



PREVENTATIVE MAINTENANCE CHECKLIST

Date of PM: _____ Monthly Quarterly Annually

Facility Name: _____

Address: _____

Phone Number: _____ Contact: _____

Date: / ____ / ____ Service Tech: _____

Treadmills:

- Clean / Wipe Unit
- Lube Deck
- Adjust belt
- Vacuum under hood
- Chk bars/console bolts
- Amp Reading

Bikes:

- Clean / Wipe Unit
- Check Electronics
- Replace batteries
- Tighten cranks
- Tighten bars

Steppers:

- Lubricate Chains
- Adjust friction belt
- Check Electronics
- Replace batteries
- Clean/Wipe unit

Selectorized Units:

- Clean/Wipe Guide Rods
- Lube Guide Rods
- Check Cables
- Clean/Wipe upholstery
- Tighten pulleys
- Tighten Frame bolts

Free weight:

- Clean/Wipe frame
- Clean/Wipe upholstery
- Tighten bolts

Job Complete: YES NO

_____ Customer Signature

_____ Date

Additional parts / service required: _____

Quote # _____ Date faxed: _____
Date Quote Approved: _____ Approved By: _____

Parts ordered by: _____ Date ordered: _____
Shipping Method: _____ ETA: _____
P.O.# _____ P.O.# _____
P.O.# _____ P.O.# _____

Completed By: _____

Accepted By: _____

(Title)

(Date)

For Office Use Only:

Date recurring PM was re-scheduled: _____

Scheduled By: _____

Invoice Number _____

Date of Invoice _____