

PREVENTATIVE MAINTENANCE

Purpose: To inform Facility Technicians on the appropriate procedures for performing preventative maintenance on fitness equipment in Ramsey and Pound Hall.

Scope: Facility Technicians

Procedure:

- I. SCHEDULED MONTHLY, ANNUALLY, OR WEEKLY MAINTENANCE (BASED ON THE EQUIPMENT SPECIFIC MANUAL)
 - a. Scheduled on Facility Vitals and to be completed and marked on Facility 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 Facility 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 Facility 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
 - 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
 - 1. Blow out underneath of treadmill
 - 2. Blow out inside of track
 - 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 & Espresso 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
 - 1. Inspect for any wear and integrity of strap
 - 2. Clean excess hair, thread, and oil from pedal shaft
 - 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 AMTs
 - i. Remove front casing and back belt casing
 - ii. Blow out front and back with Vacuum Cleaner
 - 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
 - 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
 - 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
 - ii. Open and close doors and tighten latches if necessary
- 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. Pull Up Bars
 - i. Inspect Pins
 - ii. Inspect the bar
 - iii. Inspect wall screws