POUND HALL CLEANING PROCEDURES

Purpose: To outline steps for cleaning at Pound Hall

Scope: Facility Operations Staff

Procedures:

I. POUND HALL CLEANING RESPONSIBILITIES
   a. Treadmills
   b. Scrub Dumbbells & Bars (use alcohol)
   c. All selectorized equipment & benches
   d. Dust/Disinfect Dumbbell Racks (remove weights)
   e. Wash dirty towels
   f. Check AED Batteries (Wall Mounted & Portable in Desk Drawer)
   g. Disinfect/organize desk
   h. Organize guest pass receipts/waivers into envelopes
   i. Prepare guest pass receipts/waivers for mail pick up BEFORE 11AM FRIDAY MORNING ONLY
   j. Check restrooms for trash/spilled water
   k. Bikes & Rowers
   l. Squat Racks, Kettlebells, Medicine Balls
   m. Cable Machines & Attachments
   n. Disinfect Mats, Swiss Balls, Bosu Balls, Boxes, Foam Rollers
   o. Facility walk-through (e-mail Lisa deficiencies)
   p. Push on all exterior doors to check locking mechanisms
   q. Vacuum bases of all machines (Cardio/Strength)
   r. Check Gym Wipes/Hand Sanitizer/Cleaning supplies & notify if low
   s. Spot Clean Windows & Mirrors
   t. Check restrooms for trash/spilled water
   u. Hang clean towels to dry
   v. Re-Rack & align equipment
   w. Fold towels
   x. Ellipticals & other cardio
   y. Plate loaded strength equipment
   z. Dust all machines top to bottom