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# OPERATIONS MANUAL

“SERVING ALL YOUR POOL  
NEEDS”

# WATER MAINTENANCE

Purpose: To maintain balanced water chemistry in order to kill bacteria; provide swimmers comfort and sanitation; and prolong the life of the pool.

Frequency: Daily

Procedure: Check water chemistry. Proper chlorine, pH, and alkalinity levels are the basic areas of good water balance.

1. Test chlorine level according to instructions provided in water test kit. Chlorine level should be maintained at 1.0 –3.0 ppm.
2. Make adjustments to chlorinator as necessary. \*\*If chlorine level is low, it can be raised quickly by adding granular chlorine to the water **(Always follow manufactures labeled instructions on any chemical container.)**
3. Test alkalinity level according to instructions provided in water test kit.
4. Adjust alkalinity (ideal range 125 – 150ppm) using muriatic acid/ Lo-N-Slo™ to lower alkalinity or Balance Pak 100™/alkalinity increaser to raise alkalinity.
5. Add directly to pool with pump and filter in operation. Allow water to circulate for 2 hours.
6. Adjust pH (ideal range 7.4 – 7.6) using muriatic acid/Lo-N-Slo™ to lower pH or Balance Pak 200™/ soda ash to raise pH.
7. Wait 4 to 6 hours; check again; and adjust again, if necessary.
8. If water chemistry fluctuates from high to low or vice versa, take water sample to your chemical supplier for professional water analysis.

**WARNING: If granular chlorine is added to the water, pool should be closed 6-8 hours to avoid danger to swimmers. Always adjust total alkalinity and pH readings first before adjusting chlorine level.**

# MAINTAINING PROPER WATER CHEMISTRY

Purpose: To achieve proper water chemistry.

Frequency: At the beginning, middle, and end of swimming season, or as needed depending on bather load and weather conditions.

Procedure:

1. Adjust alkalinity (ideal range 125 – 150 ppm) using muriatic acid/Lo-N-Slo™ to lower alkalinity and Balance Pak 100™/ alkalinity increaser to raise alkalinity.
  - a. Follow labeled instructions on how to apply each product to pool water.
  - b. Maximum one time addition – 1-pint muriatic acid per 10,000 gallons; 1.5 pounds. of Lo-N-Slo™ per 10,000 gallons.
  - c. Circulate water 2 hours; check again; adjust again if necessary.
2. Adjust pH (ideal range 7.4 – 7.6) using muriatic acid/Lo-N-Slo™ to lower pH and Balance Pak 200™/soda ash to raise pH.
  - a. Follow labeled instructions on how to apply each product to pool water.
  - b. Maximum one time addition – 1 pint of muriatic acid per 10,000 gallons; 1.5 pounds. of Lo-N-Slo™ per 10,000 gallons; 1 pound. Of Balance Pak 200™/ soda ash per 10,000 gallons.
  - c. Circulate water 2-3 hours; check again; adjust again if necessary.
3. Establish a stabilizer level of 40 –60ppm by adding 1 pound of Stabilizer 100 per 3,000 gallons of pool water. Add per manufactures labeled instruction.
4. Establish a calcium hardness level of 175 – 275ppm by adding 4 pounds of Balance Pak 300™ per 10,000 gallons of pool water to raise hardness level 40ppm. Never allow calcium harness level to remain below 100ppm.
5. Establish chlorine residual of 1.0 – 3.0ppm. Chlorinator, surface skimmer chlorine applications, or addition of granular chlorine per manufactures labeled instruction can accomplish this.

Note: In order to help maintain good water chemistry, it is advisable to take a water sample to your swimming pool professional at least 3 – 4 times a season.

## **WATER LEVEL**

Purpose: To maintain proper operating level of pool water

Frequency: Check daily, add as needed.

Procedure:

1. Visually check pool water level, water level should be mid-way of the surface skimmer opening. Pools with gutters should keep water gradually flowing over gutter lip or edge continuously.
2. If water is needed, replenish by filling with water hose or through the fill spout, if one is provided on the pool.

**WARNING:** If water level is allowed to get lower than the skimmer opening, the pump could lose its prime, resulting in severe pump damage.

## **REGULATION OF CHLORINATORS**

Purpose: To achieve continuous chlorination at a level of 1.0 – 3.0ppm.

Frequency: Check daily, adjust as indicated necessary by water tests.

Procedure:

1. Test chlorine level of pool water.
2. If chlorine level is low, turn control valve as per manufactures in direction to increase chlorine output. If chlorine level is high follow manufactures directions to decrease chlorine output.
3. Repeat daily until chlorine level of 1.0 – 3.0ppm has been achieved.
4. Always follow manufacturers or dealers instructions for regulating and cleaning any and all chemical feeders.

# FILLING CHLORINATOR

Purpose: To charge chlorinator with chlorine.

Frequency: As needed, check daily.

