

Daily Opening Procedure

1. Turn on all lights.
2. Open fire exits and make sure that all exits are unobstructed.
3. Ensure all gym floor areas are clean, dry, and free from hazards.
4. Carry out daily checklist to ensure there is no obvious damage to equipment or any other hazards that could cause harm to staff, participants, spectators or other visitors.
5. Clean and tidy all communal areas such as reception, waiting room and spectator area.
6. Check phone messages.
7. Ensure that the bathroom and changing rooms are clean and that all toilet rolls, soaps, and paper towels are refilled.
8. Refill refreshments.
9. Turn on music before participants arrive – ensure that music is not explicit.

Closing Procedure

1. Check all members and guests have departed from facility, including all bathrooms and changing rooms.
2. Ensure that all equipment is turned off.
3. Lock all fire exits and doors.
4. Turn off computers, music, heating.
5. Leave details of any valuable information such as equipment damage, or any incidents for staff on shift the next day.
6. Set alarm.
7. Turn off non-essential lighting as you leave.
8. Lock door behind you.