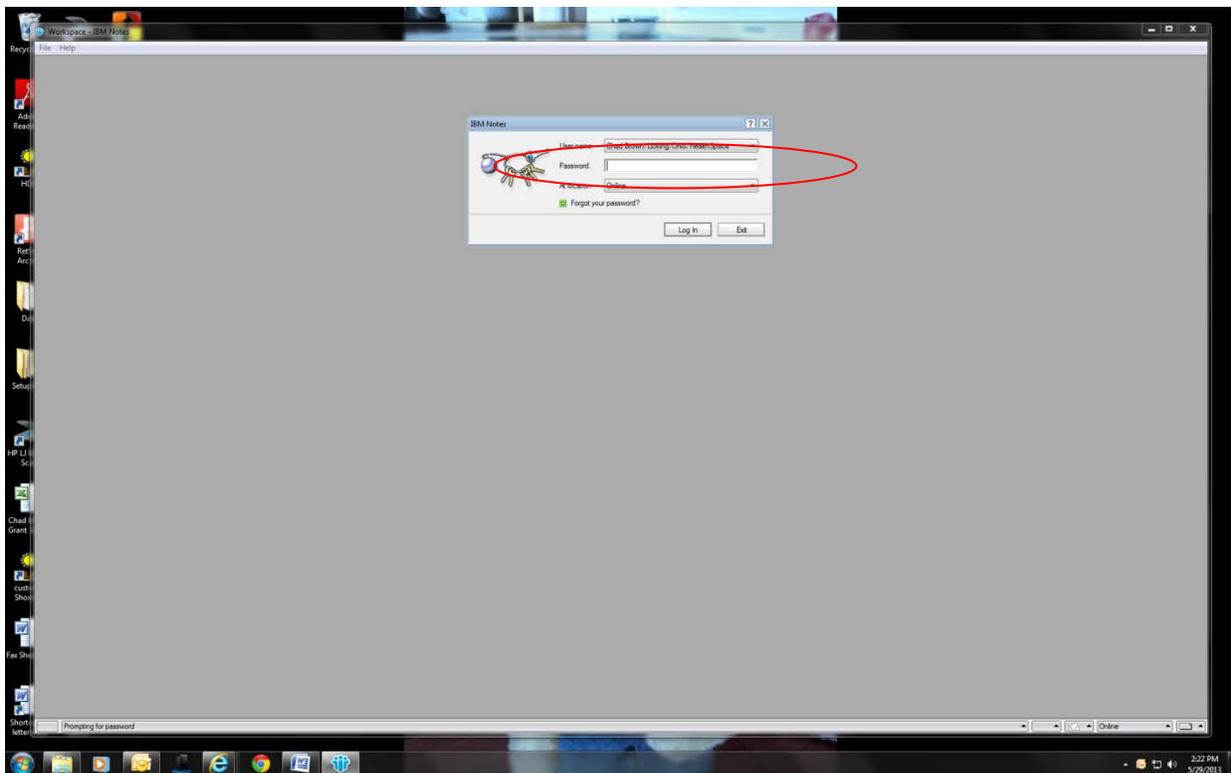


Licking County Health Department Health Space Standard Pool Inspection With Violations Procedures

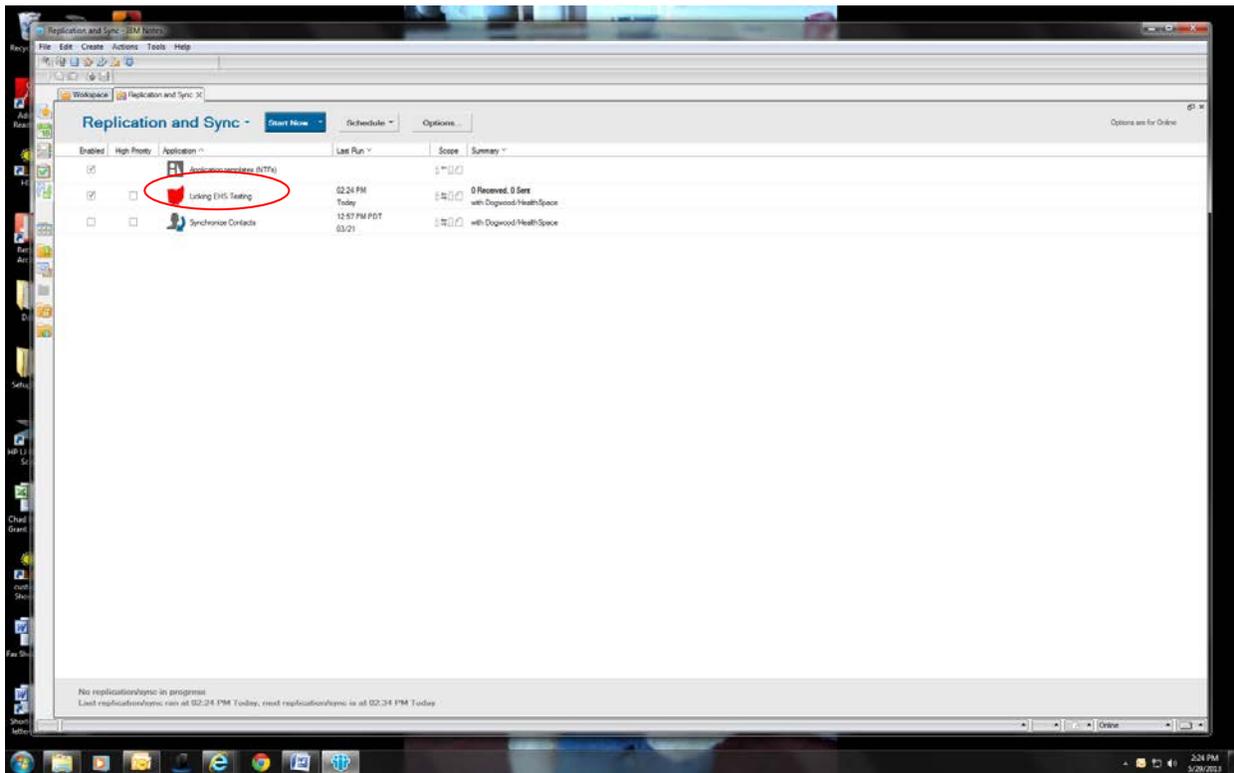
1. Open Health Space from your desktop by double-clicking on the IBM Notes (Basic) icon



