

Gym Closing Checklist

By Checklist.com

☐ Closing Shift Record

Record the actual site, shift lead and open problems before walking the floor.

☐ Identify gym and closing zone

Use the same site and zone name as the opening checklist so records can be compared.

☐ Record when closing checks started

Record the time staff began the closing round.

☐ Identify the closing lead

Record the accountable staff member.

☐ Review today's outstanding issues

Check open problems from the day and note which ones must be handed to tomorrow's team.

☐ Members, Floors & Equipment

Check member areas and reconcile observed equipment with the opening record.

☐ Confirm scheduled activities have finished

Check the class timetable and confirm that scheduled sessions have ended or been handed off.

☐ Check shared member areas are clear

Check the workout floor, studios and other shared spaces using your approved member-exit process.

☐ Count dumbbells on their racks

Count individual dumbbells—not pairs. Compare with the opening count or expected inventory.

☐ Record missing or unusable dumbbells

Enter the number missing, damaged or restricted. Identify the weights and rack in a comment.

☐ Count cardio machines out of service

Count machines that are faulty or restricted at closing. Zero means none were found in the inspected area.

☐ Reset free weights, benches and accessories

Return usable equipment to marked locations. Keep faulty items restricted and record their identifiers.

☐ Check equipment shutdown status

Use the site's approved shutdown steps. Don't turn off equipment or systems that must remain powered.

☐ Cleaning & Restocking

Check tomorrow's readiness, not just whether a cleaning task was attempted.

☐ Check the workout floor cleaning

Inspect the free-weight area, machine surfaces and floor for unfinished cleaning or wet spots.

☐ Inspect changing rooms, showers and toilets

Follow privacy procedures. Look for leaks, wet floors, overflowing bins and missing supplies.

☐ Empty waste and secure cleaning supplies

Follow local waste handling and storage procedures.

☐ Count sanitation stations needing refill

Count the cleaning stations that need restocking for tomorrow; enter 0 if none.

☐ Prepare towels and hygiene supplies

Check towels, soap and other offered supplies.

☐ Reset studio and class equipment

Return mats, benches and accessories; note missing or damaged items.

☐ Reception, Handover & Building

Use authorized procedures for financial and security checks.

☐ Complete reception handover

Preserve unhandled member requests and booking or access issues.

- ☐ **Confirm approved payment close where relevant**
Use the facility's existing settlement process; do not record sensitive payment data here.
- ☐ **Record faults, shortages and follow-up owners**
Write a short handover with the exact location, issue, owner and corrective-task or Issue reference.
- ☐ **Check lighting, member access and HVAC settings**
Use your facility's approved after-hours settings.
- ☐ **Verify building security**
Confirm the approved lock-up procedure was completed. Do not record alarm codes or key locations.
- ☐ **Closing Confirmation**
Record the final decision and the time the procedure finished.
 - ☐ **Record the manager's closing decision**
Choose Secured, Outstanding action or Pending escalation. Confirm any unresolved problem has an owner.
 - ☐ **Record actual closing completion**
Enter the time the responsible staff member finished the closing round.