

# CLEANING CHECKLIST FOR GYMS *by*



## I. DAILY CLEANING CHECKLIST

### A. GENERAL AREAS

- **Reception Desk:**
  - Wipe down surfaces with disinfectant.
  - Clean and disinfect any equipment (keyboards, phones, etc.).
  - Empty trash bins and replace liners.
- **Floors (All Areas):**
  - Sweep and mop with disinfectant.
  - Vacuum any carpeted areas.
  - Clean high-traffic entryways and mats.
- **Windows and Mirrors:**
  - Wipe mirrors with streak-free glass cleaner.
  - Clean smudges and fingerprints from windows and doors.
- **Water Fountains/Dispensers:**
  - Clean and disinfect the buttons and spouts.
  - Wipe down any splash zones or drip trays.
- **Locker Rooms and Showers:**
  - Disinfect all locker handles and bench surfaces.
  - Clean and sanitize shower stalls, faucets, and drains.
  - Replace used towels and stock fresh ones.
  - Clean sinks and wipe down countertops.
  - Empty trash and replace liners.

### B. EQUIPMENT CLEANING

- **Cardio Machines (Treadmills, Bikes, etc.):**
  - Wipe down touchpoints (handles, screens, buttons) with disinfectant.
  - Vacuum or sweep under machines to remove dust and debris.
- **Strength Equipment (Machines, Free Weights, Benches):**
  - Disinfect high-touch areas like weight handles, adjustment levers, and seats.
  - Wipe down benches and racks after each use.
- **Functional Training Equipment (Kettlebells, Dumbbells, Resistance Bands):**
  - Disinfect after each use.
  - Organize and return equipment to proper storage locations.
- **Mats and Flooring:**

- Disinfect all workout mats after each use.
- Mop and sanitize rubber flooring and turf areas.

### C. GROUP FITNESS STUDIOS

- Disinfect high-touch areas (barres, dumbbells, yoga mats).
  - Wipe down any shared equipment like stability balls, resistance bands, or TRX straps.
  - Sweep and mop floors, and sanitize door handles and light switches.
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## 2. WEEKLY CLEANING CHECKLIST

- **Deep Clean Equipment:**
    - Remove and clean detachable parts (cup holders, trays).
    - Inspect for wear and tear, lubricate moving parts.
  - **Locker Rooms:**
    - Deep clean grout lines and tile surfaces in showers.
    - Sanitize and scrub all bathroom fixtures (toilets, sinks, mirrors).
    - Deep clean and disinfect lockers (inside and out).
  - **Air Vents and HVAC Systems:**
    - Dust and wipe down air vents.
    - Change air filters if necessary.
  - **High-Touch Surfaces:**
    - Sanitize door handles, light switches, handrails, and push plates.
    - Clean all remotes, tablets, or shared electronics in common areas.
  - **Floors:**
    - Buff and polish hard floors if needed.
    - Deep vacuum and shampoo any carpeted areas.
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## 3. MONTHLY CLEANING CHECKLIST

- **Machine Maintenance:**
  - Check belts, resistance cables, and moving parts for wear.
  - Lubricate and clean tracks on cardio equipment.
- **Ceiling and Light Fixtures:**
  - Dust and clean overhead lights, fans, and ceiling tiles.
  - Replace burnt-out lightbulbs.
- **Deep Clean Windows:**
  - Wash all interior and exterior windows.
- **Storage Areas:**

- Organize and clean storage spaces for equipment and supplies.
  - Sanitize equipment not frequently used.
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## 4. QUARTERLY/SEASONAL CLEANING CHECKLIST

- **HVAC System Maintenance:**
  - Professional inspection and cleaning of HVAC systems.
  - Change air filters and clean ducts to improve air quality.
- **Deep Clean Floor Surfaces:**
  - Refinish or seal hard surfaces like wood or vinyl flooring.
  - Deep clean and sanitize all rubber or foam flooring in high-use areas.
- **Inspect and Clean Upholstery:**
  - Deep clean benches, chairs, and other upholstered surfaces.
  - Repair or replace worn-out padding.
- **Sanitize Wall and Ceiling Surfaces:**
  - Dust and clean walls, ceilings, and any decorative elements.
  - Touch up paint as necessary to keep the space fresh.

## 6. PERSONALIZABLE ELEMENTS

To tailor the checklist to specific gym needs, gym owners can adjust the following:

- **Frequency:** Increase or decrease the cleaning frequency based on usage patterns or local health requirements.
- **Assigned Staff:** Allocate specific cleaning tasks to designated staff members (or outsource to cleaning services).
- **Custom Equipment List:** Add or remove equipment sections based on the gym's offerings (e.g., boxing bags, Pilates machines).
- **Unique Spaces:** Add any unique areas like saunas, steam rooms, or smoothie bars.
- **Branding and Communication:** Customize to highlight cleaning standards to members (e.g., "sanitized hourly for your safety").

## 7. SUPPLY CHECKLIST

- Disinfectant sprays and wipes
- Microfiber cloths
- Mops, brooms, and vacuums
- Glass cleaner
- Antibacterial hand soap
- Hand sanitizer refills
- Floor cleaning supplies (mop bucket, floor buffer, etc.)
- Trash liners and recycling bags