

Closing Up Checklist:

- Pack away all equipment left out by classes
 - ⇒ Cover all sets of bars
 - ⇒ Cover big tramp
 - ⇒ Stack all mats off the carpeted flooring areas
 - ⇒ Place all other equipment away against the wall
- Turn off music system (including turning off the speakers)
- Place iPads/ Tablets on charge
- Check/ tidy kitchen benches
 - ⇒ Place GFA lesson plans back in the fortnight tray
 - ⇒ Stack other lesson plans above trays for coaches to collect or throw out
 - ⇒ Wash any cups that were left from the night – Wipe and put away
 - ⇒ Tidy the coaches folders in the shelving unit. Place any folder out of the shelving unit back
- Check seating area for items/ rubbish left behind from the night and place in bin or the lost property tub

Forecasted Cold Day

- Turn off both heaters (If still on)
- Check that the front desk heater is off

Forecasted Hot Day

- Turn off front fans from the power box in the seating area
- Turn off all other fans from power switches around the gym
- Turn off all air conditioners using remotes stored in the kitchen

- Close all doors around the gym
- Turn off lighting in the bathrooms
- Turn off lighting for the gym
- Turn on alarm
- Turn off lighting in the kitchen
- Ensure you have locked the front door on the way out (ensure the cone is inside the door). Check door is locked from the outside before leaving.