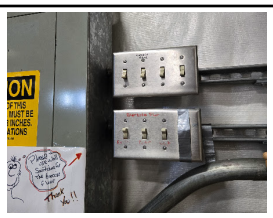
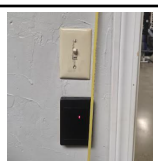
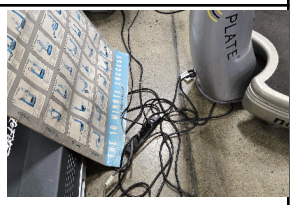
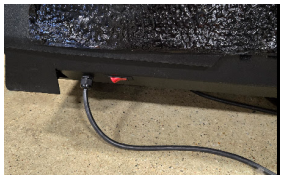
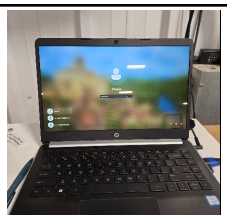
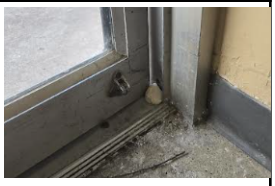
Opening Procedures

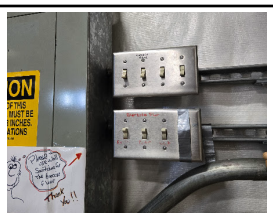
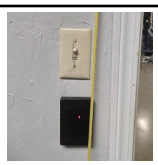
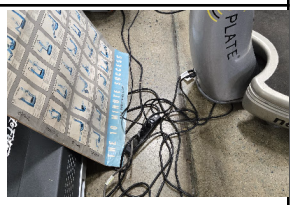
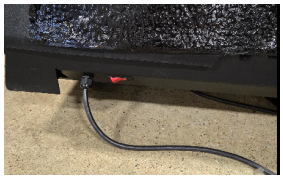
	Item	Location	Directions	Picture
1	Turn lights on	Main gym	Located on left wall (as you walk in) by Neubie machines, turn all "up"	
		Break room	Located by water cooler	
		Front room	Located by entrance to main gym	
		Resource room		
2	Turn on exercise machines	Seated cardio	Turn on main power strip located on floor in the middle of the seated cardio machines (by fan)	
		Treadmills (first row)	Turn on power strip located behind the power plate	
		Treadmills (second row)	Turn on power strip located behind leg press machine Flip the red switched below 2 treadmills next to leg press machine	

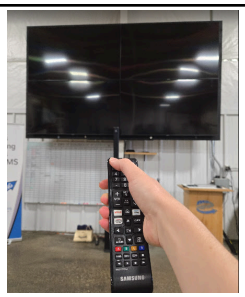
				
		Stair master	Turn on power strip in front of stair masters	
		Massage chair	Turn on power strip located under massage/Reiki white board	
3	Turn on audio/visual system (**in order**)	TV console	Located on highest shelf underneath the TV, press “on” using small remote control Point towards console box under TVs so that the buttons on the console turn blue	
		Flat screens	Use larger Samsung remote control to turn “on” all 4 TVs To do so, take some steps away from the flat screens and point remote towards middle of 4 flat screens	
		Laptop	Open laptop – it should be plugged into power source and connected to HDMI cord Login using “fitness” as password Pull up Youtube to play videos	
		Music	Either tell “Alexa” to pay something (use +/- to control volume) OR	

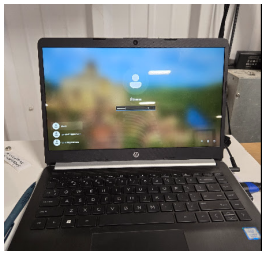
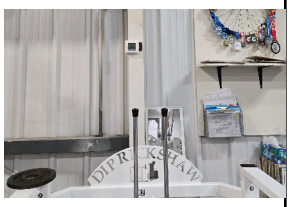
			Play music from Spotify or YouTube on laptop. Use computer to adjust sound using F… keys	
		Large speaker	Press and hold power button on upper left hand corner until it turns green Adjust the volume by rotating the large dial	
4	Adjust thermostats	Main gym	Two thermostats located on back wall flanking Neubie station In summer, “cool” kept at 75° While exercising, adjust to 70-75° In winter, “heat” kept at 65°	 
		Front room	Located next to the doorway into the large gym	
		Break room	Located to the right of the kitchenette	
5	Prop open the front door	Front door	A rock can be used to prop open the front door outside of operational hours (6am – noon M,W, F) Please note, the automatic door opener will not work when the door is propped open	

6	Wall fans	Front room	There are 3 speed settings by pulling on one of the hanging strings – 3 fans are located in the corner of each room	

Closing Procedures

	Item	Location	Directions	Picture
1	Turn lights off	Main gym	Located on left wall (as you walk in) by Neubie machines, turn all "down"	
		Break room	Located by water cooler	
		Front room	Located by entrance to main gym	
		Resource room		
2	Turn off exercise machines	Seated cardio	Turn off main power strip located on floor in the middle of the seated cardio machines (by fan) so red light turns off	
		Treadmills (first row)	Turn off power strip located behind the power plate so blue light turns off	
		Treadmills (second row)	Turn off power strip located behind leg press machine Flip the red switched below 2 treadmills next to leg press machine so lights on treadmill turn off	

				
		Stair master	Turn off power strip in front of stair masters so blue light turns off	
		Massage chair	Turn off power strip located under massage/Reiki white board so green light turns off	
3	Turn off audio/visual system (**in order**)	Large speaker	Press and hold power button on upper left hand corner until green light turns off	
		TV console	Located on highest shelf underneath the TV, press “off” using small remote control Point towards console box under TVs so that the buttons on the console go from blue to black	
		Flat screens	Use larger Samsung remote control to turn “off” all 4 TVs To do so, take some steps away from the flat screens and point remote towards middle of 4 flat screens	

		Laptop	Shut down laptop – it should be plugged into power source and connected to HDMI cord And close laptop	
		Music	Tell “Alexa” off	
4	Reset thermostats	Main gym	Two thermostats located on back wall flanking Neubie station In summer, “cool” kept at 75° In winter, “heat” kept at 65°	 
		Front room	Located next to the doorway into the large gym. In summer, “cool” kept at 75° In winter, “heat” kept at 65°	
		Break room	Located to the right of the kitchenette In summer, “cool” kept at 75° In winter, “heat” kept at 65°	
5	Turn off wall fans	Front room	There are 3 speed settings by pulling on one of the hanging strings – 3 fans are located in the corner of each room – pull until fans shut off or unplug from wall outlet	

6	Remove rock from front door and latch shut	Front door	Remove rock and ensure door latches shut when you leave	