

INSTALLATION WORK ORDER FORM

Please fax all invoices and work order forms to **1-800-813-1102**

Order Number: _____

Ship To:

Hotel Name: _____

Contact: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Cell: _____

Fax: _____

E-Mail: _____

Estimated Arrival Date: _____

Agreed Price of Service: _____

Freight Company: _____

Tracking Information: _____

Installer:

Company: _____

Contact: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Cell: _____

Fax: _____

E-Mail: _____

Bill To:

Dtki cf qqp Fitness

c/o Ceeqwpw'Rc{cdrg

1700 Magnavox Way #210

Ft. Wayne, IN 46804

Fax: 800-813-1102

To be completed by install technician:

Please discuss a preventative maintenance agreement with the hotel!

Qty: Model: Item: Serial:

Treadmills

Ellipticals

Exercise Bikes

Strength Station

Other Items

Does All Equipment In Room Properly Function? Y N

Was Debris Removed From Room? Y N

Has Room Been Properly Arranged To Satisfy Hotel? Y N

Date of Completion: _____

Notes: _____

To be completed by customer:

Is Equipment Operating Correctly? Y N

Have You Been Informed of Operating Procedures? Y N

Do You Understand Proper Maintenance Procedures? Y N

Were Above Guidelines Followed By Installer? Y N

Customer Name: _____

Title: _____

*Signature: _____

Please call property to introduce yourself as the installer and let them know to call you as soon as they receive the equipment. **Please make sure invoice, fitness equipment installation report, and purchase order are all turned in within 30 days of service.** If they are not turned in within 30 days after service is completed you may risk the chance of purchase order being cancelled. Please note your invoice amount must match purchase order amount. You will only be paid what this work order has issued on your purchase order unless otherwise pre-authorized in writing.

Project Coordination Office:

800-291-0403 phone

800-813-1102 fax

Please fax all invoices and work order forms to 1-800-813-1102

*** THIS FORM MUST BE COMPLETED, SIGNED BY CUSTOMER AND SUBMITTED WITH YOUR INVOICE FOR COMPLETION OF THIS WORK ORDER**

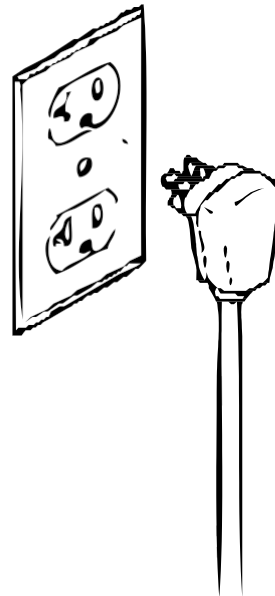
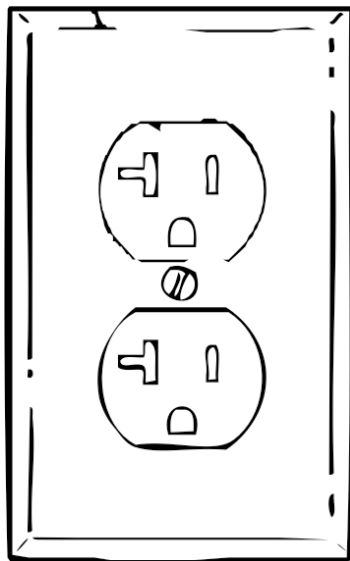
*** PAYMENT FOR SERVICES CANNOT BE MADE WITHOUT THE COMPLETED SIGNED FORM ATTACHED TO YOUR INVOICE**

Hotel Fitness® Electrical Requirements

ELECTRICAL REQUIREMENTS

Treadmills and Incline Trainers require a 20 amp 120-volt dedicated line. A dedicated line means that there is only one line per unit. The line must be equipped with a NEMA 5 - 20 R receptacle. Do not modify the plug provided with the unit. If it will not fit your electrical outlet, have a proper outlet installed by a qualified electrician. Treadmills have an 8-1/2 ft. cord. The correct configuration is shown below.

