Multi-site gym manager report 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 / reporting period / prepared by

Wins and completed actions

Overdue actions and reasons

Equipment unavailable and impact

Staffing or training gaps

Marketing results and reporting window

Spending / decision required / deadline

Next-period priorities and owners

Multi-site gym manager report template

- [ ] Use the same reporting period across all clubs.
- [ ] Separate completed work from planned work.
- [ ] Show unknown or unavailable figures explicitly.
- [ ] Name the owner of every overdue item.
- [ ] State the operational impact of unavailable equipment.
- [ ] List decisions with amounts and response deadlines.
- [ ] Carry last-period actions into this review.
- [ ] Record who reviewed the report and when.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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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 / reporting period / prepared by

Example Fitness North / week ending 8 November / Alex

Wins and completed actions

Completed monthly checks; evidence filed

Overdue actions and reasons

Supplier quote overdue by two days

Equipment unavailable and impact

TM-04 unavailable; service booked for Monday

Staffing or training gaps

One starter still needs system access

Marketing results and reporting window

Open day: 16 leads / 6 appointments / 2 joins in seven days

Spending / decision required / deadline

Approve 180 AUD repair estimate by Monday

Next-period priorities and owners

Alex: supplier booking; Morgan: contact remaining leads

How to use this pack

1. Complete one report per club using the same cutoff date.
2. Review exceptions and decisions first in the group meeting.
3. Record decisions and carry open actions into the next report.

See the related ClubPilot workflow