



# MASTER CHECKLIST

## HOT TUB DRAIN PROCEDURE CHECKLIST

1. Backwash pool completely. Return valve to FILTER. Begin refilling pool.
2. Confirm pool is refilling. Drains are interconnected and cannot drain at the same time.
3. Turn OFF hot tub circulation pump.
4. Turn OFF / unplug auto fill.
5. Move dial valve to WASTE.
6. Open main drain fully.
7. Close both skimmer valves marked Skimmers.
8. Turn pump back ON.
9. Monitor drain line to ensure no overflow.
10. Add sump pump to hot tub for faster draining if required.
11. When empty: Turn pump OFF. Return valve to normal position. Close main drain. Open skimmer valves. Remove sump pump.
12. Begin refill.