Procedure:

1. Switch pump motor off.
2. Close main drain, skimmer, and vacuum valves.
3. Turn multiport valve to “closed” position. Never turn valve with pump motor running.
4. Remove chlorinator lid closure.
5. Add chlorine per manufactures labeled instructions.
6. Replace lid closure.
7. Turn multiport valve to “filter” position.
8. Switch pump motor on. If continuous water flow is not achieved, it will be necessary to prime the pump.

**WARNING: NEVER put any other chemicals into a chlorinator except the chemical specified by the manufactures instructions. All chlorine products ARE NOT the same and if mixed together can cause a very dangerous explosion. ALWAYS read manufactures suggestions on swimming pool chemicals, they can be very dangerous if used improperly.**

# CLEANING SKIMMER BASKETS

Purpose: To remove bugs, leaves and other debris from skimmer baskets.

Frequency: Daily

Procedure:

1. Remove screws from skimmer lid.
2. Remove skimmer lid.
3. Remove skimmer basket from surface skimmer.
4. Wash skimmer basket thoroughly, removing all debris.
5. Replace basket in surface skimmer.
6. Replace skimmer lid.
7. Replace screws.
8. Repeat steps 1 through 7 for each surface skimmer on pool.

# VACUUM

Purpose: To remove debris from pool wall and floor.

Frequency: As needed.

- Procedure:
1. Clean pump strainer basket and backwash filter.
  2. Attach vacuum handle to vacuum head and attach vacuum hose to vacuum head.
  3. Remove plug from wall vacuum fitting and screw hose adaptor into wall vacuum fitting.
  4. Place vacuum head in pool resting on floor.
  5. Uncurl vacuum hose and remove air from vacuum hose by holding the end of the hose over an inlet fitting and allow the water to remove the air from the hose.
  6. Attach the hose to the hose adaptor or to the skimmer. If vacuuming through the skimmer skip step #3.
  7. Open vacuum valve and establish water flow through vacuum line.
  8. Close the skimmer valve until the pressure gauge shows a slight pressure drop; then open the skimmer valve slowly until the pressure returns to normal operating pressure.
  9. It may be possible to close the skimmer valve completely without experiencing any pressure loss. If so, close down main drain valve using the same process as step #8. This result is optimum suction through the vacuum.
  10. If vacuuming through skimmer regulate main drain first, then regulate down skimmer to get optimum water flow through vacuum.
  11. Slowly move the vacuum over the area to be vacuumed until clean.
  12. If loss of suction is experienced, clean pump strainer basket and backwash filter. If pool is excessively dirty, this may need to be repeated often.
  13. When finished vacuuming, open the skimmer and main drain valves and close the vacuum valve.
  14. Disconnect vacuum hose from skimmer or hose connector; drain water from vacuum hose and store vacuum equipment.
  15. Remove hose adaptor and replace plug in vacuum fitting.
  16. Clean pump strainer and backwash filter.

**WARNING: Never raise vacuum head out of water when vacuuming as this will cause loss of prime. Never vacuum in backwash position**

# BACKWASHING FILTER

Purpose: To reverse the flow of water through the filter to clean dirt or debris out of the filter media.

Frequency: As needed or when pressure gauge on or near top of filter builds up 5 – 7 psi above normal operating pressure.

Procedure:

1. Switch pump motor off.
2. Turn multiport valve to the “backwash “ position.
3. Switch pump motor on and allow to backwash until the water in the sight glass clears.
4. Switch pump motor off.
5. Turn multiport valve to “rinse” position.
6. Switch pump motor on and allow to rinse for 15 – 20 seconds.
7. Switch pump motor off.
8. Turn multiport valve to “filter” position.
9. Switch pump motor on.

**WARNING: NEVER turn multiport valve handle with the pump in operation as this will result in severe damage to the valve and voids all warranties.**

# PRIMING PUMP

Purpose: To establish a continuous flow of water from the pool through the pump.

Frequency: As needed, check daily.

Procedure:

1. Switch pump motor off.
2. Close main drain, skimmer and vacuum lines.
3. Remove strainer assembly lid.
4. Fill strainer assembly with water.
5. Replace strainer assembly lid.
6. Simultaneously switch pump motor on and open main drain valve quickly.
7. After water flow is established, slowly open skimmer valve.
8. If water flow is lost, repeat steps 1 through 7 until pump is primed.

# **CLEANING PUMP STRAINER BASKET**

Purpose: To remove hair, lint, leaves and other debris.

Frequency: Daily

- Procedure:
1. Switch pump motor off.
  2. Close main drain, skimmer and vacuum valves.
  3. Turn multiport valve to “closed” position.
  4. Remove strainer assembly lid.
  5. Remove strainer basket.
  6. Wash strainer basket thoroughly, removing all debris. Never strike the strainer basket against anything as a method of removing debris, as this will damage the basket.
  7. Replace strainer basket.
  8. Fill strainer assembly with water.
  9. Replace strainer assembly lid.
  10. Turn multiport valve to “filter” position.
  11. Prime pump as per previous directions.

