

Gym Cleaning Checklist

Daily, Weekly, and Monthly logs for keeping your facility spotless, compliant, and member-ready.

50
DAILY
TASKS

28
WEEKLY
TASKS

27
MONTHLY
TASKS

12_{mo}
LOG
RETENTION

FACILITY NAME

MONTH / YEAR

i **How to use:** Print one copy per day (daily log), one per week (weekly log), and one per month (monthly log). All tasks must be signed off by the responsible staff member. Retain completed logs for a minimum of **12 months**.



Daily Cleaning Log

25 + 9 + 16
TOTAL TASKS

DATE _____

DAY _____

OPENING TASKS

Complete before first members arrive.

#	TASK	ZONE	DONE	SIGN	TIME
1	Disinfect cardio machine handlebars and touchscreens	GYM FLOOR	<input type="checkbox"/>		
2	Disinfect all free weights and barbells (including knurling)	GYM FLOOR	<input type="checkbox"/>		
3	Disinfect all weight machine grips, seats, and back pads	GYM FLOOR	<input type="checkbox"/>		
4	Disinfect all benches — top, sides, and underside	GYM FLOOR	<input type="checkbox"/>		
5	Disinfect all cable handles, ropes, and attachments	GYM FLOOR	<input type="checkbox"/>		
6	Disinfect pull-up bars and rig attachment points	GYM FLOOR	<input type="checkbox"/>		
7	Wipe all mirrors	GYM FLOOR	<input type="checkbox"/>		
8	Sweep or vacuum gym floor	GYM FLOOR	<input type="checkbox"/>		
9	Mop gym floor	GYM FLOOR	<input type="checkbox"/>		
10	Check and refill member wipe/spray dispensers	GYM FLOOR	<input type="checkbox"/>		
11	Fill all hand sanitizer stations	ALL AREAS	<input type="checkbox"/>		
12	Wipe entry door handles, push bars, access control panels	ENTRANCE	<input type="checkbox"/>		
13	Disinfect reception desk, card reader, and keyboard	RECEPTION	<input type="checkbox"/>		

#	TASK	ZONE	DONE	SIGN	TIME
14	Empty all waste bins — replace liners	ALL AREAS	<input type="checkbox"/>		
15	Mop entrance floor	ENTRANCE	<input type="checkbox"/>		
16	Disinfect all toilet surfaces, seat, lid, flush handle	CHANGING ROOMS	<input type="checkbox"/>		
17	Disinfect all basin taps and surround	CHANGING ROOMS	<input type="checkbox"/>		
18	Disinfect hand dryer buttons and soap dispensers	CHANGING ROOMS	<input type="checkbox"/>		
19	Clean mirrors	CHANGING ROOMS	<input type="checkbox"/>		
20	Mop all changing room and shower floors	WET AREAS	<input type="checkbox"/>		
21	Clear and disinfect shower drain grates	WET AREAS	<input type="checkbox"/>		
22	Restock soap, hand sanitizer, and paper products	CHANGING ROOMS	<input type="checkbox"/>		
23	Empty sanitary bins — replace liners	CHANGING ROOMS	<input type="checkbox"/>		
24	Inspect benches for damage — clean all surfaces	CHANGING ROOMS	<input type="checkbox"/>		
25	Disinfect drinking fountains and hydration stations	ALL AREAS	<input type="checkbox"/>		

Opening sign-off: _____ Time: _____

SCHEDULED ROUNDS

Every 2 hours during operating hours. Minimum two rounds per operating day. Write time alongside each tick.

#	TASK	ROUND 1	ROUND 2	ROUND 3	ROUND 4
1	Wipe entry door handles and access terminals	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
2	Disinfect cardio machine handlebars and screens	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
3	Disinfect cable handles and machine grips	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
4	Check and refill wipe dispensers	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

#	TASK	ROUND 1	ROUND 2	ROUND 3	ROUND 4
5	Spot-clean any floor spills immediately	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
6	Check and clean changing room floors/surfaces	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
7	Disinfect drinking fountains	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
8	Empty bins if more than three-quarters full	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
9	Check and clean toilet and handwashing facilities	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

CLOSING TASKS

After last member leaves.