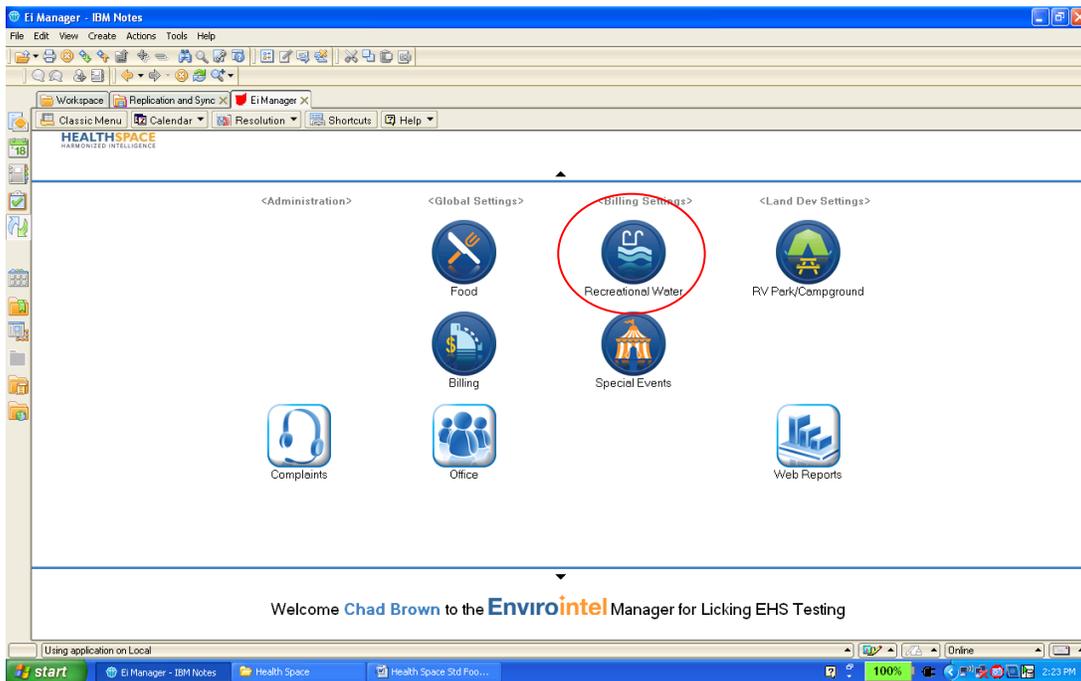
2. Enter your password



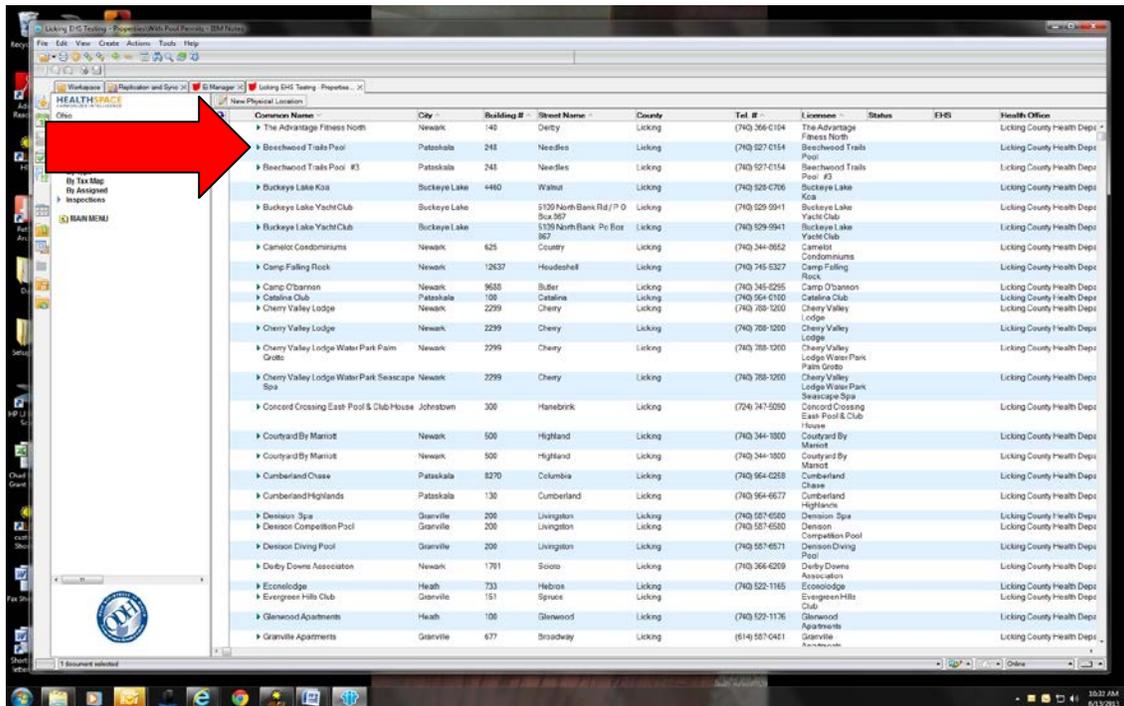
3. Double-click on Licking EHS Testing



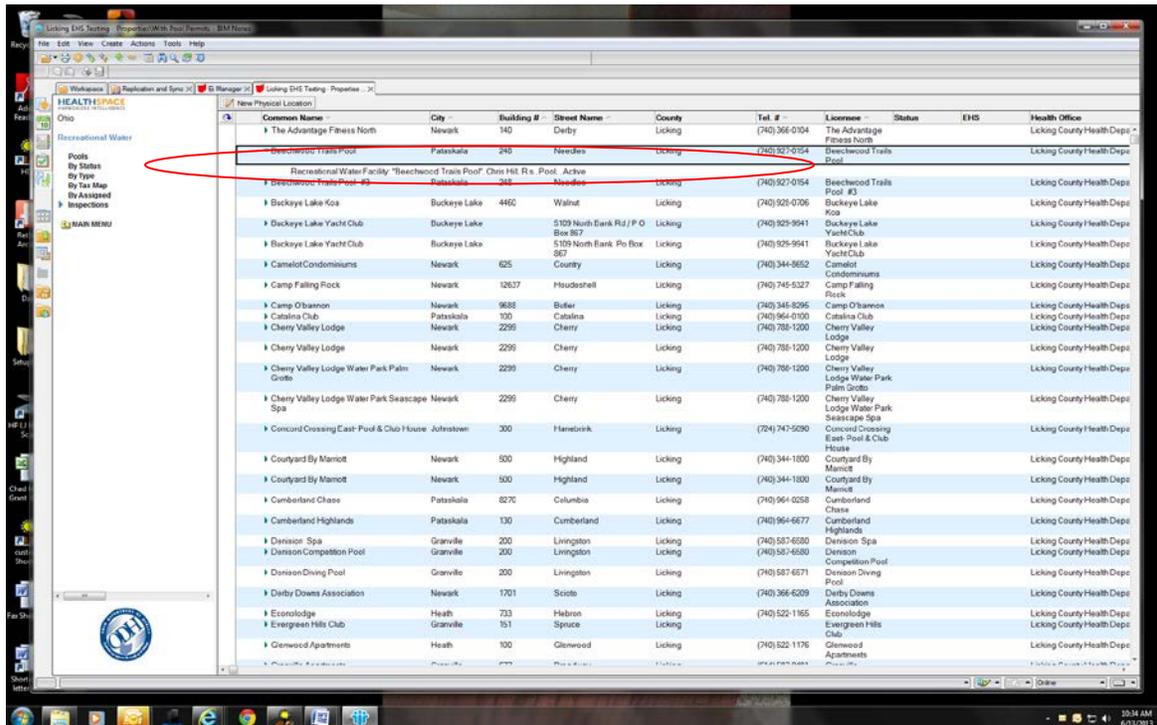
4. Click on Recreational Water



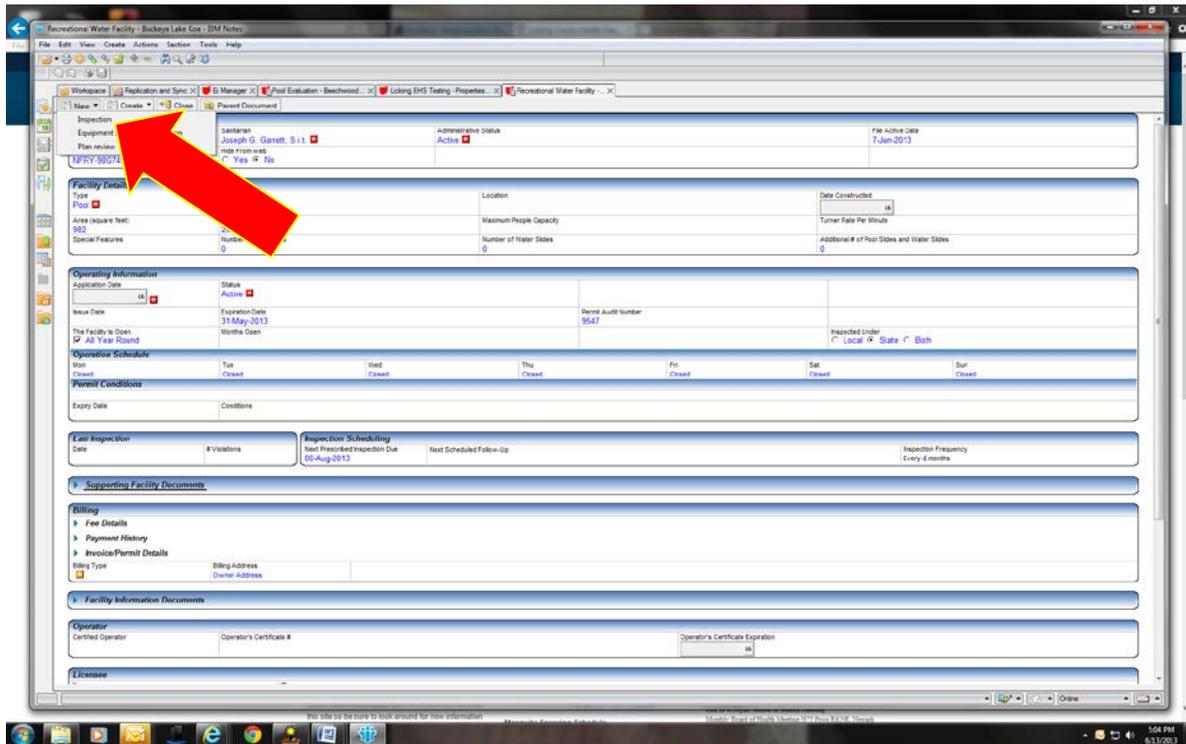
- The view you will see will list all of the pool LOCATIONS in Health Space. Click on the arrow next to a location to see the pool FACILITIES at that location.



