

Spa Setup and Action Plan

No.	Topic	Details	Action	Completed
1	Collaterals Spa Menu Information flyer / factsheet Forms	Membership application form Daily Registration Log Sheet Cardio workout form Free Weights record Fitness Center Pricelist		
2	Signage Directional Signage Safety Rules & Regulations Depth Marking	Pool Rules Gym Rules Sauna Rules Marking of areas Sauna Hints No Diving Open/closing Hours No Shoes Please Shower No Photo/Video Cellphone Silent		
3	Tools Reception Spa Attendant Housekeeping Pool area Gym area	Micros PC Membership Program Stationnary Cash Drawer Entrance electronic lock Facetowel heater / cooling cabinet Staffing Cleaning tools mop bucket cart Linen (Towels, Yukata, Treatment etc.) List safety and cleaning equipment Water test kit Self-help clean station Water dispenser plus cups		
4	Products Shower and toilet items Air Aroma Treatment rooms Items for sale (Clothing)	Elemis items ?? Swimming pool items gym gear Small selection of health drinks power boosters		
5	Setups Vanity counter(s) VIP locker setup General	Flowers Tissues Cottonbuds etc. See earlier samples Wastebaskets Linen baskets toilets - changing rooms Rubber floor mats in all wet areas		
6	Manning Recruitment Training Uniforms	Supervisor Receptionist Lifeguard / Gym Attendant Nametags etc.		
7	Ambiance Music / TV			

Dimmer and light settings Candles & incense		
--	--	--