

Gym opening and closing checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Opening checklist Before the first member or class arrives

TASK	TIME	INITIALS
Arrival and security		
☐ Disarm the alarm with your own code and unlock the staff entrance Your own code means the alarm log shows who opened.		
☐ Walk the whole building before letting anyone in Look for signs of a break-in, water leaks or overnight damage. Tell the manager before opening if you find any.		
☐ Turn on the lights, ventilation and heating or air conditioning Bring the studios to your set temperature before the first class.		
Reception and systems		
☐ Start the front-desk computer, booking system and door access Check that today's class list loads and that member check-in works.		
☐ Count the cash float and record the amount Note any difference from last night's close.		
☐ Check the phone, music system and Wi-Fi work		
☐ Read the handover notes from the last close Follow up anything left open, such as faulty equipment, member issues or deliveries.		
Gym floor and studios		
☐ Walk every machine and look for damage or out-of-order tags Tag and isolate anything unsafe. A note on the machine isn't enough.		
☐ Check cables, pins, clips and pulleys on the resistance machines Replace or tag out frayed cables and missing pins.		
☐ Check each treadmill's emergency stop clip is in place and the belt is clear		
☐ Re-rack dumbbells, plates and bars to their stations		
☐ Check the floor for trip hazards Loose mats, trailing cables, spilled water and equipment left in walkways.		
☐ Set up the first class Equipment out, cleaning spray and paper towels at each station.		
Change rooms and amenities		
☐ Check the toilets, showers and change rooms are clean and stocked Soap, paper towels and toilet paper.		
☐ Run a shower to check the hot water		
Safety equipment		
☐ Check the first aid kit is stocked Restock anything used and note what was missing.		
☐ Check the defibrillator (AED) shows ready The status light shows ready and the pads are in date.		
☐ Check every emergency exit is unlocked, clear and lit		
☐ Check the fire extinguishers are in place and not blocked		
☐ Confirm a first-aid trained staff member is on shift		
Open		
☐ Unlock the member entrance at opening time		
☐ Turn on the screens and music at the agreed volume		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Closing checklist After the last member leaves

TASK	TIME	INITIALS
Members and equipment		
☐ Announce closing 15 minutes ahead and check every area is empty Include change rooms, toilets, studios, saunas and storage rooms.		
☐ Wipe down and disinfect high-touch equipment Handles, seats, benches, grips and mats.		
☐ Re-rack all weights and return equipment to its place		
☐ Switch off the cardio machines and screens Follow each manufacturer's guidance on power-down.		
☐ Tag any faulty equipment out of order and add it to the handover notes		
Cleaning		
☐ Vacuum or sweep, then mop the gym floor and studios		
☐ Clean the change rooms, showers and toilets		
☐ Empty all bins and replace the liners		
☐ Collect lost property and log it		
☐ Bag used towels for the laundry		
Reception and cash		
☐ Count the till and reconcile it with the booking system Record any difference and the reason if known.		
☐ Lock the cash in the safe Never leave cash in the till overnight.		
☐ Check tomorrow's first classes and instructors		
☐ Write the handover notes for whoever opens Faulty equipment, member issues, low stock and anything the opener must follow up.		
Lock-up		
☐ Turn off the lights, music, fans and any sauna or steam room		
☐ Set the heating or air conditioning to its overnight setting		
☐ Check every window and emergency exit is closed and secured		
☐ Set the alarm with your own code and lock the entrance		
☐ Check the alarm has armed before you leave If you close alone, tell someone when you have left.		
☐ Take the keys home or return them to the key safe		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____