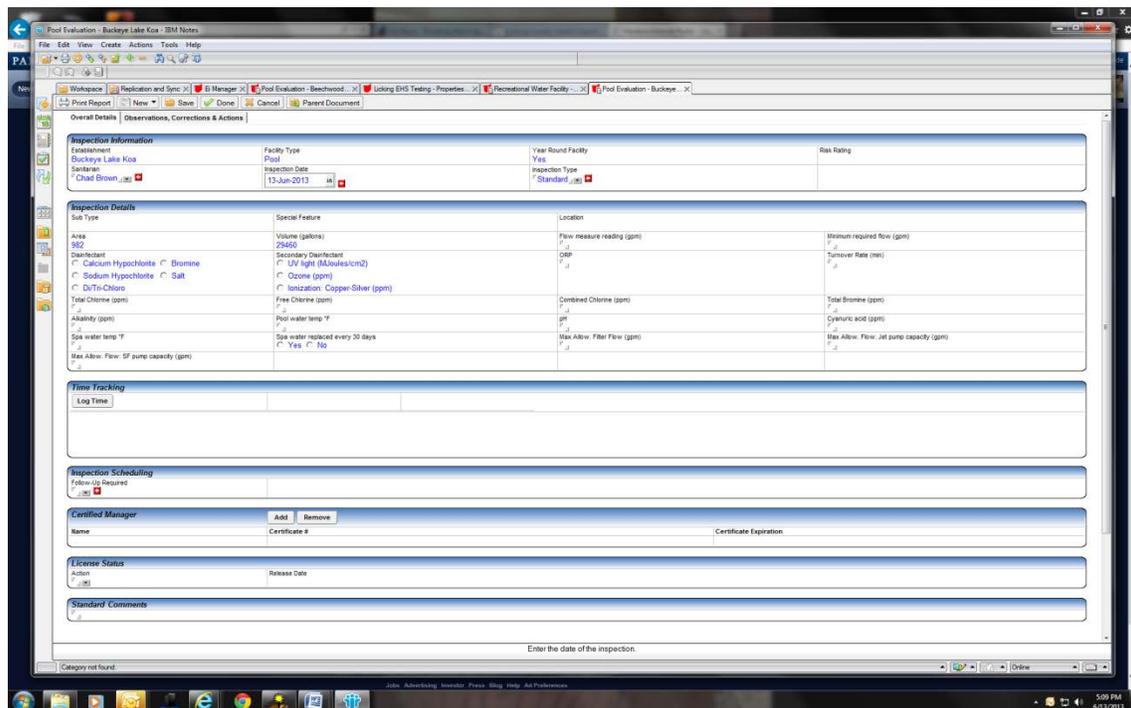
- Any facilities at that location will then be listed. Double-click on the facility



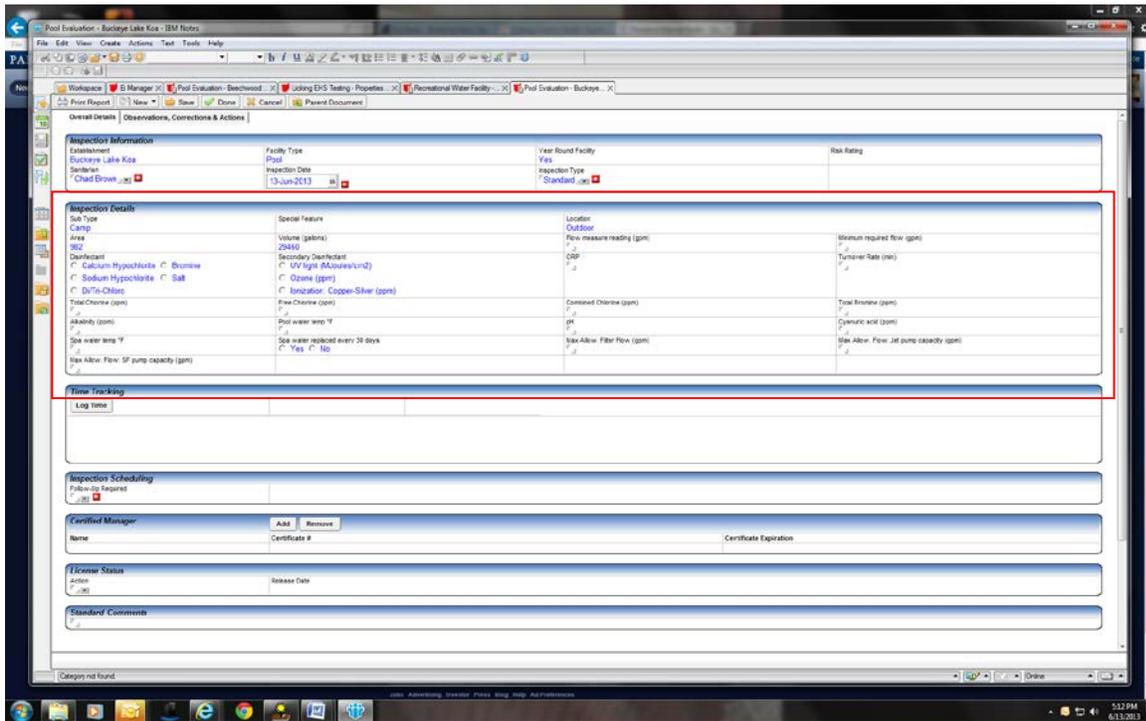
7. Click on New and select Inspection



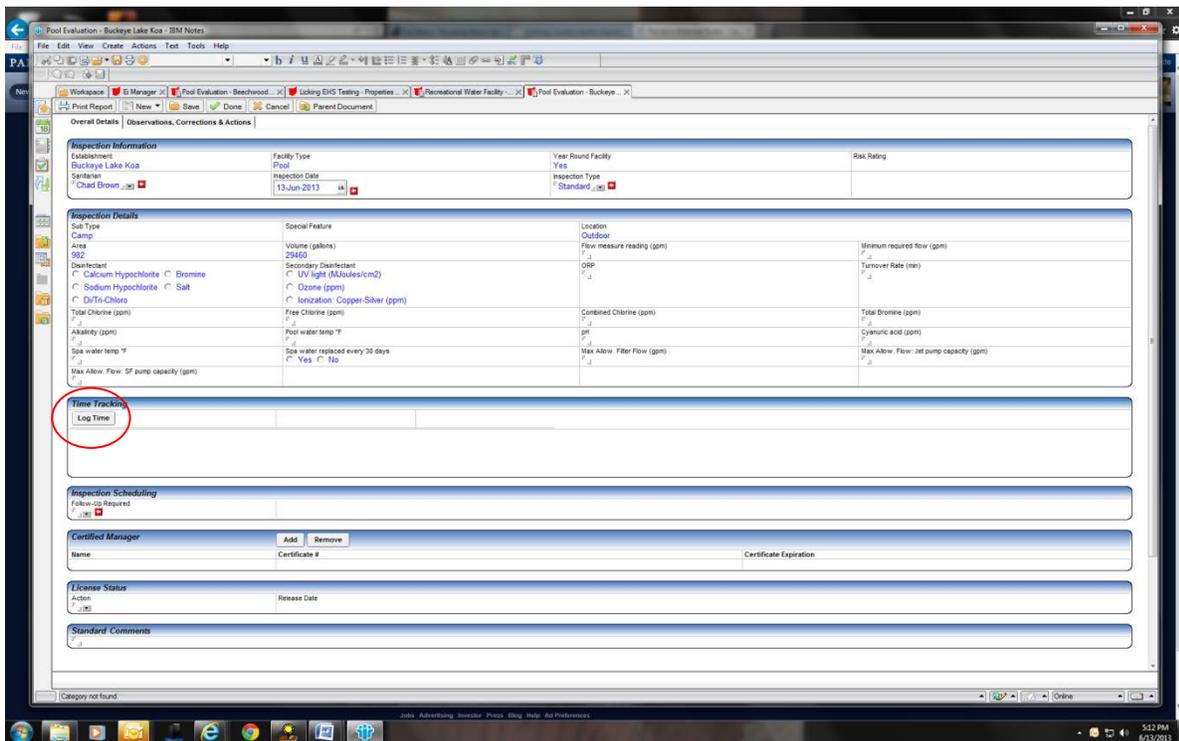
8. This will allow you to complete the inspection form. Any items with a red box and arrow are required to be filled out.



