WEEKLY HOUSEKEEPING CHECKLIST

Complete daily- send to your Area Manager at end of the week to review

| **Day of the Week** | **Sections of the Club** | **Time Completed** | **Staff Initials** |
| --- | --- | --- | --- |
| **Monday** | Restrooms/showers (Clean/Restock)  Empty Trash/Restock,  Re-rack weights,  Dust all machines & high rise,  Vacuum/Dust Cardio and Strength Area  Clean Windows/Dust Lobby and member area | Open-  Noon-  2pm-  4pm-  Closing- | GM initials  Trainer/AGM initials  GM initials  Trainer/AGM initials  GM initials |
| **Tuesday** | Restrooms/showers(Clean/Restoke)  Empty Trash/Restock  Rerack Weights  Dust Cubbies and Free Weight area  Mop Studio/lobby area/free weight area  Clean Mirrors | Open-  Noon-  2pm-  4pm-  Closing- |  |
| **Wednesday** | Restrooms/showers (Clean/Restock)  Empty Trash/Restock,  Re-rack weights,  Dust all machines & high rise,  Vacuum/Dust Cardio and Strength Area  Clean Windows/Dust Lobby and member area | Open-  Noon-  2pm-  4pm-  Closing- |  |
| **Thursday** | Restrooms/showers(Clean/Restoke)  Empty Trash/Restock  Rerack Weights  Dust Cubbies and Free Weight area  Mop Studio/lobby area/free weight area  Clean Mirrors | Open-  Noon-  2pm-  4pm-  Closing- |  |
| **Friday** | Restrooms/showers (Clean/Restock)  Empty Trash/Restock,  Re-rack weights,  Dust all machines & high rise,  Vacuum/Dust Cardio and Strength Area  Clean Windows/Dust Lobby and member area | Open-  Noon-  Closing- |  |
| **Saturday** | Restrooms/showers(Clean/Restoke)  Empty Trash/Restock  Rerack Weights  Dust Cubbies and Free Weight area  Mop Studio/lobby area/free weight area  Clean Mirrors | Open-  Noon-  Closing- |  |

* ***2x a month dust all fans throughout the club, clean floor boards of the club***
* ***GM’s will send this weekly to Area Manager via email***