[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Gym daily operations log

The day in the gym - events, issues and handovers.

**Date:** _____

## Daily log

| Time | Event | Staff involved | Action taken |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## Sign-off

**Name:** _____ **Signature:** _____ **Date:** _____