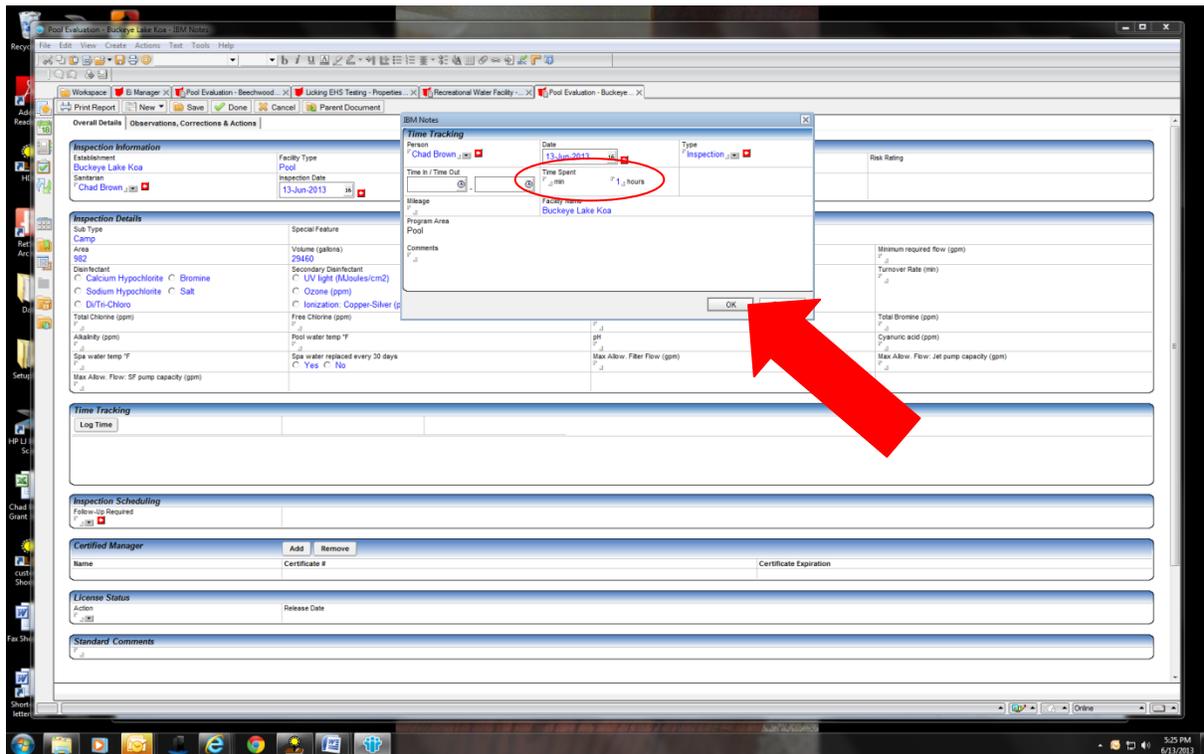
9. Complete the inspection information regarding water chemistry and flow meter reading



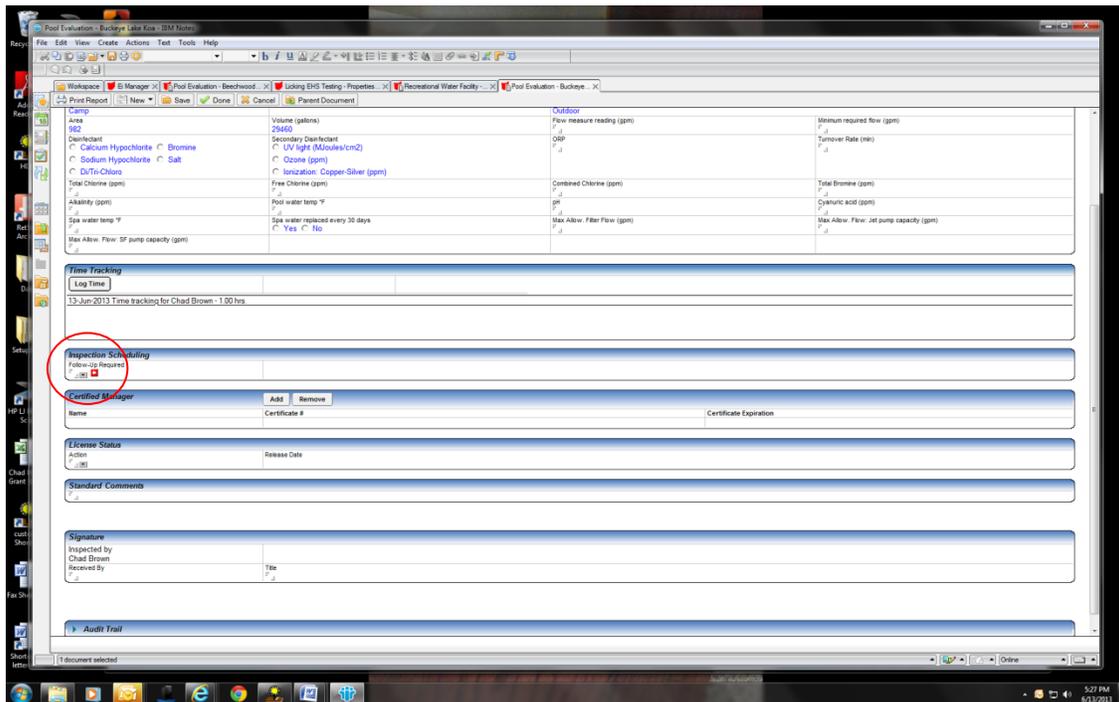
10. Click Log Time



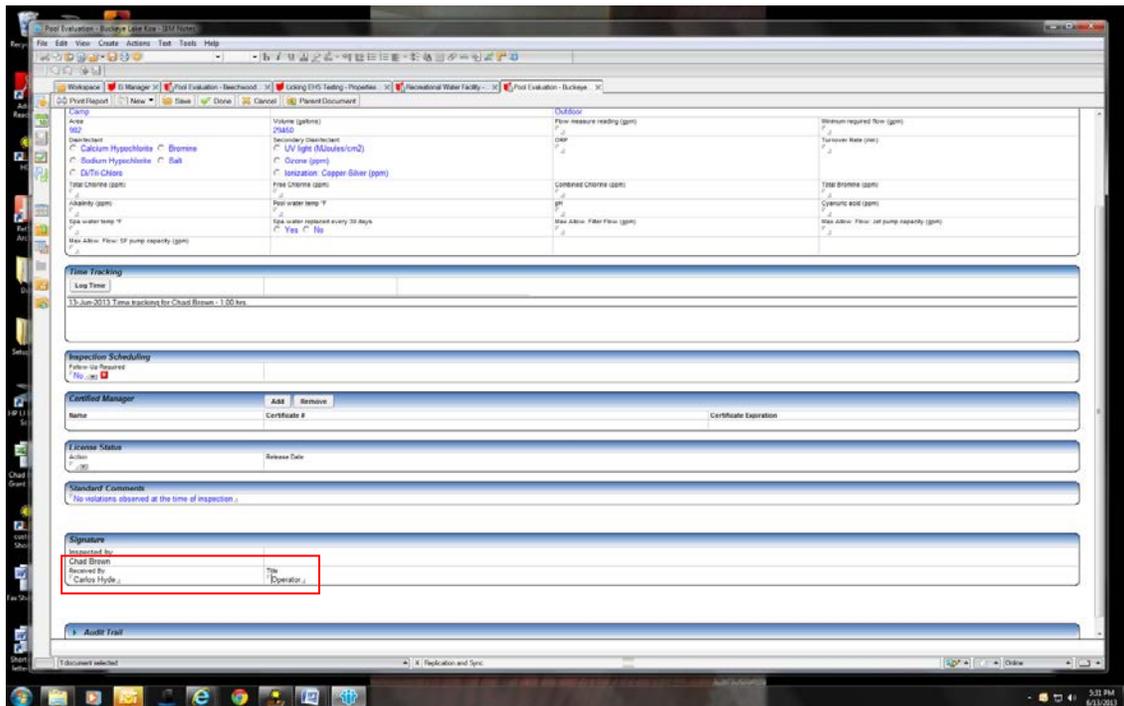
11. Enter your inspection time in the Time Spent section and click OK



