



GYM - Daily Checklist

Gym Name: _____

Week Beginning: ____ / ____ / ____

Week Ending: ____ / ____ / ____



Check appropriate box when completed

Area	Duties to be completed on each Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
ENTRY	Lobby/entry floors & mats (check for gum removal needs)														
	Spotclean glass windows/doors to entrance														
	Lobby area & furniture - clean & organized														
FRONT DESK & PROSHOP	Desktop & countertops clean														
	Organize binders, forms, behind front desk area														
	Organize/stock concessions & drinks														
	Clean cooler doors & tops (labels face forward)														
	Check & empty trash cans														
FREE WEIGHT	Re-rack weights														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Refill cleaning supplies (papertowels, towels, agents)														
	Wipe down of all equipment frames														
	Check & empty trash cans														
CARDIO AREA	Re-rack weights														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Refill cleaning supplies (papertowels, towels, agents)														
	Wipe down of all equipment frames														
	Check & empty trash cans														
CIRCUIT AREA	Re-rack weights														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Refill cleaning supplies (papertowels, towels, agents)														
	Wipe down of all equipment frames														
	Check & empty trash cans														
GGX ROOMS (incl CYCLE/YOGA)	Organize steps, risers & equipment (< 4 feet)														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Quick sweep/mop floors (if needed)														
	Refill cleaning supplies (papertowels, towels, agents)														
	Check & empty trash cans														
OFFICES	Organize desk tops & shelves (no papers floating)														
	No personal items/boxes in view														
	Review of above, and report any broken equipment or needs via Online Ticket System														
	Check & empty trash cans														

NOTE: Gym walk through's / checks should be done SEVERAL times per day, regardless of the a.m. / p.m. tracking sheet provided

Checklists should be kept in the Overall Cleaning Binder behind the Front Desk.

General Managers' responsibility to manage the daily checklists / sheets & Overall Cleaning Binder



Operations or General Manager Signature (by signing, the OM/GM has confirmed the weekly cleaning has been completed)

____ / ____ / ____
Date of OM/GM Signature



LOCKER ROOM - Daily Checklist - Mens

Gym Name: _____

Week Beginning: ____ / ____ / ____

Week Ending: ____ / ____ / ____



Check appropriate box when completed

Duties to be completed on each Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Close all lockers														
Spot clean mirrors														
Wipe down counters / sinks														
Vacuum/Mop floors (if needed)														
Check Showers - remove trash, drain hair, close curtains, etc														
Check & refill papertowel, toilet paper & soap														
Pick up towels & trash (as needed) throughout														
Wipe down, scrub all toilets and urinals														
Check & refill Cleaning Locker supplies (papertowels, toilet paper, soap, keys, glass/mirror cleaner, all purpose cleaner)														
Check & refill special amenities offered (lotions, creams, tissues, hygiene products)														
Check / Empty Trash Cans														
Check / Empty Towel Bins (if applicable)														
Review of above, and report any broken equipment or needs via Online Ticket System														

NOTE: Locker Room walk through's / checks should be done SEVERAL times per day, regardless of the a.m. / p.m. tracking sheet provided

Checklists should be kept in each Cleaning Locker on clipboard with pen - End of month, checklists to be filed in Overall Cleaning Binder

General Managers' responsibility to manage the daily checklists / sheets & Overall Cleaning Binder

GGI Rep Print their Name as the Responsible Party, confirming Shift Checklist completed

Monday A.M. GGI Rep: _____ Friday A.M. GGI Rep: _____

Monday P.M. GGI Rep: _____ Friday P.M. GGI Rep: _____

Tuesday A.M. GGI Rep: _____ Saturday A.M. GGI Rep: _____

Tuesday P.M. GGI Rep: _____ Saturday P.M. GGI Rep: _____

Wednesday A.M. GGI Rep: _____ Sunday A.M. GGI Rep: _____

Wednesday P.M. GGI Rep: _____ Sunday P.M. GGI Rep: _____

Thursday A.M. GGI Rep: _____

Thursday P.M. GGI Rep: _____



Operations or General Manager Signature (by signing, the OM/GM has confirmed the weekly cleaning has been completed)

____ / ____ / ____
Date of OM/GM Signature



LOCKER ROOM - Daily Checklist - Womens

Gym Name: _____

Week Beginning: ____ / ____ / ____

Week Ending: ____ / ____ / ____



Check appropriate box when completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Duties to be completed on each Shift	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Close all lockers														
Spot clean mirrors														
Wipe down counters / sinks														
Vacuum/Mop floors (if needed)														
Check Showers - remove trash, drain hair, close curtains, etc														
Check & refill papertowel, toilet paper & soap														
Pick up towels & trash (as needed) throughout														
Wipe down, scrub all toilets and urinals														
Check & refill Cleaning Locker supplies (papertowels, toilet paper, soap, keys, glass/mirror cleaner, all purpose cleaner)														
Check & refill special amenities offered (lotions, creams, tissues, hygiene products)														
Check / Empty Trash Cans														
Check / Empty Towel Bins (if applicable)														
Review of above, and report any broken equipment or needs via Online Ticket System														

NOTE: Locker Room walk through's / checks should be done SEVERAL times per day, regardless of the a.m. / p.m. tracking sheet provided

