



# PCC Wellness & Recreation Policies & Procedures

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# Policies

## Hours of Operation

Monday – Friday	6:00am – 7:00pm
Saturday	CLOSED
Sunday	CLOSED

- Hours of operation are subject to change at any time. PCC Wellness & Rec staff will, to the best of their ability, notify students and members of change in hours as early as possible. The most up-to-date information regarding hours will be on the [Wellness & Rec webpage](#).

## Facility Closures

- Wellness & Rec will remain open when classes are not in session with the exception of some holidays. Wellness & Rec staff will post signage throughout the facility in advance notifying members of holiday closures.
- In some instances, Wellness & Rec will be closed with no advance notice. These include, but are not limited to, inclement weather and emergency situations:
  - Under our current operations (COVID):
    - i. E-Learning Day – Rec closed, Wellness & Rec Manager will work from home.
    - ii. Late Start – Rec will open at the same time as the rest of campus (e.g. 2 hour delay, open at 10am).
    - iii. Early Campus Closure – Rec will close early
  - Regular operations:
    - i. Open at 8am and then adjust based on what the campus is doing (e-learning or late start). Wellness & Rec Manager will notify the rec team, marketing, and public safety the night before if possible. Otherwise, notifications will be made by 5am the morning of.
    - ii. E-Learning Day – Rec closed, Wellness & Rec Manager will work from home.
    - iii. Late Start – Rec will open at the same time as the rest of campus
    - iv. Early Campus Closure – Rec will close early
  - Communication:
    - i. All options: Wellness & Rec Manager will work with Marketing & Communications to get the information posted on social media, let Public Safety know, and call the work-study team. Wellness & Rec Manager also send an email to W&R distribution lists.
    - ii. Early closure: Wellness & Rec Manager change the voice message at the front desk and post signage on the door.

- iii. Night before decision: change the voice message at the front desk to direct folks to PCC social media for information on weather delay or closure.

## Membership

- Wellness & Rec monthly membership pricing:

Students (Pueblo, on-campus classes)	included in tuition/fees
Alumni (with alumni card)	\$10.00
Staff/Faculty	\$18.00
Community	\$20.00
Couple	\$35.00
Day Pass	\$5.00
- Membership rates are subject to change at any time.
- Membership payment is due on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month.
  - Membership starting on the 1<sup>st</sup> must be paid for renewal on the 1<sup>st</sup> of the month.
  - Membership starting on the 15<sup>th</sup> of the month, must be paid for renewal on the 15<sup>th</sup> of the month.
  - Facility access will be granted no earlier than the 1<sup>st</sup> or 15<sup>th</sup>, depending on the member's chosen start/due date.
  - Wellness & Rec does not prorate dates or membership fees for late membership renewal payment.
  - Wellness & Rec does not process refunds for early termination of a monthly membership. Multiple months paid in advance does not apply.
  - The facility will be closed on certain holidays throughout the year, and anytime the PCC Pueblo campus is closed for any reason. Wellness & Rec does not pro-rate membership or offer refunds for any college closures.
- Wellness & Rec membership payments must be made at the PCC Cashier's Office. Payments will not be accepted by Wellness & Rec staff or management. The Cashier's Office is located on the second floor of the PCC Student Center, and is open Monday-Friday, 8am-5pm. Members unable to pay in person during business hours may call the Cashier's Office at (719)549-3212 and make a payment over the phone Monday-Friday, 8am-5pm.

## Assumption of Risk

- Each member is responsible for determining whether she/he has the proper fitness level to participate in activity at Wellness & Rec.
- Members are strongly encouraged to consult with a health care provider before starting any fitness program.

