

FACILITY GUIDELINES

LOCKER USE

- There are separate men's and women's locker rooms with changing and shower areas.
- Only Public Safety employees are assigned a personal locker.
- You may borrow a "day locker" during your visit.
- You must provide your own lock.
- Remove your items at the end of your workout session and take your lock.

SIGN IN

- Please sign in on the computer when you come in to workout. You do not need to sign out.

KEEP EQUIPMENT CLEAN AND ORGANIZED

- Use the bottles of cleaner and paper towels that are provided and wipe down the equipment **before** and **after** each use. This includes the mats, balls, etc.
- To help prevent the spread of MRSA, use the hand sanitizing gel before and after workout.
- Please return all equipment used to its proper place when you are finished. This includes the mats, bands, dumb bells, etc.
- The weight plates need to be removed from the equipment you placed it on, and returned to the weight tree.

FACILITY RELATED QUESTIONS

Please contact
Cathy Kadash
Facilities Coordinator
kad@co.henrico.va.us
804.501.7261



PERSONAL WORKOUT RULES TO FOLLOW

- ◆ Always "warm up" before starting.
- ◆ Only use free weights with a spotter.
- ◆ Do Cardio at least three days.
- ◆ Do Strength Training at least two days.
- ◆ Don't compete with others.
- ◆ Do try your best!
- ◆ Be patient—you will see results!

CONTACTS & INFORMATION

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COUNTY OF HENRICO HUMAN RESOURCES FITNESS/WELLNESS DIVISION



Division Mission Statement

To make a difference in the health and well-being of our employees and in the workplace by changing individual behaviors and creating effective partnerships both at work and at home to promote a culture of fitness and wellness.

Henrico County Training Center
7701 East Parham Road
Henrico, Virginia 23294

**Visit your Human Resources
Fitness/Wellness Web site
for more information
www.co.henrico.va.us/hr/fitness**

GENERAL INFORMATION

As a full-time employee of Henrico County, you have the opportunity to use the Fitness Facility located at the Henrico Training Center.

The right fitness program for you depends on your current health status, level of fitness, goals, age, gender, weight, and interest.

A basic program consists of the following routine, three times a week:

- Begin with a low-intensity 3 to 5 minute warm-up on any piece of cardiovascular equipment (bike, treadmill, or elliptical).
- Perform strength training exercises targeting all major muscle groups (chest, back, shoulders, arms, abdominals, and legs).
- Spend 10 to 30 minutes on cardiovascular training, staying within your Target Heart Rate range. More cardio is important if your goal is to lose weight.
- Cool down for 2 to 5 minutes with a very low intensity exercise.
- Perform flexibility training by stretching all muscle groups.



FITNESS CLASS SCHEDULE

Go to the County of Henrico Department of Human Resources web site www.co.henrico.va.us/hr/fitness to view the current Fitness Class Schedule.

CARDIO

- **Low to Moderate Intensity:** For beginners, your target rate should 50%—70% of your maximum heart rate when walking, biking, jogging, or using any cardiovascular exercise machine.
- **Vigorous Intensity:** Target rate should be 70%—85% of your maximum heart rate for intermediate and advanced exercisers.

CALCULATE YOUR TARGET HEART RATE*

Low/Moderate Intensity:

220 minus current age x 50%—70%

Example: Age = 40

220 - 40 = 180

180 X 50% = 90 *or*

180 X 70% = 126

THR = 90 to 126 (beats per minute—bpm)

Vigorous Intensity:

180 X 70% = 126 *or*

180 X 85% = 153

THR = 126 to 153 (beats per minute—bpm)

** Information obtained from the Centers for Disease Control & Prevention.*

STRENGTH TRAINING PROGRAMS

- Adjust seat on weight machine to proper height.

<u>Height</u>	<u>Seat Adjustment *</u>
5'2"	5
5'5"	4
5'8"	3
5'11"	2-3
6'2" or over	1-2

- Begin with lighter weights, perform 10—12 reps, rest, then repeat two more times.

** It is recommended that you work with a trainer for correct seat adjustment.*

WEIGHT ROOM ACCESS

- Hours are 8:00 a.m.—10:00 p.m.
- For non-public safety staff, you can use the facility Monday through Friday, but not on weekends or holidays.
- You must have a Henrico County ID card and present it to Security.
- Facility is for the use of **Henrico Employees only who have attended the required weight room orientation.**
- The room is closed 8:00 a.m.—12:00 p.m. on the 1st workday of each month for cleaning.



ORIENTATION

- You **must** attend a mandatory orientation before you can use the Fitness Facility.
- Orientations are held on every Friday of the month.
- You need to be dressed in workout attire to participate.
- Call Fitness/Wellness Division Office @ 804.501.7559 to register.

PERSONAL TRAINING

NOTE: If you have a special concern, problem, or question about what is best for you, make an appointment with one of our qualified trainers. They will be happy to assist you in assessing your needs and developing a program that will help you attain your goal.