
Operations and Maintenance

URBAN REFORM LTD

The facility will open at 6am and close at 10pm where regular scheduled walk throughs will occur on opening up and closing, this will include turning on/off the lights, further checks of all weight lifting equipment is stored away in the correct place and equipment such as rowers and bikes are in the correct working order. Those instructors who lead on the morning sessions will be required to come in 15 minutes early to complete this check. An evaluation of all pieces of the overall condition of the machines and weightlifting systems will be checked daily to increase the lifespan of each piece of equipment. All equipment will be weightlifting based which will be bolted to the floor to reduce theft of the larger pieces of equipment and laminate signage will be put in place to state where each barbell and bumper plate is to be placed at the end of the day.

Cash management: No cash transactions will take place within the facility, all transactions will take place via the booking payment system online and no cash will be stored on site.

Systematic maintenance

Urban Reform will be working with a fitness vendor known as Perfect Gym Solutions who will be providing our facility with commercial grade equipment, whom will also provide ongoing maintenance. An asset management system will be included to allow the manager of Urban Reform to view the online inventory of the specific equipment that is in the facility, schedule emergency services for any down equipment, track the history of repairs, track the history of maintenance, receive help, download daily walk through sheets, download specific information on the fitness equipment and schedule regular preventative maintenance.

There will not be any high value screens, computers, televisions or tools left in the building overnight and all expensive racks will be securely fixed to either the internal brick walls or floor.

Signage

Urban Reform will be working with Zealous signs and graphics to produce Signage which will be displayed throughout the building on entry and exit, reception, toilets and changing area to direct people throughout the premises. Based on the small size of the space within Arch 106 these facilities will be easily viewable by all on entrance to the building.

Security

Urban Reform will be using Click 24 security to carry out all security of the facility which will involve:

- A controlled locking system which allow entry to members who have booked in for a class, members will not be freely attending the gym unless they have booked on and staff will allow entry to those who come at the set times by the member of staff on reception.
- The fire door will be alarmed and signed to prevent mis-use. Staff will manage and restrict numbers via the booking system and will ensure they have all the left the building before starting the next class and at the end of the day.
- An alarm to cover the whole of the building, linked to contacts on the doors, PIR detectors and a camera on entrance at the shutter door. A CCTV system will be linked to the phones of the directors of Urban Reform to alert any suspicious behaviour. Externally the camera will be pointed at entry and will be high to protect from attack and will involve lighting to support this. Staff will also be trained by Click to use the CCTV system with a manual readily available.

Lockers

Lockers will be provided to mitigate theft, which will be robust and kept in the changing room which will be locked between classes so no other members can go in until clients have picked up their belongings and left. To coincide with this, staff will take regular inspections to make sure they undertake regular inspections including the lockers and changing area to make sure no personal belongings have been left. Further checks of the toilet and any areas which involve storage for any activity of paraphernalia or drug use.

Staff will also be given their own personal locker to store away belongings and given locks for this.

Basic cleaning

All instructors will be given a set cleaning schedule as well as working with an external cleaning company who will be working within Covid-19 Government guidelines and a risk assessment set out by UK active on maintaining hygiene within the facility. Equipment will be regularly wiped down before and after use, with a daily vacuum and floor clean to keep on top of the cleanliness.

Systems will be put in place such as disposable cleaning wipes and a trash can at each work out station will encourage clients to clean off the equipment prior to using it and after. Hand sanitisers will be available on entry and at each station. Laminated signs and Covid-19 stands will be showcased throughout the gym to keep on top of the hygiene within the facility. Cleaning of litter and any graffiti will be prompt and removed immediately.

Safety

The facility will be private therefore each member can only book onto sessions which are instructed by the coach to support the correct performance measures when carrying out exercises. This also makes it easier on entry too as clients will be coming at set times between 6am-10pm and a log of each client

within the facility will be documented through the Team Up booking system and the internal log book within the facility.

Booking System

Urban Reform will be using a booking system for clients to reserve a place on classes and programs and must complete the relevant Physical Activity Readiness Questionnaire prior to starting too.

Flooring

The flooring of the fitness facility will be non-slip, nonporous and will meet all of the functional requirements for exercise. We will be using rubber sport flooring surfaces for extra cushioning for heavy pieces of equipment and artificial sprint tracks for jumps and sprints.