- Participation in activity in PCC Wellness & Rec is voluntary. By voluntarily using PCC Wellness & Rec, members assume all risk for any harm or injury sustained.
- Members should consider the consequences of their actions and avoid engaging in behavior that may harm self or others, or damage equipment.
- Pueblo Community College, the Division of Student Services, PCC Wellness & Rec, or any PCC management and staff are not responsible for injuries sustained while using the facility or participating in group classes, or other physical activity hosted or sponsored by PCC Wellness & Rec.
- All physical activities offered in Wellness & Rec, or at other locations on campus through Wellness & Rec, are on a voluntary participation basis and carry various degrees of injury risk. Participants in these activities assume sole responsibility for any and all such risk or injury that may occur due to voluntary participation. It is the responsibility of each member/participant to be knowledgeable of her/his own physical condition when participating in any activity.

## Facility Usage

### Waivers

- All students, members and students using Wellness & Rec for a credit class are subject to the agreement of the Pueblo Community College Recreation Center Waiver prior to accessing the use of the facility or any activities offered through PCC Wellness & Rec.
- Users under the age of 18, including current students under the age of 18, must have a parent/guardian sign a Pueblo Community College Recreation Center Waiver before gaining access to the facility or any activities offered through PCC Wellness & Rec.
- All participants from outside groups using PCC Wellness & Rec, group fitness room or other recreation facilities are subject to the agreement of the Pueblo Community College Recreation Center Waiver before gaining access to the facility or any activities.

### Student Member Access

- All incoming new students, registered in on-campus classes, will have Recreation Center access at the start of the semester, when classes begin.
- Students enrolled in on-campus (Pueblo) classes pay a Recreation fee with their tuition and have access to the Recreation Center at no additional cost. Students enrolled in online classes only, or in classes at other PCC campuses (Fremont, Mancos, Durango) may purchase a \$20 monthly membership or \$5 day pass.

- Recreation Center access is granted only for the semester in which the student is enrolled in classes and has paid the recreation center fees.
  - Students enrolled in fall and are registered for spring classes, will have access to the Recreation Center during the winter break.
  - Students not enrolled in summer classes, but enrolled in fall and/or spring classes, will have to pay the \$20 monthly membership fee for the summer months.

### Identification Card

- All students must show PCC issued student ID to front desk staff during every visit to PCC Wellness & Rec, and at every activity hosted or sponsored by PCC Wellness & Rec.
- All alumni, faculty/staff, community, couple, family and day pass members must show PCC issued membership card to front desk staff during every visit to PCC Wellness & Rec, and at every activity hosted or sponsored by PCC Wellness & Rec.
- Members who fail to present a student/membership card will be allowed to use the facility the first time. Members will not be allowed to use the facility after the second visit to PCC Wellness & Rec without ID/card.

### ID/Card Sharing

- ID/Card sharing is not permitted.
- If the person presenting the card is not the member shown or listed on the ID, the card will be confiscated. The person presenting the card will be asked to leave immediately and the student or member on the ID/card must pick up the ID/card, and may be subject to further action through the PCC Student Code of Conduct process.

### Checking In

- All members must check-in at the front desk, prior to using the facility, during every visit to PCC Wellness & Rec.
  - Students must scan student ID every visit. No exceptions. The first visit a student makes during the semester, he/she must sign an assumption of risk form.
  - Community, staff/faculty and alumni members must present membership card to front desk staff during every visit. No exceptions.

### Campus Kiosk

PCC Wellness & Recreation uses the Campus kiosk to verify student status and check students into PCC Wellness & Rec and for all Rec programming. The Wellness

& Rec Manager will coordinate with Michael Gage, Director of Student Support & Outreach Services and Academic Advising, to grant student employees access to the kiosk.

How to use the kiosk:

1. Login to myPCC Portal
2. Click "Resources, Training & Tools" Tab
3. Click "Campus" icon
4. Click "Additional Modes" (scroll to the bottom of the page)
5. Select "Kiosk"
6. Open the "Wellness & Rec" tab
7. Choose "All Available Services"
8. Scan all student IDs or enter S number
9. A message will appear on the screen indicating the student is signed in.
  - a. If the patron is not a current student, there will be a message indicating that.
  - b. Individuals wishing to use the facility with a non-valid student ID will be required to pay for a day pass or monthly membership.
10. Select the rec service the student is using (Fitness Center, Intramural Sports, Group Exercise).
11. Click "Log Out" to return to the home screen.
12. Keep the student ID and scan them out before they leave. Return their ID to them.

