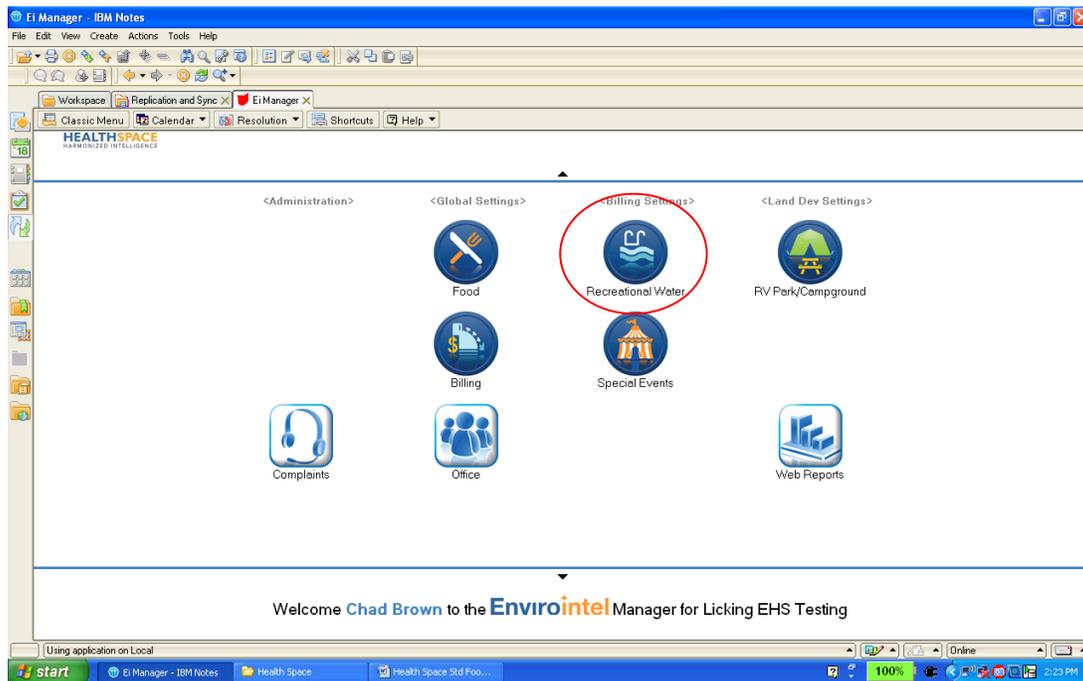
2. Enter your password



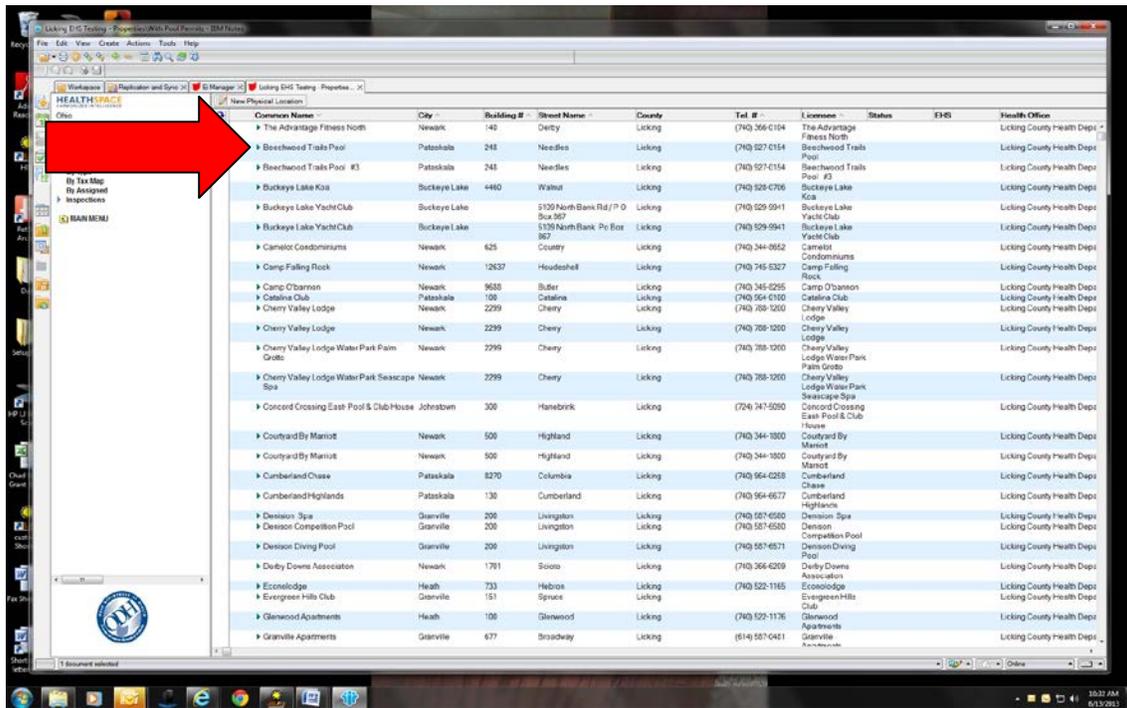
3. Double-click on Licking EHS Testing



