

A COMPLETE GYM CLEANING CHECKLIST

Daily • Weekly • Monthly • Quarterly | Printable facility checklist

Facility: _____	Date: _____
Cleaner / Team: _____	Shift: _____

Priority Areas

- ☐ Gym equipment and high-touch surfaces
- ☐ Floors, corners, and areas beneath/behind equipment
- ☐ Exercise, yoga, and gymnastics mats
- ☐ Restrooms, showers, sinks, faucets, and dispensers
- ☐ Locker rooms and changing rooms
- ☐ Free-weight areas and smaller equipment
- ☐ Reception, lobby, seating, and common areas
- ☐ Entryways, doors, gates, stairs, and other high-traffic surfaces

DAILY CLEANING

Recommended frequency: Every day, with high-touch surfaces addressed throughout operating hours as needed.

- ☐ Sweep and mop gym floors; vacuum corners and areas beneath furniture/equipment.
- ☐ Wipe and disinfect treadmills, cardio machines, benches, resistance equipment, handrails, screens, buttons, and other touchpoints.
- ☐ Empty all trash bins, replace liners, and address odors.
- ☐ Clean mirrors, windows, and glass surfaces with an appropriate glass cleaner and lint-free cloth.
- ☐ Wipe benches, seating, seams, and hard-to-reach areas to remove sweat and dirt.
- ☐ Clean and disinfect restrooms: floors, toilets, seats, sinks, faucets, dispensers, and doorknobs.
- ☐ Restock restroom essentials: toilet paper, hand soap, and paper towels.
- ☐ Inspect the facility for maintenance issues, damaged fixtures, lighting problems, equipment concerns, and vacuum condition.

WEEKLY CLEANING

Recommended frequency: Once per week, with additional attention after heavy-use periods.

- ☐ Deep-clean and vacuum floors, including corners and areas under/behind furniture.
- ☐ Deep-clean changing rooms: benches, doors, locker interiors, sinks, mirrors, and floors.
- ☐ Dust and wipe all gym equipment, including cardio machines and fitness equipment.
- ☐ Vacuum and deep-clean upholstered sofas and seating; remove spills, stains, sweat, and odors.
- ☐ Thoroughly clean and disinfect studios, group-class rooms, and workout areas.
- ☐ Vacuum, wash, or steam-clean rugs and carpets as appropriate.

- ☐ Deep-clean and disinfect gym, yoga, and exercise mats.
- ☐ Deep-clean restrooms and locker rooms, including showers, grout, walls, corners, fixtures, and dispensers.
- ☐ Wash, sanitize, deodorize, and reline trash bins.
- ☐ Dust and wipe light fixtures, décor, ceiling fans, vents, desks, and other overlooked surfaces.
- ☐ Clean windows, glass doors, mirrors, and other glass surfaces.

MONTHLY CLEANING

Recommended frequency: Once per month, with professional services used for specialized systems or deep-cleaning needs.

- ☐ Scrub gym floors to remove built-up grime, sticky residue, and stains using the appropriate floor-care product.
- ☐ Inspect exercise equipment for condition and clean joints, corners, crevices, and other hard-to-reach areas.
- ☐ Steam-clean carpets, rugs, gym mats, and upholstery as appropriate for the material.
- ☐ Deep-clean mirrors and glass throughout the facility.
- ☐ Deep-clean restrooms, including tile grout, persistent stains, vents, and windows.
- ☐ Clean and inspect HVAC vents and related components; arrange professional duct cleaning when needed.
- ☐ Deep-clean reception areas, lobbies, waiting/rest areas, entrances, and stairs.
- ☐ Empty, clean, and reorganize storage rooms and cabinets; discard unnecessary items.

QUARTERLY / SEMI-ANNUAL TASKS

Recommended frequency: Quarterly for facility deep-cleaning; HVAC inspection and floor refinishing may be semi-annual depending on the system and flooring.

- ☐ Inspect HVAC system, ducts, vents, and filters; replace filters or faulty components as needed.
- ☐ Deep-clean or refinish hardwood/vinyl flooring as appropriate; scrub and sanitize rubber flooring.
- ☐ Professionally clean upholstered benches, reception sofas, and visitor seating; repair or replace damaged padding.
- ☐ Dust and deep-clean walls and ceilings; inspect corners for mold or other issues.
- ☐ Touch up paint or finishes where needed to maintain a clean, professional appearance.

CLEANING SUPPLIES CHECKLIST

- ☐ Microfiber cloths
- ☐ Disinfectant sprays
- ☐ Mop systems
- ☐ Vacuum cleaners
- ☐ Hardwood and rubber gym floor cleaners
- ☐ Scrubbing brushes
- ☐ Sanitizing wipes
- ☐ Protective gear (gloves, masks, and other required PPE)

HEALTH & SAFETY CHECK

- ☐ Use appropriate PPE while cleaning and handling chemicals.
- ☐ Label and store cleaning chemicals properly and securely.
- ☐ Place caution/wet-floor signs during floor cleaning.
- ☐ Use cleaning products appropriate for the specific surface or equipment.
- ☐ Follow applicable facility, OSHA, CDC, and product-label requirements.
- ☐ Keep ventilation adequate when using cleaning/disinfecting products.
- ☐ Train cleaning staff on sanitization procedures and safe chemical handling.

**FINAL WALK-T
THROUGH**

☐ All scheduled areas completed ☐ Supplies restocked ☐ Issues reported

Notes: _____

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