### Minimum age

- All members must be 14 years of age or older. Members under the age of 18 must be accompanied by an adult (18+) guardian at all times, except PCC students. In the case of underage students, parent/guardian consent is required prior to use of the facility.

### Accessible Recreation Programming

- PCC Wellness & Rec is committed to providing programming in a safe, inclusive and accessible environment to all students, staff, faculty, and community members. As such:
  - No person wishing to participate in PCC Rec activities will be turned away because of race, religion, national origin, color, gender, gender identity, sexual orientation, age, citizenship status, or disability.
  - Individuals participating in any PCC Rec activity may participate in accordance with their gender identity, regardless of medical status.



- Any individual with an intellectual or physical disability wishing to participate in PCC Rec programming will be permitted to do so. Necessary modifications to the programming will be made in order to accommodate these participants.

## PCC Wellness & Rec Rules

- All members, including students, are expected to abide by the following:
  - Physical harassment, sexual harassment, unwanted touching, taunting and/or degrading language or comments toward staff or other members will not be tolerated.
  - Closed-toe athletic shoes must be worn.
  - Shirt, t-shirt, tank top, or jacket must be worn while using the facility.
  - Shorts must be long enough to cover the buttocks and groin area when moving or exercising.
  - Pants/Shorts must be properly worn on the hips.
  - Clothing with offensive or foul language, designs, or images is not acceptable.
  - No open drink containers.
  - Water only allowed in the cardio, weight and fitness rooms.
  - Members must clean machines or benches after use.
  - Respect time on the machine, others may be waiting to use it.
  - Do not drop weights.
  - Do not throw weights or other equipment (medicine balls excluded).
  - Use a spotter when lifting heavy weights.
  - Unload weights and store them on appropriate weight horns and racks when finished.
  - No personal training is allowed.
  - No bags, backpacks, or purses are allowed on the cardio or weight room floors.
  - All personal items (bags, backpacks, clothing, etc.) must be stored in a locker. Small items such as keys and phone can be kept on members.
  - Personal belongings are not to be left behind or on the front desk. PCC Wellness & Rec staff and management are not responsible for personal items left in or around PCC Wellness & Rec.
  - Headphones must be worn when listening to music.
  - Members are not allowed to move or use PCC audio equipment kept in the Group Fitness Room.

- The consumption or carrying of alcohol in PCC Wellness & Rec, or while participating in Rec sponsored activities, is strictly prohibited. Visibly intoxicated members will be asked to leave the facility or escorted out by Public Safety.
- PCC is a tobacco (cigarette, chew, cigar, etc.), e-cigarette/vape, marijuana and drug free campus. Use of any of these substances in PCC Wellness & Rec is prohibited.
- The carrying of unauthorized firearms, ammunition, explosives, or illegal weapons in PCC Wellness & Rec is strictly prohibited. Open carry of firearms or other weapons is also prohibited.

## Violations

- Violations of PCC Wellness & Rec Rules may lead to immediate removal from PCC Wellness & Rec, and may be subject to further action through the PCC Student Code of Conduct process.
  - Consequences include: verbal warning, being asked to leave, Rec staff contacting PCC Police, ban from using the facility, report student to Student Judicial Affairs.
- Community, alumni, faculty and staff members are expected to follow all PCC Wellness & Rec Rules.
  - Consequences for violations include: verbal warning, being asked to leave, Rec staff contacting Department of Public Safety, termination of membership.
  - Repeated violations of PCC Wellness & Rec Rules will result in termination of paid membership.