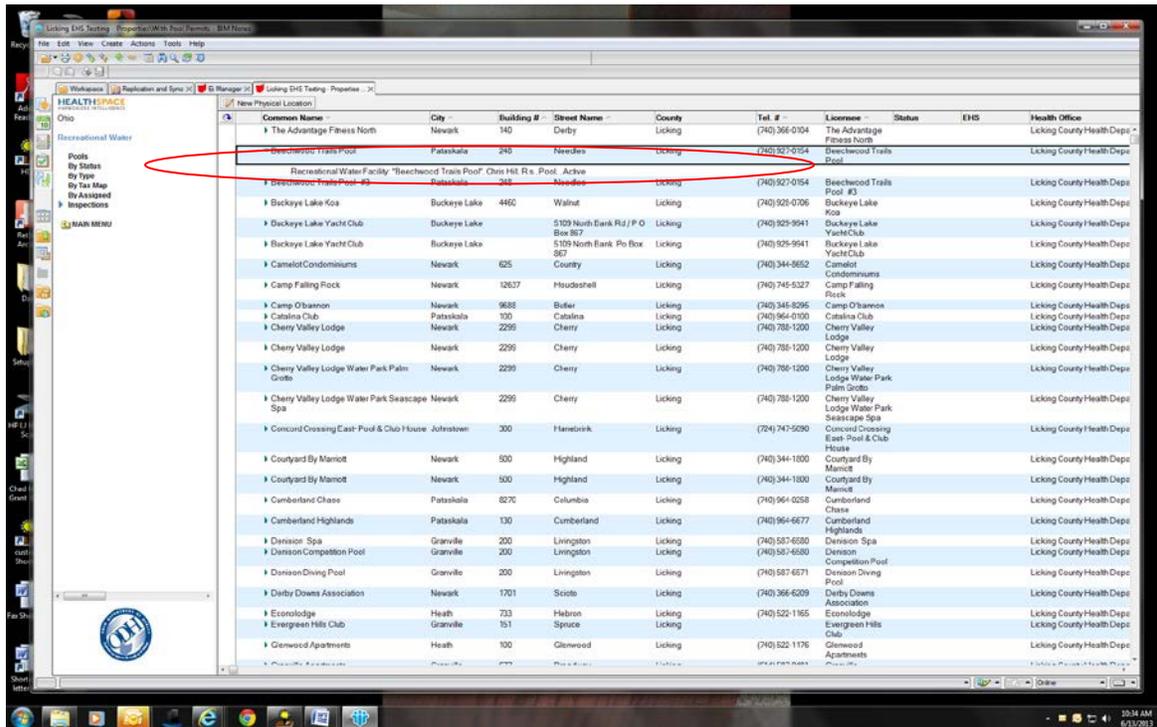
4. Click on Recreational Water



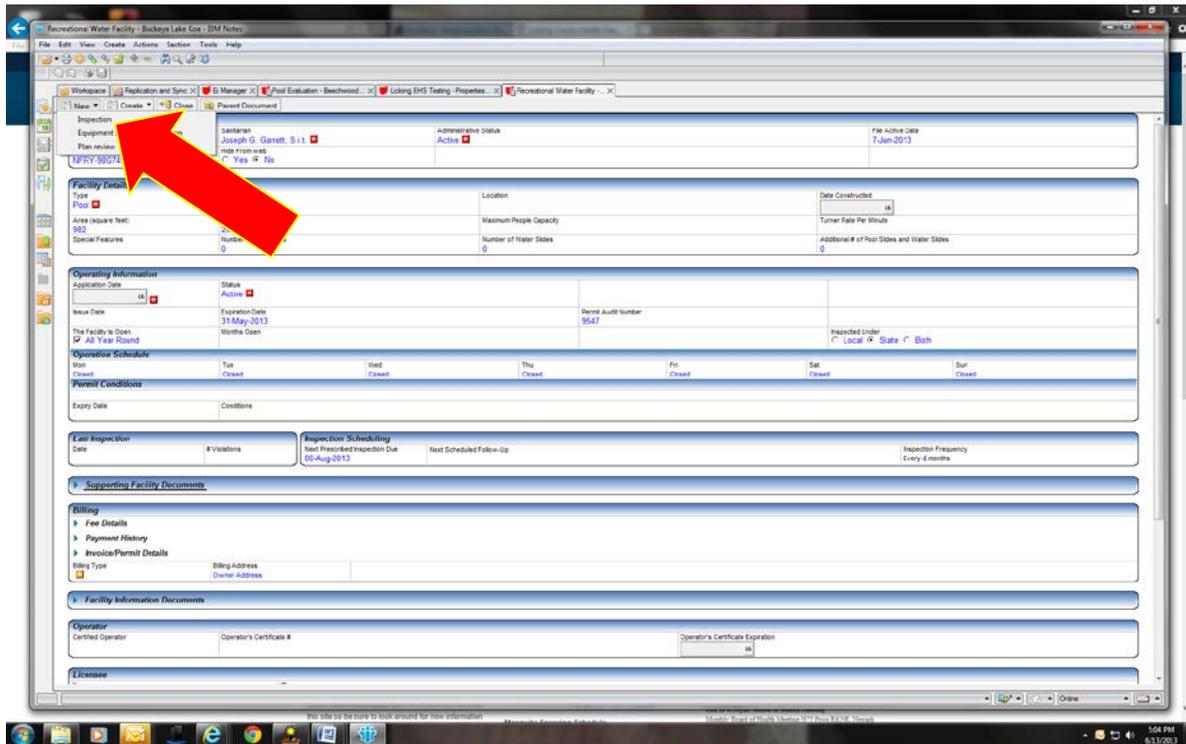
- The view you will see will list all of the pool LOCATIONS in Health Space. Click on the arrow next to a location to see the pool FACILITIES at that location.