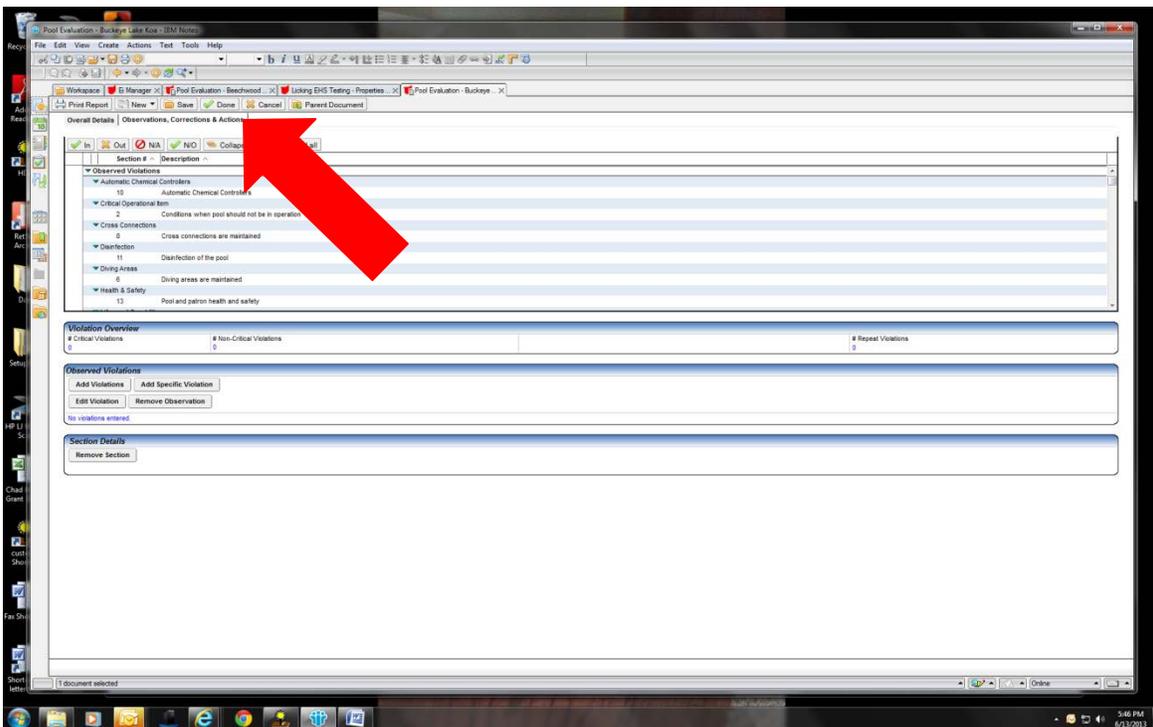
12. Enter if a reinspicion is required



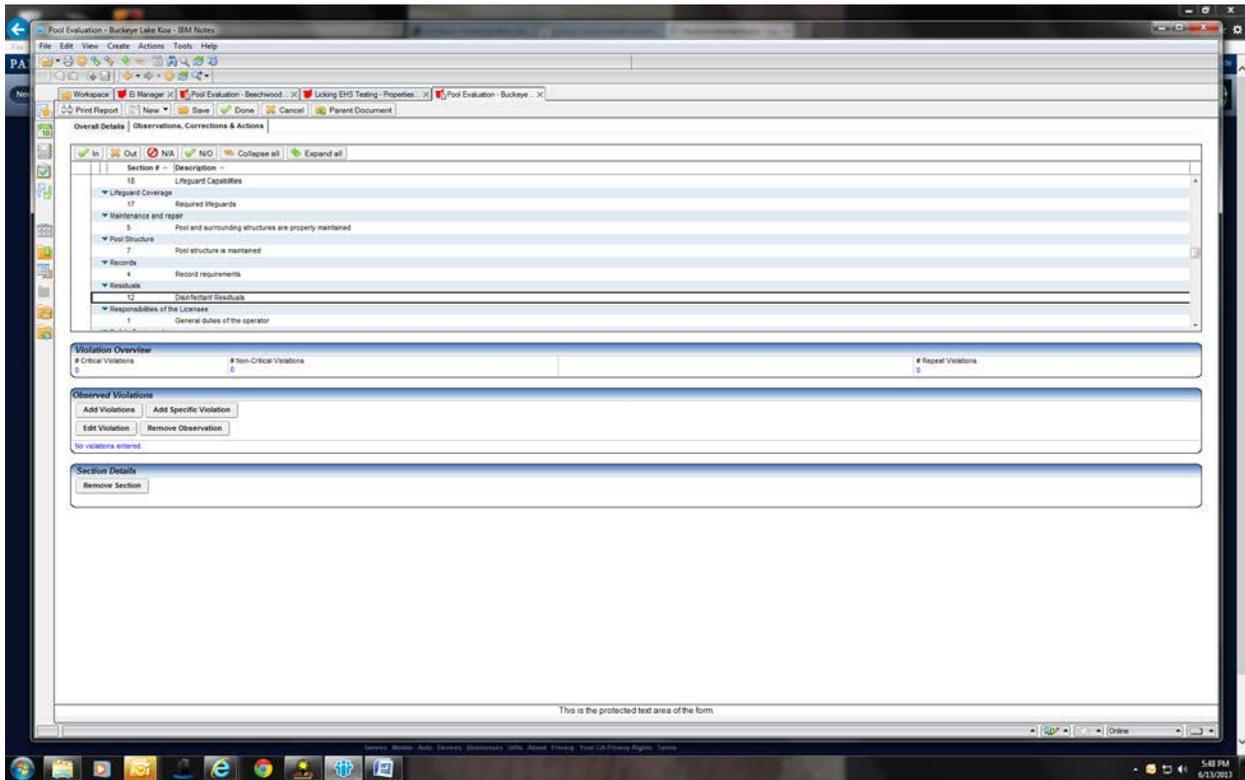
13. Enter the person contacted during the inspection in the Received By box