*Wellness & Rec staff and management have the authority to ask any member to leave for exhibiting inappropriate behavior.*

## Locker Rooms

- PCC Wellness & Rec has lockers available while using the facility:
  - First come, first served basis.
  - Members must provide own lock.
  - All items must be removed by close of business that day.
  - Locks on lockers that have not been rented will be cut and all items stored inside, at close of business that day, will be removed and held/discarded according to the Lost and Found policy.
- Members may purchase a locker for \$10 per month.

- Members must provide own lock.
- If locker membership lapses, the lock will be cut off and all items removed and held/discarded according to the Lost and Found policy.
- Pueblo Community College, the Division of Student Services, PCC Wellness & Rec and staff are not responsible for lost, stolen or damaged personal property.

### Equipment Rental

- To use equipment stored behind the front desk, members must exchange a valid, photo ID with staff for the equipment. ID will be returned to member when equipment is brought back to the front desk.
- Members will be charged a fee for lost or damaged equipment.
- Equipment must be returned before close of business.
- Equipment may not be taken outside of the facility.

### Lost & Found

- Items left in PCC Wellness & Rec or locker rooms will be tagged with the date found and stored behind the front desk for 1 week.
- After 1 week, items will be thrown away.
- Items of significant value, including wallets, keys, phones, computers, music players, and jewelry, will immediately be taken to Department of Public Safety (DPS). Members must pick up these items from DPS.

### Emergency Procedures

- Member safety is our number one priority. In the event of any emergency, members must listen to and follow all directions given by Wellness & Rec management and/or staff.

### Facility Usage Request

- At this time, the Wellness & Recreation Center is no longer accommodating internal and external facility usage request. Requests will be granted based on space availability.

### Research, Filming, Photography

- PCC Wellness & Rec is dedicated to protecting the privacy of all PCC students. As such, under the Family Educational Rights and Privacy Act (FERPA), PCC Wellness & Rec does not allow research, filming or photography of any kind inside the facility.

## Media Requests

- All media requests are handled through the PCC Marketing & Communications Department per PCC Operating Protocol-Procedure: #702.

## Soliciting

- Posters and flyers advertising PCC events and activities must be approved through PCC Marketing & Communications prior to being posted in PCC Wellness & Rec.
- Non-PCC related solicitation and distributing of materials at PCC Wellness & Rec is not permitted.
- Employees may not solicit other employees or students/members during work time, unless it's in connection with a PCC Wellness & Rec sponsored activity or event.
- Employees may not distribute literature of any kind during work time, unless it's in connection to PCC Wellness & Rec.
- Marketing materials from external agencies, organizations, and businesses in PCC Wellness & Rec is not permitted, unless it's in connection with a PCC Wellness & Rec sponsored activity or event.

# Operating Procedures

## Opening & Closing

### Opening

- Get the key from the Welcome Desk.
- Unlock the door. Leave the handle locked, but lock the bar using the Hex Key
- Turn on lights.
- Turn on all 3 TVs or play music through the speaker at the front desk.
  - Music selection must be appropriate and the volume needs to be low to moderate.
- Check for misplaced equipment, weights, etc. and put away if needed.
- Sign-in to student employee account on the computer and open membership tracking spreadsheet as well as the Campus kiosk.

"S:"Drive > College Center Administration > RECREATION CENTER > Community Membership > Front Desk  
Scan Sheet

### During Shift

- Greet every member with a smile as they enter.
- Scan all student IDs.
  - If a student is visiting the Rec for the first time, she/he must show a class schedule. If he/she is not enrolled in on-campus classes, she/he must pay the monthly membership fee to use the facility.
- Check all membership cards for up-to-date membership status.
  - Notify paying members if their membership is going to expire in the coming days.
- Assist students/members with equipment if needed.
- Clean equipment and floors according to Equipment Cleaning checklist (in the binder at the front desk).
- Inventory small pieces of equipment using Small Equipment Daily Inventory Sheet (in the binder at the front desk) per the Equipment Cleaning checklist schedule.
- Sign-up new members.
- Update member information with membership renewal.

