BUILD FITNESS 24/7
GYM MEMBER’S HANDBOOK
Introduction and purpose of handbook.................................................................1
About the concept ..............................................................................................1
Access Cards .......................................................................................................1
AED .....................................................................................................................1
Annual Amenity Fee ..........................................................................................1
CCTV .................................................................................................................1
Dress Code ........................................................................................................1
Equipment Available ........................................................................................1
Emergency Evacuation and Fire .......................................................................2
First Aid ............................................................................................................2
Gate Entry .........................................................................................................2
Guest Passes/Visitors .......................................................................................2
Gym Rules .........................................................................................................2
Health & Security Emergency – Duress Alarm ..............................................3
Hours of Operation ..........................................................................................3
Lockers ................................................................................................................3
Maintenance Matters .......................................................................................3
Membership Process ........................................................................................3
Refund Policy .....................................................................................................4
Parking ...............................................................................................................4
Personal Trainers ..............................................................................................4
Privacy Policy and Member Information .......................................................4
Showers .............................................................................................................4
Smoking .............................................................................................................4
Website .............................................................................................................4
Schedule A – Evacuation Diagram ...................................................................5
Introduction and purpose of handbook

Welcome to CTC’s gym, Build Fitness 24/7! We hope you enjoy your time with us. This handbook has been developed to provide you with an information resource about how the gym will operate.

About the concept

CTC is committed to providing extra opportunities for tenant’s and their staff to build fitness in light of research of the health risks of increasingly sedentary lifestyles. In addition to offering bi-weekly fitness classes, healthy options at the cafe and shower amenities, CTC is now offering 24/7 access to gym equipment by creating the Build Fitness 24/7 Gym.

Access Cards

An access card will be provided to you upon successful application which will enable access 24 hours a day, 7 days a week.

Should this card be lost, please inform CTC immediately so this can be cancelled. Lost replacement cards will be provided at a cost of $30.

Access cards must be returned to the CTC office upon leaving CTC’s or tenant’s employment. Any applicable fee refund will be dependent upon this access card being returned.

AED

A defibrillator is available in the gym in the event of a cardiac emergency. Also refer to the Duress alarm.

Annual Amenity Fee

The amenity (access) fee is paid annually, and runs per fiscal year. Membership fees are due on 1st July of each year, paid in full for the entire year. Refer to the refund policy for other details.

CCTV

Gym members should be aware that there are a number of CCTV systems located on the site and that they are likely to be recorded as a result.

Dress Code

Appropriate workout wear should be worn at all times, including footwear. A gym towel is also mandatory.

Equipment Available

Current equipment available in the Gym:

- Concept 2D Model Rower
- Sole F85 Treadmill
- Schwinn 470 with Incline Elliptical
- Diamondback 91UB Bike
- Adjustable bench with weight sets
- Medicine balls

Should any machine not appear to be working correctly, please cease use immediately, and advise CTC on bookings@ctc.qld.edu.au or 3216-6711.
Emergency Evacuation and Fire

In the event of an emergency, please evacuate to the nearest evacuation point (refer to attached schedule A at end of handbook).

If during business hours, please follow the directions given by CTC staff on site.

First Aid

Should any gym member require First Aid, they are to report this to the Gym manager.

CTC staff members are trained in First Aid and the precinct has a First Aid Room (located in Building 1 across from the Precinct Management Office).

Note that these services will only be available during business days and office hours.

Gate Entry

Gate 2 will be left open to enable gym members to park near the gym entry.

Guest Passes/Visitors

Gym membership is open to CTC staff, CTC tenants and their current employees only.

No guest passes or guests are permitted into the facility. Membership may be forfeited should this be breached.

Gym Rules

There are a number of rules that gym members must abide by:

- No towel = NO gym
- Wipe down equipment after use (with the disinfectant and paper towels provided for this purpose)
- Proper work-out attire must be worn – athletic shoes, no denim, streetwear or work boots
- No children under 18
- Current members only
- Report damage, faulty equipment, inappropriate and suspicious behaviour to CTC Management
- No tampering with the ‘Panic Button’ or defibrillator
- No food, smoking, alcoholic beverages or glass containers
- Share equipment when others are present
- Be mindful of others and keep noise down
- Re-rack and replace equipment when you’ve finished your work-out and leave the gym clean and tidy
- Maximum time on individual equipment is half an hour (if another user is waiting to use it)
Health & Security
Emergency – Duress Alarm

The Gym has been equipped with a duress alarm linked directly to the ambulance service in case of health emergency.

Please do not tamper with this alarm unless required in a health emergency.

Hours of Operation

The gym is available 24 hours a day, 7 days a week using your access card. The CTC office hours are 7:00 am until 5:00 pm (business days only).

Lockers

Six lockers are provided at the rear of the Gym location for Gym members use only. These are “coin return” operated. This means that in order to use these lockers, you insert a $2 coin, so that you can lock the locker and remove the key.

Once you use the key to unlock, the $2 coin is returned to you.

Please note that these lockers are intended for short term use and only during your gym visit.

Maintenance Matters

The CTC Finance & Reservations Co-ordinator manages the Build Fitness 24/7 Gym.

Should any item require notification to CTC, please email the matter to his/her attention at bookings@ctc.qld.edu.au for resolution.

Membership Process

Membership is open to CTC tenants and their current, respective staff members only. All members must be 18 years of age.

