

Maintenance/cleaning Log

Month/Year: _____

Cleaning/disinfecting tracking log											
STAFF INITIALS	DAY OF THE MONTH	Before 1st class: Customer area disinfecting Log completed	Before 1st Class: scrubber with disinfectant used on all floors, spot clean mirrors	At end of final class – Disinfect all equipment used that day for class. Example: paddles, boxes, cones, pool noodles etc.	Front desk shut-down: turn off i-pad and place in drawer; count cash, lock drawers; sanitize desktop, keyboard, and mouse	End of Night: Floors swept and rugs vacuumed	End of Night: Empty all trash bins and take trash to cart out back; replace trash bags; empty recycling if needed	Before Leaving: turn off lights, turn off TV in lobby and office, lock all doors: back room, back exit, front door and side latches	Weekly: wipe down all lobby chairs, benches, inside of cubbies; dust displays and bathroom decor	1st of Month: sanitize all balls and equipment; clean mirrors and inside windows and frames top to bottom	Bi-annually: lift all mats and clean sides and underneath (last completed _____)
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Head Instructor Reviewed _____ Date _____