[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. Add or remove table rows to fit your needs. 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	[Date]

Daily log

Time	Event	Staff involved	Action taken

Sign-off

Name	Signature	Date