**GYM EQUIPMENT CHECKLIST**

This inspection is to be carried out monthly or as specified by the manager; this form is to be completed after each inspection and punctually forwarded by the instructor to the manager.

In the space below each point, write any necessary comments or defect; and give location.

S – Satisfactory (No Action Required)

N – Needs Custodial Attention Soon

A – Custodial Attention Required Immediately

D – Requires the Attention of the Supervisor of Buildings and Maintenance

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| DONE | DESCRIPTION | S | N | A | D | NOTES # |
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| Gym Divider: curtains properly in place; rips or tears in curtain  |

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| Emergency Equipment: check emergency lights  |

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| Emergency Equipment: check exits and lighting in gyms and equipment rooms  |

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| Emergency Equipment: check door and lock operation  |

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| Aerobics: check condition of steps  |

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| Aerobics: check condition of weights and mats  |

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| Pull-up bar – check wall mounts and condition of hardware  |

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| Benches – stable, splinter free and clean (gum free)  |

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| Equipment rooms – check for lighting, cleanliness and safe, adequate storage space |

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