



**Two-Brain
Business**



Opening the Facility – First One In

1. Park at the back of the building. Save the best parking spots for members.
2. Unlock entranceways.
3. Open all doors in the facility.
4. Turn on all main lights
5. Boot computer.
6. Choose an appropriate playlist on Songza
7. Check for cups, towels, or other messes.
8. Check schedules and load MBO to 'check in' page.
9. Shovel out walkway to make sure it's absolutely clear for our members.

Closing the Facility – Last One Out

1. Pick up all water bottles and clothing and place on wooden shelves
2. Ensure all plates are stacked and dumbbells are on racks.
3. Hang up bands, belts and skipping ropes
4. Return mobility tools to their stations
5. Put away bars, wall balls, boxes etc. ALL equipment returned to its station
6. Empty all garbages into wheeled garbage bin in electrical room
7. Send pic of whiteboard to crossfitcatalyst@socialwod.com
8. Turn off radio

9. Double check groups are entered in mindbody
10. Shut computer down properly
11. Close batch on debit terminal
12. Put cash in the cash box in the back office
13. Turn off overhead fans (blue dial by green man door)
14. Lock ALL entranceway doors including:
 - overhead doors
 - Ignite gym doors
 - Green man door
 - 4 Overhead doors
 - Front Office Doors
15. Turn off/down baseboard heaters in the office and overhead heaters in the main gym (2 thermostats on the wall)
16. Shut off ALL lights, including bathroom lights, outside lights are on timers
17. The cleaner attends Mondays, Wednesdays and Fridays. On those nights:
 - replace all equipment (as above)
 - close and lock all doors

When cleaner doesn't attend:

- remove water bottles, clothing and other garbage
- clean up chalk
- Clean up obvious messes and return the gym to "ready" state for morning coaches.

Saturdays and Sundays:

- Mop floors (chalk, lifting platforms etc.)
- Refresh bathroom supplies