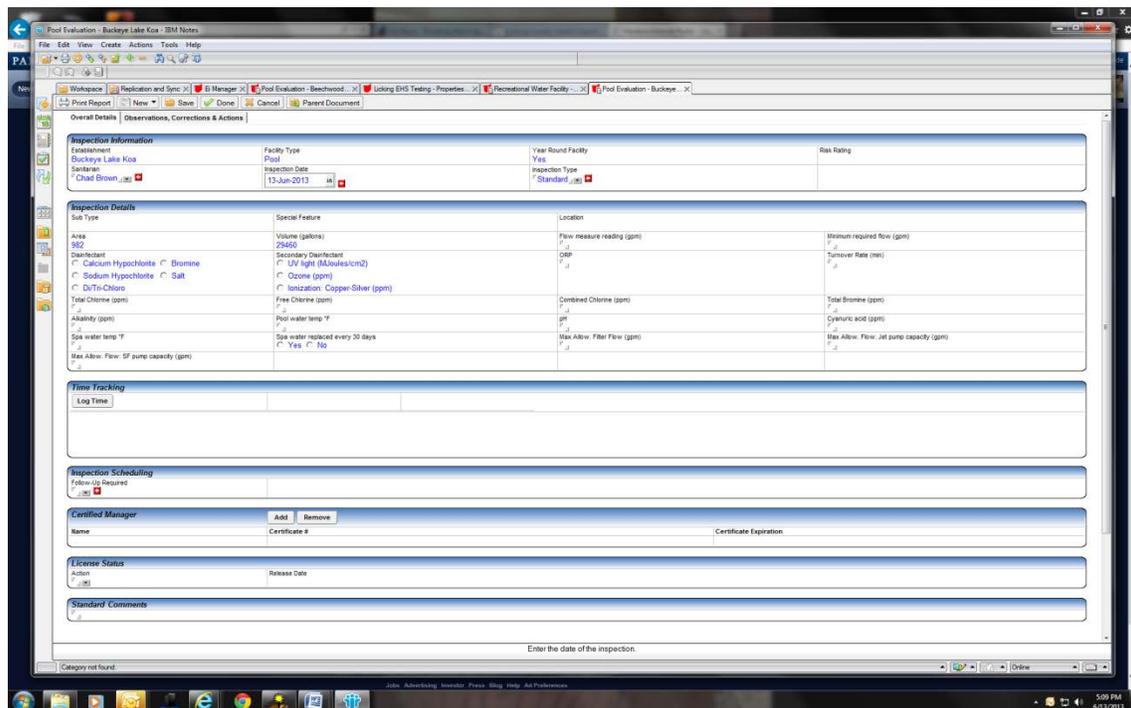
- Any facilities at that location will then be listed. Double-click on the facility



