

Week Of: \_\_\_\_\_  
 Manager Approval : (Name) \_\_\_\_\_

### Equipment Maintenance Daily Task List

	Monday	Initials	Tuesday	Initials	Wednesday	Initials
9:00a-11:00a	Refill all spray bottles/change towels		Refill all spray bottles/change towels		Refill all spray bottles/change towels	
	Check the height of all basketball hoops		Clean and scrub down all Stationary Bikes (Track)		Clean shop	
11:00a-1:00p	Clean and Scrub down all combative arts mat (LYSOL)		Clean all equipment in GFR (LYSOL)		Clean and scrub down all Weight Trees & Racks (FWR)	
	Wipe down all fitness balls located in hallways (LYSOL)		Check recardio software		Clean and Scrub down all combative arts mats (LYSOL)	
1:00p-3:00p	<i>Disinfect the Free Weight Room (ViraGuard)</i>		<i>Disinfect the Cardio Room (ViraGuard)</i>		<i>Disinfect the Track and Cardio Lookout (ViraGuard)</i>	
3:00p-5:00p	Clean and wipe down all stretching mats (LYSOL)		Check air pressure of all fitness balls		Wipe down all AB mats	
	Clean shop				Spray and wipe down all AB Mats (LYSOL)	

	Thursday	Initials	Friday	Initials	Equipment: Areas to be cleaned
9:00a-11:00a	Refill all spray bottles/change towels		Refill all spray bottles/change towels		Treadmills: Hand rails, console, & base
	Wipe down all benches located in the hallways (LYSOL)		Wipe down all fitness balls (LYSOL)		ArcTrainer: Hand rails, display, foot pedals & frame Ellipticals: Display, hand rails, middle track & foot pedals
11:00a-1:00p	<i>Disinfect the Free Weight Room (ViraGuard)</i>		<i>Disinfect the Cardio Room (ViraGuard)</i>		Cross Trainers: Hand rails, display, foot pedals & frame FWR: Free weight room GFR: Group fitness room
1:00p-3:00p			Make sure weights for combative arts bags are secured tightly, Wipe down the equipment (LYSOL)		CAR: Combative arts room
	Check team boxes for trash (A & E)/ check floor mounts				Game Room: Ping Pong
3:00p-5:00p			Clean shop		
	Clean shop		check recardio software		

**Submit to the Operations Graduate Assistant by Friday at 5:00 PM every week**

Please write in your initials after completion of each task.  
 If a task is partially completed, indicate on the dry erase board.  
 If no equipment maintenance staff members are here during certain times, it is the responsibility of the staff on that day to make sure all tasks are complete.

Verified By (GA): \_\_\_\_\_ Date: \_\_\_\_\_