

# INSTALLATION CHECKLIST

<b>VENUE NAME</b>		
<b>INSTALLATION DATE</b>		
<b>SALES MANAGER</b>		
<b>CLUB MANAGER</b>		
<b>TEL:</b>	<b>MOB:</b>	<b>E:</b>

TREADMILLS	Done	CROSS TRAINERS / BIKES	Done
Power On		Powers Up	
Levelling Feet Balanced		Levelling Feet Balanced	
Running Belt Tracking Centred		Resistance Checked (Progressive)	
Running Belt Tensioned (Check for Slipping)		Quick Start	
Speed Up / Down		Enter a Program	
Incline / Decline		HR Sensors Working	
Quick Start		Polar HR Working	
Enter a Program		TV Tuned In (All Channels Checked)	
HR Sensors Working		TV Static Channels Deleted	
Polar HR Working		TV Audio Check / Volume Control	
Emergency Stop Button / Lanyard Working			
TV Tuned In (All Channels Checked)			
TV Static Channels Deleted			
TV Audio Check / Volume Control			
CONCEPT ROWERS		FDF ROWERS	
Console Powers Up		Water Filled to Calibration Line	
Programs Work		Chlorine Tablets added to Water	
Resistance Checked (Progressive)		Console Powers Up	
		Programs Work	
		Resistance Checked (Progressive)	
		Seat Operation Smooth	
PIN LOADED MACHINES		PIN LOADED MACHINES	
Weight Stacks Bolts Securely Tightened		Cables Fitted and Correctly Tensioned	
Guide Rods Tightly Secured		Exercise Placards Displayed	
Packing Tape Removed ( <b>Guide Rods MUST be free from residue</b> )		Assisted Chin Dip – Check Knee Pad Adjustment Lock / Unlock	
Weight Stack Shrouds Correctly Secured		Drop Down Half Weights Working Smoothly	
Rubber Feet Fitted		Selection Pin – Top / Middle / Bottom Plates	
Gas Assisted Seats & Back Rests Checked		R.O.M. Adjustments Checked	
Guide Rods Lubricated			

PLATE LOADED MACHINES / RACKS / BENCHES	Done	BARBELL RACKS	Done
All Bolts Tightly Secured		All Bolts Tightly Secured	
Guide Rods / Runners Lubricated		Olympic Barbells have Collars Supplied	
Packing Tape Removed		<b>SUNDRY (List if Applicable)</b>	
Smith Machine – Bar Operation – Balanced / Smooth / Easy to Locate on Stops			
45 Degree Leg Press – Back Rest Adj. pin easily clicks into place in all holes			
45 Degree Leg Press – Safety Pin Stop: Test			
Check Adjustments where Applicable			
<b>HANDOVER CHECKS TO BE CARRIED OUT WITH CLIENT</b>			

<b>FITNESS EQUIPMENT SAFETY POINTS:</b> Leisure Concepts Corporate Representative MUST review these equipment safety points and sign off with the Client. Refer to “Schedule 1”
<b>SERVICE SUPPORT MANUAL:</b> Explain Service Request Procedure / Preventative Maintenance / Treadmill Lubrication Log
<b>PREVENTATIVE MAINTENANCE – STRENGTH EQUIPMENT:</b> Leisure Concepts Corporate Representative MUST review the Preventative Maintenance Strength Equipment checklist and sign off with the Client. Refer to “Schedule 2”
<b>CARDIO EQUIPMENT OWNER’S MANUALS:</b> Leisure Concepts Corporate Representative to ensure the Client has been provided with a copy of the Owner’s Manual for each category of Cardio Equipment.
<b>TREADMILLS:</b> Shown and demonstrated Silicone Lubrication Procedure. (Importance of <b>MONTHLY</b> checks / maintaining Lubrication log and Running Deck / Belt)
Explained Procedure for Ordering Additional Silicone. <b>IMPORTANT:</b> The Manufacturer’s Warranty is dependent on the Lubrication Procedure being adhered to.
<b>DELIVERY DOCKET:</b> Client review and sign off. Any missing items <b><u>MUST</u></b> be recorded on the delivery docket for admin to follow up.
<b>PRODUCT ORIENTATION PROVIDED:</b> Conducted during Installation?   YES   /   NO <b>DETAILS:</b>
<div><b>DECLARATION</b></div> <p>I confirm that Leisure Concepts Corporate have completed the equipment installation to our satisfaction and have:-</p> <ul style="list-style-type: none"> <li>&gt; Explained the Fitness Equipment Safety Points</li> <li>&gt; Provided a Service Support Manual</li> <li>&gt; Explained the procedure to log a Service Request via the Leisure Concepts <a href="#">website</a> and that warranty claims must be reported within 7 days via the <a href="#">Warranty</a> page on the website.</li> <li>&gt; Demonstrated and/or explained the Preventative Maintenance Checks necessary to maintain the equipment in optimal working condition.</li> </ul>
<b>SIGNED BY CLUB REPRESENTATIVE:</b>
<b>TITLE:</b>
<b>SIGNED BY LCC REPRESENTATIVE:</b>
<b>DATE:</b>