**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 # |
|  | |  | | --- | | Gym Divider: curtains properly in place; rips or tears in curtain | |  |  |  |  |  |
|  | |  | | --- | | Emergency Equipment: check emergency lights | |  |  |  |  |  |
|  | |  | | --- | | Emergency Equipment: check exits and lighting in gyms and equipment rooms | |  |  |  |  |  |
|  | |  | | --- | | Emergency Equipment: check door and lock operation | |  |  |  |  |  |
|  | |  | | --- | | Aerobics: check condition of steps | |  |  |  |  |  |
|  | |  | | --- | | Aerobics: check condition of weights and mats | |  |  |  |  |  |
|  | |  | | --- | | Pull-up bar – check wall mounts and condition of hardware | |  |  |  |  |  |
|  | |  | | --- | | Benches – stable, splinter free and clean (gum free) | |  |  |  |  |  |
|  | |  | | --- | | Equipment rooms – check for lighting, cleanliness and safe, adequate storage space | |  |  |  |  |  |
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