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.

STUDIO

ROUTINE SET BY

DATE

EQUIPMENT	WHAT TO CHECK	HOW OFTEN	WHO	SOURCE

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.
© HF Industries 2027. Free to print and copy for use in your studio · **pilatesnotebook.com.au**

CHECK RECORD

Checks completed

Write the date of each round of checks across the top, then initial each machine as it is checked. Note anything that needs attention, and follow your studio's procedure.

MACHINE NAME	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

© HF Industries 2027. Free to print and copy for use in your studio · **pilatesnotebook.com.au**

OUT-OF-SERVICE PROCEDURE

If a machine is not right

Your studio's own procedure, in your words.

	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 record below, 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?	

MACHINES TAKEN OUT OF SERVICE

DATE OUT	MACHINE NAME	SERIAL NUMBER	REASON	REPORTED BY	ACTION TAKEN	DATE BACK	SIGNED OFF

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.
© HF Industries 2027. Free to print and copy for use in your studio · **pilatesnotebook.com.au**