### Closing

- Pick up all trash and empty all trash cans in PCC Wellness & Rec (don't worry about the trash in the locker rooms). Take the garbage to the dumpster before you leave.
- Make sure all equipment is put away in its proper place.

- Check the locker rooms. Make sure all members have left. Cross reference locker rental list and remove all locks from lockers not rented, and check unlocked lockers for items. Put all items left in lockers in the lost and found, tag with the day's date.
- Turn off all lights.
- Unlock the bar and make sure the door handle is locked.
- Put the key back at the Welcome Desk.

## Unscheduled Facility Closures

- In the event of an unscheduled closure (e.g. in-climate weather, facility maintenance, etc.), Wellness & Rec staff will be notified by the Wellness & Rec Manager or other career staff of the closure.
- If the campus has a last minute closure prior to offices opening, the PCC Marketing and Communications Department will post an alert on PCC's Facebook and Twitter feeds, as well as notify local media outlets such as television news.
- If the closure is during the day and patrons are present:
  - Staff will notify patrons in the facility of the time PCC Wellness & Rec will close.
  - Staff will post signage on the front door with the date and time the facility will close.

## Membership

### Sign-up Process

- Members must pay for membership at Cashier's Office (second floor of Student Center). No exceptions. These payments can be made over the phone during business hours.
  - Member must show proof of purchase with a receipt.
- New members must fill out PCC Wellness & Rec Membership Application and Assumption of Risk/Liability Waiver.
- Staff will verify completion of the form.
- Staff will assign new members a C number using the "Membership Database" spreadsheet, (write this on the application). Fill in their name on the spreadsheet.
  - Spreadsheet:  
S:drive > College Center Administration > RECREATION CENTER > Community Membership > Membership Database
- Staff will fill out a Wellness & Rec member card, and sign and date it.
- Staff will file completed paperwork in the filing cabinet.
- Staff will give the Wellness & Rec Manager the member's receipt with the following written on it:

- First and Last Name
- Expiration date written on their card

## Equipment

### Cleaning

- Members must clean equipment after using.
- Wellness & Rec staff will clean equipment and empty trashes according to Equipment Cleaning checklist (Appendix A).
- Sanitary wipes, paper towels, and sanitary spray bottles are available in various locations around the facility.
- Wellness & Rec staff will refill wipes, paper towels and spray bottles as needed, throughout the day.
- Wellness & Rec staff will scan the facility periodically for trash left on the floor and on or around equipment.
- Wellness & Rec staff will respond to student/member concerns regarding cleanliness. If the issue is something that can be handled by the staff, staff will take care of it. All other issues will be reported to the Wellness & Rec Manager who will notify Facilities.

### Maintenance

- Refer to the Equipment Care, Repair & Replacement Plan.

### Damage

- Refer to the Equipment Care, Repair & Replacement Plan.

### Disposal

- Refer to the Equipment Care, Repair & Replacement Plan.

### Replacement

- Refer to the Equipment Care, Repair & Replacement Plan.

### New Equipment Requests

- Refer to the Equipment Care, Repair & Replacement Plan.

## Emergency Situation

- Refer to PCC Emergency Procedures Guide (posted next to PCC Wellness & Rec entrance/exit) and the PCC Wellness & Recreation Risk Management Plan for instructions on responding to lockout, lockdown, building evacuation, shelter in

place, suspicious and aggressive behavior and medical emergencies, as well as all other emergency situations.

### Injury (Non-Employee)

- If the injury is life-threatening or requires medical attention, call 911 immediately
- If the injury is non-life-threatening but needs care beyond providing a Band-Aid, contact PCC Police (x3355) and explain what the situation is.
- All patrons or participants who are injured while utilizing PCC Wellness & Rec or participating in a Rec sponsored activity must fill out the Department of Public Safety Accident/Injury Report Form.
- Any witnesses to the injury will be asked to fill out a Department of Public Safety Accident/Injury Report Form as well.
- Notify the Wellness & Rec Manager of all injuries that happen in PCC Wellness & Rec.
- This process applies to student employees using PCC Wellness & Rec or participating in Rec sponsored activities on personal time.

