



HEARTBEAT FITNESS REPAIR

SERVICE • REPAIR • PREVENTIVE MAINTENANCE

Factory-trained service for residential and commercial fitness equipment

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Fitness Room Walkthrough Checklist

FACILITY GUIDE | DAILY, WEEKLY & MONTHLY CHECKS FOR STAFF AND PROPERTY MANAGERS

A brief daily visual check can reveal damage, loose parts, or other reasons to stop using a machine. This checklist is not a technical inspection or a guarantee of safety. If a check fails, prevent use, follow your facility's isolation procedure, and request service. Keep covers in place; no tools are needed for this walkthrough.

TAKE IT OUT OF SERVICE RIGHT AWAY IF YOU FIND

Stop use for smoke, sparks, burning smells, damaged cords, frayed cables, loose load-bearing parts, a damaged belt or step, or a failed emergency stop. Prevent access and follow the facility's isolation procedure. Unplug only if safe; do not touch wet, hot, or sparking electrical parts. Call for service.

DAILY CHECK (OPENING OR CLOSING)

- ☐ **Look over each machine** for damage, loose parts, or anything out of place.
- ☐ Visually check cords and plugs for damage; do not touch suspected hot or unsafe parts.
- ☐ **Treadmills:** safety key present and works; belt is centered and runs smoothly; nothing under or beside the belt.
- ☐ **Ellipticals, bikes, steppers:** pedals, handles, and seats are tight; no new noises or wobble.
- ☐ **Cable machines:** cables, straps, and pulleys show no fraying; handles and attachments are present.
- ☐ **Weight stacks:** selector pin is present and seats fully; no tilted or sticking stacks.
- ☐ **Free weights and racks:** pins, safeties, and collars are present and secure.
- ☐ **Consoles:** display works and no error messages are showing.
- ☐ Cleaning supplies are stocked; use only products approved for each equipment surface.
- ☐ **Floors and walkways** are clear; there is a clear path around each machine.

WEEKLY CHECK

- ☐ Wipe down frames, seats, rails, and handles with an approved cleaner; wipe consoles with a screen-safe cloth.
- ☐ Treadmills: vacuum around and under the machine; check belt tracking visually against the side rails.
- ☐ Note unusual noises during normal safe use; do not run a suspect machine to test it.
- ☐ Check leveling feet and that each machine is stable and does not rock.
- ☐ Look for rust or corrosion on exposed metal, especially in humid rooms.
- ☐ Confirm all "Out of Service" tags are still in place and service has been requested.

MONTHLY CHECK

- ☐ Compare equipment against your inventory — any missing, moved, or newly damaged items?
- ☐ Review the log below for repeated issues on the same machine.
- ☐ Confirm the last professional service date for each machine and schedule the next one if due.
- ☐ Check the room for humidity, leaks, or pests.

WEEKLY LOG

Check the box each day an item has been looked over. Write the machine or location on the left.

EQUIPMENT / LOCATION	MON	TUE	WED	THU	FRI	SAT	SUN
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WHEN TO CALL US

Call when a check fails, a problem returns, or a new noise or error appears. Preventive maintenance helps identify wear and plan service; it does not guarantee lower repair costs or eliminate downtime.

Want a professional check on top of your own?

Our preventive maintenance visits inspect the drive systems, cables, electrical, and safety functions that a walkthrough cannot see — and we document what we find.

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