

Gym equipment inspection checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Weekly inspection Once a week, before opening

TASK	TIME	INITIALS
Cardio machines		
☐ Check each treadmill belt runs centered and doesn't slip Adjust tracking and tension only as the maker's guide says.		
☐ Test each treadmill's emergency stop		
☐ Check the power cords and plugs for damage		
☐ Check bike seats and handlebars lock in every position		
☐ Check rower straps, chains and seat rails		
☐ Check the consoles start and show no error codes		
Strength machines		
☐ Check every cable for fraying, kinks or exposed wire A frayed cable is taken out of use until it's replaced.		
☐ Check the pulleys turn freely and the cable sits in its groove		
☐ Check every weight-stack pin is there and locks in		
☐ Check bolts, welds and frames for looseness or cracks		
☐ Check the seats and pads lock in place and aren't split		
Free weights and racks		
☐ Check the dumbbell heads are tight and the plates aren't cracked		
☐ Check the bars are straight and their collars work		
☐ Check the safety arms and J-hooks on every rack lock in place		
☐ Check the benches are stable and their adjustment pins lock		
Functional and studio equipment		
☐ Check kettlebell and medicine ball handles and shells for cracks		
☐ Check resistance bands and suspension trainers for wear or tears		
☐ Check plyo boxes and steps are stable and their surfaces grip		
☐ Check the mats for tears and curled edges		
Safety		
☐ Check the space around each machine is clear Keep the clearance each maker sets, especially behind treadmills.		
☐ Check the usage and safety signs on each machine can be read		
☐ Tag anything unsafe out of order, isolate it and record it below Write the machine, the fault and who was told in the Notes line.		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____