

Fitness Center Environment of Care Checklist

Task	Date Completed	Completed By
Provide appropriate and safe equipment and facility layout.		
Review health industry strategies for safe fitness facility operation.		
Review accessibility checklist.		
Equipment selected and installed		
Cardiovascular		
Strength		
Flexibility		
Free weights		
Associated equipment: Benches Mats		
Develop requirements for use		
Pre-activity screening		
Medical clearance		
Liability assessment		
Self-certification		
Complete health risk appraisal (HRA)		
Other		

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Require pre-activity screening (e.g., a Physical Activity Readiness Questionnaire (PAR-Q), or health history/medical questionnaire) to identify individuals who need medical clearance to participate in fitness activities and to identify risks for certain activities.		
Equipment maintenance plan		
Incorporate a cleaning and maintenance system that ensures a sanitary and safe environment.		
Ensure and document ongoing inspection, maintenance, and repair of the fitness facility and equipment.		
Responsibilities: Daily cleaning Deep cleaning		
Remove any broken or unsafe equipment.		
Availability and use of cleaning supplies, including Material Safety Data Sheet (MSDS).		
Facility operation		
Hours of operation		
Access protocol/procedure		
Provide adequate supervision		
Incident reporting		

Task	Date Completed	Completed By
Develop a comprehensive emergency/security plan		
Telephone or other emergency calling system available in room.		
Post emergency procedures with emergency contact numbers in the fitness facility.		
Procedures		
Orientation		
Reporting problems		
Follow-up		
Coordination with security service.		
Review accessibility checklist. Install both audible and visual fire alarms.		
Post manufacturer's instructions for all equipment.		
Post warning signs that identify dangerous physical symptoms to watch for during exercise (nausea, dizziness, and pain in chest, for example) and for relevant risks associated with use of specific equipment.		
Provide clocks and target heart rates or perceived exertion charts so that participants can monitor their exercise levels.		
Post warnings for any unsafe conditions (e.g., wet floor, high heat index).		

Task	Date Completed	Completed By
Make basic first aid supplies available.		
Report and review accidents.		
Orientation process		
Benefits and risks of participation, testing, and physical activity.		
Review emergency procedures with fitness facility users and require a signature.		
Provide a fitness facility orientation and give detailed instructions on how to safely use the facility and equipment.		
Sign in participants at each visit and check for expired clearances or lapses in attendance.		
Provide facility rules and regulations to participants.		
Use informed consent statements to advise participants.		
Conduct classes at appropriate levels for participants. Instructors should be cardio-pulmonary resuscitation (CPR) certified.		

