[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Gym cleaning checklist

Daily gym cleaning - floor, studios, changing rooms and touch points.

Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Gym floor - swept, mopped, equipment wiped down	☐	☐	☐
Studios cleaned after each class block	☐	☐	☐
Changing rooms - benches, lockers, floors	☐	☐	☐
Showers descaled and disinfected	☐	☐	☐
Toilets cleaned and restocked	☐	☐	☐
High-touch points disinfected (handles, screens, rails)	☐	☐	☐
Mirrors cleaned	☐	☐	☐
Bins emptied	☐	☐	☐
Water fountains cleaned	☐	☐	☐
Lost property logged	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date