

Opening and Closing Procedure Checklist

Week of: _____

Restrooms	Day	M	T	W	T	F	S	S
Check Supplies, Sweep/Mop if Needed, Pickup Trash, Flush Toilets, Clean Sinks and Mirrors. Empty Trash.	Open							
	Close							

Fitness Center	Day	M	T	W	T	F	S	S
Wipe Fitness Equipment, Sweep/Mop if Needed Empty Trash.	Open							
	Close							

Basketball Gym	Day	M	T	W	T	F	S	S
Pickup Trash, Check for Items Left, Sweep as Needed. Empty Trash.	Open							
	Close							

Front Desk	Day	M	T	W	T	F	S	S
Count Money, Sign Sheet, Tidy Up Area. Drop Money into the Safe at close. Empty Trash.	Open							
	Close							

Building	Day	M	T	W	T	F	S	S
Check to make sure all doors are locked/opened (as applicable.) Turn on/off all lights (as applicable.) Refill/restock cleaning supplies as needed. Clean Windows. Wipe Down Lobby Tables and Chairs.	Open							
	Close							

Rooms	Day	M	T	W	T	F	S	S
Count Money, Sign Sheet, Tidy Up Area. Drop Money into the Safe at close. Empty Trash.	Open							
	Close							

Notes

IF ANY FACILITY-RELATED ISSUES ARISE (E.G., LEAKS, DOOR PROBLEMS, ETC.), PLEASE INFORM THE SPECIALIST OR SUPERVISOR IMMEDIATELY SO THE ISSUE CAN BE ADDRESSED PROMPTLY.

