Purpose: To inform Facility Technicians on the appropriate procedures for performing preventative maintenance

Scope: Facility Technicians

Policy OR Procedure: Procedure

I. PREVENTATIVE MAINTENANCE PROCEDURES (refer to the attached maintenance manual for specific instructions and figures)
   a. Concept II Rowers
      i. Clean chain with mineral spirits and then proceed to lubricate with 3&1 oil
      ii. Inspect Chain for stiff links
      iii. Inspect the chain handle connection for wear
      iv. Tighten the shock cord is the handle does not return all the way to fan enclosure
      v. Check for dust inside the fan enclosure, Vacuum if necessary
      vi. Loosen or tighten nuts on the performance monitor
   b. Woodway Treadmills
      i. Remove side casings (Figs. 1a & 1b)
      ii. Inspect the tread and axles for breaks or excessive wear
      iii. Inspect rubber feet, power cords and missing screws on side casing
      iv. Elevate and run treadmills
      v. Vacuum and blow out treadmill (Fig. 2)
         1. Blow out underneath of treadmill (Fig. 3)
         2. Blow out inside of track (Fig. 4)
      vi. Replace casings
      vii. Inspect for missing screws
   c. Life Fitness Treadmills
      i. Remove front casing
      ii. Inspect the tread and board for breaks or excessive wear
      iii. Inspect for missing screws on front casing
      iv. Inspect elevation shaft
         Apply high temperature grease when necessary
      v. Elevate and run treadmills
      vi. Vacuum and blow out treadmill
      vii. Replace casing
   d. Life Fitness Elliptical
      i. Remove back casing, and arm casings above and below to access joints
      ii. Blow out and vacuum the back, pedals, and shoulders of the elliptical
      iii. Lubricate all accessible joints careful to not get oil on the belts
      iv. Replace casings
   e. Precor Elliptical
      i. Remove back casing and front casing, as well as casing beneath feet pedals
      ii. Blow out and vacuum the back of the elliptical and track under feet pedals
      iii. Lubricate front shaft with High Temperature Grease
      iv. Lubricate all accessible joints with 3&1 Oil careful to not get oil on the belts
      v. Replace casings
      vi. Inspect for missing screws
   f. Stair Masters Step Mill/Matrix Climb Mills
      i. Remove side casings on unit
      ii. Vacuum out unit
      iii. Clean chain with simple green
iv. Inspect belt for wear  
v. Lubricate with high temperature grease  
vi. After putting on a glove, wipe step chain clean with clean rag, then apply high temperature grease to whole chain on both sides.  
vii. Put casings back on unit  
g. Stair Master Stepper  
i. Remove side casings on unit  
ii. Vacuum out unit  
iii. Inspect belt for wear  
iv. Clean chain with simple green  
v. Lubricate with high temperature grease  
vi. Put casings back on unit  
h. Life Fitness/Lifecycle Bikes & Expresso Bikes  
i. Inspect the seat and handlebars for wear and tear  
ii. inspect the seat and handle shafts for wear and mobility  
iii. Remove pedals with wrench (Fig. 1)  
   1. Inspect for any wear and integrity of strap  
   2. Clean excess hair, thread, and oil from pedal shaft (Fig. 2)  
iv. Lube pedals with 3-in-1 oil  
i. Precor AMT’s  
i. Remove front casing and back belt casing (Figure 1a & 1b)  
ii. Blow out front and back with Vacuum Cleaner (Figure 2)  
iii. Clean any excess oil, lube, and dust  
iv. Apply 3-in-1 oil to all moveable joints  
v. Inspect belt  
vi. Reattach casings  
j. Octane Lateral X  
i. Vacuum out machine  
k. Jacob’s Ladder  
i. Vacuum out unit  
ii. Clean all bars on climb belt  
l. Schwinn Spin Bikes  
i. Inspect unit  
ii. Remove casing  
iii. Check chain  
iv. Clean & oil chain with chain wax  
v. Brush brake pads with a rough brush and lubricate with Schwinn brake spray  
vi. Clean handlebars and seat shaft then lubricate with silicone spray  
vii. Inspect foot pedals and shoe clips for any obstructions  
m. Kaiser Spin Bikes  
i. Inspect unit  
ii. Check tension cable  
iii. tighten bolts as needed  
iv. remove casing and inspect drive belt  
v. Lubricate seat and handle shafts with silicone spray  
vi. Inspect foot pedal and clips for safety  
vii. Oil and clean pedals  
viii. Confirm that the digital monitor is functioning properly  
n. Ramsey/ Pound hall facility sweep  
i. Tighten bolts on all machines  
   1. Includes bolts on top of the rods on the jungle gyms (Figure 3)  
ii. Clean excess hair and dirt from rods with towel  
   1. Apply Guide Rod Fluid or Pistol Oil on machines that has rods  
o. Day Lockers  
i. Inspect all units for damage and functionality  
p. Boxing Studio
i. Inspect all units for rips and/or tears
ii. Make sure all units are secure
q. Swimming & Diving Blocks
   i. Untighten bolts
   ii. Remove starting blocks
   iii. Take starting blocks to temporary storage location
   iv. Take starting blocks back to original location
   v. Tighten bolts
   vi. Check that the starting blocks are secure
r. Basketball Goals
   i. Inspect Goals
   ii. Inspect Nets
   iii. Inspect Padding
   iv. Inspect Screws
   v. Lookout for cracking around the goal base (orange parts)
s. Pullup-bar
   i. Inspect Pins
   ii. Inspect the bar
   iii. Inspect wall screws