Executive Summary: Gym Operational Management Plan

The on-site gym within the commercial office building is operated to ensure safe, controlled, and convenient access for building customers. The facility aligns with the wider gym portfolio's operating hours of 06:00–19:00, Monday to Friday, providing a consistent user experience across the estate.

Access & User Requirements

Gym access is restricted to building customers only. All users must register via the building app, sign the mandatory gym waiver, and complete a building team led induction. The onboarding provides a full overview of equipment use, facility rules, and emergency procedures.

Access and Egress to and from the gym will be via the main entrance doors on Newman Street for all users. The internal doors will be for emergency use only.

Security, Monitoring & Safety

The gym's emergency alarm system and CCTV are continuously monitored by the 24/7/365 Security Control Room at Circle Square. Any alarm activation is immediately assessed via CCTV, with a responder dispatched as required. Emergency services will be contacted when necessary. All users are instructed on how to raise an alarm and what to do in an emergency during their induction.

Operational Oversight

During operational hours, the Property Services Team carries out regular checks of equipment condition, cleanliness, safety systems, and general facility standards. All activity is recorded. Planned Preventative Maintenance is completed in line with building and equipment service schedules.

Emergency Procedures

Clear procedures are in place for emergency alarms, fire evacuations, and first aid responses. First-aid equipment is available in the gym, and trained personnel can be deployed on-site via Security Control Room coordination.

Hygiene & User Conduct

The gym is cleaned daily, with users expected to maintain good hygiene and wipe down equipment after use. Users must follow posted rules, treat equipment responsibly, and report any issues immediately. Breaches of conduct may result in access being withdrawn.

Governance & Review

This plan is reviewed annually or after significant operational changes to ensure continued safety, compliance, and service quality.