### Injury (Employee)

- If the injury is life-threatening or requires medical attention, call 911 immediately
- If the injury is non-life-threatening but needs care beyond providing a Band-Aid, contact DPS (x3355) and explain what the situation is.
- Injuries incurred while working must be reported to and documented with Human Resources.
  - Injuries that occur while using the facility or participating in Rec activities on personal time are not considered "Injury (Employee)".

### Facilities and Supply Requests

- All Facilities and supply restock requests must be made by the Wellness & Rec Manager.
- Wellness & Rec staff must immediately notify Wellness & Rec Manager of issues that require Facilities Services.
- Wellness & Rec staff must notify the Wellness & Rec Manager of supply needs as soon as possible.
- Wellness & Rec Manager will work with Facilities Services to restock supplies and address other concerns requiring Facilities assistance.

### Member Wellness & Rec Policy Violations

- Members in violation of PCC Wellness & Rec conduct policies:
  1. First Time: verbal warning of the violation.



2. Second Time: second verbal warning of the violation, and notification that repeating the offense will result in being asked to leave.
  3. Third Time: asked to leave facility.
- Some Wellness & Rec Policy violations will result in immediate removal from the facility. In these instances, Department of Public Safety will be contacted and asked to handle the situation.
  - Student patrons in violation of PCC Wellness & Rec Policies may be referred to Student Judicial Affairs using the Behavior Reporting Form found on the PCC Portal.

### Media Requests

- Student staff are not permitted to speak to the media on behalf of PCC or PCC Wellness & Rec. All members of the media who come to PCC Wellness & Rec must be referred to the Wellness & Rec Manager who will work with the PCC Marketing & Communications Department.

### Employee Discipline

- The Wellness & Rec Manager will make goodwill effort to mentor and coach student employees through policy violations. In the case of repeat offenses and/or egregious violations of policy, student employees will face disciplinary action up to and including termination of employment.

# Appendix A

## Wellness & Rec Cleaning Checklist

Monday - Thursday

Time	Duties	Initials
5AM-6AM	Rubber mats in locker rooms	
	Wipe down machines 1-8	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
	Check trashes, empty if needed	
6AM-7AM	Wipe down machines 9-15	
	Sweep Section 4	
	Clean fitness room mirror	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
7AM-8AM	Wipe down machines 16-27	
	Put equipment away, if needed	
	Check, refill if needed:	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
	Check trashes, empty if needed	
8AM-9AM	Wipe down machines 28-38	
	Vacuum Section 3	
	Clean weight area mirror	
	Put equipment away, if needed	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
Check trashes, empty if needed		
	Inventory equipment	

Time	Duties	Initials
9AM-10AM	Wipe down machines 39-55	
	Spray/Clean Water Fountain	
	Put equipment away, if needed	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
	Check trashes, empty if needed	
10AM-11AM	Wipe down machines 1-8	
	Vacuum Section 2	
	Vacuum Locker Room Rugs	
	Put equipment away, if needed	
	Check (refill if needed):	
<i>put "n/a" if no refill</i> Paper towels/ Wipes		
	Hand sanitizer	
	Spray bottles	
	Check trashes, empty if needed	
11AM-12PM	Wipe down machines 9-15	
	Put equipment away, if needed	
	Clean cardio area mirror	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
	Check trashes, empty if needed	
12PM-1PM	Wipe down machines 16-27	
	Vacuum Section 1	
	Put equipment away, if needed	
	Check (refill if needed):	
	<i>put "n/a" if no refill</i> Paper towels/ Wipes	
	Hand sanitizer	
	Spray bottles	
Check trashes, empty if needed		
	Inventory equipment	

