# DAILY OPENING CHECKLIST

1. Turn off alarm
2. Turn on the lights – state where light switches are
3. Check that the check in tablet is on
4. Turn on the CCTV monitor.
5. Turn on the music system.
6. Switch on the computer and printer.
7. Switch on the equipment in the gym.
8. Turn on the Air Conditioning – state how
9. Check the changing area for sufficient supplies and cleanliness.
10. Check the Message book and follow up if required.
11. Check the diaries for class attendees and read any notes.
12. Start with the cleaning rota – state where this is found

## DAILY CLOSING DOWN CHECKLIST

1. Check the changing area for lost property and general tidiness and cleanliness
2. Check the gym floor area for cleanliness and mop if necessary.
3. Turn off the computer and printer.
4. Switch off the music.
5. Switch off the CCTV camera monitor.
6. Turn of all the gym equipment.
7. Switch off the air conditioning.
8. Turn off both the lights –state where
9. Lock any internal doors.
10. Set alarm
11. Lock the front door leading to the Leisure Suite.