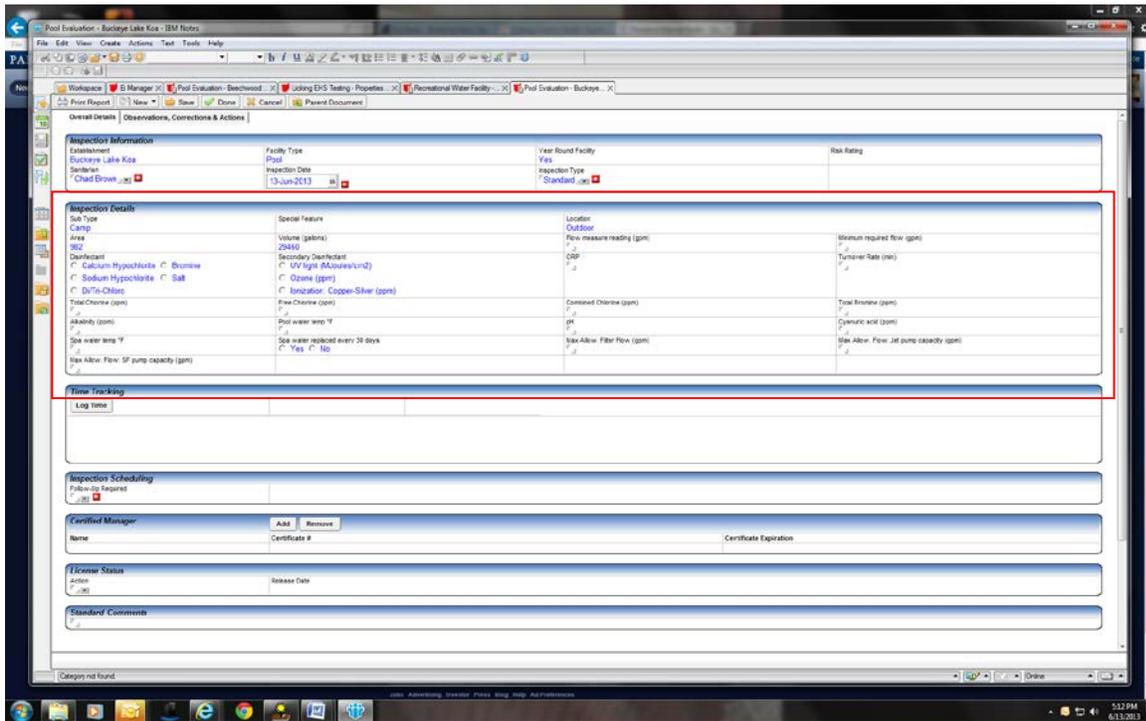
7. Click on New and select Inspection



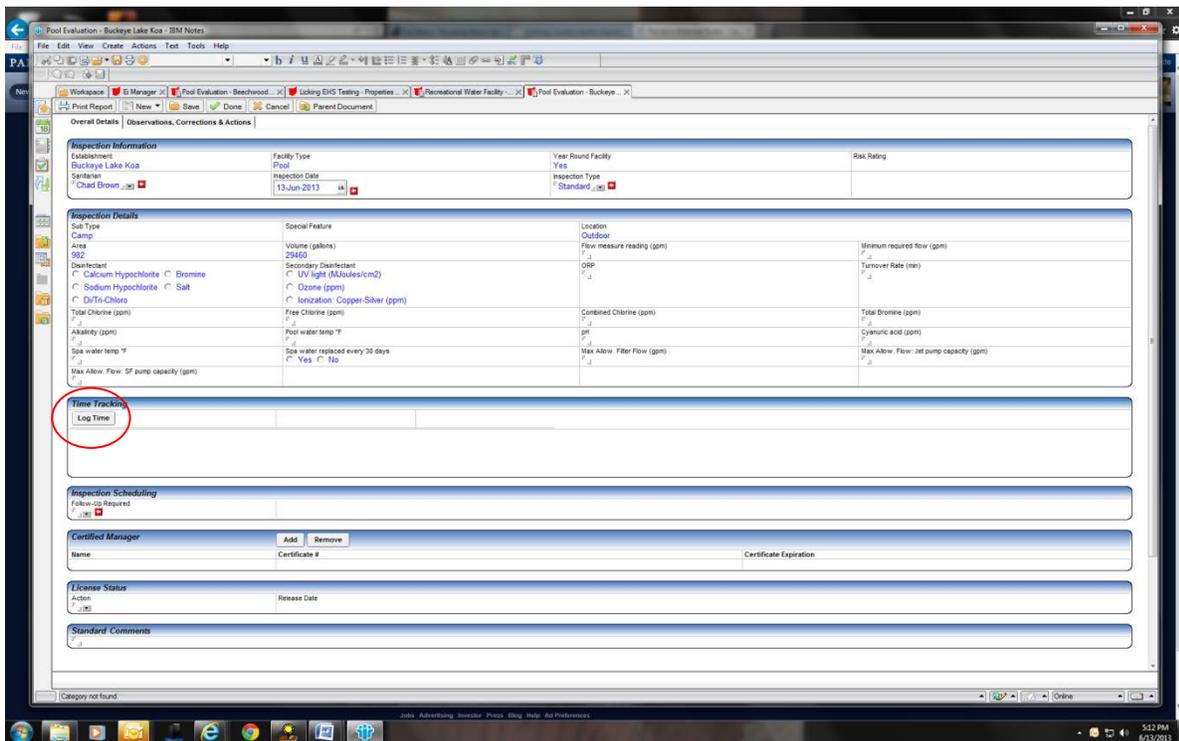
8. This will allow you to complete the inspection form. Any items with a red box and arrow are required to be filled out.



