# 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)

***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

🞏 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

🞏 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

🞏 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.

🞏 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.