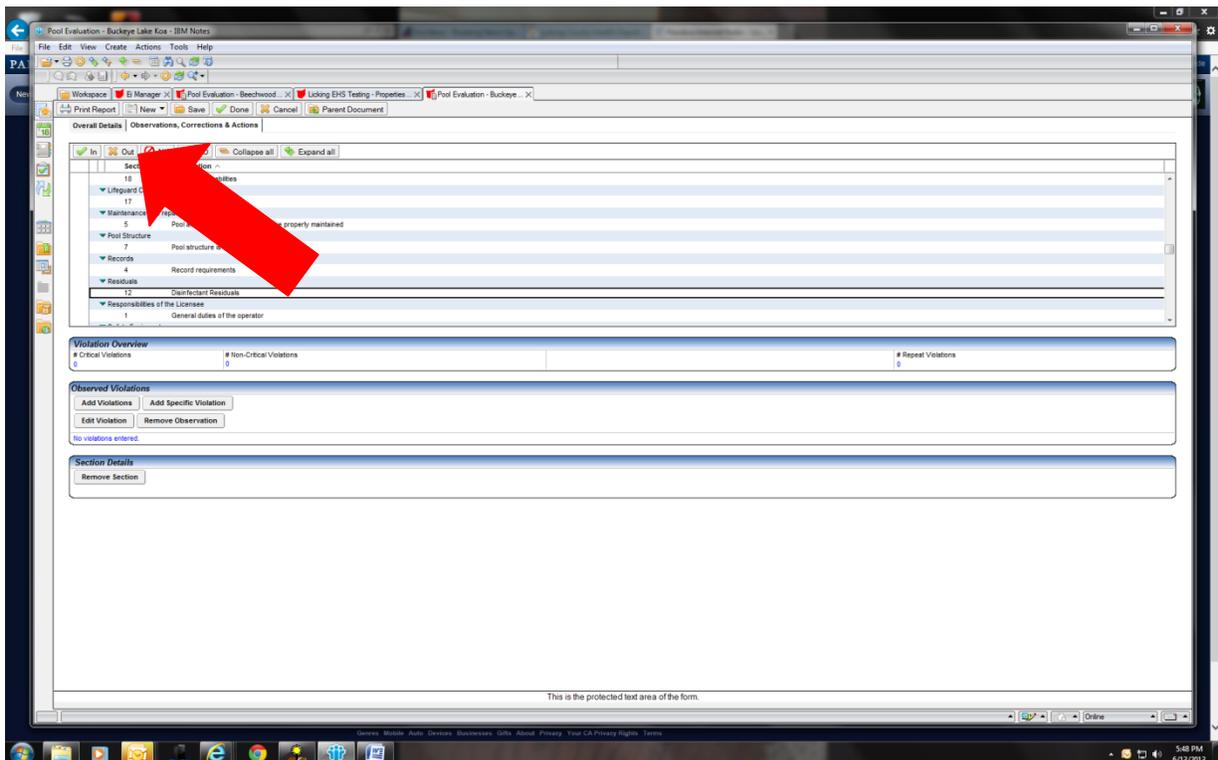
14. Click Observations, Corrections, and Actions



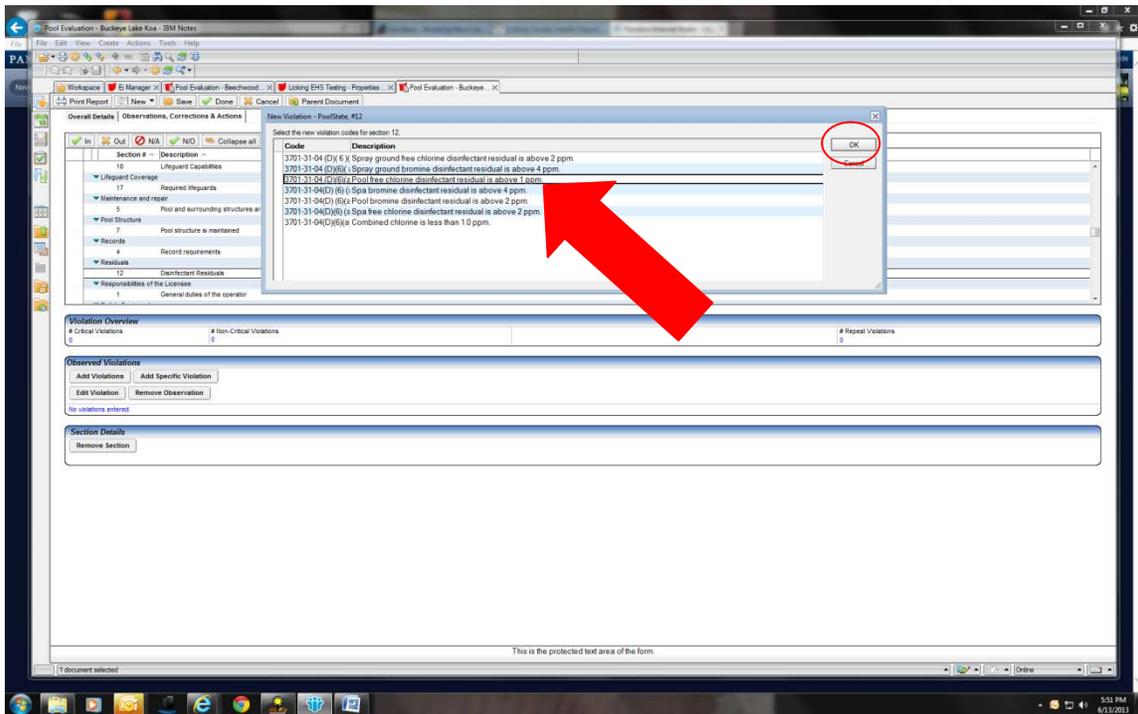
15. Click the appropriate code section for the violation



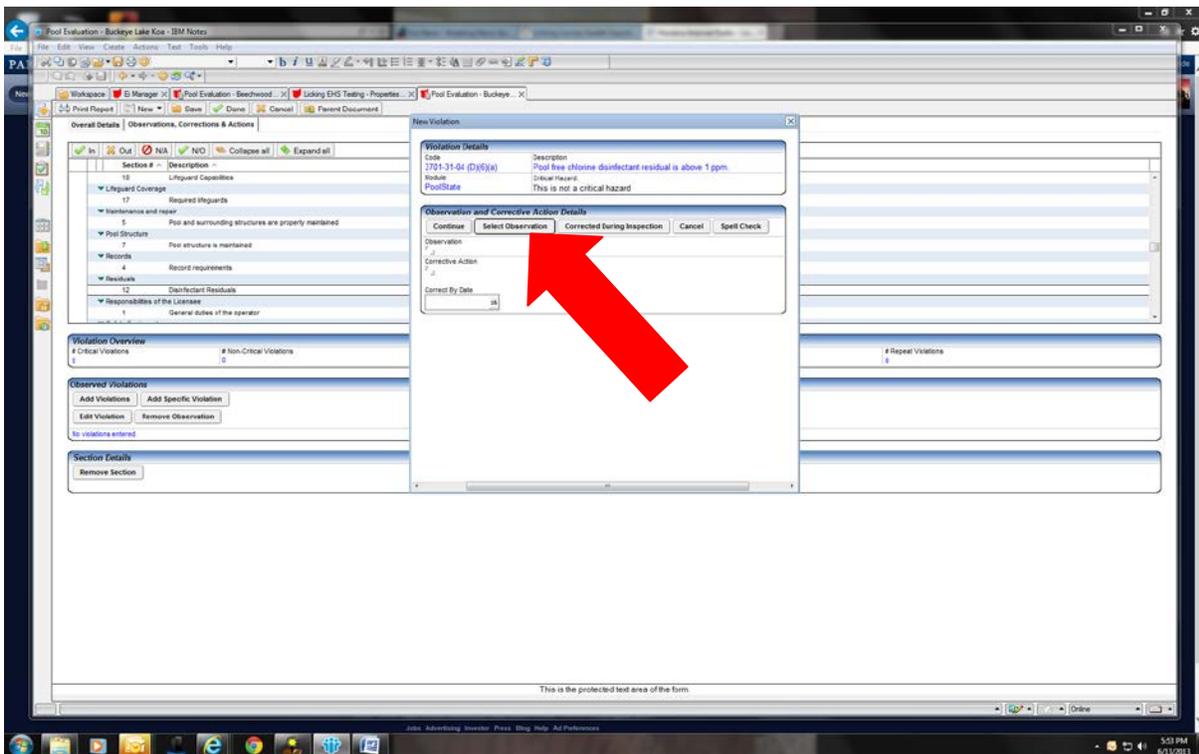
16. Click "Out"



