Gym inspection checklist

Prepare a walkthrough, capture useful evidence and assign follow-up.

Club / location _____

Period / shift _____

Responsible person _____

This optional planning aid is not a technical inspection or compliance certificate. ClubWalk's base monthly submission requires one walkthrough video; using this paper guide adds no mandatory app checklist or AI charge.

Prepare the walkthrough

- ☐ Confirm the club, inspection period and responsible manager.
- ☐ Review previous findings and work still outstanding.
- ☐ Use the club's approved route and access rules.
- ☐ Follow the approved privacy process when recording people or information.
- ☐ Confirm the recording is clear enough for a leader to review.
- ☐ Respond to urgent concerns immediately under the approved procedure.

Observe the club

- ☐ Product: observe equipment, facilities and member-use areas.
- ☐ People: note visible service and presentation observations respectfully.
- ☐ Process: review visible routines and the supporting records available.
- ☐ Presence: observe entrances, signage and general presentation.
- ☐ Describe the location and visible condition of each concern.
- ☐ Separate what the video shows from issues needing specialist review.

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 inspection checklist - continue the record.

Club / location

Period / date

Submit and review

- [ ] Upload the monthly ClubWalk video for the correct location.
- [ ] Check the video opens and covers the intended walkthrough.
- [ ] Have the responsible leader review the available evidence.
- [ ] Confirm findings before assigning corrective work.
- [ ] Reference existing jobs where the same concern is already open.
- [ ] Use optional AI review only where the customer has activated it.

Assign and close follow-up

- [ ] Create a clear description of the confirmed concern.
- [ ] Name the responsible owner and agree the due date.
- [ ] Record urgency, interim controls and any approval required.
- [ ] Route repair work through the maintenance process.
- [ ] Retain completion evidence and the reviewer's decision.
- [ ] Review repeated or overdue findings at the next management check.

Exceptions and corrective work

Issue / job reference	Action / evidence	Owner	Due / reviewed

Reviewed by / date

Next review

Explore the related ClubPilot workflow