ONE PRODUCT PER 20 AMP DEDICATED OUTLET



PREVENTATIVE MAINTENANCE

Regular maintenance is necessary for optimal performance and long life of the treadmill. Please read and follow all instructions below. If the equipment is not maintained as described, components may wear excessively, the treadmill may be damaged, and the warranty may be voided. If you have questions about maintenance, please contact customer service.

CAUTION: Make sure to remove any safety keys and unplug the power cord before performing any maintenance procedures.

TREADMILLS

WEEKLY MAINTENANCE

1. Unplug the power cord. Inspect and properly tighten all external parts of the treadmill.
2. Apply a mild multi-purpose cleaner to a 100 percent cotton cloth and remove any dust and grime from the handrails, uprights, foot rails, frame, and motor hood. In addition, wipe the walking platform along the sides of the walking belt. Do not wipe under the walking belt. Apply a small amount of mild multi-purpose cleaner to a 100 percent cotton cloth and wipe the console and the screens. Do not spray cleaner directly onto the treadmill or use ammonia or acid-based cleaners.
3. Make sure that the walking belt is centered and properly tightened. If it is centered and runs smoothly, do not make any adjustments. If the walking belt needs to be adjusted, refer to your owner's manual for belt tension adjustment procedures.

MONTHLY MAINTENANCE

1. Unplug the power cord. Remove Motor Hood.
 2. Using a hand-held vacuum, clean the area under the Motor Hood. Be careful to avoid touching any components. Check the Drive Belt for wear and cracks. If the Drive Belt needs to be replaced, please contact Hotel Fitness customer service.
 3. Plug in the power cord and insert the key into the console. Press the Start/Stop button. **IMPORTANT: Be careful to avoid injury; keep your hands away from moving parts and make sure that your clothes cannot become caught in moving parts. While the walking belt is moving, check the treadmill for unusual noises or odors. If any of these problems exist, please contact customer service. Remove the key and unplug the power cord.**
- Reattach the Motor Hood.

ELLIPTICALS & EXERCISE BIKES

WEEKLY MAINTENANCE

1. Inspect and tighten all parts of the equipment. Replace any worn parts immediately.
2. To clean the bike or elliptical, use a damp cloth and a small amount of mild soap. For ellipticals, make sure to regularly clean the track wheels and the track frame on which the track wheels ride. **IMPORTANT: To avoid damage to the console, keep liquids away from the console and keep the console out of direct sunlight.**
3. Check to ensure the machine is level. If the elliptical exerciser rocks slightly on your floor during use, adjust the leveling feet beneath the stabilizers and/or frame until the rocking motion is eliminated.

PREVENTATIVE MAINTENANCE SCHEDULE - TREADMILL

	Weekly Maintenance			Monthly Maintenance		
	Inspect and tighten all external parts of the treadmill.	Clean the treadmill.	Check the walking belt for proper tension and alignment.	Remove the motor hood and vacuum the motor compartment.	Check the motor belt for cracks and other wear.	Check the motor for arcing; check for noises or odors.
Week 1	/ /	/ /	/ /	/ /	/ /	/ /
Week 2	/ /	/ /	/ /	/ /	/ /	/ /
Week 3	/ /	/ /	/ /	/ /	/ /	/ /
Week 4	/ /	/ /	/ /	/ /	/ /	/ /
Week 5	/ /	/ /	/ /	/ /	/ /	/ /
Week 6	/ /	/ /	/ /	/ /	/ /	/ /
Week 7	/ /	/ /	/ /	/ /	/ /	/ /
Week 8	/ /	/ /	/ /	/ /	/ /	/ /
Week 9	/ /	/ /	/ /	/ /	/ /	/ /
Week 10	/ /	/ /	/ /	/ /	/ /	/ /
Week 11	/ /	/ /	/ /	/ /	/ /	/ /
Week 12	/ /	/ /	/ /	/ /	/ /	/ /
Week 13	/ /	/ /	/ /	/ /	/ /	/ /
Week 14	/ /	/ /	/ /	/ /	/ /	/ /
Week 15	/ /	/ /	/ /	/ /	/ /	/ /
Week 16	/ /	/ /	/ /	/ /	/ /	/ /
Week 17	/ /	/ /	/ /	/ /	/ /	/ /
Week 18	/ /	/ /	/ /	/ /	/ /	/ /
Week 19	/ /	/ /	/ /	/ /	/ /	/ /
Week 20	/ /	/ /	/ /	/ /	/ /	/ /
Week 21	/ /	/ /	/ /	/ /	/ /	/ /
Week 22	/ /	/ /	/ /	/ /	/ /	/ /
Week 23	/ /	/ /	/ /	/ /	/ /	/ /
Week 24	/ /	/ /	/ /	/ /	/ /	/ /
Week 25	/ /	/ /	/ /	/ /	/ /	/ /
Week 26	/ /	/ /	/ /	/ /	/ /	/ /
	Walking Platform Turned/Replaced	/ /	/ /	Walking Belt Replaced		/ /

