

## PREVENTATIVE MAINTENANCE

**Purpose:** To outline inspection procedures for equipment in Ramsey and Pound Hall.

**Scope:** Staff/Attendants, Managers, and Program Assistants within Facility Operations

### Procedures:

- I. DAILY INSPECTIONS FOR 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, and cushions for rips and tears
    - ii. S&C II Inspections
      1. Inspections must be performed daily for general functionality:  
General functionality of all equipment
        - a. Cables on all strength equipment
        - b. Tightness and correct placement of: nuts, bolts, and screws
        - c. Seats, pads, and cushions for rips and tears
        - d. All electrical outlets for correct placement of power cords & for potential tripping hazards
        - 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, and 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, and 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, and 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, and 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, and 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