

Gym Opening Procedures



Date : _____

Gym Cleanliness & Organization

Task Completed - Initials

**Manager on duty must assure that the cleanliness and organization of the Gym meets Alpha Omega standards before the day starts*

Unlock Doors when Ready to Open

Use the hex key to lock push bar/unlock back door (key is on opposite door's push bar)

Use the hex key to lock push bar/unlock lock both front doors - leave hex key @ the front desk, on the ledge next to the telephone.

Test and make sure all doors are unlocked and open without using the push bar

Turn on Lights

Plug in merchandise spot lights

Turn on front desk corner lamp

Turn on gym lights (light switches are next to the first aid kit)

Turn on all Electronics

Turn on lobby TV (press button at bottom)

Turn on gym TV's (use the LG remote on the electronics rack)

Turn on all 4 computers: Coach's command center, front desk (2), customer facing (quickly press the power button)

Turn on electronics rack technology: main power, sound mixer, microphone receiver, cabel box, blue ray player, video mixer. (as applicable)

Select & play music from Spotify on the coach's command center computer.

Turn on i-pad next to coach's command center computer - begin parent's slide show

Set up Gym Equipment for the day ahead

Build the preschool circuit on purple floor (if applicable)

Build the Ninja obstacle course on F1 (if applicable)

Build the Girl's vaulting circuit on F1 (if applicable)

Build Bars and/or Beam circuit stations (as applicable)

Get Ready for an Awesome Day!

Daily Close-down Procedures



Date : _____

Complete Daily Cleaning Duties

Task Completed - Initials

*Manager on duty must assure that all cleaning duties have been completed to

Shut Down all Electronics

Turn off lobby TV (hold button down until it turns off)

Turn off gym TV's (use the LG remote on the electronics rack)

Hibernate 4 computers: Coach's command center, front desk (2), customer facing (quickly press the power button)

Power down electronics rack technology: main power, sound mixer, microphone receiver, cabel box, blue ray player, video mixer.

Power down i-pad next to coach's command center computer

Straighten & Re-organize Coach's Command Ceter

All notebooks back in their racks

Pens, Pencils, scissors, etc in cup

All Stamps back in their correct drawer

Stamp pads upside down & in their correct drawer

All bottles, drinks, & any other garbage in the trash recepticals

Straighten and Return all Gym Equipment to its Proper Place

Straighten & return all orange safety cones to their proper place

Straighten & return all carpet squares, dots, stars, etc. to their proper place

Straighten & return all mats/miscellaneous equipment to their proper place

Turn off Lights

Unplug merchandise spot lights

Turn off front desk corner lamp

Turn off gym lights (light switches are next to the first aid kit)

Turn off coach's office lights

Turn off Seymour's office lights - He wants to go back to sleep.

Turn off Boys & Girls Bathroom lights

Lock Doors & Exiting

Use the hex key to disable push bar/lock both front entrance doors

Once everyone has exited, test and make sure both front doors are locked.

Use the hex key to disable push bar/lock back door - leave key on push bar

Once you have exited, test and make sure that both back doors are completely closed and locked.

Make sure that no one exits alone, or without being monitored. Let's watch out for each other!

Thanks for making it a great day!