PREVENTATIVE MAINTENANCE SCHEDULE - ELLIPTICAL

	Weekly Maintenance		
	Inspect and tighten all external parts of the elliptical.	Clean the elliptical.	Check the elliptical for proper level with the floor surface.
Week 1	/ /	/ /	/ /
Week 2	/ /	/ /	/ /
Week 3	/ /	/ /	/ /
Week 4	/ /	/ /	/ /
Week 5	/ /	/ /	/ /
Week 6	/ /	/ /	/ /
Week 7	/ /	/ /	/ /
Week 8	/ /	/ /	/ /
Week 9	/ /	/ /	/ /
Week 10	/ /	/ /	/ /
Week 11	/ /	/ /	/ /
Week 12	/ /	/ /	/ /
Week 13	/ /	/ /	/ /
Week 14	/ /	/ /	/ /
Week 15	/ /	/ /	/ /
Week 16	/ /	/ /	/ /
Week 17	/ /	/ /	/ /
Week 18	/ /	/ /	/ /
Week 19	/ /	/ /	/ /
Week 20	/ /	/ /	/ /
Week 21	/ /	/ /	/ /
Week 22	/ /	/ /	/ /
Week 23	/ /	/ /	/ /
Week 24	/ /	/ /	/ /
Week 25	/ /	/ /	/ /
Week 26	/ /	/ /	/ /
Walking Platform Turned/Replaced		/ /	/ /

PREVENTATIVE MAINTENANCE SCHEDULE - EXERCISE BIKE

	Weekly Maintenance		
	Inspect and tighten all external parts of the bike.	Clean the bike.	Check the bike for proper level with the floor surface.
Week 1	/ /	/ /	/ /
Week 2	/ /	/ /	/ /
Week 3	/ /	/ /	/ /
Week 4	/ /	/ /	/ /
Week 5	/ /	/ /	/ /
Week 6	/ /	/ /	/ /
Week 7	/ /	/ /	/ /
Week 8	/ /	/ /	/ /
Week 9	/ /	/ /	/ /
Week 10	/ /	/ /	/ /
Week 11	/ /	/ /	/ /
Week 12	/ /	/ /	/ /
Week 13	/ /	/ /	/ /
Week 14	/ /	/ /	/ /
Week 15	/ /	/ /	/ /
Week 16	/ /	/ /	/ /
Week 17	/ /	/ /	/ /
Week 18	/ /	/ /	/ /
Week 19	/ /	/ /	/ /
Week 20	/ /	/ /	/ /
Week 21	/ /	/ /	/ /
Week 22	/ /	/ /	/ /
Week 23	/ /	/ /	/ /
Week 24	/ /	/ /	/ /
Week 25	/ /	/ /	/ /
Week 26	/ /	/ /	/ /
Walking Platform Turned/Replaced		/ /	/ /