

SIS - Sport, Fitness and Recreation Training Package

SIS20115—Certificate II in Sport and Recreation

Unit

SISXFAC001

Maintain equipment for activities

*This is not a complete document.
SAMPLE ONLY*

Teacher/Trainer Manual



LANE

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STUDENT/TRAINEE DETAILS

Student/Trainee Name**Student/Trainee Email****Teacher / Trainer Name****School / Institution / Training Organisation / Employer**

SAMPLE SAMPLE

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INTRODUCTION

This manual is developed to provide training content that addresses the specific 'Unit of Competency' as outlined on the following pages.

It provides the teacher and/or trainer with a document that includes all that the student and/or trainee manual content plus guidance notes as well as answers to the learning activities in the student/trainee manual.

This manual can be packaged with various manuals addressing other 'Units of Competency' in order to meet the 'Packaging Rules' of a particular Australian Training Package Qualification.

This resource has been designed to be delivered in a form that is conducive to the learning environment including:

- ☆ Online delivery
- ☆ Classroom delivery
- ☆ On the job training

The documents are designed in a 'landscape' format in order to make reading on a computer screen easier as well as reduces the need to scroll down pages. Documents can be easily printed if the learning environment requires the student or trainee to have hard copies of the learning materials.

INTRODUCTION—CONT'D

LEARNING ACTIVITIES

The learning activities in the student and/or trainee manuals are 'Form Enabled' so that if the resources delivered online, the activities can be filled in using the computer keyboard.

Each learning activity is identified with the following icon.

**Learning
Activity**

Learning activities come in the following forms.

- ☆ Questions
- ☆ Research
- ☆ Tasks
- ☆ Interviews

Questions

Questions would relate to the information presented on previous pages.

Research

This type of learning activity would require the student or trainee to locate information by using research methods. The information they would be required to locate would be in line and/or support the information that the manual had outlined in previous pages.

INTRODUCTION—CONT'D

Tasks

This learning activity type would require the student/trainee to actually do or undertake something and would be reinforcing the knowledge they have gained from reading the manual's previous pages.

Interviews

This learning activity type would require the student/trainee to interview person(s) in an actual workplace environment or a person(s) who are experienced in the industry sector which the student/trainee is currently undergoing training.

The student/trainee is made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

Learning
Activity

Research

SELF ASSESSMENT

At the end of each manual is a series of questions that the student/trainee should review and answer.

This self assessment is to ensure in the student's or trainee's mind that they have reviewed and understood the information that was presented in their manual.

If they are unsure of their understanding in any of the topics reviewed, they are encouraged to go back and review the information again and/or seek the assistance of their teacher or trainer.

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UNIT OF COMPETENCY OVERVIEW

The following pages are extracts from Training.gov.au website and outlines this specific 'Unit of Competency' including the 'Elements' and the 'Performance Criteria'. The content within this manual has been developed to address this unit.

SISXFAC001 - MAINTAIN EQUIPMENT FOR ACTIVITIES

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 1. Perform routine equipment maintenance. | 1.1 Access and interpret maintenance schedules and manufacturer instructions. 1.2 Examine and check equipment according to maintenance schedules. 1.3 Check serviceability of emergency equipment. |
| 2. Conduct equipment repairs. | 2.1 Conduct minor repairs to maintain safe and effective use of equipment, within scope of responsibility. 2.2 Report repairs which cannot be carried out to supervisor. 2.3 Tag and isolate faulty equipment. 2.4 Check maintenance equipment in a regular and timely manner. |
| 3. Store equipment to maintain in serviceable condition. | 3.1 Store and handle equipment according to manufacturer instructions. 3.2 Maintain storage facilities in a clean and tidy condition. 3.3 Maintain access and egress of storage facilities in the case of an emergency. 3.4 Secure storage facilities. 3.5 Complete records of routine maintenance and repairs. |

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Section One

Perform Routine Equipment Maintenance

SAMPLE SAMPLE

MAINTAIN EQUIPMENT FOR ACTIVITIES

SECTION ONE—PERFORM ROUTINE EQUIPMENT MAINTENANCE

INTRODUCTION

In any business that has tools, machinery and/or equipment, there will likely be some level of regular maintenance undertaken on the machinery and/or equipment.

