

A PLANNING RESOURCE FOR YMCA FACILITY TEAMS

The YMCA Year-End Facilities Checklist

Review maintenance, prioritize assets, and plan budgets for the year ahead.

VLogic

vlogicsystems.com

How to use this checklist

Check off each item as you complete it. For anything still open, write a priority from 1 to 4 in the box on the right, then carry it into the action plan on page 4. Skip anything that doesn't apply to your facility. Every box and line is fillable, so you can complete it on screen or print it.

1 Immediate **2** Next quarter **3** Budget or capital plan **4** Monitor

1 Building Systems and Conditions

- [ ] Review HVAC, plumbing, electrical, and backup power for open issues.
- [ ] Walk the roof, doors, and windows. Look for signs of water intrusion.
- [ ] List deferred repairs that will cost more if delayed.
- [ ] Confirm preventive maintenance due in the first quarter.

2 YMCA Spaces and Equipment

- [ ] Rank fitness equipment for repair or replacement.
- [ ] Review pool equipment with qualified aquatics staff, where applicable.
- [ ] Inspect locker rooms, restrooms, and other high-traffic areas.
- [ ] Check gym floors, courts, and childcare and program rooms.

3 Safety and Documentation

- [ ] Confirm required inspections and servicing are complete or scheduled.
- [ ] Assign an owner to every open safety-related item.
- [ ] Find missing inspection reports and service records.

> **Note:** Complete pool, childcare, and other specialized checks according to applicable regulations and qualified staff guidance.

4 Maintenance Backlog and Work Orders

- [ ] Pull open, overdue, and recurring work orders by branch.
- [ ] Separate urgent work from work that can be scheduled.
- [ ] Assign an owner and target date to each item.

5 Asset Inventory and Replacement

- [ ] Confirm the asset inventory and condition at each branch.
- [ ] Flag equipment nearing the end of its useful life.
- [ ] Rank replacements by condition, risk, impact, and funding.

6 Budget and Capital Planning

- [ ] Compare this year's maintenance spending to budget.
- [ ] Estimate next year's repair, service, and replacement costs.
- [ ] Separate immediate repairs from capital projects.
- [ ] Flag projects that need quotes or board approval.

7 Team, Vendors, and Operations

- [ ] Confirm vendor contracts and renewal dates.
- [ ] Review how maintenance requests are submitted, tracked, and closed.
- [ ] Set first-quarter priorities and owners.

Notes

8 Your Year-End Action Plan

BRANCH OR LOCATION	COMPLETED BY	DATE

Top facility priorities for the new year

#	PRIORITY	OWNER	TARGET DATE	LEVEL 1-4
1				
2				
3				
4				
5				

Budget and capital needs

NEED	EST. COST	OPERATING OR CAPITAL	LEVEL 1-4

Items requiring leadership approval

ITEM	APPROVER	NEEDED BY

Keep the plan moving after January.

Priorities stay current when work orders, asset records, and maintenance history live in one place. VLogic has helped facility teams do that for more than 25 years.

VLogic

vlogicsystems.com