## **POOL MAINTENANCE**

Purpose: To prevent build-up of dirt, scum and grim on pool surface.

Frequency: Weekly

- Procedure:
1. Attach wall brush to telescopic pole.
  2. Brush entire pool surface including pool wall and steps.
  3. Remove brush and pole and allow water to calm.
  4. Clean scum and tile line. This can be accomplished by using several types of pool specific water line cleaners and a soft bristled scrub brush.
  5. Attach leaf rake or skimmer net to telescopic pole.
  6. Skim all loose debris off top of pool surface. Repeat process until pool surface is clean.
  7. Frequency of procedures could vary based on bather load and surrounding conditions such as trees and fields.

# WINTERIZATION OF EQUIPMENT

Purpose: To prepare pool for adverse weather conditions of winter.

Frequency: At the end of the swimming season

- Procedure:
1. Establish good water chemistry through the addition of proper winterizing chemicals.
  2. Backwash and clean filter thoroughly.
  3. Remove drain plugs on pump - usually 2: one located on or near the bottom of the pump strainer basket assembly and one located on the front housing of the pump.
  4. Remove drain plug from the bottom of the filter.
  5. Remove drain plug and/or pressure gauge from multiport valve and place valve in the “winterize” position.
  6. Open main drain, skimmer, and vacuum valves.
  7. Any lines on filter system that might trap water should be drained or insulated. For instructions, be sure to contact an experienced qualified pool service company.
  8. Obtain 4 – 5 gallon plastic jugs; fill ½ full of water; and place in pool.
  9. Obtain a “Gizzmo” or “Super Insure” for each surface skimmer on the pool; these simply thread into the bottom of surface skimmers and are designed to absorb the expansion of winter freeze-up.
  10. Disconnect any chlorinator; clean thoroughly; drain water; and store.
  11. Finally, cover pool for the winter. Make sure to follow manufactures instruction on the care and maintenance of pool covers during the winter months.

**WARNING: If filter system is kept up and running in winter months, be aware that power failure can result in freeze damage to the filter system.**

**WARNING: If all or part of the filter system is located below water level, the main drain, skimmer and vacuum line should remain closed and insulated properly. Please consult an experienced qualified pool service company to verify the proper way to prevent freeze damage on a below water level filter system.**

# GLOSSARY

<u>Alkalinity-</u>	Measure of the pH-buffering capacity, or the water's resistance to change in pH.
<u>Backwash-</u>	Operation of cleaning dirt out of the filter by reversing the flow of water through the filter and running the dirty water out to drainage.
<u>Backwash Line-</u>	Line plumbed into the multiport valve for the purpose of conveying pool water to drainage.
<u>Calcium Hardness-</u>	The measuring of calcium carbonate in pool water.
<u>Chlorination-</u>	Most common method for active disinfection of pool water. A means of providing continuous chlorination by automatically injecting chlorine into the recirculation system.
<u>Drainage-</u>	Can be either sanitary sewer, storm sewer or natural drainage, depending on the location of the pool.
<u>Filter-</u>	Tank through which pool water is pumped for the purpose of removing impurities from water.
<u>Inlet fitting(s)-</u>	A point where pool water is returned to the pool after going through the filter. It is located on the pool wall and is also commonly referred to as return fitting(s) and recirculation fitting(s).
<u>Main Drain-</u>	Suction port on the bottom or side of the pool. Plumbing is located on the suction side of pump and is usually controlled by a valve.
<u>Multiport Valve-</u>	Selector valve located on the filter that directs the flow of water for the appropriate filter operation.
<u>pH-</u>	A symbol that expresses the acid-alkali ratio of pool water.
<u>Pressure Gauge-</u>	Gauge usually located on or near the top of the filter.
<u>Pressure or discharge side of the pump-</u>	Side of the pump into which the line running between the pump and filter is plumbed.

<u>Pump-</u>	Electric powered device that circulates the water from the pool via the main drain, and skimmer lines; through the filter; and back to the pool via the inlet fittings.
<u>Pump strainer basket-</u>	Basket, usually attached to the pump and located on the suction side of the pump, the purpose of which is to trap hair, lint, leaves, and other debris before they get into the pump.
<u>Sight glass-</u>	Glass located in the backwash line or on the multiport valve.
<u>Surface skimmer-</u>	Recirculation device located at the water line of the pool. A point where water is pulled from the pool by the pump.
<u>Stabilizer-</u>	Common additive that prevents chlorine loss due to sunlight in outdoor pools.
<u>Vacuum fitting-</u>	A fitting located below the water line for the purpose of attaching a vacuum hose.
<u>Vacuum head-</u>	A cleaning apparatus, with locations for attaching a vacuum handle and vacuum hose, used to remove dirt and debris from the pool floor and walls.