[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Office Opening Checklist

Opening the office without missing a step: security, lights, systems, rooms, and supplies, ticked off in order.

Opening details Opening time: _____ **Office manager:** _____

Alarm company phone: _____ Daytime air-conditioning: _____

Security and alarms [ ] Arrive at [Opening time]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Enter by the main entrance only. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Disarm the alarm with your personal code. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Alarm panel shows no fault; if it does, call [Alarm company phone]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] If delayed by more than 15 minutes, phone [Office manager name]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] All windows closed and locked; fire exits clear. OK **[ ]** Fault **[ ]** N/A **[ ]**

Lights and climate [ ] Lights switched on in reception, work areas, and washrooms. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Air conditioning set to [Daytime air-conditioning setting]. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Blinds opened in street-facing rooms. OK **[ ]** Fault **[ ]** N/A **[ ]**

Systems and equipment [ ] Printers have paper and toner. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Coffee machine on and filled. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Reception phone system shows no fault lights. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Shared inbox checked for urgent messages. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Booking calendar checked for early meetings. OK **[ ]** Fault **[ ]** N/A **[ ]**

Rooms and common areas [ ] Each room booked before 10:00: chairs counted, table clean, AV tested. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Reception seating straightened and cushions plumped. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Kitchen: cups washed and stacked, milk in date. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Stationery point: pens tested, notepaper stacked. OK **[ ]** Fault **[ ]** N/A **[ ]**

Supplies and notes Record what is running low and any fault or note for the day.

Opened by: _____ Date: _____

Faults found: _____ Reported to: _____

Supplies running low: _____

Completion [ ] Alarm disarmed cleanly, panel fault-free, and windows locked. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Rooms booked before 10:00 are set up, tested, and ready. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Faults from the morning walk are in the opening notes. OK **[ ]** Fault **[ ]** N/A **[ ]**

Sign-off Completed by: _____ **Signature:** _____

Date: _____

Document: Office Opening Checklist Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____