Fitness Equipment Maintenance Log

For gyms, apartment communities, hotels and any facility with a fitness room.

Equipment does not fail overnight. It wears down gradually, and the signs show up long before the "out of order" sign does. This log gives you one place to write those signs down, so you can see which machines are wearing, what was done about it, and when each one is due next.

WHAT IS IN THIS LOG

1. **Maintenance checklist**: what a preventive maintenance visit should cover, by machine type.
2. **Equipment list**: every machine on your floor, with its serial number and warranty date.
3. **Machine log**: one page per machine. Print as many as you need.
4. **Problem report**: for staff to write down a problem the day it happens.

HOW TO USE IT

1. Fill in the equipment list once. The serial number is on a plate or sticker on the frame, usually near the base or the front of the machine.
2. Print one machine log page for each machine and keep them together in a binder.
3. After every maintenance visit, repair or staff check, add a line to that machine's page.
4. When staff spot a problem, they fill in the problem report the same day.
5. Keep the binder where your service technician and your managers can find it.

HOW OFTEN

Quarterly maintenance is the baseline for most commercial facilities. Busy floors, such as 24-hour gyms, large apartment communities and university recreation centers, do better monthly. Treadmills set the pace: belts, decks and drive motors wear with every mile.

> **Why keep a written record?** It shows which machines cost you the most to keep running, so you can plan replacements before they fail. It is also the record many facilities keep in their files for insurance, liability and brand-standard audits. If a machine is under 3 years old, check its warranty before paying for a repair.

Preventive maintenance checklist

What a preventive maintenance visit should cover on every machine. Use it to plan a visit or to check one that was done.

Every machine, every visit

- ☐ Inspect belts, decks, rollers, drive systems, cables, pulleys, frames and hardware
- ☐ Clean motor compartments, drive areas and consoles (dust is the number one cause of electronics failure)
- ☐ Lubricate decks, pivots and guide rods to the manufacturer's spec
- ☐ Adjust and calibrate: belt tracking and tension, speed and incline, resistance
- ☐ Check error-code history and wear
- ☐ Make minor repairs on the spot; write down any larger repair that is coming
- ☐ Write a record for the machine

Treadmills

- ☐ Belt and deck inspection
- ☐ Lubrication
- ☐ Belt tracking
- ☐ Motor and controller checks

Ellipticals

- ☐ Bearings
- ☐ Drive belts
- ☐ Pedal arms
- ☐ Resistance system
- ☐ Console

Bikes

- ☐ Crank and pedal service
- ☐ Resistance calibration
- ☐ Console check

Stepmills

- ☐ Step chain and drive service
- ☐ Sensors
- ☐ Handrails
- ☐ Console

Strength and cable machines

- ☐ Cable and pulley inspection
- ☐ Weight stack guide rods
- ☐ Upholstery

Rowers

- ☐ Chain
- ☐ Damper
- ☐ Monitor
- ☐ Seat rail

SIGNS TO WRITE DOWN BETWEEN VISITS

- Belt hesitates or slips when starting
- Burning smell near a treadmill motor
- Squeaks, clicks or grinding from ellipticals
- Console errors that come and go
- Bike resistance that feels uneven
- Frayed cables on strength machines
- Loose hardware or wobble
- "Out of order" signs that keep coming back

Always follow the manufacturer's owner's manual. If a machine smells like burning, sparks, or has a frayed cable, take it out of use and call for service.

Equipment list

Facility: _____ Updated: _____

#	Machine type	Brand	Model	Serial number	Location	Installed	Warranty ends
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

The serial number is on a plate or sticker on the frame. A phone photo of each plate is a good backup.

Machine log

MACHINE TYPE _____ BRAND _____ MODEL _____ SERIAL NUMBER _____ LOCATION _____ INSTALLED / WARRANTY ENDS _____

Date	Type	What was checked or done	Parts replaced	Condition	Next due	By

Type: PM = preventive maintenance visit · R = repair · S = staff check. **Condition:** Good · Watch · Down.

Problem report

Staff: write it down the day it happens. Include any error code shown on the screen.

Date	Machine (# from list)	What happened	Error code	Sign up?	Reported to	Fixed (date)

Need a technician? ServiceRX repairs and maintains commercial and home fitness equipment, all major brands, in North Carolina and South Carolina. Call or text 888-383-6371 or request service at gosrx.com.