Gym shift handover template

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Club / date / outgoing and incoming staff

Shift times and handover time

Urgent actions already escalated

Unavailable equipment and job references

Member follow-up references

Supplier visits / deliveries / appointments

Outstanding tasks / owner / due time

Incoming staff acknowledgement / escalation

Gym shift handover template

- [ ] Escalate urgent issues immediately; do not wait for handover.
- [ ] Confirm the service status of faulty equipment.
- [ ] Use record references instead of unnecessary personal details.
- [ ] Identify deliveries and visitors the next shift must expect.
- [ ] Assign every outstanding task to a person.
- [ ] Include the next update time and escalation route.
- [ ] Incoming staff confirm they understand the priorities.
- [ ] Store the handover where authorised staff can find it.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

Gym shift handover template

Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Club / date / outgoing and incoming staff

Example Fitness North / 4 November / Sam to Alex

Shift times and handover time

06:00-12:00 to 12:00-18:00; handover 11:50

Urgent actions already escalated

Fault TM-04 escalated to manager at 09:20

Unavailable equipment and job references

TM-04 remains unavailable; job FAULT-014

Member follow-up references

Enquiry REF-021 needs callback; details in approved system

Supplier visits / deliveries / appointments

Technician expected 14:00; contact duty manager

Outstanding tasks / owner / due time

Alex to meet technician and update fault record by 15:00

Incoming staff acknowledgement / escalation

Alex acknowledged 11:55; no ownerless urgent actions

How to use this pack

1. Prepare the summary before the shift changes.
2. Talk through urgent items and confirm ownership.
3. Use the next handover to check that promised actions happened.

See the related ClubPilot workflow