

# Fitness Equipment (Existing, Newly Purchased or Donated)

*Consult school division policies and procedures related to the purchase of new equipment or the acceptance of donated equipment, as well as the installation and repair of both.*

- All newly purchased (new or used) or donated fitness equipment must comply with Canadian Standards Association (CSA) and/or Underwriters Laboratories Ltd. (UL) or Underwriters' Laboratories of Canada (ULC) standards.
- Equipment installation must be done by qualified personnel (for example, manufacturer/vendor) in accordance with the CSA and/or UL or ULC standards. Volunteer installations must not be permitted unless supervised by qualified personnel.
- All used equipment must be inspected by qualified personnel prior to use.
- Retain inspector's checklist for future reference.
- An audit of all existing fitness equipment needs to be conducted to determine the general age, condition and compliance level with a regulated standards association (for example, [CSA](#), [ASTM](#), and/or [UL](#) or [ULC standards](#)).
  - The audit should be conducted by a reputable fitness equipment/repair company (for example, the equipment manufacturer, a local fitness distributor/installation company).
  - The audit should refer to the manufacturer's manual for each piece of fitness equipment regarding maintenance, criteria for inspection, proper use of equipment and expected lifespan of the equipment.
  - Any equipment which is in disrepair must be replaced with equipment which complies with a regulated standards association (for example, CSA, ASTM, and/or UL or ULC standards).
  - Unsafe equipment must be removed from service immediately.