



CLEANING SCHEDULE & HYGIENE STANDARDS

Purpose: To ensure all UAC facilities maintain the highest standards of cleanliness, hygiene, and member safety through consistent cleaning practices, product use, and documentation.

Scope:

This SOP applies to all UAC clubs, covering cleaning and hygiene procedures across key areas; tubs, saunas, bathrooms, gym rooms, recovery zones, shooting machines, reception areas, and lockers.

Objectives

- Maintain a clean, safe, and hygienic environment for members and staff.
- Standardize cleaning procedures across all UAC clubs.
- Ensure the correct use of approved cleaning and disinfectant products.
- Comply with local health regulations and UAC brand standards.

Responsibilities

- Centre Manager: Oversees daily cleaning schedule, assigns responsibilities, ensures compliance.
- Cleaning staff and contractor: Executes cleaning procedures as per schedule and logs completion.
- Trainer & Staff: Maintain hygiene of equipment during classes; perform quick spot cleaning when needed.
- Franchise Support Officer: Conducts quarterly hygiene and maintenance audits.

Cleaning Schedule

Area / Equipment	Frequency	Cleaning Tasks	Responsible
Tubs / Ice Baths	After each use + Deep clean daily	Drain and sanitize with chlorine-free disinfectant ; rinse thoroughly.	Cleaning Staff
Sauna	Daily	Wipe benches and walls with mild detergent; sanitize handles and floors; ensure dry condition after hours.	Cleaning Staff
Bathrooms / Toilets / Showers	3x daily (AM / Mid / PM)	Disinfect toilets, basins, mirrors, floors; refill soaps and tissues; deodorize.	Cleaning Staff
Gym Room / Equipment	Hourly wipe-downs + Deep clean daily	Disinfect all machines, weights, mats; empty bins; mop floors.	Trainers / Cleaners
Shooting Machine (Dr. Dish)	After each session	Wipe screen, balls, and net with anti-bacterial wipes; check for debris.	Staff / Coaches
Dry Recovery Zone	Twice daily	Wipe massage chairs, compression units; sanitize armrests, remotes, and plugs.	Staff / Cleaning
Reception Area	Daily	Sanitize counters, entry doors, pens, tablets; vacuum and dust.	Staff / Cleaning
Gym Space / Lockers	Twice daily	Wipe lockers, benches, and floor areas; disinfect high-touch points.	Cleaning Staff

Approved Cleaning Products

Product Type	Recommended Brand / Product	Usage Notes
Disinfectant (General)	<i>Peerless Jal – Hospital Grade Cleaner</i>	For floors, benches, lockers, and equipment.
Glass & Mirror Cleaner	<i>Windex or Peerless Multi Glass Cleaner</i>	Streak-free finish for mirrors and glass panels.
Equipment Wipes	<i>Gym Wipes or Envirosafe Anti-Bacterial Wipes</i>	Quick clean between workouts.
Sauna & Tub Cleaner	<i>Non-chlorine neutral detergent</i>	Avoid harsh chemicals that damage timber or stainless.
Floor Cleaner	<i>Peerless Saber or Karcher Neutral Cleaner</i>	Suitable for KTL Sports Flooring.
Bathroom Cleaner	<i>Domestos / Dettol Professional Range</i>	Use gloves; ensure ventilation.
Air Freshener / Deodorizer	<i>Scent Australia (automated diffuser)</i>	Must align with club scent program.
Hand Sanitizer	<i>Dettol / Aqium Alcohol-Based Sanitizer</i>	For dispenser refills at entry and stations.

CLEANING PROCEDURE

Step 1 – Preparation

- Wear gloves, mask, and closed shoes.
- Gather correct cleaning products and equipment.
- Display “Wet Floor” or “Cleaning in Progress” signage.

Step 2 – Area Cleaning

- Work from top to bottom, clean to dirty.
- Use fresh cloths or mop heads for each section to avoid cross-contamination.

Step 3 – Disinfection

- Apply disinfectant, leave for 3–5 minutes contact time before wiping dry.
- Pay attention to high-touch points: door handles, benches, controls, taps.

Step 4 – Waste Disposal

- Replace all bin liners daily or when 2/3 full.
- Dispose of waste in designated collection areas.

Step 5 – Final Check

- Refill soaps, wipes, and sanitizers.
- Check scent diffusers and lighting for member presentation.
- Record all completed tasks in the Cleaning Logbook.

CLEANING LOGBOOK TEMPLATE

Date	Area Cleaned	Time	Staff / Initials	Supervisor Check	Notes / Issues

(Must be signed daily by the Centre Manager.)

HYGIENE & AUDIT COMPLIANCE

Frequency	Action	Responsible
Daily	Cleaning log signed off	Centre Manager
Weekly	Deep clean review	Centre Manager
Monthly	Maintenance review of tubs, sauna, air quality	FSO
Quarterly	Full Hygiene & Safety Audit	UAC HQ / FSO

STORAGE & SAFETY

- Cleaning products must be stored in a secured cleaning cupboard, clearly labeled.
- Never mix chemical products.
- Maintain Safety Data Sheets (SDS) for all chemicals on-site.
- Staff must be trained in chemical handling and PPE use.

DOCUMENTATION

- Cleaning Logbook (daily)
- Monthly Audit Checklist
- SDS Register (updated annually)

Review

This SOP must be reviewed annually or upon updates to cleaning products, safety regulations, or supplier standards.