

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