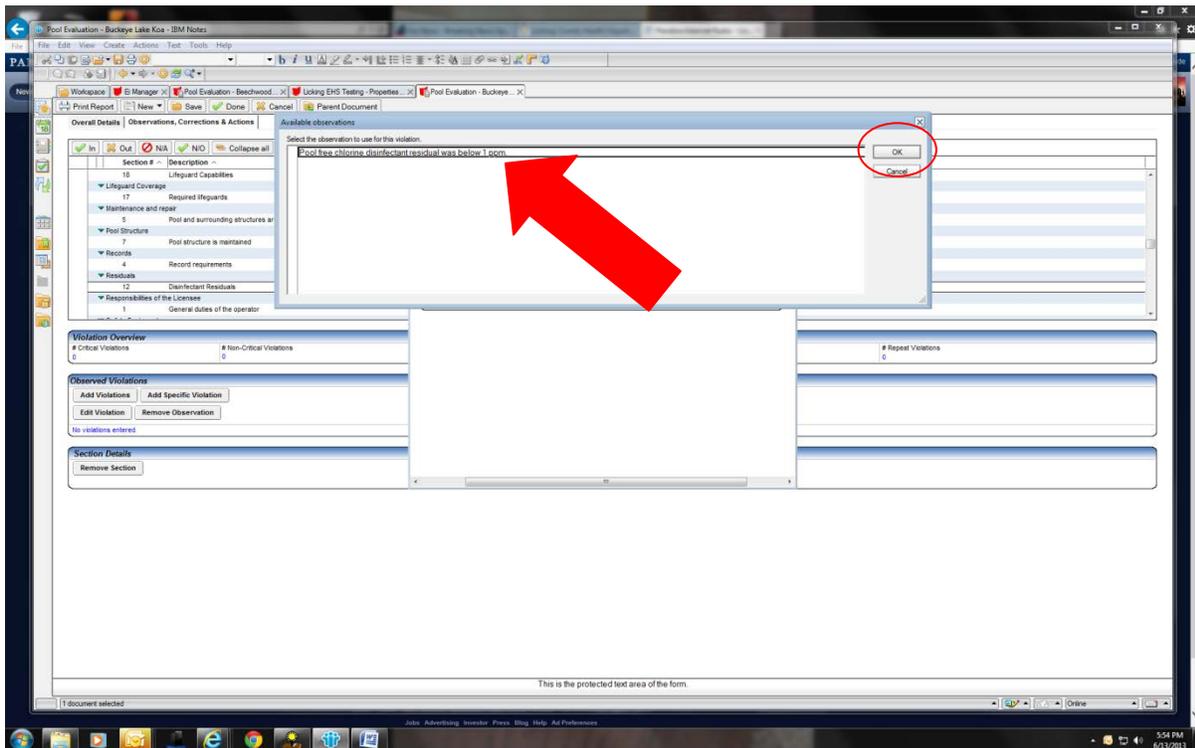
17. Select the appropriate violation language and click OK



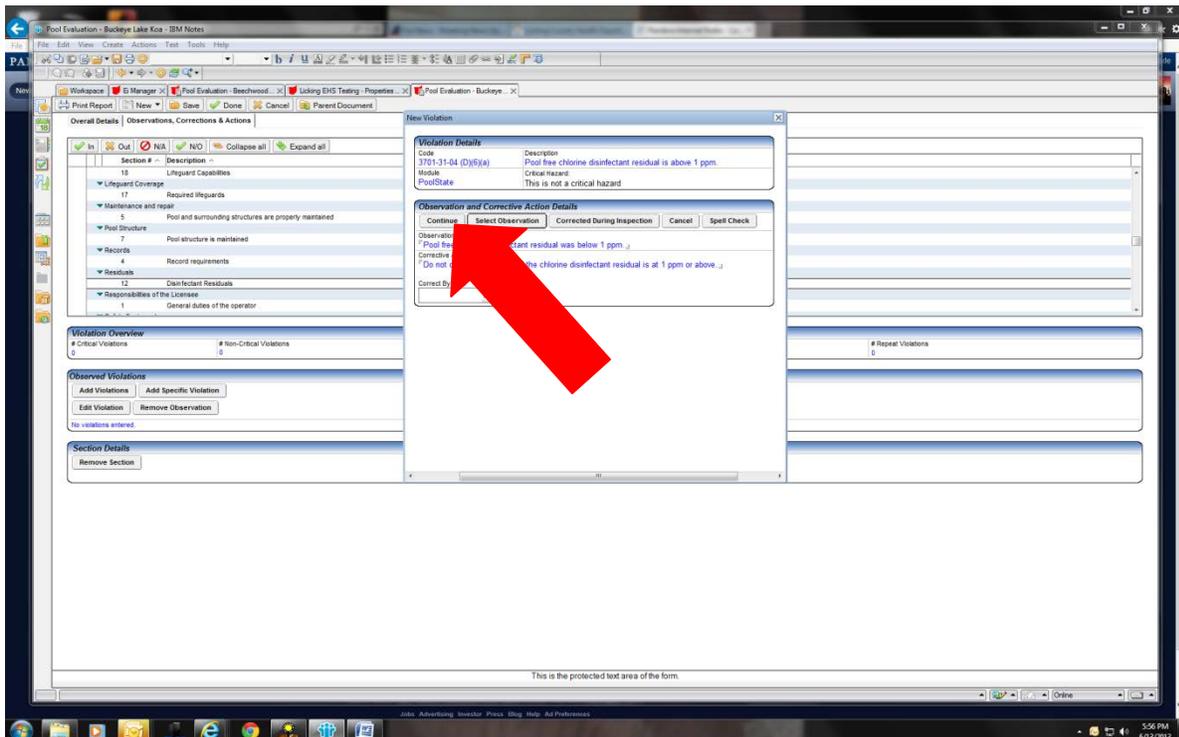
18. Click "Select Observation"



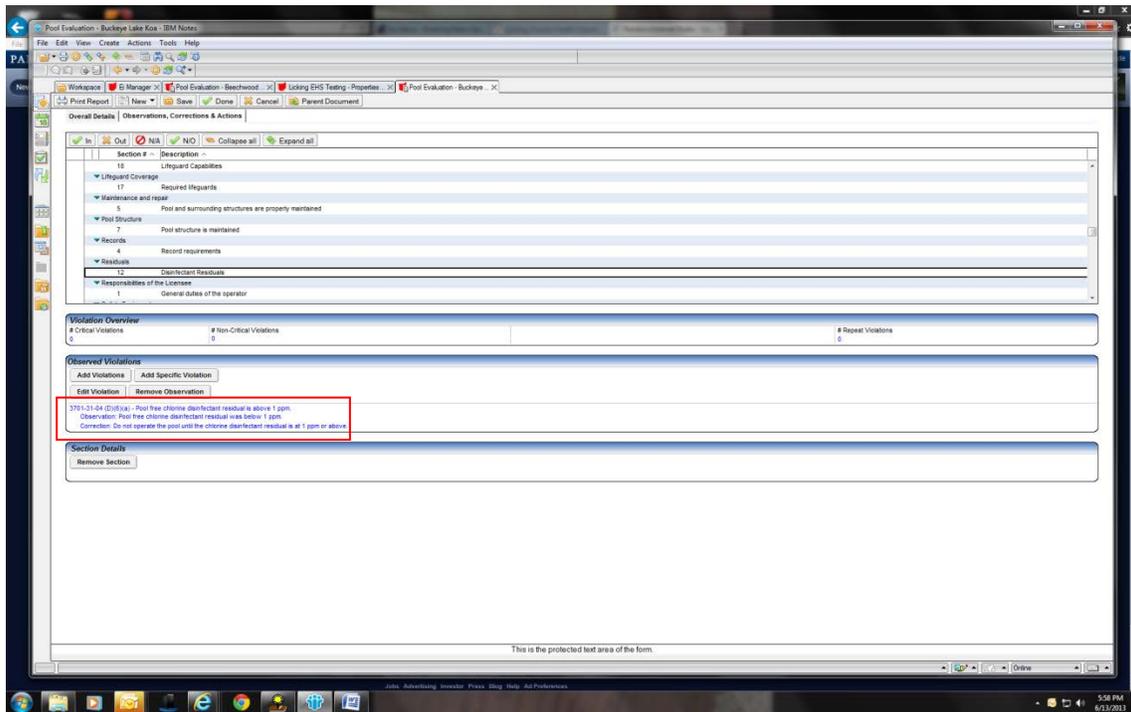
19. Select the appropriate code section and click OK



