STANDARD OPERATING PROCEDURE

Gym Equipment Cleaning SOP

Document no.	SOP-FIT-002
Revision	1.0
Owner	Gym Manager
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Review cycle	Every 12 months

1. Purpose

To make sure gym equipment is kept clean and hygienic between members, inspected regularly for wear or damage, and any hazard is removed from service quickly.

2. Scope

Applies to cardio machines, strength equipment, free weights and mats on the gym floor. Locker room and shower cleaning is covered by the opening and closing SOP.

Definitions

Out-of-service tag	A visible tag placed on equipment removed from use until it is repaired or inspected.
High-touch surface	A part of equipment members frequently touch, such as handles, grips and touchscreens.
Deep clean	A scheduled, more thorough clean beyond the daily wipe down, covering areas not reached during regular use.

3. Responsibilities

Fitness Attendant	Performs scheduled cleaning and inspection of equipment and reports any defect found.
Personal Trainer	Reminds members to wipe down equipment after use and flags any equipment issue noticed during sessions.
Gym Manager	Schedules deep cleaning, approves equipment repairs, and tracks out-of-service equipment to resolution.

RACI matrix

Activity	Fitness Attendant	Personal Trainer	Gym Manager
Restock member wipe-down stations	R/A	I	I
Perform scheduled deep cleaning	R/A	-	I
Inspect equipment for wear or damage	R	C	A
Tag and track out-of-service	R	I	A

Activity	Fitness Attendant	Personal Trainer	Gym Manager
equipment			
Respond to a bodily fluid spill	R/A	I	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Disinfectant spray and wipe-down stations
- Microfiber cloths
- Equipment cleaning and inspection checklist
- Out-of-service tags
- Lubricant for cables and moving parts
- Biohazard spill kit

Personal protective equipment

- Disposable gloves
- Eye protection when using concentrated disinfectant

5. Procedure

Step	Task	Owner	Done
5.1	**Restock wipe-down stations** Check disinfectant spray bottles and paper towel or wipe stations around the floor at the start of each shift and refill any that are low.	Fitness Attendant	☐
5.2	**Remind members to wipe down equipment** Prompt members to wipe down equipment after use if you notice they skip it, and point out the nearest wipe-down station.	Personal Trainer	☐
5.3	**Deep clean cardio equipment** On the scheduled rotation, wipe down the full frame, console, screen and underside of each cardio machine with the approved disinfectant.	Fitness Attendant	☐
5.4	**Deep clean strength equipment and weights** Wipe down strength machine seats, pads, handles and weight plates on the scheduled rotation, paying attention to grip areas.	Fitness Attendant	☐
5.5	**Disinfect high-touch surfaces** Disinfect handles, grips, touchscreens and shared surfaces more frequently than the full equipment clean, especially during busy hours.	Fitness Attendant	☐
5.6	**Clean and inspect mats** Wipe down stretching and exercise mats after each scheduled clean and check for tears, excessive wear or odor that would require replacement.	Fitness Attendant	☐
5.7	**Check cables and moving parts** Inspect cables, pulleys and moving parts on strength machines for fraying or stiffness, and apply lubricant according to the manufacturer's instructions. **Checkpoint:** Any frayed cable or unusual noise from a moving part is reported the same day, not left for the next inspection.	Fitness Attendant	☐

Step	Task	Owner	Done
5.8	**Inspect equipment for wear or damage** Check each piece of equipment on the rotation for loose bolts, cracked upholstery, exposed wiring or other damage, and log any defect found.	Fitness Attendant	☐
5.9	**Tag and remove faulty equipment** Place an out-of-service tag on any equipment found unsafe, unplug it if applicable, and notify the gym manager for repair or replacement. **Warning:** Never leave damaged or malfunctioning equipment available for members to use, even temporarily.	Fitness Attendant	☐
5.10	**Respond to a bodily fluid spill** Put on gloves, remove any member from the area, clean and disinfect the affected surface following the biohazard spill kit instructions, and ventilate the area. **Warning:** Treat all bodily fluid spills as a biohazard and dispose of cleanup materials per the spill kit instructions and local regulations.	Fitness Attendant	☐
5.11	**Log the cleaning checklist** Sign off the cleaning and inspection checklist at the end of each shift, noting any equipment flagged for repair.	Fitness Attendant	☐
5.12	**Track equipment back into service** Confirm the repair or replacement is complete and equipment is inspected before removing the out-of-service tag and returning it to the floor.	Gym Manager	☐

6. Quality checks

- Every high-touch surface is disinfected at least once per shift.
- No equipment stays tagged out-of-service without a logged repair status.
- Cleaning checklist is signed off at the end of every shift.
- Wipe-down stations are stocked throughout operating hours.

7. Records

- Daily equipment cleaning checklist
- Equipment defect and repair log
- Out-of-service equipment tracker
- Biohazard spill incident log

8. KPIs

- Percentage of scheduled deep cleans completed on time
- Average time equipment stays tagged out-of-service
- Number of equipment defects reported per month
- Member complaints about cleanliness per month

9. Common mistakes

- Skipping the underside or console of cardio equipment during a deep clean.
- Leaving a frayed cable in service until the next scheduled inspection.
- Not logging a defect because the equipment still seems to work.
- Cleaning up a bodily fluid spill without gloves or the proper disinfectant.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Alexa Uskova

Approval

Prepared by	Approved by	Date

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