Members are personally responsible for their own health and safety while using this facility. The induction process assists in this regard.

In order to gain access to the gym, potential applicants will need to successfully complete the following:

- Sign and submit the following to bookings@ctc.qld.edu.au:
  - Build Fitness Membership Application form and pay the amenity fee (currently an annual fee of $60)
  - Build Fitness Questionnaire

- Be assessed by the CTC personal trainer as able to participate during the gym induction
  - Inductions are organized on Wednesday mornings from 8am to 10am, as advised by the Finance & Reservations Co-ordinator

- Pay the amenity fee (annual fee is $60 per fiscal year). Payments can be made by credit card or EFT only.

Once this has occurred, the new member will receive their access pass and gym towel.

*In some circumstances, a medical waiver may be required to progress your application. Should this not
be provided, your application will be cancelled and all payments refunded in full.

Refund Policy

CTC will refund your amenity fee in full should the applicant not pass the induction or not wish to provide a mandatory medical waiver (if required).

Should the member terminate their employment at a tenant, CTC will refund the balance of the amenity fee pro rata, full months only (no part month refund will be made).

Parking

Free parking is available across the precinct. The only area out of bounds is the Ian Barclay Building staff allocated parking lot located at the rear (east side) of the Ian Barclay Building.

Personal Trainers

Use of a personal trainer in the facility is restricted to CTC’s nominated training organisation – Barefoot Fitness (Michelle Mascher). CTC can provide their contact details on request or on the Build Fitness 24/7 website www.buildfitness.me.

Privacy Policy and Member Information

CTC will maintain records of gym members’ applications, induction questionnaires and payments.

No personal details will be divulged to third parties.

Showers

Showers are available for use by Gym members, and are located at the following locations:

- Ian Barclay Building
  - level 1 disabled toilet
- Building 1
  - Disabled toilet
  - Men’s toilet amenity
  - Ladies toilet amenity
- Building 4
  - Disabled toilet
  - Men’s toilet amenity
  - Ladies toilet amenity

Gym members will be required to provide their own toiletries and towels.

Smoking

CTC maintains a non-smoking policy within its buildings and premises.

There is currently a smoking area located outside the centre of Building 1. Smoking is only permitted within designated smoking areas.

Website

CTC maintains a website (www.buildfitness.me) dedicated to the gym with links to other allied services which promote overall wellbeing. Examples are naturopaths, dietitians and physiotherapists etc. CTC does not warranty any of these services, nor is there any relationship to the providers listed.
Schedule A – Evacuation Diagram

**EMERGENCY EVACUATION PROCEDURE**

In the event of any emergency requiring the evacuation of any or all of the buildings in this complex, all tenants, staff, students and visitors are to comply with this Evacuation Plan.

**FIRE**

- Upon hearing the audible alarm and for so ordered to evacuate by Centre Management, all personnel are to proceed to the Assembly Area as marked on the room/floor/area evacuation plan.
- Each organisation occupying facilities in the Centre is responsible to have a record of their staff, students and visitors for Assembly Point rollcall.
- Regular drills will be conducted.
- **DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE / CHIEF WARDEN DECLARE IT SAFE TO DO SO.**

**BOMB THREATS**

- Upon receiving a bomb threat you are requested to keep the line open – **DO NOT HANG UP.**
- Immediately notify the Police Service on 000 and Centre Management on 3210 0711.
- Initiate your own evacuation. Centre Management will advise the rest of the complex.
- Evacuate to an area well back from suspected bomb area.

**FIRE EXTINGUISHER OPERATION**

Stand well back from fire (3m)
Always face fire with hand to their exit
Always be in pairs
Use the P.A.S.S. method

P = Pull pin from extinguisher
A = Aim extinguisher at base of fire
S = Squeeze handle of extinguisher
S = Sweep extinguisher from side to side

**FIRE HOSE REEL OPERATION**

Go to fire hose reel
Turn water supply handle (NOT nozzle) to the ON position
Take hose reel to fire
Stand well back from fire
Always face fire with back to door exit
Always be in pairs
Aim at base of fire
Sweep from side to side

**BUILDING EMERGENCY EVACUATION DIAGRAM**

**CONSTRUCTION TRAINING CENTRE**
IAN BARCLAY BUILDING Ground Level - 1.6
460-492 Beaudesert Road
Salisbury, Qld. 4107

**GROUND FLOOR**

**IN CASE OF FIRE**

**Fire/Evac Procedure**

- **R**emoove people from IMMEDIATE DANGER AREA
- **A**lert people nearby and RAISE AN ALARM
- **C**onfine fire and SMOKE
- **E**vacuate

**SAFETY MEASURES IN CASE OF FIRE**

- Turn off electrical appliances and shut all doors.
- Only light if safe to do so and you feel confident to do so.
- Mobility impaired persons should evacuate immediately on hearing alarm assisted by nominated person.

**LEGEND & FIRE FIGHTING EQUIPMENT**

- Fire Hose Reel
- Fire Extinguisher
- Fire Blanket
- Manual Call Point
- Fire Extinguisher - DCP
- Fire Extinguisher - Carbon Dioxide
- Path of Exit
- Fire Extinguisher - Wet Chemical
- Assembly Area
- Fire Extinguisher - Vaporising Liquid
- First Aid Room
- Fire Hydrant
- Fire Extinguisher Panel
- Exit Signs
- Hazmat Box

**CTC**

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