This holds true for fitness and sporting facilities as well. Fitness and sporting equipment can be a major investment, so regular maintenance and minor repairs need to happen.

This section looks at this topic.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Accessing maintenance schedule according to organisation policies and procedures.
- ☆ Examining and checking equipment according to maintenance schedule.
- ☆ Checking serviceability of emergency equipment.

ACCESS AND INTERPRET MAINTENANCE SCHEDULES AND MANUFACTURER INSTRUCTIONS

Fitness equipment must be properly stored and maintained to preserve its well being. This is particularly the case where it is used by a number of clients of varying ages and skill levels.

In any fitness facility, sporting or recreational organisation, the care of equipment is vital. Equipment is important – without it, an organisation cannot provide its services. If it is not in good working condition, the ability of people to participate in activities is compromised.

In the case of certain types of equipment, if they is not properly maintained, the safety of users could be at risk.

Correct maintenance of equipment also preserves its life. This is another important consideration for any business operating in the fitness industry. Replacing equipment is a costly exercise and this can impact on an organisation's viability. Depending on the size of the facility, there would likely be a maintenance routine and schedule developed to prevent the need to prematurely replace equipment.

For smaller types of fitness equipment it would be appropriate to inspect them before and after use.

Those that were not safe to use would be separated and marked as 'DO NOT USE' and then stored in a location where repair or disposal would take place.

Whereas larger pieces of equipment would have a routine maintenance schedule, often suggested or required by the equipment manufacturer. This would be especially important where unmaintained equipment could fail and cause injury to the user.



SAMPLE

SAMPLE SAMPLE

**Learning
Activity**

Research

LEARNING ACTIVITY ONE

In the activity we want you to do some research and locate the following user manuals:

- ☆ A user manual for a treadmill
- ☆ A user manual for an exercise bike
- ☆ A user manual for an elliptical machine

In each manual locate the maintenance page and print out this page. Then develop a maintenance schedule using the information outlined on each page.

When completed, present the pages and the schedule to your teacher or trainer for review and discussion.

TEACHER / TRAINER GUIDANCE NOTES

This activity is designed to have the student or trainee identify what maintenance details are for some types of machines and then using that information to develop a maintenance schedule.

SAMPLE SAMPLE



EXAMINE AND CHECK EQUIPMENT ACCORDING TO MAINTENANCE SCHEDULE

Each piece of equipment will have a maintenance schedule. This maintenance is critical to ensure that the equipment is working at peak efficiency and enjoys a long life span. For most pieces of equipment if the maintenance schedule is not followed it can also void the warranty on the machinery. Another danger in not following the maintenance schedule is that components may wear excessively making the equipment unsafe.

Most equipment manufacturers will offer a service contract where a qualified technician will come to your organisation and service the machines for you. This can be a great option as they know the machinery inside and out and will be able to do a more thorough job. They will also be able to inform you about machinery that might be nearing the end of its life and recommend new replacement machines.

Between full services you can also do weekly and monthly services to make sure the equipment is running at it best. These tasks are usually very quick and can be done before or after business hours when the facility is closed.

These service tasks can include:

- ☆ Unplugging the machine and cleaning it with multi purpose cleaner
- ☆ Checking belts, chains and wheels are correctly tightened and free from wear
- ☆ Running the machinery to check for unusual noises or odours
- ☆ Stabilisers are correctly deployed

When any maintenance is performed, make sure it is recorded in the equipment log book.

SAMPLE SAMPLE

SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY TWO

In Activity One we asked you to locate and print out some pages from user manuals for some fitness machines. Using these pages we want you to list the parts of the machine that the user manual says needs to be inspected as part of the maintenance tasks.

Treadmill***Exercise bike******Elliptical machine***

TEACHER / TRAINER GUIDANCE NOTES

This activity is designed to have the student or trainee identify parts of a machine that are required to be inspected as part of the machine's maintenance tasks as outlined by the manufacturer.

