

PREVENTATIVE MAINTENANCE & REPAIRS

WORKING THE CLEANING COMPANY:

In all your gyms is our contracted cleaning company that is there to keep your gyms clean. It is your responsibility to be in touch with them to make sure all cleaning is done correctly. Remember cleanliness will reflect to the members if the gym is clean or not which can be negative or positive to you. If anything is done correctly please email the cleaning company or contact Arielle Walker - Simply Green Cleaning Company and CC Lushon

Follow the cleaning sheet for the cleaning company: Sign in and off
Managers need to ensure everything is done correctly before they leave

Arielle Walker: info@simpligreencleaning.com
917.780.0950

WORKING WITH EQUIPMENT COMPANIES (WARRANTY)

Many times your gym will receive new equipment, which is always a great new thing for your club. The best perk is the warranty you are able to utilize on the equipment. Even though we never like to see things break. You will report any issues that were reported or seen to the warranty company for the branded equipment.

MATRIX BRANDS: 866-693-4863
FREEMOTION BRANDS: 1-877-363-8449
HOIST BRANDS: 800-548-5438
LIFE FITNESS: 1.800.351.3737

WORKING WITH BRAD (POST WARRANTY)

Brad is our equipment repair man, he goes to all locations reported by the General Manager to check on the issue, repair, or order parts for the equipment.

club24repair@gmail.com
Repair24

On the google drive for the email account above is the gyms individual repair guide where you will put the # of the equipment, brand, piece of equipment, and what is wrong with it. After putting the equipment down on the drive you will email Brad and CC Ed and Lushon to the email.

Send a picture of the issue to him:

Serial numbers:

Check if there is warranty before contacting Brad

This way we can track what gets fixed and see what the delay is for certain repairs

	A	B	C	D	E	
1	DATE	EQUIPMENT BRAND	TYPE OF EQUIPMENT	NUMBER OF MACHINE	PROBLEM	STATUS (Repaired / Scheduled Visit / Ordering Parts)
2	9/30	Human Sport	Ab Crunch	128	Cable needs replacement	Repaired
3	9/30	Matrix	Treadmill	T31	Walking belt loose	Repaired
4	10/1	Matrix	Treadmill	19	Stops Randomly within 10 mins of use (WOMENS ONLY ROOM)	Repaired
5	10/10	Bench	Star Trac	Bench	Knob Missing / Pop-Pin	Repaired
6	10/30	Matrix	Seated Row	S9	WIRING OFF TRACK AND CAUSING PROBLEMS	Repaired
7	10/30	Star Trac	SPIN BIKE	Womens Only Room	WHEEL AND PEDALS NOT IN SYNC	Repaired
8	11/19	Matrix	Climbmill	CM-03	Error Code / Not Working	Repaired

HOW TO BONUS: