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 fa	cility	
North	Lakes	Rec	Center

Denia Rec Center

MLK Jr. Rec Center

American Legion Hall

Senior Center

Date of inspection (mm/dd/yyyy)

inspection (min/du/yyyy)

Name of staff person conducting inspection

Area	Criteria	Yes	No	N/A	Comments
Gym					
Lights	Proper working order	/			A STATE OF THE STA
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

			All Persons in concession of the last of t		
Lights	Proper working order	1			.,
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]	<u> </u>	 *******************************
Chairs	Free of loose boits, broken/loose legs/seats		l		
Carpet	Free of curled up edges, free of tripping hazards			_	444145120 AD41244284714412847014475441444667744244479712
1. 1	Clear of extension cords	ł			
	Safe condition	•			

Area	Criteria	Yes		No	N/A	Comments
Restrooms					-	
Lights	Proper working condition			ļ.,	ļ	
Stalls	Free of cracks, breaks, loose hinges/bofts					
Showers	Proper working condition	ļ		************		
Lockers	Proper working condition	ļ		.,,,,		
Plumbing Fixtures	Free of breaks/cracks, proper working order, free of leaks	<u></u>	<u> </u>			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Toîlets	In working order		.,,)	ļ	
Toilet Paper Dispensers/Hand Dryers	In working order			*****************	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Floors	Surfaces clean and clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.		,,,	984 4444 + 1×1 × 2 × 1×2 × 1×4 + 1×4		

Storage Areas

Lights	Proper working condition
Chemicals	Stored safely
\$ 1 1 1 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2	Surfaces clean and clear of nails, splinters, cracks,
Floors	slippery/sticky substances. Openings properly
	guarded.

General

Ceiling Tiles	In place with no breaks	ļ		****************		
**************************************	Switches/Covers replaced and/or free of					
Lights	cracks/breaks and in working order.	ļ	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	**********		
Electricai Outlets	Safe and in working order.	ļ			*************	kitchen untlet
PA System	in working order, check all rooms and speakers		[**************************************	ada poneçarina na an fintantitti	***************************************
Walls	Clean				[]	
	Marked properly and area clear. Lights in working		1			
Exits	order. Evacuation plan posted	ļ				**************************************
A/C	Working order			**********		\$090 pi 402 244 424 424 425 pp 044 41 44 44 44 44 44 44 44 44 44 44 44 4
Fire Extinguisher	Checked, tagged, accessible	ļ	ļ			
Water Fountain	In working order, free of leaks		***********			
Signage	Up to date				*****************	***************************************
Handicap Door	Working order	į				******************************
AED	Working order, Expiration date on pads		ļ		ļ	£
Door Locks	Working order		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	İ		***************************************

Outside

Lights	Working order	 	ļ 		***************************************
Windows	Free of cracks/breaks	 <u> </u>	į		
Sidewalks	Free of hole, cracks, and all debris	 ļ	#184m+>10>1-40>1-1>10>10	******************	
Parking Lot	Free of holes, cracks, and all debris	 			***************************************
Outdoor Play area	Free of broken glass and/or broken/lose equipment			6 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

Additional Comments:

Name of Supervisor:

Supervisor has reviewed form.

Necessary Facility Maintenance requests have been made.

Date: 4/3/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOS
Restrooms		1				S. Let				
Head Count										
Flush toilets	111	m	111	In	sur	au	TO	1731	B	12
Pick up trash/take out trash if needed	10	1	1	T	100	0	17	117		,
Fill toilet paper dispensers				1						
Fill paper towel dispensers					TT					
Sweep floor if needed			1 1							
Wipe sinks counters	1									
Computer Room	CHARLES		-	STATE	10000	E SHEET	ALC: U	DECEMBER 1	THE REAL PROPERTY.	
Head Count								Table a		
Pick up trash	111	M	an	111	110	1	TO	m	TA	a
Sweep floor if needed	1700	-001	u	-10.	20	114	114	M	14	101
Mop floor if needed		+	1,	1,	+ , -	1	++	++	-	
	+	\vdash	+-	+		\vdash	-	+		-
Wipe computers, key boards, mouse	+	\vdash	H -	\vdash	1	-	\vdash	++	\vdash	
Wipe tables and counters	+	\vdash	+-	+-	-			+-	\vdash	\vdash
Disinfect Chairs	1-1-	1	+	-	 	1	 	-	-	-
Clean windows and glass doors								_	V	
Recreation room		100		ALA		Ţ				
Head Count			100				-		10	-
Pick up trash	m	10	10	Ju	211	M	19	D	1	
Wipe tables and chairs	1		1	L	 		\vdash			
Sweep floor if needed										$\vdash \vdash$
Mop if needed				\sqcup						
Return furniture and chairs							1		1	
Disinfect furniture						l			V	1
Multipurpose Room		Mark The			1500		S. Carlo	Wie is		
Head Count			3	5	8	5	0	10		
Pick up trash	1n	In	m	In	M	M	Ta	3	73	1
Sweep floor if needed			L ,		1001			11		, /
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)						1				
Fitness room		4	CONTRACTOR OF THE PARTY OF THE	BANGE.	STATE OF	E	170 Mg	THE LY SE	100	300
Head Count								1		
Pick up trash	1m	Jm	m	du	10	Un	·ta	D	M	0
Wipe down all equipment	1/14	1	1	200	-70	W	1	19	`	19
Sweep floor if needed				1	1					
Check fitness wipe dispensers and refill					/	1				
Clean hallway windows	\Box				/					1
Return weights and equipment	-	-	— • • • • • • • • • • • • • • • • • • •						-	
Lobby	THE REAL PROPERTY.	BOTTON!	NAME OF TAXABLE	BUSINE	THE SEC	TOO NO.				
Head Count				-						
Pick up trash		1	111.	1	1		T	D	12	n
Organize/ recycle outdated fliers and magazines	gm	1w	w	Am	4m	W	+}	47	44	11
Organize/ recycle outdated thers and magazines Straighten front desk	Λ	1		1		1	-	1		-
Straighten front desk Straighten furniture	1	\vdash		\vdash	-	-	-+		-	-
Wipe counters and card readers	\vdash	-	\vdash			\vdash	-		-H	-
Sweep floor if needed	H		$\vdash\vdash\vdash$	$\vdash\vdash\vdash$	\vdash		-+		-H	
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Clean cabinets/drawer faces Clean out lost and found	$\vdash\vdash\vdash$	\vdash	\vdash	\vdash			+	-		
ASSASSAS						-			-+	
Windex all glass doors, windows and plexiglass Wipe front desk (phone, keyboard, etc.)	-	-+			1	-	1	- 1	!	
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^{*}Initial when complete

Date: 4/4/23

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOS
Restrooms	CONTRACT OF			124 / 1	23000	- 1				
Head Count		OR CAR							7239	
Flush toilets	An	Mi	10	71-	In	14	101	17	101	10
Pick up trash/take out trash if needed	701	1	1	00	100	1				10
Fill toilet paper dispensers	1				1					
Fill paper towel dispensers									1	
Sweep floor if needed									1	
Wipe sinks counters		\vdash						-		
Computer Room		200				THE REAL PROPERTY.		NAME OF THE OWNER, OWNE		
Head Count					-					-
		1		11	1.	CINI	171	D	70	m
Pick up trash	111	9	1	4	M	P	30	Da	10/	101
Sweep floor if needed		1			1		-	\vdash	\vdash	
Mop floor if needed	\vdash	-				\vdash		-1	\vdash	+
Wipe computers, key boards, mouse						\vdash		\vdash	-	-
Wipe tables and counters									-	-
Disinfect Chairs						1				
Clean windows and glass doors										
Recreation room	1				-					
Head Count			3	0	6	U	5	4	1	
Pick up trash	n	M	n	11	10	M	TY	D	181	10
Wipe tables and chairs			1	1						
Sweep floor if needed										
Mop if needed										
Return furniture and chairs										
Disinfect furniture							Y			
Multipurpose Room										
Head Count	1	2	8	10	18					
Pick up trash	4	1	11	11	11	70	77		TR	12
Sweep floor if needed	a	1	·	00	1	11			1	10
Mop floor if needed)		1						
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)							1			1
Fitness room	COLUMN S	10 A 10	ELECTRIC STATE	2000		F 6/11	di la	SHEET STATE	WE LEAD	
Head Count		100400							200,000	MINE L
Pick up trash	111	1.1	11.	111	111	7	Th	10	B	Ta
Wipe down all equipment	A	N	V	00	10	4	1	10	M	19
Sweep floor if needed										
Check fitness wipe dispensers and refill	1									
Clean hallway windows	1	 								
Return weights and equipment					-	\vdash		-		
	2.24			STERNE		SALE DED	Name of Street	SECTION		200
Lobby										
Head Count		1	1	4	11	40	1		0	1
Pick up trash	n	11	A	VI	1/6	19	73	13	17	V /
Organize/ recycle outdated fliers and magazines	1			,	1		-	-		1
Straighten front desk										-
Straighten furniture										-
Wipe counters and card readers										-
Sweep floor if needed										\vdash
Clean cabinets/drawer faces					-	\vdash				
Clean out lost and found	1				Ц		1			-
Windex all glass doors, windows and plexiglass						•				1
Wipe front desk (phone, keyboard, etc.) Total Facility Head Count								\Box		
									1	

^{*}Initial when complete

Date: 415723

Daily Cleaning Duties	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOS
Restrooms										
Head Count									Rest so	
Flush toilets	In	In	111	nn	10	111	T	do	D	ta
Pick up trash/take out trash if needed	1	1	100	111	111	1	1.1	1		1
Fill toilet paper dispensers				1	1					
Fill paper towel dispensers										
Sweep floor if needed										
Wipe sinks counters	1									
Computer Room	CHARLES .				A 182 50		ALC: N		400	THE REAL PROPERTY.
Head Count										
Pick up trash	11.	2.	111	1	de	1.	To	-	4	0
Sweep floor if needed	1111	19	In	111	10	10	10	105	12	D
Mop floor if needed	1		-	-				1		+
		+	1	\vdash	\vdash			1		+
Wipe computers, key boards, mouse	++	\vdash	\vdash	\vdash	\vdash					
Wipe tables and counters Disinfect Chairs	-		-	H-	\vdash		<u> </u>	+		\vdash
	1	-	1	-	H-			+		
Clean windows and glass doors			سنيا							
Recreation room	4								- 1 6	
Head Count	-		-	14	7		-	-		-
Pick up trash	m	10	711	m	111	M	70	10	D	10
Wipe tables and chairs	1		1	-/	1.0					1
Sweep floor if needed										
Mop if needed										
Return furniture and chairs	(1			
Disinfect furniture				,			_ '			
Multipurpose Room										
Head Count			7		6			13		
Pick up trash	M	111	11	11	1111	111	13	V	B	19
Sweep floor if needed	10		00	1	1		'	4	4	,
Mop floor if needed										
Turn off closet lights										
Restack chairs										
Lock doors (Main, side, and back)										
Fitness room	THE S	W. C.	PRINT	E31 2/3	3/2/3	No. of Co.	THE REAL PROPERTY.	STATE OF THE PARTY.	S-100 H	
Head Count	-					2	-		-	-
Pick up trash	An	M	11	111	11	M	12	•	1	T
Wipe down all equipment	111	m	n	14	001	700	1	10	10	10
Sweep floor if needed	1									
Check fitness wipe dispensers and refill										
Clean hallway windows			1							
Return weights and equipment	-			-			•			
Lobby		COLUMN TO A STATE OF				THE REAL PROPERTY.			and an	
Head Count		-								
Pick up trash	111	11	111	100	1	1.		0	1	
	111	11/	111	W	911	w	T	M	b	12
Organize/ recycle outdated fliers and magazines		00					-1			-
Straighten front desk		1			1			-		
Straighten furniture			-		-	-				
Wipe counters and card readers						_	-H			
Sweep floor if needed					+		-H			
Clean cabinets/drawer faces					_		-	-H		
Clean out lost and found				-	1		-		-	
Windex all glass doors, windows and plexiglass Wipe front desk (phone, keyboard, etc.)		-							1	
time reant deer (phone keyboard etc.)			1							

^{*}Initial when complete

Date: 4/6/23

20 20 PS

Daily Cleaning Duties	8a		9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOS
Restrooms			1	- Wars				YALL SERVICE			1000
Head Count											
Flush toilets	11	n	111	171	11	1/11	M	11	M	R	D
Pick up trash/take out trash if needed	1		101	11	1	111			0	,	
Fill toilet paper dispensers			1		- 1	1					
Fill paper towel dispensers											
Sweep floor if needed	1										
Wipe sinks counters	T										
Computer Room	333		22.0	STATE OF THE PARTY.	TINE	STATE OF THE PARTY.	SEE !	100		135.3	
Head Count		1				222	100				
Pick up trash	10	111	11.	11	An	111	1/4	1	im	Ta	B
Sweep floor if needed	11	11	11	111	100	101		04	17/	14	11
Mop floor if needed	1	1		11	1						
Wipe computers, key boards, mouse	+	+		++-		1					+
Wipe tables and counters	+	+		\Box		1					
Disinfect Chairs	1	+		H		11				,	
Clean windows and glass doors	1	+	1	1		H		I-f-			1
Recreation room	4		NAME OF TAXABLE PARTY.	diam'r.			Market S			TO BE	
Head Count									DE SALE		18 A 5 W
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Pick up trash	10	1	111	11	M	11	My	14	7/	A	P
Wipe tables and chairs	+-			11	,	1		-		\vdash	1
Sweep floor if needed	-	-	\vdash	+	-	1-1-		1			1
Mop if needed	1		\vdash	-	\vdash	\vdash			-/-	\vdash	+
Return furniture and chairs			١ ١					1			
Disinfect furniture									- 1	,	
Multipurpose Room											
Head Count	1		5	12	1	0	8	16	16		1
Pick up trash	111	1	111	111	1	11	My	1	2	ta	10
Sweep floor if needed	_		//		1					4.1	
Mop floor if needed	_	1	-								\vdash
Furn off closet lights		1									\perp
Restack chairs		1									\perp
Lock doors (Main, side, and back)											
Fitness room				STEEL S	A STATE OF THE STA	A COLOR		A REAL PROPERTY.			
Head Count							2		158	13	
Pick up trash	1	4	11	an	111	M	100	111	yn	1	D
Wipe down all equipment	11	1	1	100	11		/		0	4	T
Sweep floor if needed											
Check fitness wipe dispensers and refill											
Clean hallway windows							,				
Return weights and equipment											
Lobby											
Head Count			A 531	26.00				2.632.02			
Pick up trash	1	7	111	din	111	111	M	111	W	T)	R
Organize/ recycle outdated fliers and magazines	1	1	11	10	10			70	0)	7'	1
Straighten front desk											
Straighten furniture											
Wipe counters and card readers											
Sweep floor if needed	T^{\dagger}										
Clean cabinets/drawer faces	11										
Clean out lost and found											
Windex all glass doors, windows and plexiglass			1			1	-				
	+ +		1	1	-						1

^{*}Initial when complete

Date: 4/9/2-3

8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	CLOSI
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^{*}Initial when complete