

[illegible]

Weekend				
	Saturday	Int.	Sunday	Int.
Open-9am				
	Wetlube WR equipment guide rods			
	Detail LL equip.			
	Disinfect Medicine Balls			
9-12 pm	Dust Mop RB 1 & 2			
	WR windows/mirrors			
	Dis. Water fountain			
	Spitfire SC 1			
12-2 pm	Dust Mop RB 3		WR Windows/mirrors	
	Dis. SC mats		Spitfire RB 1	
	Disinfect GF gel DB		Dust mop SC 1 & 2	
	Vaccum and oginize laundry room		Wipe down back boards	
2-4 pm	Detail Bikes by WR		Disinfect Yogo Mats	
	Mirrors in LR and Bathrooms		Dis SC mats	
	Spitfire SC 2		Fill Dis/AP bottles	
	Disinfect GF barbell			
4-6 pm	Dust Mop Fit Stu		GF Stu Windows/mirrors	
	Detail UL equip.		Dis. Water fountain	
	Disinfect BOSU Balls In GF Stu		Detail Scale/ LR	
	Disinfect satble Balls in GF stu		Spitfire RB 2	
6-8 pm	GF Stu window/mirrors		Organize Private Room	
	WR Cubbies		Dis SC mats	
	Aerobics Cubbies		Spitfire RB 3	
	Vaccum in and around all WR equip.		All Purpose GF Stu. "steps"	
8-10pm			Vac under DB rack	
			Detail LL Equip	
			Detail DB rack (remove DB and clean)	

## Closing Procedures Weight Room

Tasks	Date						
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Re-rack all dumbbells in correct order							
Re-rack all weight plates in correct order							
Place clips, bars, and handle accessories in proper locations							
Pull free weight bench presses & incline bench press away from wall & post upstairs and down.							
Disinfect all pads							
Detail any equipment in need of it. <i>(Pay attention to low lying frames)</i>							
Vacuum floor on Mon, Wed, Fri and Sat <i>(Vacuum in &amp; around all equipment &amp; under dumbbell rack)</i>							
Mop on Tue, Thur and Sun <i>(Use water only, no soap)</i>							
Empty trash, replace gym wipes if needed							
Turn off fans, TV and lights							
Erase names on sport court chalk boards							
Put up stretching mats, stability balls & ab equipment on Tue, Thurs and Sun							
Empty trash, replace gym wipes if needed on Sport Courts							
Turn in any items left in cubbies to lost & found							
Men's & Women's LR pull trash can out, turn off saunas, turn off lights							
Replace all Gym Valet towels: cardio, weight room, group fitness, cycle room							

Week B										
	Monday	Int.	Tuesday	Int.	Wednesday	Int.	Thursday	Int.	Friday	Int.
<b>Open-9am</b>	Dust Mop SC 1		Dust Mop RB 1		Dust Mop SC 1		Dust Mop RB 1		Dust Mop SC 1	
	Aerobic Mirrors		WR cubbies		Aerobic Mirrors		WR cubbies		Aerobic Mirrors	
	Detail Mezz Equip		Detail LL equip.		Detail Mezz Equip		Detail LL equip.		Detail Mezz Equip	
<b>9-12 pm</b>	Dust Mop SC 2		Dust Mop RB 2		Dust Mop SC 2		Dust Mop RB 2		Dust Mop SC 2	
	LL Pads		windows/mirrors		LL Pads		windows/mirrors		LL Pads	
	Dis SC mats		Dis. Water fountain		Dis SC mats		Dis. Water fountain		Dis SC mats	
<b>12-2 pm</b>	Windows/mirrors		Dust Mop RB 3		Windows/mirrors		Dust Mop RB 3		Windows/mirrors	
	Detail Bikes		Dis. SC mats		Detail Bikes		Dis. SC mats		Detail Bikes	
	Aerobic Mirrors		Mezz. Pads		Aerobic Mirrors		Mezz. Pads		Aerobic Mirrors	
<b>2-4 pm</b>	Detail Handrails		Detail Bikes		Detail Handrails		Detail Bikes		Detail Handrails	
	Dis SC mats		Mirrors Fit Studio		Dis SC mats		Mirrors Fit Studio		Dis SC mats	
	Fill Dis/AP bottles		Fill Dis/AP bottles		Fill Dis/AP bottles		Fill Dis/AP bottles		Fill Dis/AP bottles	
<b>4-6 pm</b>	Windows/mirrors		Dust Mop Fit Stu		Windows/mirrors		Dust Mop Fit Stu		Windows/mirrors	
	Dis. Water fountain		LL Pads		Dis. Water fountain		LL Pads		Dis. Water fountain	
	Detail Scale/ LR		Detail Handrails		Detail Scale/ LR		Detail Handrails		Detail Scale/ LR	
<b>6-8 pm</b>	Mezz Pads		window/mirrors		Mezz Pads		window/mirrors		Mezz Pads	
	Dis SC mats		Dis SC mats		Dis SC mats		Dis SC mats		Dis SC mats	
	Check Gym Wipes		Aerobics Cubbies		Check Gym Wipes		Aerobics Cubbies		Check Gym Wipes	
	Check SC Wipes				Check SC Wipes				Check SC Wipes	
<b>8-Close</b>	Vac under DB rack		Detail Mezz Equip		Vac under DB rack		Detail Mezz Equip		Vac under DB rack	
	Detail LL Equip		Vacuum Vents		Detail LL Equip		Vacuum Vents		Detail LL Equip	
	Detail DB rack		Vac under DB rack		Detail DB rack		Vac under DB rack		Detail DB rack	