Supervisor's Checklist

These are a few reminders to ensure that proper operation takes place in the morning and at night. There are also tasks that can be completed throughout the day to help with upkeep of the facility.

	Opening Reminders		Closing Reminders		Tasks
	Building walk through safety check		Lock all doors, make sure all doors are shut (weight room, fitness stairway)		Account for CDs (7), net cranks (3), parking passes (7)
	Daily forms started		Lock patio doors & put furniture away		Radio Check
	Registers (check tape, $, change, etc.)		Money in safe. Turn tumbler, must drop		Check/Clean lint trap
	Check bulletin for events/special notes		Forms in mailboxes (see employee manual)		Rotate FA's for all positions
	Check Supervisor notes for events/notes		Set-up/break down for special events		Check for personal bags at all desks
	Check class schedule for set up		Set alarms, check emergency exits		Check fanny packs, restock if needed
	Break down events if needed		Close down BNW & shut down computers		Check bulletin board for events
	Unlock patio, furniture out weather permitting		Recheck bulletin memos/notes added		Sign employee pay sheet, check accuracy
	Lights & Radio on		Account for all radios and leave them on		Scuff marks **Areas:**
	Check all doors		Sign employee time sheets		Remind Equip. staff of IM Jersey wash (if applicable)
	Check alarms		Check to make sure all score boards are off		Straighten tables & chairs in lounge, dust tables, plants, & TV, water tree in lounge.
	Post weekly/daily schedules if needed		Place copy request for more forms if needed		Check Sups Report
	Change radio batteries		Log in and put Lost & Found items away		Check AED's **GREEN** light should be on
	Check/Clean lint trap		Make sure all equipment is in		Check alarms
	Place copy request if need more forms		Check/Clean lint trap		Place copy request if need more forms
	Run Outstanding Equipment, return items if in, print, & put in Equip. Mngr's mailbox		Have Fitness put away medicine balls and mats		Registers (check tape, $, change, etc.)
	Radio Check		Remove personal locks		Break down events if needed
	Sign employee pay sheet, check accuracy		Do inventory count on checkin/checkout sheet at Equipment Desk		Check cleanliness of Equip. and Control Desks
	Rotate FA's for all positions		Building walk through/safety check		Restock drink cooler @ Equip. Desk
	Do inventory count on checkin/checkout sheet at Equipment Desk		Check entire building to make sure EVERYONE is out		Clean & organize Sup's office, clean refrigerator

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