Gym manager monthly checklist

Start-of-month, mid-month and end-of-month routines that keep each club on track.

Club / location	Month	Club manager

Set the timing and owners to suit your club. Keep the evidence for each item, such as a report, photo or job number, with the completed checklist.

Start of month

- [ ] Review last month's open actions, overdue jobs and handover notes.
- [ ] Confirm the roster covers opening, closing and first aid for every shift.
- [ ] Set this month's targets for sales, retention and member experience.
- [ ] Submit the local area marketing plan and budget for approval.
- [ ] Book the equipment services and specialist cleaning due this month.
- [ ] Check staff certificates and licences that expire in the next 60 days.

Mid-month

- [ ] Complete the monthly club walkthrough and record what you find.
- [ ] Review open maintenance jobs, quotes and supplier dates, and chase anything overdue.
- [ ] Compare marketing activity and spend with the plan.
- [ ] Review member feedback, complaints and refund requests.
- [ ] Check the first aid kit and AED are ready to use.
- [ ] Review cleaning standards and any areas that keep being missed.

End of month

- [ ] Record results against this month's targets.
- [ ] Reconcile marketing spend and record leads and joins.
- [ ] Review incidents, near misses and corrective actions for the month.
- [ ] Update the equipment register for new, repaired and disposed items.
- [ ] Complete the finance and payroll checks your business requires.
- [ ] Send the owner a short report with the decisions you need.

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Gym manager monthly checklist - continue the record.

Team

- [ ] Hold a team meeting or one-on-ones and record the actions agreed.
- [ ] Compare rostered hours with the budget.
- [ ] Check that new starters have finished their induction and training.
- [ ] Recognise good work, and follow up on any performance concerns.

Exceptions and corrective work

Issue / job reference	Action / evidence	Owner	Due / reviewed

Reviewed by / date

Next review

Explore the related ClubPilot workflow