

# Gym & Common Area Janitorial Walkthrough Checklist & Success Reminders

## Reminders for a Successful Walkthrough (Gyms & Common Areas)

Be Prepared: Confirm appointment and arrive with tools (measuring tape, checklist, camera). Dress professionally and research the type of facility (fitness center, wellness studio, HOA common area, recreation center, etc.).

Engage the Client (Facility Manager, HOA Director, Gym Owner): Introduce yourself and ask about key concerns including member complaints, high-traffic problem spots, or odor control.

Clarify Scope: Understand how often areas need cleaning, tasks required (equipment wipe-down, locker room detailing, shower descaling), areas included/excluded, and product preferences.

Be Thorough & Observant: Walk through all zones—entry, reception, workout zones, locker rooms, showers, and any shared-use spaces. Note high-touch points like railings, benches, equipment handles, and light switches.

Sanitation Focus: Ask about sweat, odor, and bacteria control protocols, as well as disinfection frequency. Understand shower or sauna-specific guidelines.

Estimate Accurately: Factor in labor, chemical usage (disinfectants, descalers), trash removal needs, locker cleaning, window/glass care, and towel service (if applicable).

Follow Up: Reconfirm scope and client concerns. Set expectations for a proposal timeline and include any compliance with gym cleanliness standards or HOA policies.

## Facility Information

Facility Name:

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Contact Person:

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**Title:**

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**Phone:**

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**Email:**

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**Address:**

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**Type of Facility (Gym, HOA, Recreation Center, etc.):**

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**Approx. Total Square Footage:**

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**Desired Cleaning Frequency:**

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**Cleaning Hours Restrictions/Access Times:**

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**Specific Health or HOA Requirements:**

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## Entry / Reception Areas

Square Footage:

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Floor Type:

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Furniture (Benches, Desks, etc.):

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Glass / Mirrors:

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Touchpoints (Door Handles, Check-in Kiosks):

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Trash Receptacles:

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Number of Trash Cans:

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Specific Client Requests:

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## Workout Zones (Cardio / Strength Areas)

Total Area Sq. Ft.:

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Floor Type:

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Equipment Count / Type:

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Disinfectant Requirements:

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Wipe Stations / Dispensers:

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Number of Trash Cans:

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High-Touch Points:

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Ventilation:

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Specific Client Requests:

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## Locker Rooms / Showers

Number of Locker Rooms:

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Square Footage:

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Lockers / Benches:

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Flooring & Drain Condition:

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Showers (Qty, Descaling Protocol):

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Sinks / Dispensers:

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Number of Trash Cans:

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Odor Control Requirements:

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High-Touch Points:

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**Specific Client Requests:**

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## **Restrooms**

**Number of Restrooms:**

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**Toilets / Urinals / Sinks:**

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**Partitions:**

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**Dispenser Quantity:**

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**Trash Bins / Sanitary Disposal:**

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**Number of Trash Cans:**

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**Touchpoint Protocol:**

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**Specific Client Requests:**

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## Group Exercise Rooms / Studios

Room Count:

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Square Footage:

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Floor Type:

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Mirrors / Glass:

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Props / Shared Equipment:

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Disinfection Requirements:

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Trash Cans:

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Ventilation / Airflow:

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Specific Client Requests:

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## **Laundry / Towel Service (If Applicable)**

**Washer / Dryer Onsite?:**

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**Towel Collection / Return Process:**

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**Laundry Storage / Staging Area:**

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**Detergent / Chemical Supply:**

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**Trash Cans in Area:**

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**Specific Client Requests:**

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## **Outdoor Amenities / Pool Areas**

**Pool Deck Cleaning Expectations:**

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**Patio Furniture / Lounge Chairs:**

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**Trash Bins Count:**

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**Surface Type:**

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**Fence / Gate Touchpoints:**

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**Odor / Debris Control:**

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**Specific Client Requests:**

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## **Periodic Work**

**Floor Scrubbing / Polishing Frequency:**

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**Deep Cleaning of Equipment:**

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**Window / Mirror Washing:**

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**High Dusting (Vents, Fixtures):**

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**Shower Descaling / Deep Sanitation:**

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**Pressure Washing / Exterior Cleaning:**

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**General Observations & Protocols**

**Security / Alarm Access:**

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**Janitorial Closet Location:**

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**Preferred Chemicals:**

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**Towel Handling Expectations:**

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**Trash / Recycling Disposal Notes:**

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**Client-Supplied Inventory:**

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**Special Concerns:**

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**Client Comments / Notes:**

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