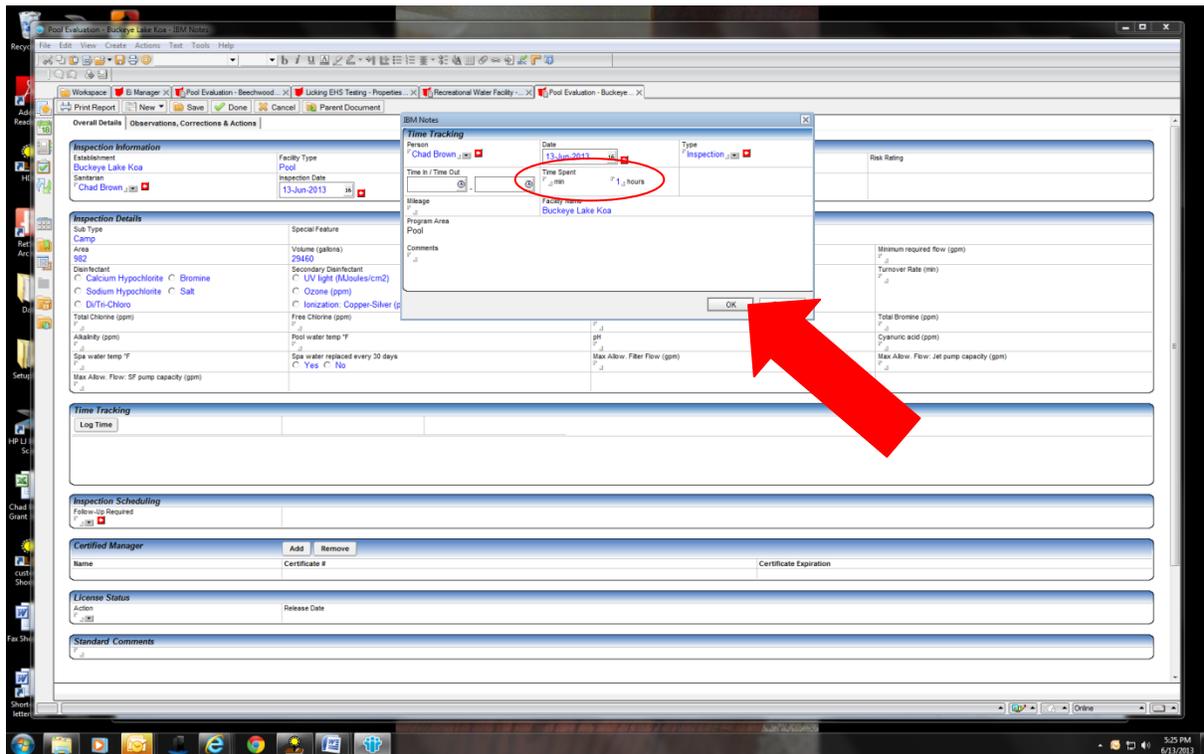
9. Complete the inspection information regarding water chemistry and flow meter reading