#	TASK	ZONE	DONE	SIGN	TIME
1	Full disinfection — all cardio machine contact surfaces	GYM FLOOR	<input type="checkbox"/>		
2	Full disinfection — all weight machine grips and pads	GYM FLOOR	<input type="checkbox"/>		
3	Full disinfection — all free weights and barbells	GYM FLOOR	<input type="checkbox"/>		
4	Full disinfection — all benches and exercise mats	GYM FLOOR	<input type="checkbox"/>		
5	Wipe all mirrors	GYM FLOOR	<input type="checkbox"/>		
6	Sweep and mop all gym floor surfaces	GYM FLOOR	<input type="checkbox"/>		
7	Return all equipment to correct storage	GYM FLOOR	<input type="checkbox"/>		
8	Check and refill all wipe and sanitizer dispensers	GYM FLOOR	<input type="checkbox"/>		
9	Full disinfection — all toilet and basin surfaces	CHANGING ROOMS	<input type="checkbox"/>		
10	Scrub all shower floors and walls	WET AREAS	<input type="checkbox"/>		
11	Disinfect all locker handles and bench surfaces	CHANGING ROOMS	<input type="checkbox"/>		

#	TASK	ZONE	DONE	SIGN	TIME
12	Mop all changing room and shower floor surfaces	WET AREAS	<input type="checkbox"/>		
13	Apply enzymatic drain treatment to shower drains	WET AREAS	<input type="checkbox"/>		
14	Empty all bins — remove waste bags	ALL AREAS	<input type="checkbox"/>		
15	Wipe entry points and reception surfaces	ENTRANCE / RECEPTION	<input type="checkbox"/>		
16	Mop entrance floor	ENTRANCE	<input type="checkbox"/>		

Closing sign-off: _____ Time: _____

Supervisor review: _____ Date: _____



Weekly Cleaning Log

WEEK COMMENCING _____

COMPLETED BY _____



GYM EQUIPMENT — DEEP CLEAN

#	TASK	DONE	SIGN	DATE	NOTES
1	Strip, disinfect and dry all cable machine attachments	<input type="checkbox"/>			
2	Disinfect all weight stacks, frames, and selector pins	<input type="checkbox"/>			
3	Clean under and behind all cardio machines	<input type="checkbox"/>			
4	Inspect all upholstery — log and report any damage	<input type="checkbox"/>			
5	Wipe all storage racks, plate trees, dumbbell stands	<input type="checkbox"/>			
6	Clean all mirrors top to bottom with glass cleaner	<input type="checkbox"/>			
7	Clean accessible fan blades and ventilation surfaces	<input type="checkbox"/>			



FLOORING — DEEP CLEAN

#	TASK	DONE	SIGN	DATE	NOTES
8	Deep scrub all rubber gym flooring (including edges)	<input type="checkbox"/>			
9	Scrub and disinfect all mat and turf zones	<input type="checkbox"/>			
10	Clean floor edges, skirting boards, and corners	<input type="checkbox"/>			



CHANGING ROOMS & WET AREAS — DEEP CLEAN

#	TASK	DONE	SIGN	DATE	NOTES
11	Scrub shower tiles and grout (anti-fungal product, allow to dwell)	<input type="checkbox"/>			
12	Remove, descale, and refit all showerheads	<input type="checkbox"/>			
13	Scrub toilet bowls under rim — apply and allow dwell time	<input type="checkbox"/>			
14	Deep clean all basin fixtures and tap surrounds	<input type="checkbox"/>			
15	Scrub all locker interiors and door surfaces — leave to air dry	<input type="checkbox"/>			
16	Scrub locker room benches — including underside and legs	<input type="checkbox"/>			
17	Apply anti-fungal treatment to all wet area floor surfaces	<input type="checkbox"/>			
18	Clean drain grates — apply enzymatic treatment to drain bodies	<input type="checkbox"/>			
19	Check for mould/mildew on grout, sealant, and corners — treat	<input type="checkbox"/>			



RECEPTION AND ENTRY AREAS

#	TASK	DONE	SIGN	DATE	NOTES
20	Clean all glass entry doors — inside and out	<input type="checkbox"/>			
21	Wipe all signage and notice boards	<input type="checkbox"/>			
22	Clean under and behind reception desk furniture	<input type="checkbox"/>			
23	Wipe all chairs and waiting area seating	<input type="checkbox"/>			



WASTE AND COMPLIANCE

#	TASK	DONE	SIGN	DATE	NOTES
24	Clean and disinfect all waste bins (not just liner change)	<input type="checkbox"/>			

#	TASK	DONE	SIGN	DATE	NOTES
25	Confirm clinical/sanitary waste disposal is current	<input type="checkbox"/>			
26	Review daily cleaning logs — investigate any unsigned tasks	<input type="checkbox"/>			
27	Stock check — cleaning products and PPE — reorder if needed	<input type="checkbox"/>			
28	Confirm HazCom data sheets on file for all products in use	<input type="checkbox"/>			