Time	Duties	Initials	
1PM-2PM	Wipe down machines 28-38		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no</i> <i>refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
2PM-3PM	Wipe down machines 56-71		
	Sweep Section 4/ Mop Tues		
	Clean fitness room mirror		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no</i> <i>refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
3PM-4PM	Wipe down machines 39-55		
	Put equipment away, if needed		
	Check, refill if needed:		
	<i>put "n/a"</i> <i>if no</i> <i>refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
4PM-5PM	Wipe down machines 1-8		
	Vacuum Section 1		
	Clean cardio area mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no</i> <i>refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
	Check trashes, empty if needed		
Inventory equipment			

Time	Duties	Initials	
5PM-6PM	Wipe down machines 9-15		
	Spray/Clean Water Fountain		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
6PM-7PM	Wipe down machines 16-27		
	Vacuum Section 2		
	Vacuum Locker Room Rugs		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no refill</i>	Paper towels/ Wipes	
Spray bottles			
Check trashes, empty if needed			
7PM-8PM	Wipe down machines 28-38		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
8PM-9PM	Wipe down machines 39-55		
	Vacuum Section 3/Mop Wed.		
	Clean weight area mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a"</i> <i>if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
	Check trashes, empty if needed		
Inventory equipment			

PCC Wellness & Rec Daily Cleaning Checklist

Date: \_\_\_\_\_

Friday

Time	Duties	Initials	
5AM-6AM	Rubber mats in locker rooms		
	Wipe down machines 1-8		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
6AM-7AM	Wipe down machines 9-15		
	Sweep/Mop Section 4		
	Clean fitness room mirror		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
7AM-8AM	Wipe down machines 16-27		
	Put equipment away, if needed		
	Check, refill if needed:		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
8AM-9AM	Wipe down machines 39-55		
	Vacuum Section 3		
	Clean weight area mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
Inventory equipment			

Time	Duties	Initials	
9AM-10AM	Wipe down machines 28-38		
	Spray/Clean Water Fountain		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
10AM-11AM	Wipe down machines 56-71		
	Vacuum Section 2		
	Vacuum Locker Room Rugs		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
Hand sanitizer			
Spray bottles			
Check trashes, empty if needed			
11AM-12PM	Wipe down machines 1-8		
	Put equipment away, if needed		
	Clean cardio area mirror		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
12PM-1PM	Wipe down machines 9-15		
	Vacuum Section 1		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
	Check trashes, empty if needed		
Inventory equipment			

Time	Duties		Initials
1PM-2PM	Wipe down machines 16-27		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
2PM-3PM	Wipe down machines 28-38		
	Vacuum Section 2		
	Vacuum Locker Room Rugs		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
3PM-4PM	Wipe down machines 56-71		
	Put equipment away, if needed		
	Check, refill if needed:		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	

Time	Duties		Initials
4PM-5PM	Wipe down machines 39-55		
	Vacuum/Mop Section 3		
	Clean weight area mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
Inventory equipment			
5PM-6PM	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
	Inventory equipment		
Empty trashes			

PCC Wellness & Rec Daily Cleaning Checklist

Date: \_\_\_\_\_

Saturday

Time	Duties	Initials	
7AM-8AM	Rubber mats in locker rooms		
	Wipe down machines 1-15		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
8AM-9AM	Wipe down machines 16-38		
	Vacuum Section 2		
	Vacuum Locker Room Rugs		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
9AM-10AM	Wipe down machines 56-71		
	Put equipment away, if needed		
	Check, refill if needed:		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Check trashes, empty if needed			
10AM-11AM	Wipe down machines 39-55		
	Sweep Section 4		
	Clean fitness room mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
	Check trashes, empty if needed		
Inventory equipment			

