

Gym and Fitness Club Cleaning Checklist

Reefa

39 checkpoints · 7 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Entrance zone and reception

- | | |
|--|--------------------|
| ☐ Reception desk, payment terminal, membership card reader and entry gate cleaned and disinfected | daily (2x at peak) |
| ☐ Hand sanitizer dispenser at the entrance checked and refilled | every 2–3 h |
| ☐ Doors and glazing free of handprints, handles disinfected | daily |
| ☐ Entrance mat vacuumed, lobby floor washed streak-free | daily |
| ☐ Bins emptied, lids disinfected | daily |

02 Cardio zone

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|---|-------------|
| ☐ Consoles, grips, pulse sensors and buttons of every machine disinfected (contact time per product label) | 3x daily |
| ☐ Treadmill belts and housings cleaned of dust and sweat — wash first, then disinfect | daily |
| ☐ Self-service disinfection stations restocked (spray/wipes + towels) | every 2–3 h |
| ☐ Floor under and behind machines vacuumed (dust + rubber worn off the belts) | daily |
| ☐ TV remotes, headphone jacks and phone shelves disinfected | daily |

03 Free weights and machines

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|---|------------|
| ☐ Dumbbell and barbell bars, plates at the grip area and pull-up bars disinfected — no sticky film
<small>FitRated study: free weights are the most contaminated spot in the club</small> | 2–3x daily |
| ☐ Machine seats, backrests and adjustment grips disinfected (upholstery-safe product) | 2x daily |
| ☐ Rubber floor cleaned with a flat mop using a rubber-safe product | daily |
| ☐ Training benches, racks and safety bars disinfected | 2x daily |
| ☐ Mirrors wiped dry, no streaks at eye level | daily |
| ☐ Spaces behind and under machines deep-cleaned (sweat, dust, chalk) | 1–2x/week |

04 Fitness studios and functional zone

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|--|---------------|
| ☐ Club mats disinfected at the end of each day; laundered at 60–90°C min. 2x/week | daily |
| ☐ Accessories disinfected: kettlebells, balls, resistance bands, steps, foam rollers (bands — alcohol-free product) | daily |
| ☐ Studio floor washed with a neutral-pH cleaner | daily |
| ☐ Sound system, instructor microphones and light switches wiped down (microphones after every class) | daily |
| ☐ Studio aired out between classes / ventilation checked | after classes |

05 Locker rooms and lockers

☐ Walkthrough service: trash collected, benches wiped, floor dry, odor checked	every 1–2 h at peak
☐ Locker handles disinfected daily; interiors on rotation (each locker min. once a week)	daily / weekly
☐ Benches, hooks, hair dryers and counters by the mirrors cleaned and disinfected	daily
☐ Floor washed with a combined cleaning–disinfecting agent (corners and the space under benches!)	daily
☐ Odor removed at the source: drain grates, grout, ventilation — not masked with air freshener	drains: weekly
☐ Ozone treatment or spray disinfection of the entire locker room	monthly

06 Wet zone: showers, sauna, toilets

☐ Shower cubicles cleaned and disinfected: fittings, shower heads, shelves, glass; grout free of buildup	daily + walkthrough every 2 h
☐ Toilets disinfected: bowls, seats, flush plates, sinks, dispensers	every 2 h at peak
☐ Limescale and deposits removed from fittings and walls with an acidic product	1–2×/week
☐ Drain grates flushed, traps disinfected (the main odor source)	weekly
☐ Sauna: benches and backrests wiped with a sauna-safe product (not chlorine), seat covers laundered, floor washed GIS (Chief Sanitary Inspectorate) sauna guidelines — washable surfaces, disinfection after each day of use	daily
☐ Soap, paper towels and toilet paper restocked, hand dryers working	every walkthrough

07 Periodic tasks and back-of-house

☐ Ventilation grilles and air vents cleaned (dust + moisture = mold and odor)	1–2×/month
☐ Rubber and sports floors machine-scrubbed	monthly
☐ Windows, glass partitions and mirrors washed at full height	monthly
☐ Machine and bench upholstery extraction-cleaned	quarterly
☐ Chemical storage room tidied, safety data sheets and expiry dates checked	monthly
☐ Hygiene plan reviewed and updated after class schedule changes	quarterly

Club cleanliness inspection — a 7-step procedure

1. Set a measurable standard: every checklist item has a yes/no criterion — "bars free of sticky film", "shower grout free of buildup", "locker room smells neutral".
2. Touch test on equipment: run your hand along a barbell bar, a machine grip and a cardio console mid-day — a sticky film means the intraday disinfection isn't working.
3. Odor test in the locker room and wet zone at peak hour — a musty smell points to neglected drains or ventilation, not to "the nature of the building".
4. Check the self-service disinfection stations: full dispensers and towels in every zone — empty stations at peak time are the most common member complaint.
5. Inspect the spaces behind and under machines and the locker room corners — dust and chalk in these spots betray surface-only service.
6. Verify the walkthrough service log: entries every 1–2 h at peak with time and signature, matching the contract schedule.
7. Once a month, go through the periodic tasks (ventilation, machine scrubbing, ozone treatment) and check the reports — they are what keep the club odor-free over the long term.

Notes: _____

Signature: _____