



Office Opening/Closing Checklist

 Show only Checklist

Display Style
Default 

Pre-Opening Tasks (If Opening)

Tasks to be completed *before* the office officially opens.

Target Opening Date

Enter date...

Initial Office Layout Plan Description

Write something...



Number of Desks/Workstations Prepared

Enter a number...

Lease Agreement (Uploaded Copy)

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Security System Type

- ☐ None
- ☐ Alarm System
- ☐ Keycard Access
- ☐ Security Personnel

Internet Service Provider Confirmed?

- ☐ Yes
- ☐ No

Key Distribution Plan (Who has keys, and for what purpose)

Write something...

Daily Opening Procedures

Tasks to be performed each morning when opening the office.

Opening Time

Enter time...

Alarm System Status

☐ Armed

☐ Disarmed

☐ Trouble

HVAC System Status

☐ On

☐ Off

☐ Trouble

Thermostat Setting (Morning)

Enter a number...

Lights Check

- ☐ All On
- ☐ Partial
- ☐ All Off

Brief Note on Office Condition

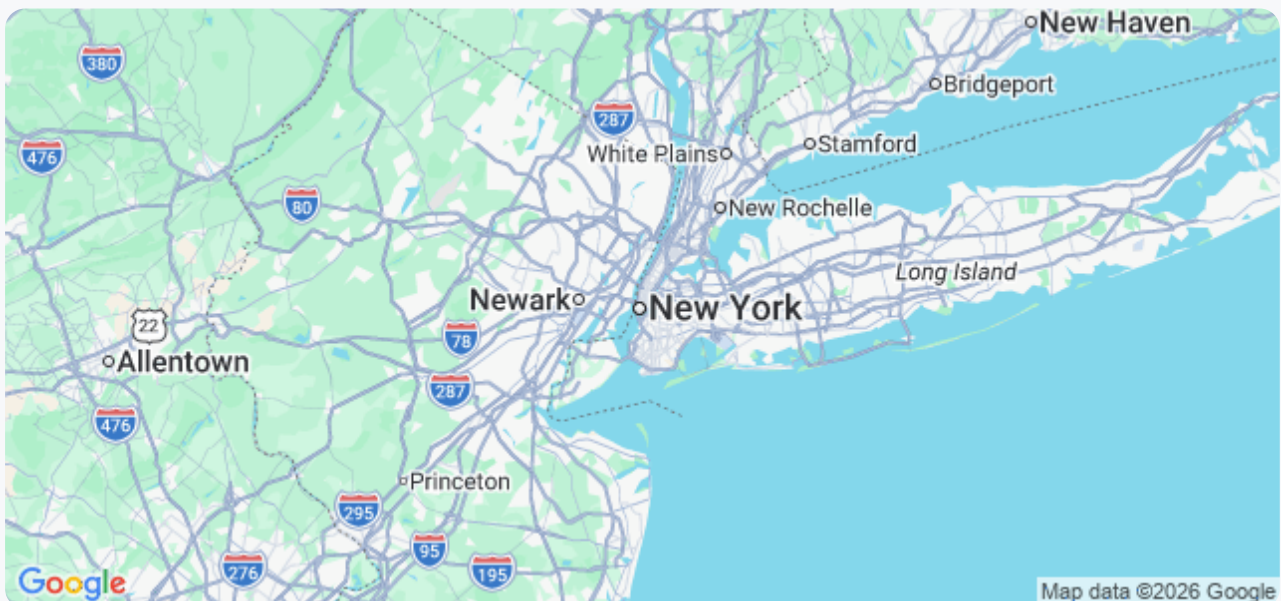
Write something...

Mail/Deliveries Check

- ☐ Checked
- ☐ Not Checked

Review Security Camera Footage (If Applicable)

 [Set My Current Location](#)



Daily Closing Procedures

Tasks to be performed each evening when closing the office.

Closing Time Recorded

Enter time...

Any Unusual Events/Issues Noted

Write something...

Cash Drawer Count (If Applicable)

Enter a number...

Security System Armed?

☐ Yes

☐ No

Lights Status

☐ All Off

☐ Some On

☐ All On

HVAC System Status

- ☐ Off
- ☐ Eco Mode
- ☐ Scheduled

Photo of Secure Area (if applicable)

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Notes on Leaving Appliances On (e.g., coffee machine)

Write something...

Weekly Maintenance & Security

Tasks to be performed weekly to ensure ongoing office health.

