SHOWHOW · CHECKLIST

Gym Opening Checklist

Early members show up the minute the doors open and expect everything to work. This checklist is for staff opening a small gym, fitness studio or climbing gym. It covers a quick safety walk of the floor, the equipment checks that prevent injuries, the locker rooms and the front desk. Add your own equipment and class schedule so a new opener can handle their first early shift alone.

What you'll need

- Keys and alarm code
- Equipment repair log
- Cleaning spray and cloths
- Today's class schedule

Steps

- [ ] **Turn off the alarm and switch on the lights, ventilation and music.**
  Set the thermostat to your gym's standard temperature.

- [ ] **Walk the whole gym floor and look for anything out of place.**
  Dropped weights, spills, broken equipment or anything left overnight.

- [ ] **Check that each cardio machine starts and runs smoothly.**
  Belts, screens and the safety key or clip on every treadmill.

- [ ] **Check the cables, pins and pulleys on the weight machines.**
  Look for fraying, loose pins or anything unusual.

  Watch out: Put an out-of-order sign on any machine with a frayed cable, and log it.

- [ ] **Rack the free weights and plates in their places.**
  Check that collars and benches are where they belong.

- [ ] **Wipe down the equipment touch points and mats.**
  Handles, seats and benches. Follow the label on your cleaning product.

- [ ] **Check the locker rooms and showers.**
  Hot water, soap and toilet paper, and no spills or slippery floors.

  Watch out: Mop wet floors and put out a sign before members arrive.

- [ ] **Check the first aid kit and the AED.**
  Restock anything used, check the AED's status light and note who on shift is trained in first aid.

- [ ] **Set up the studio for the first class.**
  Mats, equipment and music ready. Check that the instructor has confirmed.

- [ ] **Open the front desk system and check today's class reservations.**
  Check that the door entry system or check-in tablet works.

- [ ] **Put out the towels, if you provide them.**
  Check that the water fountains are running and clean.

- [ ] **Unlock the doors at opening time.**
  Stay near the desk for the first 15 minutes to greet members.

How to adapt it

- Name each machine and what to check on it in the equipment steps.
- Keep the equipment repair log next to the front desk.
- Add a separate closing checklist for your late shift.
- Put a QR code on each machine that links to how to use it.