CHECK ROUTINE

What we check, and how often

Record each check, how often it is done, who does it and where it comes from: for example, the manufacturer's instructions or your technician.

ROUTINE SET BY

DATE

EQUIPMENT	WHAT TO CHECK	HOW OFTEN	WHO	SOURCE

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CHECK RECORD

Checks completed

Write the date of each round of checks across the top, then initial each machine as it is checked. Anything that needs attention goes on the maintenance record.

MACHINE NAME	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

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OUT-OF-SERVICE PROCEDURE

If a machine is not right

Your studio's own procedure, in your words. Record below who has been shown it.

	QUESTION	OUR STUDIO'S ANSWER
1	Who does an instructor tell first?	
2	How is the machine marked out of service?	
3	Where is it recorded? (For example, the out-of-service record in Section 05, with its name and serial number.)	
4	Who contacts the service provider, and how?	
5	Who decides it can return to use, and how is that recorded?	

WHO CAN RETURN A MACHINE TO USE

NAME	ROLE AND BUSINESS

TEAM MEMBERS SHOWN THIS PROCEDURE AND THIS LOG

NAME	ROLE	DATE	SHOWN BY

Free sample pages from **The Pilates Notebook™ Equipment Care Log**.
These pages record your studio's own routine and history. They do not set what to check or how often.
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