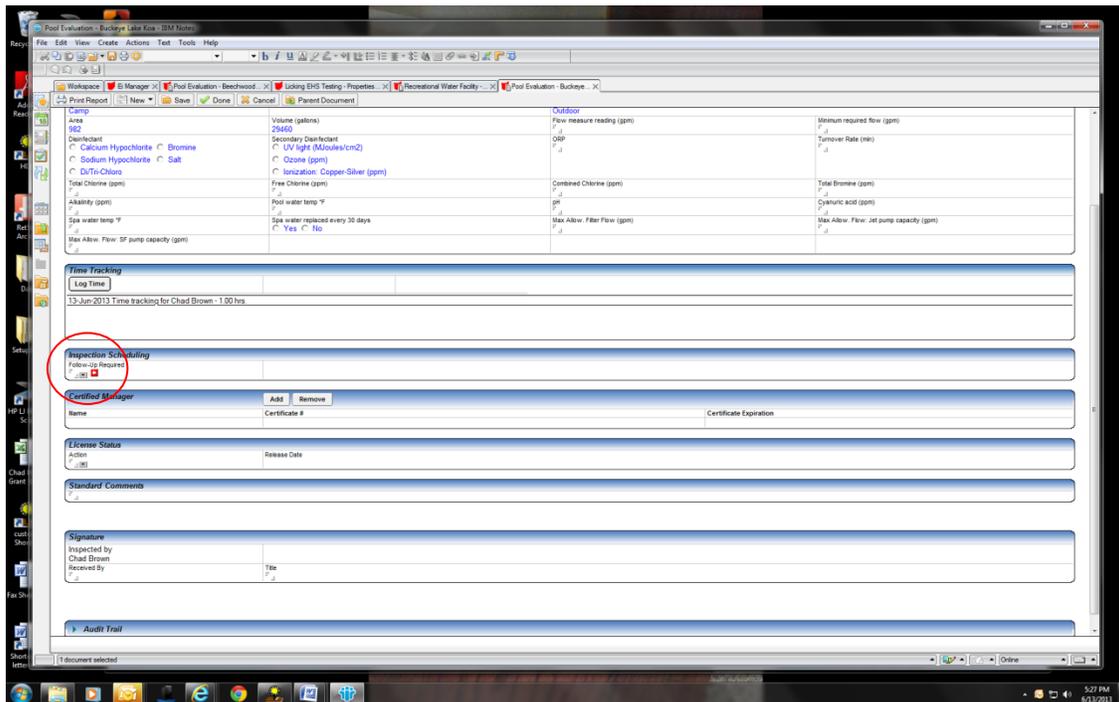
10. Click Log Time



11. Enter your inspection time in the Time Spent section and click OK



12. Enter if a reinspicion is required



13. Enter the person contacted during the inspection in the Received By box

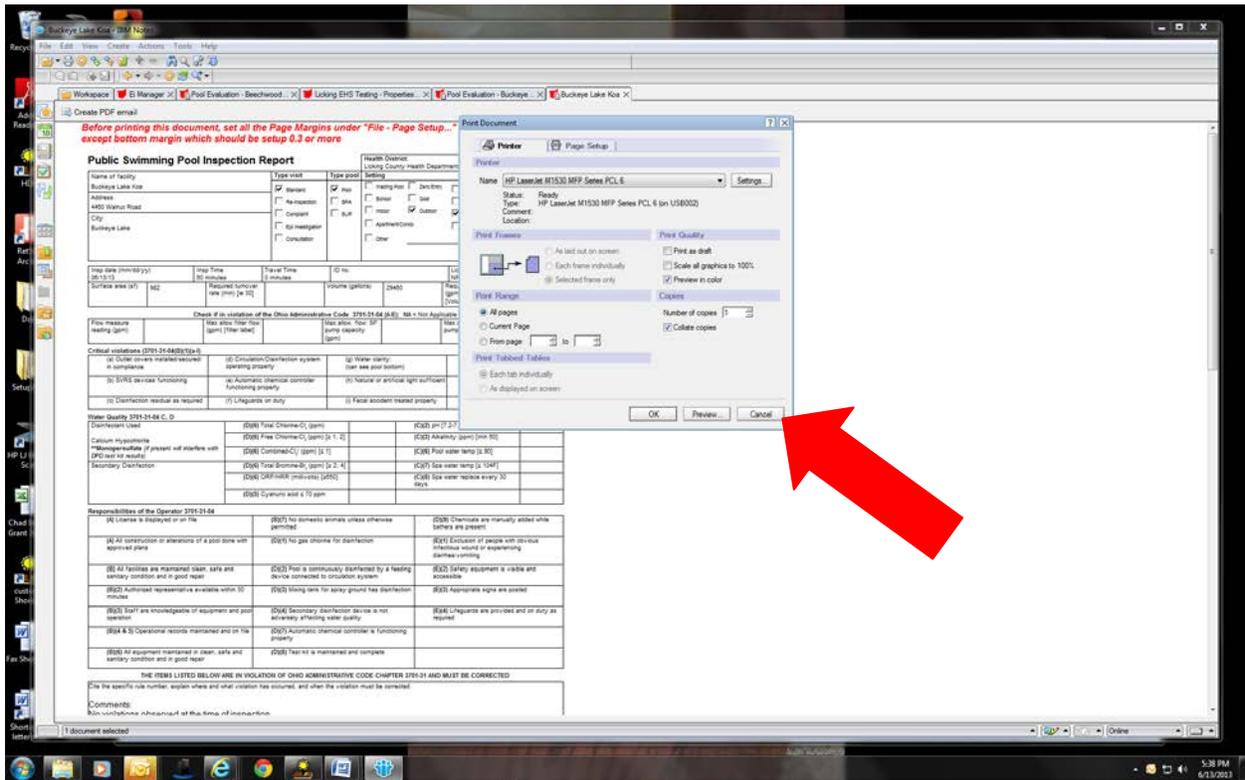
The screenshot shows the 'Pool Evaluation' software interface. The 'Signature' section at the bottom has a red box around the 'Received By' field, which contains the text 'Carlos Hyde'. The 'Inspected By' field above it contains 'Chad Brown'. The 'Title' field is empty.

