

Facility _____ Date _____ Completed by _____

Daily

- Sweep and vacuum all flooring
- Wipe down and disinfect benches, chairs and reception areas
- Sanitize handlebars, free weights and workout machines
- Clean and disinfect yoga mats with a dedicated cloth
- Mop and disinfect rubber mats in weightlifting areas
- Wipe down all mirrors and windows
- Disinfect high-touch surfaces (doorknobs, touchscreens, locker handles)
- Clean and sanitize bathroom sinks, showers and stalls
- Mop all flooring including entryways and bathrooms
- Empty trash bins and replace liners
- Dust televisions, speakers and mounted equipment
- Spot-clean walls and remove smudges

Weekly & Monthly

- Remove cobwebs from ceilings and corners
- Deep clean tile and grout in bathrooms and showers
- Steam-clean or professionally clean carpets and fabric surfaces
- Seal and sanitize rubber mats
- Re-coat wooden floors as needed
- Replace air conditioning filters; inspect HVAC systems
- Schedule periodic deep cleaning for the full facility