SAMPLE SAMPLE



CHECK SERVICEABILITY OF EMERGENCY EQUIPMENT

Also of great importance is the continued inspection and maintenance of emergency equipment. These pieces of equipment include:

- ☆ Fire extinguishers
- ☆ First aid equipment and supplies
- ☆ Automated External Defibrillator

FIRE EXTINGUISHERS

Portable Fire Extinguishers are required by law to be installed within every commercial building. Not all fire extinguishers are the same. Depending on the type of organisation and what equipment is installed you might have:

- ☆ Powder—Most widely used type
- ☆ Wet Chemical—For oil or fat fires
- ☆ Water—For paper, wood or textile fires
- ☆ Foam— for paper, textiles, wood, plastics, rubber, petrol, oil and paint fires
- ☆ Carbon Dioxide—For fire in electrical equipment

These extinguishers each have different inspection periods so check the tag that is connected to it for details of when it needs to be tested.

FIRST AID EQUIPMENT AND SUPPLIES

A regular check of the first aid kit/s should be carried out to ensure they are always stocked correctly. Also if the kit is used, a report should be filled in and anything that was used restocked.

AUTOMATED EXTERNAL DEFIBRILLATOR

Most of these machines have a self test function and will alert you if there is a problem. As a guide the batteries in the unit should be replaced every four years and the pads should be replaced every 2 years. It is also important to test that the voice prompts are tested monthly.

**Learning
Activity**

Question

LEARNING ACTIVITY THREE

What is an Automated External Defibrillator?

TEACHER / TRAINER GUIDANCE NOTES

An automated external defibrillator (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest, a condition in which the heart suddenly and unexpectedly stops beating.

SAMPLE SAMPLE

Learning Activity

Question

LEARNING ACTIVITY FOUR

What are the pictures below depicting and why are these tags required?

FIRE EXTINGUISHER RECHARGE & INSPECTION RECORD

INSTRUCTIONS
Attach this tag to fire extinguisher. Recharging and inspection records are to be entered by inspectors.

CO₂
Weigh & inspect Monthly

DRY CHEMICAL (Cartridge Type)
Weigh Cartridge Monthly
Check Chemicals Every 6 Months

DRY CHEMICAL (Stored Pressure Type)
Check Gauge for Proper Pressure

PRESSURIZED WATER
Check Gauge Pressure
Operating personnel should inspect extinguisher daily and report broken seals or defects immediately to Maintenance Dept.

RECHARGE RECORD

| DATE | BY | DATE | BY |
|------|----|------|----|
| | | | |
| | | | |
| | | | |

OVER

INSPECTION RECORD

| DATE | BY | DATE | BY |
|------|----|------|----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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TEACHER / TRAINER GUIDANCE NOTES

These tags are required by law to show when the fire extinguish was last inspected and when it was last recharged. These tags are required to be inspected on a regular basis.

Section Two

Conduct Equipment Repairs

SAMPLE SAMPLE

MAINTAIN EQUIPMENT FOR ACTIVITIES

SECTION TWO—CONDUCT EQUIPMENT REPAIRS

INTRODUCTION

It may be your responsibility to check fitness or sporting equipment, as well as do some minor repairs. If that is the case you may encounter repairs that are beyond your capability to make. In this section we look at doing basic equipment repairs and how to report repairs that you are unable to do.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Conducting minor repairs to maintain safe and effective use of equipment, within scope of responsibility
- ☆ Reporting repairs which cannot be carried out to supervisor
- ☆ Tagging and isolating faulty equipment
- ☆ Checking maintenance equipment in a regular and timely manner

CONDUCT MINOR REPAIRS TO MAINTAIN SAFE AND EFFECTIVE USE OF EQUIPMENT, WITHIN SCOPE OF RESPONSIBILITY

Minor repairs are often performed by staff at a fitness club, sport or recreational facility.

These employees would need to be trained in such repairs and the record keeping of repairs to any item would need to be followed as per the organisational policies and procedures.

Minor repairs often include:

- ☆ Checking and tightening belts and cables
- ☆ Checking and tightening bolts and nuts
- ☆ Cleaning of hand and seating surfaces

...and any other repairs that are possible without needing a qualified service person.



SAMPLE SAMPLE

SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY ONE

What does the term 'scope of responsibility' mean?