Supervisor sign-off: _____ Date: _____



Monthly Cleaning Log

MONTH / YEAR _____

COMPLETED BY _____



EQUIPMENT AND FABRIC

#	TASK	DONE	SIGN	DATE	NOTES
1	Inspect all upholstery — document condition; schedule repairs	<input type="checkbox"/>			
2	Lubricate all cable pulleys, guide rods, and pivot points	<input type="checkbox"/>			
3	Clean all suspension trainer straps, rings, and anchors	<input type="checkbox"/>			
4	Inspect all equipment bolts, floor anchors, and wall mounts	<input type="checkbox"/>			
5	Clean and inspect emergency stop cords on cardio machines	<input type="checkbox"/>			



AIR QUALITY AND VENTILATION

#	TASK	DONE	SIGN	DATE	NOTES
6	Clean or replace accessible ventilation filters	<input type="checkbox"/>			
7	Clean all ceiling-mounted fan units	<input type="checkbox"/>			
8	Inspect and clean air purification unit filters (if installed)	<input type="checkbox"/>			
9	Check walls and ceilings for condensation or damp — report	<input type="checkbox"/>			



WET AREAS — SPECIALIST TASKS

#	TASK	DONE	SIGN	DATE	NOTES
10	Full anti-fungal treatment of all wet surfaces (tile, grout, drains)	<input type="checkbox"/>			
11	Legionella check — review water temp logs (>60°C cylinder; >50°C outlet)	<input type="checkbox"/>			
12	Inspect thermostatic shower valves	<input type="checkbox"/>			
13	Flush any outlets used less than once per week for 2 minutes	<input type="checkbox"/>			
14	Deep clean sauna — benches, walls, floor, check heater/ventilation	<input type="checkbox"/>			
15	Deep clean steam room — scrub all surfaces, descale steam outlet	<input type="checkbox"/>			



RECEPTION AND COMMON AREAS

#	TASK	DONE	SIGN	DATE	NOTES
16	Clean all light fittings and light switches	<input type="checkbox"/>			
17	Wipe all internal and external signage	<input type="checkbox"/>			
18	Deep clean staff areas and staff toilets	<input type="checkbox"/>			
19	Clean AED unit casing, fire extinguisher housings, exit signage	<input type="checkbox"/>			



COMPLIANCE AND DOCUMENTATION

#	TASK	DONE	SIGN	DATE	NOTES
20	Conduct formal cleaning audit — walk all areas vs checklist	<input type="checkbox"/>			
21	Review and update facility cleaning risk assessment if needed	<input type="checkbox"/>			
22	Review staff cleaning training records — schedule refreshers	<input type="checkbox"/>			
23	Review Legionella risk assessment — update if system changed	<input type="checkbox"/>			

#	TASK	DONE	SIGN	DATE	NOTES
24	Confirm all HazCom data sheets are current for products in use	<input type="checkbox"/>			
25	Confirm waste contractor documentation is current	<input type="checkbox"/>			
26	File and retain all daily and weekly logs for the month	<input type="checkbox"/>			
27	Review and action member cleanliness feedback received	<input type="checkbox"/>			

Supervisor sign-off: _____ Date: _____

Manager review: _____ Date: _____



Key Compliance Reminders

REQUIREMENT	STANDARD	ACTION
Cleaning risk assessment	OSHA GENERAL DUTY CLAUSE	Document and review annually or after facility changes
HazCom compliance	OSHA HAZCOM 29 CFR 1910.1200	Safety data sheets on file; staff trained; PPE provided
Legionella risk assessment	OSHA L8 / HSG274	Written assessment; water temperature log maintained
Cleaning records available	OSHA / LOCAL AUTHORITY	Retain all logs minimum 12 months
Staff training records	OSHA GUIDANCE	Record initial and refresher training; review every 6 months
Disinfectant dwell time	CDC / PRODUCT LABEL	Train staff: product must remain wet for full dwell time
Hot water temperatures	OSHA L8	Cylinder >60°C; outlet >50°C within 1 minute

POWERED BY GYMROUTE

Automate the admin. Keep the cleaning.

Gym management software built for independent gyms and boutique studios.

[Book a Demo →](#)