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 AreaClean Windows/Dust Lobby and member area | Open-Noon-2pm-4pm-Closing- | GM initialsTrainer/AGM initialsGM initialsTrainer/AGM initialsGM initials  |
| **Tuesday**  | Restrooms/showers(Clean/Restoke)Empty Trash/RestockRerack Weights Dust Cubbies and Free Weight areaMop Studio/lobby area/free weight areaClean 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 AreaClean Windows/Dust Lobby and member area | Open-Noon-2pm-4pm-Closing- |  |
| **Thursday** | Restrooms/showers(Clean/Restoke)Empty Trash/RestockRerack Weights Dust Cubbies and Free Weight areaMop Studio/lobby area/free weight areaClean 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 AreaClean Windows/Dust Lobby and member area | Open-Noon-Closing- |  |
| **Saturday** | Restrooms/showers(Clean/Restoke)Empty Trash/RestockRerack Weights Dust Cubbies and Free Weight areaMop Studio/lobby area/free weight areaClean 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***