TEACHER / TRAINER GUIDANCE NOTES

This term refers to the tasks, activities and responsibilities a person is expected to do while employed or contracted by an organisation.

SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY TWO

Below are two pictures of a person doing some basic maintenance tasks on a treadmill. What are those tasks?

**1****2****TEACHER / TRAINER GUIDANCE NOTES**

Picture 1 they are leveling the treadmill and Picture 2 they are lubricating the treadmill belt.



REPORT REPAIRS WHICH CANNOT BE CARRIED OUT TO SUPERVISOR

When you are carrying out checks you might come across a piece of fitness equipment that you are unable to repair.

In these cases it is important that you do try to make the repairs and report the damaged or unusable piece of equipment.

There would likely be a procedure in place that tells you who to report any equipment that is not useable and how to do this reporting.



When reporting it make sure you give as much information as possible including what the issue is, what you have done to try and repair it so far. Also provide a copy of the service history and as much details about the manufacturer as possible. In most cases the management will need to contact the manufacturer to get a technician out so the more information they have the easier it will be.

It is also good practice to communicate the information in writing so that you have a record of the report. Verbally reporting the issue backed up with an email is a good method of formally recording the equipment issue and the reporting of it. This email can also be forwarded to the repairer ahead of time to give them a chance to be better prepared.

The main aim is to have all equipment in operation at all times so the more you can do to reduce downtime, the better it will be for your fitness centre as well as your clients.

SAMPLE

SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY THREE

When reporting a piece of equipment you cannot repair what should you include in the report and why should this report be in writing?

TEACHER / TRAINER GUIDANCE NOTES

When reporting it make sure you give as much information as possible including what the issue is, as well as what you have done to try and repair it so far and if you have access to the service reports and any manufacturer's detail, these too should be included.

It should be in writing so that everyone has a record of the report.

**Learning
Activity**

Task

SAMPLE SAMPLE

LEARNING ACTIVITY FOUR

Below is a user manual cover of a treadmill. There are several of these units in the fitness club you are working at. During your daily inspection of the fitness equipment you have found one of these treadmills not working and although you attempted to see the problem, it still is not working. In this activity, using the information you learned in this Section, you are to prepare a report that will be given to the fitness centre manager reporting the equipment issue. Once this report is completed, email the report or print it out and provide it to your teacher or trainer for review and discussion.



TEACHER / TRAINER GUIDANCE NOTES

The cover of a treadmill user manual is what the student or trainee should use to reference the treadmill issues. You as the teacher or trainee should decide that there is enough information on the report that the person receiving it can action it's repair in a timely manner.

SAMPLE SAMPLE

SAMPLE SAMPLE



TAG AND ISOLATE FAULTY EQUIPMENT

So far we have learned that there will be some equipment repairs that you would be capable of doing. We also learned that there will be other major repairs that you may not be capable of doing and in fact, should not attempt to repair as it is likely you are not qualified to do so.

These types of faults or damage located through equipment checks or while performing maintenance should be reported to the management.

If the equipment is unusable or unsafe until repairs are made, then a tag should be attached to it in a highly visible location warning persons of the fault.

This is not only a legal requirement, it is also to ensure the safety of staff and clients that use the facilities.



SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY FIVE

Although it was not mentioned in this section, certain fitness machines that are damaged or faulty should not only be tagged but they should be 'isolated'. What does isolating a machine mean?

TEACHER / TRAINER GUIDANCE NOTES

Isolating refers to unplugging any machine that is using electricity to run and is found to be faulty or damaged. In these cases a tag should also be attached to the power cord plug.

SAMPLE SAMPLE

SAMPLE SAMPLE



CHECK MAINTENANCE EQUIPMENT REGULARLY

The fitness equipment in your facility is not the only thing that needs checking for serviceability and maintenance. The tools and equipment used to maintain your facility also need to be checked and maintained.

Common hand tools are often found in fitness facilities that are used to make minor repairs to the fitness equipment and general repairs and maintenance tasks around the property. When checking hand tools look for wear on all tools and at the first sign of damage replace them. Broken or worn tools can be hazardous to yourself as well as potentially causing damage to what you may be using them on.



