



TOOLKIT 19 · FITNESS & WELLNESS · TOOL 3 OF 4

Equipment Inspection and Cleaning Log

Daily, weekly, monthly: cables, pins, belts, mats, free weights, water — and the wipe-down between users

Frequency	Check					Standard	
Daily (opening)	Walk the floor: nothing broken, frayed, loose or leaking; mats and floor clean and dry; cleaning stations stocked (spray, wipes, bins); water available; emergency exits clear; AED ready light					Any fault → "OUT OF ORDER" tag, unplug or lock, log, report	
Between users	Members wipe contact surfaces; staff spot-clean high-use machines hourly					Signage at every station	
Weekly	Cables and pulleys (fraying, kinks); weight pins and stops; treadmill belts (alignment, wear) and emergency stop cords; upholstery tears; bolts and grips on free-weight racks; pool water test if applicable					All emergency stops tested	
Monthly	Manufacturer's service schedule; calibration of load cells / displays; deep clean; ventilation filters; first-aid kit and AED pads					Service records filed	
Yearly	Professional service of powered equipment; electrical safety test; structural check of racks and rigs					Certificates on file	
Date	Daily walk-round ☐	Faults found (equipment, tag no.)	Action · reported to	Repaired (date)	Weekly check ☐	Monthly check ☐	Initials
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Out-of-order rule. Faulty equipment is tagged and made unusable — not just labelled — until repaired by a competent person. Injuries linked to equipment are reported the same day (Toolkit 8) and the equipment quarantined until inspected.

ASF standards: Fitness & Wellness Standard 4 — equipment safety (means of verification: logs, service records, tags)