

<b>Covid Daily Checklist</b>	<b>Complete</b>
Reply to all voicemails	
Reply to emails BELONG	
Reply to social media message	
Social media post	

<b>To Do List</b>	<b>Complete</b>
Rota wash full gym floor	
Oil equipment	
Clean equipment top to bottom	
Clean bathrooms/ showers	
Organise/ clean out office	
Equipment audit (Anything missing?)	
Update chalkboards	
Ignite platform training	
Health Hub training	