

Gym equipment maintenance checklist

Daily observations, planned reviews and a clear fault-to-close record.

Club / location

Period / shift

Responsible person

Adapt the frequency and tasks to manufacturer instructions and your approved procedures. Visual checks do not replace qualified servicing. Isolate and escalate unsafe equipment under your approved process.

Daily observations

- ☐ Review urgent faults and equipment currently out of service.
- ☐ Observe cardio and strength equipment for visible damage or reported concerns.
- ☐ Check flooring, accessories and storage for obvious damage or obstruction.
- ☐ Record leaks, lighting failures and facility damage.
- ☐ Confirm existing out-of-service controls remain in place.
- ☐ Log each concern with its club, asset, evidence, urgency and owner.

Weekly condition review

- ☐ Review repeated staff or member reports against the asset history.
- ☐ Complete only approved checks within staff training and authority.
- ☐ Review flooring, mirrors, upholstery and high-use fixtures for deterioration.
- ☐ Confirm cleaning methods follow equipment instructions.
- ☐ Check outstanding quotes, parts, supplier bookings and due dates.
- ☐ Escalate overdue priority work and document interim controls.

Approved procedure / schedule reference

Completed by / date

Tick completed items. Mark N/A where appropriate. Record exceptions on page 2.

Review and follow-through

Gym equipment maintenance checklist - continue the record.

Club / location

Period / date

Monthly management review

- ☐ Review open, overdue and repeated faults by club and asset.
- ☐ Confirm planned services and qualified inspections are scheduled.
- ☐ Review repair costs, downtime and repeat failures.
- ☐ Check completed work has service evidence and an authorised review.
- ☐ Update asset records, supplier contacts and warranty information.
- ☐ Assign decisions, funding requests and unresolved follow-up.

Fault-to-close record

- ☐ Identify the club, asset, date and observed fault without guessing the cause.
- ☐ Record urgency, interim control, evidence and the responsible owner.
- ☐ Retain quote, approval, supplier and parts history.
- ☐ Set a due date and next review date.
- ☐ Record final cost, work completed and supporting service documents.
- ☐ Close only after the authorised verification requirement is met.

Exceptions and corrective work

Issue / job reference	Action / evidence	Owner	Due / reviewed

Reviewed by / date

Next review

[Explore the related ClubPilot workflow](#)