

Checklist Spa Soft Opening

1. Spa menu and membership brochure printing and editing
2. Spa uniforms to be follow up with Housekeeper
3. Name badge for the spa staff, follow up with HR manager
4. Recruitment of lifeguard and a receptionist follow up with HR manager
5. Poster stands in the lobby
6. Barber shop third party hand-over, check with local supplier for spa or other Brand
7. Card key swipe lock for the spa doors and swimming pool door, organize with IT manager
8. Spark system hardware supporters (have list need to get quotation from local (IT manager)
9. Women timing and staffing need to be finalize with GM (as we have more women ask spa & health club services)
10. Massage rooms dimmer and spa dimmer lights
11. Mani/ Pedi room half wooden wall and lights
12. Pantry for cold tea, warm tea, smoothies and water + product mixing
13. Depth sign. Locker room numbers, toilet roll holders, shower hangers, pool safety
14. Foot wear stands and door stopper in the spa entrance .
15. Lockers for in-house guest in the changing area
16. A small reception opposite to Moroccan bath
17. Washbasin inside both massage rooms and pantry
18. Side table inside both massage rooms
19. Bathrobe hanging stand for both rooms
20. Jewelry box for both rooms
21. Linen storage room under the stairs
22. Relaxing lounges for spa
23. Water dispenser for fitness center and spa
24. Double door fridge for the pantry
25. Wooden Steps inside the Moroccan room
26. Moroccan bath steamer installation
27. Music system installation inside the spa and reception
28. T.V channels to be added preferably with 3 – 5 sports channels
29. Music system inside the fitness center
30. A small fridge with cold towels and water in fitness center
31. Linens for the fitness center and spa follow up with Purchasing
32. Towel racks diamond shape for the gym and locker rooms
33. Some of the items still need to purchase from the local market (spa utilities items)
34. Interior works to be done inside the spa
35. Disclaimer notice frames for both swimming pool and fitness center
36. Swimming equipment's on sale / rent in the reception

37. More chairs inside the pool
38. Mats on the pool floor or water leveling and filtration adjusted in the pool
39. Electric massage chair pricing
40. Massage device pricing
41. Spa amenities like, hand wash, hand lotion, body wash, body lotion, shampoo, conditioner. displayed in the Bayat labeled refilling dispenser's