Inspected By	Received By	Title
Chad Brown	Carlos Hyde	Operator

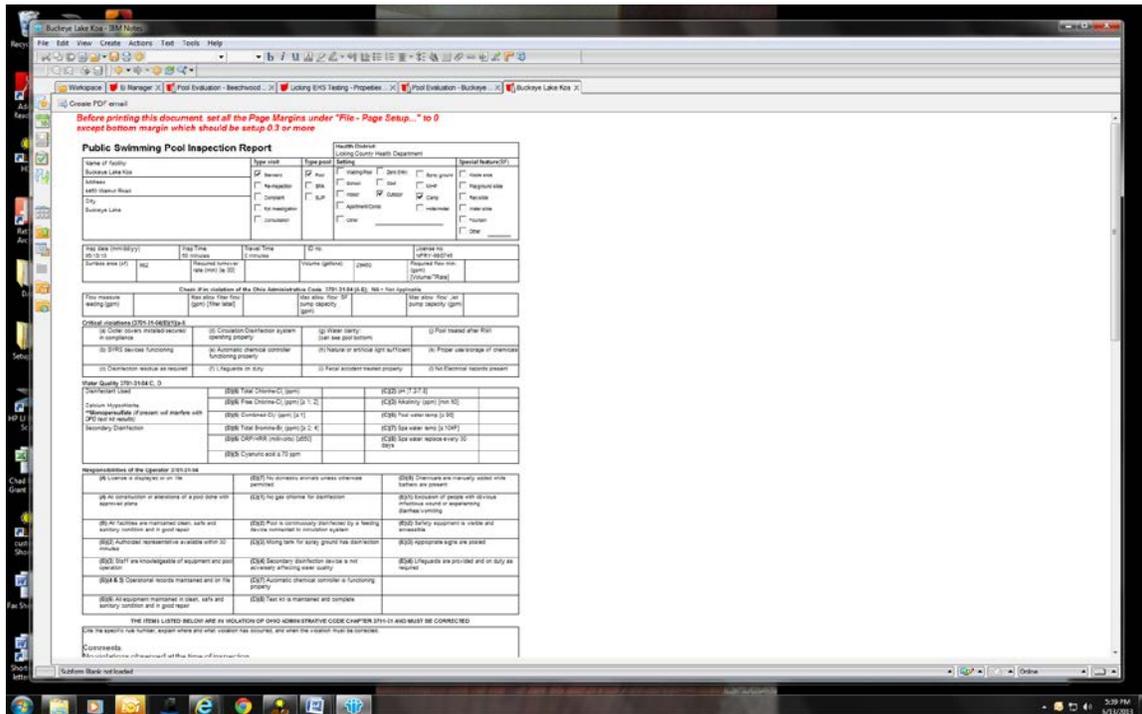
14. Click Print Report to review the inspection report

The screenshot shows the same software interface as above, but with a red arrow pointing to the 'Print Report' button in the top toolbar. The 'Received By' field is now filled with 'Chad Brown' and the 'Title' field is filled with 'Operator'. A message at the bottom of the form reads 'This is the protected test area of the form.'

15. Click Cancel so you can view the report.



16. Review the report for accuracy



17. Inform the operator the inspection report can be emailed or mailed to them. Please attempt to collect as many email addresses as possible so that we can provide as many reports as possible in this manner.