

Opening Up Checklist:

- Unlock front door
- Turn off alarm
- Turn on lighting for the gym
- Turn on lighting in the kitchen
- Turn on lighting in bathrooms
- Check/ tidy kitchen benches
 - ⇒ Place GFA lesson plans back in the fortnight tray
 - ⇒ Stack other lesson plans above trays for coaches to collect or throw out
 - ⇒ Wash any cups that were left from the night before – Wipe and put away
 - ⇒ Tidy the coaches folders in the shelving unit. Place any folder out of the shelving unit back
- Check seating area for items/ rubbish left behind from the night before and place in bin or the lost property tub

Forecasted Cold Day

- Turn on both heaters
- Keep front door slightly ajar with a cone (mostly closed)

Forecasted Hot Day

- Open all door around the gym
- Turn on front fans from the power box in the seating area
- Turn on all other fans from power switches around the gym
- Turn on all air conditioners using remotes stored in the kitchen

- Place an iPad at front desk for sign in of gymnasts
- Place a tablet at music shelving for background music during classes
- Turn on background music and speakers