

Gym opening and closing checklist

Use this practical starting point to create a consistent daily routine across one gym or many.

Club / location

Date / shift

Opening or closing owner

Adjust every item to the premises, staffing model, approved procedures and equipment at each location.

Opening checks

- ☐ Confirm authorised access and disarm security according to the approved procedure.
- ☐ Walk the entry, reception and member areas for damage, water, trip hazards or other obvious concerns.
- ☐ Confirm emergency exits and required access paths are clear and usable.
- ☐ Check essential lighting, ventilation or air-conditioning and report abnormal operation.
- ☐ Confirm toilets, change rooms, showers and handwashing areas are presentable and supplied.
- ☐ Review overnight messages, faults, incidents and unfinished hand-overs.
- ☐ Visually check cardio, strength and functional areas for equipment marked out of service or visibly damaged.
- ☐ Confirm cleaning stations, bins and high-use member areas are ready for operation.
- ☐ Check music, screens and other customer-facing systems only where they form part of the approved opening routine.
- ☐ Record and escalate any item that prevents a safe or acceptable opening.

Closing checks

- ☐ Complete a final member-area walkthrough and follow the approved process for remaining occupants.
- ☐ Record equipment faults, damage, hazards, spills or cleaning concerns found during the final walk.
- ☐ Confirm isolated or out-of-service equipment remains clearly controlled.
- ☐ Check toilets, change rooms, staff areas and low-visibility spaces according to the local procedure.
- ☐ Complete required cash, refund, key or sensitive-document hand-offs through the approved restricted process.
- ☐ Remove ordinary waste and secure regulated, sensitive or hazardous materials using the correct procedure.
- ☐ Confirm doors, windows and controlled access points are secured as applicable.
- ☐ Set lighting, climate and non-essential equipment according to approved energy and security settings.
- ☐ Arm security and record any alarm, access or building issue that needs follow-up.
- ☐ Leave a clear hand-over with owner, urgency and due date for every unresolved item.

Gym opening and closing checklist

Gym opening and closing checklist - continue the record.

Exceptions and corrective work

Issue / job reference	Action / evidence	Owner	Due / reviewed

Reviewed by / date

Next review

[Explore the related ClubPilot workflow](#)