

DAILY SHIFT READINESS & HANDOVER GUIDE

Shift Start Checklist (Beginning of Shift)

- ☐ CCTV, security, panic buttons, AED, first aid kit checked
- ☐ Fire exits and extinguishers inspected
- ☐ Doorbell, key fob, and tailgating sensors tested
- ☐ Entrance, lobby, office area clean and presentable
- ☐ External signage and LED screens working & compliant
- ☐ Guest register and waiver forms updated and available
- ☐ PC (GymMaster, Clubhub, Membr, CCTV) functional
- ☐ TI sheet, business cards, QR/socials ready at front desk
- ☐ LED/casual pricing display correct
- ☐ Cardio, free weights, recovery, basketball, PT areas inspected
- ☐ Bathrooms cleaned and fully stocked
- ☐ Consultation spaces and body scan machine ready
- ☐ Notice boards, academy timelines, and timetables updated
- ☐ Merchandise rack neat and stocked
- ☐ Scheduled social media posts verified
- ☐ Music, scent system, humidifier, clocks tested
- ☐ Daily team goals (calls, tours, leads) reviewed
- ☐ CRM, Trello, GymMaster tasks checked

Shift End Checklist (End of Shift)

- ☐ Final member safety walk-through completed
- ☐ PT offices, recovery areas, storage secured (if unattended)
- ☐ CCTV system recording confirmed
- ☐ Weights re-racked, equipment sanitized
- ☐ Cardio, recovery, basketball areas cleaned and safe
- ☐ Bathrooms sanitized, restocked, trash cleared
- ☐ Guest register updated; waivers filed
- ☐ GymMaster reports saved (leads, members, dashboard)
- ☐ Sales/price documents returned in place
- ☐ Next-day social media posts scheduled
- ☐ POS transactions reconciled in GymMaster/Square
- ☐ Confirm no cash stored onsite
- ☐ Inventory logged (merchandise/vending)
- ☐ Receipts/expenses filed in Google Drive
- ☐ Shift tasks logged in Trello/CRM
- ☐ Issues noted (maintenance, safety, member concerns)
- ☐ Pending actions handed over to next shift