Check power tools power cables for damage and if the power tool has a frayed or damaged cord, tag it and give it to the manager to send out for repair.

Make sure you have the correct tool for the job and use the tools in way that they were designed to be used. After using the tool, make sure they are cleaned and placed back in the tool boxes or storage area so that they can be easily found when needed again.

Other items that need to be checked would be steps and ladders. These need to be in good condition and again if there is a problem with them, they should be tagged and reported as per the outlined procedures of the facilities.



Other maintenance equipment that would need to be checked would include:

- ☆ Vacuums
- ☆ Carpet cleaners
- ☆ Floor cleaners/polishers
- ☆ Steam mops
- ☆ High pressure spray equipment
- ☆ Lawn mower and other powered garden tools

SAMPLE SAMPLE

All maintenance equipment as with any tools and equipment, must be in good working condition, not showing any signs of wear or damage, or tagged and reported if they are found not to be serviceable.

**Learning
Activity**

Research

LEARNING ACTIVITY SIX

Below are some pictures of maintenance equipment often seen in gyms, swimming pools and sporting grounds. Tell us what each is and what it is used for.

**1****2****3**

SAMPLE SAMPLE

TEACHER / TRAINER GUIDANCE NOTES

PICTURE 1- Swimming pool cleaner for cleaning pool surfaces under water

PICTURE 2- Gym floor cleaner for washing and polishing the surfaces of gym playing surfaces

PICTURE 3- Sports ground line markers to place and renew playing ground lines

Section Three

Store Equipment to Maintain in Serviceable Condition

SAMPLE SAMPLE

MAINTAIN EQUIPMENT FOR ACTIVITIES

SECTION THREE—STORE EQUIPMENT TO MAINTAIN IN SERVICEABLE CONDITION

INTRODUCTION

As important as proper use of fitness or sporting equipment and as important as proper maintenance of fitness or sporting equipment, is the proper storage of fitness and/or sporting equipment.

This section reviews the proper methods that should be used when storing fitness and/or sporting equipment.

SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Storing and handling equipment according to manufacturer instructions.
- ☆ Maintaining storage facilities in a clean and tidy condition.
- ☆ Maintaining access and egress of storage facilities in the case of an emergency.
- ☆ Securing storage facilities.
- ☆ Completing records of routine maintenance and repairs.



STORE AND HANDLE EQUIPMENT ACCORDING TO MANUFACTURER INSTRUCTIONS

All equipment being stored for use later must first be inspected that they are not damaged, repairs are not required, as well as clean.

Equipment and machinery stored would be stored according to the manufacturers' recommendations. For some equipment it is recommended that before storage, cables are lubricated and belts loosened when stored. The belts are then retightened when the equipment is put back into service.



Some equipment may need dust covers to protect electronic parts and this would be outlined in the manufacturer's owner manuals.

Sports equipment may require special shelving or storage equipment and these too must be maintained in order to protect the sports equipment.

Machinery such as mowers and other machines that run on fuel would need to be stored in a well ventilated shed and locked for security.

Any items requiring repairs or disposal should be stored separately.



SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY ONE

When storing fitness and/or sporting equipment, why is it important to make sure equipment awaiting repair is stored separate from the other equipment?

TEACHER / TRAINER GUIDANCE NOTES

There are two reasons.

First, the damage or faulty fitness and/or sporting equipment might be used accidentally if it is stored with operational equipment and secondly if it is not separated, it might be forgotten and when it is needed it would be unusable.

SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY TWO

Before putting away fitness and/or sporting equipment into storage what should you do?

TEACHER / TRAINER GUIDANCE NOTES

All equipment being stored for use later must first be inspected that they are not damaged, repairs are not required as well as clean.

SAMPLE SAMPLE



MAINTAIN STORAGE FACILITIES IN A CLEAN AND TIDY CONDITION

Being able to access items easily in your storage facility is crucial. It is not a case of just putting everything in and shutting the door. Each item needs to be easily accessible, depending on the size it may be a good idea to install shelving or racking to store items vertically.

