

OPENING AND CLOSING MSTS PROCEDURES

Facility Readiness AM

- ☐ unlock doors
- ☐ disarm alarm
- ☐ check security cameras
- ☐ turn on lights
- ☐ boot up computers
- ☐ organize membership forms

Facility Readiness PM

- ☐ lock all doors
- ☐ power down equipment
- ☐ turn off lights
- ☐ shut down computers
- ☐ secure alarm system

Cleanliness AM

- ☐ sanitize doorknobs, countertops, and equipment handles
- ☐ restock paper towels, toilet paper, and hand soap
- ☐ check showers and changing rooms

Cleanliness PM

- ☐ clean workout areas
- ☐ clean restroom and locker rooms
- ☐ stock cleaning supplies for next day
- ☐ launder towels throughout the shift

Operation Readiness AM

- ☐ review the daily schedule for events, appointments, and classes
- ☐ check voicemails and emails
- ☐ set-up check-in area

Operation Readiness PM

- ☐ reconcile sales drop cash at the bank
- ☐ ensure all members have checked out
- ☐ perform computer updates
- ☐ shut off computers

Team Collaboration AM

- ☐ check messages from evening staff
- ☐ discuss ideas for improvements from previous day
- ☐ foster a positive and collaborative team culture

Team Collaboration PM

- ☐ leave messages for the morning shift
- ☐ relay ideas for improvements with the morning shift
- ☐ foster a positive and collaborative team culture