

Jan 2011

Dear Customer,

Re: Safety and maintenance of your outdoor gym

We are writing to advise of how to keep the equipment in good repair and fulfil your warranty obligations.

As the owner of the equipment you are responsible for ensuring that the equipment is safe for use by having it regularly inspected.

Correct maintenance is essential to keeping the equipment in safe and good working condition. All the equipment warranties are subject to you performing regular maintenance checks and completing a monthly logbook (attached below). This contains a list of what needs to be checked. When you complete each monthly entry you will need to file it safely as it may be required for warranty claims in the future. You will also receive, by post, a maintenance tool kit that contains an assortment of replacement caps, fixings and touch up paint, for upkeep of the units. (If you have not received one please contact us and we will forward).

All replacement parts can be purchased from us directly. You can purchase new parts, touch up paints or signage by calling Fresh-Air Fitness on 01483 608860.

Yours sincerely,

Jed Dunne
Operations Manager

Appendix A

Maintenance Obligations

Weekly Checks

- General sweep up of site and litter clearing.
- Clean down surfaces. Wipe off any graffiti with anti graffiti wipes.
- Check for any damage and if there is any, report this to Fresh-Air Fitness with an accompanying digital photo. Ensure the equipment and outdoor-gym area is left safe for use.

Every Calendar Month

- Use the logbook to check over each and every piece of equipment.
- Repaint any chips that have occurred in the paint.
- WD40 all moving parts – check for damage due to normal wear and tear.
- Look in detail at each item of equipment in turn working from the top down & checking that all of the components are present, secure and functional.
- Check also that all plastic caps are in place, if not, replace them from tool pack items.
- Limiters are incorporated in the bearing housings on many units. Check they are functioning correctly.
- Check that base covers are in place & check for any free play to the ground mounting or foundations.
- Tighten bolts and nuts – use key from tool pack as required.
- Look out for trip hazards or waste deposits, broken glass etc and if necessary close down site if the hazard makes the area unsafe for public use.
- Ensure equipment is left safe for use.
- Record all details in logbook and file logbook safely for future reference and to comply with safety requirements.
- Notify Fresh-air Fitness of any product defects.

Annual Inspection

It is recommended that an API Inspector should undertake an independent annual inspection. Please contact Fresh-Air Fitness to arrange this.

Should any fault render equipment unsafe for use, or prohibit the effective working of the unit you are required to have the facility closed to public use until the problem is resolved.

				Date:	
Task	Equipment Name	Problems?	Problems Resolved?	Is Equipment Still useable?	
Re-paint any chips that have occurred in paint work					
Lubricate All moving parts					
Look in detail at each component making sure all components are present, secure and fully functional					
Check that all tamper caps are in place and where necessary replace them					
Check the limiters are operating correctly					

Inspect bearings in swing arms and replace where necessary				
Check for any looseness of the unit's ground fixings				
Check the base cover is fitted and not damaged.				
Tighten All nuts and bolts.				