

Facility and Equipment Maintenance Log

EXERCISE FACILITY

Floor

- ☐ Inspected and cleaned daily
- ☐ Wooden flooring free of splinters, holes, protruding nails, and loose screws
- ☐ Tile flooring resistant to slipping; no moisture or chalk accumulation
- ☐ Rubber flooring free of cuts, slits, and large gaps between pieces
- ☐ Interlocking mats secure and arranged with no protruding tabs
- ☐ Nonabsorbent carpet free of tears; wear areas protected by throw mats
- ☐ Area swept and vacuumed or mopped on a regular basis
- ☐ Flooring glued or fastened down properly

Walls

- ☐ Wall surfaces cleaned two or three times per week (or more often if needed)
- ☐ Walls in high-activity areas free of protruding appliances, equipment, and wall hangings
- ☐ Mirrors and shelves securely fixed to walls
- ☐ Mirrors and windows cleaned regularly (especially in high-activity areas, such as around drinking fountains and in doorways)
- ☐ Mirrors placed at least 20 inches (50 centimeters) off the floor in all areas
- ☐ Mirrors not cracked or distorted (and replaced immediately if damaged)

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Ceiling

- ☐ All ceiling fixtures and attachments dusted regularly
- ☐ Ceiling tile kept clean
- ☐ Damaged or missing ceiling tiles replaced as needed
- ☐ Open ceilings with exposed pipes and ducts cleaned as needed

EXERCISE EQUIPMENT

Stretching and Body-Weight Exercise Area

- ☐ Mat area free of weight benches and equipment
- ☐ Mats and bench upholstery free of cracks and tears
- ☐ No large gaps between stretching mats
- ☐ Area swept and disinfected daily
- ☐ Equipment properly stored after use
- ☐ Elastic cords secured to base with safety knot and checked for wear
- ☐ Surfaces that contact skin treated with antifungal and antibacterial agents daily
- ☐ Nonslip material present and intact on top surface and bottom or base of plyometric boxes
- ☐ Ceiling height sufficient for overhead exercises (at least 12 feet [3.7 meters]) and free of low-hanging items (such as beams, pipes, lighting, and signs)

Resistance Training Machine Area

- ☐ Easy access to each station: at least 2 feet (0.6 meter) between machines; optimally 3 feet (0.9 meter)
- ☐ Area free of loose bolts, screws, cables, and chains

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- ☐ Proper selectorized pins used
- ☐ Securing straps functional
- ☐ Parts and surfaces properly lubricated and cleaned
- ☐ Protective padding free of cracks and tears
- ☐ Surfaces that contact skin treated with antifungal and antibacterial agents daily
- ☐ No protruding screws or parts that need tightening or removal
- ☐ Belts, chains, and cables aligned with machine parts
- ☐ No worn parts (such as frayed cables, loose chains, worn bolts, and cracked joints)

Resistance Training Free-Weight Area

- ☐ Easy access to each bench or area: at least 2 feet (0.6 meter) between machines; optimally 3 feet (0.9 meter)
- ☐ Olympic bars spaced properly: 3 feet (0.9 meter) between ends
- ☐ All equipment returned after use to avoid obstruction of pathways
- ☐ Safety equipment (such as belts, collars, and safety bars) properly used and returned
- ☐ Protective padding free of cracks and tears
- ☐ Surfaces that contact skin treated with antifungal and antibacterial agents daily
- ☐ Securing bolts and apparatus parts (such as collars, curl bars) tightly fastened
- ☐ Nonslip mats on squat-rack floor area
- ☐ Olympic bars able to turn properly; also properly lubricated and tightened
- ☐ Benches, weight racks, standards, and the like secured to the floor or wall
- ☐ Nonfunctional or broken equipment removed from area or locked out of service

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- ☐ Ceiling height sufficient for overhead exercises (at least 12 feet [3.7 meters]) and free of low-hanging items (such as beams, pipes, lighting, and signs)

Weightlifting Area

- ☐ Olympic bars properly spaced: 3 feet (0.9 meter) between ends
- ☐ All equipment returned after use to avoid obstruction of lifting area
- ☐ Olympic bars able to rotate properly; also properly lubricated and tightened
- ☐ Bent Olympic bars replaced; knurling clear of debris
- ☐ Collars functioning
- ☐ Sufficient chalk available
- ☐ Wrist straps, belts, and knee wraps available, functioning, and stored properly
- ☐ Benches, chairs, boxes kept at a distance from lifting area
- ☐ Mats free of gaps, cuts, slits, and splinters
- ☐ Area properly swept and mopped to remove splinters and chalk
- ☐ Ceiling height sufficient for overhead exercises (at least 12 feet [3.7 meter]) and free of low-hanging items (such as beams, pipes, lighting, and signs)

Cardiorespiratory Exercise Area

- ☐ Easy access to each station: at least 2 feet (0.6 meter) between machines; optimally 3 feet (0.9 meter)
- ☐ Bolts and screws tight
- ☐ Functioning parts easily adjustable
- ☐ Parts and surfaces properly lubricated and cleaned

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- ☐ Foot and body straps secure and not ripped
- ☐ Measurement devices for tension, time, and revolutions per minute properly functioning
- ☐ Surfaces that contact skin treated with antifungal and antibacterial agents daily

FREQUENCY OF MAINTENANCE AND CLEANING TASKS

Daily

- ☐ Inspect all flooring for damage and wear.
- ☐ Clean (sweep, vacuum, or mop) and disinfect all flooring.
- ☐ Clean and disinfect upholstery.
- ☐ Clean and disinfect drinking fountain.
- ☐ Inspect connection of all fixed equipment with floor.
- ☐ Clean and disinfect equipment surfaces that contact skin.
- ☐ Clean mirrors.
- ☐ Clean windows.
- ☐ Inspect mirrors for damage.
- ☐ Inspect all equipment for damage; wear; loose or protruding belts, screws, cables, or chains; insecure or nonfunctioning foot and body straps; and improper functioning or signs of improper use of attachments, pins, or other devices.
- ☐ Clean and lubricate moving parts of equipment.
- ☐ Inspect all protective padding for cracks and tears.
- ☐ Inspect nonslip material and mats for proper placement, as well as damage and wear.
- ☐ Remove trash and garbage.

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- ☐ Clean light covers, fans, air vents, clocks, and speakers.
- ☐ Ensure that equipment is properly returned and stored after use.

Two or Three Times per Week

- ☐ Clean and lubricate cardiorespiratory machines, as well as guide rods on selectorized resistance training machines.

Once per Week

- ☐ Clean (dust) ceiling fixtures and attachments.
- ☐ Clean ceiling tiles.

As Needed

- ☐ Replace light bulbs.
- ☐ Clean walls.
- ☐ Replace damaged or missing ceiling tiles.
- ☐ Clean open ceilings that have exposed pipes or ducts.
- ☐ Remove (or place a sign on) broken equipment.
- ☐ Fill chalk boxes.
- ☐ Clean bar knurling.
- ☐ Clean rust from floor, plates, bars, and equipment with rust-removing solution.