Cleaning Checklist: Warm Springs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Date** | | | | |
|  |  |  |  |  |  |
| Stock towels on the towel shelves |  |  |  |  |  |
| Check wet wipes (front of the gym) |  |  |  |  |  |
| **Bathrooms (Pre-cleaning Check)** | | | | | |
| Large woman's - Check paper towels |  |  |  |  |  |
| Large woman's - Check toilet paper |  |  |  |  |  |
| Large woman's - Check toilet seat covers |  |  |  |  |  |
| Large woman's - Check hand soap |  |  |  |  |  |
| Large woman's - Check shower soap |  |  |  |  |  |
| Small woman's - Check paper towels |  |  |  |  |  |
| Small woman's - Check toilet paper |  |  |  |  |  |
| Small woman's - Check toilet seat covers |  |  |  |  |  |
| Small woman's - Check hand soap |  |  |  |  |  |
| Small men's - Check paper towels |  |  |  |  |  |
| Small men's - Check toilet paper |  |  |  |  |  |
| Small men's - Check toilet seat covers |  |  |  |  |  |
| Small men's - Check hand soap |  |  |  |  |  |
| Large men's - Check paper towels |  |  |  |  |  |
| Large men's - Check toilet paper |  |  |  |  |  |
| Large men's - Check toilet seat covers |  |  |  |  |  |
| Large men's - Check hand soap |  |  |  |  |  |
| Large men's - Check shower soap |  |  |  |  |  |
| Empty hampers |  |  |  |  |  |
| Start a load of laundry |  |  |  |  |  |
| Fold towels from the dryer |  |  |  |  |  |
| **Empty trash cans (if more than half full)** | | | | | |
| Front of the gym |  |  |  |  |  |
| Near tanning rooms |  |  |  |  |  |
| Behind workout floor desk |  |  |  |  |  |
| Large woman's bathroom |  |  |  |  |  |
| Small woman's bathroom |  |  |  |  |  |
| Small men's bathroom |  |  |  |  |  |
| Large men's bathroom |  |  |  |  |  |
| Office |  |  |  |  |  |
| Office paper shredder |  |  |  |  |  |
| Stock room (near washer/dryer) |  |  |  |  |  |
| **Vacuum** | | | | | |
| Member door floor mat |  |  |  |  |  |
| Waiting area floor mat |  |  |  |  |  |
| Guest door floor mat |  |  |  |  |  |
| Office |  |  |  |  |  |
| Large woman's bathroom |  |  |  |  |  |
| Small woman's bathroom |  |  |  |  |  |
| Small men's bathroom |  |  |  |  |  |
| Large men's bathroom |  |  |  |  |  |
| Tanning room 1 |  |  |  |  |  |
| Tanning room 2 |  |  |  |  |  |
| Workout floor |  |  |  |  |  |
| Treadmills |  |  |  |  |  |
| **Glass and surface cleaner** | | | | | |
| **Large woman's bathroom** | | | | | |
| Mirror |  |  |  |  |  |
| Counter top |  |  |  |  |  |
| Faucet |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Shower faucet |  |  |  |  |  |
| Shower handles |  |  |  |  |  |
| Toilet area handles |  |  |  |  |  |
| Scale |  |  |  |  |  |
| Door handles |  |  |  |  |  |
| Dispensers: TP, Soap, Towels, Shower |  |  |  |  |  |
| Shower curtain rod |  |  |  |  |  |
| **Small woman's bathroom** | | | | | |
| Mirror |  |  |  |  |  |
| Counter top |  |  |  |  |  |
| Faucet |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Toilet area handles |  |  |  |  |  |
| Door handle |  |  |  |  |  |
| Dispensers: TP, Soap, Towels |  |  |  |  |  |
| **Small men's bathroom** | | | | | |
| Mirror |  |  |  |  |  |
| Counter top |  |  |  |  |  |
| Faucet |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Toilet area handles |  |  |  |  |  |
| Door handle |  |  |  |  |  |
| Dispensers: TP, Soap, Towels |  |  |  |  |  |
