PREVENTATIVE MAINTENANCE

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

Scope: Facility Technicians

Procedure:

I. SCHEDULED MONTHLY, ANNUALLY, OR WEEKLY MAINTENANCE (BASED ON THE EQUIPMENT SPECIFIC MANUAL)
   a. Scheduled on Club Vitals and to be completed and marked on Club Vitals

   i. Strength Equipment Preventative Maintenance
      1. The following must be done monthly, annually, or weekly based on the equipment specific manual located in the Club Vitals system:
         a. Inspection on the general use of the machine
         b. Lubrication of joints, bearings, and tracks on machine
         c. Tightening of bolts, nuts, and screws for the entire machine.
         d. Overall cleaning of outside and inside of machine.

   ii. Cardio Equipment Preventative Maintenance
      1. The following must be done monthly, annually, or weekly based on the equipment specific manual located in the Club Vitals system:
         a. Inspection on the general use of the machine
         b. Lubrication of joints, bearings, and tracks on machine
         c. Tightening of bolts, nuts, and screws for the entire machine.
         d. Overall cleaning of outside and inside of machine.

II. PREVENTATIVE MAINTENANCE PROCEDURES (refer to the attached maintenance manual for specific instructions and figures)
   a. Concept II Rowers
      i. Clean chain and lubricate with C2 chain oil
         ii. Inspect Chain for stiff links
         iii. Inspect the chain handle connection for wear
         iv. Tighten the shock cord if the handle does not return all the way to fan enclosure
         v. Check for dust inside the fan enclosure, vacuum the fan, and use a rag to clean any excess dust on the metal case frame
         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
   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 on odd months (January, March, May, etc.)
   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 on odd months (January, March, May, etc.)
   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 on odd months (January, March, May, etc.)
vi. Put casings back on unit

h. Life Fitness Steppers
   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 on odd months (January, March, May, etc.)
   vi. Put casings back on unit

i. 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
   v. Reattach pedals by first threading by hand to avoid any stripping and then using a wrench to fully tighten
   vi. On Life Fitness spin bikes, inspect audio and USB jacks for any frayed or exposed wires

j. 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

k. Octane Lateral X
   i. Vacuum out machine

l. Jacob’s Ladder
   i. Vacuum out unit
   ii. Clean all bars on climb belt

m. 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
   viii. Remove pedals with wrench

Recreational Sports Facility Operations Handbook
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1. Inspect for any wear and integrity of strap
2. Clean excess hair, thread, and oil from pedal shaft
   ix. Lube pedals with 3-in-1 oil
   x. Reattach pedals by first threading by hand to avoid any stripping and then using a wrench to fully tighten

n. Ramsey/ Pound hall facility sweep
   i. Tighten bolts on all machines
   ii. Includes bolts on top of the rods on the jungle gyms (Figure 3)
   iii. Clean excess hair and dirt from rods with towel
   iv. Apply Guide Rod Fluid or Pistol Oil on machines that have rods

o. Functional Training Room (FTR) Facility Sweep
   i. Tighten bolts on all machines/ stations
   ii. Includes bolts on top of Octagon Trainer and bolt that secures punching bag

p. Marpo Rope Trainer
   i. Remove side casings for all three stations
   ii. Vacuum out dust
   iii. Clean any excess dirt or dust with simple green
   iv. Inspect chain and attaching bolts
   v. Reattach covers

q. Day Lockers
   i. Inspect all units for damage and functionality

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