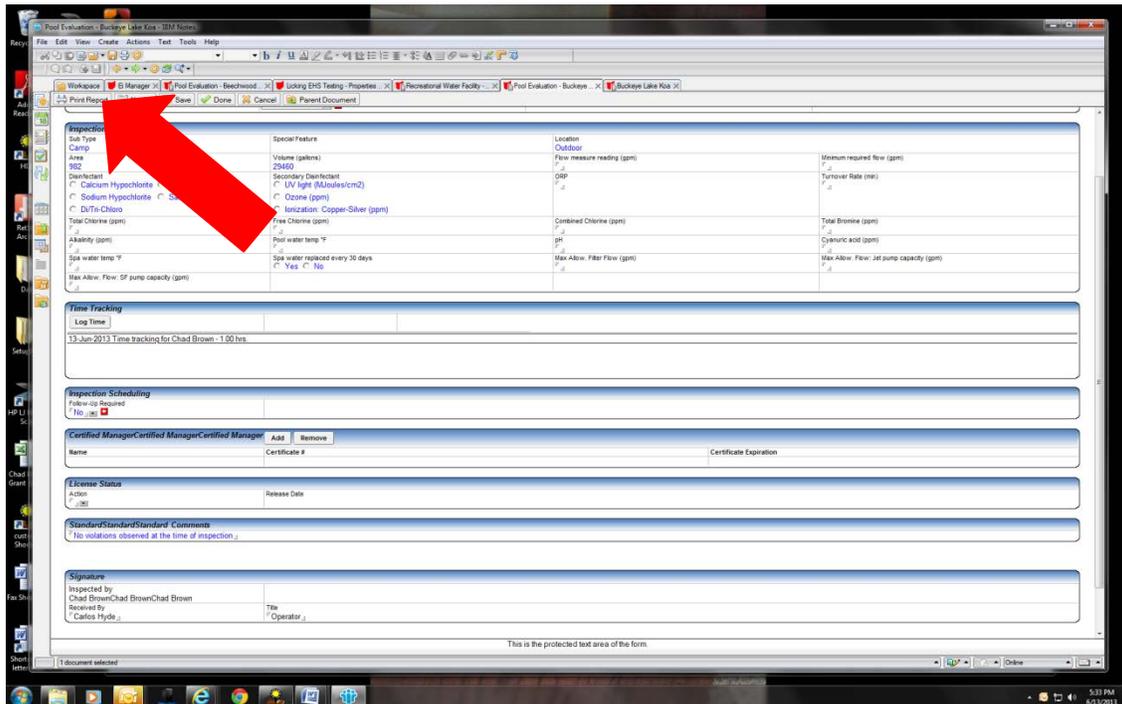
20. Enter any comments or observations you would like to add and click Continue. Repeat steps 16-20 to add additional violations



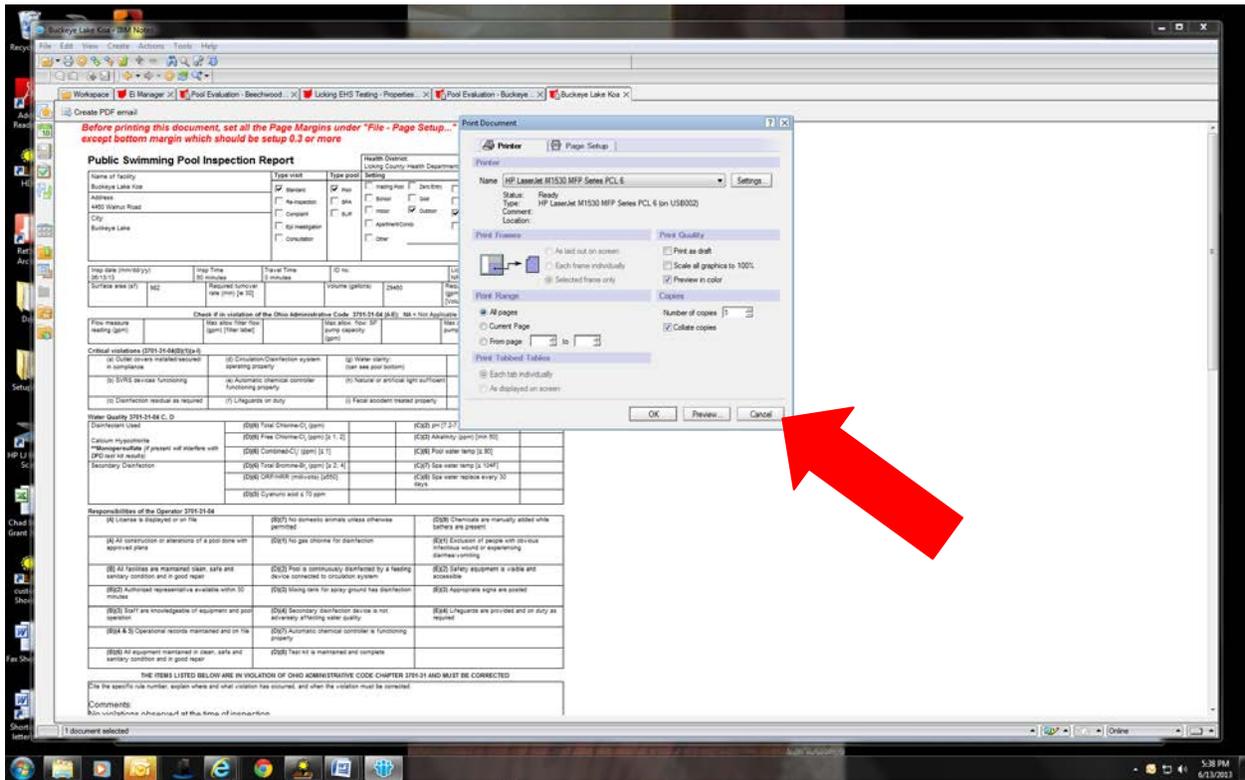
21. The violation text will be entered into the inspection report



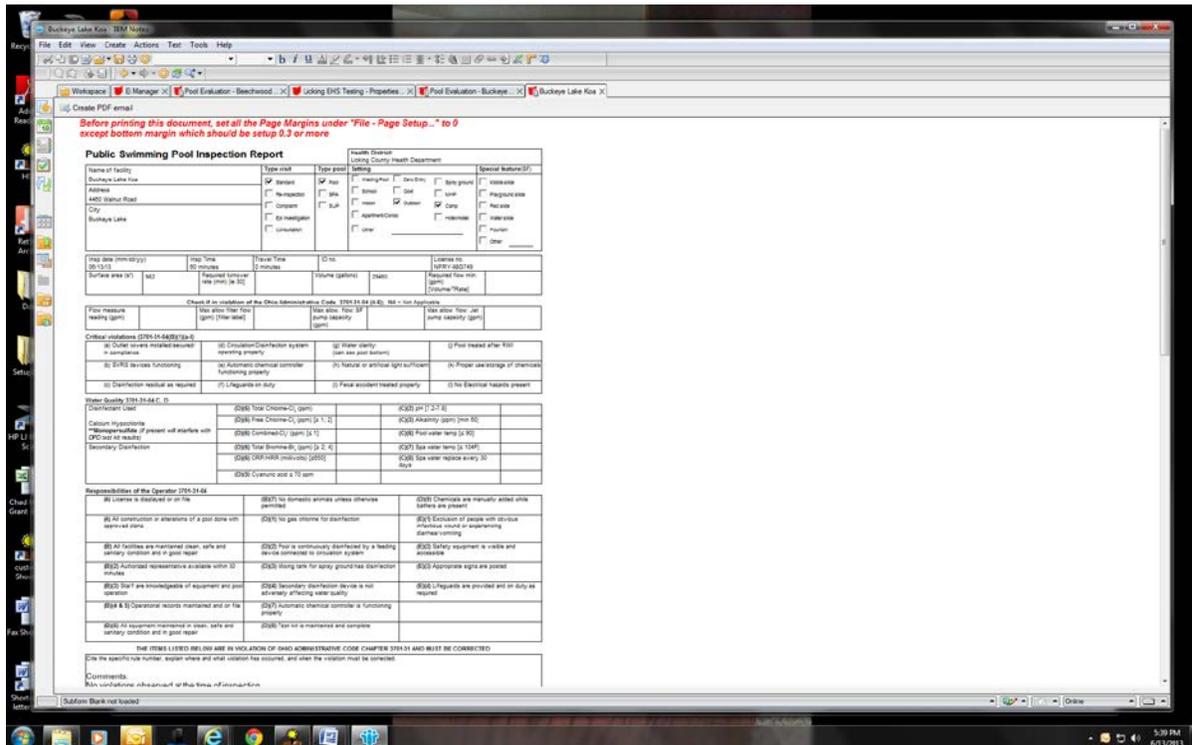
22. Click Print Report to review the inspection report



23. Click Cancel so you can view the report.



24. Review the report for accuracy



25. 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.