Gym equipment fault report and repair tracker

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Club / equipment ID / location

Reported by / date / time

Symptoms observed

Immediate action and service status

Photo or evidence reference

Assigned owner / service provider

Quote / approval reference / target date

Repair, verification and return-to-service record

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- [ ] Record observable symptoms without guessing the diagnosis.
- [ ] Follow the club isolation procedure for unsafe equipment.
- [ ] Record equipment ID so similar machines are not confused.
- [ ] Attach photos without capturing identifiable members.
- [ ] Assign a repair owner and next update date.
- [ ] Obtain approval before committing spending.
- [ ] Keep the service report and verification evidence.
- [ ] Only record return to service after authorised checks.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Club / equipment ID / location

Example Fitness North / TM-04 / cardio

Reported by / date / time

Alex / 3 November 2026 / 09:15

Symptoms observed

Belt slips under load; no diagnosis attempted

Immediate action and service status

Use stopped and machine labelled under club procedure

Photo or evidence reference

Photo reference FAULT-014

Assigned owner / service provider

Morgan / approved service provider

Quote / approval reference / target date

Quote pending; update due 4 November

Repair, verification and return-to-service record

Awaiting technician and authorised verification; remains unavailable

How to use this pack

1. Complete the fault details when the problem is found.
2. Track the next action, even while waiting for a quote or part.
3. Close only when the repair and authorised verification are recorded.

See the related ClubPilot workflow