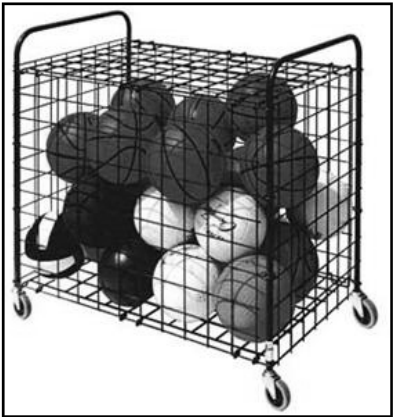
If it is your responsibility to manage the storage room, you need to carefully plan out what items should be placed where. For items that are used regularly they should be stored towards the entrance so that you can save time when accessing them.



Sometimes it is a good idea to label each section with the names of the items that are to be stored there, this ensures that anyone using the items will know where to return the item. A simple log book or sheet near the door listing the items location will help others when looking to use or return an item. By adding a sign in and out function to the log it will be easy to identify if the item is being used and therefore prevent unnecessary searching.

A regular cleaning routine is also recommended. Dusting down shelves and equipment is also a good idea.

One should do a full stock take on a regular basis and any items not in their specified location can be moved back or missing items can be located.



SAMPLE SAMPLE

**Learning
Activity**

Task

LEARNING ACTIVITY THREE

In this activity we want you to create a logbook for a fitness or sporting equipment storeroom. It should have a list of at least twelve pieces of equipment, time and person removing the equipment as well as time and person returning the equipment.

It should also have a column to show what equipment is out for repair. Once you have completed the logbook, present it to your teacher or trainer for review and discussion.

TEACHER / TRAINER GUIDANCE NOTES

This activity is to have the student or trainee think about the managing the movement of fitness or sports equipment and what kind of details that should be included in a logbook.

SAMPLE SAMPLE

**Learning
Activity**

Question

LEARNING ACTIVITY FOUR

Here is a scenario.

Cate went to the storeroom to get some skipping ropes. She had a class of six clients and she knew there were six ropes in the storeroom.

When handing out the skipping ropes one of the clients got a rope that had one of the handles missing which made it unusable.

This threw the exercise class into a bit of turmoil. How could this have been avoided?

TEACHER / TRAINER GUIDANCE NOTES

The damaged skipping rope should have been removed and a new one put in its place or a tag saying that there are only five ropes available. The person managing the storeroom could have sent out an email informing the trainers that there are only five ropes so that the plans they have for their exercise sessions would not have been affected.

NOTICE

KEEP PASSAGEWAY AND DOORWAY CLEAR



MAINTAIN ACCESS AND EGRESS OF STORAGE FACILITIES IN THE CASE OF AN EMERGENCY

In a facility where there are staff and clients always present, serious thought must go into emergency planning, especially when it comes to evacuation. It is generally local council fire regulations that require all doors within a facility be kept clear and easily opened unobstructed in the event of an emergency.

This includes doors for entering and exiting the building, as well as entry and exit doors to areas within the facility that are regularly used by staff and clients. This applies also to hallways leading to doors. Cluttered hallways can be a hazard when attempting to exit room or the building quickly in the event of an emergency.

This would include doors and hallways leading to, into and out of storage rooms and/or storage areas.

As mentioned earlier keeping your storage area clean and tidy will maximise efficiency but it can also be important in case of an emergency. If you need to climb over items in the front of the storage space to get to the items in the back this will pose a significant risk if you are required to evacuate the building fast.

A clear path that allows you to access everything in the area quickly and easily needs to be present at all times. It is tempting to just put items down anywhere, however thought needs to be put in. If there are items in the path one might trip or injure themselves when utilising the facility.

Thought should also be given to how things are stored. In a sports and recreation facility you will often have objects that are hard to stack, such as game balls. These items need to be secured in a way that it is easy to access but will be secure. A box or cage that can hold these items is the best way, as it prevents them from rolling around and also makes it easy to move if you need to use them.

So always keep doorways free of items. Make sure that the door to the storage facility can open and close freely and there is a clearly marked path or paths for pedestrian access. As a guide, two people should be able to comfortably pass each other when passing through the door.

