

Fizzy Living Hayes

Material Store House

Second Floor Gym Building

Operational Management Plan

Prepared by Fizzy Hayes LLP

# Gym Management Plan Outline

## Introduction

This management plan is designed to ensure the smooth operation of the new gym studio within the Material Storehouse on the second floor, while minimizing disturbances to residents and ensuring exclusive access for residents. This plan outlines the procedures for managing opening and closing times, access control, and activities within the gym.

## I. Management of Opening and Closing of the Building

### 1. Opening Procedures:

Opening Time: The gym will open at 6:00 AM daily.

Responsible Personnel: Automated doors will be activated.

Procedure:

- Access will be via a key fob that will only work in the operating times.
- On staff arrival a walk around will be done to check the gym.
- Lights will be operated through a timed sensor.
- Ensure all safety and hygiene measures are in place.

### 2. Closing Procedures:

Closing Time: The gym will close at 10:00 PM daily.

Procedure:

- Key fob access will be deactivated from 10pm on entry door.
- Lights will turn off through a timed sensor.
- A check will be done before staff leave premises.
- 24-hour CCTV will be operational remotely

## II. Measures to Ensure Exclusive Access for Residents

### 1. Access Control:

Fob Entry System: Residents currently have a fob to access the building which is secure. For gym usage the fobs will be activated for entry for residents only.

Resident Registration: All residents must register & approach office staff for fob.

Visitor Policy: No visitors are allowed; only registered residents can access the gym.

### 2. Monitoring and Security:

Surveillance Cameras: Install security cameras at entry points and within the gym.

Regular Audits: Conducting regular checks on the CCTV & fob entry to ensure only registered residents are accessing the gym.

Security Personnel: There is no on-site security team however we have remote access to the CCTV.

### III. Measures to Minimize Disturbance to Residents

#### 1. Noise Management:

**Soundproofing:** Install soundproofing materials in the gym to minimize noise transmission and ensure compliance with noise conditions set out within the planning permission.

**Equipment Maintenance:** Regularly maintain equipment Monday – Friday during our morning and evening walk around by on site staff to ensure they operate quietly.

**Volume Control:** Set maximum volume limits for any music. This will be programmed to not go higher than the limit accordance to the noise compliance.

#### 2. Activity Scheduling:

**Class Timings:** Schedule group classes during daytime hours to minimize disturbance during late hours. No classes earlier than 8am and no later than 8pm

**Booking System:** Implement a booking system if needs be after monitoring the footfall to prevent overcrowding and manage usage effectively.

**Quiet Hours:** Designate quiet hours in the early morning and late evening. 6am – 8am morning and 8pm until 10pm evening

#### 3. Resident Communication:

**Feedback Mechanism:** Establish a feedback system for residents to report disturbances or concerns. All residents have a resident's app which they can openly give feedback or report anything with the gym.

**Regular Updates:** Provide residents with regular updates about gym activities and any changes in operation. This will again be done through the resident's app which allows us to send push notifications on the phones and email.

### Compliance and Review

**Regular Review:** The management plan will be reviewed quarterly to ensure compliance and make necessary adjustments.

**Resident Involvement:** Involve residents in the review process to gather feedback and improve the management plan.

**Reporting:** Submit annual reports to the relevant authorities to demonstrate compliance with the approved management plan.

### Conclusion

This gym management plan ensures that the facility operates smoothly, exclusively serves the residents of the Material Storehouse, and minimizes any disturbances to the residents. By adhering to these guidelines, we aim to provide a high-quality gym experience that respects the living environment of all residents.