| **Large men's bathroom** | | | | | |
| Mirror |  |  |  |  |  |
| Counter top |  |  |  |  |  |
| Faucet |  |  |  |  |  |
| Sink |  |  |  |  |  |
| Shower faucet |  |  |  |  |  |
| Shower handles |  |  |  |  |  |
| Toilet area handles |  |  |  |  |  |
| Door handles |  |  |  |  |  |
| Dispensers: TP, Soap, Towels, Shower |  |  |  |  |  |
| Show curtain rod |  |  |  |  |  |
| **Treadmills** | | | | | |
| TVs |  |  |  |  |  |
| Consoles |  |  |  |  |  |
| Risers |  |  |  |  |  |
| Motor covers |  |  |  |  |  |
| Handles |  |  |  |  |  |
| **Ellipticals** | | | | | |
| Consoles |  |  |  |  |  |
| Lower cross members |  |  |  |  |  |
| Rear plastic covers |  |  |  |  |  |
| Drinking fountain |  |  |  |  |  |
| Workout mirrors |  |  |  |  |  |
| Member door inside |  |  |  |  |  |
| Member door outside |  |  |  |  |  |
| Guest door inside |  |  |  |  |  |
| Guest door outside |  |  |  |  |  |
| Wipe down tanning bed 1 inside and out |  |  |  |  |  |
| Wipe down tanning bed 2 inside and out |  |  |  |  |  |
| **Toilets** | | | | | |
| Brush and clean large woman's toilet |  |  |  |  |  |
| Brush and clean small woman's toilet |  |  |  |  |  |
| Brush and clean small men's toilet |  |  |  |  |  |
| Brush and clean large men's toilet |  |  |  |  |  |
| **Furniture polish** | | | | | |
| Guest waiting chairs |  |  |  |  |  |
| Guest table |  |  |  |  |  |
| Workout floor lockers |  |  |  |  |  |
| Workout floor desk |  |  |  |  |  |
| Office desk |  |  |  |  |  |
| Office counter tops |  |  |  |  |  |
| Office cabinets |  |  |  |  |  |
| **Mop** | | | | | |
| Large woman's bathroom |  |  |  |  |  |
| Small woman's bathroom |  |  |  |  |  |
| Small men's bathroom |  |  |  |  |  |
| Large men's bathroom |  |  |  |  |  |
| Tanning room 1 |  |  |  |  |  |
| Tanning room 2 |  |  |  |  |  |
| Guest waiting area |  |  |  |  |  |
| Gym floor |  |  |  |  |  |
| Treadmill step rails |  |  |  |  |  |
| Fold towels from dryer |  |  |  |  |  |
| Put load of towels in the dryer |  |  |  |  |  |
| **Every Friday** | | | | | |
| Vacuum and mop under each treadmill |  |  |  |  |  |
| Vacuum and mop under each elliptical |  |  |  |  |  |
| Wipe down all gym equipment |  |  |  |  |  |
| Check batteries in all air fresheners |  |  |  |  |  |
| Replace empty air fresheners |  |  |  |  |  |
| Pledge large women’s bathroom door |  |  |  |  |  |
| Pledge small women’s bathroom door |  |  |  |  |  |
| Pledge small men’s bathroom door |  |  |  |  |  |
| Pledge large men’s bathroom door |  |  |  |  |  |
| Pledge cabinet in tanning room 1 |  |  |  |  |  |
| Pledge cabinet in tanning room 2 |  |  |  |  |  |
| **1st and 15th Maintenance** | | | | | |
| Wipe down walls in tanning room 1 |  |  |  |  |  |
| Wipe down walls in tanning room 2 |  |  |  |  |  |
| Clean behind cabinet in tanning room 1 |  |  |  |  |  |
| Clean behind cabinet in tanning room 2 |  |  |  |  |  |
| Clean windows inside and out |  |  |  |  |  |
| Wipe down vending machines (including top) |  |  |  |  |  |
| Lime Away drinking fountain |  |  |  |  |  |
| Lime Away bathroom sinks |  |  |  |  |  |
| Furniture polish office door |  |  |  |  |  |
| Furniture polish tanning room 1 door |  |  |  |  |  |
| Furniture polish tanning room 2 door |  |  |  |  |  |
| Furniture polish utility room door |  |  |  |  |  |
| Dust bathroom light fixtures |  |  |  |  |  |