

Opening and Closing Checklist

(courtesy of CF Aseko)

CONTACT INFO

Owner Name, Cell #

Co-Owner Name, Cell #

General Manager Name, Cell #

Head Coach Name, Cell #

OPENING LIST

Unlock Front and Back Doors
Turn on lights and FitAid Fridge
Check Thermostat
Turn on TVs, Music and clock
Check Bathrooms: toilet paper, paper towels and garbage. Replace anything needing refilled or emptied.
Take out trash if necessary.

DURING OPEN HOURS & DOWN TIME

Clean Bathrooms (2x per week)
Empty ALL Trashes when full
Restock FitAid Fridge / Kill Cliff Fridge
Clean and organize gym area
Wipe down: Rig, Barbells, Kettlebells, ab mats, Wall Balls (2x per week)
Sweep and Mop the Floor at least once a week, 2 x per week in the winter
Vacuum front area 2x per week
Clean and wipe Microwave, both Fridges and windows

CLOSING CHECKLIST

Take out trashes
Restock FitAid
Empty Coffee pot and wash out
Straighten up Front Area and Gym Area
Pick up empty Water Bottles and empty Recycle if full
Turn off TVs, Clock, Speakers
Lock Back Door and Garage Door
Don't forget to turn off lights and LOCK ALL the DOORS!!

IN AN EMERGENCY

Here is information you will need in case you notice a break-in, fire, gas odor, flood, or electrical problem when you arrive.

Police 911
Fire department [Phone number]
Gas company [Name and phone number]
Electric company [Name and phone number]
Water company [Name and phone number]
Neighbor or homeowner association contact [Name and phone number]
Our name [Name]
Police 911
Gym address [Address]
Gym phone number [Phone number]
Closest intersection [Intersection]
Location of electrical breaker box [Location]
Location of gas shut-off valve [Location]
Location of water shut-off valve [Location]

ADDITIONAL INFORMATION