Time	Duties	Initials	
11AM-12PM	Wipe down machines 1-15		
	Vacuum Section 1		
	Clean cardio area mirror		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
Hand sanitizer			
Spray bottles			
Check trashes, empty if needed			
12PM-1PM	Wipe down machines 16-38		
	Spray/Clean Water Fountain		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
1PM-2PM	Wipe down machines 56-71		
	Vacuum/Mop Section 3		
	Clean weight room mirror		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
Spray bottles			
Check trashes, empty if needed			
2PM-3PM	Wipe down machines 39-55		
	Put equipment away, if needed		
	Check (refill if needed):		
	<i>put "n/a" if no refill</i>	Paper towels/ Wipes	
		Hand sanitizer	
		Spray bottles	
Empty trashes			
Inventory equipment			

## Appendix B

### Small Equipment Daily Inventory Sheet



PCC Wellness & Rec Daily Equipment Inventory

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Silver Dumbbells		Missing (# if any)	Initials	Wide Dumbbells		Missing (# if any)	Initials	Grey Dumbbells		Missing (# if any)	Initials
Pounds	Quantity			Pounds	Quantity			Pounds	Quantity		
5	2			20	2			8	2		
8	4			25	2			10	4		
10	4			30	2			15	4		
12	4			35	2			20	2		
15	4			40	2			25	2		
25	2							30	2		
30	2							35	2		
								40	2		
								75	2		
Rubber Plates		Missing (# if any)	Initials	Iron Plates		Missing (# if any)	Initials	65	1		
Pounds	Quantity			Pounds	Quantity			80	2		
10	4			2.5	2			120	1		
25	4			5	8			Rubber Dumbbells		Missing (# if any)	Initials
35	4			10	6			Pounds	Quantity		
45	6			25	6			45	2		
Medicine Balls		Missing (# if any)	Initials	35	2			50	2		
Pounds	Quantity			45	4			55	2		
Various	9							60	2		
Rubber Kettlebells		Missing (# if any)	Initials					Iron Kettlebells		Missing (# if any)	Initials
Pounds	Quantity			Pounds	Quantity	70	2				
5	1			5	1			85	2		
10	2			10	1			Fitness Room DBs		Missing (# if any)	Initials
15	1			15	1			Pounds	Quantity		
20	1			20	1			1	2		
25	2			25	1			3	26		
30	2			30	1			5	22		
35	1			35	1			8	18		
40	1			45	1			10	8		
45	1			55	1			12.5	4		

50	1				15	6		
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PCC Wellness & Rec Daily Equipment Inventory

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Silver Dumbbells		Missing (# if any)	Initials	Wide Dumbbells		Missing (# if any)	Initials	Grey Dumbbells		Missing (# if any)	Initials
Pounds	Quantity			Pounds	Quantity			Pounds	Quantity		
5	2			20	2			8	2		
8	4			25	2			10	4		
10	4			30	2			15	4		
12	4			35	2			20	2		
15	4			40	2			25	2		
25	2							30	2		
30	2							35	2		
								40	2		
								75	2		
Rubber Plates		Missing (# if any)	Initials	Iron Plates		Missing (# if any)	Initials	65	1		
Pounds	Quantity			Pounds	Quantity			80	2		
10	4			2.5	2			120	1		
25	4			5	8			Rubber Dumbbells		Missing (# if any)	Initials
35	4			10	6			Pounds	Quantity		
45	6			25	6			45	2		
Medicine Balls		Missing (# if any)	Initials	35	2			50	2		
Pounds	Quantity			45	4			55	2		
Various	9							60	2		
Rubber Kettlebells		Missing (# if any)	Initials	Iron Kettlebells		Missing (# if any)	Initials	65	2		
Pounds	Quantity			Pounds	Quantity			70	2		
5	1			5	1			85	2		
10	2			10	1			Fitness Room DBs		Missing (# if any)	Initials
15	1			15	1			Pounds	Quantity		
20	1			20	1			1	2		
25	2			25	1			3	26		
30	2			30	1			5	22		
35	1			35	1			8	18		
40	1			45	1			10	8		

45	1			55	1			12.5	4		
50	1							15	6		

