

EXERCISE ROOM CHECKLIST

Date: _____ Time: _____

Employee(s): _____

DAILY/REGULARLY

- Exterior lighting installed over entrances/exits and walkways working
- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Entry door posted "ADULTS ONLY" and entry door locked when not in use
- Sanitizing spray and paper towels supplied for guests to wipe down equipment after use
- Floors level; no raised/broken tiles or curled carpets or mats, no electric cords in walkways (trip hazards)
- Matting installed where recommended by manufacturer of equipment
- Mirrors (if provided) in good condition; no cracks or sharp edges
- Instructions posted on or at each piece of equipment for proper use per manufacturers guidelines
- Storage room doors posted "Employees Only"/"Not an Exit" and kept locked
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

WEEKLY/MONTHLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- GFCI outlets tested per NEC
- Circuit breaker boxes/thermostats locked if accessible to public
- All equipment/fixtures/furniture in good condition and proper working order
- EMERGENCY INFORMATION POSTED (telephone #'s, campground address, etc.)

ANNUALLY/BIANNUALLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Entry/exit steps/ramps in good condition (built to building code) painted w/ yellow stripes to call attention to them
- Exit signs installed over exit door(s)
- Fluorescent lights covered or encased in protective plastic tubes to prevent shattering
- Machines have a ground prong and are plugged directly into grounded outlets
- Equipment well spaced: no overcrowding

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.

