

## OPEN / CLOSE PROCEDURES

*Initial when serviced*

<b>Check frequently during your shift. It is important that each sheet is Dated and tasks Initialed</b>	Date:	Day:
<b>OPEN/CLOSE PROCEDURES</b>	AM	PM
Open - Front gate (quietly!), side door, front door, shutter and ensure back door is unbolted		
Turn on lights - gym, car park, changing rooms, any other area (depending on season)		
Turn on computer/printer, front-desk prepared, open till. <b>START SPOTIFY</b> - make sure it is in 'OFF-LINE' mode (go to File, Tick to select off-line)		
Turn on all fridges, tvs, cooling system (if above 19 degrees), coffee, powerplate, treadmills.		
OPEN window in Gents toilet		
Make sure the Gym is tidy and presentable, ready for Open		
Cash up - put cash takings, print out in Ziplock wallet and in the drawer upstairs		
Check Clubwise for Bookings and Tasks - phone No shows to reschedule within 2 hours of appointment		
While reception covered - check Spin Studio - stereo OFF, fans inc extractor fan are OFF. Studio MUST be presentable for next day		
While reception covered - check Studio - shut windows, stereo OFF, aircon OFF. Studio MUST be presentable for next day		
Make sure the Gym is tidy and presentable, ready for next day		
Turn off - tv, computers, printer, music. Lock till and put away the key		
Turn off - lights (inc outside), cooling system, coffee, fridges, powerplate, treadmills. Lights/plugs/heaters in physio rooms		
Close - Window in Gents toilet. Then shutters down, lock front door, back door (bolted), lock side door, lock front gate (quietly!)		
<b>ALL DAY PROCEDURES - DANCE STUDIO</b>	AM	PM
Open the two small windows in the Studio at the far end (to allow airflow) - check these remain open throughout the day		
<b>Yoga/Pilates - SEASONAL:</b> 45 mins before class, turn on Studio heating 20 degrees and shut the end windows.		
<b>Yoga/Pilates</b> - just before class start - turn OFF heating and OPEN the windows. Allow Instructors to use fan, a/c or heating as required		
Make sure the risers for step boxes are stacked up to window ledge height ONLY (no higher than 4 stacks)		
Check the rest of the Studio is tidy and presentable - especially floors		
<b>SEASONAL:</b> When cold weather - make sure the humidifier is turned on and stays on.		
Check bottom tray for water level and <b>EMPTY</b> tray when light is flashing.		
<b>RECEPTION COVER - DAILY PROCEDURES</b>	W/END	AM PM
COVID-SAFETY Clean and wipe down all surfaces including desk top, phones, keyboards, mouse, pens, card machine, taps, fridge handle and any other touch points		
COVID-SAFETY Keep Reception area (including floor) tidy and clear		
Check Handover Diary for notes and action		
Check Clubwise for Bookings and Tasks - phone No shows to reschedule within 2 hours of appointment		
Check Prospect folder and MAKE CALLS each day		
Instructor Class Tracking Sheets - are completed after every class		
Ensure all mugs, glasses and spoons are cleaned and dishwasher unloaded		
Make sure tea, coffee, sugar, pods and coffee capsules are full		
Check food and beverage area at Reception is fully stocked (fridge/bars)		
Dust clock frames, grey partitions, top of centre feeds, top of defib box, fire extinguishers, product shelving, any other areas of concern		
Spray and clean sink and water fountain with stainless steel cleaner		
Water outside plant troughs (unless it's raining!)		
END OF DAY Replace tea towels with clean one (dirty tea towels go in the the washing bin upstairs)		

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_