Gym cleaning checklist

A printable routine for opening, the active shift and closing.

Club / location _____

Period / shift _____

Responsible person _____

Set frequencies for your club's use and approved procedures. Follow product labels, safety data sheets and equipment instructions. Use your trained response process for spills, body fluids or hazardous materials.

Before opening or at shift start

- ☐ Review the previous shift's incomplete work and restricted areas.
- ☐ Check entrances, reception and member touchpoints.
- ☐ Check toilets, showers and change rooms; restock approved supplies.
- ☐ Check exercise areas, mats and shared accessories.
- ☐ Empty bins and check waste areas under the approved process.
- ☐ Confirm cleaning products, equipment and protective supplies are ready.

During the active shift

- ☐ Complete the scheduled touchpoint cleaning rounds.
- ☐ Check washrooms and replenish supplies at the agreed intervals.
- ☐ Respond to spills using the approved process and access controls.
- ☐ Check floor condition and keep access routes clear.
- ☐ Record damaged equipment or surfaces as faults for follow-up.
- ☐ Sign off completed rounds and hand over anything unresolved.

Approved procedure / schedule reference _____

Completed by / date _____

Tick completed items. Mark N/A where appropriate. Record exceptions on page 2.

Review and follow-through

Gym cleaning checklist - continue the record.

Club / location

Period / date

At closing or shift handover

- [ ] Complete the scheduled clean of equipment contact surfaces.
- [ ] Clean floors using the approved method and drying controls.
- [ ] Complete washroom and change-room cleaning.
- [ ] Remove waste and clean bins where scheduled.
- [ ] Clean and store cleaning equipment and secure products.
- [ ] Record missed areas, restrictions and the next responsible person.

Weekly manager review

- [ ] Check completion records and recurring missed areas.
- [ ] Schedule periodic or specialist cleaning outside daily rounds.
- [ ] Review product stock, labels and safety information.
- [ ] Confirm staff understand the approved methods for each surface.
- [ ] Review member feedback and repeated presentation concerns.
- [ ] Adjust the schedule and assign follow-up with a due date.

Exceptions and corrective work

Issue / job reference	Action / evidence	Owner	Due / reviewed

Reviewed by / date

Next review

Explore the related ClubPilot workflow