Check HVAC Filter Condition (Rating 1-5, 5=New)

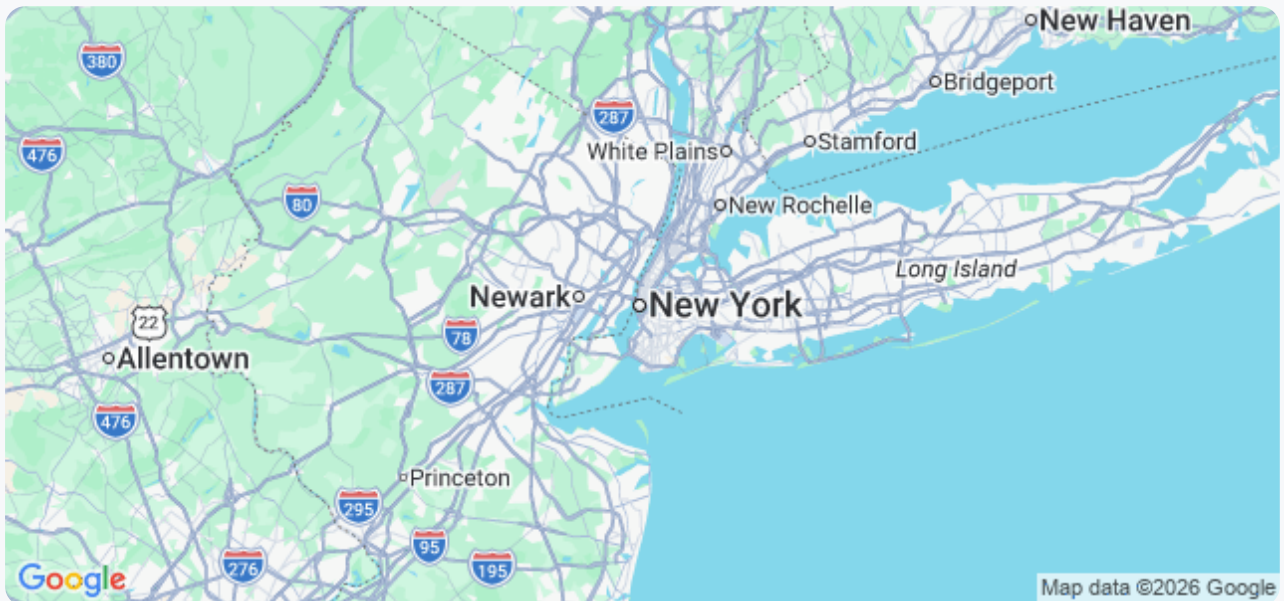
Enter a number...

Security System Status

- ☐ Active & Functioning
- ☐ Needs Attention
- ☐ Offline

Inspect Exterior Lighting

 [Set My Current Location](#)



Notes on any security concerns observed

Write something...

Photos of any visible damage (e.g., broken windows)

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Check Fire Extinguishers – Visual Inspection

☐ OK

☐ Needs Service

☐ Missing/Not Found

Check Thermostat Settings (Desired Temperature)

Enter a number...

Monthly/Quarterly Review

Larger-scale tasks to be completed less frequently.

Last HVAC System Servicing

Enter date...

Meter Readings (Electricity, Water, Gas)

Enter a number...

Summary of any Security Incidents (if applicable)

Write something...

Office Cleaning Contract Review

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Requires Renegotiation

Copy of Fire Safety Inspection Report

 Upload File

Summary of Staff Feedback Regarding Office Conditions/Maintenance

Write something...

Review of Insurance Policies (Liability, Property)

- ☐ Review Complete - No Issues
- ☐ Review Complete - Requires Adjustment
- ☐ Review Not Yet Completed

Emergency Procedures

Critical protocols for handling unexpected situations.

Fire Evacuation Plan Review & Familiarization

Write something...

Emergency Contact Person (On-Site)

- ☐ Person 1
- ☐ Person 2
- ☐ Person 3

Emergency Contact Person (Off-Site)

- ☐ Contact 1
- ☐ Contact 2
- ☐ Contact 3

Last Fire Extinguisher Inspection Date

Enter a number...

Scheduled Fire Alarm System Test Date

Enter date...

Procedure for Reporting Suspicious Activity

Write something...

First Aid Kit Inspection Status

- ☐ Inspected & Stocked
- ☐ Needs Inspection
- ☐ Missing Items

Technology & Systems

Specific checks related to technology and operational systems.

Server Room Temperature (Celsius)

Enter a number...

Network Switch Power Consumption (Watts)

Security System Status

- ☐ Active
- ☐ Inactive
- ☐ Needs Repair

Phone System Functionality

- ☐ Fully Functional
- ☐ Limited Functionality
- ☐ Not Functional

Last Data Backup Date

Scheduled System Maintenance Time

Notes on System Performance/Issues

Write something...

Screenshot of Network Activity

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