

Standard Operating Procedure and Rules for the Verandas GYM

Purpose

This SOP is divided into two parts – first part outlines the most important rules and procedures, while the second part details out good practices that should be followed outlines the rules and procedures to ensure the safe, hygienic, and effective use of the Verandas gym facilities by residents.

Part 1: Most important rules and conditions (MIRC)

1. Eligibility and Access:

- The gym is exclusively for residents and tenants of The Verandas.
- Access to the gym is permitted only during designated hours (posted outside the gym).
- Residents under the age of 16 must be always accompanied and supervised by an adult while in the gym.
- Outsiders/Guests/Friends or relatives (Guests) may access the gym only if accompanied by a resident/tenant. They must sign a consent form before using the gym (the form is available with the Gym attendant). Residents are responsible for the actions of their guests.
- Everyone must sign the entry book, before they enter the Gym

2. Safety:

Using Gym Equipment with Care:

- Handle gym equipment responsibly and as per the instructions provided.
- Avoid dropping weights or using equipment in a manner that may cause damage.
- After using equipment, return all items, such as free weights, resistance bands, and other accessories, to their designated places.
- If using gym yoga mats, wipe them down after use and return them to the storage area.

Use of Personal Protective Gear:

- Wear appropriate footwear and clothing designed for exercise.
- Sports shoes are mandatory.
- Avoid wearing items that could get caught in machinery, such as loose jewelry or baggy clothing.

Prohibited Activities:

- Do not attempt acrobatics, stunts, or other high-risk activities in the gym.
- Supervised Use of Advanced Equipment: For equipment like heavy weights, specialized machines, residents are encouraged to seek initial guidance from the gym attendant to prevent misuse and ensure safety.
- Smoking, vaping, consuming alcohol, or bringing food into the gym.
- Verbal or physical assault directed towards Gym attendants or other people using the Gym.

Emergency Preparedness

- Familiarize yourself with the location of emergency exits, fire extinguishers, and first aid kits in the gym. In case of an injury, contact the gym attendant or management immediately. For severe injuries, call emergency services promptly.

Reporting Concerns

- If you notice damaged or malfunctioning equipment, report it immediately to the gym attendant or Verandas management. Do not attempt to repair equipment yourself.
- Notify the gym attendant or management about any spills, hazards, or unsafe conditions in the gym area.

3. Gym environment

Temperature Control:

- The gym temperature will be maintained at 24°C (75°F) across all seasons to provide a comfortable environment for exercise.
- Residents are advised to wear appropriate clothing to suit this standard temperature setting.

Music Policy:

- The gym will play music at a predetermined volume, ensuring it is audible but not disruptive.
- The soundtrack will consist of upbeat and motivating tracks suitable for workouts and will avoid explicit content.
- Residents are encouraged to use personal headphones if they prefer a different genre or volume level.

Respect for Others:

- Be considerate of other users by keeping noise levels to a minimum (e.g., phone calls, loud conversations).
- Wipe down equipment after use with the cleaning supplies provided.
- Share equipment during busy times by limiting usage to 20 minutes on machines like treadmills or bikes when others are waiting.
- Do not bring pets or non-essential items into the gym.

4. Consequences of Rule Violations

Non-compliance with the gym rules or failure to follow directions from the gym attendant may result in:

- Warnings or reprimands from the Verandas management.

- Temporary or permanent suspension of gym privileges.
- Fines or penalties as per The Verandas Apartment Owners Association (TVAOA)

By using the gym, all residents and guests agree to adhere to these rules and procedures to ensure a safe and enjoyable environment for everyone.

Part 2: Good Gym Practices

Proper Use of Equipment

Always follow the instructions displayed on the equipment or seek guidance from the gym attendant if unsure about its operation.

- Do not modify or misuse gym equipment. Only use equipment for its intended purpose.
- Refrain from lifting weights that exceed your capacity without proper technique or supervision.

Preventing Injuries

- Warm up before starting your workout and cool down afterward to avoid strains and injuries.
- Practice proper posture and form during exercises to minimize the risk of injury.
- If you feel dizzy, lightheaded, or unwell during a workout, stop immediately and notify the gym attendant or management if assistance is needed.
- Buddy System: It is recommended to have a workout partner when attempting heavy lifting or advanced exercises. Alternatively, ask the gym attendant to spot you.
- Avoid use of mobile phones while using any Gym equipment.

Use of Personal Protective Gear:

- Wear appropriate footwear and clothing designed for exercise.
- Avoid wearing items that could get caught in machinery, such as loose jewelry or baggy clothing.

Avoid Overexertion: Listen to your body and avoid overexertion. Gradually increase workout intensity and take breaks as needed. Stay hydrated by bringing your own water bottle and consuming adequate fluids during workouts.

Roles and Responsibilities of the Gym Attendant

1. Responsibilities of the Gym Attendant:

- Ensure the cleanliness and hygiene of the gym by regularly sanitizing equipment and maintaining the space.
- Monitor the proper use of equipment and assist residents with instructions if needed.
- Enforce gym rules and report any incidents, safety concerns, or equipment malfunctions to the management.

- Provide first aid assistance in case of minor injuries and contact emergency services for major incidents.
- Guide residents on proper etiquette, equipment sharing, and safe practices.

2. Resident Compliance with Gym Attendant Directions:

- Residents are required to follow instructions or guidance provided by the gym attendant to ensure safety and compliance with gym rules.
- If a resident is misusing equipment, creating a disturbance, or violating any rules, the attendant has the authority to request that the resident stop or leave the facility.
- Any disputes with the attendant should be reported to the Verandas management for resolution, but residents must comply with instructions at the time to maintain order.

Liability and Indemnification Clause for the Verandas Gym Usage

Use at Own Risk:

- All members and guests use the gym facilities at their own risk. The gym is not liable for any injuries, accidents, or health issues that may occur while using the premises.

Health Acknowledgment:

- By using the gym, members and guests affirm that they are physically fit and capable of participating in exercise activities. The gym is not responsible for any health complications arising from improper use or pre-existing conditions.

Damage Responsibility:

- Members and guests are responsible for any damages to gym property caused by misuse, negligence, or intentional acts.

Personal Belongings:

- The gym is not responsible for lost, stolen, or damaged personal items. Members are encouraged to use lockers for storage and bring valuables at their own discretion.

Indemnification:

- Members and guests agree to indemnify and hold harmless the gym, its owners, staff, and affiliates from any claims, liabilities, or costs arising from their use of the facilities, including injury, property damage, or other losses.
- By entering the premises, members and guests waive any right to pursue legal action against the gym for ordinary negligence related to gym activities or equipment use.
- In case of an emergency, members consent to receive medical assistance as deemed necessary and agree to cover any associated costs. The gym is not liable for outcomes of emergency interventions.