Checklists should be kept in each Cleaning Locker on clipboard with pen - End of month, checklists to be filed in Overall Cleaning Binder

General Managers' responsibility to manage the daily checklists / sheets & Overall Cleaning Binder

GGI Rep Print their Name as the Responsible Party, confirming Shift Checklist completed

Monday A.M. GGI Rep: _____

Friday A.M. GGI Rep: _____

Monday P.M. GGI Rep: _____

Friday P.M. GGI Rep: _____

Tuesday A.M. GGI Rep: _____

Saturday A.M. GGI Rep: _____

Tuesday P.M. GGI Rep: _____

Saturday P.M. GGI Rep: _____

Wednesday A.M. GGI Rep: _____

Sunday A.M. GGI Rep: _____

Wednesday P.M. GGI Rep: _____

Sunday P.M. GGI Rep: _____

Thursday A.M. GGI Rep: _____

Thursday P.M. GGI Rep: _____



Operations or General Manager Signature (by signing, the OM/GM has confirmed the weekly cleaning has been completed)

____ / ____ / ____

Date of OM/GM Signature



KIDS CLUB - Daily Checklist

Gym Name: _____

Week Beginning: ____ / ____ / ____

Week Ending: ____ / ____ / ____



Check appropriate box when completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Duties to be completed on each Shift	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Spot clean glass doors/windows														
Sanitize tables, desks, & shelves														
Sanitize door handles & light switches														
Sanitize toys, swings & carriers														
Sanitize changing station														
Remove toys & trash from Jungle Gym are (if applicable)														
Vacuum/Mop floors (if needed)														
Organize Desk Area														
Refill toilet paper/soap in restroom														
Wipe down toilet, sink, etc in restroom														
Check to make sure no cleaning agents are in reach of children														
Ensure outlet covers on all outlets														
Check/Empty trashcans														
Remove hazardous/personal items														
Wipe down TV, VCR, DVD														
Organize Toys & Movies														
Total shift Kids Club Usage sheets (sign in/out)														
Review of above, and report any broken equipment or needs via Online Ticket System														

NOTE: Checklists should be kept in the Kids Club - Cleaning Binder.

General Managers' responsibility to manage the daily checklists / sheets

One KCA Per shift to Print their Name as the Responsible Party, confirming Shift Checklist completed

Monday A.M. KCA: _____

Friday A.M. KCA: _____

Monday P.M. KCA: _____

Friday P.M. KCA: _____

Tuesday A.M. KCA: _____

Saturday A.M. KCA: _____

Tuesday P.M. KCA: _____

Saturday P.M. KCA: _____

Wednesday A.M. KCA: _____

Sunday A.M. KCA: _____

Wednesday P.M. KCA: _____

Sunday P.M. KCA: _____

Thursday A.M. KCA: _____

Thursday P.M. KCA: _____



Operations Manager Signature (by signing, the Operations Manager has confirmed the weekly cleaning has been completed)

____ / ____ / ____

Date of OM Signature



OTHER AMENITIES - Daily Checklist

Complete sections where applicable to your Gym


Gym Name: _____

Week Beginning: ____ / ____ / ____

Week Ending: ____ / ____ / ____

		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Area	Duties to be completed on each Shift	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TANNING (if applicable)	Spotclean glass windows/mirrors														
	Refill cleaning supplies (papertowels, towels, agents)														
	Pick up trash/towels from floor														
	Wipe down bed tops/handles/HEX floors														
	Check & empty trash cans														
	Ensure bed & bulbs in working order														
Function PT Area (if applicable)	Kettle Bells, Bells stacked & organized														
	Storage cabinet locked														
	Resistance Bands stored														
	Roacks/Storage is clean and organized														
BASKETBALL (if applicable)	Spotclean glass windows/mirrors														
	Refill cleaning supplies (papertowels, towels, agents)														
	Pick up trash/towels from floor														
	Check & empty trash cans														
	Backboards clean														
	Nets in good condition														
POOL/WET AREA (if applicable)	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor areas														
	Check/adjust pool temperature & test chemicals														
	Check & empty trash cans														
	Check / remove trip hazards														
CARDIO CINEMA (if applicable)	Re-rack weights														
	Pick up trash/towels from floor/equip areas														
	Refill cleaning supplies (papertowels, towels, agents)														
	Wipe down of all equipment frames														
	Check & empty trash cans														
	Check / remove trip hazards														
LADY GOLD'S or WOMENS' PREF'D (if applicable)	Re-rack weights														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Refill cleaning supplies (papertowels, towels, agents)														
	Wipe down of all equipment frames														
SAUNA (if applicable)	Check & empty trash cans														
	Spotclean glass windows/mirrors														
	Pick up trash/towels from floor/equip areas														
	Check/adjust temperature controls														
REPORTING	Check / remove trip hazards														
	Review of above, and report any broken equipment or needs via Online Ticket System														

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 General Managers' responsibility to manage the daily checklists / sheets & Overall Cleaning Binder

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 Operations or General Manager Signature (by signing, the OM/GM has confirmed the weekly cleaning has been completed)

____ / ____ / ____
 Date of OM/GM Signature