

Purpose: To outline inspection procedures for all equipment located in S&C facilities

Scope: Facility Operations staff

Policy OR Procedure

1. DAILY INSPECTIONS FOR S&C STAFF TO COMPLETE ON DAILY MAINTENANCE CHECKLIST:
   a. Inspections will follow manufacturer’s recommendations and may include, but not be limited to the following:
      i. S&C I Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Cables on all strength equipment
            iii. Tightness and correct placement of: nuts, bolts, and screws
            iv. Seats, Pads, & Cushions for rips and tears
      ii. S&C II Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Cables on all strength equipment
            iii. Tightness and correct placement of: nuts, bolts, and screws
            iv. Seats, Pads, Cushions for rips and tears
            v. All electrical outlets for correct placement of power cords & for potential tripping hazards
            vi. Safety magnet placement on relevant cardio equipment
      iii. Downstairs Pool Overlook Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Tightness and correct placement of: nuts, bolts, and screws
            iii. Seats, Pads, Cushions for rips and tears
      iv. Upstairs Pool Overlook Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Tightness and correct placement of: nuts, bolts, and screws
            iii. Seats, Pads, Cushions for rips and tears
            iv. All electrical outlets for correct placement of power cords & for potential tripping hazards
      v. Upstairs Track Overlook Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Tightness and correct placement of: nuts, bolts, and screws
            iii. Seats, Pads, Cushions for rips and tears
      vi. Upstairs Lobby Overlook Inspections
         1. Inspections must be performed daily for general functionality:
            i. General functionality of all equipment
            ii. Cables on all strength equipment
            iii. Tightness and correct placement of: nuts, bolts, and screws
            iv. Seats, Pads, Cushions for rips and tears
            v. All electrical outlets for correct placement of power cords & for potential tripping hazards
      vii. Pound Hall Inspections
1. Inspections must be performed daily for general functionality:
   i. General functionality of all equipment
   ii. Cables on all strength equipment
   iii. Tightness and correct placement of: nuts, bolts, and screws
   iv. Seats, Pads, Cushions for rips and tears
   v. All electrical outlets for correct placement of power cords & for potential tripping hazards
   vi. Safety magnet placement on relevant cardio equipment

II. 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:
         i. Inspection on the general use of the machine
         ii. Lubrication of joints, bearings, and tracks on machine
         iii. Tightening of bolts, nuts, and screws for the entire machine.
         iv. 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:
         i. Inspection on the general use of the machine
         ii. Lubrication of joints, bearings, and tracks on machine
         iii. Tightening of bolts, nuts, and screws for the entire machine.
         iv. Overall cleaning of outside and inside of machine.