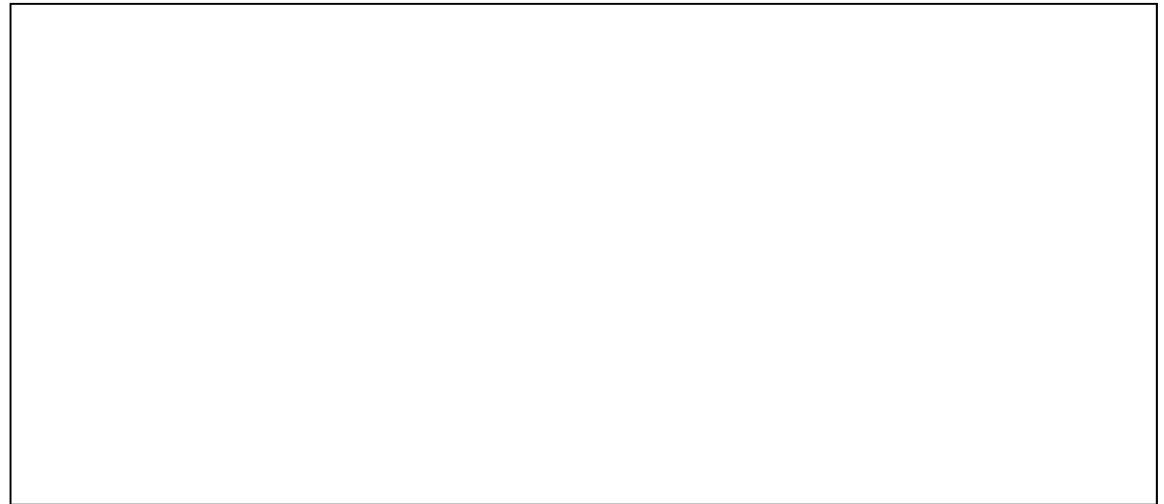
SAMPLE SAMPLE

**Learning
Activity**

Task

LEARNING ACTIVITY FIVE

Below are two pictures of a fitness club storage room shot from different angles. What is the problem with this storeroom from your point of view?

**TEACHER / TRAINER GUIDANCE NOTES**

Answers will vary. However, given what we have learned in this Section, it is clear that it is very untidy and if someone needs to evacuate this room in a hurry, they would struggle.



SECURE STORAGE FACILITIES

Fitness clubs and sporting clubs have a fair investment in fitness and sporting equipment. Even the small gyms, or local footy or cricket clubs spend a reasonable amount of money on equipment.

So it goes without saying that when fitness or sporting equipment is not being used, they must be stored securely.

Depending on the type of storage used, the minimum security measures used would likely be door locks or padlocks.

In larger operations such as gyms, swimming pools or large sporting clubhouses, the storage area would be part of the entire facility which would have security systems in place.

However, the storage area would still need to be secured in a way that only authorised staff members would have access to the storage area.

Again, these storage rooms could have door locks or electronic access systems such as keypads or swipe cards.

Another issue associated with storage areas is the storage of hazardous goods such as cleaning chemicals, pool chemicals and gardening tool fuels.

The manufacturers of hazardous goods are required by law to provide information called 'MSDS' or 'Material Safety Data Sheets'. These MSDS documents outline how to use the product and as well as how to safely store the product. These instructions would need to be followed closely and because the products are hazardous they also need to be stored in a secure way to avoid harm to other staff and clients or sporting club members.

There would likely be policies and procedures in place that outline the details of equipment and hazardous material storage, the security details such as the type of security systems used, as well as who has access to these secure storage areas.

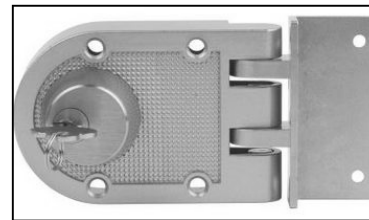
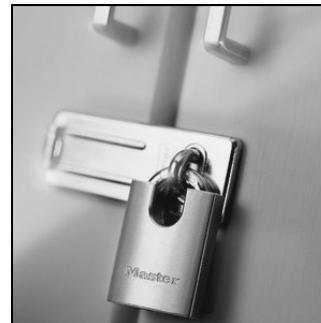
**Learning
Activity**

Question

SAMPLE SAMPLE

LEARNING ACTIVITY SIX

Below are some types of locks you may encounter that are used in storage rooms. Tell us the name and features of each type.

