

Facility Weekly Maintenance Checklist

The purpose of this form is to determine and track facility maintenance needs.

Form must be completed the every week.

Upon completion, facility needs and maintenance recorded on form should be submitted as a Facility Maintenance request.

Please circle facility
North Lakes Rec Center

Denia Rec Center

MLK Jr. Rec Center

American Legion Hall

Senior Center

Date of Inspection (mm/dd/yyyy)

4/3/23

Name of staff person conducting inspection

Area	Criteria	Yes	No	N/A	Comments
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Gym

Lights	Proper working order	/			
Backboards and Rims	Proper working order; free of breaks or cracks				
Gym Curtain	Operational free of holes or tears				
Bleachers	Sharp dangerous edges missing/free of loose pieces				
Floors	Surfaces clean, clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.	/			

Rooms and Lobby

Lights	Proper working order				
Tables	Free of breaks, cracks, loose legs and tops				
Chairs	Free of loose bolts, broken or loose legs and seats				
Game Tables	Free of missing pieces, broken or wobbly legs and broken tops				
Floors	Surfaces clean, clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.				
Kitchen Area	Appliances in working order				
Cabinets	Organized, doors closing properly, locked if needed				
Counters	Surfaces clean, clear of splinters, cracks, slippery/sticky substances.				

Offices

Lights	Proper working order				
Chairs	Free of loose bolts, broken/loose legs/seats				
Carpet	Free of curled up edges, free of tripping hazards		/		
Floors	Clear of extension cords				
In General	Safe condition				

Area	Criteria	Yes	No	N/A	Comments
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Restrooms

Lights	Proper working condition				
Stalls	Free of cracks, breaks, loose hinges/bolts				
Showers	Proper working condition				
Lockers	Proper working condition				
Plumbing Fixtures	Free of breaks/cracks, proper working order, free of leaks				
Toilets	In working order				
Toilet Paper	In working order				
Dispensers/Hand Dryers	In working order				
Floors	Surfaces clean and clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.				

Storage Areas

Lights	Proper working condition				
Chemicals	Stored safely				
Floors	Surfaces clean and clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.				

General

Ceiling Tiles	In place with no breaks				
Lights	Switches/Covers replaced and/or free of cracks/breaks and in working order.				
Electrical Outlets	Safe and in working order.				Kitchen outlet
PA System	In working order, check all rooms and speakers				
Walls	Clean				
Exits	Marked properly and area clear. Lights in working order. Evacuation plan posted				
A/C	Working order				
Fire Extinguisher	Checked, tagged, accessible				
Water Fountain	In working order, free of leaks				
Signage	Up to date				
Handicap Door	Working order				
AED	Working order, Expiration date on pads				
Door Locks	Working order				

Outside

Lights	Working order				
Windows	Free of cracks/breaks				
Sidewalks	Free of hole, cracks, and all debris				
Parking Lot	Free of holes, cracks, and all debris				
Outdoor Play area	Free of broken glass and/or broken/lose equipment				

Additional Comments:

Name of Supervisor:

Supervisor has reviewed form.

Necessary Facility Maintenance requests have been made.

ALSC Daily Checklist

Date: 4/3/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSE
Restrooms										
Head Count										
Flush toilets	M	M	M	M	M	M	TG	TG	TG	TG
Pick up trash/take out trash if needed										
Fill toilet paper dispensers										
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters										
Computer Room										
Head Count										
Pick up trash	M	M	M	M	M	M	TG	TG	TG	TG
Sweep floor if needed										
Mop floor if needed										
Wipe computers, key boards, mouse										
Wipe tables and counters										
Disinfect Chairs										
Clean windows and glass doors										
Recreation room										
Head Count										
Pick up trash	M	M	M	M	M	M	TG	TG	TG	TG
Wipe tables and chairs										
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture										
Multipurpose Room										
Head Count			3	5	8	5	5	6		
Pick up trash	M	M	M	M	M	M	TG	TG	TG	TG
Sweep floor if needed										
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room										
Head Count										
Pick up trash	M	M	M	M	M	M	TG	TG	TG	TG
Wipe down all equipment										
Sweep floor if needed										
Check fitness wipe dispensers and refill										
Clean hallway windows										
Return weights and equipment										
Lobby										
Head Count										
Pick up trash	M	M	M	M	M	M	TG	TG	TG	TG
Organize/ recycle outdated fliers and magazines										
Straighten front desk										
Straighten furniture										
Wipe counters and card readers										
Sweep floor if needed										
Clean cabinets/drawer faces										
Clean out lost and found										
Windex all glass doors, windows and plexiglass										
Wipe front desk (phone, keyboard, etc.)										
Total Facility Head Count										

*Initial when complete

Closing Shift: Please turn out the lights, lock all doors and set the alarm.

ALSC Daily Checklist

Date: 4/4/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSE
Restrooms										
Head Count										
Flush toilets	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Pick up trash/take out trash if needed										
Fill toilet paper dispensers										
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters										
Computer Room										
Head Count									4	
Pick up trash	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Sweep floor if needed										
Mop floor if needed										
Wipe computers, key boards, mouse										
Wipe tables and counters										
Disinfect Chairs										
Clean windows and glass doors										
Recreation room										
Head Count			3	2	6	6	5	4	1	
Pick up trash	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Wipe tables and chairs										
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture										
Multipurpose Room										
Head Count		2	8	10	10					
Pick up trash	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Sweep floor if needed										
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room										
Head Count										
Pick up trash	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Wipe down all equipment										
Sweep floor if needed										
Check fitness wipe dispensers and refill										
Clean hallway windows										
Return weights and equipment										
Lobby										
Head Count				2						
Pick up trash	fn	fn	fn	fn	fn	fn	fn	fn	fn	fn
Organize/ recycle outdated fliers and magazines										
Straighten front desk										
Straighten furniture										
Wipe counters and card readers										
Sweep floor if needed										
Clean cabinets/drawer faces										
Clean out lost and found										
Windex all glass doors, windows and plexiglass										
Wipe front desk (phone, keyboard, etc.)										
Total Facility Head Count										

*Initial when complete

Closing Shift: Please turn out the lights, lock all doors and set the alarm.

ALSC Daily Checklist

Date: 4/15/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSE
Restrooms										
Head Count										
Flush toilets	M	M	M	M	M	M	M	M	M	M
Pick up trash/take out trash if needed										
Fill toilet paper dispensers										
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters										
Computer Room										
Head Count	1	1	1	1	1	1	4	1	1	1
Pick up trash	M	M	M	M	M	M	M	M	M	M
Sweep floor if needed										
Mop floor if needed										
Wipe computers, key boards, mouse										
Wipe tables and counters										
Disinfect Chairs										
Clean windows and glass doors										
Recreation room										
Head Count				4	4					
Pick up trash	M	M	M	M	M	M	M	M	M	M
Wipe tables and chairs										
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture										
Multipurpose Room										
Head Count			7		6		10	15		
Pick up trash	M	M	M	M	M	M	M	M	M	M
Sweep floor if needed										
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room										
Head Count						2				
Pick up trash	M	M	M	M	M	M	M	M	M	M
Wipe down all equipment										
Sweep floor if needed										
Check fitness wipe dispensers and refill										
Clean hallway windows										
Return weights and equipment										
Lobby										
Head Count										
Pick up trash	M	M	M	M	M	M	M	M	M	M
Organize/ recycle outdated fliers and magazines										
Straighten front desk										
Straighten furniture										
Wipe counters and card readers										
Sweep floor if needed										
Clean cabinets/drawer faces										
Clean out lost and found										
Windex all glass doors, windows and plexiglass										
Wipe front desk (phone, keyboard, etc.)										
Total Facility Head Count										

*Initial when complete

Closing Shift: Please turn out the lights, lock all doors and set the alarm.

ALSC Daily Checklist

Date: 4/6/23

Handwritten notes:
 2/10
 2/10
 2/10

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSE
Restrooms										
Head Count										
Flush toilets	10	11	11	11	11	11	11	11	11	11
Pick up trash/take out trash if needed										
Fill toilet paper dispensers										
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters										
Computer Room										
Head Count										
Pick up trash	11	11	11	11	11	11	11	11	11	11
Sweep floor if needed										
Mop floor if needed										
Wipe computers, key boards, mouse										
Wipe tables and counters										
Disinfect Chairs										
Clean windows and glass doors										
Recreation room										
Head Count										
Pick up trash	11	11	11	11	11	11	11	11	11	11
Wipe tables and chairs										
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture										
Multipurpose Room										
Head Count		5	5	2	3	5	16	10		
Pick up trash	11	11	11	11	11	11	11	11	11	11
Sweep floor if needed										
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room										
Head Count					1	2				
Pick up trash	11	11	11	11	11	11	11	11	11	11
Wipe down all equipment										
Sweep floor if needed										
Check fitness wipe dispensers and refill										
Clean hallway windows										
Return weights and equipment										
Lobby										
Head Count										
Pick up trash	11	11	11	11	11	11	11	11	11	11
Organize/ recycle outdated fliers and magazines										
Straighten front desk										
Straighten furniture										
Wipe counters and card readers										
Sweep floor if needed										
Clean cabinets/drawer faces										
Clean out lost and found										
Windex all glass doors, windows and plexiglass										
Wipe front desk (phone, keyboard, etc.)										
Total Facility Head Count										

Handwritten notes:
 2/10
 2/10
 2/10

Handwritten notes:
 58
 38
 96

*Initial when complete

Closing Shift: Please turn out the lights, lock all doors and set the alarm.

ALSC Daily Checklist

Date: 4/17/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSE
Restrooms										
Head Count	u									
Flush toilets	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Pick up trash/take out trash if needed										
Fill toilet paper dispensers										
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters										
Computer Room										
Head Count						3				
Pick up trash	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Sweep floor if needed										
Mop floor if needed										
Wipe computers, key boards, mouse										
Wipe tables and counters										
Disinfect Chairs										
Clean windows and glass doors										
Recreation room										
Head Count										
Pick up trash	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Wipe tables and chairs										
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture										
Multipurpose Room										
Head Count										
Pick up trash	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Sweep floor if needed										
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room										
Head Count										
Pick up trash	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Wipe down all equipment										
Sweep floor if needed										
Check fitness wipe dispensers and refill										
Clean hallway windows										
Return weights and equipment										
Lobby										
Head Count								2		
Pick up trash	4/	7/	7/	9/	11/	12/	1/	2/	3/	4/
Organize/ recycle outdated fliers and magazines										
Straighten front desk										
Straighten furniture										
Wipe counters and card readers										
Sweep floor if needed										
Clean cabinets/drawer faces										
Clean out lost and found										
Windex all glass doors, windows and plexiglass										
Wipe front desk (phone, keyboard, etc.)										
Total Facility Head Count										

*Initial when complete

Closing Shift: Please turn out the lights, lock all doors and set the alarm.