

Gym Opening Checklist

By Checklist.com

☐ Shift Details & Handover

Start with the current shift and yesterday's unresolved work.

☐ Identify the gym and opening zone

Enter the gym site and, if applicable, the particular floor or area.

☐ Record the opening round start

Enter when staff started the check, not the advertised opening time.

☐ Identify the opening lead

Name the accountable person for today's opening.

☐ Review the previous shift handover

Read the last closing record. Keep unresolved faults and their Issue references visible for the opening manager.

☐ Access, Safety & Environment

Walk your normal route and record faults or areas you could not inspect.

☐ Inspect the entrance and member approach

Check door function, lighting and clear access before admitting members.

☐ Verify emergency routes are clear

Check the designated routes and exits from accessible areas. Report obstructions immediately.

☐ Check first-aid and emergency equipment readiness

Check that required equipment is accessible and its visible readiness indicator is normal; follow the site's approved checks.

☐ Inspect floors and walkways

Look for water, loose mats, exposed cables, trip hazards and damaged floor areas.

☐ Check ventilation, lighting and temperature

Confirm essential facilities are operating in member areas.

☐ Equipment & Inventory

Record observed counts; compare with the equipment register and previous shift.

☐ Count dumbbells on free-weight racks

Count individual dumbbells—not pairs—on the designated racks. Compare with the register or the last closing count.

☐ Record missing or damaged dumbbells

Enter the number of individual dumbbells missing or unusable, if you know the expected total. Name the affected weights in comments.

☐ Count cardio machines unavailable for use

Enter the number of cardio machines out of service or showing faults. Enter 0 only after inspecting the area.

☐ Inspect benches, weights and racks

Check for visible damage, instability, loose attachments and unsuitable storage.

☐ Check mats, bands and small accessories

Inspect shared accessories and keep clearly damaged items out of use.

☐ Confirm faulty equipment is labeled or restricted

Record the affected equipment's identifier and location, and apply the site's out-of-service procedure.

☐ Cleaning, Facilities & Reception

Check the member areas you offer. Flag shortages by room or zone.

☐ Check changing rooms, toilets and showers

Inspect cleanliness, standing water, supplies and visible damage while respecting privacy.

☐ Count sanitation stations needing refill

Enter the number of member cleaning stations that need replenishment. Zero means all inspected stations have supplies.

- ☐ **Check drinking-water fountains or refill stations**
Test the member water points your gym provides. Report leaks, blocked access or outlets that are not working; mark Not applicable if none are offered.
- ☐ **Confirm towels and hygiene supplies**
Check available towels, soap, paper supplies and waste bins, as relevant to your site.
- ☐ **Inspect studios and class areas**
Check flooring, class equipment, room layout and the day's planned setup.
- ☐ **Test reception and member entry readiness**
Check the approved access or member check-in process.
- ☐ **Confirm today's staff and class coverage**
Review duty assignments, staff presence, timetable and any gaps.
- ☐ **Manager Opening Decision**
Record exceptions, owners and the separate opening decision.
- ☐ **Record unresolved issues and owners**
List each unfinished item with its location, responsible person and Issue or task reference. Enter 'None' only if clear.
- ☐ **Record the opening decision**
The duty manager reviews the results and records Ready, Restricted or Delayed. Don't mark Ready merely because the round is complete.
- ☐ **Record actual member opening time**
Fill this only after the facility opens; otherwise leave it blank.