S&C STAFF PREVENTATIVE MAINTENANCE

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

**Scope:** Facility Operations Staff

**Procedures:**

I. **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:
         a. General functionality of all equipment
         b. Cables on all strength equipment
         c. Tightness and correct placement of: nuts, bolts, and screws
         d. Seats, Pads, & Cushions for rips and tears

   ii. **S&C II Inspections**
      1. Inspections must be performed daily for general functionality:
         a. General functionality of all equipment
         b. Cables on all strength equipment
         c. Tightness and correct placement of: nuts, bolts, and screws
         d. Seats, Pads, Cushions for rips and tears
         e. Safety magnet placement on relevant cardio equipment

   iii. **Downstairs Pool Overlook Inspections**
      1. Inspections must be performed daily for general functionality:
         a. General functionality of all equipment
         b. Tightness and correct placement of: nuts, bolts, and screws
         c. Seats, Pads, Cushions for rips and tears

   iv. **Upstairs Pool Overlook Inspections**
      1. Inspections must be performed daily for general functionality:
         a. General functionality of all equipment
         b. Tightness and correct placement of: nuts, bolts, and screws
         c. Seats, Pads, Cushions for rips and tears
         d. 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:
   a. General functionality of all equipment
   b. Tightness and correct placement of: nuts, bolts, and screws
   c. Seats, Pads, Cushions for rips and tears

vi. Upstairs Lobby Overlook Inspections

1. Inspections must be performed daily for general functionality:
   a. General functionality of all equipment
   b. Cables on all strength equipment
   c. Tightness and correct placement of: nuts, bolts, and screws
   d. Seats, Pads, Cushions for rips and tears
   e. 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:
   a. General functionality of all equipment
   b. Cables on all strength equipment
   c. Tightness and correct placement of: nuts, bolts, and screws
   d. Seats, Pads, Cushions for rips and tears
   e. All electrical outlets for correct placement of power cords & for potential tripping hazards
   f. 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:
   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.