

SHIFT SLIP CHECKLIST

	Important notes	Number of 14 day calls	Other calls made (HYPOXI, Sales, New Member Calls)	Bookings/appts. made	Upgrades/Sales	Cancellations/Downgrades	Saves
MONDAY AM NAME: DATE:							
MONDAY PM NAME: DATE:							
TUESDAYAM NAME: Date:							
TUESDAY PM NAME: DATE:							
WEDNESDAY AM NAME: DATE:							
WEDNESDAY PM NAME: DATE:							
THURSDAY AM NAME: DATE:							
THURSDAY PM NAME: DATE:							
FRIDAY AM NAME: DATE:							
FRIDAY PM NAME: DATE:							
SATURDAY AM-PM NAME: DATE:							

PLEASE CLEAR AT THE END OF THE WEEK

RECEPTION CHECKLIST

AM

- ☐ Open cash register and count float
- ☐ Action voicemail messages and delete on 8 x 8, call back red/missed calls
- ☐ Open all rooms
- ☐ Put breakfast out
- ☐ Empty/turn on dishwasher
- ☐ Stock breakfast, milk coffee pods
- ☐ Clean coffee machine
- ☐ Clean kitchen
- ☐ Walk through club every hour - check wet wipes, bins
- ☐ Put equipment away, tidy up gym floor and collect anything lying around
- ☐ Bathroom walk through: tidy floors, stock toilet paper, wipe benches down etc
- ☐ Answer all emails and check throughout morning
- ☐ Take photos for social media and post
- ☐ Take photos/videos and post on IG story
- ☐ Check IG and FB messages
- ☐ 14 day calls
- ☐ Send shift slip

PM

- ☐ Walk through club and bathroom
- clean all areas and check every hour
- ☐ Answer emails and check throughout the evening
- ☐ Check dishwasher
- ☐ Put equipment away, tidy up gym floor and collect anything lying around
- ☐ Bathroom walk through: tidy floors, stock toilet paper, wipe benches down etc
- ☐ 14 day calls
- ☐ Close all rooms
- ☐ Turn off all heating/cooling
- ☐ Check all admin forms have been scanned to members' profiles and send to Renee at end of the day
- ☐ Close register and print settlement
- ☐ Send shift slip