**1****3****2****4**

TEACHER / TRAINER GUIDANCE NOTES

Picture 1—This is a ‘digital lock’ where a person is given an access number code to punch in, in order to open the door

Picture 2—This is a ‘swipe card’ locking system where a person is given a card with a microchip and this is placed on the lock reader to open the door

Picture 3—This is commonly known as a ‘deadbolt’ lock and widely used. It is a strong lock and reasonably inexpensive

Picture 4—This is the common ‘padlock’ and is the least expensive locking system.

SAMPLE SAMPLE

SAMPLE SAMPLE

[illegible]

COMPLETE RECORDS OF ROUTINE MAINTENANCE AND REPAIRS

Record keeping of equipment use is needed as part of a professional business operation. This helps the owner to keep track of costs associated with the operation of the equipment, as well as ensuring that proper service and maintenance tasks are performed.

Managers of fitness or sporting facilities need to know what is required of them relating to maintenance record keeping. All repair and maintenance of fitness equipment as well as maintenance equipment must be documented. In some cases, service and maintenance schedules are provided when equipment is purchased. Repair and maintenance schedules are sometimes required to maintain the warranty on the equipment.

Most have established procedures relating to the recording of repair and maintenance, which should be followed and appropriately documented. This would likely include the filing procedures of these records.

**Learning
Activity**

Question

LEARNING ACTIVITY SEVEN

Why is record keeping of equipment repairs and maintenance needed as part of a professional business operation?

TEACHER / TRAINER GUIDANCE NOTES

This helps the owner to keep track of costs associated with the operation of the equipment, as well as ensuring that proper service and maintenance tasks are performed. It could also be required as part of the equipment's warranty agreement.

SAMPLE SAMPLE

SELF ASSESSMENT

Self assessment is where you ask yourself certain questions to ensure you have understood what you have learned while reading this manual and completing the learning activities.

This unit requires you the student or trainee at the completion of your training to have a certain level of 'Required Knowledge' in which you would be need to have acquired and in which you will be assessed on.

This self assessment section reviews this required knowledge by way of questions and if you are able to say YES to all of them you can be confident your assessment will be satisfactory.

- ☆ Do you remember why it is important that equipment used in a fitness environment needs to be maintained properly, as well as what should be done with any fitness equipment that becomes damaged or unusable?
- ☆ Can you recall what types of service tasks may need to be performed on pieces of fitness equipment between scheduled maintenance procedures?
- ☆ Are you able to explain how the following emergency equipment should be inspected and maintained?
 - a. Fire extinguishers?
 - b. First aid equipment and supplies?
 - c. Automated External Defibrillator?
- ☆ Do you know some of the more common types of repairs that an employee of a fitness facility may need to be trained in as well as keep a record of?
- ☆ Can you describe the methods to use in order to ensure a piece of fitness equipment is repaired in an efficient way to have it returned and usable as timely as possible?
- ☆ Are you able to understand the appropriate method to reporting and ensuring any unsafe equipment is not used until repairs are made?
- ☆ Do you remember outside of fitness equipment, what some of the other types of equipment are that a fitness facility may have that would need to be checked and maintained for serviceability?
- ☆ Can you recall what should be done with equipment before storing?
- ☆ Are you able to explain the suggested ways to manage and maintain the storage facilities?
- ☆ Do you know some of the areas that need to be considered when ensuring safe and easy access to the storage facilities, as well as the reasons why it can be dangerous to a client if the access and egress to these areas are blocked or cluttered?
- ☆ Can you describe how a fitness centre would ensure the security of sporting equipment as well as hazardous materials?
- ☆ Are you able to understand what types of maintenance record keeping materials may need to be required as well as filed?

If there were any questions that you were unable to confidently say YES to, we encourage you to review the information again in this manual and if needed seek the assistance of your teacher or trainer.

NOTES

SAMPLE SAMPLE